

LIBRARY BOARD

Monday, May 6, 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 April 1, 2019 meeting.
 - b. Approval of the April 2019 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2019 Budget Update
 - b. Director's Report
Library systems report
Friends report
Endowment report
 - c. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. New board member terms begin
 - b. Board officers elected
 - c. Creative Bug Database Quote
 - d. Washington Post Online Quote
 - e. Shelving Quote
 - f. Meeting Room Chairs Quote
 - g. Ottoman for teen area quote
 - h. Cameras and Door Access Quotes
 - i. Waiving Fines and Fees
 - j. Meeting Room Policy
 - k. Public Computer Acceptable Use Policy

l. Youth Services Library Job Description

m. Young Adult Library Job Description

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, May 6, 2019

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the April 1, 2019 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. April Library Board Minutes

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, April 1, 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, Mary Pat Lytle, Peter Sobol, Ken Machtan

Members not present: Evan Richards, Michael Shumway

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

- a. Approval of the draft Minutes of the March 4, 2019 Library Board meeting.
Motion by Ken Machtan, second by Sharon Payne, to approve Approval of the draft Minutes of the March 4, 2019 Library Board meeting. Motion carries 5 - 0 - 0 by acclamation.
- b. Approval of the March 2019 general fund bills and trust fund bills
Motion by Village Trustee Mary Pat Lytle, second by Sharon Payne, to approve Approval of the March 2019 general fund bills and trust fund bills in the amount of \$22,205.87 Motion carries 5 - 0 - 0 by acclamation.

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

Machtan, Mandli, and Payne all agreed to have their names forwarded to the Village Board to request appointment for another term.

b. Adjacent County Payments

Motion by Sharon Payne, second by Karin Mandli, to accept allowing the South Central Library System to bill for Adjacent County Payments on the library's behalf. Motion carries 5 - 0 - 0 by acclamation.

c. Meeting Room Policy

The policy was discussed and changes were suggested.

d. Shelving Purchase

Motion by Ken Machtan, second by Sharon Payne, to approve Shelving Purchase up to \$12,000. Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Karin Mandli, to adjourn at 6:17.

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, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the April 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 - April

General Fund Invoices

Row Labels	Sum of Amount	Description
Alliant Energy	\$2,026.94	Utilities
ARAMARK	\$260.16	Mat Rental
BAKER & TAYLOR BOOKS	\$2,296.12	Books
BRAINSTORM INC	\$464.87	Juvenile Non-Fiction
Cardmember Service	\$3,282.12	Visa Bill
CHASE LUMBER AND FUEL INC	\$10.00	Desk Drawer Pulls
CORPORATE BUSINESS SYSTEMS	\$279.60	Copier Lease
ENGAGEDPATR ONS.ORG	\$100.00	On-line meeeting room form
ENVIRONMENT CONTROL	\$1,304.00	Janitorial Services
FRONTIER	\$142.53	Phone Bill (2 Months)
GLOBAL WATER TECHNOLOGY, INC	\$969.47	Chemical pot setup and testing
KORNBLATT, MARC	\$75.00	Program Fee
McFarland True Value	\$24.37	Facility Supplies
MICROMARKET ING LLC	\$414.94	Audio Books
Pellitteri	\$36.75	Confidentia l Shredding
PREMIER PAINT & WALLPAPER	\$431.21	Painting supplies

RIVISTAS LLC	\$4,246.23	Magazine Subscription s
SCHILLING SUPPLY COMPANY	\$493.18	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$5,166.00	Tech Support for 2 self checks, 6 RFID pads, and gates
UNIQUE MANAGEMENT SERVICES INC	\$8.95	Collection Services
WALL STREET JOURNAL	\$539.88	Newspaper subscriptio n
WiLS	\$1,345.99	Database Subscrip tio ns
(blank)		
Grand Total	\$23,918.31	

Check Number Trust Fund Checks

	Visa Bill	\$1,463.36
	John Heasley	\$225.00
	Zoozort	\$400.00
	Discovery Centery	\$395.00
	Pete Schwantes	\$225.00
	Curt Strutz	\$395.00
		\$3,103.36



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 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

REVENUES										
		Budget Amount	Feb Actual	March Estimated	April Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target	2019 Projected
Property Tax		\$ 544,500.00	\$ -	\$ -	\$ -	\$ 544,500.00	100.00%			\$ 544,500.00
County Library Aids		\$ 281,250.00	\$ 101.00	\$ 749.00	\$ -	\$ 850.00	0.30%			\$ 281,250.00
Library Fines		\$ 12,500	\$ 1,277.16	\$ 528.42	\$ 286.90	\$ 2,092.48	16.74%	33%	\$ 4,500.00	\$ 8,369.92
Miscellaneous Revenue		\$ 500	\$ -			\$ -				\$ -
Library Fees		\$ 5,000	\$ 701.45	\$ 315.50	\$ 424.20	\$ 1,441.15	28.82%	33%	\$ 1,666.67	\$ 5,764.60
		\$ 843,750.00	\$ 2,079.61	\$ 843.92	\$ 711.10	\$ 548,134.63	64.96%			\$ 839,884.52
Expenditures						\$ -				
Salaries	110	\$299,250.00	\$ 21,884.37	\$ 29,335.11	\$ 23,019.23	\$ 85,985.24	28.73%	33%	\$ 99,750.00	\$ 257,955.72
Part-time	120	\$159,750	\$ 10,703.71	\$ 20,929.45	\$ 12,288.46	\$ 53,920.81	33.75%	33%	\$ 53,250.00	\$ 161,762.43
Health Insurance	130	\$98,000	\$ 7,155.15	\$ 7,155.15	\$ 7,155.15	\$ 28,620.60	29.20%	33%		\$ 85,861.80
Retirement	131	\$25,250	\$ 1,822.91	\$ 2,715.86	\$ 7,538.46	\$ 13,882.34	54.98%	33%	\$ 8,416.67	\$ 41,647.02
SS/Medicare	132	\$34,750	\$ 2,996.10	\$ 3,637.67	\$ 2,673.08	\$ 11,556.00	33.25%	33%		\$ 34,668.00
Other Benefits	135	\$2,250	\$ 91.40	\$ 91.40		\$ 274.20	12.19%	33%		\$ 822.60
Wage Adjustment	140	\$ 8,000	\$ -	\$ -		\$ -	0.00%	33%	\$ 2,666.67	\$ -
Expense Reimbursement	141	\$ 500	\$ -	\$ -						\$ -
Total Personnel		\$627,750.00	\$44,653.64	\$63,864.64	\$52,674.38	\$194,239.19	30.94%	33%	\$ 209,250.00	\$ 582,717.57
								33%		
Support Services	210	\$ 23,750	\$ 1,330.85	\$ 1,321.90	\$ 1,312.95	\$ 5,269.70	22.19%	33%	\$ 7,916.67	\$ 15,809.10
Consulting Services	211	\$ 43,500	\$ -	\$ -	\$ -	\$ 44,399.68	102.07%	33%	\$ 14,500.00	\$ 44,399.68
Utilities	220	\$ 28,000	\$2,582.00	\$2,079.53	\$2,026.94	\$ 8,943.97	31.94%	33%	\$ 9,333.33	\$ 26,831.91
Communication	221	\$ 1,000	\$68.04	\$70.12	\$0.00	\$ 203.04	20.30%	33%	\$ 333.33	\$ 609.12
Equipment Maintenance	240	\$ 8,500	\$364.68	\$ 142.30	\$ 5,219.60	\$ 6,031.52	70.96%	33%	\$ 2,833.33	\$ 8,500.00
Facility Maintenance	242	\$ 14,000	\$215.16	\$ 3,563.72	\$ 1,592.42	\$ 5,753.21	41.09%	33%	\$ 4,666.67	\$ 17,259.63
Total Services		\$ 118,750.00	\$ 4,560.73	\$ 7,177.57	\$ 10,151.91	\$ 70,601.12	59.45%	33%	\$ 39,583.33	\$ 113,409.44
Office Supplies	310	\$ 9,000	\$ 593.38	\$ 77.37	\$ 36.75	\$ 996.09	11.07%	33%	\$ 3,000.00	\$ 2,988.27
Postage	311	\$ 250	\$ -	\$ 28.22	\$ -	\$ 28.22	11.29%	33%	\$ 83.33	\$ 84.66
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	33%	\$ 166.67	\$ 500.00
Meeting Expenses	330	\$ 1,000	\$ 263.24	\$ 46.40	\$ -	\$ 324.84	32.48%	33%	\$ 333.33	\$ 974.52
Training Expenses	331	\$ 2,750	\$ -	\$ -	\$ -	\$ -	0.00%	33%	\$ 916.67	\$ 2,750.00
Operating Supplies	340	\$ 5,500	\$ 390.01	\$ 27.25	\$ 493.18	\$ 910.44	16.55%	33%	\$ 1,833.33	\$ 2,731.32
Technology	342	\$ 6,500	\$ 737.29	\$ 3,853.25	\$ 100.00	\$ 4,690.54	72.16%	33%	\$ 2,166.67	\$ 14,071.62
Collection - Print	344	\$ 53,250	\$ 4,026.81	\$ 8,542.98	\$ 2,828.94	\$ 17,064.69	32.05%	33%	\$ 17,750.00	\$ 51,194.07
Collection - AV	345	\$ 12,000	\$ 1,043.20	\$ 886.71	\$ 154.98	\$ 2,666.51	22.22%	33%	\$ 4,000.00	\$ 7,999.53
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -		33%		
Programming	391	\$ 6,000	\$ 247.36	\$ 181.05	\$ 75.00	\$ 1,393.41	23.22%	33%	\$ 2,000.00	\$ 4,180.23
Other Total		\$ 96,750.00	\$ 7,301.29	\$ 13,643.23	\$ 3,688.85	\$ 28,074.74	29.02%	33%	\$ 32,250.00	\$ 80,305.72
Total Budget		\$ 843,250.00	\$ 56,515.66	\$ 84,685.44	\$ 66,515.14	\$ 292,915.05	34.74%	33%	\$ 281,083.33	\$ 776,432.73



