VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, December 2, 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 November 4, 2019 meeting.
   b. Approval of the November 2019 general fund bills and trust fund bills
4. INFORMATION ITEMS
   a. 2019 Budget Update
   b. Library Director's Report
      1. Library System report
      2. Friends' report
      3. Endowment report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Library Director 2020 Goals
   b. Vacation Carry Over
   c. Library Close Date for Staff Training
   d. Meeting Room Chair Quote
   e. Meeting Room Table Quote
   f. New York Times Online Quote
   g. RFI Pads Quote
   h. Meeting Room Technology Upgrade
   i. 2020 Budget
   j. Space Needs Study RFP
   k. Wireless Printing Quote

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 OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Motion to approve the minutes of the November 4, 2019 meeting.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board Minutes 11-4-19

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, November 4, 2019 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Sharon Payne, Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle

Members not present: Michael Shumway

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the October 7, 2019 meeting.*

Motion by Ken Machtan, second by Evan Richards, to approve Motion to approve the minutes of the October 7, 2019 meeting with one change (adding the attendance). Motion carries 6 - 0 - 0 by acclamation.

The board moved immediately to item 5b 2020 McFarland Family Festival. Motion by Trustee Evan Richards, second by Mary Pat Lytle, to approve immediately move to agenda item 5b McFarland Family Festival. Motion carries 6-0-0 by acclamation.

b. *Motion to approve the October 2019 general fund bills and trust fund bills.*

Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to approve Motion to approve the October 2019 general fund bills and trust fund bills totaling $23,255.78. Motion carries 6 - 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 Statistical Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *2020 Budget*

b. *2020 McFarland Family Festival*
Don Peterson gathered feedback and suggestions for the 2020 McFarland Family Festival.

c. *Board Book Shelving Quote*
Motion by Evan Richards, second by Karin Mandli, to approve Board Book Shelving Quote $1, 013.99 Motion carries 6 - 0 - 0 by acclamation.

d. *2019 Goals Update*

e. *1000 Books Before Kindergarten Castle Quote*
Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve 1000 Books Before Kindergarten Castle Quote for $615.20 Motion carries 6 - 0 - 0 by acclamation.

f. *WiFi Access Points Quote*
Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve WiFi Access Points of $7051.02 Quote Motion carries 6 - 0 - 0 by acclamation.

g. *Digital Signage Quote*
Motion by Village Trustee Mary Pat Lytle, second by Evan Richards, to approve Digital Signage Quote up to $7371.30 Motion carries 6 - 0 - 0 by acclamation.

h. *Meeting Room AV Upgrade Quote*

i. *Record Retention Policy*
Motion by Evan Richards, second by Karin Mandli, to approve Record Retention Policy Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to adjourn at 6:50

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 OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the November 2019 general fund bills and trust fund bills**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - Nov

November Library Invoices

Row Labels	Sum of Amount	Description
Alliant Energy	$1,698.49	Utilities
ARAMARK	$161.95	Mat Rental
BAKER & TAYLOR BOOKS	$5,601.09	Books
Cardmember Services	$5,588.25	Visa Charges
CORPORATE BUSINESS SYSTEMS	$278.74	Copier Lease
DANE COUNTY TREASURER	$25.00	Program Fee
DEMCO INC	$316.55	Library Supplies
ENVIRONMENT CONTROL	$1,304.00	Janitorial
GREAT LAKES ROOFING	$5,250.00	Roof Repair
MADISON WINDOW CLEANING	$2,319.03	Window Cleaning
MICROMARKETING LLC	$607.88	Audio Books
PUMPS & EQUIPMENT	$1,436.97	HVAC
SCHILLING SUPPLY COMPANY	$586.55	Bathroom Supplies
UNIQUE MANAGEMENT SERVICES INC	$35.80	Collection Agency
WiLS	$1,452.43	Database renewals
Grand Total	$26,662.73	

Trust Fund Bills

NONE

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 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	September Actual	October Actual	November 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	$ -	$ -	$ -	$ 281,242.00	100.00%		
Library Fines		$ 12,500	$ 1,648.07	$ 438.78	$ 942.71	$ 8,375.60	67.00%	83%	$ 11,250.00
Miscellaneous Revenue		$ 500	$ -			$ -			
Interest		$ -	$ 545.03	$ 482.78		$ 8,678.48			
Library Fees		$ 5,000	$ 836.35	$ 507.65	$ 413.50	$ 4,712.05	94.24%	83%	$ 4,166.67
		$ 843,750.00	**$ 3,029.45**	**$ 1,429.21**	**$ 1,356.21**	$ 847,508.13	**100.45%**		
Expenditures						$ -			
Salaries	110	$299,250.00	$ 24,081.34	$ 25,088.07	$ 26,348.00	$255,308.34	85.32%	83%	$ 249,375.00
Part-time	120	$159,750	$ 10,346.89	$ 9,717.34	$ 12,503.00	$133,180.24	83.37%	83%	$ 133,125.00
Health Insurance	130	$98,000	$ 7,276.53	$ 6,308.28	$ 6,152.00	$74,050.74	75.56%	83%	
Retirement	131	$25,250	$ 1,956.36	$ 1,980.13	$ 2,187.00	$22,179.81	87.84%	83%	$ 21,041.67
SS/Medicare	132	$34,750	$ 2,451.82	$ 2,480.67	$ 2,777.00	$28,380.89	81.67%	83%	
Other Benefits	135	$2,250	$ 102.52	$ 96.54	$ 96.57	$1,020.75	45.37%	83%	
Wage Adjustment	140	$ 8,000	$ -	$ -		$0.00	0.00%	83%	$ 6,666.67
Expense Reimbursement	141	$ 500	$ -	$ -		$0.00			
Total Personnel		**$627,750.00**	**$46,215.46**	**$45,671.03**	**$50,063.57**	**$514,120.77**	**81.90%**	83%	**$ 523,125.00**
Support Services	210	$ 23,750	$ 1,282.95	$ 1,330.85	$ 1,329.80	$14,460.90	60.89%	83%	$ 19,791.67
Consulting Services	211	$ 43,500	$ -	$ -	$ -	$44,795.54	102.98%	83%	$ 36,250.00
Utilities	220	$ 28,000	$2,224.06	$1,889.98	$1,698.49	$23,452.12	83.76%	83%	$ 23,333.33
Communication	221	$ 1,000	$66.57	$78.29	$0.00	$690.10	69.01%	83%	$ 833.33
Equipment Maintenance	240	$ 8,500	$235.01	$262.34	$278.74	$7,964.99	93.71%	83%	$ 7,083.33
Facility Maintenance	242	$ 14,000	$232.08	$17,852.91	$83.30	$28,218.39	201.56%	83%	$ 11,666.67
Total Services		**$ 118,750.00**	**$ 4,040.67**	**$ 21,414.37**	**$ 3,390.33**	**$ 119,582.04**	**100.70%**	83%	**$ 98,958.33**
Office Supplies	310	$ 9,000	$ 1,250.19	$ 904.91	$ -	$ 6,772.19	75.25%	83%	$ 7,500.00
Postage	311	$ 250	$ 19.29	$ 275.50	$ -	$ 334.51	133.80%	83%	$ 208.33
Dues	320	$ 500	$ -	$ 225.00	$ -	$ 225.00	45.00%	83%	$ 416.67
Meeting Expenses	330	$ 1,000	$ -	$ 181.42	$ -	$ 633.92	63.39%	83%	$ 833.33
Training Expenses	331	$ 2,750	$ 650.36	$ 207.74	$ -	$ 1,788.10	65.02%	83%	$ 2,291.67
Operating Supplies	340	$ 5,500	$ -	$ 305.10	$ 586.55	$ 2,345.35	42.64%	83%	$ 4,583.33
Technology	342	$ 6,500	$ -	$ 384.00	$ 1,452.43	$ 9,697.05	149.19%	83%	$ 5,416.67
Collection - Print	344	$ 53,250	$ 3,176.03	$ 5,839.49	$ 1,974.56	$ 44,431.22	83.44%	83%	$ 44,375.00
Collection - AV	345	$ 12,000	$ 242.52	$ 206.43	$ (25.00)	$ 7,352.12	61.27%	83%	$ 10,000.00
Library Miscellaneous	390	$ -	$ -	$ -	$ -	$ -		83%	
Programming	391	$ 6,000	$ 1,416.22	$ 1,001.77	$ -	$ 6,354.90	105.92%	83%	$ 5,000.00
Other Total		**$ 96,750.00**	**$ 6,754.61**	**$ 9,531.36**	**$ 3,988.54**	$ 79,934.36	**82.62%**	83%	**$ 80,625.00**
Total Budget		**$ 843,250.00**	**$ 57,010.74**	**$ 76,616.76**	**$ 57,442.44**	**$ 713,637.17**	**84.63%**	83%	**$ 702,708.33**

