

LIBRARY BOARD

Monday, July 1, 2019

5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Approval of the draft Minutes of the June 3, 2019 Library Board meeting.
 - b. Approval of the June 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. 2020 Budget
 - b. Joint Trustee Meeting
 - c. Revised Landscaping quote
 - d. Strategic Plan
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, July 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the June 3, 2019 Library Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. June Library Board Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, June 3, 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. Approval of the minutes of the May 6, 2019 meeting.

Motion by Ken Machtan, second by Evan Richards, to approve Approval of the minutes of the May 6, 2019 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. Approval of the May 6, 2019 general fund bills and trust fund bills.

Motion by Village Trustee Mary Pat Lytle, second by Sharon Payne, to approve the May 6, 2019 general fund bills and trust fund bills totaling \$21,446.21.

Motion carries 7 - 0 - 0 by acclamation.

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

The Library Board reviewed the long range plan discussed the progress that has been made on the goals of the plan.

b. Display Furniture Quote

Motion by Ken Machtan, second by Michael Shumway, to approve Display Furniture Quote in the amount of \$4,650 to be taken from the fund balance. Motion carries 7 - 0 - 0 by acclamation.

c. Conference Room Display Quotes

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve Conference Room Display Quotes for option C for \$499.99. Motion carries 7 - 0 - 0 by acclamation.

d. 2020 Budget Priorities

The library board discussed priorities for the 2020 budget.

6. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to adjourn at 6:21

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, July 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the June 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. June Library Invoices

June Library Invoices

General Fund Bills

Vendors	Sum of Amount	Description
Alliant Energy	\$2,080.44	Utilities
ARAMARK	\$111.00	Mat Rental
BAKER & TAYLOR BOOKS	\$1,386.70	Books
CORPORATE BUSINESS SYSTEMS	\$325.18	Copier Lease
ENVIRONMENT CONTROL	\$1,304.00	Janitorial
GLOBAL WATER TECHNOLOGY, INC	\$73.45	Chemical Pot Filters
HARKER HEATING & COOLING	\$1,967.00	Spring Matenance
MICROMARKETING LLC	\$79.98	Audio Books
UNIQUE MANAGEMENT SERVICES INC	\$17.90	Collection services
VILLAGE OF MCFARLAND	\$15.00	Temporary Liquor License Fee
VOGEL, ERIN JURY	\$30.00	Item Payment Refund
Grand Total	\$7,390.65	

Trust Fund Bills

Vendor	Sum of Amount	Description
Madison Community Foundation	\$665.42	Endowment Contributions
Village of McFarland	\$113.99	Visa Bill (Friends Supplies)
Total	\$779.41	

Total Trust Fund General Fund	\$8,170.06
Invoices	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, July 1, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget Update

