

LIBRARY BOARD

Monday, March 2, 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 February 3, 2020 Library Board meeting.
 - b. Approval of the February 2020 general fund bills and trust fund bills
4. INFORMATION ITEMS
 - a. 2019 Budget Update
 - b. 2020 Budget Update
 - c. Director's Report
 1. Library systems report
 2. Friends report
 3. Endowment report
 - d. Monthly report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Library Board Terms
 - b. Library Board Member Job Description
 - c. Cell Phone Stipend Policy
 - d. Bike Rodeo
 - e. 2019 Annual Report
 - f. Library Bylaws
 - g. Sno Gem roof repair
 - h. Fire Panel Update

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, March 2, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the February 3, 2020 Library Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. library Board Minutes February 2020

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, February 3, 2020 - 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, Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle, Michael Shumway

Members not present: Sharon Payne

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the January 6, 2020 meeting.

Motion by Evan Richards, second by Karin Mandli, to approve the minutes of the January 6, 2020 meeting. Motion carries 6 - 0 - 0 by acclamation.

b. Approval of the January 2020 general fund bills and trust fund bills.

Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the January 2020 general fund bills and trust fund bills. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2019 Budget Update

b. 2020 Budget Update

c. Library Director's Report

1. Library System Report

2. Friends Report

3. Endowment Report

d. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. 2019 Annual Report
- b. Nominating Committee Appointed
- c. Trustee Training

6. ADJOURNMENT

Motion by Ken Machtan, second by Karin Mandli, to adjourn at 5:49

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, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the February 2020 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:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 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 Update

2019 Budget Update

REVENUES									
		Budget Amount	October Actual	November Actual	December Estimated	YTD Actual	% of Budget total	% 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	\$ 438.78	\$ 976.96	\$ 860.23	\$ 9,270.08	74.16%	100%	
Miscellaneous Revenue		\$ 500				\$ -			
Interest		\$ -	\$ 482.78	\$ 312.70	\$ -	\$ 5,337.15			
Library Fees		\$ 5,000	\$ 507.65	\$ 421.80	\$ 616.80	\$ 5,337.15	106.74%	100%	
		\$ 843,750.00	\$ 1,429.21	\$ 1,711.46	\$ 1,477.03	\$ 849,340.41	100.66%		
Expenditures									
						\$ -			
Salaries	110	\$299,250.00	\$ 25,088.07	\$ 25,088.08	\$ 23,910.58	\$277,959.00	92.89%	100%	
Part-time	120	\$159,750	\$ 9,717.34	\$ 10,116.48	\$ 12,779.93	\$143,573.65	89.87%	100%	
Health Insurance	130	\$98,000	\$ 6,308.28	\$ 6,308.28	\$ 6,593.92	\$80,800.94	82.45%	100%	
Retirement	131	\$25,250	\$ 1,980.13	\$ 2,014.23	\$ 1,984.50	\$23,991.54	95.02%	100%	
SS/Medicare	132	\$34,750	\$ 2,480.67	\$ 2,545.65	\$ 2,498.93	\$30,648.47	88.20%	100%	
Other Benefits	135	\$2,250	\$ 96.54	\$ 96.57	\$ 96.54	\$1,117.29	49.66%	100%	
Wage Adjustment	140	\$ 8,000	\$ -		\$ 10,766.00	\$10,766.00	134.58%	100%	
Expense Reimbursement	141	\$ 500	\$ -		\$ -	\$0.00			
Total Personnel		\$627,750.00	\$45,671.03	\$46,169.29	\$58,630.40	\$568,856.89	90.62%	100%	
Support Services	210	\$ 23,750	\$ 1,330.85	\$ 3,648.83	\$ 844.91	\$17,624.84	74.21%	100%	
Consulting Services	211	\$ 43,500	\$ -	\$ -	\$ -	\$44,795.54	102.98%	100%	
Utilities	220	\$ 28,000	\$1,889.98	\$1,698.49	\$2,138.24	\$25,590.36	91.39%	100%	
Communication	221	\$ 1,000	\$78.29	\$72.19	\$72.47	\$834.76	83.48%	100%	
Equipment Maintenance	240	\$ 8,500	\$262.34	\$278.74	\$1,858.64	\$9,823.63	115.57%	100%	
Facility Maintenance	242	\$ 14,000	\$17,852.91	\$1,411.17	\$22,100.78	\$51,647.04	368.91%	100%	
Total Services		\$ 118,750.00	\$ 21,414.37	\$ 7,109.42	\$ 27,015.04	\$ 150,316.17	126.58%	100%	
Office Supplies	310	\$ 9,000	\$ 904.91	\$ 1,092.45	\$ 1,758.93	\$ 9,623.57	106.93%	100%	
Postage	311	\$ 250	\$ 275.50	\$ 2.61	\$ -	\$ 337.12	134.85%	100%	
Dues	320	\$ 500	\$ 225.00	\$ 225.00	\$ -	\$ 450.00	90.00%	100%	
Meeting Expenses	330	\$ 1,000	\$ 181.42	\$ -	\$ 200.89	\$ 834.81	83.48%	100%	
Training Expenses	331	\$ 2,750	\$ 207.74	\$ 812.51	\$ 752.80	\$ 3,353.41	121.94%	100%	
Operating Supplies	340	\$ 5,500	\$ 305.10	\$ 586.55	\$ -	\$ 2,345.35	42.64%	100%	
Technology	342	\$ 6,500	\$ 384.00	\$ 1,551.43	\$ 13,449.86	\$ 23,245.91	357.63%	100%	
Collection - Print	344	\$ 53,250	\$ 5,839.49	\$ 4,826.05	\$ 2,656.22	\$ 49,938.93	93.78%	100%	
Collection - AV	345	\$ 12,000	\$ 206.43	\$ 2,420.29	\$ 855.25	\$ 10,652.66	88.77%	100%	
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -		100%	
Programming	391	\$ 6,000	\$ 1,001.77	\$ 630.81	\$ 316.05	\$ 7,301.76	121.70%	100%	
Other Total		\$ 96,750.00	\$ 9,531.36	\$ 12,147.70	\$ 19,990.00	\$ 108,083.52	111.71%	100%	
Total Budget		\$ 843,250.00	\$ 76,616.76	\$ 65,426.41	\$ 105,635.44	\$ 827,256.58	98.10%	100%	



VILLAGE BOARD SUMMARY SHEET

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SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Budget Update

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, March 2, 2020

SECTION: Staff Reports

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CONTACT:

AGENDA ITEM: Director's Report

1. Library systems report
2. Friends report
3. Endowment report

PREVIOUS ACTION:

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ATTACHMENTS:

1. Director's Report February 2020
2. legislative2
3. legislative1



E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
February 2020

February Highlights

- **Village News** - Mary Pat will give an update
- **Endowment** – The committee has not met. The current balance as of December 31, 2019 is \$123,576.26.
- **Friends** – The Sneak Peek was such a huge success that the Friends decided to add an additional one. The next sneak peek will be held on April 17 from 9-4. This event is being advertised to volunteers. The Friends also decided to switch from Better World Books to Thrift Books for the items that they don't feel they can sell.
- **Systems Report** –
- **Facility Management**
 - **HVAC** – The freeze tripped again when temperatures dropped into the single digits. Harker helped us to setup email alerts and I've trained several staff members on how to check the freeze stat and reset it.
 - **Roofing**—I met with Great Lakes Roofing regarding the ice and snow buildup on the roof over our two entrances. They are putting together a quote to reset our existing snow guards and add heat tape to the roof.
 - **Painting** – Public works is working on painting the kids area, the meeting room, and the rotunda.
- **Digital Signage** – We are waiting for the final licenses to come in and then we'll begin installation.
- **NY Times online** –
- **Website** – staff have been assigned their areas and are now working on adding to the new website.
- **Shelving Signage** – we are working on updating all of our end panel signs. I've ordered acrylic holders so that we can create larger signs that will have more information. The acrylic holders allow us to be more versatile since the signs within them can be easily changed.
- **Library Legislative Day** – Ann Engler and I participated in Library Legislative Day which was held February 11th. The morning was speakers including State Superintendent Carolyn Stanford Taylor, Lieutenant Governor Mandela Barnes, Senator Janis Ringhand, and staff from Alberta Darling and Amy Loudenecks' offices. In the afternoon I met in small groups with Mark Miller and staff from Jimmy Anderson's and Melissa Sargent's office. I've included a few of the handouts we left with them in the board packet.
- **Fire Panel Monitoring** – I am currently getting quotes for fire panel monitoring. Our current contract is up on March 31.

Technical Services (Linda Stuckey)

- Attended webinar: Free Tools for Working with Social Media, 2-5-20.
- Evaluated and processed about 150 adult DVD's which were generously donated by one patron. Discs were swapped for better copies, most were added to the classics. They will be featured in a center library display for a few weeks.
- The new book on CD shelving is being evaluated by the vendor. The side supports and shelving do not fit together.

Youth Services highlights (Heather Kent)

Programming:

Friday, February 7th was our first spring after-hours dance party. After the success of the Preschool Prom, Heather thought she would try a few evening dance parties on Friday's after the library closes at 5:30pm. She expected around 30 participants (adults and children) and was amazed when 88 people attended. Our next dance party will be in April.

Tuesday, February 11th, the Magic Tree House Book Club met to discuss Afternoon in the Amazon. This is the first book to discuss a current issue – the disappearance of the rainforest. We got out the parachute and played a few rainforest

themed games. The craft for this month was making monkey valentines – since Valentine’s Day was at the end of the week.

Wednesday, February 12th was Family Cooking Night. This month we made mini-cheesecakes from scratch. Participants made their own graham cracker crusts and then mix up the cream cheese filling. There were 10 families registered for this program, however flu has arrived in McFarland and four families cancelled due to illness.

Saturday, February 15th was STEAM Saturday: Lego Coding. Participants were instructed on how to create binary code using different colored legos. They then could write their names using the lego’s and binary. After playing with that, they went on to build mazes that a robot had to navigate. Using arrow cards, they would indicate the directions the robot had to move to successfully make it through the maze.

Tuesday, February 18th was the Book Explorers book club. We continue to make our way through the Amulet series and doing activities around the themes within the book. During this month’s meeting the participants learned how to play chess and created gem magnets.

Thursday, February 20th was our PJ Storytime. This month we held a Luau storytime (without the roasted pig). We shared stories from Hawaii, songs, and activities. The crafts included making flower leis and sea turtle paper bag puppets.

Saturday, February 29th Heather attended the McFarland School’s PTO Winter Carnival held at the Conrad Elvehjem School. She set up a station where students could make buttons about literacy and also get information about upcoming programs at the public library.

Outreach

Friday, January 28th Heather visited Learning and Beyond Day Care for an outreach visit.

Teen Services (Abby Seymour)

- My outreach this month consisted of two visits to the Indian Mound Middle School. Mrs Neal, the middle school librarian, was kind enough to host me at the school library for World Read Aloud Day where I was asked to read aloud to four different classes. It was very satisfying when I saw a few different students ask to check out their own copy of the book I was reading! I also got to be a part of the Family Fun Night at the middle school. At my station, students and their families got to make magnets using glass gems and recycled comic books. It was a big hit and a great exposure for the library!
- The Teen Advisory Board had an increased attendance this month with two high schoolers looking for volunteer hours and three middle schoolers who were lured in with the promise of snacks. The group gave feedback on past and future programs and helped prepare the comic book magnet craft I did at Family Fun Night.
- The success of Teen Dungeons and Dragons continued this month with the flux of eager high school students. My teen volunteer is definitely the driving force behind the group by prepping the game ahead of time, helping newcomers learn, and bringing along her friends to also play.
- Additional teen programs this month are Teen After School: Book Hedgehog Crafts where teens will fold recycled books and add some eyes and a button nose to make the book look like a hedgehog, and Teen After Hours: Cheesy Movie Bingo where those in attendance will compile a list of all the tropes and cliches often used in cheesy Hallmark movies. They will then fill out a BINGO card using that list and will play along as they watch the movie. This program is the perfect Valentine’s Day antidote!
- Outside of teen services, I ran Family Board Game Day on the second Saturday of the month with the help of community volunteer Mike Moderski. We saw a wide age range of game enthusiasts that day! Alongside the adult services librarian, I helped teach patrons about the new LINKcat system at a Tip Tuesday program. They had many good questions and walked away with a better understanding of the library catalog. In addition, I helped kids make paper bag puppets at the PJ Story Night with the children’s librarian.

Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING- Completed shelver's performance reviews in Feb with HC.

PERSONAL EDUCATION/TRAINING - CSC Meeting in February. Discussion of Bibliovations issues.

WRITTEN PROCEDURES –

- Working on updating some of our Circ procedures to reflect accurately what we do in BV (rather than KOHA). Some of this needs to wait until bugs get worked out of BV...
- **SERIALS:** Processed all incoming serials, with help of assistant during month of February. Patrons can still check out newest issues due to bug in BV. Received some negative feedback from one patron this month.

WED AFTERNOON BOOK CLUB:

- Facilitated Feb book club meeting as normal person couldn't make it.
- March meeting: procured books & created signage. Book: Book Woman of Troublesome Creek by Kim Richardson

OTHER BOOK CLUBS:

- Continue to babysit multiple bookclub holds as Bibliovations still not handling Book Club holds properly.
- **ISSUES:** Creating a list of all the BV issues for which MCF has submitted tickets & the status of each for staff to have on hand. Not all issues appear on the SCLS website, so it's useful to know if we've brought up an issue before or not.

OTHER:

- **NEW PATRONS FOR FEB:** approximately _40___ applications for new cards processed
- Display case arrangements made for MAR: Youth Art Month
- Checked in, shelved and weeded various carts of New Adult Books.
- Shelters ready to go to Gmail calendar only as of May
- Reviewed all the JUV DVD collection for lost DVDs due to a patron issue
- Two exam proctoring sessions while Ann was out of the office
- Have trained the shelver's on miPay.

