

Monday, January 2, 2023

**5:15 PM
AGENDA**

E.D. Locke Public Library

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Motion to approve the minutes of the December 5, 2022 meeting.
 - b. Motion to approve the December invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Remote Work Policy
 - b. Library Meeting Room Policy
 - c. Review of 2022 Director's goal
 - d. 2023 Director Goals
 - e. Ad-hoc Strategic Planning Committee
 - f. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the Library Director's 2022 evaluation
 - g. Reconvene in open session
6. ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, December 5, 2022 - 5:15 PM

1. CALL TO ORDER

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

Members present: Mona Nelson, Evan Richards, Ken Machtan, Staci Fritz, Peter Sobol, Karin Mandli

Members not present: Carrie Nelson, Village Trustee

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the November 7, 2022 meeting.

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the November 7, 2022 meeting. Motion carries 4 - 0 - 2 by acclamation, with Mona Nelson, Peter Sobol abstaining.

b. Motion to approve the November invoices

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the November invoices Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. Budget Update

b. Director's Report

c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Teen Library Services & Youth Center

b. Marketing Assessment

c. Strategic Planning

Motion by Member Evan Richards, second by Member Karin Mandli, to approve hiring Strategic Planning Consultnat Rachel Arndt in an amount not to exceed \$4500. Motion carries 6 - 0 - 0 by acclamation.

d. Cottage Grove Story Times

Motion by Member Karin Mandli, second by Member Staci Fritz, to approve Cottage

Grove Story Time agreement Motion carries 6 - 0 - 0 by acclamation.

e. 2023 HVAC Maintenance Agreement

Motion by Member Peter Sobol, second by Member Staci Fritz, to adopt the 2023 HVAC Maintenance Agreement from JM Brennan Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Peter Sobol, to adjourn at 6:22

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

E. D. Locke Public Library Invoices

December 2022

Vendors	Sum of Amount	Description
ALLIANT ENERGY	\$3,355.65	Utilities
AMAZON CAPITAL SERVICES	\$1,580.80	Visa Card
ARAMARK	\$209.32	Mat Rental
BARRON'S	\$119.94	Newspaper Subscription
BOOK PAGE	\$648.00	Magazine Subscription
CARDMEMBER SERVICES	-\$20,105.94	Credit from fraud
CORPORATE BUSINESS SYSTEMS	\$75.98	Copier Lease
COX, HEIDI	\$56.25	Mileage
DESIGNCRAFT	\$1,775.00	Marketing Fee
ENVIRONMENT CONTROL	\$2,699.00	Janitorial Services
FINDAWAY WORLD LLC	\$849.95	Audio Books
HEASTY, KELLY	\$79.65	Conference expenses
HJ PERTZBORN	\$370.00	fire extinguisher inspection
INGRAM LIBRARY SERVICES	\$2,904.91	Books
LIBRARY IDEAS LLC	\$521.32	Vox Books
LIBRARY PETTY CASH	\$52.63	Misc.
MC FARLAND ACE HARDWARE	\$58.49	building supplies
MICROMARKETING LLC	\$281.91	Audio Books
OVERDRIVE, INC	\$1,000.00	Digital materials
PELLITTERI	\$54.07	Shredding
SCHILLING SUPPLY COMPANY	\$830.50	Operating supplies
SOUTH CENTRAL LIBRARY SYS	\$2,435.57	PCs
TDS	\$282.16	Phone
Total	\$135.16	

