

LIBRARY BOARD

Monday, June 3, 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 minutes of the May 6, 2019 meeting.
 - b. Approval of the May 6, 2019 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2019 Budget Update
 - b. Director's Report
 1. Library systems report
 2. Friends report
 3. Endowment report
 - c. Monthly statistics
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Long range plan review
 - b. Display Furniture Quote
 - c. Conference Room Display Quotes
 - d. 2020 Budget Priorities
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, June 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the minutes of the May 6, 2019 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 May Library Board minutes

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, May 6, 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: None

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the April 1, 2019 meeting.

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve the minutes of the April 1, 2019 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. Approval of the April 2019 general fund bills and trust fund bills.

Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to approve the April 2019 general fund bills and trust fund bills. Motion carries 7 - 0 - 0 by acclamation.

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

The slate of officers was presented: Peter Sobol, President; Evan Richards, Vice-President; Ken Machtan, Treasurer/Secretary.

c. Creative Bug Database Quote

Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the Creative Bug Database Quote for \$1,000 to be paid from Friends donation account. Motion carries 7 - 0 - 0 by acclamation.

d. Washington Post Online Quote

Motion by Ken Machtan, second by Evan Richards, to approve Washington Post Online Quote for \$1200 from Friends donation account. Motion carries 7 - 0 - 0 by acclamation.

e. Shelving Quote

Motion by Karin Mandli, second by Sharon Payne, to approve Shelving Quote for \$13,487.75. Motion carries 7 - 0 - 0 by acclamation.

f. Meeting Room Chairs Quote

Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve Meeting Room Chairs Quote for \$2,202.66 to purchase 10 new meeting room chairs and one chair dolly. Motion carries 7 - 0 - 0 by acclamation.

g. Ottoman for teen area quote

Motion by Evan Richards, second by Sharon Payne, to approve Ottoman for teen area quote for \$745.12. Motion carries 7 - 0 - 0 by acclamation.

h. Cameras and Door Access Quotes

Motion by Sharon Payne, second by Michael Shumway, to approve Cameras and Door Access Quote for \$19,316 with \$4316 coming from the Library Fund Balance account. Motion carries 7 - 0 - 0 by acclamation.

i. Waiving Fines and Fees

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to approve Waiving Fines and Fees for 45 accounts that were sent to the collection agency, that are more than five years old, and owe less than \$100. Motion carries 7 - 0 - 0 by acclamation.

j. Meeting Room Policy

Motion by Evan Richards, second by Sharon Payne, to approve Meeting Room Policy. Motion updates including: banning the use of open flames and hazardous materials; allowing businesses to use the meeting room for a fee; allowing organizations to close their meetings to the public for a fee; allowing for use of the Youth Services Meeting room by the public when the other meeting rooms are full. carries 7 - 0 - 0 by acclamation.

k. Public Computer Acceptable Use Policy

Motion by Karin Mandli, second by Village Trustee Mary Pat Lytle, to approve Public Computer Acceptable Use Policy updates including: no longer requiring a photo ID to obtain a guest pass and lowering the age for guest passes from 17 to 12. Motion carries 7 - 0 - 0 by acclamation.

l. Youth Services Library Job Description

Motion by Karin Mandli, second by Village Trustee Mary Pat Lytle, to approve Youth Services Library Job Description updates which included adding an age range of children that this position will be responsible for serving and coordination of youth activities with the Teen Librarian. Motion carries 7 - 0 - 0 by acclamation.

m. Young Adult Library Job Description

Motion by Evan Richards, second by Karin Mandli, to approve Young Adult Library Job Description Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to adjourn at 6:16

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, June 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the May 6, 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 - May

General Fund & Trust Fund Bills

May-19

Row Labels	Sum of Amount	Description
Alliant Energy	\$1,865.87	Utilities
ARAMARK	\$148.00	Mat Rental
BAKER & TAYLOR BOOKS	\$4,280.04	Books
Cardmember Service	\$1,983.72	Visa Bill
CORPORATE BUSINESS SYSTEMS	\$235.55	Copier Lease
DANE CO TREASURER	\$25.00	Program Fee
EMBURY, LTD	\$6,143.88	Shelving Deposit
ENVIRONMENT CONTROL	\$1,304.00	Janitorial Services
LARSON, RON	\$150.00	Program Fee
MADISON PUBLIC LIBRARY	\$21.95	Lost Book Payment
MICROMARKETING LLC	\$185.96	Audio Books
ODALEN, NANCY	\$50.00	Program Fee
SCHOLASTIC LIBRARY PUBLISHING	\$1,713.54	Books
SOUTH CENTRAL LIBRARY SYS	\$1,220.76	Tech Support & Database Fees
STATZ CORDS, SARAH	\$75.00	Program Fee
STEINBERG, JESSE	\$400.00	Program Fee
UNIQUE MANAGEMENT SERVICES INC	\$8.95	Collection Services
Grand Total	\$19,812.22	

