VILLAGE OF MCFARLAND **Library Board** *NOTICE OF PUBLIC MEETING*

Monday, May 1, 2023 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Motion to approve the minutes of the April 3, 2023 meeting.
   b. Motion to approve the April invoices
4. INFORMATION ITEMS
   a. Budget Update
   b. Director's Report
   c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Introduction of new board member
   b. Library Board Officers Elected
   c. Library Closing for Juneteenth and Indigenous Persons Day
   d. Puzzle Storage
   e. Meeting Room Policy
   f. Personnel Policy Manual
   g. Finance subcommittee
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, April 3, 2023 - 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: Carrie Nelson, Mona Nelson, Evan Richards, Ken Machtan, Staci Fritz, Peter Sobol, Karin Mandli

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the March 6 & March 20, 2023 meetings.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the March 6 & March 20, 2023 meetings. Motion carries 6 - 0 - 1 by acclamation, with Carrie Nelson abstaining.

b. *Motion to approve the March invoices*
Motion by Member Karin Mandli, second by Member Staci Fritz, to approve the March invoices Motion carries 7 - 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. *Adjacent County Payments*
Motion by Member Karin Mandli, second by Member Evan Richards, to approve allowing South Central Library System to bill adjacent counties for library service on the library's behalf. Motion carries 7 - 0 - 0 by acclamation.

b. *Library Closure May 22-May 29, 2023*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve Library Closure May 22-May 29, 2023 for HVAC system repairs and upgrades. Motion carries 7 - 0 - 0 by acclamation.

c. *Library Logo*
Motion by Member Staci Fritz, second by Member Mona Nelson, to approve option #2 of the sample logos from Design Craft as the library's official logo. Motion carries 7 - 0 - 0 by acclamation.

d. *Smart phone and mobile hotspot purchase*

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the purchase of a smart phone and mobile hotspot for the library. Motion carries 7 - 0 - 0 by acclamation.

e. *Library Patron Behavior Policy during a Pandemic*

Motion by Member Mona Nelson, second by Member Staci Fritz, to approve removing the *Library Patron Behavior during a Pandemic* policy from the library policy manual. Motion carries 7 - 0 - 0 by acclamation.

f. *Volunteer Policy*

Motion by Member Evan Richards, second by Village Trustee Carrie Nelson, to approve the updates (removing the need to review the volunteer guidelines and for a juvenile's parent to sign a waiver) to the Volunteer Policy Motion carries 7 - 0 - 0 by acclamation.

g. *Storytime Policy*

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve removing the Storytime Policy from the library's policy manual. Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Carrie Nelson, second by Member Staci Fritz, to adjourn at 6:10pm

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

April 2023

Row Labels	Sum of Amount	Description
AMAZON CAPITAL SERVICES	$ 211.04	Office supplies, DVDs, CDs
ARAMARK	$ 156.99	Mat Rental
CORPORATE BUSINESS SYSTEMS	$ 53.91	Copier Lease
EBI INC	$ 865.85	Visa Charges
ELAN	$ 20.86	Visa Charges
ENVIRONMENT CONTROL	$ 2,699.00	Janitorial Services
INGRAM LIBRARY SERVICES	$ 2,814.28	Books
JDR ENGINEERING, INC.	$ 8,625.00	HVAC Engineering
MIDWEST TAPE	$ 2,000.00	Hoopla
SOUTH CENTRAL LIBRARY SYS	$ 1,441.33	Library Supplies
TDS	$ 282.06	Library Phone Service
THE MCFARLAND THISTLE	$ 81.95	Newspaper Subscription
ZOOBEAN INC	$ 295.00	Summer Reading App
Grand Total	$ 19,547.27	