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Library Director's Report**

1. **Library System 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 November 2019
2. Monthly Stats

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

November Highlights

- **Village News -** Mary Pat will give an update
- **Endowment –** The committee has not met. We have received a few small donations and our current balance for the endowment is $118,855.27
- **Friends** – The Friends have sent out their annual mailing. For the first time, they are accepting credit cards for membership and donations on their website. The annual Friends reception and Sneak Peek book sale is Friday, December 6 from 6:30-7:30.
- **Systems Report** – The Bibliovations upgrade will be taking place December 6-10. Kelly has done a great job working out the details of the upgrade and making sure that our staff is trained.
- **Adult Non-fiction Books and DVDs –** I weeded the Adult Non-Fiction books and Ann weeded the Non-fiction DVDs. Our plan is to move the Adult Non-Fiction books down and move the Adult Non-Fiction DVDs to the shelves that we will be freed up before the book collection. This will give us badly needed space for the DVD features and DVD tv series collections.
- **Carpet Cleaning** – our annual carpet cleaning has been scheduled for December 20th. The tile and grout will also be deep cleaned that evening
- **Wifi Network** – The new access points for the wifi network are scheduled to be installed on December 3rd.

Technical Services (Linda Stuckey)

- Attended CMS (Collection Maintenance Subcommittee) meeting 11-13-19.
- Completed additional Bibliovation training for circulation.
- We are fine tuning the workflow for Village electronic time sheet entries.
- We have completed re-cataloging all young adult paperbacks to fiction. This required a collection code change and differently formatted spine label. They are now inter-shelved with the hardcover young adult fiction.
- Completed year-end ordering for Schilling, Staples, and Demco supplies as well as new computers and monitors and laptops, and South Central coordinated orders. Ordered new LED emergency strobes for the library. The backup batteries have reached their expiration and the bulbs are starting to burn out on the 2005 units, original to the building.
- The interlibrary loan software completed an upgrade without issues.
- Window cleaning for the entire library was completed on November 14th.
- Year-end purchases of materials is complete and the number of items to catalog is high.
- Prepared volunteers' cards/thank yous and ordered state income tax forms.

Youth Services highlights (Heather Kent)

<u>Programming</u>:

- Merry Munchkins continues to be popular. This month we introduced a new sensory play area during messy play – fake snow. This fake snow replaced the popular water beads to give a bit of variety in play.
- Tuesday, November 12th, the Magic Tree House Book Club met to discuss Lions at Lunchtime. We discussed the book, learned about honey seeker birds, and created lion pictures. This continues to be a great group of children in grades K-3.
- Wednesday, November 13th was Family Cooking night. This month we made mini-quiches from scratch. Children had to cut their own crusts off bread to make pie shells, crack eggs, and chop vegetables. This evenings activity showed that we will need to invest in one more oven at some point – as families had to wait to cook their food and some were here past 8:00.
- November 21 was PJ Storytime: Stuffed Animal Camp Out. This is our annual stuffed animal sleep over – where kids can bring their stuffed animals and leave them overnight at the library. When they pick them up the next day, there are pictures of what the stuffed animals did. This is always a fun program and the kids love filling out the medical and special information form – which yields hilarious answers to questions like: "What is your animal afraid of?" "Chipmunks" and "Do they have any allergies?" "Yes – to Salad and peanuts."
- Saturday, November 23rd was STEAM Saturday: Shoebox Cities. Participants created cities within shoeboxes using different materials provided. We saw everything from a city with store's to baseball diamonds, to farms, and specially designed skyscrapers for hamsters.
- Book Explorers met on November 26th. This month we discussed the second book in the Amulet series and created marble mazes.

Outreach - This month was full of outreach. On November 5th and 6th Heather visited the Gingerbread House 4K program. Friday, November 9th she visited the Gingerbread House day care on Farwell. November 1st and 22nd she visited Learning and Beyond Daycare.

Other

- Thursday, November 7th Heather attended the SCLS Summer Library planning meet-up at Olbrich Garden. A guest presenter shared her ideas for programming around the summer theme of "Imagine Your Story" – which focuses on Fairy and Folk Tales.
- We have 4 interviews scheduled in the first two weeks of December to find a new Youth Services Assistant.