Gift Fund		
Madison Community Foundation	\$1,700	Endowment Contributions

Grand Total \$1,835

2022 Budget Update

REVENUES								
		Budget Amount	November Estimated	December Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41000	\$ 674,250.00	\$ -		\$ 674,250.00	100.00%		
County Library Aids	43000	\$ 325,000.00	\$ -		\$ 325,022.93	100.01%		
Library Fines	45000	\$ -		\$ 17.00	\$ 61.34			
Interest	48100	\$ 1,000		\$ -	\$ 3,524.92	352.49%	92%	
Library Fees	46000	\$ 1,500	\$ 142.76	\$ 203.90	\$ 2,612.49	174.17%	92%	\$ 1,375.00
		\$ 1,001,750.00	\$ 142.76	\$ 220.90	\$ 1,005,471.68	100.37%	92%	
Expenditures								
Salaries	110	\$357,250.00	\$ 28,116.83	\$ 42,175.25	\$370,879.74	103.82%	92%	\$ 327,479.17
Part-time	120	\$180,750	\$ 12,051.24	\$ 16,709.17	\$144,781.48	80.10%	92%	\$ 165,687.50
Health Insurance	130	\$106,750	\$ 9,180.64	\$ 14,042.00	\$114,524.97	107.28%	92%	
Retirement	131	\$30,500	\$ 2,232.46	\$ 3,376.28	\$30,529.21	100.10%	92%	\$ 27,958.33
SS/Medicare	132	\$42,000	\$ 2,951.38	\$ 4,274.36	\$38,839.91	92.48%	92%	
Other Benefits	135	\$2,000	\$ 107.62	\$ 161.43	\$1,239.00	61.95%	92%	
Wage Adjustment	140	\$ 12,250	\$ -	\$ -	\$0.00	0.00%	92%	\$ 11,229.17
Expense Reimbursement	141	\$ 250	\$ -	\$ -	\$0.00		92%	
Total Personnel		\$731,750.00	\$54,640.17	\$80,738.49	\$700,794.31	95.77%	92%	\$ 670,770.83
Support Services	210	\$ 42,000	\$ 2,699.00	\$ 2,699.00	\$ 32,628.00	77.69%	83%	\$ 35,000.00
Consulting Services	211	\$ 46,000	\$ -	\$ 1,775.00	\$ 52,172.00	113.42%	83%	\$ 38,333.33
Utilities	220	\$ 28,000	\$3,029.55	\$3,355.65	\$ 35,750.93	127.68%	83%	\$ 23,333.33
Communication	221	\$ 2,000	\$422.76	\$50.00	\$ 4,242.11	212.11%	83%	\$ 1,666.67
Equipment Maintenance	240	\$ 9,000	\$1,082.61	\$75.98	\$ 6,662.41	74.03%	83%	\$ 7,500.00
Facility Maintenance	242	\$ 23,250	\$690.31	\$3,629.09	\$ 26,321.50	113.21%	83%	
Other Contractual Services	290	\$ -			\$ 0.00	0.00%	83%	\$ 19,375.00
Total Services		\$ 150,250.00	\$ 7,924.23	\$ 11,584.72	\$ 157,776.95	105.01%	83%	\$ 125,208.33
Office Supplies	310	\$ 9,000	\$ 102.62	\$ 106.26	\$ 7,777.04	86.41%	92%	\$ 8,250.00
Postage	311	\$ 250	\$ 3.32	\$ -	\$ 98.85	39.54%	92%	\$ 229.17
Dues	320	\$ 500	\$ -	\$ -	\$ 655.00	131.00%	92%	\$ 458.33
Meeting Expenses	330	\$ 1,000	\$ 36.00	\$ -	\$ 340.97	34.10%	92%	\$ 916.67
Training Expenses	331	\$ 3,250	\$ (231.81)	\$ (331.30)	\$ 6,299.33	193.83%	92%	\$ 2,979.17
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ 1,932.18	35.13%	92%	\$ 5,041.67
Technology	342	\$ 24,500	\$ 11,612.73	\$ 1,000.00	\$ 23,392.32	95.48%	92%	\$ 22,458.33
Collection - Print	344	\$ 55,000	\$ 5,780.62	\$ 2,250.64	\$ 47,883.65	87.06%	92%	\$ 50,416.67
Collection - AV	345	\$ 12,500	\$ 999.66	\$ 1,656.44	\$ 9,089.67	72.72%	92%	\$ 11,458.33
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ 130.00	52.00%	92%	
Programming	391	\$ 8,000	\$ 3,984.29	\$ 146.18	\$ 6,918.66	86.48%	92%	\$ 7,333.33
Other Total		\$ 119,750.00	\$ 22,287.43	\$ 4,682.04	\$ 104,371.49	87.16%	92%	\$ 109,770.83
Total Budget		\$1,001,750.00	\$ 84,851.83	\$ 97,005.25	\$ 962,942.75	96.13%	92%	\$ 918,270.83

