

LIBRARY BOARD

Tuesday, September 3, 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 August 5, 2019 meeting.
 - b. Approval of the August 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 report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. McFarland Family Festival
 - b. Hours of operation September 20, 2019 and September 21, 2019
 - c. County Library Levy
 - d. 2020 Budget
 - e. Borrowing Rules Policy
 - f. Library Director's Review
 - g. Joint Village Board and Library Board meeting
 - h. Janitorial Services Request for Proposals
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: Tuesday, September 3, 2019

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the August 5, 2019 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. August 2019 LB Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, August 5, 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.

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

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

Motion by Evan Richards, second by Ken Machtan, to approve the minutes of the July 1, 2019 meeting. Motion carries 7 - 0 - 0 by acclamation.

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

Motion by None, second by None, to Approval of the July 2019 general fund bills and trust fund bills totaling \$15,127.35. Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2019 Budget Update

b. Director's Report

- 1. Library system report*
- 2. Friends report*
- 3. Endowment report*

c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Trustee Continuing Education

Trustees were updated on Trustee Training Week (<https://www.wistrusteetraining.com/>) which has webinars on things like budgeting, advocacy, and inclusivity

b. Joint Meeting Date

The board talked about the joint meeting with the Village Board which is scheduled for September 9 at 5:30

c. 2020 Budget

Motion by Ken Machtan, second by Evan Richards, to approve the preliminary 2020 Budget Motion carries 7 - 0 - 0 by acclamation.

d. Library Hours for September 18, 2019

Motion by Karin Mandli, second by Michael Shumway, to approve temporary Library Hours for September 18, 2019. The library will open at 10:00 am that day to allow for staff training. Motion carries 7 - 0 - 0 by acclamation.

e. Director's Performance Evaluation

The Library Board discussed the different forms that could be used for the Library Director's performance evaluation.

6. ADJOURNMENT

Motion by Ken Machtan, 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: Tuesday, September 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the August 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 - August 2019

August 2019 General Fund and Trust Fund Bills

Vendor	Sum of Amount	Description
Alliant Energy	\$2,433.23	Utilities
ARAMARK	\$185.00	Mat Rental
AVANT GARDENING & LANDSCAPING	\$370.75	Ginko Tree Pruning
BAKER & TAYLOR BOOKS	\$4,701.73	Print Materials
BEYOND THE PAGE	\$59.50	Go Big Read! Books
Cardmember Services	\$1,881.47	Visa Bill
CORPORATE BUSINESS SYSTEMS	\$258.66	Copier Lease
DAVE JONES INC	\$8,590.00	Water Heater Replacement
DEMCO INC	\$123.54	Library Supplies
ENVIRONMENT CONTROL	\$1,304.00	Janitorial Services
FRONTIER	\$69.30	Phone Bill
JE CUSTOM CARPENTRY	\$4,650.00	Display furniture
JOANN STORES, LLC	\$1,000.00	Creative Bug Database
MICROMARKETING LLC	\$79.99	Audiobooks
PROFESSIONAL PEST CONTROL INC	\$95.00	Ground Bee nest removal
SCHILLING SUPPLY COMPANY	\$496.26	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$68.72	Library Supplies
UNIQUE MANAGEMENT SERVICES INC	\$8.95	Collection services
Grand Total	\$26,376.10	

Trust Fund		
Madison Community Foundation	\$90	Endowment Contributions
	\$90	
Bills Grand Total	\$26,466.10	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget Update
2. 2019 Capital Budget Update

2019 Budget Update

REVENUES									
		Budget Amount	June Actual	July Actual	August Estimate	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	\$ 716.58	\$ 465.81	\$ 705.22	\$ 5,316.79	42.53%	67%	\$ 9,000.00
Miscellaneous Revenue		\$ 500	\$ -	\$ -		\$ -			
Interest		\$ -	\$ -	\$ -		\$ 4,879.63			
Library Fees		\$ 5,000	\$ 274.55	\$ 349.50	\$ 301.40	\$ 2,953.45	59.07%	67%	\$ 3,333.33
		\$ 843,750.00	\$ 281,383.13	\$ 815.31	\$ 1,006.62	\$ 838,891.87	99.42%		
Expenditures									
						\$ -			
Salaries	110	\$299,250.00	\$ 21,997.32	\$ 21,607.26	\$ 19,229.33	\$169,143.72	56.52%	67%	\$ 199,500.00
Part-time	120	\$159,750	\$ 10,246.18	\$ 10,461.91	\$ 11,694.95	\$94,862.47	59.38%	67%	\$ 106,500.00
Health Insurance	130	\$98,000	\$ 6,832.40	\$ 7,155.15	\$ 6,308.28	\$55,743.48	56.88%	67%	
Retirement	131	\$25,250	\$ 1,765.92	\$ 1,808.80	\$ 1,689.80	\$15,120.18	59.88%	67%	\$ 16,833.33
SS/Medicare	132	\$34,750	\$ 2,270.86	\$ 2,242.95	\$ 2,153.44	\$19,426.16	55.90%	67%	
Other Benefits	135	\$2,250	\$ 96.52	\$ 90.64	\$ 90.64	\$725.12	32.23%	67%	
Wage Adjustment	140	\$ 8,000	\$ -		\$ -	\$0.00	0.00%	67%	\$ 5,333.33
Expense Reimbursement	141	\$ 500	\$ -		\$ -	\$0.00			
Total Personnel		\$627,750.00	\$43,209.20	\$43,366.71	\$41,166.44	\$355,021.13	56.55%	67%	\$ 418,500.00
								67%	
Support Services	210	\$ 23,750	\$ 1,321.90	\$ 1,339.80	\$ 1,312.95	\$10,527.30	44.33%	67%	\$ 15,833.33
Consulting Services	211	\$ 43,500	\$ -	\$ -	\$ -	\$44,795.54	102.98%	67%	\$ 29,000.00
Utilities	220	\$ 28,000	\$ 2,080.44	\$2,316.08	\$2,433.23	\$17,639.59	63.00%	67%	\$ 18,666.67
Communication	221	\$ 1,000	\$ 69.01	\$69.14	\$69.30	\$545.24	54.52%	67%	\$ 666.67
Equipment Maintenance	240	\$ 8,500	\$ 325.18	\$337.99	\$258.66	\$7,188.90	84.58%	67%	\$ 5,666.67
Facility Maintenance	242	\$ 14,000	\$ 2,448.45	\$467.10	\$613.75	\$10,050.10	71.79%	67%	\$ 9,333.33
Total Services		\$ 118,750.00	\$ 6,244.98	\$ 4,530.11	\$ 4,687.89	\$ 90,746.67	76.42%	67%	\$ 79,166.67
Office Supplies	310	\$ 9,000	\$ 571.96	\$ 446.42	\$ 123.54	\$ 3,634.98	40.39%	67%	\$ 6,000.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	\$ 39.72	15.89%	67%	\$ 166.67
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	67%	\$ 333.33
Meeting Expenses	330	\$ 1,000	\$ -	\$ 115.66	\$ 12.00	\$ 452.50	45.25%	67%	\$ 666.67
Training Expenses	331	\$ 2,750	\$ 930.00	\$ -	\$ -	\$ 930.00	33.82%	67%	\$ 1,833.33
Operating Supplies	340	\$ 5,500	\$ -	\$ 543.26	\$ -	\$ 1,453.70	26.43%	67%	\$ 3,666.67
Technology	342	\$ 6,500	\$ -	\$ -	\$ 1,000.00	\$ 7,755.10	119.31%	67%	\$ 4,333.33
Collection - Print	344	\$ 53,250	\$ 1,577.51	\$ 3,989.63	\$ 2,969.00	\$ 32,763.05	61.53%	67%	\$ 35,500.00
Collection - AV	345	\$ 12,000	\$ 1,215.07	\$ 771.19	\$ 39.99	\$ 6,572.27	54.77%	67%	\$ 8,000.00
Library Miscellaneous	390	\$ -				\$ -		67%	
Programming	391	\$ 6,000	\$ (135.61)	\$ 942.14	\$ -	\$ 3,551.79	59.20%	67%	\$ 4,000.00
Other Total		\$ 96,750.00	\$ 4,294.54	\$ 5,866.16	\$ 4,144.53	\$ 45,603.92	47.14%	67%	\$ 64,500.00
Total Budget		\$ 843,250.00	\$ 53,748.72	\$ 53,762.98	\$ 49,998.86	\$ 491,371.72	58.27%	67%	\$ 562,166.67

