

**Monday, November 6, 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 October 2, 2023 meeting.
  - b. Motion to approve the October invoices
4. INFORMATION ITEMS
  - a. Budget Update
  - b. Director's Report
  - c. Monthly Statistical Report
  - d. Community Center
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
  - a. 2024 Library Board Calendar
  - b. 2024 Director Goals
  - c. 2023 Library Director Evaluation
  - d. Land acknowledgement Plaque
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](mailto: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, October 2, 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: Luke Fessler, 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**

- a. *This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [hcox@mcfarlandlibrary.org](mailto:hcox@mcfarlandlibrary.org) to be included as part of the meeting.*

**3. ACTION ITEMS**

- a. *Motion to approve the minutes of the September 5 and September 19, 2023 meetings.*  
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the September 5 and September 19, 2023 meetings. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the September invoices*  
Motion by Member Staci Fritz, second by Member Karin Mandli, to approve Motion to approve the September invoices Motion carries 7 - 0 - 0 by acclamation.

**4. INFORMATION ITEMS**

- a. *Budget Update*
- b. *Director's Report*
- c. *Monthly Statistical Report*
- d. *Community Center*

**5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- a. *2024 Dates Closed*  
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve 2024 Dates

Closed Motion carries 7 - 0 - 0 by acclamation.

b. McFarland Community Festival

c. Resolution Approving Amendment to Dane County Standards for Public Libraries

Motion by Member Evan Richards, second by Member Mona Nelson, to approve the Resolution Approving Amendment to Dane County Standards for Public Libraries  
Motion carries 7 - 0 - 0 by acclamation.

d. Endorsement of Option one for the Mcfarland Community Center Letter

The Library board didn't take any action on this item.

## **6. ADJOURNMENT**

Motion by Member Karin Mandli, second by Member Staci Fritz, to adjourn at 6:06

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

## October 2023

| Vendor                        | Sum of Amount      | Description                |
|-------------------------------|--------------------|----------------------------|
| AMAZON CAPITAL SERVICES       | \$3,082.84         | DVDs, CDs, Books, Supplies |
| AMERICAN LIBRARY ASSOCIATION  | \$247.00           | Membership Dues            |
| ARAMARK                       | \$236.60           | Mat Rental                 |
| AVANT GARDENING & LANDSCAPING | \$521.38           | Landscaping Maintenance    |
| BIG RIVER MAGAZINE            | \$40.00            | Magazine Subscription      |
| BOLDTRONICS, INC.             | \$90.00            | Security Camera Repair     |
| CORPORATE BUSINESS SYSTEMS    | \$158.63           | Copier Lease               |
| DEMCO INC                     | \$215.79           | Library Supplies           |
| EBI INC                       | \$7,262.03         | Curved Children's Shelving |
| ELAN FINANCIAL SERVICES       | \$507.50           | Visa Bill                  |
| FRONTIER                      | \$123.82           | Phone Bill                 |
| INGRAM LIBRARY SERVICES       | \$3,972.17         | Books                      |
| MADISON COMMUNITY FOUNDATION  | \$1,689.00         | 5K Proceeds                |
| MCFARLAND ACE HARDWARE        | \$15.28            | Building Supplies          |
| MICROMARKETING LLC            | \$273.40           | Audio Books                |
| SOUTH CENTRAL LIBRARY SYS     | \$800.47           | Supplies and software      |
| STATZ-PAYNTER, JAMIE          | \$103.00           | Program Fee                |
| TDS                           | \$318.57           | Phone Bill                 |
| WiLS                          | \$11,183.69        | Database Fees              |
| <b>Total</b>                  | <b>\$30,841.17</b> |                            |

| Gift Fund                    |             |          |
|------------------------------|-------------|----------|
| Madison Community Foundation | \$ 1,000.00 | Donation |