December Highlights

- **Village News** - Carrie Nelson will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** –The current balance of the endowment fund as of November 30, 2022 is \$155,271.96
- **McFarland Community Festival** –
- **Library Systems Report Facilities Management**
 - **HVAC** –
 - We are working on specs for new boilers that will be ordered in 2023. Robb Stone from JDR Engineering has done a walkthrough of the library and is preparing a quote to create a report about our HVAC system and make recommendations for improvements. This will include the size and number of boilers to purchase in 2023.
 - I have signed the maintenance agreement with JM Brennan for 2023. They are doing some systems checks on our current system and working on the open tickets that we had with Kilgust.
 - JM Brennan did a system check for the controls on December 27th and 29th. They were able to make sure that things were calibrated correctly and the system was setup in the controls software correctly. They made some changes to the system so it should run more smoothly. The changes:
 - Inspected the valves for two of the areas that are always cold. Found that they were clogged with copper shavings from bad pipe fitting. Also found that the valves were two small. Replaced them and the areas were immediately warmer.
 - Fixed the damper for the outside area so that it would open and close smoother. This has been stuck open or closed and not allowed for the proper amount of outside air.
 - **Network** –
 - Wifi backup network – I’m looking into the possibility of adding a redundant wifi network for the library. This would allow for seamless operations if our internet goes down. It would also allow us to have more tech options for our express library in the community center.
 - **Window cleaning** – the window cleaning has been completed.
 - **Carpet cleaning** – carpet cleaning has been completed.
 - **Facility Maintenance Software** – I’ve purchased facility maintenance software to be able to track the history of our mechanicals and also keep track of open tickets. The software is called MaintainX and is already proving to be helpful.
 - **Meeting Room AV** – We’ve been experiencing some difficulties with the public using our AV setup in the meeting room. We’ve been talking to Fearings about ways we could change things to make it easier for staff and the public to setup. We’re also looking at adding the ability to connect to the display wirelessly and another digital sign for the kids’ area. The extra digital sign would also serve as an over flow tv when the meeting room hits capacity.
- **Weeding** – I have finished weeding the Adult Non-Fiction collection including ordering updated materials in certain subject areas.
- **TDS donation** – TDS is donating \$3500 to the library for whatever we need. We just need to spend it in 2022. Staff are looking at kits, program supplies, and possibly purchasing materials for Overdrive.
- **Strategic Planning** – The first meeting of the strategic planning committee has been tentatively scheduled for February 9, 2023 at 5:30.

- **Adult Services Librarian recruitment** – we have several good applicants for this position. Recruitment closes January 6th.
- **Teen Center** – The department managers have looked through preliminary plans for the

Youth Services highlights (Heather Kent)

Storytime:

Storytimes have continued during this month with good attendance. Heather has made sure to let people know that almost all of our programming can be done virtually if the weather is bad or they are not feeling well. There have been a few families that have taken advantage of this option.

PJ Storytime this month was Santa Storytime with Mike Moderski as our Santa. We had 80 very enthusiastic attendees and also a family that checked virtually. We shared Santa stories, songs, and rhymes. At the end of the storytime Santa arrived and we read letters that the children had been leaving at the desk during the month of December.



Programming:

Zumbini Session 2 was in full swing this month. Registration is full and there are also a few families that check in via zoom. It is always a fun program.

The Magic Tree House book club discussed “Lions at Lunchtime” this month. Participants played book jeopardy, played a balloon passing game that made them think about migration as well as realize they have to think about their movement to be successful, and created lion face pictures. We now have around 14 very enthusiastic participants in grades K-12, which is great.

D&D club met on Tuesday, December 20th. This is a very enthusiastic group of 4-6th grade students. They are really excited about meeting twice a month.

On Saturday, December 3 Craftpalooza returned in-person. We have done take and make programming since 2020. Because of the book sale in the meeting room, we moved the crafting in to the library. This seemed to work pretty well. We saw around 143 people during our three hour program. It is smaller than years past but it’s hard to imagine the crowds of the past working in the space.

The following Saturday we hosted a Silent Santa event. This program was suggested as an option for families who have children that cannot handle the crowded Santa events. It’s a sensory friendly program aimed to make Santa accessible for children with disabilities and sensory sensitivities. Each family signed up for a 15 minute time slot to visit Santa. Thank you AGAIN to Mike Moderski for coming in and being Santa.



Other

Heather continued her class on Social Emotional Learning in the Library through PLA. The current session is about offering yoga as part of your programming. This program, although not entirely new for Heather, has provided some new insights and resources to use in programming.

On December 13th Heather and Kelly met with Lauren Arango and another staff member from the MCF School district regarding best tools to help our library be more accessible for children (and adults) with disabilities. They gave some great insight and ideas. Heather also wanted to let them know to spread the word that the library wants to be more accessible. In the past we have had students from Common Threads come in to learn about finding books and about the library as a resource/safe space. It was suggested that maybe when students are on walks that they can stop here as a visit as well.

