

LIBRARY BOARD

Monday, April 1, 2019

5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Approval of the draft Minutes of the March 4, 2019 Library Board meeting.
 - b. Approval of the March 2019 general fund bills and trust fund bills
4. INFORMATION ITEMS
 - a. 2019 Budget update
 - b. Director's Report
 - a. Library systems report
 - b. Friends of McFarland Library report
 - c. Endowment report
 - c. Monthly report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Forwarding candidate names for library board positions
 - b. Adjacent County Payments
 - c. Meeting Room Policy
 - d. Shelving Purchase
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, April 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the March 4, 2019 Library Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 April Library Board Minutes

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, March 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, Sharon Payne, Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle, Michael Shumway

Members not present:

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

- a. Motion to approve the minutes of the February 4, 2019 meeting.
Motion by Ken Machtan, second by Karin Mandli, to approve the minutes of the February 4, 2019 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. Approval of the February 2019 general fund bills and trust fund bills.
Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the February 2019 general fund bills and trust fund bills. Motion carries 7 - 0 - 0 by acclamation.

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

The Library Board reviewed the member terms and those whose terms expire in 2019 were asked to contact the Library Director if they did not wish to continue on with another term.

b. Parking lot closure for bike rodeo

Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve Parking lot closure for bike rodeo on May 4, 2019 Motion carries 7 - 0 - 0 by acclamation.

c. 2018 Annual Report Review

The 2018 annual report was reviewed and the Director presented a comparison to 2017.

d. Study Room Policy

The study room policy was discussed and the Library Director was asked to present information at a future Library Board meeting regarding allowing businesses to use the study rooms.

6. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, 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, April 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the March 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 - March

February/March Invoices		
Row Labels	Sum of Amount	Description
ALA/BOOKLIST	\$169.50	Subscription
Alliant Energy	\$2,079.53	Utilities
ARAMARK	\$270.95	Mat Rental (Feb/March)
BAKER & TAYLOR BOOKS	\$5,259.95	Books
BLACK STONE PUBLISHING	\$7.95	CD Replacement
BOURIE, CAROLYNN	\$20.00	Lost Book Refund
CHASE LUMBER AND FUEL INC	\$34.04	
CORPORATE BUSINESS SYSTEMS	\$247.14	Facility Management
COX, HEIDI	\$104.71	Copier Lease
EMBASSY CONTROLS	\$2,591.95	Reimbursement
ENVIRONMENT CONTROL	\$1,304.00	HVAC Repair
FILE 13 E-WASTE SOLUTIONS	\$19.25	Technology Recycling
GOOD FOOD, LLC	\$160.00	Training Lunch
LIBRARY PETTY CASH	\$75.46	Postage, Supplies
McFarland True Value	\$48.78	Facility Management
MICROMARKETING LLC	\$128.48	Audio Books
MIDWEST TAPE	\$22.49	DVD
PROTECTION TECHNOLOGIES	\$360.00	Fire Panel Monitoring
SOUTH CENTRAL LIBRARY	\$3,734.00	Overdrive Advantage
UNIQUE MANAGEMENT SERVICES INC	\$17.90	Collection Services
VIKING ELECTRIC SUPPLY	\$299.79	Electrical Supplies
(blank)		
Grand Total	\$16,955.87	