2023 Budget Update

REVENUES									
		Budget Amount	Feburary Actual	March Estimated	April Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41000**	$ 733,000.00	$ -	$ -	$ -	$ 733,000.00	100.00%		
County Library Aids	**43000**	$ 327,500.00	$ 1,024.06	$ 1,443.39	$ -	$ 2,847.80	0.87%		
Library Fines	**45000**	$ -			$ -	$ -			
Interest	**48100**	$ 2,000	$ 2,962.15		$ -	$ 6,227.32	311.37%	33%	
Library Fees	**46000**	$ 1,500	$ 80.39	$ 562.53	$ -	$ 871.76	58.12%	33%	$ 500.00
		$ 1,064,000.00	**$ 4,066.60**	**$ 2,005.92**	**$ -**	$ 742,946.88	**69.83%**	33%	
Expenditures									
Salaries	110	$410,000.00	$ 25,825.82	$ 29,824.18	$ 25,825.82	$107,301.64	26.17%	33%	$ 136,666.67
Part-time	120	$204,750	$ 13,818.09	$ 13,174.95	$ 13,818.09	$54,387.21	26.56%	33%	$ 68,250.00
Health Insurance	130	$112,000	$ 8,822.83	$ 5,681.08	$ 822.83	$24,149.57	21.56%	33%	
Retirement	131	$34,000	$ 2,256.57	$ 2,538.68	$ 2,359.00	$9,436.20	27.75%	33%	$ 11,333.33
SS/Medicare	132	$47,000	$ 2,889.08	$ 3,193.52	$ 2,984.00	$11,937.15	25.40%	33%	
Other Benefits	135	$2,500	$ 107.62	$ 53.81	$ 107.62	$376.67	15.07%	33%	
Expense Reimbursement	141	$ 250	$ -	$ -		$0.00		33%	
Total Personnel		**$810,500.00**	**$ 53,720.01**	**$54,466.22**	**$45,917.36**	**$207,588.44**	**25.61%**	33%	**$ 270,166.67**
Support Services	210	$ 8,500	$ 2,699.00	$ 2,699.00	$ 2,699.00	$ 10,796.00	127.01%	33%	$ 2,833.33
Consulting Services	211	$ 48,000	$ -	$ 500.00		$ 48,173.81	100.36%	33%	$ 16,000.00
Utilities	220	$ 36,000	$ 3,055.33	$0.00	$3,000.00	$ 13,671.16	37.98%	33%	$ 12,000.00
Communication	221	$ 4,750	$ 447.08	$397.08	$430.00	$ 1,721.24	36.24%	33%	$ 1,583.33
Equipment Maintenance	240	$ 9,000	$ 562.09	$ 396.05	$479.00	$ 4,130.49	45.89%	33%	$ 3,000.00
Facility Maintenance	242	$ 23,250	$ 1,109.75	$ 2,014.15	$970.51	$ 4,611.46	19.83%	33%	
Other Contractual Services	290	$ -				$ -	0.00%	33%	$ 7,750.00
Total Services		**$ 129,500.00**	**$ 7,873.25**	**$ 6,006.28**	**$ 7,578.51**	**$ 83,104.16**	**64.17%**	33%	**$ 43,166.67**
Office Supplies	310	$ 9,000	$ 951.92	$ 201.41	$ 1,485.30	$ 2,990.26	33.23%	33%	$ 3,000.00
Postage	311	$ 250	$ 4.13	$ 10.41		$ 14.54	5.82%	33%	$ 83.33
Dues	320	$ 500	$ -	$ 244.00		$ 384.00	76.80%	33%	$ 166.67
Meeting Expenses	330	$ 1,000	$ 76.59	$ 208.08		$ 312.67	31.27%	33%	$ 333.33
Training Expenses	331	$ 3,250	$ 385.00	$ 94.40		$ 825.50	25.40%	33%	$ 1,083.33
Operating Supplies	340	$ 5,500	$ -	$ -		$ 42.48	0.77%	33%	$ 1,833.33
Technology	342	$ 28,750	$ 1,870.62	$ (13.73)	$ 2,595.00	$ 11,684.23	40.64%	33%	$ 9,583.33
Collection - Print	344	$ 55,000	$ 6,032.39	$ 4,276.83	$ 1,656.87	$ 19,178.19	34.87%	33%	$ 18,333.33
Collection - AV	345	$ 12,500	$ 606.48	$ 1,109.89	$ 63.60	$ 3,668.88	29.35%	33%	$ 4,166.67
Library Miscellaneous	390	$ 250	$ -	$ -	$ -	$ 105.80	42.32%	33%	
Programming	391	$ 8,000	$ 625.52	$ 865.94	$ 44.96	$ 1,834.61	22.93%	33%	$ 2,666.67
Other Total		**$ 124,000.00**	**$ 10,552.65**	**$ 6,997.23**	**$ 5,845.73**	$ 41,041.16	**33.10%**	33%	**$ 41,333.33**
Total Budget		**$1,064,000.00**	**$ 72,145.91**	**$ 67,469.73**	**$ 59,341.60**	**$ 331,733.76**	**31.18%**	33%	**$ 354,666.67**