Trust Fund		
Vendor	Amount	Description
Madison Community Foundation	\$1,520.00	Endowment
Village of McFarland	\$113.99	Friends Supplies & Software
	\$1,633.99	

Grand total: \$21,446.21



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 3, 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
2. 2019 Capital Budget Update

2019 Budget Update

REVENUES									
		Budget Amount	March Estimated	April Actual	May Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 544,500.00	\$ -	\$ -	\$ -	\$ 544,500.00	100.00%		
County Library Aids		\$ 281,250.00	\$ 749.00	\$ -	\$ -	\$ 850.00	0.30%		
Library Fines		\$ 12,500	\$ 528.42	\$ 286.90	\$ 871.95	\$ 2,964.43	23.72%	42%	\$ 5,625.00
Miscellaneous Revenue		\$ 500				\$ -			
Library Fees		\$ 5,000	\$ 315.50	\$ 424.20	\$ 373.30	\$ 1,814.45	36.29%	42%	\$ 2,083.33
		\$ 843,750.00	\$ 843.92	\$ 711.10	\$ 1,245.25	\$ 549,379.88	65.11%		
Expenditures									
						\$ -			
Salaries	110	\$299,250.00	\$ 28,808.93	\$ 21,985.63	\$ 23,019.23	\$ 107,444.69	35.90%	42%	\$ 124,687.50
Part-time	120	\$159,750	\$ 21,455.63	\$ 10,375.54	\$ 12,288.46	\$ 64,822.53	40.58%	42%	\$ 66,562.50
Health Insurance	130	\$98,000	\$ 7,155.15	\$ 6,832.40	\$ 7,538.46	\$ 35,836.31	36.57%	42%	
Retirement	131	\$25,250	\$ 2,715.86	\$ 1,751.28	\$ 1,942.31	\$ 10,037.47	39.75%	42%	\$ 10,520.83
SS/Medicare	132	\$34,750	\$ 3,637.67	\$ 2,309.12	\$ 2,673.08	\$ 13,165.12	37.89%	42%	
Other Benefits	135	\$2,250	\$ 91.40	\$ 86.56		\$ 360.76	16.03%	42%	
Wage Adjustment	140	\$ 8,000	\$ -			\$ -	0.00%	42%	\$ 3,333.33
Expense Reimbursement	141	\$ 500	\$ -						
Total Personnel		\$627,750.00	\$63,864.64	\$43,340.53	\$47,461.54	\$231,666.88	36.90%	42%	\$ 261,562.50
								42%	
Support Services	210	\$ 23,750	\$ 1,321.90	\$ 1,312.95	\$ 1,292.95	\$ 6,562.65	27.63%	42%	\$ 9,895.83
Consulting Services	211	\$ 43,500	\$ -	\$ -	\$ 395.86	\$ 44,795.54	102.98%	42%	\$ 18,125.00
Utilities	220	\$ 28,000	\$2,079.53	\$2,026.94	\$1,865.87	\$ 10,809.84	38.61%	42%	\$ 11,666.67
Communication	221	\$ 1,000	\$70.12	\$72.41	\$66.00	\$ 341.45	34.15%	42%	\$ 416.67
Equipment Maintenance	240	\$ 8,500	\$ 142.30	\$ 5,219.60	\$235.55	\$ 6,267.07	73.73%	42%	\$ 3,541.67
Facility Maintenance	242	\$ 14,000	\$ 3,563.72	\$ 1,629.42	\$148.00	\$ 5,938.21	42.42%	42%	\$ 5,833.33
Total Services		\$ 118,750.00	\$ 7,177.57	\$ 10,261.32	\$ 4,004.23	\$ 74,714.76	62.92%	42%	\$ 49,479.17
Office Supplies	310	\$ 9,000	\$ 77.37	\$ 1,112.79	\$ -	\$ 2,072.13	23.02%	42%	\$ 3,750.00
Postage	311	\$ 250	\$ 28.22	\$ 11.50	\$ -	\$ 39.72	15.89%	42%	\$ 104.17
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	42%	\$ 208.33
Meeting Expenses	330	\$ 1,000	\$ 46.40	\$ -	\$ -	\$ 324.84	32.48%	42%	\$ 416.67
Training Expenses	331	\$ 2,750	\$ -	\$ -	\$ -	\$ -	0.00%	42%	\$ 1,145.83
Operating Supplies	340	\$ 5,500	\$ 27.25	\$ 493.18	\$ -	\$ 910.44	16.55%	42%	\$ 2,291.67
Technology	342	\$ 6,500	\$ 3,853.25	\$ 2,093.19	\$ 71.37	\$ 6,755.10	103.92%	42%	\$ 2,708.33
Collection - Print	344	\$ 53,250	\$ 8,542.98	\$ 3,315.86	\$ 5,818.58	\$ 23,370.19	43.89%	42%	\$ 22,187.50
Collection - AV	345	\$ 12,000	\$ 886.71	\$ 1,116.98	\$ 185.96	\$ 3,814.47	31.79%	42%	\$ 5,000.00
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -		42%	
Programming	391	\$ 6,000	\$ 181.05	\$ 541.98	\$ 700.00	\$ 2,560.39	42.67%	42%	\$ 2,500.00
Other Total		\$ 96,750.00	\$ 13,643.23	\$ 8,685.48	\$ 6,775.91	\$ 39,847.28	41.19%	42%	\$ 40,312.50
Total Budget		\$ 843,250.00	\$ 84,685.44	\$ 62,287.33	\$ 58,241.68	\$ 346,228.92	41.06%	42%	\$ 351,354.17