Trust Fund

Madison Community Foundation \$ 5,250.00



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 1, 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 Estimated	March 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	\$ -	\$ 101.00		\$ 101.00	0.04%		
Library Fines		\$ 12,500	\$ -	\$ 1,277.16		\$ 1,277.16	10.22%	25%	\$ 3,375.00
Miscellaneous Revenue		\$ 500	\$ -	\$ -		\$ -			
Library Fees		\$ 5,000	\$ -	\$ 701.45		\$ 701.45	14.03%	25%	\$ 1,250.00
		\$ 843,750.00	\$ -	\$ 2,079.61	\$ -	\$ 2,079.61	0.25%		
Expenditures									
						\$ -			
Salaries	110	\$299,250.00	\$ 21,291.25	\$ 31,584.56	\$ 23,019.23	\$ 75,895.04	25.36%	25%	\$ 74,812.50
Part-time	120	\$159,750	\$ 454.47	\$ 1,003.52	\$ 12,288.46	\$ 13,746.45	8.60%	25%	\$ 39,937.50
Health Insurance	130	\$98,000	\$ 7,155.15	\$ 7,155.15	\$ 7,538.46			25%	
Retirement	131	\$25,250	\$ 1,805.11	\$ 1,822.91	\$ 1,942.31	\$ 5,570.33	22.06%	25%	\$ 6,312.50
SS/Medicare	132	\$34,750	\$ 2,249.15	\$ 2,996.10	\$ 2,673.08	\$ 7,918.33	22.79%	25%	
Other Benefits	135	\$2,250	\$ 91.40	\$ 91.40	\$ 91.40	\$ 274.20	12.19%	25%	
Wage Adjustment	140	\$ 8,000	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 2,000.00
Expense Reimbursement	141	\$ 500		\$ -	\$ -				
Total Personnel		\$627,750.00	\$33,046.53	\$44,653.64	\$47,552.94	\$103,404.35	16.47%	25%	\$ 156,937.50
								25%	
Support Services	210	\$ 23,750	\$ 1,304.00	\$ 1,330.85	\$ 1,321.90	\$ 3,956.75	16.66%	25%	\$ 5,937.50
Consulting Services	211	\$ 43,500	\$ 44,399.68	\$ -		\$ 44,399.68	102.07%	25%	\$ 10,875.00
Utilities	220	\$ 28,000	\$2,255.50	\$2,582.00	\$2,079.53	\$ 6,917.03	24.70%	25%	\$ 7,000.00
Communication	221	\$ 1,000	\$64.88	\$68.04		\$ 132.92	13.29%	25%	\$ 250.00
Equipment Maintenance	240	\$ 8,500	\$304.94	\$364.68	\$ 247.14	\$ 916.76	10.79%	25%	\$ 2,125.00
Facility Maintenance	242	\$ 14,000	\$355.41	\$215.16	\$ 3,035.93	\$ 3,606.50	25.76%	25%	\$ 3,500.00
Total Services		\$ 118,750.00	\$ 48,684.41	\$ 4,560.73	\$ 6,684.50	\$ 59,929.64	50.47%	25%	\$ 29,687.50
Office Supplies	310	\$ 9,000	\$ 288.59	\$ 558.39	\$ 32.42	\$ 879.40	9.77%	25%	\$ 2,250.00
Postage	311	\$ 250	\$ 12.22	\$ -	\$ 28.22	\$ 40.44	16.18%	25%	\$ 62.50
Dues	320	\$ 500		\$ -		\$ -	0.00%	25%	\$ 125.00
Meeting Expenses	330	\$ 1,000	\$ 15.20	\$ 283.24	\$ 46.40	\$ 344.84	34.48%	25%	\$ 250.00
Training Expenses	331	\$ 2,750		\$ -		\$ -	0.00%	25%	\$ 687.50
Operating Supplies	340	\$ 5,500		\$ 390.01	\$ 27.25	\$ 417.26	7.59%	25%	\$ 1,375.00
Technology	342	\$ 6,500		\$ 737.29	\$ 3,753.25	\$ 4,490.54	69.09%	25%	\$ 1,625.00
Collection - Print	344	\$ 53,250	\$ 1,665.96	\$ 4,025.81	\$ 4,332.75	\$ 10,024.52	18.83%	25%	\$ 13,312.50
Collection - AV	345	\$ 12,000	\$ 581.62	\$ 1,043.20	\$ 158.92	\$ 1,783.74	14.86%	25%	\$ 3,000.00
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -		25%	
Programming	391	\$ 6,000	\$ 890.00	\$ 247.36	\$ 45.88	\$ 1,183.24	19.72%	25%	
Other Total		\$ 96,750.00	\$ 3,453.59	\$ 7,285.30	\$ 8,425.09	\$ 19,163.98	19.81%	25%	\$ 24,187.50
Total Budget		\$ 843,250.00	\$ 85,184.53	\$ 56,499.67	\$ 62,662.53	\$ 182,497.97	21.64%	25%	\$ 210,812.50



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 1, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report
a. Library systems report
b. Friends of McFarland Library report
c. Endowment report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report March 2019



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

March 2019

March Highlights:

- **HVAC** – Nothing to report!!
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - 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 March 12th and presented their 2018 annual report. In 2018 they donated \$30,000 to the endowment fund and \$8,000 to the library. The \$8,000 went for programming, DVDs, and CDs, and special purchases such as extra carts.
- **Systems Report** – Monticello is joining Koha/Link in September. Now only six libraries in SCLS won't be included in our software. SCLS is preparing for the 2020 budget.
- **Furniture** – Emmons delivered and installed half of the chairs for the adult areas, the teen chairs, and my office furniture. They also picked up the remaining chairs for the adult areas to be recovered. The table and chairs for the new study room are on back order. It is expected that the table, chairs, and the rest of the adult soft seating will be delivered on April 9th.
- **Automatic Doors** – We signed a quote with Nabco to replace the automatic door opener on the Milwaukee street entrance and add door openers to the restroom and Long st. entrance. I'm working on coordinating the door technician, the electrician and the security company (for the keyless entry system) for installation. We expect installation will take place in May.
- **Carpeting** –
 - When Public Works moved my old furniture they found that Sergenians had installed the carpeting around a file cabinet that was located in the middle of my office. I sent them a terse email and they repaired the carpet the next day.
 - The Technician from Miliken who came out to take care of the fraying, found that Sergenians had installed the carpeting around the cubicles that are outside of my office. Because they were abutting the old carpet, they wouldn't lay flat. Sergenians fixed the carpeting the following week.
- **New Automated External Defibrillator (AED)** – a new AED was installed by McFarland Fire and Rescue. Parts and batteries were no longer available for the old AED. All staff that were able to attend the first-aid training in February were trained on how to use the new AED.
- **Security Plan** – I am currently working with Officer Miller from the Police Department on a library security plan. Staff will be going through Active Shooter/Emergency Training in September.
- **Stop the Bleed Training** – The full-time staff attended Stop the Bleed Training which was taught by our EMS department.
- **Landscape redesign** – David Locke has agreed to pay for the landscape redesign and implementation. We are meeting with Avant to go over the plan on April 19th.
- **State Journal Subscriptions** – I polled the rest of the libraries in SCLS and everyone who responded is paying the same amount for a subscription as we are.
- **YS Assistant leaving** – Heather Palmer has decided to do a semester abroad in Italy this summer. Her last day is May 15th. We will be rehiring our high school student assistant from last year to assist with summer reading. We are also looking back on scaling down the offering a little to make it more manageable for the staff we currently have.
- **Staff keyless entry reader replaced** – the keyless reader on the staff entrance was replaced. The reader had been in place about six months and replaced under warranty.

Technical Services (Linda Stuckey)

- Attended Collection Maintenance Subcommittee on 3-13-19.
- Completed stop the bleed training on 3-19-19.
- Met with Mary D from Oregon regarding their building project.
- Completed catalog cleanup (via reports) of stray collection codes and shelving locations.
- Cleaned up and reorganized storage closet e-waste, meeting room, and staff kitchen.
- Set up a File 13 account for recycling e-waste.
- Ordered a computer for new YA librarian.

Youth Services highlights (Heather Kent)

Story times:

Story time numbers have gone back up this month as the weather has been improving.

Teens:

- The Teen Advisory Board met on March 11th. We discussed the upcoming cooking program as well as choosing the murder mystery theme for April.
- The teen who had won the private NERF Capture the Flag party last summer arranged to have her party on Friday, March 22nd. She and three of her friends came to play and enjoy pizza afterward.
- On March 29th we held our second Teen Chef program that focused on fancy grilled cheese sandwiches. Participants were offered a variety of materials to use to make their grilled cheese sandwiches.
- Teen Volunteers for this month: one volunteer helped with our PJ Storytime 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. Heather is planning on running this program in the fall as well – with a possible clean play day on the “week off.”
- March 7th was the annual Youth Art Month Reception. This is a program through the schools hosted here at the library. Students were able to go through and see their work on display as well as listen to musical performances in the meeting room by the high school music students.
- March 12th the Magic Tree House Book Club met. We discussed Midnight on the Moon and learned about the first moon landing and life in the international space station. They created a phases of the moon craft, folded paper airplanes that looked like the space shuttle, and tried astronaut ice cream as the snack.
- Thursday, March 21st was PJ Storytime. This month’s theme was Imagination and involved lots of creative stories, songs, rhymes, crafts, and (of course) the bubble machine. Crafts included making magic wands and paper bag puppets. The crafts were set up in the library which worked really well the last time. This not only allows families to spread out to do their crafts – but also gives them opportunities to check out books.
- STEAM Saturday on March 23rd focused on Simple Machines. Participants were challenged to use simple machines to move a toy dinosaur around the table.
- Spring break was March 25-29 so the library hosted a mid-week movie – Ralph Breaks the Internet. It was a nice day to come in, watch a movie, and have some popcorn.