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report
Library systems report
Friends report
Endowment report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report April 2019



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

April 2019

April Highlights:

- **HVAC** –We received the quote for new boilers from Harker. The quote came in at \$103,000. The boilers are scheduled for potential replacement in 2023.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - Development Committee – As of May 1, we have received \$90,000 in donations and interest. We are still expecting another \$17,500 from the Madison Community Foundation.
- **Friends** – The Friends next book sale is June 8th. They will be featuring Packer Yearbooks and media guides.
- **Systems Report** – The Bibliovations upgrade has been moved to the end of October 2019.
- **Furniture** –
 - All of the reupholstery project has been completed. All of our furniture has been returned and looks great. The new chairs and table for the small meeting room have arrived. We have started to use the room when the study rooms are full or for small staff meetings.
 - The tables and chairs for the meeting room are looking more worn and falling into disrepair more frequently. I am working on putting together quotes for their replacement in 2020.
- **Automatic Doors** – Nabco (the automatic door installer), the electrician and the technicians from Boldtronics have all been scheduled for May 20th. They will be working together to install the new door openers and ensure that they work with the handicap buttons and the automatic door locks.
- **Landscape redesign** – I met with Avant landscaping and Carol Delehanty to go over the landscape plan for the front of the building. The plan is relandscape the front of the building in September.
- **Shelving** -- I met with Bruce from Embury and he helped us save some money for shelving by using parts that we had in storage. Bruce has informed me that he's retiring and will be closing his business by the end of the year.
- **Display** – Display furniture is really expensive. Katharine and I had chosen one and asked Embury to give us a quote for it. The quote was for \$4,000 including shipping. I contacted a local cabinet maker to see if we could get the same piece at a more reasonable price.
- **Lions Donation** – The Lions club of McFarland has agreed to donate \$800 for us to purchase books that will be used for Baby story time. It's difficult to find board books with enough copies for baby story time. We've agreed to list them as a sponsor for Baby story time in appreciation of the donation.
- **Community Service Day** – I worked with 6 volunteers on getting the landscape ready for the growing season. The volunteers are all from the McFarland Garden Club which has historically helped out with the maintenance of our landscape. They have told me that this is the last year that they will be able to help out. I'm going to be working with Public Works and getting quotes from landscape companies for the 2020 budget for landscape maintenance.
- **Database Training** – I met with the Detectives in the Police Department to show them our databases (Reference USA, Newspaper Archive, and Ancestry Plus) that could be used for investigations and background checks.
- **Security Updates** – I met with Boldtronics to work on a quote for 3 more cameras and keyless entry panels for the rest of our internal doors.

- We received many donations prior to the April Friends' Book Sale. Approximately 150 like-new children and adult items (books and DVDs) were added to the collection and a significantly larger number were retained for summer library program prizes.
- Andrew from the village Comm/Tech department has corrected the library phone tree messages and flow for open hours, closed hours, and closed days.
- Scheduling has been an ongoing issue with a staff member out for weeks, another for a family medical issue, and potentially another for jury duty.

Youth Services highlights (Heather Kent)

Storytimes:

- Storytime numbers hit a new high in April with 981 attendees! (adults and children) This is amazing. Our baby time has been growing considerably – one day we saw 23 babies at the 9:30 session.
- Sensory Storytime has been going very well. We now have four kids that are attending the program as part of their IEP (Individualized Education Plan). Jess and Heather are continuing to lead the storytime with new support from the Early Childhood Program's Occupational Therapist and Physical Therapist. At this point we are planning to continue this program again next year and the director of Early Childhood has asked for other opportunities at the library for these children to attend and be supported by staff.

Teens:

- The Teen Advisory Board met on April 8. We discussed the upcoming murder mystery program, summer library dates and times, and other programming ideas like a finals week study party at the library.
- April 26th was the Teen After Hours Murder Mystery Party. We had 7 teens attend and take part in our mystery "Murder at the Library." This is a kit from a company that creates mingle mysteries – where the participants have to talk with one another to unfold the different layers of the story. Usually quiet teens can get excited when suddenly they unveil critical points of information.
- 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 be done on May 5th and resume in the fall. Heather is planning on running this program in the fall rotating between messy and clean play.
- April 9th the Magic Tree House Book Club met. We discussed Vacation Under the Volcano and learned about the city of Pompeii, the volcano eruption, and Italian culture. They created models of volcanoes using a paper template which had the different parts of a volcano labeled. May will be the last meeting for the school year and will focus on the book Hour of the Olympics.
- It was standing room only for Open Mic Poetry Night on Thursday, April 11th. Students in grades 1-8 came to the library to share their poetry. There were also displays of the youth poetry in the children's library and teen area. This program is a collaboration between the library and the schools that has really grown in the last two years.
- Thursday, April 18 was PJ Storytime. This month's theme was Jungle – and it was definitely a jungle in the library that night. After the storytime, participants were able to make a pith helmet and binoculars so they could go on Safari. A scavenger hunt of pictures was placed around the library for the children to find and mark off.
- Monday, April 22nd we had a Spring Cleaning Crafternoon. This program was a chance to use up some of the extra crafts that we had a few of left-over from previous programs – or to create something new from random supplies. Originally this program was planned because there was to be no school that day – however the children ended up having school to make up for snow days earlier in the year. As a result, there was not a huge number of participants.
- International Tabletop Day was April 27th. Families could stop by and play board games between 10 – 3. Mike Moderski from the McFarland State Bank always comes to run these programs which is great.

- STEAM Saturday was to be held on the same day outdoors in the park (we were melting peeps and you just don't want to do that indoors if you can help it). This program was cancelled due to the weather.