Adult Services Highlights (Ann Engler)

Programming Summary:

I've heard positive feedback about my Tip Tuesdays from people who either have or want to attend. There's clearly an audience who wants to know more about library services but just needs a little boost to get started. Abby, the Teen Services Librarian, team-taught the LINKcat session with me and is joining me for the Overdrive session next month. Having one person do the demo while another person is available for device- or patron-specific questions helps a lot.

Bridge Club has seen a surge in attendance lately, with nine people attending on the 6th. At least two of the newer players saw it advertised in the State Journal's free events section, so it's good to know that's reaching people.

Outreach continues to go very well. My regular visits to the Villa and Marianne's Elder House are a bright spot in my day, as well as for the residents, I think. Seven people at each facility came to exchange their books and movies this month, and I always leave with requests for the next month.

Monday Crafternoons are gaining some traction, and a regular attendee brought a guest last time. I generally have one patron stop to inquire about what it is each time, so hopefully the word is getting out. I also had a request from a patron to offer something similar in the evenings for people who work during the day, and I'm looking into that possibility.

Speaking of crafts, Adult Craft Club remains popular with the registration slots filling up most months. Trish Cremeens is invaluable and a big part of the success.

We have some exciting programming coming up at the end of the month, including a yoga series with Stoughton Yoga and a history of McFarland Schools talk with popular local historian Ron Larson that will be recorded by the village.

Other:

A notable display that's going up soon is the many additions to our classic movies collection that were donated by a generous patron. Some of them are rather rare and I think this will be a hit, as well as a great hook for social media to maybe draw in some non-regular library users.

I attended Library Legislative Day, which was an interesting experience. I'm also attending a Dane County job resource training at the Job Center on Friday. Also, Kendra from The Thistle interviewed Kelly Heasty and me about our new Book Club for Introverts that starts in March. We'll be meeting at the McFarland House Café, which will hopefully serve as a great community outreach opportunity.

---Heidi Cox, Library Director



Wisconsin Libraries

By the Numbers

Wisconsin Residents Use Libraries

- **50 million** physical items checked out (averaging 1 million per week)
- **14.6 million** uses of public internet computers & wireless internet uses
- **106.8 million** BadgerLink searches conducted
- **2.8 million** attendance at public library events
- **5.4 million** eBooks downloaded (the third highest number of library-sponsored digital checkouts in the world!)

Wisconsin has one of the nation's largest and most active collections of eBooks and digital audiobooks.

Did You Know?

For most Wisconsin communities, the public library is the primary place for access to hi-speed Internet.

Public Library Systems

- Serve 381 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Supplement local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

Wisconsin College & University Libraries

- Serve 237,000 enrolled students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for \$1 billion in federal grant research

School Media & Technology Centers

- Serve 872,000 students
- Provide resources through Common School Fund
- Support technology instruction and classroom teachers

Special Libraries

- Serve a variety of industries:
 - Health care
 - Government
 - Research institutions
 - Business





Wisconsin Libraries

Strengthen Communities

Communities Need

- Reliable, affordable resources - - - - - ➔
- Access to information - - - - - ➔
- Learning opportunities - - - - - ➔
- Gathering spaces - - - - - ➔

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

The Benefit of Wisconsin Public Libraries



Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy by expanding resources, increasing reading comprehension, teaching research skills, helping develop information and financial literacy
- Providing important resources for homeschool families



Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in 381 communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology



Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents
- Offering spaces for community meetings designed to bring residents together to solve problems and create stronger relationships

The Benefit of Wisconsin Specialized Libraries



Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more



State aid invested in library systems



improves the ability to provide
important library services statewide!



Hundreds of **online classes**
offered free to residents



Technology support staff and
technology improvement
initiatives



Workforce development
specialists in libraries



Science, Technology, Engineering,
and Math (STEM) **programming**
kits for children

Every dollar invested in libraries makes a difference.

Thank you for supporting Wisconsin libraries!



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 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
Checkouts														
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%
2020	15,553												15,553	0%
% change month to month	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
Internet Use														
2019	611	491	625	669	554	756	708	749	600	598	522	569	7,452	-10%
2020	563												563	-8%
	-8%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
Wireless Internet Use (# Unique Users)														
2019	1,266	1,301	1,533	1,627	1,677	1,833	1,862	1,788	1,828	1,654	1,409	2,177	19,955	17%
2020	2,019												2,019	59%
	59%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
visitor count														
2019	7,855	7,814	9,889	9,256	8,103	11,931	11,414	11,205	9,648	9,048	8,110	8,524	112,797	0%
2020	9,068												9,068	15%
	15%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
No. Children's Events														
2019	24	35	35	41	19	36	40	12	44	48	42	32	408	
2020	41												41	
Children's Program Participation														
2019	841	1316	1393	1479	1590	2146	1842	563	1841	1851	1273	1372	17,507	13%
2020	865													3%
No. Teen Events														
2019	1	2	3	2	3	2	1	0	2	5	6	5	32	78%
2020	6												6	500%
Teen Program Participation														
2019	4	12	15	13	21	54	11	0	34	70	95	5	334	109%
2020	27												27	575%
No. Adult Events														
2019	10	8	8	10	10	7	10	3	9	10	12	15	112	1%
2020	15												15	50%
Adult event Participation														
2019	156	90	40	246	282	69	97	15	72	102	85	62	1,316	-5%
2020	86												86	-45%
E-Books														
2019	967	823	987	946	1320	997	1115	1114	726	1117	1078	1034	12,224	42%
2020	1289												1,289	33%
	33%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
E-Audio														
2019	847	873	878	894	942	1040	1018	1060	1350	1126	1014	1000	12,042	42%
2020	1233												1,233	46%
	46%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
Website Sessions														
2019	2890	2365	2593	2597	1542	2106	2256	2088	1980	1865	1460	2210	25,952	
2020	2396												2,396	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Board Terms

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Board Member Job Description

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E. D. Locke Public Library Board Member Job description



The E. D. Locke Public Library Board of Trustees is composed of seven appointed McFarland residents who share a love of the Library. The job of the individual Library Board member is to participate as part of the Board team to accomplish the Library's mission:

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.

The Board member represents a community perspective, and is expected to represent the Library in the community. Board members need to understand that all authority rests with the full Board and its designees, not with individual Board members.

Responsibilities:

1. Prepare a job description for, hire, and provide regular periodic evaluations of the Library Director.
2. Determine the mission of the Library and adopt written policies, consistent with that mission, to govern the operation of the Library.
3. Engage in a strategic planning process for the Library.
4. Serve on committees as assigned by the Library Board President.
5. Secure adequate funds to carry out the Library's plans and participate in the annual operating and capital budgeting processes for the Library.
6. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
7. Advocate for legislation favorable to libraries on the local, state, and national levels.
8. Seek opportunities to learn more about the E. D. Locke Public Library and about the Library community in general.
9. Be an advocate to the community and constituents for the Library and for Board decisions.
10. Participate fully in the Board meeting process: Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting. Attend as many of the meetings as possible. Resign from the Board when no longer able to support the Library's mission or devote the necessary time to being an effective Board member.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Cell Phone Stipend Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Cell phone Stipend

	E. D. Locke Public Library	
Page 1 of 1	Cell Phone Stipend	

All cell phone stipends must be approved by the library director. If the stipend is for the library director, it must be approved by the library board. Cell phone stipends are limited to only those employees who meet at least one of the following criteria:

- The employee's job requires that they work regularly in the field and need to be immediately accessible.
- The employee is responsible for critical infrastructure and needs to be immediately accessible at all times.
- The employee travels and needs to be accessible or have access to information technology systems while traveling.
- The employee frequently makes or receives calls after hours or on weekends.