Adult Services highlights (Katharine Clark)

- Proctored several exams this month, including corporate business testing for job applicant
- Organized Memory Screenings with Aging and Disability Resource Center, four attendees participated
- Helped over a dozen people with ebook and downloading Libby app to their devices, perhaps Spring Break and vacation plans prompted an increase?
- Attended Stop the Bleeding training with other library staff
- Attended last Bird Festival meeting, I am responsible for raffle ticket design and sales, raffle tickets will be for sale at April 8th Waubesa Wetlands Talk at library and again at the April 13 Bird Festival at Lewis Park held from 9-12 that day.
- Met with local Girl Scout troop about their upcoming book drive, we will be promoting it here in the library and donating books from the Friends Sale to it.
- Attended Beyond the Page Oversight Committee meeting where we decided the recipients of this year's collaborative grant projects. Our library is involved in two of the four selected projects: Four Seasons Theater will be doing a program called the Wonderful World of Disney Musicals on Sunday April 28 from 1-3 pm; A about Bluegrass Music and History and will include a bluegrass band performance and presentation from local Country Music Historian Bill Malone
- Program Highlight: A patron that came to our Adult Craft Club-Pour Painting Class wasn't able to participate because she hadn't signed up, but still stayed and watched the demonstration and got tips on how to do it later. She is a retired art teacher and after the program we chatted. She is going to come and lead a watercolor basics class in August for us. It was a great connection to make.

----Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 1, 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:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Forwarding candidate names for library board positions

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, April 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Adjacent County Payments

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCF Adjacent County Payments



South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718
608/246-7973 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 4, 2018
To Library Board & Director, **McFarland (MCF)**
From Mark Ibach, South Central Library System
RE: 2019 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2018 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2020 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$43	Yes	No
Green	\$1,467	Yes	No
Jefferson	\$75	Yes	No
Rock	\$1,238	Yes	No
Sauk	\$168	Yes	No

Because the decision to request adjacent county reimbursements lies with each library, we need you to do two things: 1) please indicate above whether your library would like us to “bill” the adjacent county (**circle Yes or No**), and if so, 2) please sign and date below—both Library Board President and Library Director—to authorize SCLS to request the reimbursement.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2019, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2020. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form (via fax, e-mail, or system delivery) to my attention no later than April 26, 2019.**