Adult Services highlights (Katharine Clark)

- Proctored three exams for student doing online master's program
- Visited Skaalen Village in McFarland's monthly coffee talk and shared about library resources for older adults
- Attended Wisconsin Library Association meet and greet with library school students
- Bridges Library System marketing librarian Jill Fuller visited and talked about her travels to Ireland, well received by the attendees and Jill did the program for us for free
- Madison transplant surgeon Joshua Mezrich came and talked about his new book, Notes from a Transplant Surgeon, there was even a former patient in the audience, lots of Q&A after his presentation and Mystery to Me Bookstore sold his book after the talk
- Hosted table at McFarland Bird Festival, sold raffle tickets and distributed prizes at library for week afterwards
- Nationally renowned author Parker Palmer came and spoke about his latest book and his career, his granddaughter has been working at the library part time for the last year, and at 80 years old, he normally doesn't do many public appearances any longer, but was willing to speak because of his granddaughter's connection
- Participated in annual Library Services Technology Act Advisory Committee meeting at Portage Library where DPI staff share budget and project information for the year, my three year involvement with this Committee ends December 2019
- Attended two virtual Wisconsin Library Association Committee meetings, one for conference planning and one for leadership development program planning
- Hosted our first ever Sunday program, Beyond the Page sponsored Four Seasons Theater Wonderful World of Disney Musicals events, had 65 parents and kids in attendance and got rave reviews about the event

Circulation Services (Kelly Heasty)

HIRING & TRAINING: Shelver's meeting, April 17

WRITTEN PROCEDURES: Meeting with H.C. & K.C to update procedures (new study room, internet computer policy)

LITERARY GEMS BOOK CLUB:

- 4th meeting of 2019; Book Title = Their Eyes Were Watching God by Zora Neale Hurston
- Obtained books & completed book flyer for May meeting

WED AFTERNOON BOOK CLUB:

- Moderated the Book club meeting in April, since regular moderator out ill.
- Obtained books & completed book flyer & spec sheet for May meeting.

OTHER:

- NEW PATRONS FOR FEB: approximately __85__ applications for new cards processed
- Updated materials spreadsheet with all incoming materials from APR.

- Display case arrangements made for May: “Literary Ladies” travelling display
- Continued Circulation & Serials testing in Biblioventions
- Working on Delinquent accounts report. Analyzing data with H.C. & formulating recommendations about very old accounts.

----Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per \$	70%
Checkouts																	
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%	21,203	\$ 3.84	\$ 2.69
2019	15,584	14,834	16,174										46,592	-3%			✓
% change month to month	-5%	1%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
Internet Use																	
2018	694	634	743	731	689	752	764	900	615	599	591	611	8,323	-3%			
2019	611	491	625										1,727	-17%			
	-12%	-23%	-16%	-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	6942	7469	8184	9186									31,781	2%			
	-4%	2%	2%	9%	-100%	-100%	-100%	#DIV/0!	#DIV/0!	-100%	-100%	-100%					
Checkouts from Village of McFarland Residents																	
2019	8177	7898	8466										24,541				
% of Village Circ	92%	92%	92%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.92155464				
% Total Library Circ	52%	53%	52%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	53%				
2019	8857	8601	9172										26,630	-7%			
	-9%	-2%	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
visitor count																	
2019	7,855	7,814	9,889										25,558	-6%			
	-13%	-3%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
Reference Questions Answered																	
2018	287	252	278	234	226	331	284	254	204	292	282	230	3,154	-15%			
2019	235	229	308	267													
	-18%	-9%	11%	14%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
AWE Station - Bilingual ELS																	
2018	133	129	152	145	130	180	198	187	123	139	0	0	1,516	5%			
2019	57	163	218	189									627	12%			
AWE Station - After School Edge																	
2019	49	128	145	141									463				
AWE Station - Total sessions																	
2019	106	291	363	330	0	0	0	0	0	0	0	0	1,090				



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: New board member terms begin

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. description 19.20

Library Board

Powers and Duties: Establishes policies and oversees the operations of the E.D. Locke Public Library.

Reference: Village of McFarland Code of Ordinances, Chap. 2, Art. IV, Div. 8, Sec. 2-295-299

Composition/Terms: Statutory Board

(7 members) – Not more than 1 Village Trustee (1 year terms)

6 citizen members (3 year terms)

Not more than 2 members may be residents of towns adjacent to the Village Superintendent or Representative of the McFarland School District

Meeting Date: 1st Monday, 5:15 p.m., at the E.D. Locke Public Library

Department of Jurisdiction: Library

Minutes Recorder: Library Director

Member Name	Position	Address Email	Telephone	Term Expiration
Peter Sobol	Seat 2 President	5205 Broadhead St peter.sobol@gmail.com	838-6962	4/30/2021
Mary Pat Lytle	Seat 7 Village Trustee	6102 Holscher Road marypat.lytle@mcfarland.wi.us	556-3991	4/15/2020
Michael Shumway	Seat 5 Citizen Member	5201 Linden Parkway shumway@uwalumni.com	843-7453	4/30/2021
Kenneth Machtan	Seat 1 Citizen Member	5312 Falling Leaves Ln ken.machtan@gmail.com	513-8589	4/30/2022
Karin Mandli	Seat 6 School Liaison Elementary Teacher-Secretary Treasurer	5804 Aspen Ct. karin_mandli@mcfarland.k12.wi.us	838-8768	4/30/2022
Sharon Payne	Seat 3 Vice President	4505 Field Ave. spayne.0411@yahoo.com	838-0411	4/30/2022
Evan Richards	Seat 4 Town of Dunn Member	2473 Waubesa Hill Rd. erichards@evanrichards.org	838-3655	4/30/2021
Staff				
Heidi Cox	Library Director	Village of McFarland hcox@mcfarlandlibrary.org	838-9060	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Board officers elected

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, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Creative Bug Database Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Creativebug Demo
2. E.D.Locke_OneYear



LOGIN PROCESS



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Public Library

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LOG IN

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Email has a subscription already. Please [log in now](#).

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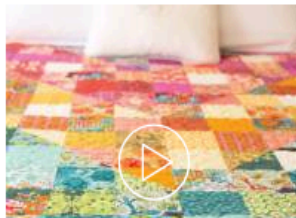
Welcome to Creativebug!

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Success!

You now have access to over 1000+ class to inspire you. See latest classes [here](#).

Find projects for every occasion at [Creativebug.com](https://www.creativebug.com)



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Enter your library card number and PIN to log in to creativebug.com.

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Public Library

+ creativebug® PRESENT **ONLINE VIDEO CLASSES**

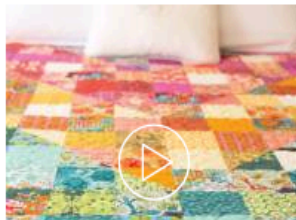
Welcome to Creativebug!

Creativebug.com has more than 1,000 award-winning art & craft video classes taught by recognized design experts and artists.

Success!

You now have access to over 1000+ class to inspire you. See latest classes [here](#).

Find projects for every occasion at [Creativebug.com](https://www.creativebug.com)



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CALENDAR

CBTV

DAILIES



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The Ultimate Travel Sketchbook

Acrylic INK PAINTING

Taught by **Missy Dunaway**

WATCH NOW

You're more creative than you think.

Experience the joy of making with over 1000 award-winning video classes taught by top designers and artists.

WATCH VIDEO

 **Support**

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CLASSES

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CALENDAR

CBTV

DAILIES



CLASSES ▾

Search



New Class Every Day in July

Daily Portrait Challenge 31 DAYS OF FACES

Taught by **Charlotte Hamilton**

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Lauren Belz

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MY CLASSES

GALLERY

COMMUNITY

ACCOUNT

Profile Information

SAVE CHANGES

CANCEL

First Name

Lauren

Last Name

Belz

Art + Craft Interests

[Want to Learn:](#)

- ☐ Knitting
- ☐ Crochet
- ☐ Art + Design
- ☐ Paper
- ☐ Sewing

- ☐ Quilting
- ☐ Jewelry
- ☐ Crafts for Kids
- ☐ Food + Home
- ☐ Holiday + Party

☐ Other

[Know How To:](#)

- ☐ Knitting
- ☐ Crochet
- ☐ Art + Design
- ☐ Paper
- ☐ Sewing

- ☐ Quilting
- ☐ Jewelry
- ☐ Crafts for Kids
- ☐ Food + Home
- ☐ Holiday + Party

☐ Other

Profile Preferences

Account Information

Email Preferences

[EDIT PREFERENCES](#)

[EDIT ACCOUNT INFO](#)

[VIEW PREFERENCES](#)