Teen Services (Abby Seymour)

- The month started off with Craftapalooza, which we brought back in person for the first time since 2019. Each of us librarians set up a different craft station around the library, the idea being that people could visit each station at the leisure. I set up a station that was geared for teens, but I definitely accepted participants of all ages. People who stopped by my table got to make hot chocolate spoons. The idea was that they would take a spoon, dip it generously in the melted chocolate I had in crockpots, then top the spoon with toppings such as mini chocolate chips, mini marshmallows, mint pieces, and butterscotch chips. Then they would take the spoons home with them and could stir the spoon in a cup of warm milk (or other warm beverage) to create hot chocolate. Readily available sugar is an easy sell so this was a popular craft and I was happy with the station. That being said, overall turnout was much lower than we expected.
- As far as regular weekly programs go, Snack & Chat is continuing to be an after-school staple at the library. It's a simple one—all the kids do is grab a snack from me and chat with their friends for an hour. I always have some card games and board games available too. For the past few weeks, I've been using leftovers from Craftapalooza to feed the kids. Melted chocolate, plus mini marshmallows, chocolate chips, and graham crackers equals s'mores in a bag!
- Once a month on Tuesdays brings Scribe Tribe. As a reminder, this is a creative writing program for teens. This monthly creative writing club has prompts, writing challenges and games. I want it to be a safe environment for teens to read their stories out loud, brainstorm ideas, and get feedback. The turnout so far has been quite low; no one attended this month's session. I had even reached out to the school and had them talk about Scribe Tribe in the school announcements.
- The program on Wednesdays technically falls into the Children's Programming category: LEGO Club. This is one for kids in grades 3-5 and meets once a month. I have several bins of LEGOs that I put out on several tables. I start with a few building challenges to get them warmed up. This month, I challenged them to create a zip line with LEGO's using string taped to the wall. They had to make something that could slide down the string while

safely carrying their mini figured person. The last half of the program is free building time, which is definitely their favorite part.

- Holding steady is Teen Hangout on Thursdays. Teen Hangout has a fairly loose structure to it. I have some games, the most popular being the Nintendo Switch, and a craft or other activity (like LEGOs, perler beads, or a sticker-by-number poster) available. This month, the teens finished their sticker-by-number poster and it is currently displayed on the wall in the teen section.
- The Teen Advisory Board were not able to meet in person this month due to a scheduling conflict with the members. However, the group still communicated via email and discussed assignments for the next TAB newsletter to come out. They have been sharing their art, their creative writing pieces, book, movie, and CD reviews, and so much more. They do so much to make this newsletter fun and exciting.
- As always, the monthly Teen After Hours program was a big hit! We had 12 teens attend Cheesy Movie Bingo: Holiday Edition. The night starts by having the group make a list of all the clichés and tropes of a Hallmark Christmas movie. Such examples include a big city person traveling to a small town, kissing under the mistletoe, having a snowball fight, a single dad looking for love, and I could go on and on. The teens then write all of those into a blank Bingo card. After that, I give them a choice of 3 different movies and they vote on which one they want to watch. I do it in this order because it really drives home the fact that the list they just made really could apply to any of these movies. Also, if they picked the movie and then made the list, they would be trying too hard to guess the specific plot to that particular movie. The actual watching of the movie is a very interactive experience (think Mystery Science Theater) as the teens are making fun of the movie and discussing what tropes they are crossing off on their Bingo card. In the end, every single teen got a Bingo! This was a very fun program, made better by the fact that I fed them Spartan Pizza.

Adult Services (Ann Engler)

Programming

- The clothing drive in partnership with Free Sales for Families is seeing good results from our generous community.
- Mystery Book Club and Bridge Club continue to do well. Craft Club is scheduled for Dec 21 and as of now, only three people are signed up, likely due to the proximity to Christmas combined with a winter storm forecast.
- December was obviously another light programming month for me as I wind down my time as the Adult Services Librarian. I'm very grateful for the opportunity and support, and I am delighted I will be able to stay on at the library in a different capacity that will work better for my family needs right now.

Tech Help & Reference

- Two patrons needed sit-down help with Libby this month, which I'm always happy to provide. One was a straightforward walkthrough of the basics, and the other included a lot of explanation of the differences between Libby and LINKcat and physical versus digital books. Obviously, our circulation staff skillfully handles many Libby and resource related questions, but having someone who is not tied to desk coverage to help with those more in-depth tutorials is a nice service for our library patrons.

