

LIBRARY BOARD

Monday, January 6, 2020

5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Approval of the draft minutes of the December 6, 2019 Library Board Meeting
 - b. Approval of the December 2019 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2019 Budget Update
 - b. Director's Report
 - c. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2019 Annual Report
 - b. 2020 McFarland Family Festival
 - c. Dane County Library Service Contract
 - d. 2020 Library Board Meeting Calendar
6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft minutes of the December 6, 2019 Library Board Meeting

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 December Library Board Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, December 2, 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: Peter Sobol, Evan Richards, Michael Shumway, Ken Machtan, Karin Mandli, Mary Pat Lytle, Sharon Payne

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the November 4, 2019 meeting.

Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve the minutes of the November 4, 2019 meeting. Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Karin Mandli, second by Ken Machtan, to approve the November 2019 general fund bills and trust fund bills Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Karin Mandli, second by Michael Shumway, to approve Library Director 2020 Goals Motion carries 7 - 0 - 0 by acclamation.

b. Vacation Carry Over

Motion by Evan Richards, second by Village Trustee Mary Pat Lytle, to approve Vacation Carry Over for Cox, Glaeser, and Lawrence. Motion carries 7 - 0 - 0 by acclamation.

c. Library Close Date for Staff Training

Motion by Ken Machtan, second by Sharon Payne, to approve to close the library on August 13, 2020 for Staff Training Motion carries 7 - 0 - 0 by acclamation.

d. Meeting Room Chair Quote

Motion by Ken Machtan, second by Karin Mandli, to approve the Meeting Room Chair Quote from Emmons Business Interiors for \$1,858.35. Motion carries 7 - 0 - 0 by acclamation.

e. Meeting Room Table Quote

Motion by Evan Richards, second by Michael Shumway, to approve the Meeting Room Table Quote from Emmons Business Interiors for \$8,779.20. Motion carries 7 - 0 - 0 by acclamation.

f. New York Times Online Quote

Motion by Karin Mandli, second by Evan Richards, to approve New York Times Online Quote for \$889.00. Motion carries 7 - 0 - 0 by acclamation.

g. RFI Pads Quote

Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve RFI Pads Quote for \$4,613.80. Motion carries 7 - 0 - 0 by acclamation.

h. Meeting Room Technology Upgrade

Motion by Michael Shumway, second by Ken Machtan, to approve Meeting Room Technology Upgrade for \$2,674.05 Motion carries 7 - 0 - 0 by acclamation.

i. 2020 Budget

Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve 2020 Budget Motion carries 7 - 0 - 0 by acclamation.

j. Space Needs Study RFP

Motion by Ken Machtan, second by Karin Mandli, to approve Space Needs Study RFP with changes (updating the timeline for a release in January 2020). Motion carries 7 - 0 - 0 by acclamation.

k. Wireless Printing Quote

Motion by Evan Richards, second by Michael Shumway, to approve Wireless Printing Quote Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Karin Mandli, to adjourn at 6:15pm

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the December 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 - Dec Invoices

December 2019 Invoices & Trust Fund Bills

Row Labels	Sum of Amount	Description
ALL COMFORT SERVICES	\$3,320.00	Electrical for digital signage and meeting room upgrades
Alliant Energy	\$2,138.24	Utilities
ARAMARK	\$208.25	Mat Rental
B&H PHOTO	\$1,585.29	Meeting Room upgrade
BAKER & TAYLOR BOOKS	\$1,485.02	Books
BOLDTRONICS, INC.	\$15,612.00	door access panels
Cardmember Service	\$1,634.01	visa bill
CORPORATE BUSINESS SYSTEMS	\$273.35	Copier lease
Cox, Heidi	\$84.73	mileage and expenses
EBI INC	\$1,013.99	Board Book storage
EMBASSY CONTROLS	\$165.00	Software updates
EMBURY, LTD	\$499.44	Shelves
ENGLER, ANN	\$35.82	mileage and expenses
ENVIRONMENT CONTROL	\$845.96	Cleaning services
ENVISIONWARE	\$4,613.80	RFID pads
FERGUSON ENTERPRISES	\$27.00	Plumbing supplies
FRONTIER	\$144.66	Telephone
MICROMARKETING LLC	\$608.89	Audio Books
MIDWEST TAPE	\$38.97	DVDs
REINDERS	\$415.60	Sidewalk Salt
SOUTH CENTRAL LIBRARY SYS	\$10,718.17	PCs & Wifi Access Points
UNIQUE MANAGEMENT SERVICES INC	\$8.95	Collection Services
WiLS	\$1,058.40	Database Subscriptions
(blank)		
Grand Total	\$46,535.54	