CAPITAL						
Equipment - Furniture		\$ -	\$ 199.99		\$3,871.20	\$ 4,071.19
Equipment - Shelving		\$ 10,000.00			\$ 6,143.88	\$ 6,143.88
Equipment - Other		\$ -		\$ 5,344.46		\$ 5,344.46
Technology - Hardware		\$ 16,250.00		\$ 140.51	\$ 753.53	\$ 8,914.88
Technology - Software		\$ -			\$ -	
Facility-Structural Work		\$ 45,000.00			\$ -	
Facility - Mechanicals		\$ -			\$ -	
Total Capital Budget		\$ 71,250.00				\$ 24,474.41



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 3, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report
1. Library systems report
2. Friends report
3. Endowment report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

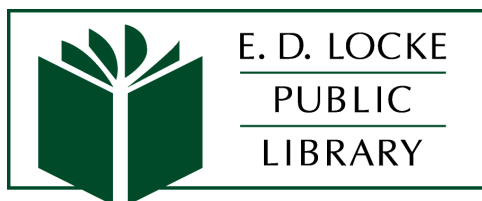
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report May 2019



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT May 2019

May Highlights:

- **HVAC** – The spring HVAC maintenance with Harker has been scheduled.
- **Village News** - Mary Pat will give an update (Strategic Planning)
- **Endowment** –
 - Development Committee – The Development Committee met and discussed different fund raising ideas. The balance of the Endowment as of April 30, 2019 is \$94,145.00.
- **Friends** – The next Friend's book sale is June 8th. There will also be a pop-up book store from Mystery to Me in the meeting room.
- **Systems Report** –
 - Columbus Public Library and Rio Public Library have gone fine free.
 - SCLS has formed a building workgroup that is looking at where they should be located, how much space they need, and if they should buy, rent, or build.
- **Furniture** – Delivery of the ottoman and the ten new meeting room chairs will occur sometime in mid to late June.
- **Automatic Doors** – The new doors openers have been installed and are working nicely. The technician also suggested that we replace and upgrade the hinge on the Milwaukee St. Doors which looked like it was beginning to fail so we did that as well. When the new hinge was being installed, the automatic lock on one of the doors stopped working. After some testing, it seems that the wires might have a short. Boldtronics has been called and we're working on a fix.
- **Overdrive**
- **Young Adult Services Librarian position** – The job has been posted and as of May 29th we have received six application.
- **Small Conference room updates** – I am currently investigating purchasing a digital display so to accommodate staff group work. Moved some aerial photographs from the library into that room.
- **Door access and new cameras** – the signed quote has been submitted and the work will be scheduled for July.
- **Credit card payments** – The Village signed a contract with GovPay for credit card payments. I will be meeting with them in the next week or so to see if the system will work for the library.