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
May 2023

April Highlights

- **Village News -** Welcome Luke Fessler
- **Friends** – Staci Fritz will give an update
- **Endowment –** I received this email from the Madison Community Foundation: MCF is changing our practice of comingling donor contributions and agency contributions to endowment funds. We're currently in the process of separating the E.D. Locke Public Library - McFarland Endowment Fund into two and reallocating investment, fee and distribution activity. We've temporarily suspended web access to the fund until this is completed. We'll be reaching shortly to provide updated fund statements along with a thorough explanation of the change.is changing our practice of comingling donor contributions and agency contributions to endowment funds. We're currently in the process of separating the E.D. Locke Public Library - McFarland Endowment Fund into two and reallocating investment, fee and distribution activity. We've temporarily suspended web access to the fund until this is completed. We'll be reaching shortly to provide updated fund statements along with a thorough explanation of the change.
- **Youth Center –**
  - **I met with Shawn Miller the President of the Youth Center board to begin exploring taking over the Youth Center. Shawn talked about how the Youth Center Program works.**
  - **I will be meeting with Aaron Tarnitzer, School Superintendent on Monday afternoon to discuss what the school district would like to see for youth services.**
- **McFarland Community Festival –**
  - The festival committee is working on fundraising through sponsorships for this year. So far they have raised about $2,000.
  - The committee is working on the site map and discussing how we might be able to take advantage of Public Safety being relocated. We're hoping to use the apparatus bays for the vendor tent and possibly the Optimist's Bingo.
- **Library Systems Report Facilities Management**
  - **HVAC –**
    - On Monday, April 10 JM Brennan started the spring maintenance. When they checked the pressure of the refrigerant in the condenser unit, the valve malfunctioned and filled the building with refrigerant. The fire alarm went off and the Fire Department helped us to clear the building. We the doors open and fans running. Dave from JM Brennan changed the air handler to bring fresh air in. Because the building didn't have any air conditioning and I wanted to make sure that all the refrigerant was out of the building, we closed for the day at 2pm. Dave was able to replace the valve and continue with the maintenance.
    - I have been working with JM Brennan on the HVAC project. It is now a three week project with demolition beginning the week of May 15th, boiler replacement the week of May 22nd and changes to the meeting room side of the building the week after Memorial Day. We will only need to be closed to the public the week of May 22nd. For work on the meeting room, we have cancelled any event occurring in the meeting room that week just to be on the safe side.
    - JDR Engineering will be submitting the drawings of the boiler room for the state review on April 28th. Once those are approved, then JM Brennan will pull the permit for the work HVAC work.
  - **Janitorial Services –**
    - There is a delay in the hiring of the part-time custodian. As a result, I have extended the contract with Environment Controls through May 31st.
  - **Roof**
    - I've contacted Great Lakes Roofing and GBR to get information on how long we can expect our roof to last and replacement costs for the capital budget.

- **Outdoor spaces**
  - Avant Gardening and Landscaping will be starting landscape maintenance the week of April 10th.
- **Strategic Planning –**
  - The strategic Planning Committee met in April and discussed community assets and what opportunities might be available in the community for partnerships.
- **Personnel**
  - Staff recruitment
    - Shelver – We've made an offer to one of the candidates for the Shelver position. We're hoping she will accept and start the week of May 8th.
    - Library Assistant – HR is working on scheduling interviews for us with three candidates for the Library Assistant position. All three are very strong candidates.