Trust Fund Bills: None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

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 Projections

2019 Budget Projections								
REVENUES								
		Budget Amount	December Estimated	YTD Actual	% of Budget total	% to hit target		Projected
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	\$ 468.68	\$ 8,881.53	71.05%	100%		
Miscellaneous Revenue		\$ 500		\$ -				
Interest		\$ -	\$ 400.00	\$ 9,528.48				
Library Fees		\$ 5,000	\$ 469.90	\$ 5,190.25	103.81%	100%		
		\$ 843,750.00	\$ 1,338.58	\$ 849,342.26	100.66%			
Expenditures								
				\$ -				
Salaries	110	\$ 299,250.00	\$ 34,515.36	\$ 288,563.78	96.43%	100%		
Part-time	120	\$ 159,750	\$ 14,453.60	\$ 145,247.32	90.92%	100%		
Health Insurance	130	\$ 98,000	\$ -	\$ 74,207.02	75.72%	100%		
Retirement	131	\$ 25,250	\$ 3,444.43	\$ 25,451.47	100.80%	100%		
SS/Medicare	132	\$ 34,750	\$ 3,746.13	\$ 31,895.67	91.79%	100%		
Other Benefits	135	\$ 2,250	\$ 96.54	\$ 1,117.29	49.66%	100%		
Wage Adjustment	140	\$ 8,000	\$ 8,000.00	\$ 8,000.00	100.00%	100%		
Expense Reimbursement	141	\$ 500		\$ 0.00				
Total Personnel		\$ 627,750.00	\$ 64,256.06	\$ 574,482.55	91.51%	100%		
Support Services	210	\$ 23,750	\$ 844.91	\$ 17,624.84	74.21%	100%		
Consulting Services	211	\$ 43,500	\$ -	\$ 44,795.54	102.98%	100%		
Utilities	220	\$ 28,000	\$ 2,138.24	\$ 25,590.36	91.39%	100%		
Communication	221	\$ 1,000	\$ 72.47	\$ 834.76	83.48%	100%		
Equipment Maintenance	240	\$ 8,500	\$ 1,858.64	\$ 9,823.63	115.57%	100%		
Facility Maintenance	242	\$ 14,000	\$ 7,147.59	\$ 36,652.20	261.80%	100%		
Total Services		\$ 118,750.00	\$ 12,061.85	\$ 135,321.33	113.95%	100%		
Office Supplies	310	\$ 9,000	\$ 1,120.81	\$ 8,985.45	99.84%	100%		
Postage	311	\$ 250	\$ -	\$ 337.12	134.85%	100%		
Dues	320	\$ 500	\$ -	\$ 450.00	90.00%	100%		
Meeting Expenses	330	\$ 1,000	\$ 79.86	\$ 713.78	71.38%	100%		
Training Expenses	331	\$ 2,750	\$ 24.00	\$ 2,565.61	93.29%	100%		
Operating Supplies	340	\$ 5,500	\$ -	\$ 2,345.35	42.64%	100%		Credit Card Charges
Technology	342	\$ 6,500	\$ 10,665.87	\$ 20,461.92	314.80%	100%		
Collection - Print	344	\$ 53,250	\$ 1,234.46	\$ 47,684.39	89.55%	100%	\$ 3,716.70	EBI Chairs
Collection - AV	345	\$ 12,000	\$ 447.90	\$ 8,983.85	74.87%	100%		electrical work
Library Miscellaneous	390	\$ -	\$ -	\$ -		100%	\$ 8,700.00	EBI Table
Programming	391	\$ 6,000	\$ 500.00	\$ 7,485.71	124.76%	100%		
Other Total		\$ 96,750.00	\$ 14,072.90	\$ 100,013.18	103.37%	100%		
Total Budget		\$ 843,250.00	\$ 90,390.81	\$ 809,817.06	96.04%	100%	\$ 27,108.50	3%