Cell phone stipends are only for those employees who meet the criteria and regularly use the cell phone for business purposes as described above. They are not for those who are just on-call or make occasional use of a cell phone.

The library assumes no responsibility for purchasing, repairing, or replacing any personal cell phone for an employee receiving a cell phone stipend.

The library may choose to provide a library-owned cell phone rather than a cell phone stipend where it is impractical for the employee to use their personal cell phone for library business due to one of the following situations:

- The employee meets one of the criteria above but is not expected to answer calls after hours or on weekends.
- The employee receives a high volume of vendor phone calls.
- The employee receives a very high volume of after-hours or weekend phone calls.
- Many of the calls are of long duration – especially after hours or on weekends.
- Other special situations require approval of the library director.

Those who receive a cell phone stipend agree to the following:

- If the cell phone is lost, no longer active or no longer needed for job responsibilities, the employee must notify the library director as soon as possible.
- Employees who receive a stipend for a smart phone must use a passcode to protect the data on the phone and must notify the cell phone company and the library immediately if the phone is lost or stolen.
- The library reserves the right to modify or remove the stipend at any time.
- Aspects of the Wisconsin Open Records law may apply to smart phones.
- The monthly stipend covers library business related costs.
- The library assumes no responsibility for early termination of cell phone contracts.

- The employee must follow the library and village Acceptable use and Social Media policies.
- The employee must allow the number to be posted on appropriate phone lists.

Additional cell phone stipend information

- Stipend rates will be reviewed regularly
- The stipend is paid through the Village payroll system and is considered taxable income.
- The stipend is not considered part of base pay



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Bike Rodeo

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, March 2, 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:

1. annualrpt2019vs 2018
2. E.D. Locke Public Library_Posting_02202020_1602



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

I. GENERAL INFORMATION					
1. Name of Library E.D. Locke Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Heidi	3b. Head Librarian Last Name Cox	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 03/31/2022
6a. Street Address 5920 Milwaukee St.	6b. Mailing Address or PO Box 5920 Milwaukee St	7. City / Village / Town McFarland	8a. ZIP 53558	8b. ZIP4 8962	9. County Dane
10. Library Phone Number (608)838-9030	11. Fax Number (608)838-3619	12. Library E-mail Address of Director hcox@McFarlandLibrary.org			
13. Library Website URL www.mcfarlandlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 65	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week 0	19d. Number of Summer Weeks 0		
20. Square Footage of Public Library 17,820	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 945628167		

II. LIBRARY COLLECTION			
	a. Number Owned / Leased	b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>	57,427	56,319	↓2% 3,340
2. Electronic Books <i>E-books</i>	153,050	157,350	↑3%
3. Audio Materials	3870	3,784	-2% 170
4. Electronic Audio Materials <i>Downloadable</i>	51,169	55,245	8%
5. Video Materials	7940	8,007	1% 484
6. Electronic Video Materials <i>Downloadable</i>		952	
7. Other Materials Owned <i>Describe</i> Kits, Software, Board Games, Equipment	258	310	20%
8. Electronic Collections <i>Locally Owned or Leased</i>		7	
9. Total Electronic Collections <i>Local, regional, and state</i>	50	57	14%
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	127	122	-4%

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans																								
a. Total Circulation ^{-3%}		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>																					
182,738 187,918		81,338 82,690		84,216 90,772		60,030 68,715																					
3. Number of Registered Users ^{3%}			4. Reference Transactions			5. Library Visits																					
a. Resident ^{-1%}		b. Nonresident		a. Method		a. Method		b. Annual Count ^{0%}																			
4,589		2,628 2557		7,217 7184		Actual Count 3,178		Actual Count 112,797 113,198																			
6. Uses of Public Internet Computers ^{-10%}			7. Uses of Public Wireless Internet ^{-2%}			8. Number of Website Visits ^{12%}			9a. Local Electronic Collection Retrievals			9d. Total Electronic Collection Retrievals															
a. Method			b. Annual Count			Router Count			99,408 79793			25,952 13476			6,660 6094			6,977 6501 ^{7%}									
Actual Count			7,452 8323																								
10. Uses of Electronic Materials by Users of Your Library												e. Uses of Children's Electronic Materials															
a. E-Books ^{10%}				b. E-Audio				c. E-Video				d. Total Uses of Electronic Works				2,305 1,416											
13,008				12,585 9381				15 21				25,608 19739															
11. Programs and Program Attendance Annual Count												11. Number of Public Use Computers															
a. Children (0-11)				b. Young Adult (12-18)				c. Other (all ages)				d. TOTAL				a. Total				b. Internet Access							
Number of Programs				408				32				112				552				17				15			
389				18				111				518 ^{7%}															
Total Attendance				17,507				334				1,316				19,157											
15512				140 ^{109%}				1381				17053 ^{12%}															

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Peter	Sobol	5205 Broadhead St.	McFarland	53558	peter.sobol@gmail.com
2. Michael	Shumway	5201 Linden Parkway	McFarland	53558	shumway@uwalumni.com
3. Karin	Mandli	5804 Aspen Ct	McFarland	53558	karin_mandli@mcFarland.k12.wi.us
4. Sharon	Payne	4505 Field Ave	McFarland	53558	payne.0411@yahoo.com
5. Mary Pat	Lytle	6102 Holscher Rd.	McFarland	53558	marypat.lytle@mcFarland.wi.us
6. Kenneth	Machtan	5312 Falling Leaves Ln	McFarland	53558	ken.machtan@gmail.com
7. Evan	Richards	2473 Waubesa Hill Rd.	McFarland	53558	erichards@evanrichards.org
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					
7					

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service <i>Only joint libraries report more than one municipality here</i>			
Municipality Type	Name		Amount
Village	McFarland	\$500,000	\$544,500
Subtotal 1			\$544,500

2. County			
a. Home County Appropriation for Library Service			Subtotal 2a
			\$281,250
b. Other County Payments for Library Services			
County Name	Amount	County Name	Amount
Columbia	\$23	\$165	
Green	\$579	\$120	
Iowa	\$101	\$0	
Jefferson	\$54	\$66	
Sauk	\$93	\$0	
Subtotal 2b			\$850

3. State Funds			
a. Public Library System State Funds			
Description	Amount	Description	Amount
SCLS Youth Literacy Grants	\$475	\$475	
b. Funds Carried Forward from Previous Year		\$0	c. Other State Funded Program
Subtotal 3			\$475

4. Federal Funds <i>Name of program—for LSTA grant awards, grant number and project title</i>		Amount
Program or Project		
		\$0
Subtotal 4		\$0