Teen Services (Abby Seymour)

- Two after school events happened for teens this month, one of them being the monthly Teen Advisory Board and the other a Wii Bowling League program. A kit was borrowed from the South Central Library System to make the Wii gaming possible. The couple of teens in attendance had a good time and appreciated having something to do at the library while they waited for their parents to pick them up.

- In addition, I hosted the second session of the "Page Turners" book club. Unfortunately, no teens showed up to discuss *Dry* by Neal Shusterman but I have intentions to keep trying for a few more months and again this summer.

- The after-hours teen event this month was a “Fold It and Weep” Origami Class. Teens had the opportunity to make anything from paper flowers and butterflies to jumping frogs and Pikachu. This event had a lower attendance but the teens who were there enjoyed the challenge of paper folding and had a fun time hanging out with their friends.

- The library was host to three classes from Indian Mound Middle School who walked here during their class time, led by 7th grade teacher Ms. Ndlovu. I gave a short, informal talk about the library and its resources and I book talked a few books. The class enjoyed checking out books and exploring the library.
- This month I was able to attend two professional development events. The first was a Youth Programming workshop held by the South Central Library System at Olbrich Gardens. The focus of the workshop was to brainstorm programming ideas that coordinate with the Summer Library Program theme of fairy tales. I was also able to attend the bimonthly Teen Roundtable, a meetup specifically for teen librarians in the area. We met at the Monona Public Library and got to tour the building. This experience was beneficial because it gave me a chance to make professional connections and to hear about what teen programs are successful at other libraries.

Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING:

- Trained staff on Bibliovations circulation module
- Wrote evaluations for shelvers. Awaiting okay from HC to do reviews.

WRITTEN PROCEDURES: Started a “cheat sheet” binder so that staff could refer to it while playing with Bibliovations test DB.

SERIALS: Processed all incoming serials, with help of assistant during month of November.

OTHER BOOK CLUBS: Filled in for Ann’s Mystery book club at the beginning of the month, as she was on vacation.

OTHER:

- NEW PATRONS FOR OCT: approximately _40____applications for new cards processed
- Display case arrangements made for Dec: 1930s paper village with lead figurines for Xmas
- Checked in, shelved and weeded various carts of New Adult Books.
- Purged inactive Patrons from report SCLS provided.
- Checked and addressed emails to MCFLIB & McFarland Meeting Room while Ann on vacation for a few days.
- Started work on a Google calendar to test with shelvers as an electronic way to keep track of schedules.

Adult Services Highlights (Ann Engler)

- The Thistle covered two of our events this month (the Badger Talk and the QPR suicide prevention training) and the support is appreciated. The Badger Talk focused on the music of the Vietnam War, and it attracted numerous veterans, including from out of town, and was very well received.
- The Spa Night craft club theme was popular (we made bath soaks) and drew in several people who had never come before, so we're planning to offer a similar theme sometime next year.
- The PD program sadly didn't get any attendees, but it turned out to be a valuable time to talk to officers and their intern in-person and brainstorm other programming they'd like to try in partnership with the library.
- The 2020 Bird Festival planning is going well and we have two events at the library leading up to it scheduled already.
- Also, mark your calendars—Ron Larson's popular walking tours are scheduled once again for summer 2020!
- I completed the OverDrive support course and Drupal training, and I've attended several webinars, including one on how to attract millennials to library programming. I met with Lori Anderson of Senior Outreach to continue that partnership.
- Now that some of the 2020 calendar is planned out, I plan to focus on offering more passive programming (participatory displays, etc.) within the library. I've also reached out to the Spartan Bowl, who are generously donating more coupons for program prizes.

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Checkouts														
2018	16,397	14,760	16,712	15,434	15,321	18,732	18,739	18,402	14,440	15,138	14,525	13,707	**192,307**	-4%
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739			**159,632**	-3%
% change month to month	-5%	1%	-3%	-4%	-7%	-4%	3%	-3%	-1%	-3%	-100%	-100%		
Wireless Internet Use (# Unique Users)														
2018	1,309	1,278	1,493	1,355	1,328	1,679	1,544	1,427	1,427	1,470	1,367	1,329	**17,006**	6%
2019	1,266	1,301	1,533	1,627	1,677	1,833	1,862	1,788	1,828	1,654			**16,369**	14%
	-3%	2%	3%	20%	26%	9%	21%	25%	28%	13%	-100%	-100%		
Study Room Use														
2018	106	86	88	101	96	85	70	86	48	90	74	51	**981**	-5%
2019	67	66	81	115	87	102	153	107	71	76	93		**1018**	9%
	-37%	-23%	-8%	14%	-9%	20%	119%	24%	48%	-16%	26%	-100%		
visitor count														
2018	8,988	8,050	10,197	9,181	8,314	12,368	11,530	10,836	8,361	9230	8,046	8,097	**113,198**	5%
2019	7,855	7,814	9,889	9,256	8,103	11,931	11,414	11,205	9,648	9048			**96,163**	-1%
	-13%	-3%	-3%	1%	-3%	-4%	-1%	3%	15%	-2%	-100%	-100%		
Meeting Room Use														
2018	52	44	56	48	30	48	47	37	47	59	50	45	**563**	4%
2019	49	52	55	55	35	47	45	36	59	61			**494**	6%
	-6%	18%	-2%	15%	17%	-2%	-4%	-3%	26%	3%	-100%	-100%		
Children's Program Participation														
2018	757	1244	1737	702	1362	1920	1634	451	957	1838	1589	1321	**15,512**	23%
2019	841	1316	1393	1479	1590	2146	1842	563	1841	1851			**14,862**	18%
Teen Program Participation														
2018	12	4	30	4	0	53	1	0	14	9	3	30	**160**	21%
2019	4	12	15	13	21	54	11	0	34	70			**234**	84%
Adult event Participation														
2018	106	103	171	206	130	124	36	47	181	195	82	38%	**1,381**	22%
2019	156	90	40	246	282	69	97	15	72	102			**1,169**	-10%
Reference Questions Answered														

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2018	287	252	278	234	226	331	284	254	204	292	282	230	**3,154**	-15%
2019	235	229	308	267	195	264	321	371	239	247			**2,676**	1%
	-18%	-9%	11%	14%	-14%	-20%	13%	46%	17%	-15%	-100%	-100%		