2019 Budget Update

REVENUES									
		Budget Amount	April Actual	May Actual	June 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	\$ -	\$ -	\$ 280,392.00	\$ 281,242.00	100.00%		
Library Fines		\$ 12,500	\$ 286.90	\$ 1,336.70	\$ 716.58	\$ 4,145.76	33.17%	50%	\$ 6,750.00
Miscellaneous Revenue		\$ 500		\$ -	\$ -	\$ -			
Interest		\$ -	\$ 1,191.30	\$ -	\$ 1,203.00	\$ 5,097.75			
Library Fees		\$ 5,000	\$ 424.20	\$ 586.85	\$ 274.55	\$ 2,302.55	46.05%	50%	\$ 2,500.00
		\$ 843,750.00	\$ 1,902.40	\$ 1,923.55	\$ 282,586.13	\$ 837,288.06	99.23%		
Expenditures									
						\$ -			
Salaries	110	\$299,250.00	\$ 21,985.63	\$ 22,414.97	\$ 23,019.23	\$129,859.66	43.40%	50%	\$ 149,625.00
Part-time	120	\$159,750	\$ 10,375.54	\$ 9,394.74	\$ 12,288.46	\$74,217.27	46.46%	50%	\$ 79,875.00
Health Insurance	130	\$98,000	\$ 6,832.40	\$ 7,149.80	\$ 7,538.46	\$42,986.11	43.86%	50%	
Retirement	131	\$25,250	\$ 1,751.28	\$ 1,760.50	\$ 1,942.31	\$11,797.97	46.72%	50%	\$ 12,625.00
SS/Medicare	132	\$34,750	\$ 2,309.12	\$ 2,266.87	\$ 2,673.08	\$15,431.99	44.41%	50%	
Other Benefits	135	\$2,250	\$ 86.56	\$ 86.56	\$ 86.56	\$533.88	23.73%	50%	
Wage Adjustment	140	\$ 8,000		\$ -	\$ -	\$0.00	0.00%	50%	\$ 4,000.00
Expense Reimbursement	141	\$ 500		\$ -	\$ -	\$0.00			
Total Personnel		\$627,750.00	\$43,340.53	\$43,073.44	\$47,548.10	\$274,826.88	43.78%	50%	\$ 313,875.00
								50%	
Support Services	210	\$ 23,750	\$ 1,312.95	\$ 1,282.95	\$ 1,321.90	\$7,874.55	33.16%	50%	\$ 11,875.00
Consulting Services	211	\$ 43,500	\$ -	\$ 395.86	\$ 17.90	\$44,813.44	103.02%	50%	\$ 21,750.00
Utilities	220	\$ 28,000	\$2,026.94	\$1,865.87	\$ 2,080.44	\$12,890.28	46.04%	50%	\$ 14,000.00
Communication	221	\$ 1,000	\$72.41	\$62.34	\$ -	\$337.79	33.78%	50%	\$ 500.00
Equipment Maintenance	240	\$ 8,500	\$ 5,219.60	\$235.55	\$ 325.18	\$9,591.57	112.84%	50%	\$ 4,250.00
Facility Maintenance	242	\$ 14,000	\$ 1,629.42	\$730.59	\$ 2,152.00	\$8,672.80	61.95%	50%	\$ 7,000.00
Total Services		\$ 118,750.00	\$ 10,261.32	\$ 4,573.16	\$ 5,897.42	\$ 84,180.43	70.89%	50%	\$ 59,375.00
Office Supplies	310	\$ 9,000	\$ 1,112.79	\$ 420.93	\$ -	\$ 2,493.06	27.70%	50%	\$ 4,500.00
Postage	311	\$ 250	\$ 11.50	\$ -	\$ -	\$ 39.72	15.89%	50%	\$ 125.00
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	50%	\$ 250.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	\$ 324.84	32.48%	50%	\$ 500.00
Training Expenses	331	\$ 2,750	\$ -	\$ -	\$ -	\$ -	0.00%	50%	\$ 1,375.00
Operating Supplies	340	\$ 5,500	\$ 493.18	\$ -	\$ -	\$ 910.44	16.55%	50%	\$ 2,750.00
Technology	342	\$ 6,500	\$ 2,093.19	\$ 71.37	\$ -	\$ 6,755.10	103.92%	50%	\$ 3,250.00
Collection - Print	344	\$ 53,250	\$ 3,315.86	\$ 6,675.30	\$ 2,209.91	\$ 26,436.82	49.65%	50%	\$ 26,625.00
Collection - AV	345	\$ 12,000	\$ 1,116.98	\$ 917.51	\$ 183.96	\$ 4,729.98	39.42%	50%	\$ 6,000.00
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -		50%	
Programming	391	\$ 6,000	\$ 541.98	\$ 884.87	\$ (385.00)	\$ 2,360.26	39.34%	50%	\$ 3,000.00
Other Total		\$ 96,750.00	\$ 8,685.48	\$ 8,969.98	\$ 2,393.87	\$ 33,692.56	34.82%	50%	\$ 48,375.00
Total Budget		\$ 843,250.00	\$ 62,287.33	\$ 56,616.58	\$ 55,839.39	\$ 392,699.87	46.57%	50%	\$ 421,625.00



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, July 1, 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:

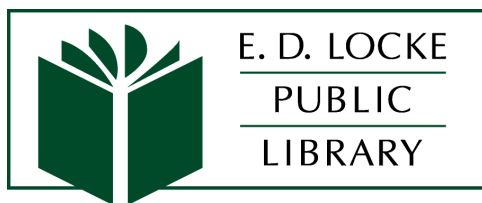
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report June 2019



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

June 2019

June Highlights:

- **HVAC** – The spring HVAC maintenance with Harker has been completed and they didn't find any issues with the system.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - **Development Committee** – The Development Committee met and discussed different fund raising ideas. The balance of the Endowment as of May 31, 2019 is \$90,989.12.
 - **Friends** – The next Friend's book sale is September 21 and 22. The June sale fell on the McFarland High School graduation weekend and raised \$347.50 which was one of their lower sales.
- **Systems Report** – An All-Director's Meeting will be held in July at the Central branch of the Madison Public Library. The agenda will mostly deal with the 2020 budget.
- **Furniture** – Delivery the ten new meeting room chairs happened in mid-June. We are still waiting on the delivery of the ottoman.
- **Automatic Doors** – The one door that has the problem with the power supply has not been resolved. We are still waiting for a part to arrive.
- **Young Adult Services Librarian position** – As of June 26th, 2019. The selection committee has chosen a final candidate and I am working with village staff to get the background check completed.
- **Small Conference room updates** – The TV has been installed and staff have been meeting in there regularly for training and group work.
- **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.
- **Adult Services Librarian Position** – Katharine has taken a new position at the Beloit Public Library. Her last day is July 17th. I have already posted for her position and I am hoping to have someone in place by September 1st.
- **Employment Lawyer** – I met with the village's employment attorney to review best practices for supervision of staff.
- **Active-Shooter Training** - I have scheduled Officer John Miller from our police department to do active shooter training for our staff on September 18th.
- **Display furniture has been ordered** – I have ordered the display furniture from JE Cabnetry and we are hoping for deliver the first week of August.
- **New RFID/Self-Check Vendor** – Over the winter, SCLS met with different vendors for RFID and self-check equipment. They have said that Envisionware equipment will also work with Koha. We did a demo of Envisionware equipment and software and were impressed with the features and the pricing. Envisionware's pricing is about 30%-50% cheaper than our current vendor Bibliotheca.
- **Minor vandalism has been occurring in the library**. A mouse cord was cut and repurposed by two boys. A group of three boys took their skateboards into the restroom and smashed a paper towel dispenser. A group of apparent middle school boys and girls spilled a jug of glue on the entryway carpet. Signage has been moved or tampered with. We're hoping that our teen librarian will help us to channel their energy in a more positive way.
- **Website Training** – The staff who will be responsible for updating the website are attending Drupal training in July. This is in anticipation of our website upgrade and migration.

Technical Services (Linda Stuckey)

- Integrated the youth services office board book collection into the circulating collection.
- Completed a building key inventory.
- Reviewed the semiannual batch delete report and checked for items.

- Completed some Biblionation cataloging testing.
- The majority of the technical services assistant hours have been transferred to circulation desk support for the summer.
- Viewed a webinar for Envisionware RFID software and pads.
- Delanie is working with her job coach at the library two days a week for two hours each.

Youth Services highlights (Heather Kent)

Storytimes:

- Storytime resumed on Monday June 3 with two sessions on Monday, Tuesday, and Wednesday. There is no Sensory Storytime over the summer.

Teens:

- On Monday, June 3rd the annual summer library volunteer meeting was held. There are 33 youth signed up to volunteer at the library this summer. They have been a great help with our programming prep and helping with activities in the library.
- Friday, June 21st was our Teen After Hours: Painting with Bob Ross program. There were 20 teens signed up for this program (which filled the program) and 24 attended. There were many positive responses to this program and requests for another in the future.

Programming:

- Summer Library Program started on June 1st with reading registration and drama camp registration opening at 9:00 am that day. As of 6/24 there are 771 people registered for the reading program – which is 30 shy of what we had for last year's program at the end of August.
- Read to a Dog met twice this month – June 11th and June 25th. The teen helper Avery helped man these programs – signing readers in. Because the storytime room is no longer available we have found the program a new home in the back corner of the children's library by the book spinners. This is a nice open space where youth can gather to read and pet Daisy – our helper dog.
- June 13th was our Summer Library Kick-Off. The festivities started with crafts and galaxy slime making in the park. Amateur Astronomer John Heasley then presented "Big Steps" – a program about the first moon landing. This was a great way to start off our space themed summer program and we had around 165 people attend the event.
- June 14th was the first day of Drama Camp. This program is proving very popular, especially with the children in grades K-2. That section of the camp filled in 10 minutes of registration opening. Students spend 40 minutes learning stage games, acting, and working on their presentations for the Grand Finale Celebration.
- June 19th we built doodle bot aliens for our Some Fun Program. Participants used pool noodles, markers, and electric toothbrushes to create moving doodle bots. After creating the bot they then could use their artistic skills to turn the bots in to aliens.
- Zoozort visited us on June 20th. Animal shows are always a draw – and this was no exception. Children were introduced to a variety of exotic animals – from a chinchilla to a lemur to a gigantic albino python.
- Wednesday, June 26th was our first Family Fun Night featuring pillow fort building in the library. Families were encouraged to bring pillows and blankets to build forts in the children's library. This program started with a few stories followed by snacks and fort building.
- Discovery Center Museum from Rockford came on June 27th. This was an interactive exhibit program where the museum brings in 5 different interactive stations for families to try out. Because the museum requires there be volunteers provided for this program I asked Mike Moderski of the McFarland State Bank if anyone was