5. Contract Income <i>From other governmental units, libraries, agencies, library systems, etc.</i>			
Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by your governing body(ies) for your public library?	10. Was your library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i>
\$0	\$27,934	\$855,009	\$575,750	Yes

\$29,193 \$788,616 \$544,500

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$432,299 342,630		2. Employee Benefits Include maintenance, security, plant operations \$136,558 \$154,700	
3. Library Collection Expenditures			
a. Print Materials 46,043 \$49,106	b. Electronic Materials 4,196 \$5,573	c. Audiovisual Materials 10,157 \$9,391	d. All Other Library Materials \$0
			e. Subtotal 3 60,394 \$64,070
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Amount	Provider	Amount
SCLS - ILS & Technology	\$44,796	42,914	
		Subtotal 4	\$44,796
5. Other Operating Expenditures		\$96,591	\$141,654
6. Total Operating Expenditures Add 1 through 5		\$779,239	\$819,377
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	Additional shelving and automatic door openers \$104,555	\$7,967	\$7,967
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County	Total Revenue \$7,967	Total Expenditure \$7,967

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year
\$35,310**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$82,423	40 00				
Youth Services Librarian	MLS (ALA)	\$49,837	40 00				
Assistant Director	Librn. no-MLS	\$57,866	40 00				
Adult Services Librarian	MLS (ALA)	\$50,709	40 00				
Circulation Supervisor	Other	\$38,458	40 00				
Teen Services Librarian	Librn. no-MLS	\$21,673	40 00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Circulation Assistant I	Other	\$103,710	113 50				
Technical Services Assistant	Other	\$14,881	14 00				
Shelver II	Other	\$6,991	10 00				
Youth Services Assistant	Other	\$7,018	10 00				
Shelver	Other	\$17,833	40 00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA
Accredited Program (FTE)

3 00

Other Persons Holding the
Title of Librarian (FTE)

2 00

Subtotal 2a

5 00

b. All Other Paid Staff (FTE)
Include maintenance, plant
operations, and security

5 68

c. Total Library Staff
(FTE)

10 68

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
81,915

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	38 894	40,520	39 866	78 762 80,001
3. Circulation to Nonresidents Living in Another County in Your System	46	259	586	652 841
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	808	532	453	1261 997
5. Circulation to All Other Wisconsin Residents 76 7				
6. Circulation to Persons from Out of the State 0				
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No		8b. If yes, do you allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	15 68	f. Dodge	2
b. Green	506 345	g. Iowa	1
c. Jefferson	26 60	h.	
d. Sauk	56 161	i.	
e. Rock	427 402	j.	

XII. TECHNOLOGY

- | | | |
|---|--|--|
| 1. Does your library provide wireless Internet access for patrons' mobile devices?
Yes | 2. What type of Internet connection do you have? <i>Mark all that apply</i>
☒ a. State TEACH line
☐ b. Other broadband connection
<i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?
☒ a. Yes, on all Internet workstations
☐ b. Yes, on some Internet workstations
☐ c. No filtering on any Internet workstation |
|---|--|--|

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Self-directed Activities	3	0	0	3
Total Self-directed Activity Participation	468	0	0	468

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Heather	b. Last Name Kent	c. Email Address hkent@mcfarlandlibrary.org
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Ann	b. Last Name Engler	c. Email Address aengler@mcfarlandlibrary.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i> Peter Sobol	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i> Heidi Cox	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The E D. Locke Public Library Board of Trustees hereby states that in 2019, the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately meet the needs of the library.
☐ did not provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

➤

Peter

Sobol

COMMENTS

SECTION_II

8a. Electronic Collections (Locally owned or leased)

Database use Creative Bug - 16, Consumer Reports - 3514, Reference USA - 837, Ancestry - 1071, Transparent Languages - 176, Novelist Plus 619, Flipster 290, --2020-02-01

SECTION_III

Local Electronic Collection Retrievals (locally owned or leased)

Flipster- some have due dates some don't but I wouldn't consider them ebooks, caudio or evideo.--2020-02-01

SECTION_V

Other Revenue

Increase due to our municipality giving us interest on our revenue accounts monthly --2020-02-14

SECTION_VI

5 Other Operating Expenditures

Increase in other operating expenditures due mainly to an increase in programming expenses and facility maintenance --2020-02-14

SECTION_VII

Debt Retirement

McFarland has retired all of it's debt for the building which opened in 2005 --2020-02-01

Other Library Funds

Subtractions

Expenditures for library equipment and programs --2020-02-14

SECTION_X

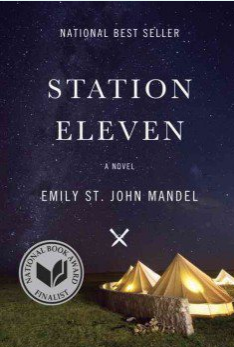
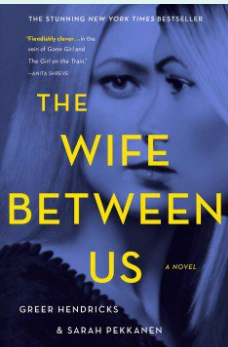
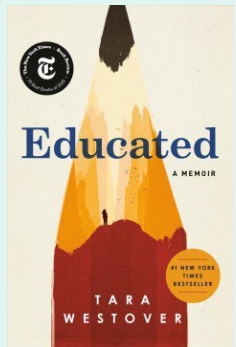
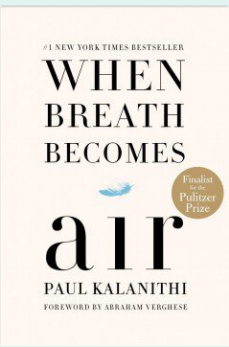
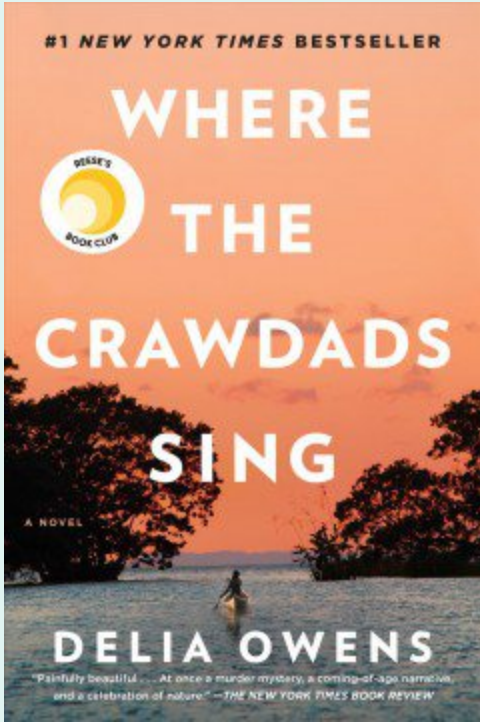
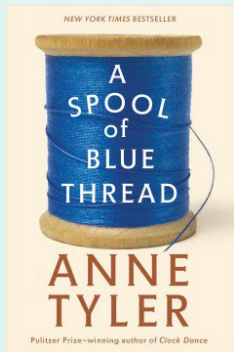
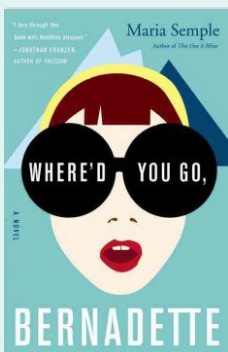
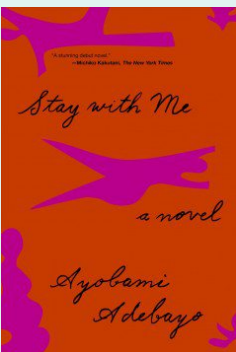
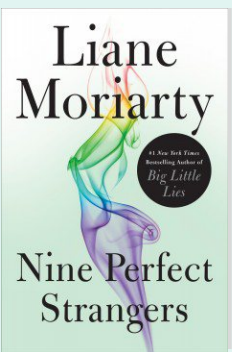
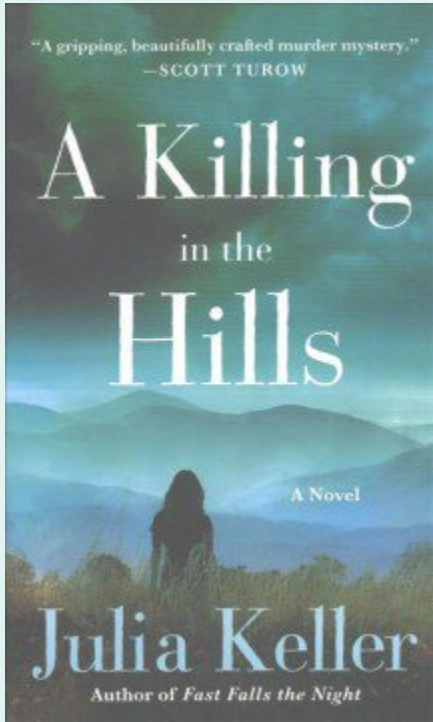
Annual Salary