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Library Director 2020 Goals**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Goals

2020 Goals Library Director

1. Create New sources of financial support
    a. Work with the Library Board to create a McFarland Library Foundation and/or endowment.
        i. Work with the board and the endowment committee on completing the Challenge Grant from the Madison Community Foundation.
            1. Work on getting support from the business community.
            2. Once the challenge grants are complete, form a plan to continue fundraising and gathering support for the Friends and the Endowment.
    1. Some of the things the Friends and the Endowment committee have talked about are:
        i. Having a donor evening in the spring with either music or a table reading from Forward Theatre.
        ii. Raising awareness by having articles run in the Thistle about transfers to the endowment from your IRA.
        iii. I started the Friends appreciation week to raise awareness about what the Friends do, get new members, and attendance at their annual sneak peek reception.
        iv. Making the most of the family festival by increasing fund raising activities for the Friends around the same time.
            1. 5K Run/Walk
            2. 50/50 Raffle

2. Use technology to help library personnel be more productive and efficient
    a. Add Digital Signage to the library
        i. We will be adding screens this year in the foyer, two near the Circulation Desk, one in Teen and one in adult Fiction.
    b. Investigate wireless printing
        i. With our new wifi network, we need to look into an affordable way to allow people to print from their devices.
    c. Investigate updating or replacing our self-checks and gates.
    d. Add program promotions to the self-checks
        i. We will be doing this as we move toward our migration to Bibliovations. This is one of the ways we'll get information out to the public.

3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interest that enrich lives.
    a. Role as a community gathering place:
        i. Update the public bathrooms
        ii. Add a drinking fountain that allows for easier water bottle filling.
        iii. Change the benches around the library to something that requires less maintenance.
    b. Have an energy efficiency plan done
    c. Investigate changes in the library's landscape
    d. Investigate ways to make the space in the Children's area more efficient

4. Changes to collections, reference, and readers' advisory.
        i. Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.

5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
        i. *Conduct Monthly staff meetings –*
        ii. *Conduct staff training. Some possibilities are:*
            1. *Active Shooter*
            2. *CPR, AED, and First Aid*
            3. *Customer Service*
            4. *Databases and other online resources*

6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
    a. Need for marketing and promotion of library services
        i. Work with the Chamber of Commerce to help increase the visibility of library services to the business community.
        ii. Work with a consultant to create a social media marketing plan.
        iii. Market the library at the new bike trail.

7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups
    a. Increased Collaboration with other community groups
        i. Work with the McFarland Community Garden to raise awareness of both organizations.
        ii. Contact the McFarland Historical Society to see if there are opportunities to create programs on local history and assist them in digitizing special collections.
        iii. Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects.

    iv. *Reach out to the schools to see if there are opportunities for students to do special performances.*
    v. *Participate in the Family Festival.*

8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
    a. Need for increased outreach to underserved groups in our community.
        i. *Research what the underserved groups in our community are.*

9. Communication
        i. *Work with the Village Board Trustees to improve awareness of library issues and activities.*
10. *Planning*
    a. *Create a long range plan (10+ years) that addresses space needs*
11. *Other Accomplishments in 2019:*
    a. Facilities maintenance: blower motor replacement on main HVAC, replaced and added automatic door openers for the main entrance, the Milwaukee St. entrance, and the public bathrooms; had the roof inspected and repaired; got quotes to replace the boilers in 2023; Had more security cameras and keyless entry pads installed.
    b. Family Festival: planned and coordinated library activities to ensure that the library was comfortable and safe for all patrons, Friends, and staff. On VERY short notice.
    c. Removed the spinners that used to house the paperback collection and replaced them with a row of shelving for the Adult Fiction collection. Oversaw the stream lining of the Adult Fiction Collection
    d. Hired a Teen Librarian and a new Adult Services Librarian.
    e. Working on transitioning the website
    f. Credit Card payments

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Vacation Carry Over**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Library Close Date for Staff Training**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Meeting Room Chair Quote**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. EBI Chairs
2. EBI Chairs 2

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

EMMONS BUSINESS INTERIORS
Your Space. Our Business.
Complete Office of Wisconsin

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

5920 Milwaukee Street

McFarland WI 53558-89
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

11/20/2019
10:53:22AM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell
Tag:								
1	1			USE KI QUOTE # 19HS-2238/C	$0.00	$0.00	$0.00	$0.00
2	10	KII	SSNAP	Strive Sled Base Armless Chair,Poly	$265.00	$2,650.00	$145.75	$1,457.50
			/CH	Chrome				
			/NFR	No Fire Retardant				
			/PCT	Chocolate				
			/GSS	Stainless steel glide				
3	1	KII	CSD.BL	High Density Transport Dolly	$448.00	$448.00	$245.85	$245.85
4	1		D & I	Receive,Deliver and Install	$0.00	$0.00	$155.00	$155.00
				During Regular Hours				
				Tag Subtotals:		$3,098.00		$1,858.35
				Total List:		$3,098.00	**Total Sell:**	$1,858.35

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

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

EBI EMMONS BUSINESS INTERIORS
Your Space. Our Business.
Complete Office of Wisconsin

Prepared For: **E.D. Locke Public Library**
5920 Milwaukee Street
McFarland WI 53558-89
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

11/26/2019
2:20:37PM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell
Tag:								
1	1			USE KI QUOTE # 19HS-2238/C	$0.00	$0.00	$0.00	$0.00
2	10	KII	SSNAP	Strive Sled Base Armless Chair,Poly	$265.00	$2,650.00	$145.75	$1,457.50
			/CH	Chrome				
			/NFR	No Fire Retardant				
				COLOR TBD				
			/GSS	Stainless steel glide				
3	1	KII	CSD.BL	High Density Transport Dolly	$448.00	$448.00	$245.85	$245.85
4	1		D & I	Receive,Deliver and Install	$0.00	$0.00	$155.00	$155.00
				During Regular Hours				
				Tag Subtotals:		$3,098.00		$1,858.35
				Total List:		$3,098.00	**Total Sell:**	$1,858.35

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

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Meeting Room Table Quote**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. EBI Tables

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

EBI EMMONS BUSINESS INTERIORS
Your Space. Our Business.
Complete Office of Wisconsin