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report December 2019



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

December Highlights

- **Village News** - Mary Pat will give an update
- **Endowment** – The committee has not met. The current balance as of November 30, 2019 is \$120,793.82.
- **Friends** – The Friends didn't meet in December. Their December book sale raised \$1144. They also had a very successful reception and sneak peek book sale on December 6th.
- **Systems Report** – Koha was migrated to Biblioventions on December 7-9. The new system has some nice features but there are many bugs and the response time is slow. SCLS has created a list of known problems and has been updating them as they are fixed.
- **Carpet Cleaning** – our annual carpet cleaning occurred on December 20th. The tile and grout were also cleaned that evening. The work took 3 hours and
- **Wifi Network** – The new access points for the wifi network are scheduled to be installed on December 3rd.
- **Door keyless access** – Boldtronics is finishing setting up the keyless entry system on our interior doors. Once this work is complete, staff will no longer need keys to access any part of the library. In January 2020, the Communications and Technology Department will be taking photos of each staff member to create badges. They can also serve as our FOBs for access to the building.
- **HVAC**
 - **Freezestat** – the freezestat is continuing to be a problem. I am working with Harker on strategizing a solution. Luckily it hasn't been that cold so it has only tripped once.
- **Digital Signage** – the equipment and licenses have been purchased for this project. The screens should be installed in January.
- **Meeting room upgrade** – the equipment has been ordered and most of the cable has been run for the project. It should be installed in January.
- **NY Times online** – I completed a trial of the NY Times online for libraries. It works the same as a regular subscriber's access. Meaning that patrons will have full access to the NY Times online edition within the building and remotely. We are expecting a launch of February.
- **Youth Services Assistant** – we have a candidate who is currently going through the background check process. We're hoping she will start in mid-January.

Technical Services (Linda Stuckey)

- Completed the migration to Biblioventions and began using the new cataloging module.

Youth Services highlights (Heather Kent)

Teen Services (Abby Seymour)

- The Indian Mound Middle School library was kind enough to host me on two occasions this month. I got to present to the visiting classes about new YA books and upcoming events at the library. A few of the classes used part of their library time to discuss the books they were reading and I got to help facilitate those discussions. These visits allowed me a chance to get to know more teens, reach students I haven't been able to reach, and form a partnership with the school.

- The Teen Advisory Board had a quiet meeting with only one teen in attendance. Shout out to this T.A.B member who has also been volunteering her time to help out with P.J. Storytimes and STEAM Saturdays!
- The “Page Turners” Teen Book Club was offered again this month and discussed *Truly Devious* by Maureen Johnson. No teens were able to make it to the meetings but I do have intentions to keep trying and am looking at ways to revamp the traditional book club.
- I hosted a Teen After Hours event at the end of the month where teens had the opportunity to make Faux Stained Glass. This easy craft involving picture frames, modge podge, and paint was a big hit with the teens and they were all excited about giving their project as a gift this holiday season!

Circulation Services Highlights (Kelly Heasty)

- Trained staff on circ module of Biblioventions. Trained serials assistant on serials module of BV.
- Scheduling reviews of shelvees for first full week in January

WRITTEN PROCEDURES:

- Added to Biblioventions cheat sheet binder throughout month. Information contained in the binder will be transferred to our Circulation desk procedures, as applicable.
- Wrote up a cheat sheet for processing serials in Biblioventions.

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

WED AFTERNOON BOOK CLUB:

- Set up movie for December meeting.
- January meeting: procured books, created signage & bookmarks for 2020. Book: *The Ninth Hour* by Alice McDermott.

OTHER BOOK CLUBS:

- Also, monitoring Prairie Stone and Skaalen book clubs closely this month due to BV upgrade: Book club holds are not handled properly by new software so I’ve had to keep an eye on these accounts throughout month.

ISSUES: Raised approx. 10 help tickets to SCLS re: Bibventions issues: both from Patrons & Staff after transition weekend.

OTHER:

- NEW PATRONS FOR DEC: approximately 38 applications for new cards processed
- Updated materials spreadsheet with all incoming materials from DEC.
- Display case arrangements made for Jan: Lego display (Heather Kent)
- Checked in, shelved and weeded various carts of New Adult Books.
- Three shelvees tested Google calendar during month of Dec. Unclear if it’s been helpful to them for scheduling or not, at this point. We’ll keep it going through the next month or so & re-evaluate.
- Helped with some of Linda’s tasks while she was out of the office during the holidays.