This was a new position in 2019. The funding for it started on July 1, 2019 --2020-01-24



2019 | YEAR IN REVIEW

Top Ten Checked Out Titles



Technology

- 13,008 e-books downloaded
- 12,585 e-audio books downloaded
- 682 digital magazines viewed



112,797

Visitors to the Library



7217
Cardholders



182,738
Items Checked Out

552
Programs Offered

19,157
Program Attendance

3,178

Reference
Questions
Answered

25,608
Visits to our
website



889
Volunteer
Hours



McFarland E.D. Locke Public Library

5920 Milwaukee St. | McFarland, Wisconsin 53558 | (608) 838-9030 | mcfarlandlibrary.org/



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Bylaws

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 0211bylaws

BYLAWS OF THE E.D. LOCKE PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I: MEMBERSHIP

Section 1.

Pursuant to the requirements of the WISCONSIN STATUTES 43.54, the Library Board of E.D. Locke Public Library (formerly known as McFarland Public Library) shall consist of seven appointed members who shall be citizens of the municipality except that not more than two appointive members thereof may be citizens of towns adjacent to such municipality.

Members shall be appointed by the Village President with the approval of the Village Board. Appointment shall be for a term of three years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. Term expirations should be staggered over three different years.

One of the above appointed members shall be the public school administrator, or his/her representative. Not more than one member of the Village Board shall at any time be a member of the Library Board.

No compensation shall be paid to members of the Library Board for their services as such, but they may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the Library Board.

Section 2.

Pursuant to the WISCONSIN STATUTES 43.60 (3), whenever the annual sum appropriated by a municipality or county under contract for library service equals or exceeds one-sixth of the annual sum appropriated to this public library, during the preceding fiscal year, the president or chairman of such other municipality or county, with the approval of the governing body thereof, shall appoint from among the citizens of such municipality or county an additional member to the McFarland Library Board, and when such sum equals or exceeds one-third of such annual income, two additional members, for a term of three years from the first day of May next succeeding such appointment, and thereafter for successive terms of three years each; but whenever such appropriation made is less than the one-third herein specified, the office of one such additional member, and if less than one-sixth, the office of both, shall be vacant from and after the first day of May next thereafter.

Section 3.

No member of the McFarland Library Board, except in the case of the public school administrator, shall succeed him- or herself on the Library Board more than three times (a total of twelve years).

Section 4.

The Secretary shall report to the Village President absenteeism of a member for three consecutive meetings or an excess of 50% during any twelve month period without such bona fide excuses as illness, death in the family, or being out of town.

ARTICLE II: OFFICERS

Section 1.

Officers of the Library Board shall be a President, Vice President and Secretary-Treasurer.

Section 2.

The officers shall be elected at the May meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the Library Board after the vacancy occurs. No officer shall succeed him- or herself more than three times (a total of four years).

Section 3.

The **President** of the Library Board shall:

- Preside at all meetings.
- Appoint all committees.
- Together with the Secretary-Treasurer, certify all bills approved by the Library Board.
- Authorize calls for any special meetings.
- In conjunction with the Village Administrator, conduct a review of the Library Director during even-numbered years, and more often if needed.
 - The biennial review is to be completed for a report to the Library Board at the March board meeting of even-numbered years.
 - The review must be discussed with and signed by the Library Director, with an opportunity to attach a written statement before submitting to the Library Board for approval.
 - The review is to be based upon the job description, goals and objectives agreed upon for the year in review, and the success of the service programs.
 - The job description is to be reviewed every three years and revised as appropriate.
 - The annual goals and objectives should include continued growth of the Library Director and Library, containing both project-oriented and personal goals.
 - The library service programs should reflect the long-range goals of the library.
- Generally perform the duties of a presiding officer.

The **Vice President** of the Library Board shall:

- Assist the President and serve in his or her absence when necessary.

The **Secretary-Treasurer** of the Library Board shall:

- Keep a true and accurate account of all proceedings of the Library Board meetings.
- Have custody of the minutes and other records of the Library Board.
- Together with the President shall certify all bills approved by the Library Board.
- Notify the Village Board of any vacancies on the Library Board.
- Have charge of the special funds and income outside the appropriations in charge of the Village Treasurer.
- Handle all correspondence for the Library Board.

ARTICLE III: MEETINGS

Section 1.

The Library Board shall meet on the first Monday of each month at 5:15 p.m. in E.D. Locke Public Library's Meeting Room. When the first Monday of the month is a holiday, the meeting will be held on the Tuesday following the first Monday.

Section 2.

Special meetings may be called by the President, or upon the written request of two members, for the transaction of business as stated in the call. Written notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least twenty-four hours in advance of the special meeting.

Section 3.

A quorum for transaction of business shall consist of four members. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Library Board. The President may vote upon and may move or second a proposal before the Library Board.

Section 4.

The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Approval of general and trust fund bills
- Other action items
- Committee reports
- Library systems report
- Director's report
- Monthly report
- Items for discussion and possible action
- Public communication to the Library Board
- Adjournment

Section 5.

Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Library Board.

ARTICLE IV: COMMITTEES

Section 1.

There shall be no standing committees. Routine business will be addressed by the full Library Board.