interested in volunteering. The bank encourages their staff to take part in community activities. Three volunteers – Veronica, Bill, and Josh came to help us with this program.

Outreach

- On Friday, June 7th, Heather visited Waubesa Intermediate School to talk with the students about the Summer Library Program. She was able to share the awesome upcoming activities and encourage students to register for the reading program.

Other

- This summer Avery Lawrence has returned to help Heather with running summer library programs. She is able to help monitor activities such as Read to a Dog and movie days.
- In June we added a circulating board games to the library collection. These have been very popular and as a result we will be adding more in the future.

Adult Services Highlights (Katharine Clark)

- Visited McFarland Villas and checked out materials to staff and residents, new Director of Activities seems much more engaged
- Attended Christ the King book club and did a review of potential book titles for their upcoming discussions, we also order copies of the books for them to pick up here at the library, very helpful service for them
- Attended Wisconsin Library Association Foundation Board meeting (serving as Treasurer) and monthly WLA Conference Planning Committee meeting, was able to solicit a new sponsor for the yearly WLA literary award this year which will help Foundation
- Posted several social media content with patron book reviews as part of Adult Summer Reading Bingo program, lots of reviews turned in as bonus entries
- Had to cancel first Historical McFarland Walking Tour because of bad weather, have 15 people signed up to attend next one, there are four more scheduled in July/August

Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING: Temporary shelver started

WRITTEN PROCEDURES:

- Updated “Notice to Parents of Juveniles Getting new Library Cards” with corrected information re: elimination of Juvenile fines. Saved job to printer for further printing.
- Worked on Circulation Staff Duties checklist
- Researched possibility of sending out extra overdue notices to patrons now that Juv fines have been eliminated.

SERIALS: Processed all incoming periodicals, with assistant during Month of June.

LITERARY GEMS BOOK CLUB:

- 6th meeting of 2019; Book Title = Going After Cacciato by Tim O'Brien

- Obtained books & completed book flyer for July meeting

WED AFTERNOON BOOK CLUB:

- Read material & moderated book club: The Things they Carried by Tim O'Brien

- Obtained books & completed book flyer & spec sheet for July meeting.

OTHER:

- NEW PATRONS FOR JUNE: approximately _100____ applications for new cards processed

- Updated materials spreadsheet with all incoming materials from JUNE.

- Display case arrangements made for July: Summer Reading Program

- Continued Circulation work in Bibliovations

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, July 1, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, July 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Budget

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, July 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Joint Trustee Meeting

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, July 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Revised Landscaping quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