Please contact me via e-mail (mibach@scls.info) or phone (608-246-5612) if you have questions.

~~~~~

The **McFarland (MCF)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date



## **VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, April 1, 2019

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Meeting Room Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Meeting Room Policy

|             |                                   |                        |
|-------------|-----------------------------------|------------------------|
|             | <b>E. D. Locke Public Library</b> |                        |
| Page 1 of 4 | Meeting Room                      | Revised: March 1, 2010 |

### Introduction

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library's role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, ~~such as the Library Board~~ and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area community groups when not in use for Library functions.

### Description of Room

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 15 tables and 50 chairs, the following items are available for use: projector and screen, ~~TV/VCR/DVD player~~ DVD/Blu-Ray player, podium, microphone and white board.

For individuals with hearing difficulties, a personal sound amplification system is also available.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

### Restrictions on Use

Smoking or use of alcoholic beverages is not permitted.

Use of candles, open flames, flammable materials or other hazardous materials is strictly forbidden.

The meeting room may not be used for activities prohibited under local, state, and/or federal law.

The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.

The meeting room may not be used for private social functions, such as showers, birthday parties, dances and the like.

No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

The library does not provide storage space for groups or individuals using the meeting rooms.

|             |                                   |                        |
|-------------|-----------------------------------|------------------------|
|             | <b>E. D. Locke Public Library</b> |                        |
| Page 2 of 4 | Meeting Room                      | Revised: March 1, 2010 |

Library staff will not relay messages to people attending meetings, except in emergencies.

No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.

Meetings must end on time so the room may be prepared for other meetings.

No soliciting or canvassing of library patrons is permitted.

All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.

The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

### Reservations for Rooms

Priority will be given as follows: 1. Library-sponsored programs, 2. Library Board, 3. Friends of the McFarland Library, ~~4. Library-related programs,~~ 5. Other Village of McFarland governmental units. 6. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application form, available online or the circulation desk, must be filled out and turned in.

Applications must be turned in no later than the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling.

Applications are considered on a first-come, first-served basis within 7 days after receipt of application.

Applications are accepted up to ~~four~~ three months in advance.

|             |                                   |                        |
|-------------|-----------------------------------|------------------------|
|             | <b>E. D. Locke Public Library</b> |                        |
| Page 3 of 4 | Meeting Room                      | Revised: March 1, 2010 |

Groups will be limited to two reservations per month.

### Cancellations

24-hour notice of meeting cancellation is required by phone or in-person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled. **Every effort will be made to contact the group holding the reservation.**

### Hours Available

The meeting room is available from 7:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours. **Arrangements with library staff must be made if groups would like to access the room before open hours.**

Library staff will not be available for assistance before and after library open hours.

Library open hours are as follows: Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday-Saturday 9:00 a.m. – 5:30 p.m., and Sunday 12:00 – 4:00 p.m. **The meeting room is not available on days that the library is closed.**

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

### Fees and Admission Charges

No fees will be charged by the library for use of meeting room **by non-profit, volunteer, and community groups**; however, voluntary donations are appreciated to defray costs of maintaining the room.

Businesses and commercial entities using the room for not-for profit activities will be charged the fee of \$10 per hour.

Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

### Use of Facilities

Parking: The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

All programs or meetings presented by non-profit, volunteer, and community groups that don't pay a fee must be open to any member of the public.

Businesses may use the meeting room for not-for profit activities.

1. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, or the future sales of commercial products or services are prohibited.
2. Use of the meeting room as a place to conduct regular business or to hold office hours is also prohibited.

Businesses, commercial entities and non-profit groups using the room paying a fee may be closed to the public.

Library staff may attend or observe any program or meeting at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Tables should be wiped down (especially if food and crafts are involved). Failure to leave the meeting room in a clean, usable state can be cause for denial of future meeting room requests.

Groups will be charged for damage to the room or equipment beyond normal wear and tear. If the room is damaged beyond normal wear and tear or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishing or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture etc...

Materials may not be affixed to the walls or ceiling without prior approval of the Library Director.

Fire and emergency exits shall not be blocked by furniture or other equipment

|             |                                   |                        |
|-------------|-----------------------------------|------------------------|
|             | <b>E. D. Locke Public Library</b> |                        |