Technical Services (Linda Stuckey)

- Attended the Collection Maintenance Subcommittee meeting on Wednesday, May 8, 2019.
- Added generic board games for children and young adult/adults to check out.
- Updated Facebook for all summer library programs
- The "spinners" (library display units for paperbacks) have been offered to other South Central libraries.
- Continue to fill absent circulation employee assistant hours.
- Attended web meetings for new and current website use and redesign.
- Annual fire alarm test was completed by Jefferson Fire. & Safety Co.

Youth Services highlights (Heather Kent)

Storytimes:

Storytime was held through May 9th. There is a break in this programming until the first week of June.

Teens:

- There was no teen programming this month.
- On May 14th and May 17th Katie Miller brought her middle school students down to the library for a tour and library card sign up. These students are struggling readers that need a little encouragement to use tools like the library. They were given a tour of the collections and titles/authors were highlighted for these readers.

Programming:

- Messy Munchkins had one last session on May 3rd. This program will be back in the fall.
- May 14th the Magic Tree House Book Club had their last meeting. We discussed Hour of the Olympics and did different "Olympic" events. This group will continue in the fall but a secondary group may need to be created for the students who are aging out of the Magic Tree House Books.

Outreach

- On May 16th and 17th Heather visited the 4k classes at the Gingerbread House. She visited each of the 6 classes that are there – 3 in the morning and 3 in the afternoon.
- It is Summer Library School Visits right now and Heather has visited IMMS and the Primary School to share the upcoming summer programming. The children are enthusiastic about the summer and there are already students signing up to volunteer and attend the teen programming. (This year the teen programming is asking for registration to help know how many materials are needed, etc...) Heather will visit Waubesa on June 7th (the last day of school)

Other

- Heather has been meeting with the early childhood team regarding next year's sensory programming and the different learning plans for specific participants. Occupational therapy, physical therapy, and speech and language have joined our team for Thursdays and we want to make sure each person is able to contribute. We will meet in August to hash out exact plans for the school year.
- Bintiva wiggle seats are very popular in storytime. Heather reached out to the company and was able to get a bulk order of these cushions at a reduced rate (\$7 off each) for our programming. Just in time for summer.

Adult Services highlights (Katharine Clark)

- Visited McFarland Villas and checked out materials to staff and residents, they have a new activities Director, brought two residents special requests after initial visit
- Reached out to Jean Papalia to share thoughts about Optimist Club Bike Rodeo to include in short article that will appear in fall Wisconsin Library Association newsletter about library/community organization partnerships
- Participated in McFarland High School senior exit interview process
- Met with other staff and Stephanie Miller from Village Communications to go over new website and how to add content
- Attended Wisconsin Library Association Foundation Board meeting (serving as Treasurer) and monthly Conference Planning Committee meeting
- Listened to webinar about Adult After Hour programming, will be planning some additional ones for the fall
- Hosted McFarland High School Driftwood Release Party, a yearly journal put together to highlight student artists

Circulation Services (Kelly Heasty)

HIRING & TRAINING:

Hiring a temporary Shelver for three months through a vocational counseling placement firm to start training on June 4.

PERSONAL EDUCATION/TRAINING:

- Website training with village cable department & meeting with SCLS re: potential new website.
- CSS (Circulation Services) meeting: 5/14
- Staff meeting: 5/23

WRITTEN PROCEDURES:

SERIALS: Processed all incoming periodicals, with assistant during Month of May. Completed Value Line survey.

LITERARY GEMS BOOK CLUB:

- 5th meeting of 2019; Book Title = Land of Love & Drowning by Tiphane Yanique
- Obtained books & completed book flyer for June meeting

WED AFTERNOON BOOK CLUB:

- Read material & attended the Book club meeting in May in case regular moderator ill.
- Obtained books & completed book flyer & spec sheet for June meeting.