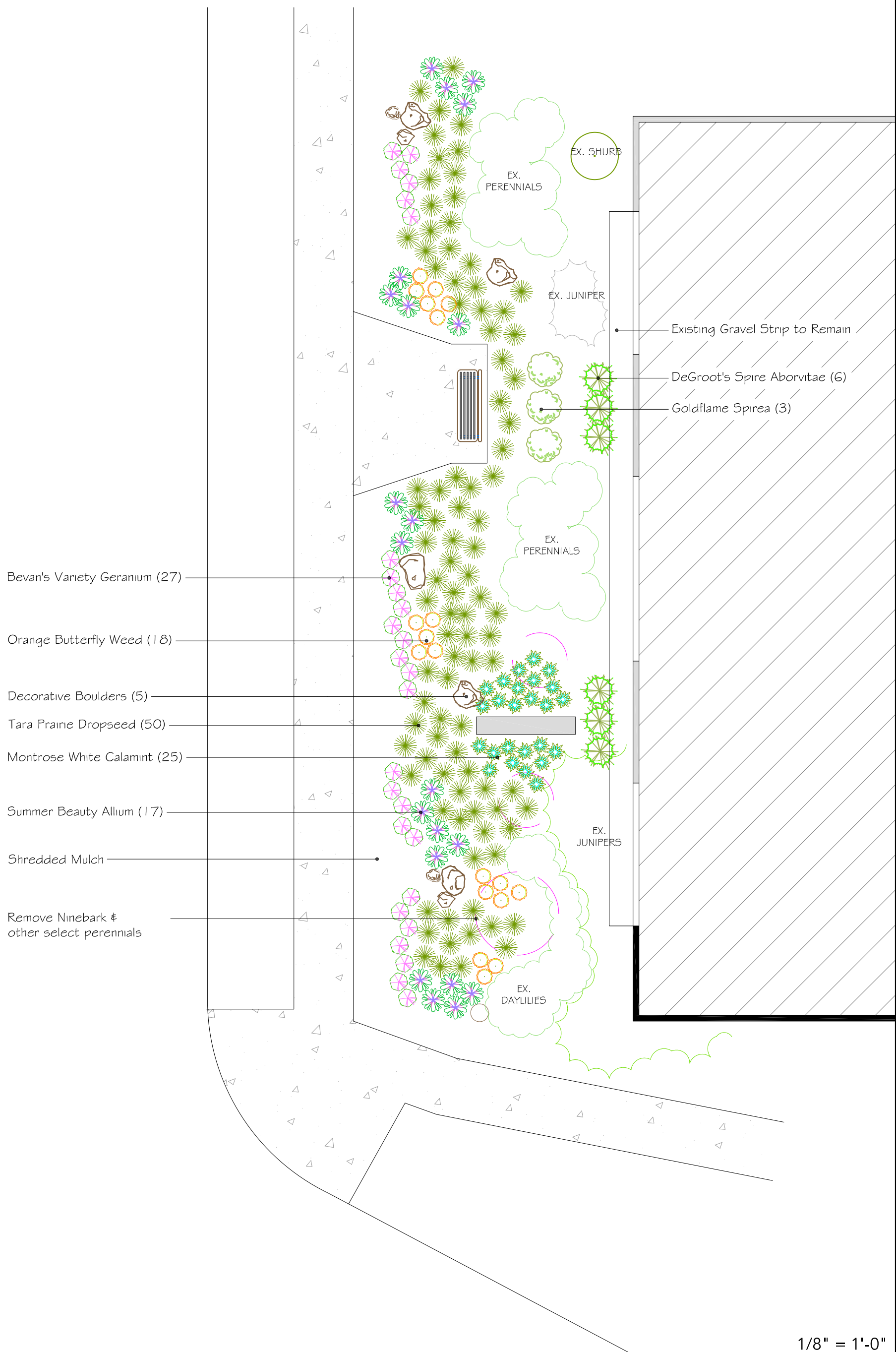
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Library PLANTING 2019
2. McFarland Library proposal 2019
3. McFarland Library plant list





Proposal

Avant Gardening and Landscaping, Inc.

Client Name: McFarland Library
Project Name: McFarland Library - 2018 Sign Planting
Jobsite Address: 5920 Milwaukee Street McFarland, Wisconsin 53558
Billing Address: 5920 Milwaukee Street McFarland, Wisconsin 53558
Estimate ID: 994038TS
Date: May 24, 2019

Avant Gardening and Landscaping, Inc. ("AG&L") and the above named client ("Client") agree to the terms contained in this Proposal and the attached Conditions of Sale included with this proposal. Upon signatures of both parties, and receipt of the 40% down payment, the Proposal is a binding contract (the "Contract").

THIS PROPOSAL IS VOID IF 40% DOWN PAYMENT IS NOT RECEIVED AFTER 30 DAYS. WE IMPOSE A SURCHARGE ON CREDIT CARDS THAT IS NOT GREATER THAN OUR COST OF ACCEPTANCE.

Front Plantings - 2019

\$8,202.09

Labor and material to remove existing plants not to remain. Install (5) large, decorative boulders as per plan. Install (3) evergreens, (3) shrubs, and 137 mixed perennials as per plan. Relocate existing grasses as needed to fit new plantings. Haul away and dispose of all excess debris. Spread mulch around new plantings and water plants thoroughly. Remove all debris made by us.