		Budget Amount	June Actual	July Actual	August Estimate	YTD Actual	% of Budget total
CAPITAL							
Equipment - Furniture		\$ -	\$2,310.06	\$748.34	\$4,650.00	\$ 11,779.59	61.44%
Equipment - Shelving		\$ 10,000.00				\$ 6,143.88	
Equipment - Other		\$ -				\$ 5,344.46	
Technology - Hardware		\$ 16,250.00	\$ 529.98	\$ 194.02		\$ 9,925.29	61.08%
Technology - Software		\$ -				\$ -	3.46%
Facility-Structural Work		\$ 45,000.00	\$ 1,555.00			\$ 1,555.00	
Facility - Mechanicals		\$ -			\$ 8,590.00	\$ 8,590.00	
Total Capital Budget		\$ 71,250.00				\$ 43,338.22	60.83%



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 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:

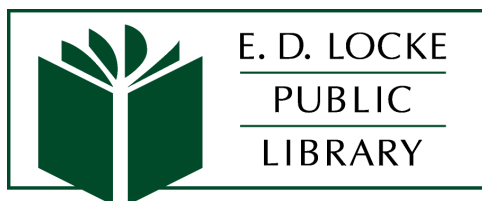
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report August 2019



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

August 2019

August Highlights

- **HVAC** – A Technician from Harker came out to check the AC condenser on a technical bulletin from the manufacturer. While he was here he smelled gas. We called the Fire Department to come and check it out and the gas was coming from one of the boilers. The burner for the boiler wasn't working properly and all of the gas wasn't being used. The gas that was being leaked was all being exhausted outside. I shut the boiler off until it could be properly serviced. Which happened the next week.
- **Water Heater** – Our water heater started leaking and completely failed in the beginning of August. I worked with Dave Jones to get it replaced. We have added the maintenance of the water heater to our building maintenance schedule.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - **Development Committee** – The Development Committee didn't meet in August. The balance of the Endowment as of July 31, 2019 is \$116,615.88.
 - **Friends** – The next Friend's book sale is September 21 and 22. The Friends are working on organizing the annual pie sale. Due to the Family Festival being held outside the library, the Friends will be selling pies in the library lobby on Saturday and Sunday. I have been helping the Friends coordinate an ice cream purchase with the Chocolate Shoppe and pick up a freezer from Schweppes. We are also looking into holding 50/50 raffle for the Family Festival.
- **Systems Report** – SCLS has announced that we will be migrating to an updated version of Koha called Biblioventions on December 10th. I expect that the staff software and Linkcat will be down at least 3 days. We are just starting to meet to discuss the timeline for the upgrade.
- **Furniture** – The new display furniture was delivered in August. It looks great. The new shelving for Adult Fiction and Young Adult Fiction will be delivered on September 4.
- **Adult Services Librarian Position** – We interviewed five candidates and the final candidate is currently having her background check. We're hoping her first day will be September 9th.
- **Family Music Night** – We estimate that we had 350 people attend our Family Music Night. We have away approximately 250 dishes of ice cream.
- **Village Board Retreat** – I attended the Village Board retreat which was held August 14. The Village set their goals for 2019-2020.
- **Security Camera update** – Because of issues with patron behavior and the Family Festival being held so close to the library, I ordered five more cameras from Boldtronics. I have been promised that they will be installed by September 19th which is the day before the Family Festival starts.
- **Communication and Technology** – I am working on creating PSAs for the cable channel which will highlight library services and play before and after the high school sporting events.
- **Shelver** – Hadley Knudson has given her two weeks notice. We are currently advertising to fill her position. Hadley was a great Shelver and a pleasure to work with. She will be missed.

Technical Services (Linda Stuckey)

- Set up new Youth Services librarian computer and passwords and provided technology, payroll, and library orientation.
- Participated in interviews for adult services librarian position.
- Provided assistance during circulation supervisor (KH) vacation and adult services librarian absence (KC).
- Assisted staff with new online payroll issues.

- Technology services is working on a book on CD project. The books plus CD that were housed in hanging bags are being repackaged to sit on the shelf as books. This involves relabeling each item, inserting and fastening the CD, creating a spine label with a new call number and changing the i-type on each item record. (Approximately 200 items.)
- Technology services is also working on a board book project. All world language board books are being moved to be shelved with the English language board books. This involves relabeling each book, and correcting each item record to reflect the new shelving location.

HVAC and other issues:

- We were unsuccessful in unplugging faucet aerators, and Public Works has been called. Unplugged a sink. Treated numerous carpet stains. There continues to be numerous what appear to be new beverage stains in the meeting room and by the children's computers.
- Cleaner issues: we have another new cleaner, so the burden falls on us to train them on all of our preferences and requests "corrections" on cleaner shortcomings such as the doors and sinks, and hours of access, etc. The new cleaner was a no-show over last weekend.

Youth Services highlights (Heather Kent)

- Storytime took a break for the month of August. This month is used to prepare programming for the Fall and Winter months.

Programming:

- Tuesday's from 10-12 we held Duplo/Lego Workshops. These are drop in programs where children can come and build with Lego/Duplo blocks. We also provide coloring sheets and baby-safe blocks.
- Friday afternoons were movie days. We showed a mix of new and old movies for children to enjoy.

Outreach

- On August 15th Heather made her second visit to La Petite Academy to provide storytime to their children. Then, on August 22nd, they came to the library to visit for a storytime. One of the preschool teachers has approached Heather about continuing once a month visits during the school year and they are working on a schedule for this.

Other

- On Wednesday, August 14th, Heather and Jess Lawinger met regarding the Sensory Programming this fall. This program is going to be growing this fall to include three more school staff as well as students from the EC program at the school.