**Grand Total                      \$31,841.17**

## 2023 Budget Update

| REVENUES                   |       |                        |                     |                     |                     |                        |                   |                 |                                   |
|----------------------------|-------|------------------------|---------------------|---------------------|---------------------|------------------------|-------------------|-----------------|-----------------------------------|
|                            |       | Budget Amount          | August Actual       | September Actual    | October 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          | \$ -                | \$ -                | \$ -                | \$ 327,540.80          | 100.01%           |                 |                                   |
| Library Fines              | 45000 | \$ -                   | \$ 41.75            | \$ -                | \$ 13.30            | \$ 55.65               |                   |                 |                                   |
| Interest                   | 48100 | \$ 2,000               | \$ 1,833.97         | \$ 1,878.43         | \$ 1,856.00         | \$ 24,464.10           | 1223.21%          | 83%             |                                   |
| Library Fees               | 46000 | \$ 1,500               | \$ 670.38           | \$ 190.22           | \$ 517.60           | \$ 3,224.10            | 214.94%           | 83%             | \$ 1,250.00                       |
|                            |       | <b>\$ 1,064,000.00</b> | <b>\$ 2,546.10</b>  | <b>\$ 2,068.65</b>  | <b>\$ 2,386.90</b>  | <b>\$ 1,088,284.65</b> | <b>102.28%</b>    | 83%             |                                   |
| Expenditures               |       |                        |                     |                     |                     |                        |                   |                 |                                   |
| Salaries                   | 110   | \$410,000.00           | \$ 31,325.30        | \$ 31,359.37        | \$ 31,193.77        | \$317,563.38           | 77.45%            | 83%             | \$ 341,666.67                     |
| Part-time                  | 120   | \$204,750              | \$ 11,616.59        | \$ 12,489.33        | \$ 12,653.80        | \$133,182.55           | 65.05%            | 83%             | \$ 170,625.00                     |
| Health Insurance           | 130   | \$112,000              | \$ 9,522.04         | \$ 4,615.60         | \$ 9,522.04         | \$90,049.85            | 80.40%            | 83%             |                                   |
| Retirement                 | 131   | \$34,000               | \$ 2,539.94         | \$ 2,564.67         | \$ 2,539.39         | \$26,233.15            | 77.16%            | 83%             | \$ 28,333.33                      |
| SS/Medicare                | 132   | \$47,000               | \$ 3,124.51         | \$ 3,258.88         | \$ 3,193.80         | \$32,768.71            | 69.72%            | 83%             |                                   |
| Other Benefits             | 135   | \$2,500                | \$ 90.87            | \$ 45.44            | \$ 90.87            | \$891.37               | 35.65%            | 83%             |                                   |
| Expense Reimbursement      | 141   | \$ 250                 |                     |                     |                     | \$0.00                 |                   | 83%             |                                   |
| <b>Total Personnel</b>     |       | <b>\$810,500.00</b>    | <b>\$58,219.25</b>  | <b>\$54,333.29</b>  | <b>\$59,193.67</b>  | <b>\$600,689.01</b>    | <b>74.11%</b>     | 83%             | <b>\$ 675,416.67</b>              |
| Support Services           | 210   | \$ 8,500               | \$ -                | \$ -                | \$ -                | \$ 13,495.00           | 158.76%           | 83%             | \$ 7,083.33                       |
| Consulting Services        | 211   | \$ 48,000              | \$ -                | \$ 3,800.00         | \$ -                | \$ 53,667.56           | 111.81%           | 83%             | \$ 40,000.00                      |
| Utilities                  | 220   | \$ 36,000              | \$3,157.36          | \$1,870.55          | \$0.00              | \$ 26,681.23           | 74.11%            | 83%             | \$ 30,000.00                      |
| Communication              | 221   | \$ 4,750               | \$490.57            | \$435.27            | \$368.57            | \$ 4,723.42            | 99.44%            | 83%             | \$ 3,958.33                       |
| Equipment Maintenance      | 240   | \$ 9,000               | \$462.54            | \$261.74            | \$158.63            | \$ 5,718.78            | 63.54%            | 83%             | \$ 7,500.00                       |
| Facility Maintenance       | 242   | \$ 23,250              | \$4,155.04          | \$897.47            | \$969.58            | \$ 17,396.08           | 74.82%            | 83%             |                                   |
| Other Contractual Services | 290   | \$ -                   |                     |                     |                     | \$ -                   | 0.00%             | 83%             | \$ 19,375.00                      |
| <b>Total Services</b>      |       | <b>\$ 129,500.00</b>   | <b>\$ 8,265.51</b>  | <b>\$ 7,265.03</b>  | <b>\$ 1,496.78</b>  | <b>\$ 121,682.07</b>   | <b>93.96%</b>     | 83%             | <b>\$ 107,916.67</b>              |
| Office Supplies            | 310   | \$ 9,000               | \$ 1,124.63         | \$ 197.15           | \$ 1,069.53         | \$ 7,221.09            | 80.23%            | 83%             | \$ 7,500.00                       |
| Postage                    | 311   | \$ 250                 | \$ 8.15             | \$ 4.85             | \$ -                | \$ 31.01               | 12.40%            | 83%             | \$ 208.33                         |
| Dues                       | 320   | \$ 500                 | \$ -                | \$ -                | \$ 247.00           | \$ 631.00              | 126.20%           | 83%             | \$ 416.67                         |
| Meeting Expenses           | 330   | \$ 1,000               | \$ -                | \$ -                | \$ -                | \$ 548.53              | 54.85%            | 83%             | \$ 833.33                         |
| Training Expenses          | 331   | \$ 3,250               | \$ -                | \$ -                | \$ -                | \$ 3,619.35            | 111.36%           | 83%             | \$ 2,708.33                       |
| Operating Supplies         | 340   | \$ 5,500               | \$ 776.10           | \$ -                | \$ -                | \$ 1,897.67            | 34.50%            | 83%             | \$ 4,583.33                       |
| Technology                 | 342   | \$ 28,750              | \$ 2,051.91         | \$ 1,412.04         | \$ 11,183.69        | \$ 27,357.09           | 95.16%            | 83%             | \$ 23,958.33                      |
| Collection - Print         | 344   | \$ 55,000              | \$ 4,224.09         | \$ 3,278.07         | \$ 3,516.71         | \$ 43,708.29           | 79.47%            | 83%             | \$ 45,833.33                      |
| Collection - AV            | 345   | \$ 12,500              | \$ 1,013.98         | \$ 1,246.96         | \$ 784.05           | \$ 9,305.61            | 74.44%            | 83%             | \$ 10,416.67                      |
| Library Miscellaneous      | 390   | \$ 250                 | \$ -                | \$ -                | \$ -                | \$ 105.80              | 42.32%            | 83%             |                                   |
| Programming                | 391   | \$ 8,000               | \$ 447.37           | \$ (782.98)         | \$ (6,779.23)       | \$ (2,540.48)          | -31.76%           | 83%             | \$ 6,666.67                       |
| <b>Other Total</b>         |       | <b>\$ 124,000.00</b>   | <b>\$ 9,646.23</b>  | <b>\$ 5,356.09</b>  | <b>\$ 10,021.75</b> | <b>\$ 91,884.96</b>    | <b>74.10%</b>     | 83%             | <b>\$ 103,333.33</b>              |
| <b>Total Budget</b>        |       | <b>\$1,064,000.00</b>  | <b>\$ 76,130.99</b> | <b>\$ 66,954.41</b> | <b>\$ 70,712.20</b> | <b>\$ 814,256.04</b>   | <b>76.53%</b>     | 83%             | <b>\$ 886,666.67</b>              |