Section 2.

Ad Hoc committees for the consideration of special circumstances will be appointed by the President, with the approval of the Library Board, to serve until the final report of the work for which they were appointed has been filed. Many of these committees may also include staff representatives. (Examples of ad hoc committees are Long-Range Planning and Library Building Committees.)

Section 3.

All committees shall make a progress report to the Library Board at each of its meetings.

Section 4.

No committee will have other than advisory powers unless, by suitable action of the Library Board, it is granted specific power to act.

ARTICLE V: LIBRARY DIRECTOR

Section 1.

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Library Board.

Section 2.

The Library Director shall be held responsible for:

- Care of the buildings and equipment.
- Employment and direction of the staff.
- Efficiency of the library's service to the public.
- Library operations under the financial conditions set forth in the annual budget.
- Submission to this Board of monthly and annual reports.

Section 3.

The Library Director shall make recommendations to the Library Board of such policies and procedures as in the opinion of said Library Director will promote the efficiency of the Library.

Section 4.

The Library Director shall attend all Library Board meetings except those at which his or her appointment or salary is to be discussed or decided.

ARTICLE VI: DUTIES OF THE BOARD OF TRUSTEES

Section 1.

The Board of Trustees shall determine the policies of the Library and develop the highest possible degree of operating efficiency in the Library.

Section 2.

The Board of Trustees shall select and appoint a competent Library Director.

Section 3.

The Board of Trustees shall advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

Section 4.

Through the Library Director, the Board of Trustees shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 5.

The Board of Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6.

The Board of Trustees shall cooperate with other public officials and boards and maintain vital public relations.

ARTICLE VII: CONTRACTS

The Library Board may, by contract with any other municipality, extend library service to non-residents of the Village of McFarland, or exchange materials either permanently or with any other library as stipulated in WISCONSIN STATUTES 43.60.

ARTICLE VIII: AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting. The vote to be favorable must have the affirmative vote of five members of the Board. Any of the foregoing bylaws may be temporarily suspended by a unanimous vote of all the Trustees present at the meeting, and the vote on such suspension shall be taken and entered in the official record.

Consider adding: ethics/conflict of interest



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Sno Gem roof repair

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Snow Gem repair paperwork (1)

E D Locke Public Library

5920 Milwaukee St.
McFarland, WI 53558

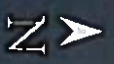
E D Locke Public Library

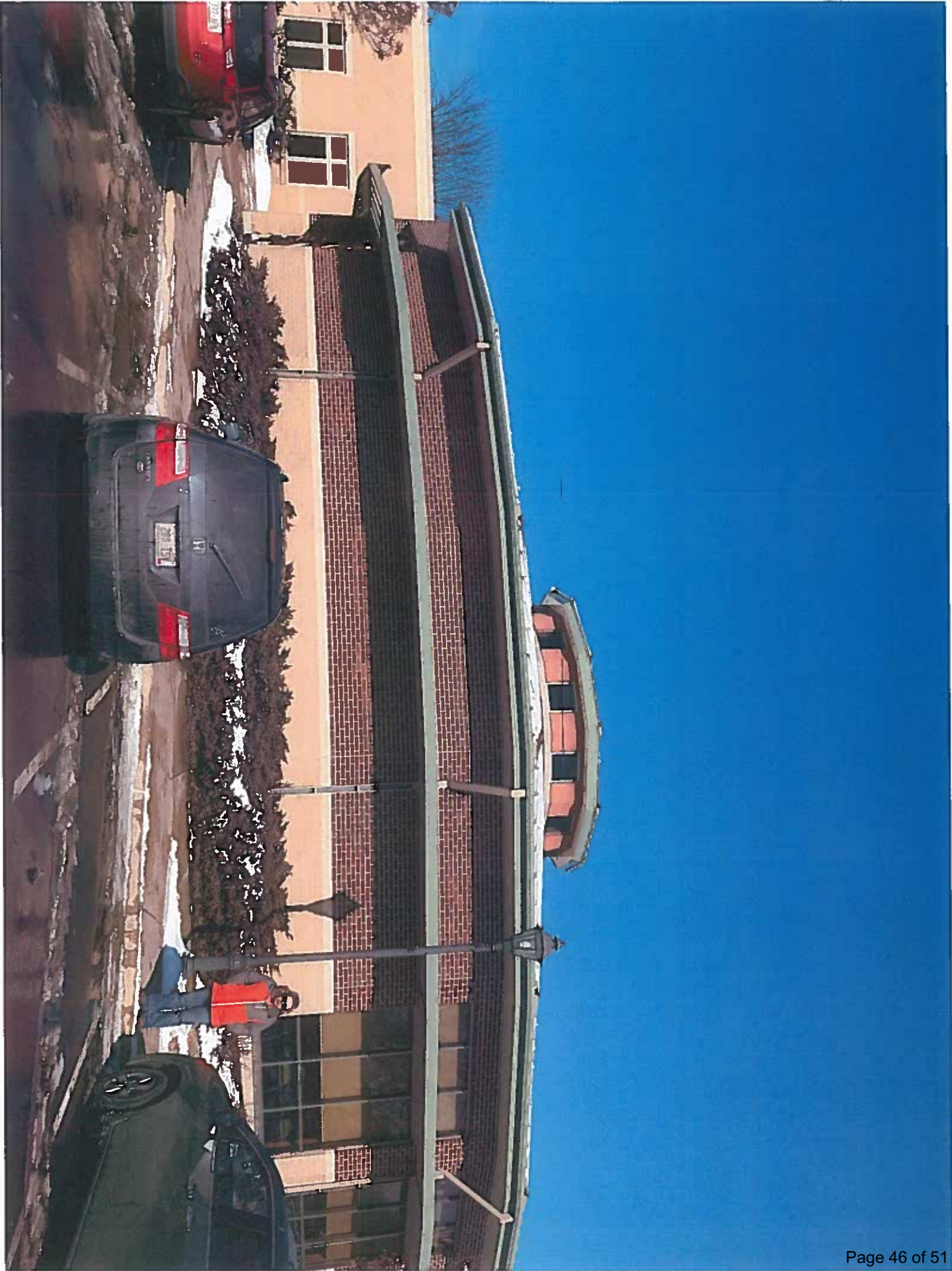
Furnish and install snow gems in flutes without or missing. Remove and fasten snow gems in the correct approved patterns.

Legend

 E D Locke Public Library

Google Earth







Germantown Office:
W194 N11055 Kleinmann Drive
Germantown WI 53022
262-253-9550 * 800-871-5151
Fax: 262-253-3664

Appleton Office:
1605 Drum Corps Drive
Menasha WI 54952
920-996-9550 * 800-871-5151
Fax: 920-968-1843

Madison Office:
4740 McFarland Court
McFarland WI 53558
608-838-9900 * 800-871-5151
Fax: 608-838-9381

Proposal No. _____ Sheet No. _____ Date February 19, 2020

Page - 1 -

Proposal Submitted To

Name E. D. Locke Public Library
Street _____
City, State 5915 Milwaukee St
Telephone McFarland, WI 53558

Work To Be Performed At

Street 5915 Milwaukee St
City, State McFarland, WI 53558
Date of Plans _____
Architect _____

- _____ Set up required safety equipment at site needed to comply with OSHA construction guidelines (i.e. approved barricades, safety lines, rubbish chutes, etc.).
- _____ Great Lakes Roofing Corporation's written HAZZ/COMM Program and SDS sheets will be on job site at all times.
- _____ Clean up project work area and dispose of our debris safely.