OTHER:

- NEW PATRONS FOR MAY: approximately _40___ applications for new cards processed
- Updated materials spreadsheet with all incoming materials from MAY.
- Display case arrangements made for June: Artistic items from local art teacher
- Continued Circulation testing in Biblioventions
- Finished 'delinquent accounts' actions: updated UMS on changes & waived fines & deleted accounts as directed by library board
- Summer Outlook blurb sent to Village for publication

----Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 3, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly statistics

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	14,823									61,415	-3%	6,771	\$ 13.74	\$ 9.62
% change month to month	-5%	1%	-3%	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
New Library Cards																	
2018	41	45	49	39	44	88	66	51	49	52	28	30	582	-3%			
2019	45	40	41	57									183	5%			
	10%	-11%	-16%	46%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
No. Children's Events																	
2018	17	39	41	40	9	41	45	11	32	43	40	31	389				
2019	24	35	35	41									135				
Children's Program Participation																	
2018	757	1244	1737	702	1362	1920	1634	451	957	1838	1589	1321	15,512	23%			
2019	841	1316	1393	1479									5,029	13%			
No. Adult Events																	
E-Books																	
2018	503	779	629	771	423	817	714	799	750	854	745	836	8,620	7%			
2019	967	823	987	946									3,723	39%			
	92%	6%	57%	23%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
E-Audio																	
2018	539	680	726	767	558	731	817	854	711	705	700	702	8,490	29%			
2019	847	873	878	894									3,492	29%			
	57%	28%	21%	17%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
New Overdrive Patrons Registered																	
2018	6	19	31	18	21	16	33	29	23	22	18	19	255	25%			
2019	28	19	32	35									114	54%			
Consumer Reports																	
2018	28	12	19	34	26	30	39	35	29	28	46	25	351	-11%	\$432.69	\$1.23	
Pageviews 2019	200	271	306	343									1,120		\$450.00	\$0.40	
Ancestry Plus																	
2018	34	31	24	8	29	35	16	0	0	0	0	0	177	15%	\$79.52	\$0.45	
Searches 2019	185	116	127	72													
Novel List Plus																	
2018	28	12	19	34	11	10	7	7	10	26	10	10	184	38%	\$180.07	\$0.98	
Record Views 2019	170	165	67	68									470	405%	\$187.28	\$0.40	
One on One Instruction																	
2018	7	2	0	5	2	6	3	5	0	0	0	8	38	-32%			
2019	10	0	12	0									22	214%			

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per \$	70%
Notary Services																	
2018										3	3	4	10				
2019	2	3	1	0	3								9				



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Long range plan review

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Long Range Plan 2018 June 2019 update

E.D. Locke Public Library

Strategic Plan

2018-2023

Introduction:

Mission Statement:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

Vision Statement:

E.D. Locke Public Library: Welcoming all to an engaging environment, providing state-of-the-art library services.

Goals and Objectives:

After researching the best practices of creating and maintaining strategic plans, we decided to identify no more than five major goals and about four objectives within each goal so that the process of tracking and revising this plan will be straightforward.

Goal #1: Create new sources of financial support

The McFarland Community has demonstrated its capacity and willingness to financially support the Library, beyond taxpayer revenue, by its grassroots creation of the Library and its capital contribution to the present building. The McFarland Community has the potential to establish new financial support mechanisms that could provide for expanded programming and services beyond what is possible within the current budget.

One example and potential model is the McFarland Education Foundation. However, there are many possible ways this could be approached including creating a new foundation, creating a fund within the Madison Community Foundation, and others.

Objective 1.1: Continue to grow the Library's Endowment Fund

A sub-committee of the Library Board has been created to oversee the Library's endowment fund. In December of 2017, the Library was awarded a challenge grant from the Madison Community Foundation for \$35,000. The Friends of McFarland Library have also issued a challenge grant of \$30,000. Both grants will be paid when \$105,000 total dollars (including the challenge grants) have been reached.

The subcommittee should keep these donors engaged and continue to grow the Foundation to \$125,000.

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Objective 1.2: Pursue more grant writing

A survey should be done periodically using such sources as the Marquette list of foundations to see if there are potential sources that have not been explored. The Madison Community Foundation should also be consulted from time to time for suggested sources.

- Investigate grants that would fund a Public Art project at the library.
- Investigate grants that would fund Community Conversations on Diversity

Objective 1.3: Establish Planned Giving options

Once a foundation/endowment is established, a planned giving option should be created to provide a means for individuals to make legacy gifts. Endowment gifts provide a means for those donors who wish to make their support of the library permanent and can be for projects or programs of special interest to the donor. The Endowment Subcommittee should create a plan on how to go about soliciting planned giving donations.