Home > Classes > Art + Design > Painting

Acrylic Ink Painting: Capturing Complex Scenes

★★★★★ (55)

ADD TO LIBRARY



Taught by Missy Dunaway

[Description](#) [Chapters](#) [Materials](#) [Gallery](#) [Discussion](#) [Notes](#) [Watchlist](#) [Transcript](#)

NOW PLAYING

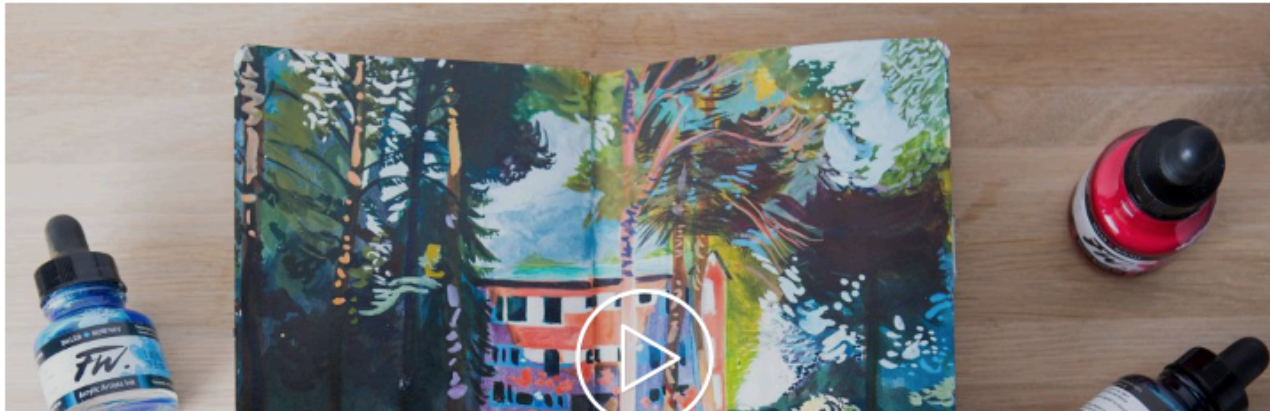
Acrylic Ink Painting: Capturing Complex Scenes > Overview

Home > Classes > Art + Design > Painting

Acrylic Ink Painting: Capturing Complex Scenes

★★★★★ (55)

ADD TO LIBRARY



Taught by Missy Dunaway

Description Chapters Materials Gallery Disc

Chapters

Painting Complex Scenes

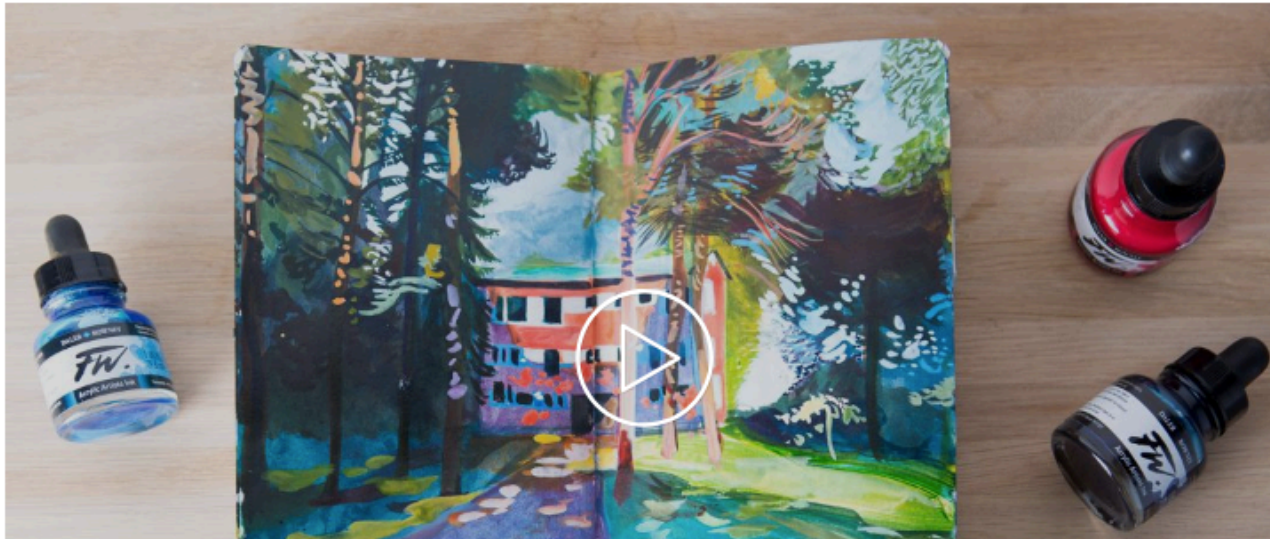
Overview	01:13
Materials	01:44
Sketching composition - color blocking	11:35
Second layer - redefining color	12:37
Third layer - playing with color	10:58
Emphasizing light and shadow	17:16
Finishing touches	02:16
Painting the Crimean Memorial Church - Part 1	20:05
Painting the Crimean Memorial Church - Part 2	26:03

Home > Classes > Art + Design > Painting

Acrylic Ink Painting: Capturing Complex Scenes

★★★★★ (55)

ADD TO LIBRARY



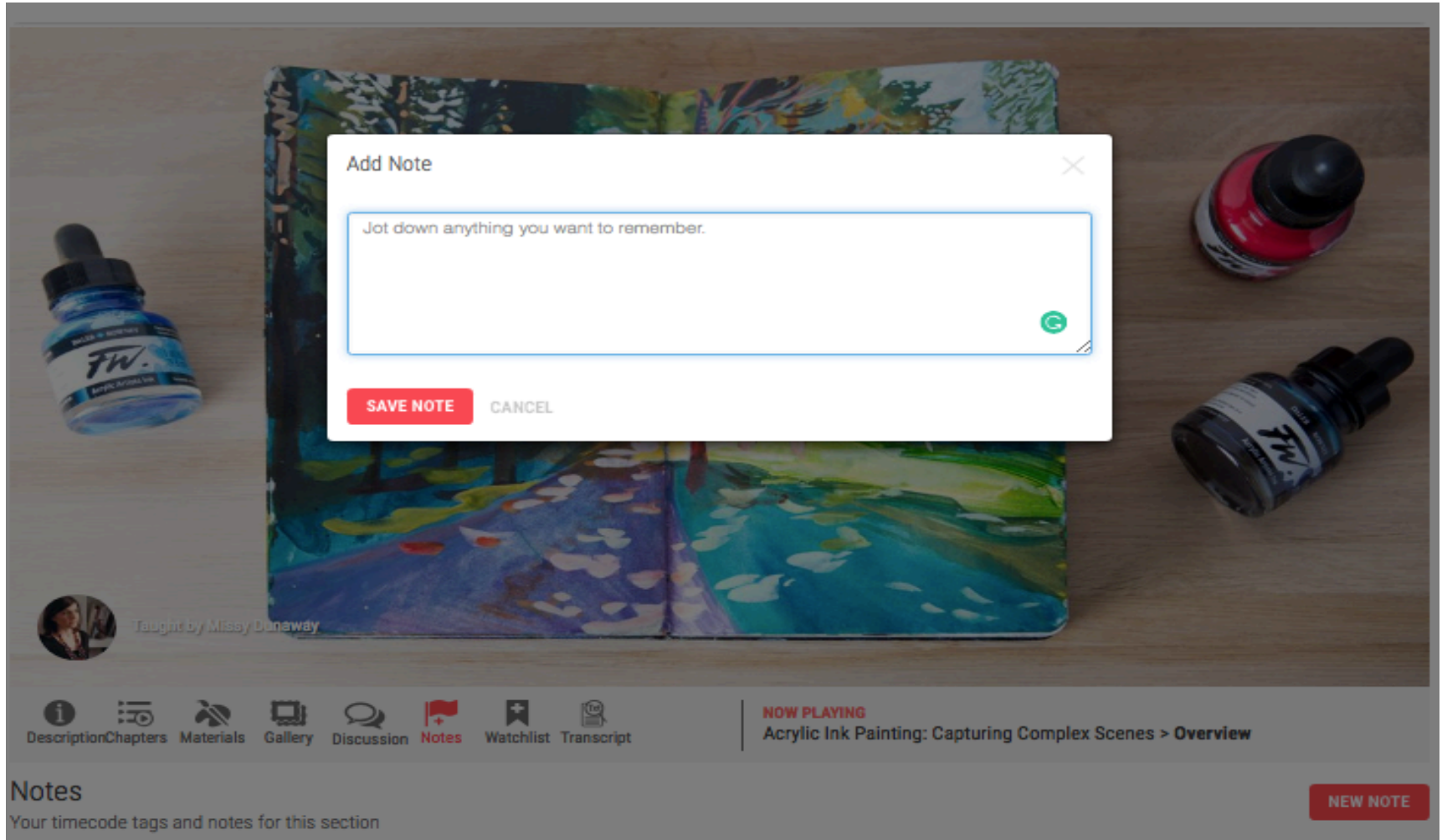
Taught by Missy Dunaway

Materials

Here's what you'll need:

- Moleskin Sketchbook "Classic" - large size (do not use a watercolor sketchbook)
- Acrylic ink in a variety of colors; Missy uses F&W brand in the following colors: Indigo, Rowney Blue, Process Cyan, Turquoise, Crimson, Flame Red, Scarlet, Process Magenta, Raw Sienna, Yellow Ochre, Lemon Yellow, Sap Green, Dark Green, Burnt Umber, and 2 Whites
- Kolinsky Sable Round Brushes (Winsor & Newton or Raphael brand) or synthetic equivalent in sizes 2 - 8
- Cotton rag
- Two jars water
- Nib pen with globe nib (optional)

Description Chapters Materials Gallery Disc



The screenshot shows a Creativebug video player interface. The background is a video of an acrylic ink painting tutorial on a wooden surface, featuring a colorful abstract landscape with trees and water. Several paint bottles are visible around the canvas. A white 'Add Note' dialog box is centered over the video. The dialog box has a title bar with a close button (X), a text input area with the placeholder 'Jot down anything you want to remember.', a green circular icon with a 'C' in the bottom right corner of the input area, and two buttons at the bottom: 'SAVE NOTE' (red) and 'CANCEL' (gray). Below the video, there is a navigation bar with icons for Description, Chapters, Materials, Gallery, Discussion, Notes (highlighted in red), Watchlist, and Transcript. To the right of these icons, it says 'NOW PLAYING' and 'Acrylic Ink Painting: Capturing Complex Scenes > Overview'. At the bottom left, there is a 'Notes' section header and the text 'Your timecode tags and notes for this section'. At the bottom right, there is a red button labeled 'NEW NOTE'.

Add Note

Jot down anything you want to remember.

SAVE NOTE CANCEL

Notes
Your timecode tags and notes for this section

NEW NOTE

Thank you!

creativebug®

You're more creative than you think.

Lauren Belz

Key Accounts

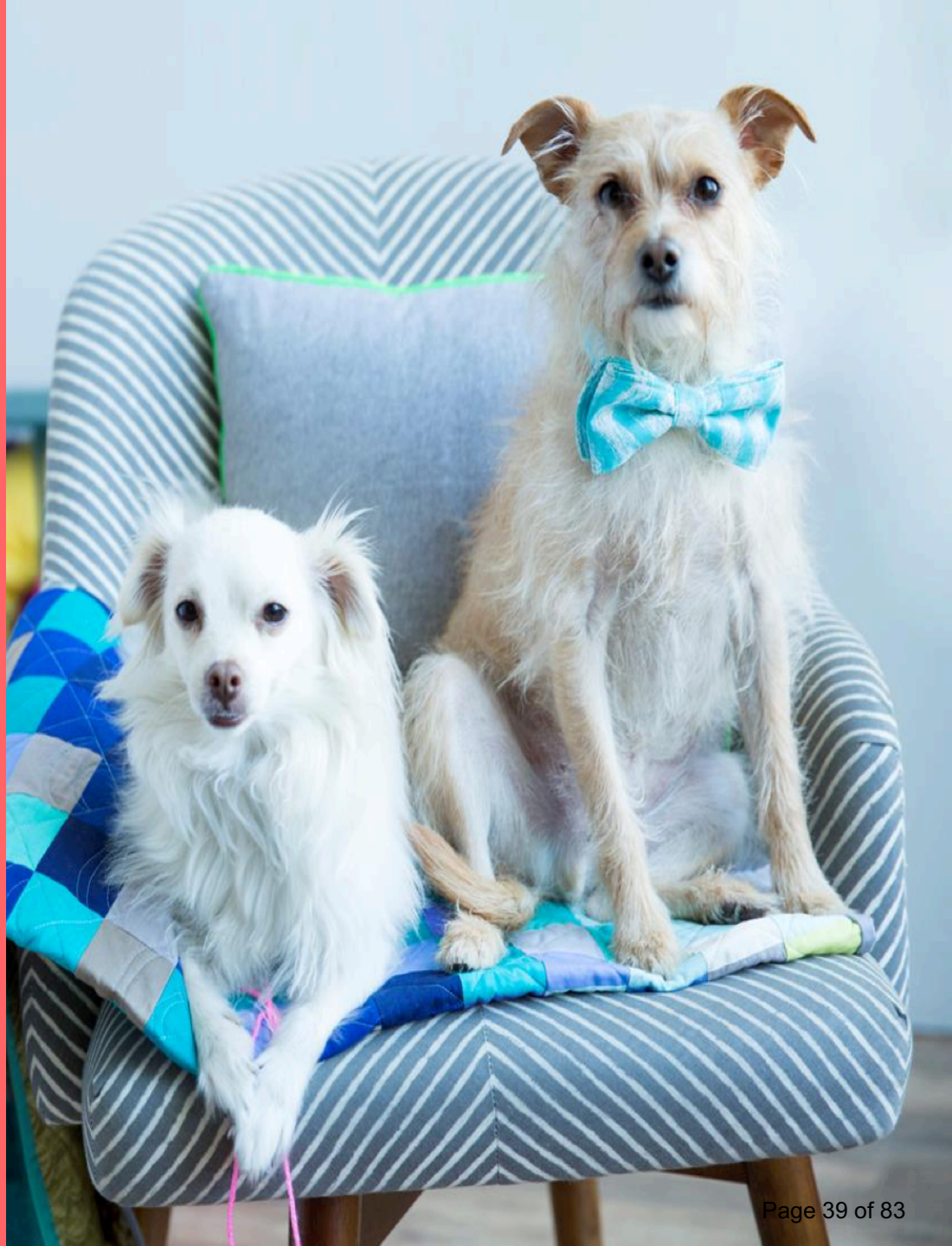
lauren.belz@joann.com

(330) 463-8790

5555 Darrow Road

Hudson, Ohio 44236

www.creativebug.com





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Creativebug, LLC
Subscription Order Form

Subscriber: E.D. Locke Public Library ("Subscriber")
5920 Milwaukee St
McFarland, WI 53558

Effective Date: May 1, 2019

Term: 12 months (Starts on the Effective Date)

Minimum Term: 6 months *

Fees: **Total Amount: \$1000**
Full amount to be paid to Creativebug within 90 days of Effective Date.

Description: Subject to Subscriber's payment of the Fees and compliance with this Agreement (including the Terms and Conditions), Creativebug hereby grants Subscriber a non-exclusive, non-transferable right to access and use the Creativebug Services during the Term, solely for use by Authorized Users in accordance with this Agreement. Creativebug will provide to Subscriber the necessary network links or connections to allow Authorized Users to access the Services solely through Subscriber's web portal.

Cancellation: Either party may cancel the Agreement by providing 30 days' written notice to the other Party. * Cancellation or termination for any reason before expiration of the Minimum Term will result in guaranteed fees owed to Creativebug by Subscriber for the Minimum Term.

Subscriber hereby orders from Creativebug the Subscription outlined above. This Order Form is issued pursuant to, and is subject to, the Creativebug Subscription Agreement Terms and Conditions attached hereto or available at https://www.creativebug.com/site/terms_libraries. This Order Form becomes valid and binding when signed by Subscriber and accepted by Creativebug, LLC. Upon signature, the Order Form is effective as of the Effective Date. The Term and Minimum Term start on the Effective Date.