NOTE: Gravel strip in front of the windows is to remain.

Subtotal	\$8,202.09
Taxes	\$0.00
Estimate Total	\$8,202.09

CONDITIONS OF SALE

PAYMENT SCHEDULE & TERMS:

1. 40% Down payment required prior to Avant Gardening and Landscaping, Inc. (AG&L) scheduling or commencing work.
2. Work will be scheduled upon receipt of signed contract and 40% down payment as schedule and weather permits.
3. Work will be billed as completed in full or in part and invoiced twice each month. Payment to AG&L from Client is due upon receipt of invoice.
4. Work set forth in the Landscape Project Proposal to be completed by _____ or as weather permits (referred to as "Completion").
5. Remaining amount due upon Completion unless otherwise agreed upon. In the event payment is not made when due, Client shall

3055 Siggelkow Road

McFarland, WI 53558

McFarland Library - 2018 Sign Planting [994038TS]

p. 608-838-2054

f. 608-838-6485

www.avantgardening.com

email: avant@avantgardening.com

Page 1 of 3

pay reasonable attorney fees and other costs of collection incurred by AG&L in its efforts to collect all unpaid amounts.

6. Upon Completion, Client will have 10 days to notify AG&L in writing of any work that Client believes is not complete, after which all changes for such work will be due and payable. The parties will endeavor to resolve all disputes over completed work in a timely and reasonable fashion.

7. A finance charge will be assessed on all accounts 30 days or more past due at the monthly rate of 1.5% (annual rate of 18%).

8. Plants subject to availability. Plant prices subject to change.

9. AG&L will not be responsible for damage to transmission facilities including but not limited to natural gas, electric, telephone, cable television, septic and any other such service not visible or marked. AG&L will be responsible for contacting "Digger's Hotline" to locate utilities on Client's property prior to landscaping site work. It is Client's responsibility to mark all utilities not marked by "Digger's Hotline".

10. AG&L will not be responsible for (a) subsurface drainage or hydrostatic water pressure, (b) settling around foundation walls, gas or electric lines, or water valves, (c) property stakes not visible or marked.

11. Client is responsible for the work of all parties other than AG&L (including the general contractor and other subcontractors, if any) including, (a) the plans from which such parties work, (b) clean-up of construction debris, (c) delays caused by such parties, including without limitation, subcontractors, and (d) quality and completeness of such parties' work.

ADDITIONAL CHARGES FOR UNANTICIPATED SITE CONDITIONS:

In the event unanticipated site conditions (defined below) are encountered with the work to be performed under this Contract, any additional work, time or materials and any associated added costs shall be an addition to the Contract price. Unanticipated site conditions are defined as the existence or occurrence of any object or condition which could not, after examination of the surface of the site, be reasonably anticipated in advance of its discovery including, without limitation, (a) rocks, stumps, utilities, cisterns, pavement, concrete, springs, wet conditions, unstable ground, and (b) work quality or timeliness of any other workers on the job site which results in additional time spent or materials used by AG&L.

CHANGES IN DESIGN OR SCOPE OF WORK

After signing the Contract, Client may request changes to be performed under the Contract. If the changes are acceptable to AG&L, the parties sign a change order to reflect any changes in the nature or scope of the Contract and any adjustments to the price arising from the requested change the parties will endeavor to sign a change order prior to performance of any additional work. If the parties fail, for any reason, to sign a change order, Client agrees to pay AG&L a price equal to labor time (\$100 per hour per laborer), plus mobilization, plus materials used (collectively, the "Output"), plus 25% of the Output for overhead and administration.

LIMITED GUARANTEE

NURSERY STOCK: All woody nursery stock supplied and planted by AG&L is guaranteed for one year from planting, such that all woody nursery stock that dies during the one year period will be replaced, not more than one time, at no charge to Client. Herbaceous nursery stock (perennials) is not guaranteed by AG&L.

CONSTRUCTION: AG&L may replace any retaining walls, patios, walks, steps, timber work, and ponds constructed by AG&L for a period of one year from the date such work is completed, at the sole discretion of AG&L.

1. The establishment of lawn depends upon the care given after seeding and sodding and therefore is not guaranteed by AG&L.