Goal #2: Use technology to help library personnel be more productive and efficient.

The library will continually evaluate available technology to identify ways to improve efficiency, productivity and the patron experience.

Objective 2.1: Improve technology resources for patrons and staff

1. *Added Creative Bug Database*
2. *Currently working on a digital signage project, adding the Washington Post, New York Times, and financial databases.*

Coincides with Village Board Goal B3 and C1

Computer resources and internet access will be regularly updated and improved to meet the evolving needs of patrons. RFID technology has been implemented to improve self-checkout and circulation efficiency; this technology will be further used to collect key statistics to keep services in line with users' needs.

Sample Projects include:

- *Upgrade to the new version of Bibliovation – ongoing*
- *Training for staff on Bibliovation*
- *Training for the public on the new online catalog that comes with Bibliovation*
- *Look into digital touch screen displays to promote library events*
- *Upgrade our current AWE station for preschool children - done*
- *Add an additional AWE station for school age children - done*
- *Investigate using iPads for online catalogs throughout the building*

- *Create an online registration process for Library Programs*
- *Adding digital signage to the outdoor library sign. – working on this*
- *Investigate digital signage for the vestibule to replace Government notices*
- *Work with the schools to create library accounts for students - done*
- *The ability to accept credit card payments at the circulation desk – working on this*
- *Replace existing library app for the catalog with an improved one*

Objective 2.2: Maintain library website and social media presence.

Coincides with Village Board Goal B3

Library staff will maintain social media avenues to ensure relevant information is easily accessible to patrons, including an online reservation form and calendar for the community meeting room. The library will continually evaluate opportunities to expand use of social media to connect with the community and increase visibility of library programming and services.

Library staff will upgrade the Library website to make it more interactive and a better fit for patron needs. – Staff are currently working on this

Objective 2.3: Provide technology learning opportunities to patrons.

To help patrons navigate and take advantage of the evolving information technology available, the library will increase staffing and explore collaborating with other community organizations to offer training opportunities to patrons. Staff will be equipped to provide assistance with the technology and resources available to patrons in the library.

- *Increase Technology training and computer training for seniors. Maybe an open forum. Maybe have outside instructors come in.*
- *Provide opportunities for resume and employment search workshops.*

Goal #3: The E.D. Locke Public Library will provide a clean, comfortable, accessible, safe library facility.

Coincides with Village Board Goal B1

Objective 3.1: Establish a plan for building item replacement for maintenance.

Library staff will create a list of items that will need to be replaced and/or updated as the building ages. The list will include an approximate replacement cost and the approximate life span of the item. The Library Board will create and maintain a long-term replacement budget for the facility, furnishings, and fixtures. This should facilitate more effective multi-year budgeting by having a plan beyond the current or next budget year.

The Library will investigate new shelving and reorganizing existing collections to make them more efficient. – on going

Objective 3.2: Create a long-term space needs plan. – on going

Conduct a space needs assessment to determine facility needs for the next 20 years, factoring in population growth and the changing needs of patrons.

Goal #4: Adapt staffing to the changing needs of the Library.

Coincides with Village Board Goals A1

In order to provide a full range of library services, the Library requires a skilled, professional staff. To best serve patrons, every staff person must be trained in the implementation of new procedures and current technologies.

Objective 4.1: Add a second full-time Children's Services librarian position. This position would support the Children's Services department by concentrating on service to school age children and teens. – working on hiring for this position.

Objective 4.2: Increase training for staff

The Library will close for a staff in-service annually. The Library budget will also provide extra funds for staff to receive training outside of their normally scheduled hours.

Staff would like training in American Sign Language and Spanish.

Goal #5: Create a marketing plan

The Library should serve the broadest possible community. Therefore, the community should be made aware of the resources and services provided by the Library.

Objective 5.1: Create a speakers bureau of individuals prepared to speak at community organization meetings.

Objective 5.2: Increase collaboration with schools, Chamber of Commerce, businesses and other community organizations.

Objective 5.3: Increase marketing/awareness with community residents by working with the Food pantry, attending the Business Expo, giving library brochures to the Chamber for welcome-bags, having auction items at Blues in the Night event and the ChocolateFest.