Collection Development

- I'm continuing to make up an Ingram cart with titles I think would be good to purchase in 2023, as I go through Booklist, PW, publisher emails, and more. I'm doing the same with an Amazon cart and with audiobooks.
- After the winter holiday display comes down in the last week of December I plan to put out the cookbooks and movies we were able to purchase with the 2022 East Asia Grant award from the Asian Studies at UW Madison. I think it will be a popular display!

	E. D. Locke Public Library	
Page 1 of 4	Remote work	

Purpose

This policy sets forth the policies and practices governing remote work for the E. D. Locke Public Library. It is recognized that remote work is a benefit offered by the Library and not a right. The Library has created a policy regarding remote work to recognize the potential efficiency and desirability of a flexible work environment in cases where it makes sense, and the majority of essential job responsibilities and supervisory responsibilities can be performed remotely.

Policy

All employees who engage in remote work for the Library must follow these remote work guidelines. Please note that remote work arrangements may be temporary, intermittent, and subject to approval and change at the discretion of the Library Director. Remote work is a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Before entering into any remote work arrangement, the employee and Library Director will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- Job Responsibilities – assessing whether the job responsibilities are appropriate for a remote work arrangement. In order to be eligible for remote work, the employee must be able to perform a majority of the essential job functions while working remotely.
- Employee Suitability – individuals requesting remote work arrangements must have and maintain a satisfactory performance record. Satisfactory performance shall be determined by the Library Director in their sole discretion.
- Equipment Needs - work space design considerations, wi-fi speed and accessibility, and equipment/materials issues will be identified by Human Resources and IT.

Any remote work arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the remote worker or the Village. Every effort will be made to provide two (2) weeks' notice of such change to accommodate issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

The Library Director shall be responsible for ensuring this policy is administered equitably for employees who are interested and suitable for remote work.

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Village Policies Remain in Effect

Employees who work remotely must abide by the Village's employment policies, including its Anti-Harassment policy, timekeeping policy, Electronic Communication and Information Systems and all other Village policies and procedures. Failure to do so may result in discipline, up to and including termination.

Performance Expectations and Work Schedules

An employee who works remotely must meet the Village's standards of professionalism in terms of communication, job responsibilities, work output, and orientation in the public's interest. Engaging in remote work does not lower or change the amount of time an employee is expected to work, and performance expectations will not change due to remote work. Employees who are working remotely will work their approved normal work schedule during the period of the remote agreement unless an alternate schedule is agreed upon in advance. Once the Village has approved a remote work arrangement, the remote work employee is responsible for maintaining regular contact with his or her supervisor to keep the supervisor apprised of all necessary events or information. The supervisor will determine how often and on what schedule such contact will need to occur. Employees working remotely must respond as soon as possible and are expected to respond to communications within the same workday unless circumstances make it impossible. Employees should communicate with supervisors in advance of scheduling conflicts or daily work tasks that may prevent timely responses to communications from their supervisor.

A remote work arrangement is not a replacement for appropriate childcare or an opportunity to do activities other than Library work during regular working hours. Unless authorized by the Library Director, employees may not perform remote work on a flex schedule. Library employees working remotely are expected to be working and available during the employee's agreed upon standard work hours. An employee who is working remotely must remain focused on job performance and meeting the needs of the Library and the community. An employee who is considering or seeking a remote work arrangement is encouraged to discuss expectations of remote work with family members prior to entering into a trial period.

Equipment Needs, Ownership and Maintenance

The Library will determine, with information supplied by the employee, the appropriate equipment needs (including hardware, software, Wi-Fi hotspots, and other office equipment) for a remote work arrangement. The Library will maintain and repair equipment supplied by the Library. Employees will be expected to return equipment to the Library for maintenance and repair when necessary. Such equipment remains the property of the Library. The employee must maintain any equipment the employee supplies. The Library accepts no responsibility for damage or repairs to employee-owned equipment. The Library reserves the right to make determinations

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as to appropriate equipment, subject to change at any time. The Library is not responsible for operating costs such as wi-fi service costs, home maintenance, utilities or other costs incurred by employees in the use of their homes as remote work locations.