2. All "replaced nursery stock" will not be covered by a guarantee. Plants not planted by AG&L are not covered by guarantee. Herbaceous stock (annuals, perennials, bulbs) will not be covered under the guarantee.

3. Under no circumstances will AG&L be responsible for damage to landscape installations caused by negligence, vandalism, animals, washouts, severe weather or disaster, natural or otherwise over which AG&L has no control.

4. ALL GUARANTEES ARE VOID IF PAYMENT IS NOT MADE AS SPECIFIED.

WORK QUALITY

THIS SECTION IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT A REPRESENTATION OR WARRANTY:

CONSTRUCTION: AG&L will use only quality materials and proven methods in the construction of retaining walls, patios, walks, steps, timber work and ponds. AG&L will guarantee such construction for a period of 1 year from the date such work is completed, in the opinion of AG&L.

GRADING & LAWN WORK: AG&L will finish grade to ensure complete drainage free of pot holes, knolls or other irregularities and remove surface rocks and other debris. AG&L will sow first quality grass seed or install freshly cut densely rooted sod.

NURSERY STOCK: AG&L will supply quality nursery stock that is healthy and true to cultivar.

CARE AND MAINTENANCE PROCEDURES

THIS SECTION IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT A REPRESENTATION OR WARRANTY:

LAWNS-WATERING: New lawns must have constant moisture until well established. Client must water as often as necessary to keep the soil damp. Use a fine spray until the ground is wet at least 2 or 3 inches deep or until it starts to gather on the surface. Never let it run off. Light sprinkling can be harmful.

LAWNS-FERTILIZING: A newly seeded or sodded lawn should not be fertilized for at least 6 months of growing time. Afterwards Client should fertilize the lawn at least twice a year in early Spring and early Autumn.

LAWNS-MOWING: Client shall mow the lawn as soon as the grass is 3" in height, setting the mower at 2½"-3" and mow often enough to keep the grass within that range.

NURSERY STOCK-WATERING: Initially, Client should check soil moisture to a depth of 6" every 3 days for the first 4-6 weeks. During Spring and Autumn when the temperatures are lower and there is more rain, Client should water 1-2 times per week. Summer plantings may require watering 2-3 times per week. The lawn must receive 1" of rain before a watering can be skipped.

WATERING TIPS: (a) In the event of heavy clay soil or cool, rainy weather water half as often. (b) In the event of sandy, gravelly soil or very hot weather, Client is advised to water twice as often. (c) In the event of late fall planting, Client is advised to continue watering the lawn in the Spring.

LIEN NOTICE

As required by the Wisconsin construction lien law, AG&L hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned AG&L, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. AG&L agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien AG&L is duly paid.

Estimate authorized by: _____

Company Representative

Signature Date: _____

Estimate approved by: _____

Customer Representative

Signature Date: _____



Avant Gardening and Landscaping, Inc.

Client Name:

Project Name:

Jobsite Address:

Estimate ID:

Date: 1/0/1900

Work Area: 0

Plant List

0
0
0
0

Scientific Name	Cultivar	Common Name	Size	Qty.
<u>Perennials</u>				
Calamintha nepeta	'Montrose White'	Dwarf Calamint	0.75 gal	25
Allium tanguticum	'Summer Beauty'	Flowering Onion	0.75 gal	21
Asclepias tuberosa		Orange Butterfly Weed	0.75 gal	18
Geranium macrorrhizum	'Bevan's Variety'	Bigroot Geranium	0.75 gal	27
<u>Shrubs</u>				
Spiraea x bumalda	'Goldflame'	Japanese Spirea	#3	3
<u>Evergreens</u>				
Thuja occidentalis	'DeGroot's Spire'	DeGroot's Spire Arborvitae	#15 container	6
<u>Ornamental Grasses</u>				
Sporobolus heterolepis	'Tara'	Prairie Dropseed	0.75 gal	46

Total of Plants (included in Estimate Total) \$ 3,931.89

1. Plants are subject to availability and substitution, prices subject to change.
2. Guarantee on woody nursery stock extends to plants that are diseased, sited incorrectly or which do not take well to being transplanted.
3. Avant will not replace plants that have not been adequately cared for.
4. Guarantee and recommended care instructions can be found on conditions of sale as well as attached to final invoice



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, July 1, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Strategic Plan

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.

.

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.