Adult Services (Amy Lawrence, Kelly Heasty, & Heidi Cox)

- August 1, 15: Bridge Club we had 10 people attend.
- August 6: Summer Family Concert we had 350 people attend.
- August 14: Project Home Drywall Class—14 attendees. Bryan Ott and Jason Hafeman from Project Home gave a hands-on class teaching basic drywall installation and repair tips. Patrons had many questions answered and were given valuable advice on tools and methods. The presenters brought a wide array of tools and supplies as examples. McFarland State Bank was a sponsor and gave out free tape measurers before the program.
- August 21, 28: McFarland Historical Walking Tour—30 attendees between the two dates. Local historian Ron Larson gave a one hour walking tour, sharing his vast knowledge of the history of many of the buildings downtown and the people connected to them. Attendees also received a free Wisconsin historical calendar.

- August 27: British TV presentation—8 attendees. Author and librarian Sarah Cords gave a presentation on British TV including how it differs from American TV and what new shows are on the way. Attendees enjoyed sharing and discussing their favorite shows and actors. Sarah gave the library a copy of her book, “Bingeworthy British Television” and also gave one away as a door prize to a lucky attendee.
- August 30: Knitting & Crochet Meet Up

Teen Services Highlights (Abby Seymour)

- My first day was August 12th. I have been working on getting acquainted with the library and its patrons, as well as making connections at the middle school and high school. Introductory meetings were held with Shawn Brommer of SCLS as well as with Megan Beckler of the McFarland Youth Center.
- No teen programs were held in August but the programs for the fall are planned. The teen volunteers have been very helpful and welcoming. Coming up in September is the first Teen Advisory Board Meeting of the new school year and I am excited to hear from those kids. Also in September is the Candy Sushi program where teens will have the chance to use ingredients like Rice Krispies and Swedish Fish to make sweet "sushi". The annual Nerf Capture the Flag event is happening in October and the library is excited to partner with the McFarland Police Department again for this fun event. Looking ahead, an Origami Class will be offered in November and a Faux Stained Glass craft program in December.
- I was away from the library for three days attending the Wisconsin Youth Services Development Institute in Delavan, WI and came back with new ideas for the library, many connections made with librarians around the state, and a fresh perspective. The Institute gave me ideas of non-traditional outreach and programs outside the library like a geocaching scavenger hunt around town, a lunchtime book club at the middle school, taking the Family Board Game Day to an assisted living center, and hosting a slam poetry night at a cafe. In addition, the Children's Cooperative Book Center spoke about intellectual freedom and talked about the latest and greatest children's and teen books, some of which I will be adding to our YA collection.
- Prairie Stone Book Club: Placed titles on hold for balance of year and into first part of 2020.
- Ordered more League of Women Voters voter info bookmarks.
- Liaised with Memory Screening folks to arrange for a signup sheet & room reservation for program on 9/6.
- Chose & communicated with winner of penultimate Adult Summer Reading prize drawing.

Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING:

- Received two week notice from shelve: hiring process to begin.
- Vocational trainee on limited term assignment as a morning shelve will be finishing out her term in the beginning of September.
- Reviewed various applications/resumes for Adult Service Librarians and sat in on 5 interviews.

WRITTEN PROCEDURES:

- Working on edits to Appropriate Library Behaviors policy, per HC's request at staff meeting
- Updating various other procedures from Circ manual that are out of date

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

BOOK CLUBS:

- Cancelled August meeting of the Literary Gems book club due to Adult Service Librarian vacancy due to taking on her Aug book club meeting & Wed afternoon book club meetings & dwindling attendance at Lit Gems meetings. HC & I will discuss how to revamp Lit Gems book club in future.
- Obtained books & completed book flyer & spec sheet for Sept meeting.

ISSUES RESOLVED:

- Trouble-shooted Flipster issue for patron and got resolution.
- Trouble-shooted Overdrive issue for patron and got resolution.

OTHER:

- NEW PATRONS FOR AUG: approximately _120___applications for new cards processed
- Updated materials spreadsheet with all incoming materials from AUG.
- Display case arrangements made for Sept: Ceramic Figurines
- Along with A. Lawrence submitted OUTLOOK fall newsletter info for Circulation & Adult programming.
- Checked in, shelved and weeded various carts of New Adult Books.

--Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 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: Tuesday, September 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: McFarland Family Festival

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

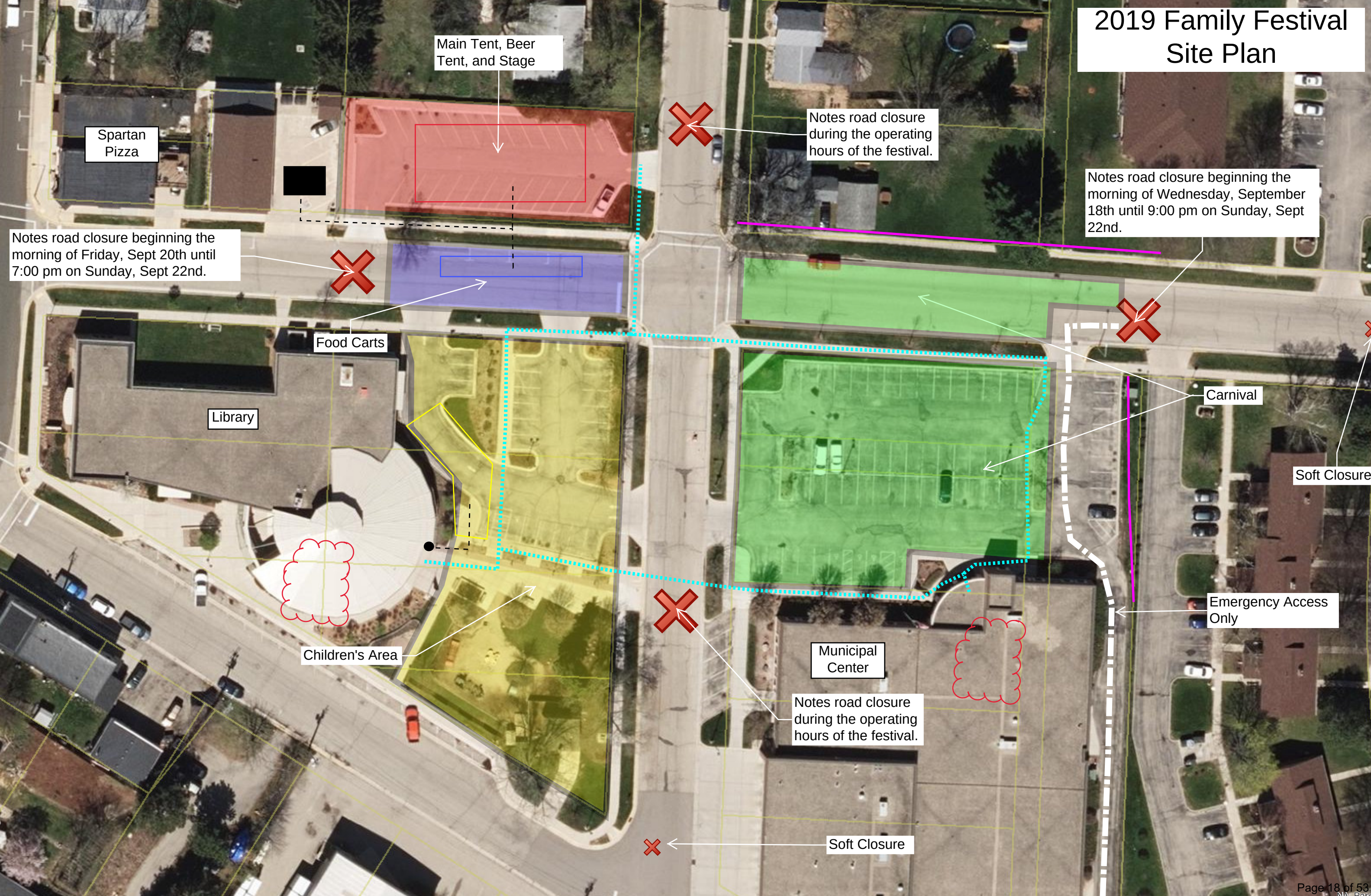
ORDINANCE REFERENCE:

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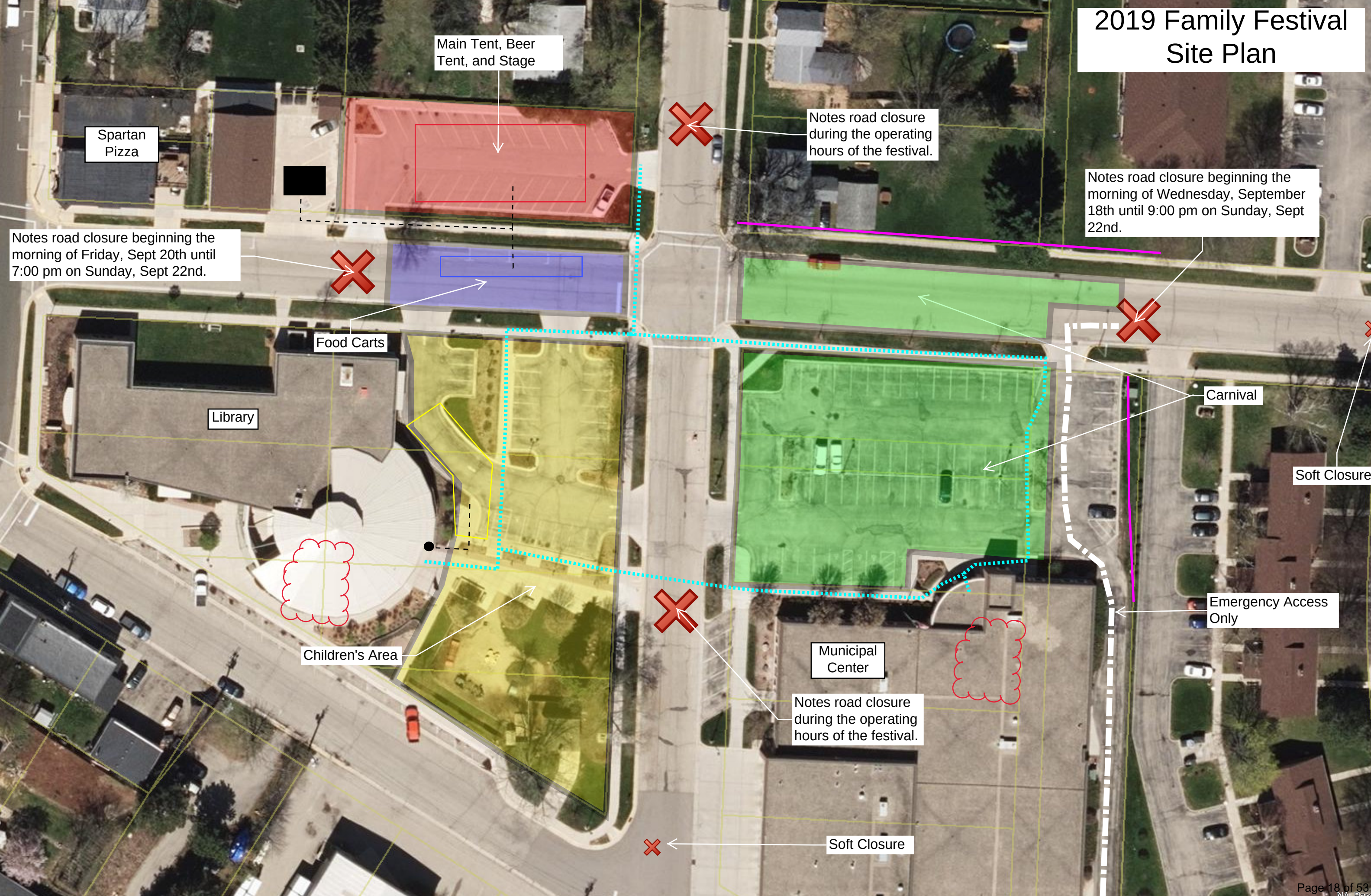
ATTACHMENTS:

1. 2019 Family Festival Site Plan 08192019 mgs
2. McFarland Family Festival changes locations _ McFarland Thistle _ hngnews.com

2019 Family Festival Site Plan



2019 Family Festival Site Plan



McFarland

McFarland Family Festival changes locations

By Kendra Lamer klamer@hngnews.com Aug 22, 2019

The McFarland Family Festival will be held Sept. 20-22 at a new location in downtown McFarland.

The festival board made the decision to move to a central location downtown and utilize the Municipal Center as carnival grounds. The E.D. Locke Public Library's parking lot will be devoted to activities for children, such as a bounce house, a reptile tent and climbing walls. There will also be karaoke for younger children before the high school-aged karaoke.

The main stage will be located in the Spartan Pizza parking lot.

The annual parade starts at noon Sept. 22 near Christ the King Church. The parade will head south along Main Street and end at Arnold Larson Park.

"The festival is kind of coming back to its roots," said festival board member Don Peterson.

He hopes that the more visible location will also boost attendance this year.

The festival had to move from its previous location at the high school after construction started.

"Because the grounds are more limiting in size this year, we've had to cut out some activities," Peterson said.

The festival is planning to make new additions this year, such as a climbing wall and karaoke for children and the addition of serving alcohol.

For the first time in the festival's history, the board made the decision to serve alcohol under a beer tent in the Spartan Pizza parking lot.

"Sales will be limited to 5-11 p.m. on Saturday only when bands will be playing on stage," Peterson said.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2019

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DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Hours of operation September 20, 2019 and September 21, 2019

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: Tuesday, September 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: County Library Levy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 EXEMPT MINIMUM LEVY per DPI
2. exemption resolution template