Subscriber: E.D. Locke Public Library

Creativebug, LLC

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Term Information

2019 Creativebug Enterprise Subscription (May '19-April '20)	\$1300
2019 Annual Discount (May '19-Apr '20)	(\$300)
Set up Fee	\$750
Set up Fee – Manual Discount	(\$750)

Amount due 90 days from May 1, 2019.....\$1000

Please send checks to:

JOANN Stores, LLC
ATTN: Creativebug
P.O. Box 399
Hudson, OH 44236-0399

Checks should be made out to Jo-Ann LLC for the amount identified above.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Washington Post Online Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Washington Post online Information

Washington Post online Information

Thank you for inquiring about digital access to WP. The Washington Post's digital program for public libraries allows unrestricted access for patrons while on the library's network. The onsite access is facilitated by WP's site license, which authenticates users by whitelisted IPs. Our offsite access is code-based, with a separate link (from the onsite access) that patrons click on when not physically in the library. Access from outside the building is available for 7 days, starting when an individual first selects the offsite link.

Patron's will interact with our content exactly as the Post's subscribers do-with simple navigation and an unrivaled experience. In three quick steps taking only seconds, guests will have the full-range of WP's digital news and coverage. Our proprietary program is optimized for library users:

- * real-time, breaking news in an easy-to-read format that's always current-no challenging, hard-to-read PDF versions of the daily print copy
- * easy to set-up and simple to manage-limited maintenance by library staff
- * access options specific to libraries and its unique needs-no registration required at WP when accessing onsite

The total annual price for a library with a 40k (or less) population is \$1200.

Link for the trial: https://subscribe.washingtonpost.com/specialoffer/#/offsite-access?promocode=o13_7dayset1



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Shelving Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland PL Revised Quote with 2 Options

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: April 10, 2019

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

Steel Color: To match existing
Wood Species: Oak (solids & veneers)
Wood Finish: Custom Finish (2) - Included in pricing below

OPTION A

EXIST				
	6		36"w x 78"h welded frame	
	6		36"w x 24"d double face closed base shelf	
	0	24	36"w x 10"d divider shelf with (5) 6"h dividers EXISTING	
	38		36"w x 10"d adjustable shelf	
	0	19	36"w center back stops EXISTING	
	9	2	36"w x 10" d single face metal canopy top	
	2		Wood End Panels 81"h x 24"w	

TOTAL DELIVERED AND INSTALLED PRICE \$8,061.25

OPTION B

EXIST				
	3		36"w x 78"h welded frame	
	3		36"w x 20"d double face closed base shelf	
	30		36"w x 9"d adjustable shelf	
	0	18	36"w center back stop EXISTING	
	3		36"w x 20" d double face metal canopy top	
	2		Wood End Panels 81"h x 21"w	

TOTAL DELIVERED AND INSTALLED PRICE \$6,626.50

QUOTATION NOTES

*Pricing is good for 30 days

*Prices include materials, freight and installation

***If both Option A and Option B ordered
at the same time - deduct \$1,200.00**

*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

*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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Meeting Room Chairs Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Meeting room chair quote

Emmons Business Interiors
4604 Hammersley Road
Madison WI 53711
608-469-4933
Sales Contact: Maryanne Michaelis 608-469-4933



Prepared For: **E.D. Locke Public Library**

5920 Milwaukee Street

McFarland WI 53558-85
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Page 1 of 1
4/9/2019
10:51:51AM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell
Tag:								
1	10	KII	SSCAP	Strive Sled Base Cantilever Arm Chair, Poly	\$337.00	\$3,370.00	\$194.42	\$1,944.20
			/SK	Sky Blue				
			/FR	Compliance to TB 133				
			/PBL	Black				
			/GSS	Stainless steel glide				
2	1	KII	CSD.BL	High Density Transport Dolly	\$448.00	\$448.00	\$258.46	\$258.46
3	10	GLB	6710	POPCORN, Armchair, Wall Saver, Polypropylene Back & Seat. Std Sled Chrome Frame. Std Without Glides. Polypropylene Back / Seat Selections	\$265.00	\$2,650.00	\$138.00	\$1,380.00
		~DPLS						
		INK		1-Ink, Very Dark Blue [INK]				
		CH		F-Chrome Frame [CH]				
		SG		M-Stainless Steel Pads				
		~		(STD) RTA Code in Pricebook per Model				
4	1	GLB	6715	POPCORN, 21.375" w x 31.75" d x 51.75" h, High Density Dolly. For Polypropylene Models. Stacks Chairs up to 34 (STD) RTA Code in Pricebook per Model	\$541.00	\$541.00	\$281.73	\$281.73
		~						
5	1	D & I		Receive, Deliver and Install	\$0.00	\$0.00	\$155.00	\$155.00
				During Regular Hours				
Tag Subtotals:						\$7,009.00		\$4,019.39
Total List:					\$7,009.00		Total Sell:	\$4,019.39

**Applicable Sales Tax is additional.
EBI Terms and Conditions apply.**

SEE IT SPEC IT: Strive



Design Specifications

Product Options

Base Model: SSCA

Base Style: Sled

Shell Style: All Poly

Arm Style: Cantilever Arms

Materials

Base/Frame: Chrome

Poly Colors: Sky Blue





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Ottoman for teen area quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Ottoman quote

Emmons Business Interiors
4604 Hammersley Road
Madison WI 53711
608-469-4933

Sales Contact: Maryanne Michaelis 608-469-4933



Prepared For: **E.D. Locke Public Library**

5920 Milwaukee Street

McFarland WI 53558-86
608-838-9030

Job: PO Number:
By: Maryanne Michaelis
Notes:

Page 1 of 1
4/18/2019
12:15:16PM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell
--------	-----	-----	-------------	------------------	------	----------	------	----------

Tag:

1	1	JSI	ZV6636	Ziva 36d Ottoman	\$1,466.00	\$1,466.00	\$715.12	\$715.12
			C	Grade C				
			Momentum	Momentum Fabric				
			Beeline	Beeline				
			BEL13	Sprout				
2	1	D & I		Receive, Deliver and Install	\$0.00	\$0.00	\$30.00	\$30.00
				During Regular Hours				
Tag Subtotals:					\$1,466.00	\$1,466.00	\$745.12	\$745.12
Total List:					\$1,466.00	\$1,466.00	Total Sell:	\$745.12

Applicable Sales Tax is additional.
EBI Terms and Conditions apply.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Cameras and Door Access Quotes

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Libaray extra cameras and doors 04302019 FINAL

BOLDTRONICS, INC.

655 Post Road
Madison, Wisconsin 53713

Phone (608) 271-8979

Fax (608) 274-5111

April 30, 2019

Heidi Cox, Director
Village of McFarland Public Library
5920 Milwaukee Street
McFarland, WI 53558

Heidi,

Enclosed is the information you requested for additional cameras and doors in the Library. These are the same types used throughout the village wide project.

3, additional Library cameras;

- 3 ExacqVision. 3 year camera licenses
- 3, AXIS, P3325, 2, MP, w/IR, 3-10 mm lens with remote focus and zoom
(Final interior locations TBD)
- 3, Cable, Hardware, connectors kit's
- 1, Labor to Set Up, Install and Program

Your cost for the additional cameras would be: \$3,704.00

9, additional Library doors for the access control system

- 1, Brivo Expansion equipment cabinet with lock/controller power supply & Battery back up.
- 5, Brivo, 2 Door Control boards and panels
- 9, HID iClass R-40 Card Readers
- 9, HESS electronic door strikes and door contacts
- 9, Cable wiring and Hardware Kits

Your cost for the 9 Door upgrade system would be: \$15,612.00

Door closers: If you require the automatic doors closers, the cost with installation would be \$283.00 per door.

Note: This upgrade will require additional POE Ethernet ports and IP address from the village's network. Some of these locks will require installation by our locksmith along with some wood door trim removal and reinstallation.