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

5920 Milwaukee Street

McFarland WI 53558-89
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell
Tag:								
1	1			USE UW CONTRACT #18-5665	$0.00	$0.00	$0.00	$0.00
2	15	HON	HMVR-2472G-NS	Motivate Table Rect 24Dx72W 2mm Edge Nesting Base	$1,240.00	$18,600.00	$585.28	$8,779.20
			.N	No Grommets				
			$(L1STD)	Grd L1 Standard Laminates				
			...	Skipped Option				
			...	Skipped Option				
			.C	Caster				
			$(CORE)	Paint Grade: Core Paint				
			.P	Black				
3	1		D & I	Receive, Deliver and Install	$0.00	$0.00	$0.00	$0.00
				During Regular Hours				
					Tag Subtotals:	$18,600.00		$8,779.20
					Total List:	$18,600.00	**Total Sell:**	$8,779.20

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

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **New York Times Online Quote**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. New York Times Quote

New York Times Quote

The price for ED Locke is $889.98.

https://vimeo.com/362403848

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **RFI Pads Quote**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Quotation_US-54329 - RFID Reader

ENVISIONWARE®
Enriching Public Library Service Inside and Out
EnvisionWare, Inc.
2855 Premiere Parkway Suite A, Duluth, GA 30097-5201
Toll Free +1 (800) 216-8370 Direct +1 (678) 382-6500

Quotation

US-54329

10/31/2019

Bill To

Cox, Heidi
5920 Milwaukee Street
McFarland WI 53558
United States

TOTAL

$1,053.51

Quote Expires: 1/29/2020

Federal EIN	Currency	Terms	Sales Rep	Maintenance Expires
58-2424595	US Dollar	Net 30 Days	Dexter, John	

Quotation Title	Memo
RFID Reader - Full Size Shielded Reader	

Qty	Item / Description	Ship To	Unit Price	Amount
1	**RFID Staff Station (*Standard)** *RFID STAFF & TECH SERVICES STATION HW/SW PACKAGE includes DeskPad shielded RFID Antenna/Reader kit with USB cable, ferrites and mounting hardware plus RFID Software Suite. Suite integrates with circulation clients and provides encoding/query application.* *##REQUIREMENTS##* *USB and power connection* *Windows PC with network connection* *Native circ client integration: Polaris: RFID API | Sierra: Item Status API | Symphony: No added requirement* *Semi integration: All other ILS platforms*	Default Billing	$590.00	$590.00
	SUBTOTAL RFID *SUBTOTAL for RFID Reader and Software* *Annual Maintenance Starting in Year 2 - $59.00* ** SCLS will charge an additional 5% fee which would be due in year 1 and each additional year thereafter. SCLS will bill this directly to the libraries.*			$590.00
3	**PS-HR-RF-U** *ENVISIONWARE PROFESSIONAL SERVICES - Professional Services delivered on an hourly basis for Circulation Security and Inventory Solutions. For onsite services the minimum charge is 8 hours plus actual first and additional day expense charges.*		$150.00	$450.00
	SUBTOTAL Services *SUBTOTAL for Remote EnvisionWare Professional Services*			$450.00

This information is confidential and proprietary to EnvisionWare, Inc.

ENVISIONWARE®
Enriching Public Library Service Inside and Out
EnvisionWare, Inc.
2855 Premiere Parkway Suite A, Duluth, GA 30097-5201
Toll Free +1 (800) 216-8370 Direct +1 (678) 382-6500

Quotation

US-54329

10/31/2019

Subtotal	$1,040.00
Freight	$13.51
Tax	$0.00
PST-CA	
Total	**$1,053.51**

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX**: +1 678.382.6501

Standard terms and conditions apply: http://system.envisionware.com/terms

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Meeting Room Technology Upgrade**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Meeting Room Costs

Item	Description	Unit Cost	Units	Subtotal
WP-20	HDMI, VGA, and Audio wall plate	$607.45	1	$607.45
TP-789R	HDMI HDBaseT and POE Receiver	$366.30	2	$732.60
VS-611DT	HDMI 6x1:2 Auto Switch	$788.16	1	$788.16
RK-3T-B	Rack mount for TP-789R	$89.74	1	$89.74
RK-1	Rack mount for VS611DT	$62.88	1	$62.88
HAD-401UTB	1.5' HDMI Cable	$7.49	3	$22.47
RC-306	6-Button RGB keypad	$329.67	1	$329.67
POE-24-12W-G	Ubiquti POE Injector	$11.10	1	$11.10
NHDMI4-025/28	25' HDMI Cable	$12.74	1	$12.74
VGA-A125A	25' VGA + Audio Cable	$17.24	1	$17.24
			Total:	$2,674.05

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 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 - Library Budget

REVENUES

LIBRARY FUND - FUND 205

Budget Summary

Taxes		2018	2019	YTD	2019	2020	% Change
41000		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
41110	Property Taxes	500,000	544,500	544,500	544,500	575,750	5.74%
	Total TAXES Rev	**500,000**	**544,500**	**544,500**	**544,500**	**575,750**	**5.74%**

Intergovernmental Revenues		2018	2019	YTD	2019	2020	% Change
43000		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
43720	County - Library Aid	258,408	281,250	281,242	281,250	305,500	8.62%
	Total INTERGOVERMENTAL Rev	**258,408**	**281,250**	**281,242**	**281,250**	**305,500**	**8.62%**

Fines, Forfeits, and Penalties		2018	2019	YTD	2019	2020	% Change
45000		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
45190	Library Fines	13,056	12,500	4,146	7,900	7,250	-42.00%
	Total FINES & PENALTIES Rev	**13,056**	**12,500**	**4,146**	**7,900**	**7,250**	**-42.00%**

Public Charges for Services		2018	2019	YTD	2019	2020	% Change
46000		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
46710	Library Fees	185	5,000	2,303	4,546	5,000	0.00%
	Total PUBLIC CHARGES Rev	**185**	**5,000**	**2,303**	**4,546**	**5,000**	**0.00%**

Miscellaneous Revenue		2018	2019	YTD	2019	2020	% Change
48000		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
48000-000	Miscellaneous Revenue	5,248	500	0	0	500	0.00%
48100-000	Interest	0	0	4,880	8,365	10,000	----------
48500-101	Donations - General	0	0	0	0	0	----------
	Total MISCELLANOUS REVENUE Rev	**5,248**	**500**	**4,880**	**8,365**	**10,500**	**2000.00%**

Other Financing Sources		2018	2019	YTD	2019	2020	% Change
49000		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
49200	Transfers from Other Funds	0	0	0	0	0	----------
49300	Fund Balances Applied	0	0	0	0	0	----------
	Total OTHER FINAN SOURCES Rev	**0**	**0**	**0**	**0**	**0**	----------

	Total Budget Revenues	***776,897***	***843,750***	***837,070***	***846,562***	***904,000***	***7.14%***

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 books, audio books, electronic books, magazines, software, DVDs, Blu-Rays, 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 two 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**	**794,436**	**904,000**	**7.14%**

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. The Library Board has provided direction to discontinue the levying and collection of fines. This budget assumes implementation of that action as of July 1, 2020.