Adult Services Highlights (Ann Engler)

- McFarland Villas Outreach: 9 participants. A resident's daughter was visiting and was delighted the library makes these visits as her mother is an avid reader.
- Healthy Houseplants: 4 participants. One attendee noted she had never come to a program at the library before.
- Cybersecurity: 4 participants. The smaller audience meant a lot of personal attention for each question, which was great because most of the attendees self-identified as beginners on this topic. It was also nice to make the connection with the presenter, a cybersecurity risk analyst at UW, as he is a McFarland resident and is coming back twice more this year for cybersecurity-related presentations (for which he generously donates his time).
- Mystery Book Club: 7 participants. Two members noted they are "snow birds" and won't be back to meetings until the spring. One member brought homemade cookies to share—it's a great group!
- Marianne's Elder House Outreach: 7 participants. This is a new outreach site and the first visit went very well. Additionally, the activities director now asks for help placing holds on themed DVDs she thinks the residents would enjoy, so residents are now accessing more items even outside of the outreach visits.
- Craft-palooza: Over 300 participants. This was my first year staffing a craft table. Clearly a fun and popular event!
- School Safety Presentation: 3 participants. A reporter, the president of the McFarland PTO, and a representative from Senator Baldwin's office were there, so even though it was a small crowd, it packed a punch.
- Fire Safety: The presentation was recorded by the Communications & Technology Dept and is available on YouTube.
- Adult Craft Club: 10 participants. We made clothespin snowflakes!
- Gift Wrap Party: 13 participants, although only two brought gifts to wrap. The refreshments were a hit!
- Several new, ongoing monthly programs start soon, including Friday night Late Night Locke movies and Monday Disney movies (at which adults are welcome regardless of whether they have a child in tow, but teens and families also welcome). Tip Tuesdays start in January, as well, which are once a month introductory presentations on library resources such as Creativebug, LINKcat, and more. I'm also offering Book-A-Librarian appointments for 30 minute one-on-one help with a number of topics.
- I'm beginning work on the plan to upgrade our website as well as a marketing plan for our programming. I'm also registered for several webinars in January.
- Passive programming is gaining some traction, as a few people checked out gift-wrapped "surprise" books, and many people entered the "guess the number of candy" contest. See Facebook or Instagram for a photo of the lucky winner!

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per \$	70%
Checkouts																	
2018	16,397	14,760	16,712	15,434	15,321	18,732	18,739	18,402	14,440	15,138	14,525	13,707	192,307	-4%	21,203	\$ 3.84	\$ 2.69 
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	187,193	-3%	20,639	\$ 4.51	\$ 3.16 
% change month to month	-5%	1%	-3%	-4%	-7%	-4%	3%	-3%	-1%	-3%	-2%	-2%					
New Materials Added																	
2018	588	491	486	420	389	531	479	524	439	463	419	266	5,495	-5%			
2019	391	457	472	524	622	332	454	459	416	460	663	338	5,588	2%			
Internet Use																	
2018	694	634	743	731	689	752	764	900	615	599	591	611	8,323	-3%			
2019	611	491	625	669	554	756	708	749	600	598	522	569	7,452	-10%			
	-12%	-23%	-16%	-8%	-20%	1%	-7%	-17%	-2%	0%	-12%	-7%					
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	121	95	1141	16%			
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	8,110	8,524	112,797	0%			
	-13%	-3%	-3%	1%	-3%	-4%	-1%	3%	15%	-2%	1%	5%					
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	53	51	598	6%			
	-6%	18%	-2%	15%	17%	-2%	-4%	-3%	26%	3%	6%	13%					
No. Children's Events																	
2018	17	39	41	40	9	41	45	11	32	43	40	31	389				
2019	24	35	35	41	19	36	40	12	44	48	42	32	408				
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	1273	1372	17,507	13%			
No. Teen Events																	
2018	2	1	1	1	0	5	1	0	2	2	1	2	18	29%			
2019	1	2	3	2	3	2	1	0	2	5	6	5	32	78%			
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	95	5	334	109%			
No. Adult Events																	
2018	9	9	10	14	8	8	6	5	10	13	14	5	111	22%			
2019	10	8	8	10	10	7	10	3	9	10	12	15	112	1%			