	EXEMPT LIBS	2018 VAL	2019 VAL	2019 APP	2020 Min App
Villages	Belleville	182,406,300	189,458,200	\$253,007	\$80,911
	Black Earth	115,566,100	128,719,300	\$128,254	\$51,262
	Cambridge	158,002,000	163,586,000	\$75,000	\$70,086
	Cross Plains	369,753,900	388,869,800	\$290,794	\$164,013
	Deerfield	209,178,200	216,787,300	\$154,509	\$92,786
	DeForest	1,060,405,300	1,140,802,000	\$517,964	\$470,369
	Marshall	223,533,500	230,117,300	\$182,700	\$99,154
	Mazomanie	147,391,000	160,331,500	\$92,892	\$65,379
	McFarland	893,472,300	1,012,262,700	\$544,500	\$396,321
	Mount Horeb	689,473,300	728,367,800	\$477,299	\$305,833
	Oregon	1,142,900,500	1,212,814,500	\$587,252	\$506,961
	Waunakee	1,753,484,600	1,929,469,200	\$923,190	\$777,801
Cities	Fitchburg	2,830,889,000	3,065,972,600	\$1,835,488	\$1,255,710
	Madison	27,906,094,400	29,802,896,700	\$17,703,565	\$12,378,428
	Middleton	3,039,237,000	3,180,754,300	\$1,307,784	\$1,348,128
	Monona	1,181,556,600	1,258,410,700	\$604,100	\$524,108
	Stoughton	1,110,930,600	1,176,283,200	\$593,813	\$492,780
	Sun Prairie	3,132,843,000	3,404,540,900	\$1,605,158	\$1,389,649
	Verona	2,731,675,400	2,969,335,200	\$1,293,687	\$1,211,701
	Edgerton	9,441,600	10,733,100		\$4,188
Exempt Total		48,888,234,600	52,370,512,300		
County Total		62,121,666,600	66,499,944,400		
2018 Tax Base		\$13,233,432,000	\$14,129,432,100		
DCL appropriation				\$5,870,011	
2020 County library tax levy rate				\$0.0004435744	

Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city/village of _____ meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city/village of _____ will appropriate in 2019 and expend in 2020 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city/village of _____ hereby requests of the Dane County Board of Supervisors that the city/village of _____ be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
1874 S. Stoughton Rd.
Madison, WI 53716

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 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:

1. 2020 Budget Worksheet - Fund 205 Library DRAFT 08012019

LIBRARY

LIBRARY FUND - FUND 205

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.

PROGRAM DESCRIPTION:

The Library is open seven days a week, year round, to serve anyone who walks through the door. Patrons with library cards can check out print and electronic books, audio books, and CDs. The Library is a part of LinkCat which allows patrons to access materials from any of the libraries of the seven county South Central Library System. The Library also offers programming for children and adults; wireless internet access; meeting room space; and areas for quiet reading or study. Additionally, the Library provides literacy services in the community by taking materials and issuing library cards at McFarland schools, Shared Table dinner, senior living centers, and community events. By State Statute, the Library Board controls how budgeted funds are spent and directs the operations of the library.

PROGRAM OBJECTIVES:

- Partner with the Chamber to educate business community about what the library as to offer.
- Continue to partner with schools to assist with research education, promotion of the music program, providing extra materials for classrooms through classroom cards.
- Offer 1,000 Books before Kindergarten early literacy program where parents track the books that they are reading to their kids.
- Work with the Teen Advisory Board that was created in 2016 to hold at least 12 teen specific events.
- Hold four programs per month for adults with varying topics.

LIBRARY BUDGET SUMMARY

REVENUES		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	Allocated Revenues	747,626	843,750	398,217	846,562	927,500	9.93%

Notes:

- 43720** The Library is partially compensated through aids from Dane County for services provided to patrons who live outside of McFarland.
- 45190** Fees and fines charged to patrons for late books, damage to materials, and other charges.

LIBRARY (continued)

LIBRARY FUND - FUND 205

EXPENDITURES

PERSONAL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55110						
110	Salaries	387,738	299,250	128,307	275,182	333,750	11.53%
120	Part-Time	9,860	159,750	72,706	144,350	164,750	3.13%
130	Health Insurance	96,060	98,000	42,280	84,560	101,000	3.06%
131	Retirement	23,417	25,250	11,622	24,390	29,500	16.83%
132	Social Security/Medicare	29,002	34,750	15,030	31,145	39,000	12.23%
135	Other Employee Benefits	1,014	2,250	544	1,500	2,500	11.11%
140	Wage Adjustment	7,244	8,000	0	8,209	10,750	34.38%
141	Expense Reimbursement	0	500	0	0		-100.00%
	Total PERSONAL SERVICES Exp	554,334	627,750	270,488	569,335	681,250	8.52%

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian, Teen Librarian, and Circulation Supervisor, 7 Assistants (PT), and 5 Shelves. Across the Board pay increase for 2019 is included generally at 2.0%.

130 Health Insurance is provided through the State Plan. Rates on average increased by 1.5% while the Employee contribution increased to 9.71% on average according to the State formula. Funding is provided for single and family plans as well as payment in lieu of health insurance as is selected by the Employee and set by policy.

131 The Village pays the employer share into the Wisconsin Retirement System which is set to decrease in 2019 to 6.55% of total wages from 6.7% that was applied in 2018 for General Employees.

132 The Village's contribution towards Social Security remains fixed at 6.2% and Medicare at 1.45%.

135 Provides funding to pay for the Village's share of life insurance and income continuation.

140 Includes funding for grid steps and merit pay as may be awarded to non-union personnel through the annual evaluation process.

LIBRARY (continued)

LIBRARY FUND - FUND 205

EXPENDITURES (continued)

CONTRACTUAL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55110						
210	Support Services	14,054	23,750	7,875	23,750	39,000	64.21%
211	Consultant Services	42,916	43,500	44,796	44,800	45,000	3.45%
220	Utilities	25,852	28,000	12,890	25,780	28,000	0.00%
221	Communication	818	1,000	407	814	1,000	0.00%
240	Equipment Maintenance	7,874	8,500	6,592	8,513	9,000	5.88%
242	Facility Maintenance	21,022	14,000	8,969	17,939	16,000	14.29%
	Total CONTRACTUAL SERVICES Exp	112,535	118,750	81,529	121,595	138,000	16.21%

Notes:

210 Increase reflects actual costs for the services required to clean the facility.

211 Annual cost to be a member of the South Central Library Service (SCLS). Cost distribution is based on circulation, volumes owned, and the number of LINK computer terminals.

SUPPLIES AND EXPENSE

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55110						
310	Office Supplies	10,277	9,000	3,065	9,000	9,000	0.00%
311	Postage	261	250	40	250	250	0.00%
320	Dues and Subscriptions	670	500	0	500	500	0.00%
330	Meeting Expenses	2,881	1,000	325	1,000	1,000	0.00%
331	Training Expenses	1,761	2,750	930	4,000	2,750	0.00%
340	Operating Supplies	5,443	5,500	910	5,500	5,500	0.00%
342	Technology	45,978	6,500	6,755	7,755	13,750	111.54%
344	Collection - Print	10,157	53,250	25,804	55,000	55,000	3.29%
345	Collection - Audio/Visual	3,331	12,000	5,761	12,500	12,500	4.17%
390	Miscellaneous	0	500	0	0	0	-100.00%
391	Programming	0	6,000	2,610	8,000	8,000	33.33%
	Total SUPPLIES AND EXPENSE Exp	80,757	97,250	46,200	103,505	108,250	11.31%

Notes:

342 Apportioned share of SCLS costs for shared online databases, wireless services, time monitoring software, antivirus protection, internet filters, and participation in a system wide e-materials buying pool.

344 Funding to maintain collection including books, magazines, newspapers, and other materials for adults and children.

391 Program supplies for story times, summer reading programs, class and community group visits, book clubs, author visits, and special events as may be applicable. Also includes additional funds for events to be held at Discovery Garden park during Summer months.