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	87,000	-11.22%
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	500	0.00%
	Total PERSONAL SERVICES Exp	**554,334**	**627,750**	**270,488**	**569,335**	**667,750**	**6.37%**

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian (2), Circulation Supervisor, 7 Assistants (PT), and 5 Shelvers. Across the Board pay increase for 2020 is included generally at 2.0%.

130 Health Insurance is provided through the State Plan. Rates on average increased by 5.2% while the Employee contribution was set at 7% 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 increase in 2020 to 6.75% of total wages from 6.55% that was applied in 2019 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	28,750	21.05%
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**	**127,750**	**7.58%**

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	250	-50.00%
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**	**108,500**	**11.57%**

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**	**904,000**	**7.14%**

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	575,750	5.74%
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	7,250	-42.00%
46000	Public Charges for Services	185	5,000	2,303	4,546	5,000	0.00%
48000	Miscellaneous Revenue	5,248	500	4,880	8,365	10,500	2000.00%
49000	Other Financing Sources	0	0	0	0	0	----------
	Total Budget Revenue	**776,897**	**843,750**	**837,070**	**846,562**	**904,000**	**7.14%**

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	904,000	**7.14%**
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	----------
	Total Budget Expenditures	**747,626**	**843,750**	**398,217**	**794,436**	**904,000**	**7.14%**
	Diff in Revenues over Expenditures	**29,271**	**0**	**438,853**	**52,126**	**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	87,000	-11.22%
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	500	0.00%
	Total PERSONAL SERVICES Exp	**554,334**	**627,750**	**270,488**	**569,335**	**667,750**	**6.37%**

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	28,750	21.05%
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**	**127,750**	**7.58%**

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	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	250	-50.00%
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**	**108,500**	**11.57%**
		747,626	**843,750**	**398,217**	**794,436**	**904,000**	**7.14%**

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Space Needs Study RFP**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCF Space Needs Proposal

About the Library

The E.D. Locke Public Library is looking to explore its options for the future. It is the intent of the E. D. Locke Public Library Board of Trustees to establish a contract for a feasibility study and concept plan to expand and remodel the current library 17,000 sq. ft. space to ensure that the library can accommodate the growing service, program, facility and technology needs of its patrons.

Scope of work

The purpose of the Assessment is to provide analysis, guidance, and a "road map" to explore modernization of our building and assure that the Library can accommodate the growing service, program, facility, and technology needs of its patrons. The requested services include preparation of a space needs analysis to establish recommended action plan options and a schedule that can be implemented through policy and commitment of Library resources. Areas of focus shall include but not be limited to collections, programs, technology, facilities, staffing, budget, and funding.

Proposal Requirements

The scope of the work to be performed includes the following:

1. Determine what library functions are required to ensure that the library continues to be relevant to the residents of McFarland and its surrounding area.
2. Develop specific goals for success to guide the board and design team through the design process.
3. Analyze the existing building's structural system and present options for adding a second level within the existing building footprint and/or adding on to the east.
4. Conduct a design meeting with library stakeholders to brainstorm a new library layout and phasing option such as an expansion to the east and/or a second floor.
5. The Space Needs Assessment shall propose options for repurposing and modifying the existing facilities with ballpark estimates of the costs of the remodeling
6. Create an evaluation matrix to score each selected concept.
7. A first draft of the Space Needs Assessment will be presented to the Library Board and Library Administration. The draft should contain recommendations for public service models, collection sizes, program priorities, administrative spaces, storage, and technology. The board and administration must agree with all recommendations before final documents are drawn.
8. The final Master Plan document will include revisions as noted and will be presented to the Library Board, Village Board, Library staff and the public.

Firms interested in providing such services to the library are asked to submit a proposal including:

- Description of the qualifications that substantiate your ability to provide such services.
- Identification of the personnel assigned to the project with pertinent information on their qualifications, previous experience dealing with library space utilization and understanding of library trends including technology and programming.
- Outline of approach to the project plus anticipated time frame to complete.
- Fee schedule/basis for fees.

- Demonstrated professional experience and knowledge of space planning and functionality in libraries.
- A clear sense of where new technologies are headed and their potential applications in a library setting.
- Any other information deemed to be pertinent to the services sought by the Library or the Village.

An electronic version of the proposal should be submitted to:

Heidi Cox, Library Director hcox@mcfarlandlibrary,org
E. D. Locke Public Library
5920 Milwaukee St.
McFarland, WI 53558

no later than 5:00pm January 21, 2019. All questions should be directed to the Library Director.

Timeline-Anticipated Schedule

RFP Publication January 13, 2020 Last Day for Questions January 31, 2020 Response to Questions Due February 7, 2020 Proposals Due February 21, 2020 Board Approval March 2, 2020

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 2, 2019**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Wireless Printing Quote**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. ePrintIT Brochure