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per \$	70%
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	85	62	1,316	-5%			
Reference Questions Answered																	
2018	287	252	278	234	226	331	284	254	204	292	282	230	3,154	-15%			
2019	235	229	308	267	195	264	354	371	262	247	226	220	3,178	1%			
	-18%	-9%	11%	14%	-14%	-20%	25%	46%	28%	-15%	-20%	-4%					
E-Books																	
2018	503	779	629	771	423	817	714	799	750	854	745	836	8,620	7%			
2019	967	823	987	946	1320	997	1115	1114	726	1117	1078	1034	12,224	42%			
	92%	6%	57%	23%	212%	22%	56%	39%	-3%	31%	45%	24%					
E-Audio																	
2018	539	680	726	767	558	731	817	854	711	705	700	702	8,490	29%			
2019	847	873	878	894	942	1040	1018	1060	1350	1126	1014	1000	12,042	42%			
	57%	28%	21%	17%	69%	42%	25%	24%	90%	60%	45%	42%					
Total Self Check - Items																	
2018	6903	5021	7372	6643	7496	8446	9027	8703	6660	7180	6721	6292	86464	14%			
%of Circ	42%	34%	44%	43%	49%	45%	48%	47%	46%	47%	46%	46%					
2019	7543	7838	7506	6976	7103	9177	9476	8820	7087	7201	7158	5552	91437	6%			
%of Circ	48%	53%	46%	47%	50%	51%	49%	50%	50%	49%	50%	41%					
Total Self Check - Patrons																	
2017	3335	3226	3667	3489	3474	4153	4264	4457	3306	4097	3528	3840	44836				
2018	2071	1134	2212	1982	1953	2374	2510	2194	1992	2067	1967	3240	25696	-43%			
2019	2113	1967	2231	2102	2114	2721	2783	2613	2246	2190	2095	1750	26925	5%			
Notary Services																	
2018										3	3	4	10				
2019	2	3	1	0	4	3	1	4	3	5	6	1	33				
Website Sessions																	
2019	2890	2365	2593	2597	1542	2106	2256	2088	1980	1865	1460		23,742				



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Annual Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 McFarland Family Festival

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Dane County Library Service Contract

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. DCLContract

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **McFarland Library Board** (hereinafter "the local Library Board") serving the municipality of McFarland.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 15, 2020 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$246,885. This sum represents the net payment due after averaging use and cost data from 2016, 2017 and 2018, subtracting the amount due the County for the Local Library's share of Outreach and Delivery services, and adjusting the payment as required by cross-municipal usage. The sources of data used in these calculations shall include 2016, 2017 and 2018 circulation, expenditure and revenue figures as reported by the Local Library Board to the Department of Public Instruction, as well as circulation by patron statistical codes as reported by the shared circulation system for 2016, 2017 and 2018.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$57,827.
6. The County Library Board shall make payment by June 30, 2020.
7. This agreement shall be in effect from January 1, 2020 and shall continue in full force and effect until December 31, 2020 unless sooner terminated.

LOCAL LIBRARY BOARD

BY:

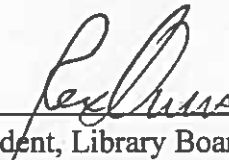
President, Library Board

BY:

Secretary, Library Board

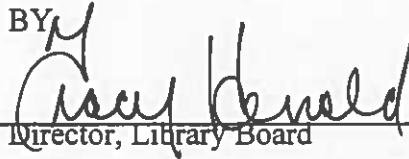
DANE COUNTY LIBRARY BOARD

BY:



President, Library Board

BY:



Director, Library Board

	Total	Payer	Description
SEC. 4	\$246,885	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$57,827	Dane County	Reimbursement for facility services to County residents
TL Pymt	\$304,712	Dane County	Net payment



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 6, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Library Board Meeting Calendar

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Library Board Calendar

2020 Library Board Calendar

Monday	6	January	• Present Calendar • DCLS Contract
Monday	3	February	• Approve Library Director Goals. • Annual Report Approved. • Nominating Committee Appointed.
Monday	2	March	• Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees. • Closing Parking Lot for Bike Rodeo
Monday	6	April	• Appointments of new board members made by the municipality.
Monday	4	May	• New board member terms begin. • Board officers elected.
Monday	1	June	• Library long-range plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.
Monday	6	July	• Director provides board with preliminary recommendations for budget priorities for coming year. • Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year. • Due date for providing prior year usage and expenditure statistics to county; Budget and funding request approved for upcoming year. • Discuss joint Trustee meeting.
Monday	3	August	• Discussion of needed trustee continuing education.
Tuesday	1	September	• Apply for exemption from next year's county library levy. • Board representatives attend municipal budget hearings to explain and advocate for budget.
Monday	5	October	• Trustee continuing education session held during meeting. • Municipality approves library appropriation. • Dates Closed
Monday	2	November	• Budget revised, if necessary, based on actual funding approved. • Library policies reviewed and revised if necessary.
Monday	7	December	• Director Presents Draft of 2020 Goals. • Library policies reviewed and revised if necessary. • Vacation Carry Over