## October Highlights

- **Village News** - Luke Fessler will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** – The total in endowment funds since 8/31/2023 is \$172,790. We had no donations this month.
- **Library Facilities Management**
  - **HVAC** –
    - We have seen a vast improvement in the HVAC since the project began. The project is 95% complete. The punch list for the project is:
      - The project to up the HVAC on the meeting room side has been completed.
      - Return vents need to be installed in the YS Librarian's office. This will help improve the airflow. Right now it gets stuffy in their office.
    - Outside of our boiler project we have two issues:
      - JM Brennan is looking into getting new covers for the condensing unit outside. The coils on the unit fill with cottonwood in the summer if they aren't cleaned weekly, the unit overheats and shuts down. The new covers will slow the buildup down.
  - **Electrical/Lighting**
    - I met with 1901 to get a quote for the lighting control system replacement.
    - I have a call into Westphal Electric to make an appointment to get a quote for the building analysis and surge suppression.
  - **Shelving/Furniture**
    - The curved shelving for the kid's area has arrived. Heather is currently shifting books around to give the collection more space.
    - Amy and Heather are working on re-categorizing the picture books for the new face out shelving. The shelving should be delivered between mid-December and early January.
    - The benches will be sent out for reupholstering on 11/29. We should have them back by the end of the year.
  - **Door openers** – I am working with LaForce to update the door openers on our front doors so that the lockers can be used before and/or after hours.
- **Changes to online resources** - The use of PressReader had decreased significantly after they stopped making the Milwaukee Journal Sentinel available. We're discontinuing our PressReader subscription as of January 1<sup>st</sup> and adding the Washington Post, Morningstar investment information, and Newspaper Archive for the same cost.
- **Data Dashboards** – I am working with Tim Drexel at the South Central Library System to create data dashboards for our statistics. That will make our stats more readily available and more visual.

## Youth Services (Heather Kent)

**Storytime** -Storytime this month's storytimes have been rolling along with good numbers at all programs. We have had up to 70 people at our 9:30 storytime on Mondays.

## Programming:

- Zumbini Session 1: Kalino Finds the Music continued this month with lots of dancing and giggling. This program continues to be in high demand which is great.
- Dungeons and Dragons club resumed this month with a group of 6 very enthusiastic members in grades 5 and 6. This group meets twice a month on Tuesday afternoons.