Total LIBRARY Exp	747,626	843,750	398,217	794,436	927,500	9.93%
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TRANSFERS TO OTHER FUNDS

LIBRARY FUND - FUND 205

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.
- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
59200						
390 Miscellaneous	0	0	0	0	0	-----
Total TRANSFERS Exp	0	0	0	0	0	-----

Notes:

- 390** None anticipated at time of budget approval. To be used as needed and/or approved by the Village Board.

Village of McFarland
2020 Library Fund Operating Budget

FUND 205

SUMMARY of REVENUES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
41000	Taxes	500,000	544,500	544,500	544,500	617,500	13.41%
43000	Intergovernmental Revenues	258,408	281,250	281,242	281,250	305,500	8.62%
45000	Fines, Forfeits, and Penalties	13,056	12,500	4,146	7,900	0	-100.00%
46000	Public Charges for Services	185	5,000	2,303	4,546	4,500	-10.00%
48000	Miscellaneous Revenue	5,248	500	4,880	0	0	-100.00%
49000	Other Financing Sources	0	0	0	0	0	-----
Total Budget Revenue		776,897	843,750	837,070	838,197	927,500	9.93%

SUMMARY of EXPENDITURES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
55110	LIBRARY	747,626	843,750	398,217	794,436	927,500	9.93%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		747,626	843,750	398,217	794,436	927,500	9.93%
Diff in Revenues over Expenditures		29,271	0	438,853	43,761	0	

Village of McFarland

2020 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	100						
110	Salaries	387,738	299,250	128,307	275,182	333,750	11.53%
120	Part-Time	9,860	159,750	72,706	144,350	164,750	3.13%
130	Health Insurance	96,060	98,000	42,280	84,560	101,000	3.06%
131	Retirement	23,417	25,250	11,622	24,390	29,500	16.83%
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135	Other Employee Benefits	1,014	2,250	544	1,500	2,500	11.11%
140	Wage Adjustment	7,244	8,000	0	8,209	10,750	34.38%
141	Expense Reimbursement	0	500	0	0	0	-100.00%
	Total PERSONAL SERVICES Exp	554,334	627,750	270,488	569,335	681,250	8.52%

CONTRACTUAL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	200						
210	Support Services	14,054	23,750	7,875	23,750	39,000	64.21%
211	Consultant Services	42,916	43,500	44,796	44,800	45,000	3.45%
220	Utilities	25,852	28,000	12,890	25,780	28,000	
221	Communication	818	1,000	407	814	1,000	0.00%
240	Equipment Maintenance	7,874	8,500	6,592	8,513	9,000	
242	Facility Maintenance	21,022	14,000	8,969	17,939	16,000	14.29%
	Total CONTRACTUAL SERVICES Exp	112,535	118,750	81,529	121,595	138,000	16.21%

SUPPLIES AND EXPENSES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	300						
310	Office Supplies	10,277	9,000	3,065	9,000	9,000	0.00%
311	Postage	261	250	40	250	250	
320	Dues and Subscriptions	670	500	0	500	500	0.00%
330	Meeting Expenses	2,881	1,000	325	1,000	1,000	0.00%
331	Training Expenses	1,761	2,750	930	4,000	2,750	0.00%
340	Operating Supplies	5,443	5,500	910	5,500	5,500	0.00%
342	Technology	45,978	6,500	6,755	7,755	13,750	111.54%
344	Collection - Print	10,157	53,250	25,804	55,000	55,000	
345	Collection - Audio/Visual	3,331	12,000	5,761	12,500	12,500	
390	Miscellaneous	0	500	0	0	0	-100.00%
391	Programming	0	6,000	2,610	8,000	8,000	33.33%
	Total SUPPLIES AND EXPENSES Exp	80,757	97,250	46,200	103,505	108,250	11.31%

747,626 843,750 398,217 794,436 927,500 9.93%

REVENUES

LIBRARY FUND - FUND 205

Budget Summary

Taxes		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
41000							
41110	Property Taxes	500,000	544,500	544,500	544,500	617,500	13.41%
	Total TAXES Rev	500,000	544,500	544,500	544,500	617,500	13.41%
Intergovernmental Revenues		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
43000							
43720	County - Library Aid	258,408	281,250	281,242	281,250	305,500	8.62%
	Total INTERGOVERNMENTAL Rev	258,408	281,250	281,242	281,250	305,500	8.62%
Fines, Forfeits, and Penalties		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
45000							
45190	Library Fines	13,056	12,500	4,146	7,900	0	-100.00%
	Total FINES & PENALTIES Rev	13,056	12,500	4,146	7,900	0	-100.00%
Public Charges for Services		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
46000							
46710	Library Fees	185	5,000	2,303	4,546	4,500	-10.00%
	Total PUBLIC CHARGES Rev	185	5,000	2,303	4,546	4,500	-10.00%
Miscellaneous Revenue		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
48000							
48000-000	Miscellaneous Revenue	5,248	500	0	0	0	-100.00%
48100-000	Interest	0	0	4,880	0	0	
48500-101	Donations - General	0	0	0	0	0	-----
	Total MISCELLANEOUS REVENUE Rev	5,248	500	4,880	0	0	-100.00%
Other Financing Sources		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
49000							
49200	Transfers from Other Funds	0	0	0	0		-----
49300	Fund Balances Applied	0	0	0	0		-----
	Total OTHER FINAN SOURCES Rev	0	0	0	0	0	-----
Total Budget Revenues		776,897	843,750	837,070	838,197	927,500	9.93%



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Borrowing Rules Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. patron borrowing rules

	E. D. Locke Public Library	
Page 1 of 2	Borrowing Rules	Revised: June 2, 2014 February 2, 2015

Your Library Card

Apply at the library or download the form from the library website and turn it in at the circulation desk. You will need to show a photo I.D. and proof of your current address.

In most circumstances, a new library card will be issued only if no immediate family member or person living in the same residence as the new patron has fines and/or damage charges over \$20.00 or any lost material charges.

Library cards are honored at all Adams, Columbia, Dane, Green, Portage, Sauk and Wood county public libraries.

Lost cards cost \$1.00 to replace

Limited Use

In special circumstances, a Limited Use card may be issued, at the discretion of the Library Director or the Director's designee. These special situations include:

- Patrons who have abused their privileges and are slowly being re-integrated into the system.
- Children whose family members have accrued large fines and are unable to check out materials because of this.
- Children whose family members have accrued large fines, and whose family members are using the child's card to check out adult materials.
- Children who do not have a custodial parent or guardian present but have written permission from their custodial parent or guardian and are with a caregiver.

The parameters of Limited Use cards are as follows:

- Limit of three items checked out at a time.
- Limit of two holds at a time.
Lower circulation and holds block threshold; \$10.00 in fines instead of \$20.00
- Six-month expiration instead of four years.

Loan Periods

7 days: videos, DVDs

14 days: kits, magazines, new adult fiction, software, and music CDs

28 days: books, audiobooks, Large Print Books

	E. D. Locke Public Library	
Page 2 of 2	Borrowing Rules	Revised: June 2, 2014 February 2, 2015 December 3, 2018

Renewals

Most items can be renewed for an additional loan period, providing no one else has a hold on them.