Equipment and Information Security

Consistent with the Village of McFarland's expectations of information security for employees working at the office, remote work employees must ensure the protection of confidential Village and personnel private information and Library Patron information accessible from their home office. Remote employees are required to take steps to ensure such protection including, but not limited to the use of locked file cabinets and desks, regular password maintenance, the use of multi-factor authentication and any other measures appropriate for the job and the environment.

Equipment supplied by the Library must be used for E. D. Locke Public Library work-related purposes only. Only the Library employee to whom Library equipment is assigned, and who is performing the remote work may access and use such equipment. Employees are prohibited from allowing family members, or any other individuals, to access or use Library property that is being used for remote work. This includes but is not limited to the Library-supplied computer laptop and any related hardware or software, a Library cellular telephone, and Library records.

Employees' access and connection to the Library's electronic network(s) may be monitored and an employee should have no expectation of privacy in the use of any Library equipment or network(s).

Remote Work Location and Safety

An employee's remote work location shall be the location that the Library has on file as employee's home address. If an employee wishes to work at an alternate location other than his or her home address, the employee must make an advance request to do so to the Library Director and secure their permission before using the alternate location. Employees are required to maintain their home, or any alternate, workspace free from safety hazards and to follow Village safety policies while working remotely. Injuries sustained by the employee while working in the employee's remote work location, and that are incurred while the employee is conducting regular work duties, are usually covered by the Village's workers' compensation policy. Remote employees are responsible for immediately notifying Human Resources of any injury incurred in the course of employment in accordance with Village worker's compensation procedures. In such an instance, the employee must provide full cooperation, including remote workplace access, to the Village or its insurer in its investigation of any such incident. The Village bears no responsibility or liability for any injuries or damages sustained by visitors to the remote work

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worksite. The Village also assumes no responsibility for any activity, damage, or injury that is not directly associated with, or resulting from, the remote worker's performance of standard job duties.

Time Worked

Non-exempt employees working remotely, will be required to accurately record all hours worked using the Village's time-keeping system. Non-exempt remote workers are prohibited from working hours in excess of those scheduled per day, and per workweek, without the advance written approval of the remote worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement or discipline. . Exempt employees will be expected to adhere to the approved schedule from their supervisor for remote work. Failure to do so may result in discipline, up to and including termination.

Continuity of Library Operations

The Library has minimum staffing levels required to provide in-person customer service during all business hours. Approval of remote work shall not be allowed if minimum staffing and continuity of operations cannot be maintained.

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Page 1 of 4	Meeting Room	Revised: December 6, 2021

Introduction

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library's role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area groups when not in use for Library functions.

Description of Room

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 15 tables and 50 chairs, the following items are available for use: ~~projector~~ and screen, ~~DVD/Blu-Ray player~~, podium, ~~microphone and white board~~.

For individuals with hearing difficulties, a personal sound amplification system is also available ~~and/or a hearing loop~~.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

Restrictions on Use

Smoking or use of alcoholic beverages is not permitted.

Use of candles, open flames, flammable materials or other hazardous materials is strictly forbidden.

The meeting room may not be used for activities prohibited under local, state, and/or federal law.

The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.

The meeting room may not be used for private social functions, such as showers, birthday parties, dances and the like.

No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

The library does not provide storage space for groups or individuals using the meeting rooms.

Library staff will not relay messages to people attending meetings, except in emergencies.

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Page 2 of 4	Meeting Room	Revised: December 6, 2021

No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.

Meetings must end on time so the room may be prepared for other meetings.

No soliciting or canvassing of library patrons is permitted.

All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.

The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

[Reservations for Rooms](#)

Priority will be given as follows: 1. Library-sponsored programs, 2. Library Board, 3. Friends of the McFarland Library, 5. Other Village of McFarland governmental units. 6. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application can be obtained and submitted online by going to mcfarlandlibrary.org or a paper copy can be obtained and submitted at the circulation desk.

Applications must be turned in no later than 4:00 pm the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling.

Applications are accepted up to three months in advance.

Groups will be limited to two reservations per month.

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Cancellations

24-hour notice of meeting cancellation is required by phone or in-person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled. Every effort will be made to contact the group holding the reservation.

Hours Available

The meeting room may be available from 7:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours. Arrangements with library staff must be made if groups would like to access the room before open hours.

~~Library staff will not be available for assistance before and after library open hours.~~

Library staff are available only during open hours for limited trouble shooting assistance. Groups are encouraged to make an appointment in advance of their meeting to ensure any electronic equipment being used is tested and in working order.