Goal #6: Increase offerings and amenities for underserved groups

Coincides with Village Board Goal A1

Objective 6.1 Increase program offerings and amenities for special needs kids and adults.

Objective 6.2 Increase programs on the topics of diversity, social equity and racial justice.

Objective 6.3 Increase training opportunities for staff on services for underserved groups.

Implementation: Tracking, review, and revision

The Strategic Plan Committee recommends:

- The Library Board review and approve this plan.
- The Library Board should review the status of the Goals and Objectives frequently (we suggest quarterly) with the Library Director so that implementation progress is closely followed.
- The Library Board should review, revise, and update this plan after an appropriate interval. We suggest this should be done after three years. A new Strategic Plan Committee could be appointed at that time if needed.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Display Furniture Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Mc Farland library estimate

ESTIMATE



Heidi Cox

E.D. Locke Public Library
5920 Milwaukee St., Mc Farland, WI
53558

(608) 838-9030

JE Custom Carpentry

4625 Femrite Dr. Suite 8
Madison, WI 53716

Phone: (608) 571-5000

Email: jason.etter.je@gmail.com

Web: www.jecustomcarpentry.com

Estimate #

002152

Date

04/25/2019

Description

Custom Book Display

Build a custom book display similar to pic below. See drawing for design details. Unit to be around 5 feet wide and around 4 feet tall.

Display unit will be stained to match existing library woodwork and sprayed with Sherwin Williams medium rub pre-catalyzed clear lacquer. This is a very nice finish usually spec'd for our highest quality builds.

Display unit would be built and spray finished at our shop and be delivered and set in place.

We supply all materials, fasteners, sealants, and hardware unless noted.

JE Custom Carpentry is fully insured with \$4M general liability, commercial auto and Workmans Comp.

JE Custom Carpentry is fully licensed as a Dwelling Contractor-- Lic# 1425372.

JE Custom Carpentry provides full 1 year limited warranty on project materials and workmanship.

Subtotal	\$4,650.00
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Total	\$4,650.00
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Notes:

Below is a picture of a similar unit that we are matching. The biggest difference in our proposed design is solid/veneer wood instead of laminate. If you look closely at the top section in the below pic- you'll see the laminate bubbling and peeling from the curved part on the left side. That won't happen- we use much higher quality materials. Another difference is the new unit will have a more hexagonal top piece instead of a circle top piece. This should more consistent and keep the cost down.



By signing this document, the customer agrees to the services and conditions outlined in this document.

Jason Etter

Heidi Cox



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Conference Room Display Quotes

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Meeting Room TVs

Meeting Room TV Recommendations

Andrew Day <Andrew.Day@mcfarland.wi.us>

Tue 5/14/2019 3:23 PM

To: Heidi Cox <hcox@mcfarlandlibrary.org>

Cc: Stephanie R. Miller <Stephanie.Miller@mcfarland.wi.us>

Hey Heidi,

Here are my recommendations for a TV for your new meeting room:

Display



Option A – Cheapest solution

\$219.99

[Sceptre 50" 1080p TV](#)

Resolution: 1080

Smart TV: No

Size: 50"

Connections: 4x HDMI, 1x Component/Composite, 1x USB

Network: NA



Option B – Cheapest Smart TV

\$299.99

[TCL 50" 4K LED TV](#)

Resolution: 2160

Smart TV: Yes

Size: 50"

Connections: 3x HDMI, 1x Component/Composite, 1x USB

Network: NA



Option C – Over-the-top

\$499.99

Vizio 60" 4K TV

Resolution: 2160

Smart TV: Yes

Size: 60"

Connections: 3x HDMI, 1x Component/Composite, 1x USB

Network: WiFi and RJ45

Mounting



Mounting Bracket:

\$52.99

[VideoSecu 37-75" Articulating Arm](#)

My preferred bracket, as it makes changes to the display far easier than one that only tilts.

Connection

**Option A - Wireless Presentation / Collaboration:**

\$1,179.99

Kramer VIA Connect Plus

**Option B – A cable**

\$9.95

[Pearstone 15' High Speed HDMI cable](#)

The simplest, if not very attractive, option.

Let me know what you think.

Thanks,

Andrew Day | Technical Specialist
(608)838-2310



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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Budget Priorities

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None