Limits:

- The library system places a total limit of 100 items checked out at any one time on an individual's library card.

Fines

Fines are not charged on most children's materials

~~25¢ per day on most adult materials and all software~~

~~50¢ per day on all videos, DVDs~~

\$1.00 per day for out of system interlibrary loans (including juvenile items). **Staff are not exempt from this fine.**

\$1.00 per day special collection equipment (wifi hotspots, ukuleles, etc...)

Interlibrary Loans

Patrons may use our Interlibrary Loan service to request items that are not available through LINKCat/Koha. A written ILL request form must be filled out. Ask a librarian for assistance at the circulation desk.

Requests for interlibrary loan items are limited to 4 per month or 20 per year.

Temporary Cards

Patrons staying in the area on a temporary basis (for example, visiting for the summer or working in the area for a short time) can be issued a card for the length time that they are staying here. Patrons wanting a card must:

- Show proof of their temporary address
- Show proof of their permanent address
- Fill out a library card application form

Staff will then determine how long the patron will be in the area, and set the expiration date accordingly. Staff will put a note in the patron record with the reason for the temporary card. (For example: Patron only lives in the area June 1 to August 31).

Patrons must show proof of their addresses after each expiration date in order to renew their card.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Director's Review

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. LIBRARY DIRECTOR EVALUATION FORM

LIBRARY DIRECTOR EVALUATION FORM

Name: _____ Date: _____

Reason for Appraisal: End of Probation____ Annual____ Final____ Other____

Works with the Library Board and Library Systems

- Provides administrative support to the Board and attends all Board meetings.
- Assists in preparing agendas and arranges for minutes to be taken at Board meetings.
- Compiles and mails Board packets in advance of each meeting.
- Researches, compiles and distributes background materials for agenda items.
- Keeps the Board informed of issues and problems relating to the library, and presents options and recommendations for dealing with those issues.
- Assists and promotes continuing education of Board members, and orients new members.
- Prepares state annual report for review and approval by the Board.
- Participates in South Central Library System meetings, committees and training.
- Participates in Dane County librarian meetings and activities.
- Ensures that system contracts are signed and submitted on a timely basis.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Manages Public Services

- Helps develop and oversee a variety of services designed to meet the needs of a diverse public, including the lending of a wide variety of materials to users of all ages, reference and information services, readers advisory, user instruction, public programming, provision of public meeting spaces and access to electronic information.
- Operates the library under a philosophy of service which puts the needs of library users first, and responds to those needs in a positive, helpful and friendly manner.
- Ensures library accessibility to everyone in the community, including individuals with various types of disabilities.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Manages Collection Development & Technical Services

- Selects or directs the selection of a collection of library materials that meets the needs of a diverse public, based on a collection development policy approved by the Board.

- Reviews collection development policy regularly to make sure it is consistent with current practice and otherwise up-to-date.
- Oversees and participates in the acquisition, processing and cataloging of library materials.
- Oversees and participates in the circulation of library materials, using a shared automation system.
- Oversees the sharing of materials with other libraries in the shared system and in the state through outerlibrary loan.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Manages Library Technology

- Manages the library's website.
- Assists the Board in developing technology plans.
- Supervises replacement of computers on a scheduled basis and other equipment as needed.
- Ensures documentation of equipment is kept up-to-date.
- Ensures electronic equipment and network connections are well-maintained.
- Stays current with library technology trends, and explores and implements new applications.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Manages Personnel

- Hires, schedules, assigns, trains, supervises, evaluates, coaches and disciplines library employees
- Enforces personnel policies established by the Board.
- Assists the Board in developing and revising job descriptions for library positions.
- Carries out tasks related to personnel in compliance with state and federal laws.
- Trains other staff members and facilitates their continuing education.
- Holds regular staff meetings and inservices.
- Acts as custodian of library employees' confidential personnel files.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Manages Budget and Finances

- Assists the Board in developing an annual budget for the next fiscal year.
- Presents and justifies the annual budget to the Board and Village officials.
- Manages the library's budget so that expenditures stay within the approved budget.
- Submits general and trust fund bills to the Board for approval each month.
- Maintains accurate and up-to-date financial records.
- Explores cost-saving measures and alternative revenue sources.
- Applies for grants when feasible.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Develops Policies and Procedures

- Assists the Board in developing library policies.
- Ensures that day-to-day library services and operations are carried out under policies approved by the Board and the library system, and under procedures which have been developed by the staff to implement these policies.
- Ensures that policies and procedures result in library services that are fair, consistent, in compliance with local, state and federal laws, and in the public's interest.
- Ensures that policies and procedures are kept up-to-date.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Plans for the Library's Future

- Plans for improvements in library services, with the understanding that the role of the library and its services will be constantly changing and evolving.
- Assists the Board in developing a long-range or strategic plan for the library, in conjunction with the library community.
- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Advocates and Promotes the Library

- Stays informed about, and involved in, the local community.
- Coordinates effective advocacy and public relations activities with library staff, the Board, the Friends of the McFarland Library, and library users.
- Assists with fundraising activities.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Manages the Library's Facility

- Oversees the care and maintenance of the library facility and grounds.
- Coordinates maintenance activities with library staff, other Village departments and outside contractors.
- Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.
- Assesses space needs.
- Ensures that ADA requirements for the library space are being met.

Rating: Excellent < 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Coordinates maintenance activities with library staff, other Village departments and outside contractors.
4. Regularly review building needs and advise the board in its planning for future expansion or development.
5. Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____
Library Director's Signature _____ Date _____



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Joint Village Board and Library Board 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: Tuesday, September 3, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Janitorial Services Request for Proposals

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Cleaning Services RFP (1)



Request For Proposals

Cleaning Services

RFP Issuance Date: 09/09/19

RFP Due Date: 10/07/2019 E.O.D.

Please Submit to:

Village of McFarland

Attn: Village Clerk/Treasurer

5915 Milwaukee Street, PO Box 110

McFarland, WI 53558

CLEANING SERVICES BID SPECIFICATIONS

Section 1 - Purpose

The purpose of this Request for proposals(RFP) is to receive competitive proposals from qualified cleaning services who are interested in cleaning both the McFarland Municipal Building, 5915 Milwaukee St. and the E.D. Locke Public Library, 5920 Milwaukee St.

Section 2 - Scope of Work

Location #1 - McFarland Municipal Center - see attached 'Project A' specifications and map.

Location #2 - E.D. Locke Library - see attached 'Project B' specifications and map

*Please note each location has a different frequency of cleaning, but only one contractor will be selected for both locations.

Section 3 - General Provisions (requirements section)

1. ***Rejection of Proposals*** - The Village reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the Village's sole judgment, can best perform the scope of services required.
2. **Background checks/bonding**
 - Due to access to secure areas, any employee(s) responsible for cleaning, shall be required to pass a background check completed by the McFarland Police Department.
3. **Inspection** - Bidders are required to inspect the Municipal Center and Library building to familiarize themselves with the requirements and conditions. Staff will be available for consultation.
4. Bids must be guaranteed by the bidder for 60 days of the RFP due date. The Village intends to award a contract by December 15th, 2019
5. All work included in bid shall be performed by the successful bidder; work may not be performed by a subcontractor unless specifically authorized in advance by the Village in writing.