Youth Services (Heather Kent)

Storytime:

- The attendance numbers continued to be high in April for all of the storytime programs. Several people who have attended the programming in Cottage Grove have started attending programs here in McFarland – which is really nice.
- PJ Storytime this month was Superhero themed. We zoomed around the room with scarves and even did some superhero yoga. This was the last PJ Storytime until the fall. We take a break over the summer months because of all the summer programming going on.

Programming:

- Zumbini Session 3 continued this month with wild times and lots of dancing. This session ends on Wednesday, May 3.
- The Magic Tree House book club discussed "Vikings at Sunrise" this month. We played our book themed jeopardy game then took on two crafting tasks. The first was to make their own Viking helmets. Then, while wearing their helmets, they became master ship builders. The challenge was to make a "ship" that would float from one end of a storage container to another with the various materials I provided them with.
- The library was the place to be on Friday, April 14th when Preschool Prom returned. There were bubbles, balloons, crafts, and cupcakes. What more could a child ask for? We had around 50 people attend which is great for the return of this program. Quote of the night (made by a 4 year old) "How did you know kids like balloons?!?!"

- D&D club met twice this month and the group has gained a new player from the spring break single game.
- Programming at Cottage Grove went well this month. At the April 21 program the village board president came to watch our Zumbini class. We will return to Cottage Grove in the fall for programming.

Other

On April 5 Ms. Davis and Ms. Orlowski's 1st grade classes walked down to visit. We shared a couple books and the students were able to do a quick tour of the library. Then on Thursday, April 13th Ms.

Froden's 1st grade class walked down for a visit. It's so fun to have these classes come down and visit the library – and also awesome that they enjoy coming to visit the library.

Teen Services (Abby Seymour)

This month marks the end of teen programming for the spring! Back in January when I make the schedule it seemed like it goes forever but time has flown by. Even though there is over a month of school left (and the teens would happily keep coming to programs), we need to take a break during the month of May to prepare for the Summer Reading Program.

April was filled with very successful teen programs! My numbers continue to climb and I'm getting a very consistent group of teens who attend regularly. Snack and Chat on Mondays after school being one of the most attended programs. I bring out snacks for those hungry teens and I let them sit around the meeting room and be social with their friends. Many of them sit in groups to just talk and watch videos on their phone, while others play some of the games I bring. Cards Against Humanity: Family Edition is one of the most popular, along with some conversation starter cards. Another activity that keeps them occupied is the ongoing sticker poster. This a very large poster that takes them months to complete. I also don't tell them what the final image is going to be; it is fun to see them try to guess!

In addition to Snack and Chat, Teen Hangout on Thursday afternoons is also bringing in large numbers. At least 12-14 teens are attending Teen Hangout every week. At this program, the main draw is the Nintendo Switch, which the teens enjoy playing and also watching other play games like Mario Kart. I also bring a simple craft option for the teens. Some of those options this month were jewelry making, watercolor painting, and friendship bracelets. The sticker poster is a hit at this program as well. This way the teens have lots of options of how they want to spend their time at the library!

LEGO Club, which happens monthly for kids in grades 3-5, is my only tween program. The kids that come are die-hard LEGO fans are would happily come to LEGO Club every day! That has also been a consistent group with the majority of kids having never missed a single session. I also usually get one or two new kids every session. At each program, the kids get time to build anything out of LEGOs that they want, which they greatly enjoy. Then I give them a building challenge to do. This month, they had to build the slowest car possible. We discussed what makes a car go fast (good tires, not very heavy, etc.) and then we talked about the opposite of all that and what would make a car go slow. They had to keep in mind elements like resistance when making their slow cars. The only rules were that it still had to have a minimum of 2 wheels and had to vaguely resemble a car. Even if it wasn't a very exciting race to watch, the kids really took to the unique challenge.