Library open hours are as follows: Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday-Saturday 9:00 a.m. – 5:30 p.m., and Sunday 12:00 – 4:00 p.m. The meeting room is not available on days that the library is closed.

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

Fees and Admission Charges

No fees will be charged by the library for use of meeting room by non-profit, volunteer, and community groups; however, voluntary donations are appreciated to defray costs of maintaining the room.

~~Businesses and commercial entities using the room for not-for-profit activities will be charged the fee of \$10 per hour.~~

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Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

Use of Facilities

Parking: The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

~~All programs or meetings presented by non-profit, volunteer, and community groups that don't pay a fee must be open to any member of the public.~~

~~Businesses may use the meeting room for not-for-profit activities.~~

- ~~1. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, or the future sales of commercial products or services are prohibited.~~
- ~~2. Use of the meeting room as a place to conduct regular business or to hold office hours is also prohibited.~~

Meetings must be open to any member of the public. Library staff may attend or observe any program or meeting at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Tables should be wiped down (especially if food and crafts are involved). Failure to leave the meeting room in a clean, usable state can be cause for denial of future meeting room requests.

Groups will be charged for damage to the room or equipment beyond normal wear and tear. If the room is damaged beyond normal wear and tear or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishing or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture etc...

Materials may not be affixed to the walls or ceiling without prior approval of the Library Director.

Fire and emergency exits shall not be blocked by furniture or other equipment.

Light refreshments may be served, but cooking is prohibited. Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly.

The meeting room is handicapped accessible. Rest rooms are located next to the meeting room in the lobby.

2022 Goals Library Director

1. Create New sources of financial support
 - a. Continue to grow the Endowment fund.
 - i. Some of the things the Friends and the Endowment committee have talked about are:
 1. Raising awareness by having articles run in the Thistle about transfers to the endowment from your IRA.
 2. I started the Friends appreciation week to raise awareness about what the Friends do, get new members, and attendance at their annual sneak peek reception. **DONE**
 3. Making the most of the Community Festival by increasing fund raising activities for the Friends around the same time.
 - 5K Run/Walk – **Done as a part of the Community Festival**
 - 50/50 Raffle
2. Use technology to help library personnel be more productive and efficient
 - a. Investigate LibCal for program registration software – **Done. We use this software for meeting room management and will try it for program registration next year.**
 - b. Investigate solution for staff so they understand how our technology and software works and how to access it. This could be a webpage with links or another solution. – **Done – the staff uses the staff website daily and Kelly has been adding more resources as needed.**
 - c. Investigate Cloud backup solutions - **In progress**
 - d. Investigate password keepers – **In progress**
3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interests that enrich lives.
 - a. Investigate changes in the library's landscape
 - i. Garden redesign on the east side of the building – **preliminary designs have been drawn up.**
 - ii. Concrete replacement in the front of the library – **in the capital budget for the future**
 - b. Research consultants that provide sustainability recommendations – **energy audit will be a part of the new boiler recommendations. The village is also conducting an energy audit for village buildings in 2023.**
 - c. Replace/Reupholster furniture in the Teen and Children's areas. **Done**
 - d. Replace spinners in the Children's area. – **In progress. We are waiting for final quotes from two potential vendors.**

- e. Replace door openers and update locks and crash bars on library doors. **Moved to 2023**
- 4. Changes to collections, reference, and readers' advisory.
 - i. *Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.* Partially done. We did this at the beginning of 2022 but as we're seeing more use of the library as the year progresses, we'll revisit this project again in early 2023 to make sure our assumptions are still true.
 - ii. *Compare collection sizes to similarly sized libraries to ensure that they are of an expected size.* Done. We were able to use this data for weeding recommendations for each collection and it helped us to spec our new shelving in the Children's area.
- 5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
 - i. *Conduct frequent Circ staff meetings at least 4-6 times a year.*
 - 1. Create a staff in service for staff to learn about the new technologies, policies, procedures and customer service methods before we open to the public. **We held 11 meetings in 2022.**
 - ii. *Conduct frequent staff meetings with the Librarians.* **Full time staff met as needed. Generally once a month and more the closer we got to the festival.**
 - iii. *Conduct in-person staff training when the pandemic winds down. Some possibilities are:*
 - 1. Active Shooter
 - 2. CPR, AED, and First Aid
 - 3. Customer Service
 - 4. Databases and other online resources

We did not conduct in-person training in 2022 but have plans to do so in 2023.