6. Supplies provided by the Village.

- Paper towels and toilet paper.
- Trash bags and waste basket liners.
- Hand soap.

7. Employee conduct

- Contractor will provide regular training and supervision for its employees, including but not limited to hazardous substances, specific building cleaning requirements, and proper building security and lockup procedures.
- Alcohol, drugs and smoking are not permitted in buildings.
- Village will provide necessary access to Contractor's employees for the sole purpose of performing services specified in this contract. Except for emergencies, Contractor's employees will not enter buildings, except to perform work during the hours specified. No non-employees of the cleaning company shall be allowed access during cleaning.
- Except in case of emergencies, village telephones are not to be used
- Any confidential information that may be viewed shall not be repeated.
- Any articles of apparent value found by Contractor's employees in any areas of the building or site shall be turned over to the appropriate building contact.
- Personal staff desktops are not to be disturbed. Desk drawers and files are not to be opened. Office equipment (including computers and copiers) and supplies are not to be used or removed from Village facilities.

8. Insurance and liability requirements

- Contractor will maintain and provide evidence of, for the duration of the contract, insurance coverage for injuries to persons or damages to property that may arise from performance of the work done by the Contractor's employees or representatives. Contractor will take all necessary and reasonable precautions to protect persons, property and equipment from injury or damages.
- Contractor shall assume any and all liability for any damage caused by inappropriate equipment, materials or methods used by its employees.

9. Equipment

- Contractor shall supply all equipment and cleaning supplies required to perform cleaning services in a professional and thorough manner. All equipment shall be maintained in safe, efficient operating condition at all times.
- Safety material data sheets on all hazardous materials stored and used in the facilities, as well as an inventory of all cleaning agents and chemicals stored and used in Village facilities, shall be submitted within 15 days after contract begins, and shall be updated as needed.

10. Building security

- Contractor must notify Village within 3 hours if keys are lost.
- For the E.D. Locke Public Library, contractor's employees must secure building when they leave, insuring that interior doors are closed, exterior doors are closed and locked, and only designated night-lights are on
- Building emergencies must be reported immediately to the Library Director and McFarland Police Department.

Section 4 - Evaluation of Proposals

The bid award shall be based on, but not necessarily limited to, the following factors:

- Adherence to all requirements of bid specifications
- Total bid price
- Reputation and experience of bidding Contractor
- Evaluation of Contractor's ability to provide service
- Equipment and supplies to be provided by Contractor
- Financial responsibility of Contractor
- Needs of the Village
- Experience of supervisory staff involved in performance of contract
- Contractor's previous performance history

Section 5 - Questions regarding the RFP

Please submit a proposal to
Cassandra Suettinger, Village Clerk
Village of McFarland
P.O. Box 110
5915 Milwaukee St.
McFarland, WI 53558-0110

Section 6 - Execution of Contract

The deadline to receive bids is Monday, October 7th, at 4:30 p.m. Bids must be in print format, and must be submitted in person or by mail. Each sealed envelope must be plainly marked on the outside as follows: **Cleaning Services for Village of McFarland**. Name and address of bidder should also appear on envelope.

Any questions related to this bid should be directed to Clerk/Treasurer Cassandra Suettinger at 608-838-3153

CONTRACT TERMS

The successful bidder shall be required to sign an agreement for services on the Village's standard contract form.

The initial term of this agreement shall begin January 1, 2020 (or a mutually agreed date), and shall terminate on December 31, 2021. Pricing submitted by Contractor shall remain firm for the initial contract period. The decision on whether to extend the contract beyond December 31, 2021 shall be at the discretion of the Village.

**VILLAGE OF MCFARLAND
OFFICIAL BID FORM**

For cleaning services for the Village of McFarland including the McFarland Municipal Center and E.D. Locke Public Library

The Bidder hereby agrees to provide the equipment and services as identified in the **CLEANING SERVICES BID SPECIFICATIONS** according to the prices set forth on this form.

The Village retains the right to accept or reject any bid.

Please provide the following information:

- A. Number of years in commercial cleaning services (list any previous names used by the company).
- B. Attach a typed list of the supervisory/management staff and their experience with building cleaning and maintenance.
- C. Attach a list of equipment you propose to use to clean this building.

Designate a person to be contacted for contract administration in the event of an award:

Name: _____

Title: _____

Phone: _____

References. Furnish the contact and contract information for 3 institutional buildings that were cleaned by your firm on a regular basis in the past year (preferably public buildings including libraries).

	2020 Cost	2021 Cost
Bid per month to provide services listed under Cleaning Schedule section.	\$	\$

Legal name of firm:

Address of firm:

Signature: _____

Date:

Print name: _____

Title: _____

Location A – McFarland Municipal Center
5915 Milwaukee St., McFarland WI 53558
Frequency of Cleaning – Monday, Wednesday, and Friday
Allowable cleaning times –

- Cleaning is to be performed between the hours of 9 p.m. and 6 a.m.

DAILY (3 days per week, Monday, Wednesday, Friday)

1. Empty all wastebaskets for trash and recycling (all areas including two trash receptacles located outside).
2. Clean and sanitize drinking fountains in lobby.
3. Spot clean glass on entryway doors.
4. Wipe down door knobs/handles
5. Clean meeting room desktops.
6. Sweep and damp mop tile floors and vacuum carpet.
7. Spot clean spills and stains on carpet.
8. Clean and sanitize toilets, urinals and sinks
9. Clean bathroom mirrors
10. Empty and sanitize interior of sanitary containers .
11. Spot clean bathroom walls, doors and partitions.
12. Refill all bathroom dispensers: soap, tissue, towels, liners.
13. Sweep and damp mop tile floors and vacuum carpet
14. Sweep and mop floors in kitchen and dining area
15. Clean sink in break room

MONTHLY

1. Remove cobwebs from ceiling areas.
2. Spot clean walls.

QUARTERLY

1. Vacuum upholstered furniture.

Location B – E.D. Locke Library
5920 Milwaukee St., McFarland WI 53558

Frequency of Cleaning – Daily, 6 days a week

Allowable cleaning times –

- Cleaning is to be performed between the hours of 8:30 p.m. and 7:00 a.m. Monday through Thursday, and 6:00 p.m. and 7:00 a.m. Friday and Saturday.

Area A: Storage areas. Do not clean.

Area B: All the rest of the library

DAILY (6 days per week, Monday through Friday and either Saturday or Sunday)

1. Empty all wastebaskets (all areas).
2. Clean and sanitize drinking fountains in lobby.
3. Spot clean glass on entryway doors.
4. Clean circulation desktop.
5. Sweep and damp mop tile floors and vacuum carpet.
6. Spot clean spills and stains on carpet.
7. Clean and sanitize toilets, urinals and sinks.
8. Clean bathroom mirrors.
9. Empty and sanitize interior of sanitary containers.
10. Spot clean bathroom walls, doors and partitions (Area C).
11. Refill all bathroom dispensers: soap, tissue, towels, liners (Area C).
12. Empty trash outside of main library doors.
13. Write arrival and departure times in Communications Log.

MONTHLY

1. Remove cobwebs from ceiling areas.
2. Spot clean walls.

QUARTERLY

1. Vacuum upholstered furniture.