The final Teen After Hours event (until the fall) ended up being a very fun night with seventeen teens in the library after closing time. The activity of the night was a murder mystery! However, I decided against the typical elaborate murder mystery party that includes people being assigned specific characters and learning their character's backstory and having to ask each other about clues. I would love to do that kind of party someday but I just knew that it wouldn't be successful with this batch of teens. Instead, I structured it to more closely follow the party game Mafia (or Werewolf). This way, there was no preparation needed by the teens and there could be multiple, quick rounds of the game where different people got to be the killer, victim, doctor, or sheriff. The game is typically played sitting around in a circle and everyone closes their eyes while the killer chooses their victim. Once everyone opens their eyes, I reveal who has been murdered and everyone accuses people of who they think the killer is. After playing this stationary round and letting the group get into the groove of the game, I changed it up to allow them to walk around. I try to take advantage of the library being closed and the fact that this is the only opportunity they have to run around and be loud. In this version of the game, the murderer had to tap their victim on the shoulder for them to "die". This worked out well, except for the

fact that teens have a hard time with subtlety and the murderer was caught almost right away. It was a chaotic event but all the teens really seemed to enjoy it!

Earlier this month, I was on a panel for a webinar put on by the Wisconsin Library Association called "Teen Programming Inspiration". I, along with three other librarians, presented about programs we have done for our teen patrons, hoping to give ideas to other area librarians. I gave a broad overview of my programs and talked about how my programs fit into two categories: Let Teens be Teens and Give 'Em Structure. The Let Teens be Teens kind of program is one where I provide them with a safe space to be social and can spend time with their friends. Snack and Chat and Teen Hangout fall under this category. Teen After Hours is an example of Give 'Em Structure where I have a planned out a program with goals and objectives that will last the entire time. I also felt it was important to tell others that not every program I've done has been successful. I talked about how no one ever came to Scribe Tribe, how I've never been able to get a book club off the ground, and how Teen Advisory Board hasn't been working and needs a revamp. Other librarians talked about great programs they've done like a job shadowing workshop, different Teen Late Night activities, and a Boba Tea Book Club.

Adult Services (Sara Hendrickson)

- Craft Club - April craft club was a hit! Almost 20 people came, we made tie dye coasters, and everyone's coaster looked amazing.
- Finalized May 6's Book Nook Craft, as well as created social media posts and flyers for the program. We have 14 people registered to attend.

- The COVID-19 vaccine clinic on Saturday, April 15 went well. Many patrons were interested in getting the newest vaccine once it is available. We are reaching out to the Community Festival board to see if they would be interested in Public Health having a vaccine booth.
- Finalized the adult reading challenge on Beanstack for the Summer Reading Program. Put together 10 prizes that patrons can win.
- Met with a McFarland author, Dawn Cogger, to plan an author visit in June.
- The Optimists of McFarland Bike Rodeo was the 29th. I created flyers and displays for the rodeo; the bike maps have been a big hit, as has the bike!
- Coordinated with ZenEd to come and lead a three-part yoga series and a Stress Busters class in June.
- Communicated with a local resident to offer a special card making craft program toward the end of July.

Collections & Other Services:

- Displays
    - American Cheese Month
    - Asian Pacific American Month
    - Read-alike display: Simply Lies by David Baldacci had to be restocked just a few days after being put on display
    - Created a Bird & Birdwatching display
- Attended Beyond the Page's Ideas Workshop. Librarians from Dane County brainstormed to come up with possible collaboration grant ideas. Much of the focus was on how to create programming that would encourage non-library users to attend.
- Registered for and began an Overdrive Support Course, offered by SCLS, which will allow me to better support patrons with Libby and Overdrive issues.
- Attended webinars for Beyond the Bookshelf, Library Love for Library Reads, and the Wisconsin Science Festival Kickoff.
- Continued to order books, audiobooks, DVDs, and CDs for the Adult Collection.
- Supported multiple patrons with technology questions and issues regarding Libby, iPads, email, and retrieving downloaded files.