We warrant that our installation shall be good and workmanlike and shall be free from defects for a period of twelve (12) months. Such warranty shall not extend to any damage caused by you, your employees, your customers or the general public, whether intentionally or through negligent acts or omissions. Upon installation of the equipment shown above, we will also transfer to you any accompanying manufacturers' warranties. This proposal is valid for 30 days and does not include State or Local tax. Unused or returned products are subject to a 15% restocking fee.

Terms are net 30 days, upon completion of work. Clerical errors are subject to correction. Past due accounts will be assessed a monthly finance charge of 1.5% per month.

I appreciate the opportunity to provide you this price quote. Please feel free to contact me at (608) 271-8979 with any questions you may have. As one of the largest electronic security providers in the area, **BOLDTRONICS, INC.** looks forward to working with and serving you.

Sincerely,

Burt Boldebuck
President – **BOLDTRONICS, INC.**

Accepted By: _____ Title: _____ Date: _____



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Waiving Fines and Fees

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. ACCOUNT CLEAN-UP

ACCOUNT	DOLLAR AMOUNT	AGE OF OVERDUES/DOLLAR AMT/JUV STATUS
1064486	\$10.00	ALL APPLY
987001	\$10.00	ALL APPLY
987000	\$10.00	AGE/DOLLAR AMT
724056	\$11.00	AGE/JUV STATUS/DOLLAR AMOUNT
593628	\$11.20	DOLLAR AMT
945247	\$21.80	AGE/JUV STATUS/DOLLAR AMOUNT
912415	\$22.00	DOLLAR AMT/JUV STATUS
1098709	\$27.00	AGE/DOLLAR AMT/JUV STATUS
551599	\$31.00	AGE/DOLLAR AMT
680659	\$31.15	JUV STATUS/DOLLAR AMOUNT/AGE
791419	\$34.00	JUV STATUS/DOLLAR AMOUNT/AGE
744889	\$38.00	ALL APPLY
1106558	\$39.95	DOLLAR AMT
491448	\$40.00	DOLLAR AMT/JUV STATUS
987855	\$40.00	AGE/DOLLAR AMOUNT
970457	\$40.25	JUV STATUS/DOLLAR AMOUNT
667982	\$47.46	AGE/JUV STATUS/DOLLAR AMOUNT
672250	\$47.65	AGE/DOLLAR AMT
938190	\$50.00	AGE/DOLLAR AMT
1061985	\$53.00	JUV STATUS/DOLLAR AMOUNT
684433	\$53.25	AGE/DOLLAR AMOUNT
851187	\$54.00	ALL APPLY
1082663	\$57.50	DOLLAR AMOUNT
929914	\$58.60	AGE
546855	\$60.70	AGE/DOLLAR AMT
1105794	\$63.00	DOLLAR AMT
870171	\$64.60	AGE/DOLLAR AMT
550533	\$65.05	AGE/DOLLAR AMOUNT
918462	\$65.30	JUV STATUS/DOLLAR AMOUNT
831240	\$67.90	AGE/DOLLAR AMT
552340	\$69.15	JUV STATUS/DOLLAR AMOUNT/AGE
1051445	\$72.00	JUV STATUS/DOLLAR AMOUNT
635811	\$75.00	ALL APPLY
886688	\$79.00	AGE/DOLLAR AMT
485101	\$79.00	AGE/JUV STATUS/DOLLAR AMOUNT
1054980	\$81.00	DOLLAR AMT/JUV STATUS
938520	\$81.00	AGE/DOLLAR AMOUNT
840690	\$81.95	JUV STATUS/DOLLAR AMOUNT
767050	\$82.00	AGE/DOLLAR AMT
959639	\$83.90	AGE/DOLLAR AMT
475144	\$86.95	AGE/DOLLAR AMOUNT
559608	\$89.70	AGE/DOLLAR AMT/JUV STATUS
643289	\$92.00	AGE/DOLLAR AMOUNT

644211	\$94.25	DOLLAR AMOUNT/AGE
788266	\$97.50	AGE/DOLLAR AMT/JUV STATUS

TOTAL	\$2,459.76
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# OF ACCOUNTS:	45
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NOTES

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

MOVED TO KENDALL, WI

LIKELY MOVED

MOM REQUESTED DAUGHTER BE CHANGED

TO JUV STATUS

LIKELY MOVED

LIKELY MOVED

≡

≡

FAMILY STILL LIVING IN AREA: 2 HAVE
OVERDUE/LOST CHARGES/NOW ADULT
HAS MOVED TO GILLETTE, WI

LIKELY MOVED

LIKELY MOVED

┐

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED TO WAUKESHA

LIKELY MOVED OR DECEASED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED TO MADISON

LIKELY MOVED

≡

LIKELY MOVED - NOW ADULT

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED

LIKELY MOVED - NOW ADULT

LIKELY MOVED



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 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-pgs

	E. D. Locke Public Library	
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.

	E. D. Locke Public Library	
Page 2 of 4	Meeting Room	Revised: March 1, 2010

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.

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.~~
An application can be obtained and submitted online by going to mcfarlandlibrary.org or a paper copy can be obtained and submitted at the circulation desk.

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.

	E. D. Locke Public Library	
Page 3 of 4	Meeting Room	Revised: March 1, 2010

Applications are considered on a first-come, first-served basis. The library will make every effort to respond to meeting room requests within 7 days after receipt of application.

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

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.

However, the following are prohibited:

1. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or where 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~~
Events held by groups that have paid 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

	E. D. Locke Public Library	
Page 4 of 4	Meeting Room	Revised: March 1, 2010

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

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.

Youth Services Meeting Room

A small meeting room located in the Youth Services area is available for small groups up to 6. This room can be used as a study room when the other study rooms are full. Small groups may reserve this room if the community room is full.

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, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Public Computer Acceptable Use Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Patron computer use policy

	E. D. Locke Public Library	
Page 1 of 5	Public Computer Acceptable Use	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013; January 4, 2016 May 2, 2016

The purpose of this policy is to ensure appropriate use of Internet Resources within the Library.

Disclaimer

The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally and culturally enriching. However, not all sources on the Internet are accurate, complete, or up-to-date. The Internet is a global entity that does not fall under the control or governance of any single agency, government or organization. The availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The library does not warrant information found on the Internet to be accurate, authoritative, factual, timely or useful for patrons' purposes.

It is possible that a patron may access information that they find personally offensive or disturbing. If a patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information. The quality, accuracy, and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.

Supervising Children's Use

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. E.D. Locke Public Library supports the right for each family to decide what appropriate Internet use is for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

	E. D. Locke Public Library	
Page 2 of 5	Public Computer Acceptable Use	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

While Librarians are partners with parents in guiding children to safe and appropriate use of the Internet, parents and guardians are solely responsible for supervising their children's internet sessions and for letting their children know if there are materials children should not use or view. In compliance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), The E.D. Locke Public Library filters all Internet computers and wireless signals available through the library. Adult patrons age 17 years and older may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets the Library's guidelines. A valid South Central Library System card provides authorized access to the E.D. Locke computers for the use of our patrons.

Library Assistance

As it does with other library resources, the library staff will provide *basic* training on *the use of* electronic resources.

The Library will also make information available to help parents and guardians in the efforts to exercise their rights and responsibilities regarding their children's use of electronic resources. Parents and children are encouraged to start their exploration of the Internet with the library's website and Reference Links on the Youth Programs page. Parents/guardians and children are also encouraged to read Child Safety on the Information Highway (<http://www.safekids.com/child-safety-on-the-information-highway/>), jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association.

Guidelines for Computer Use

The library staff may impose restrictions, such as time limits, on the use of library equipment. While respecting the individual user's right to privacy, library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as

	E. D. Locke Public Library	
Page 3 of 5	Public Computer Acceptable Use	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

appropriate. Violations of the rules outlined in this policy may result in the loss of computer privileges. The duration of suspension depends on the severity and frequency of the unacceptable behavior, and is determined by the Library Director.

Computers are available only during open library hours. Computers can be scheduled either on a walk-in basis or up to 7 days in advance. If a patron is 10 minutes late for their reservation, the reservation will be lost.

Users seven years or younger must be accompanied by a parent, legal guardian, caretaker or sibling over 12 years of age when using a computer.