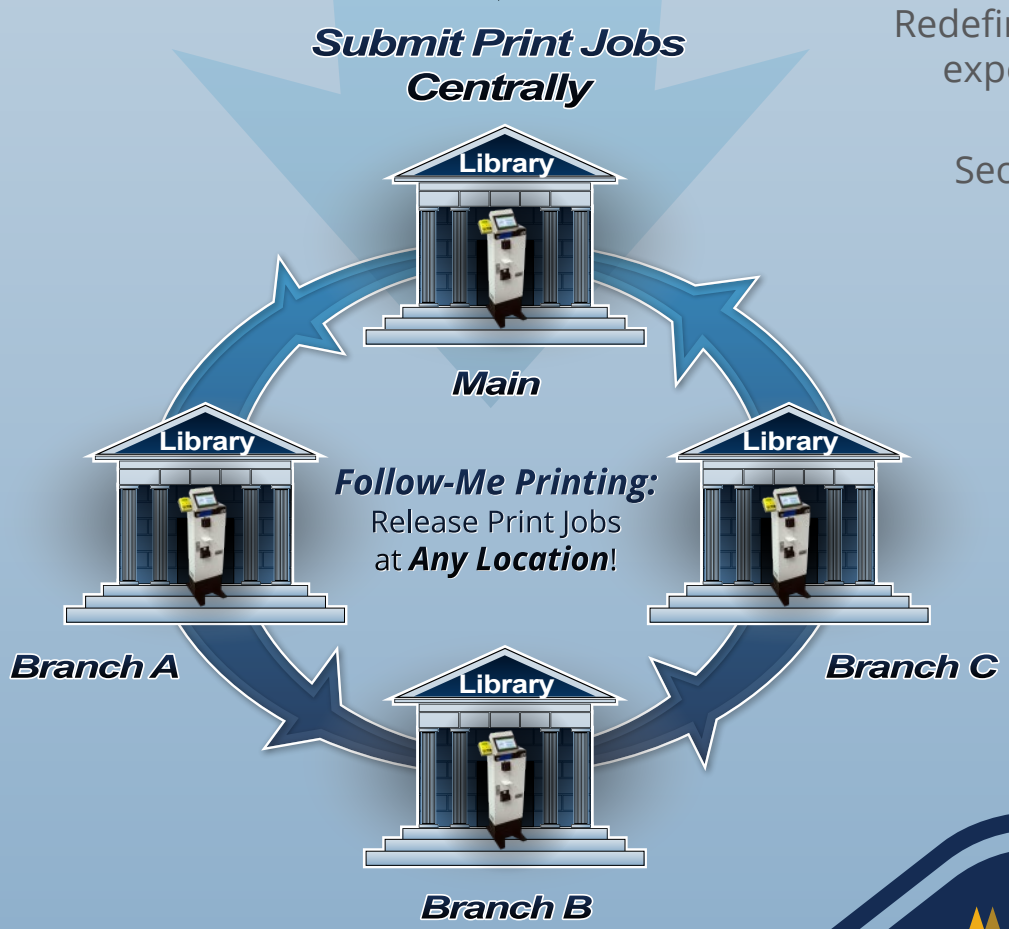
TBS
TODAY'S BUSINESS SOLUTIONS, INC.

ePRINTit™
SECURE CLOUD SOLUTIONS

LIBRARY CLOUD
MOBILE PRINTING
SOLUTION

Redefining your library's customer experience while reducing cost.

Secure Cloud-Based/Driverless Printing Without Limits



TBS
TODAY'S BUSINESS SOLUTIONS, INC.

2017 MODERN LIBRARY AWARDS GOLD AWARD 2017

2018 MODERN LIBRARY AWARDS PLATINUM AWARD 2018

2019 MODERN LIBRARY AWARDS PLATINUM AWARD 2019

Cloud Printing Advanced Technology without Limits including:

- No Printer Setup
- No Print Driver Setup
- Submit multiple files in one transaction
- Submit print jobs to the central library and release at any library location
- Print Publisher Files
- Email Confirmation
- Use a Library Card Number to submit and retrieve print jobs
- Provides true cost of print job at submission
- Submit and pickup jobs in real time
- System Allows reporting on submitted vs actual printed jobs
- HA – High Availability
- 5 - Cloud Storage Account integrations *(Google, DropBox, Box, OneDrive, Office 365)*
- Secure end-to-end encryption (256 Bit)
- Operating System Independent – Microsoft, Chromebook, Linux, Mac, etc.

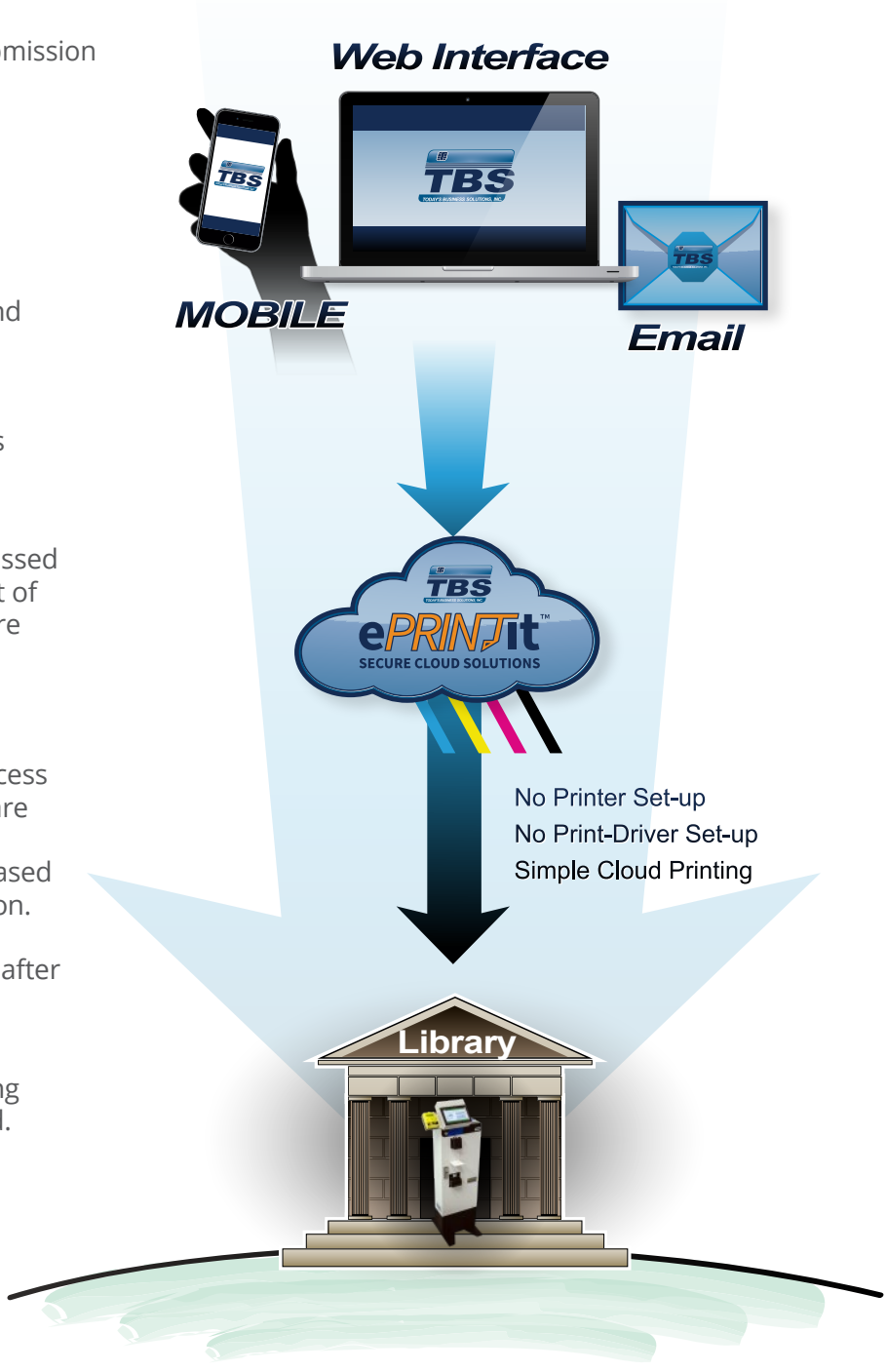
Secure Cloud-Based/Driverless Printing Without Limits

ePrintIT allows your customers to easily and securely print documents, emails and web content from any internet enabled smartphone, tablet, laptop, or desktop computer to your library's existing printers without the setup of any print drivers or printer files, either on and off-site.