SCOPE OF WORK: REMOVE EXISTING SNOW GEMS AND REINSTALL IN THE APPROVED FASTENING PATTERNS. FURNISH AND INSTALL NEW SNOW GEMS USING APPROVED METHODS AND MATERIALS TO FILL ALL FLUTES IN THE HIGHLIGHTED AREA ON THE OVERHEAD PHOTO.

- * Rooftop needed equipment and materials to repair roofing system.
- * Clean up project area and dispose of our debris safely.

INVESTMENT: Work to be performed on a Time & Material Basis

Work estimated at: \$4,250

Submitted by: Matthew Wurth

ACCEPTANCE

The undersigned hereby accepts this Proposal and, intending to be legally bound hereby, agrees that this writing shall be a binding contract and shall constitute the entire contract.
Any alteration or deviation from the above specifications involving extra costs and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work.

Owner/Customer: _____
By: _____
Title: _____
Date: _____

Great Lakes Roofing Corporation reserves the right to withdraw this scope of work

A finance charge of 1.5% (18% annual) will be charged on all accounts past 10 days

Visit us online at: www.greatlakesroofing.net

Thank you for choosing Great Lakes Roofing Corporation (contractor) for your roofing needs. We appreciate the confidence you have placed in us!

Terms and Conditions

- Delivery date, when given, shall be deemed approximate and performance shall be subject to delays caused by weather, fires, acts of God and/or other reasons not under the control of the contractor including the availability of materials. The customer agrees to obtain all necessary permits required for the described work.
- Most flat roofs pond water. The contractor cannot and will not, under any circumstances, guarantee that your roof will not pond water.
- Customer acknowledges that it is often difficult or impossible to determine the extent of repairs before work begins. Owner agrees that if additional or different scope of work is required to complete the project, owner shall pay for the additional and/or different work on a time and materials basis.
- Any installation of plumbing, electrical, flooring, decorating or any other construction work that is requested and not specifically set forth herein will be billed & performed on a time & material basis. In the event hidden or unknown contingencies arise, all additional work will be performed and billed on a time & material basis. This includes any items the presence of which cannot be determined until roof work commences.
- Any/all stated "R values" are per insulation manufacturers' specifications
- We (contractor) agree that we will perform this contract in conformity with customary industry practices. The customer agrees that any claim for adjustment shall not be reason or cause for failure to make payment of the purchase price in full.
- Payments are to be made as follows:
Due Upon Completion
- In order for any warranty to be effective, Owner must pay all sums owed to contractor under the agreement, including any work performed outside of scope. Upon completion of the project and payment in full, contractor shall provide owner with a copy of the warranty. **EXCEPT AS SPECIFICALLY SET FORTH IN THESE TERMS AND CONDITIONS OR IN THE WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANT ABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, SATISFACTORY QUALITY, COURSE OF DEALING, LAW, USAGE OR TRADE PRACTICE ARE HEREBY EXCLUDED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW AND ARE EXPRESSLY DISCLAIMED BY CONTRACTOR.**
- Indemnification: Customer/Owner shall indemnify, defend and hold harmless contractor, its officers, employees, agents, directors, and representatives, from and against any and all claims, of whatever nature, for injuries or losses, or damages arising out of customer's gross negligence or intentional misconduct of customer's officers, employees, agents, directors, and/or representatives.
- Contractor's liability on any claim of any kind for any loss, damage, injury, liability or expense arising out of or in connection with or resulting from this project or from contractor's performance shall in no case exceed the price allocable to the work. **WITHOUT LIMITING THE GENERAL APPLICABILITY OF THE FOREGOING, CONTRACTOR SHALL IN NO EVENT HAVE ANY LIABILITY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR SIMILAR DAMAGES, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF REPUTATION OR LOSS OF GOODWILL, EVEN IF CONTRACTOR HAS BEEN ADVISED IN ADVANCE OF THE SAME.**
- Contractor's liability on any claim of any kind for any loss, damage, liability or expense arising out of or in connection with or resulting from this project or from contractor's performance shall in no case exceed the price allocable to the work.
- **AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE**

THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

- **AS REQUIRED BY THE ILLINOIS MECHANICS LIEN ACT, THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING LABOR, SERVICES, MATERIAL, FIXTURES, APPARATUS OR MACHINERY, FORMS OR FORM WORK BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR.**
- Delays in payment shall be subject to interest rates of 18% per annum but in no event higher than the interest rate allowed by law. If the contractor is required to engage in the service of a collection agency or attorney, the customer agrees to reimburse contractor for any amounts expended in order to collect the unpaid balance, including without limitation, actual attorney fees and costs.
- Any unresolved controversy or claim arising from this contract shall be settled by arbitration, through the WI Better Business Bureau or any other arbitration the contractor chooses. This agreement sets forth the entire agreement between the parties.
- To the extent a party must pursue remedies in court for claims that are not covered by the agreement to arbitrate, the parties hereby waive their right to seek a jury. The parties also consent to personal jurisdiction and venue in the circuit court in Washington County, WI
- This agreement sets forth the entire agreement between the parties. Any and all prior agreements, warranties or verbal representations made are superseded by this agreement.
- This agreement shall be governed and interpreted in accordance with the laws of the State of Wisconsin, regardless of conflicts of law provisions.
- Failure of contractor to enforce any of these terms or conditions or to exercise any right accruing through the default of owner/customer shall not affect contractor's rights in case such default continues or in case of any subsequent default of owner/customer, and such failure shall not constitute a waiver of other or future defaults by owner/customer.
- Owner/customer agrees to the terms as stated above and acknowledges receipt of a copy.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 2, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Fire Panel Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Jeferson Fire and Safety

Alarm monitoring pricing

Brian Bomkamp <Brian@jeffersonfire.com>

Thu 2/20/2020 11:40 AM

To: Heidi Cox <hcox@mcfarlandlibrary.org>; Scott Storch <ScottS@jeffersonfire.com>

Heidi,

Pricing for monitoring is listed below.

Cellular communication conversion and pricing:

-Honeywell cellular communication device: \$477.99

- Installation of cellular communicator- \$150.00

Monitoring pricing:

\$30/month if paid one year in full=\$360.00

\$35.00/month if paid monthly=\$460.00

To stick with the phone line communication you currently have, pricing would be as follows

-\$32.00/month if paid one year in full=\$384.00

-\$36/month if paid monthly=\$432.00

Either route you decide to go we will need a EST alarm dealer to program the new account information in the alarm panel.

I suggest using OMNI Technologies for panel programming. Their number is 608-819-1980.

If you have any questions or concerns please feel free to contact me.

Brian Bomkamp
Jefferson Fire and Safety
608-575-8938

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