All of the computers are available for 120-minute time slots. A user is granted up to 120 minutes of computer time per day. **If computers are available, the time slots can be extended as needed.**

~~A library card is required for use of the computers.~~ Library staff will not look up library card numbers for computer use. Guest passes may be issued to individuals who do not have a library card if they are ~~17 12 or older and have a valid ID (such as a current driver's license) which includes their full name and date of birth.~~

Library cards are not transferable between patrons; the patron using the computer must use his/her own card and not someone else's.

Users assume responsibility for personal belongings during computer use. Personal belongings should not be left unattended.

Personal devices such as flash drives, cameras, MP3 players may be used. The library will not be responsible for injuries or damages to personal devices resulting from computer use.

Users access the library computer hardware, software and documentation at their own risk. The E.D. Locke Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's discs, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

Documents, files or software may be only temporarily saved or downloaded to the hard drive of the library's computers. They may be saved to a personal device belonging to the user.

	E. D. Locke Public Library	
Page 4 of 5	Public Computer Acceptable Use	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

Users should respect the privacy and space of other users by not moving chairs or looking at others' monitors.

Legal and Acceptable Uses

The library's computers may be used only for legal purposes. Users of all ages must abide by the following restrictions. Unacceptable uses include, but are not limited to the following:

- Transmitting threatening or harassing materials.
- Libeling, slandering or maliciously offending other users.
- Not respecting the privacy of others by misrepresenting oneself as another user.
- Attempting to modify or gain access to files, passwords, or data belonging to others.
- Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks.
- Modifying or damaging equipment, software or data belonging to the library or other users.
- Exposing children to harmful materials. *Sec 948.11 of the Wisconsin Statutes*, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable to children, or lack serious literary, artistic, political, scientific or educational value for children.
- Intentionally sending, receiving or displaying text or graphics that are considered inappropriate for public viewing.
- Illegal uses of the computers may also be subject to prosecution by local, state or federal authorities.

The library reserves the right to monitor access to the Internet to ensure compliance with this policy.

Library staff will ask users to end their access to the Internet if they observe behavior in conflict with this policy. Library staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed or when a user has violated this policy. Users may be banned from future access to the Internet based on the infraction and the number of times the infraction has occurred. The first offense will result in being banned from library Internet

	E. D. Locke Public Library	
Page 5 of 5	Public Computer Acceptable Use	Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008; November 4, 2013 January 4, 2016 May 2, 2016

access for at least one month; the library director shall determine the repercussions of further offenses. Library staff shall notify the police of willingly unlawful behavior

Library customers whose cards have been blocked will lose public access computer privileges until the condition causing the block has been resolved.

Copyright

U.S. Copyright law (Title 17 US Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs, or data, without explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of a user's library privileges and may result in prosecution under local, state, or federal laws.

Appeal Procedure

The Library Director may reconsider a decision to suspend library privileges upon written request of the patron if the information submitted by the patron warrants such modification. The Director will respond in writing to the individual with a notice to the library staff and the library board president of the reconsideration decision.

Any person who enters or remains on library premises after losing their library privileges will be reported to the Village of McFarland Police Department for removal.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Youth Services Library Job Description

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Children's Librarian April 2014 Formatted

**Village of McFarland
Position Description
Children's Librarian**

Classification Title: Children's Librarian

Department: Library

Reports To: Library Director

FLSA: Exempt

Union: None

POSITION SUMMARY –

Distinguishing Characteristics of the Class

This position is responsible for a variety of public and technical services including the development of the youth collections and the planning and implementation of youth programming (ages 0-10).

Supervision Received

Works under the general supervision of the Library Director.

Supervision Exercised

Youth Services Page and Volunteers.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, organizes and implements library services and programs for children and young adults.
- Selects materials for purchase and maintains the collections of materials for children.
- Provides in-depth reference and reader's advisory service to children and young adults. Assists with reference and reader's advisory service for adults.
- Maintains working relationship with school librarians. Conducts library tours and class visits at the library. Provides services and visits to schools, as requested. Collaborates with school staff to facilitate joint school/library community events.
- Promotes youth services through flyers, news releases, the website and other types of publicity. Promotes other library services, as requested.
- Compiles statistical information regarding youth services.
- Advises the library director in regard to policies and procedures related to youth services; writes reports and recommendations, implements decisions.
- Serves on library system committees if assigned by director.

- Supervises and trains youth services staff, either paid or volunteer.
- Coordinates with and supports Young Adult Librarian with respect to goals, programming and resources.
- Provides back-up assistance at the circulation desk.
- Performs light housekeeping duties, as needed.
- Coordinates meeting room reservations.
- Performs other related work as assigned by director.
- Performs other duties as assigned.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, typewriter, adding machine, calculator, telephone, copy machine, fax machine, motor vehicle, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels.

TECHNICAL REQUIREMENTS

Knowledge of

- Thorough knowledge of professional library principles, practices, methods and administration.
- Expertise in library-related technology.
- Excellent customer service and interpersonal skills.

Ability to

- Carry out tasks with a minimum of direction and supervision.
- Accurately execute tasks requiring an exceptional level of detail.
- Ability to supervise and train others effectively.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ♦ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible

alternative courses of action before selecting one; utilize information resources available when making decisions.

- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **BOOKKEEPING SKILLS:** Knowledge of, and the ability to perform, basic bookkeeping functions.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Master's degree in Library Science preferred. Bachelor's degree required, preferably with a major in Library Science. A minimum of 3 years of progressively responsible library service required.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description.

Employee Signature

Library Director Signature

Updated: 4/2014



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 6, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Young Adult Library Job Description

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Young Adult Librarian Position

**Village of McFarland
Position Description
Young Adult Librarian**

Classification Title: Young Adult Librarian Department: Library

Reports To: Library Director

**FLSA: Exempt
Union: None**

POSITION SUMMARY –

Distinguishing Characteristics of the Class

This position is responsible for a variety of public and technical services including the development of the older school-age and young adult collections and the planning and implementation of youth programming (ages 11 and up).

Supervision Received

Works under the general supervision of the Library Director.

Supervision Exercised

Youth Services Assistant and Volunteers.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, organizes and implements library services and programs for 6th grade and up; including summer reading program, book clubs, craft events, games, etc.
- Selects materials for purchase and maintains the collections of materials by weeding and reordering for children and young adults using approved selection tools.
- Provides in-depth reference and reader's advisory service to children and young adults. Assists with reference and reader's advisory service for adults.
- Maintains working relationship with school librarians and other community organizations. Conducts library tours and class visits at the library. Provides services and visits to schools, as requested. Collaborates with school staff to facilitate joint school/library community events.
- Promotes youth services through flyers, news releases, the website, social media and other types of publicity. Promotes other library services, as requested.
- Facilitates the work and activities of the teen volunteers and Teen Advisory Board.
- Develops and maintains content for social media platforms.

- Compiles statistical information regarding youth services.
- Advises the library director in regard to policies and procedures related to youth services; writes reports and recommendations, implements decisions.
- Coordinates with and supports Children's Librarian with respect to goals, programming and resources.
- Serves on library system committees if assigned by director.
- Supervises and trains youth services staff, either paid or volunteer.
- Provides back-up assistance at the circulation desk.
- Performs light housekeeping duties, as needed.
- Coordinates meeting room reservations.
- Performs other related work as assigned by director.
- Performs other duties as assigned.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, telephone, copy machine, fax machine, motor vehicle, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels.

TECHNICAL REQUIREMENTS

Knowledge of

- Thorough knowledge of professional library principles, practices, methods and administration.
- Expertise in library-related technology.
- Excellent customer service and interpersonal skills.

Ability to

- Carry out tasks with a minimum of direction and supervision.
- Accurately execute tasks requiring an exceptional level of detail.
- Ability to supervise and train others effectively.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **BOOKKEEPING SKILLS:** Knowledge of, and the ability to perform, basic bookkeeping functions.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Master's degree in Library Science preferred. Bachelor's degree required, preferably with a major in Library Science. A minimum of 3 years of progressively responsible library service required.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description.

Employee Signature

Library Director Signature

Updated: 4/2014