| Page 4 of 4 | Meeting Room                      | Revised: March 1, 2010 |

Light refreshments may be served, but cooking is prohibited. ~~Food and beverages with high stain potential, such as mustard, red kool-aid or grape juice, are prohibited.~~ Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly.

~~Food and drink from the meeting room is not allowed outside of the room.~~

The meeting room is handicapped accessible. Rest rooms are located across the lobby from the meeting room.

### Use of Equipment

The library does not provide personnel to operate AV equipment.

### Disclaimers

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Library Board. In any public announcement, the meeting room user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.



## **VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, April 1, 2019

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Shelving Purchase

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. McFarland PL Shelving With Additional Tops Now Quote
2. McFarland PL 4 Additional Tops Ordered Later Alone Quote
3. McFarland PL Shelving with End Panels Quote

# Embury, Ltd.

Library Furnishing Specialists

809 Burton Blvd., Unit E  
DeForest, WI 53532  
Phone 608-846-0999  
Fax 877-218-7678

## QUOTATION WITH 4 ADDITIONAL TOPS ORDERED NOW

McFarland Public Library

ATTN: Heidi Cox, Library Director

DATE: March 29, 2019

| ITEM | QTY | M | MODEL NO | DESCRIPTION | TOTAL |
|------|-----|---|----------|-------------|-------|
|------|-----|---|----------|-------------|-------|

Steel Color: To match existing  
Wood Species: Oak (solids & veneers)  
Wood Finish: Custom Finish (2)

|  |    |  |  |                                                                                                         |  |
|--|----|--|--|---------------------------------------------------------------------------------------------------------|--|
|  | 6  |  |  | 78"h x 36"w x 20"d double face unit includes<br>(5) 9"d adjustable shelves per face above a closed base |  |
|  | 30 |  |  | 36"w center back stop                                                                                   |  |
|  | 6  |  |  | 36"w x 20" d double face metal canopy top                                                               |  |
|  | 2  |  |  | Wood End Panels<br>93"h x 21"w                                                                          |  |

|  |   |  |  |                                           |  |
|--|---|--|--|-------------------------------------------|--|
|  | 4 |  |  | 36"w x 10" d single face metal canopy top |  |
|--|---|--|--|-------------------------------------------|--|

**TOTAL DELIVERED AND INSTALLED PRICE \$9,997.54**

### QUOTATION NOTES

\*Pricing is good for 30 days  
\*Prices include materials, freight and installation  
\*Prices are based on quantities quoted. Any change in quantity may affect final price of each unit.  
\*Prices include standard materials/construction/finishes  
\*Manufacturing time is: 14-16 weeks after receipt of order  
\*Prices do not include sales tax, Please submit Tax Exempt Certificate at time of order to avoid sales tax

\*Embury Ltd will coordinate and schedule in-bound freight of your order.

\*Factories and freight carriers require digital photography of any damage related issues. Any issues must be reported within 48 hours of receipt of goods

### ORDERING INFORMATION

\*Send Purchase Order to Embury, Ltd.

809 Burton Blvd, Unit E, DeForest, WI 53532

OR E-mail to [debra.rasmussen@emburyltd.com](mailto:debra.rasmussen@emburyltd.com)

\*Please submit this quotation with your order

**\*Terms: 50% deposit with order,**

**\*Sign and date below as a formal acknowledgement of the quote terms.**

\_\_\_\_\_  
Signature Accepting Quote

\_\_\_\_\_  
Date

# Embury, Ltd.

Library Furnishing Specialists

809 Burton Blvd., Unit E  
DeForest, WI 53532  
Phone 608-846-0999  
Fax 877-218-7678

## QUOTATION WITH 4 TOPS ORDERED ALONE LATER

McFarland Public Library

ATTN: Heidi Cox, Library Director

DATE: March 29, 2019

| ITEM | QTY M | MODEL NO | DESCRIPTION | TOTAL |
|------|-------|----------|-------------|-------|
|------|-------|----------|-------------|-------|

Steel Color: To match existing

|  |   |  |                                           |  |
|--|---|--|-------------------------------------------|--|
|  | 4 |  | 36"w x 10" d single face metal canopy top |  |
|--|---|--|-------------------------------------------|--|

|                                            |                   |
|--------------------------------------------|-------------------|
| <b>TOTAL DELIVERED AND INSTALLED PRICE</b> | <b>\$1,159.24</b> |
|--------------------------------------------|-------------------|

### QUOTATION NOTES

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- \*Terms: 50% deposit with order,
- \*Sign and date below as a formal acknowledgement of the quote terms.

\_\_\_\_\_  
Signature Accepting Quote

\_\_\_\_\_  
Date

# Embury, Ltd.

Library Furnishing Specialists

809 Burton Blvd., Unit E  
DeForest, WI 53532  
Phone 608-846-0999  
Fax 877-218-7678

## QUOTATION WITHOUT ADDITIONAL TOPS ADDED

McFarland Public Library

ATTN: Heidi Cox, Library Director

DATE: March 29, 2019

| ITEM | QTY | M | MODEL NO | DESCRIPTION | TOTAL |
|------|-----|---|----------|-------------|-------|
|------|-----|---|----------|-------------|-------|

Steel Color: To match existing  
Wood Species: Oak (solids & veneers)  
Wood Finish: Custom Finish (2)

|  |    |  |  |                                                                                                         |  |
|--|----|--|--|---------------------------------------------------------------------------------------------------------|--|
|  | 6  |  |  | 78"h x 36"w x 20"d double face unit includes<br>(5) 9"d adjustable shelves per face above a closed base |  |
|  | 30 |  |  | 36"w center back stop                                                                                   |  |
|  | 6  |  |  | 36"w x 20" d double face metal canopy top                                                               |  |
|  | 2  |  |  | Wood End Panels<br>93"h x 21"w                                                                          |  |

**TOTAL DELIVERED AND INSTALLED PRICE \$9,718.66**

### QUOTATION NOTES

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OR E-mail to [debra.rasmussen@emburyltd.com](mailto:debra.rasmussen@emburyltd.com)
- \*Please submit this quotation with your order
- \*Terms: 50% deposit with order,
- \*Sign and date below as a formal acknowledgement of the quote terms.

\_\_\_\_\_  
Signature Accepting Quote

\_\_\_\_\_  
Date