- The Magic Tree House book club this month discussed the book “Tonight on the Titanic” and were challenged to make unsinkable boats that could carry passengers. This activity is a fun STEAM project but this group took it to the next level by wanting to work in teams. The older members helped the younger members and they challenged each other to keep experimenting/improving their designs.
- Programming continued in Cottage Grove this month with good attendance. On the first Friday of the month the program is held at the Glen Grove apartments with hopes to reach the residents of this apartment complex.
- The week of October 10th the 3rd grade WIS students visited the library for a tour. There was a lot of enthusiasm for the library and all that we offer here. It’s always fun to have them visit.
- On October 21st Heather participated in the MCF PTO’s trunk or treat event at the primary school. We had around 600 children visit “Jurassic Trunk” during the event.



- Thursday, October 26th we had our first PJ Storytime of the fall. This month was Halloween Storytime where children were able to wear their costumes for the program, create fall crafts, and “trick or treat” around the library. Next month will be our Annual Stuffed Animal Sleepover.



## Other

The new youth services assistant, Wynn Ferrier, started the week of October 10<sup>th</sup>. It is so great to have her on board and she brings a great level of energy to the position. She works on Monday and Wednesday here in McFarland and helps Heather in Cottage Grove on Fridays.

This month the new shelving for graphic novels arrived and we now have shifted this collection. It is so nice to have the spinners gone from the corner and these new shelves there instead. Because of this shift, we now have more space for the Juvenile Fiction collection in the children's library.

## **Teen Services (Abby Seymour)**

This spooky month seemed to fly by and it was a great month for teen programs!

I like to talk about my programs in chronological order, which means Snack & Chat is always first. Every Monday after school, I have a hearty group of teens walk to the library straight from school. They hang around in the meeting room eating snacks, talking to each other, usually watching videos on their phone, and often playing a board game or card game. It's very informal and that structure works well for the squirrely group. For the past few weeks, I've given them the option to play Jackbox Games. I pull up the game on a laptop that's connected to the TV so that everyone can see the game. Everyone can participate in the game on their phones. The Jackbox Games range from trivia games, to word games, to drawing prompts.

One Tuesday a month is the meeting for the VolunTeens. As a reminder, this is both brand new and also not new at all because the label VolunTeen is taking over what was once the Teen Advisory Board. Those who attend the meetings work on service projects that benefit the library, contribute to the monthly newsletter, give input on teen programs, and work on planning their own program. In addition, those who attend the monthly meeting will have a chance to volunteer for other library programs, like PJ Story Night. At the October meeting, the teens sorted through 58 pounds of plastic bags on behalf of the Friends of the Library.

LEGO Club for pre-teens is back on one Wednesday each month. The structure to it remains the same where I start with a short building challenge, then a more difficult building challenge, and finally ending with free building time, which is the kids' favorite time. LEGO Club is a good outlet for kids in 3rd-5th grade and the group of kids who come always end up making such creative structures. This month, the kids built a Halloween related item for their short challenge. Their longer challenge was to build a "secret zoo", which entailed building an animal and a specific enclosure for the animal without telling anyone what it was. At the end, the kids went around the table and had to try and guess each other's animals.

Thursday after school is Teen Hangout. This program is similar to Snack & Chat with the loose structure, but with more options for activities. I always put out the Nintendo Switch so that teens can spend the hour playing video games together. Another option I have for them is some kind of craft to do. This could be painting with water colors, making a creation with Perler beads, making friendship bracelets, or finger knitting with yarn. I also have the sticker poster out as an option where teens can sit and work on a giant mosaic poster that is completed by placing stickers on individual squares. The most recent one the teens finished is of a sunflower and is hanging in the teen section.

Teen After Hours happens once a month on a Friday after closing time. Being in the library after closing time will always be a draw for the teens! This month, I took some feedback from my teens about what they're currently passionate about: Five Night's at Freddy's. Five Night's at Freddy's is originally a spooky video game that has, as its gained popularity, been made into a book series and most recently a movie. The setting for the game is a haunted pizza restaurant at night, so I decided the closest activity that I could tie into the game would be flashlight tag. During each 3-minute round, 2 teens were the "security guards" and had flashlights to try and catch the other teens who were sneaking around in the dark. If a security guard shined their flashlight onto another player, that person would have to

freeze until the end of the round. The quick rounds meant that no player was frozen for too long and it also gave almost everyone the chance to be a security guard. I was thrilled with the turnout of this event and had 28 teens in attendance!