- 6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
 - a. Need for marketing and promotion of library services
 - i. *Work with the Chamber of Commerce to help increase the visibility of library services to the business community.* Done. We advertised on their bike maps that were distributed throughout the area. We also hosted two chamber events, and routinely posted library events on the chamber website.
 - ii. *Work with real estate agents and property management companies to market library services.* Done- we gave library brochures to Dan Chin, Lake Stone, And Veridian.

7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups.
 - a. Increased Collaboration with other community groups
 - i. *Work with the McFarland Community Garden to raise awareness of both organizations. We reached out to the Community Garden to provide gardening educational programs. We also worked to make them apart of the community festival.*
 - ii. *Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects. Done*
 - iii. *Participate in the McFarland Community Festival. Done*
 - iv. *Work with the McFarland Equity Project on social justice projects in the village.*
 - v. *Work with Community Development and the Department of Workforce Development on a virtual job fair.*
8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
 - a. Participate in Beyond the Page's Ripple Project *Done. Kelly Heasty is apart of this committee and participates in their projects. We also hosted several programs that they sponsored in 2022.*
 - b. Review DPI's *Inclusive Services Assessment Guide* with the library staff and board.
 - c. Need for increased outreach to underserved groups in our community.
 - i. *Research what the underserved groups in our community are.*
9. *Planning*
 - a. *Complete the long range plan (10+ years) that addresses space needs Done*
 - b. *Work with the consultant to complete the impact fee study In-Progress*
 - c. *Work with the Library Board and the Village Board to plan the Community Center In-Progress*
10. *Other:*
 - a. *Completed a course in event and festival management*
 - b. *Appeared on the Larry Mueller show on WPR*
 - c. *Was a panelist for a webinar on fund raising*
 - d. *Added Kanopy and Hoopla to our digital offerings*
 - e. *Completed marketing assessment with Design Craft*
 - f. *Got book lockers installed*
 - g. *Attended PLA in Portland, OR*
 - h. *Participated in the committee to evaluate library software for our library system*
 - i. *Helped to organize the 2022 Bird Festival*
 - j. *Participated in the spring vendor fair at the high school*
 - k. *Planned Summer Serenade & ice cream social and 350 people attended.*
 - l. *Redesigned library card*

2023 Goals Library Director

1. Create New sources of financial support
 - a. Continue to grow the Endowment fund.
 - i. Some of the things the Friends and the Endowment committee have talked about are:
 1. Making the most of the Community Festival by increasing fund raising activities for the Friends around the same time.
 - 5K Run/Walk
 - 50/50 Raffle
 - Farm to Table Dinner
2. Use technology to help library personnel be more productive and efficient
 - a. Investigate LibCal for program registration software –
 - b. Investigate Cloud backup solutions -
 - c. Investigate password keepers –
3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interests that enrich lives.
 - a. Investigate changes in the library's landscape
 - i. Garden redesign on the east side of the building –
 - b. Participate in the village's energy audit.
 - c. Replace and re-catalog picture books in the children's area.
 - d. Replace door openers and update locks and crash bars on library doors. Make library lockers operational.
 - e. Have an HVAC engineer study the HVAC system and make recommendations for boiler replacement.
4. Changes to collections, reference, and readers' advisory.
 - i. *Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.*
5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
 - i. *Conduct in-person staff training when the pandemic winds down. Some possibilities are:*
 1. *Active Shooter*
 2. *CPR, AED, and First Aid*

3. *Customer Service*
4. *Databases and other online resources*
6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
 - a. Need for marketing and promotion of library services
 - i. Work on the recommendations made in the marketing assessment from Design Craft.
 - ii. Continue to work on the McFarland Community Festival board.
7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups.
 - a. Continued collaboration with other community groups
 - i. *Work with the McFarland Community Garden to raise awareness of both organizations.*
 - ii. *Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects.*
 - iii. *Participate in the McFarland Community Festival.*
 - iv. *Work with the McFarland Equity Project and the DEI committee on social justice projects in the village.*
8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
 - a. Participate in Beyond the Page's Ripple Project
 - b. Review DPI's *Inclusive Services Assessment Guide* with the library staff and board.
 - c. Need for increased outreach to underserved groups in our community.
 - i. *Research what the underserved groups in our community are.*
9. *Planning*
 - a. *Complete work on the impact fee study*
 - b. *Work with the Library Board and the Village Board to plan the Community Center*