Library customers submit jobs to be processed in real time for fast release. The true cost of the transaction is displayed as print files are added or print attributes are changed, so customers know the total cost of their job before making a final submission.

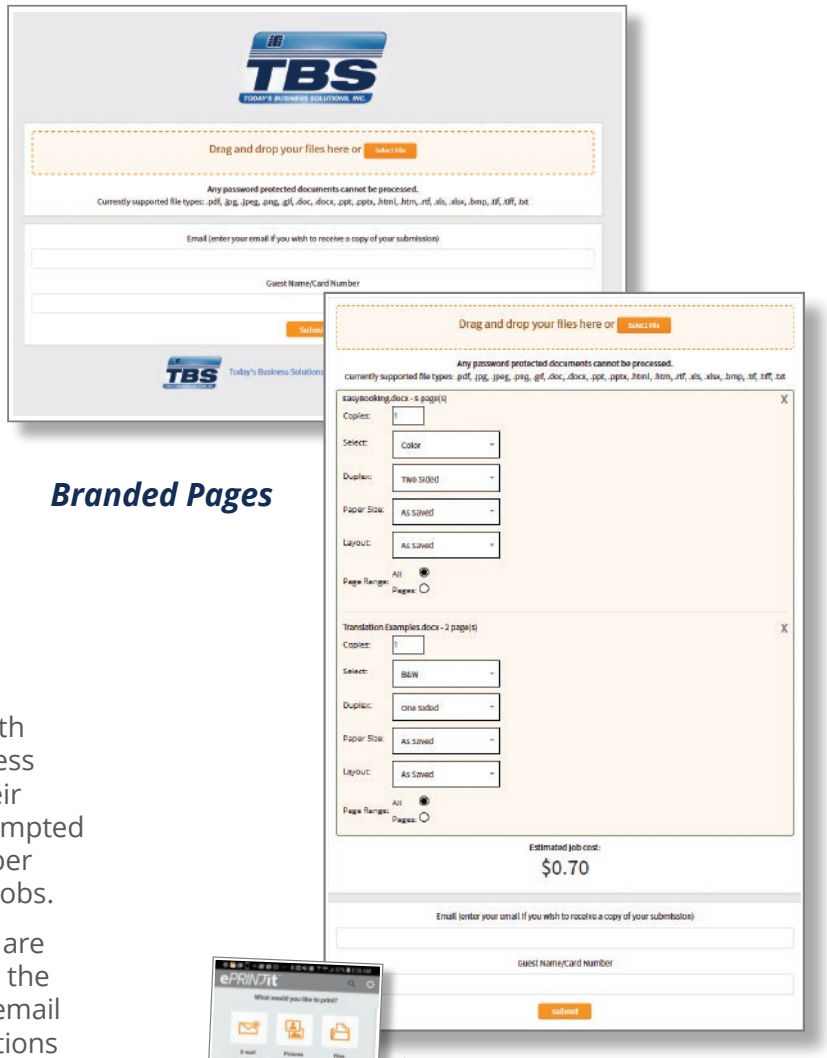
ePRINTit enables a hyper-secure print process for both patrons and for the library. Files are sent using secure transfer protocols then downloaded to the Print Queue to be released when a patron provides their authentication. All documents are stored in a 256-bit encrypted format with automatic deletion after use or prescribed time.

Calculate your library's ROI thru advanced reporting options with cumulative reporting on jobs submitted versus actually released.



Flexible and Simple

- Print both Color & B&W documents within a transaction
- Change print attributes for each document submitted within a transaction
- Submit centrally, pick up at any building or branch
- Submit multiple jobs within the same print session
- Staff Release
- Integrates with TBS print management
- Flexible Payment options – cash or credit card



Branded Pages

Submit Print Jobs through:

- Branded web-page - that can be used with any web browser. Patrons can easily access the library's web-print URL to submit their documents for printing. Patrons are prompted to enter a job name or library card number to be used to privately release the print jobs.
- Email Printing – emails and attachments are easily printed by forwarding the email to the library's custom email address. A reply email is sent to the patron's email with instructions on how to retrieve their print job.
- Print from your Mobile Device - Free Apps are available for iOS and Android devices

Better User Experience

- Self-Serve
- Mobile Apps
- Web Submission on or off-site
- Intuitive one-page submission

Provide your community with the latest services and technology! ePRINTit allows users the ability to print from home, the office, or while on the go, using Android, iOS or any web browser to print to their library, through an easy to use interface.

Libraries are no longer required to have dedicated computers to print. Users can use their own office/home computer or mobile device to send their print jobs to the ePRINTit secure service.

Mobile App

Submit Centrally, Pickup Anywhere

Customers print jobs are submitted centrally and can be released at any branch or building of their choice. Customers are no longer required to send mobile print jobs to a particular library or printer. Print jobs stay in queue until the patron is ready to pay and release the job, ending the frustration of trying to figure out where a print job went and how to retrieve it.

Multiple Release Options

Release print jobs at the staff desk, release station or at a TBS Self-Serve Kiosk that accepts coins, bills, major credit cards, via swipe or chip as well as NFC technology which includes HID, Apple Pay and Android Pay, as well as other forms of NFC technology.

World Class Technology and Support

- 30,000 worldwide public print locations
- Processing over 2 Million Print Jobs per Day
- Evolving Technology based on our library partners feedback

TBS
TODAY'S BUSINESS SOLUTIONS, INC.

Contact Us

For more information or
to schedule a demonstration:

P: 630-537-1370

info@SingleCard.com

www.SingleCard.com