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2022	12,686	12,362	14,023	13,121	12,498	15,731	15,213	15,322	13,172	12,700	12,895	12,124	**161,847**	18%
2023	13,998	12,535	14,717										**41,250**	6%
% change month to month	10%	1%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	New Library Cards													
2022	47	41	45	57	60	113	97	58	73	57	50	29	**727**	52%
2023	42	58	62										**162**	22%
	-11%	41%	38%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	Curb Side Delivery Appointments													
2020				144	702	925	1490	1401	1317	1414	1490	1405	**10,288**	
2021	1431	1451	1509	1273	327	84	42	54	47	51	62	49	**6,380**	
2022	64	39	23	22	20	12	11	11	4	8	10	5	**229**	
2023	13	2	4	1									**20**	
	visitor count													
2022	11,264	12,148	15,779	13,842	16,998	24,974	22876	23,756	21654	18657	18404	16997	**217,349**	342%
2023	17,884	16,809	22,142										**56,835**	45%

EBI
5265 Femrite Road
Madison WI 53718
608-469-4933

Sales Contact: Maryanne Michaelis 608-469-4933
Interior Designer: Maryanne Michaelis

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

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

Line #	Qty	Part Description	List	Ext List	Sell	Ext Sell
Tag:						
1	1	USE WI. BENCH QUOTE #368353-0 TAG - PUZZLE STORAGE	$0.00	$0.00	$0.00	$0.00
2	1	Replay® MOBILE Open BOOK NOOK Height, Finished Both Ends base cabinet with divider and 1" adjustable shelves, 48" Width, 16" Depth, 48" (Wilsonart Premium Bourbon Cherry w/ Matching Edge Banding) -- Unit Weight: 181.0000 #LSR1155 - AC	$3,381.00	$3,381.00	$1,456.43	$1,456.43
3	2	WI. BENCH BANDING FEE	$0.00	$0.00	$144.00	$288.00
4	1	WI. BENCH FREIGHT	$0.00	$0.00	$390.00	$390.00
5	1	RECEIVE, DELIVER AND INSTALL DURING REGULAR HOURS	$0.00	$0.00	$220.00	$220.00
			Tag Subtotals:	$3,381.00		$2,354.43
			Total List:	$3,381.00	**Total Sell:**	$2,354.43

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

McFarland Public Library
5920 Milwaukee Street
McFarland WI 53558
608-838-9030

Line #	Qty	Part Description	List	Ext List	Sell	Ext Sell

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

Authorized Customer Signature:_____

Printed Name / Title:_____

Date:_____

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 library also has a display and podium for the public to use.

Some Audio Visual Equipment is available for community groups. Upon request, the Library can provide instruction of its use. However, the Library is unable to provide personnel to operate this equipment. Please make an appointment to ensure that staff are available to conduct training and answer questions.

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

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

~~Restrictions on Use~~d General Regulations

- ~~Smoking or use of~~ Tobacco produces, incendiary items, weapons, and illegal substances are not permitted on Library premises.
- alcoholic beverages ~~is~~are not permitted except for Library or Library sponsored events~~.~~
- 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 laws and regulations including, but not limited to the Americans with Disabilities Act (ADA) and anti-discrimination.~~.~~

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- Meeting rooms are not available for the following purposes:
  - 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~~ personal or family purposes such as~~,~~ ~~such as~~ showers, birthday parties, dances, rehearsals or performances 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 retains he right to monitor all meetins, programs, and events conducted on premises to ensure Library policies are followed. Library staff will have free access to meeting rooms at all times.
- 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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- 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.

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

- Groups must adhere to all library regular rules, regulations, and policies.

- Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address, and appropriate room designation only.

- 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

The Library reserves the right to close access to these rooms as necessary.

Priority for meeting room use will be given as follows:

1. ~~1.~~ Library-sponsored programs,
2. ~~2.~~ Library Board,
3. ~~3.~~ Friends of the McFarland Library,
4. ~~5.~~ Other Village of McFarland governmental units.
5. ~~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 https://www.mcfarlandlibrary.org/services-

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~~mcfarlandlibrary.org~~ or a paper copy can be obtained and submitted at the circulation desk.

The reservation must allow for setup and clean up time. Setup prior to reserved times is prohibited. Reserving a room the day prior for setup is also prohibited without prior permission from the Library Director or their designee.

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. Reservations are not confirmed until staff has approved the application.

Applications are accepted up to three months in advance.

Groups will be limited to two reservations per month.

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.~~ 8:30 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 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.

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.

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.

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