STEM Saturday is a new program I started for teens this month. It's going to take place on a Saturday afternoon every few months. I'm not able to commit to doing it every month, due to scheduling issues, but I'm aiming for every other month. At this first STEM event, the theme was Mars rovers. The first half of the program was a presentation on the Mars rovers throughout history, up to the current rover. We watched a video that discussed the many difficulties the Opportunity rover faced when landing on Mars. The teens had some base knowledge on this and it led to a good discussion. Next, I asked them to make a list of what a rover needs to survive on Mars. Then, they sketched those ideas out on graph paper. Finally, they created their own Mars rover out of graham crackers, frosting, mini cookies, and various candy. The only trick was that they were given a certain amount of Space Bucks to spend on the ingredients. I wanted to do this so they would have to think more intentionally about the supplies they used, just like NASA has to do. This first STEM Saturday program only had 3 teens attend, though that didn't surprise me since it was the first one.

## **Adult Services (Sara Hendrickson)**

### **Craft Club**

- We had 14 people register for October's Craft Club (Painted Pine Cones). One woman liked the craft so much that she went out and bought acrylic paint the next day, just so she could paint some more pinecones!
- Picked November's craft: Painted Acorns. Created marketing for the craft.

### **Other**

- Family Board Games on October 14 went really well. We had 18 people stop in to play games throughout the day! A huge thanks to Mike Moderski and Tim Kalamarz for providing games and teaching us new ones. We're hoping to be able to have prize drawings soon. Our next game day is scheduled for December 9.
- Bridge Club continues to have between 8 and 12 players show up each week. We're starting to get a few new faces as well.
- Our scheduled program for October 19 has been postponed to January due to illness. We look forward to having Dorothea Salo give her Badger Talk on Digitizing Family Memories at that time.
- The free flu vaccine clinic on October 24, sponsored by the Neighborhood Free Clinic of Stoughton and the Edgewood College of Nursing, went well. We had about 30 people get vaccinated. The Edgewood College liaison is hoping we can collaborate again in the future.
- The first book discussion for *Becoming Kin* occurred on October 25. Fifteen people attended, and the Indigenous Solidarity of McFarland said the discussion went well. The second discussion is slated for November 8.
- Apparently Abbott & Costello is not the type of humor the people of McFarland enjoy. We had three people for the first showing, and none for the second. People don't know what they are missing!
- The first round of technology classes, made possible by the AT&T and PLA's grant, will take place on Friday, December 8 and Saturday, December 9. It will be the same workshop given both days: Cybersecurity. There will be a second round, focusing on Android and iOS mobile devices, at the beginning of January.
- Began brainstorming for Craft-a-palooza take home craft for December. Katie came up with the idea of doing a Himmeli Ornament (Finnish). Practiced making some to see if it would work as a take home craft.
- Created marketing for the Alzheimer's presentation, Jeff Nania Author visit, Homemade Gifts with Jamie, and Technology Workshop-Cybersecurity: flyers, website, TV display slides, Facebook, and Instagram.
- Sent adult programming information to the Outlook, the Thistle, Senior Outreach, McFarland Communications Department, Nextdoor McFarland, and McFarland's Community & Economic Development Specialist.

**Collections & Other Services:**

- Attended webinars for Eat.Read.Love. (cookbooks + romance), Library Journal's Day of Dialogue, Beyond Books: Adult Library Programs that Work!, and Library Love for LibraryReads.
- Assisted a woman and her sister-in-law in with the process of tweaking and submitting an obituary online.
- Met with Mark Jochem, Workforce Development Consultant for SCLS, to discuss ways in which to best use the AT&T and PLA grant. Created a plan for prizes, advertising, and materials to provide for each patron who attends. We will have a grand prize for each workshop, as well as a handful of smaller prizes.
- Met a patron on a weekly basis to teach typing skills and work through Transparent Language lessons. Helped her create a Gmail account, and started walking through how to use Google Drive, Google Docs, and Gmail. Encouraged her to reach out to the Literacy Network for more in-depth services
- Met with a patron on a weekly basis to teach basic typing skills and work through Transparent Language lessons.
- Provided proctoring session for a local patron. Will have a few more proctoring sessions over the course of the semester.

## 2024Library Board Calendar

|                               |          |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|----------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tuesday</b><br><b>5:15</b> | 2        | January          | <ul style="list-style-type: none"> <li>• Approve Library Director Goals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| Monday                        | 5        | February         | <ul style="list-style-type: none"> <li>• Annual Report Approved.</li> <li>• Nominating Committee Appointed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |
| Monday                        | 4        | March            | <ul style="list-style-type: none"> <li>• Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.</li> </ul>                                                                                                                                                                                                                                                                                                   |
| Monday                        | 1        | April            | <ul style="list-style-type: none"> <li>• Appointments of new board members made by the municipality.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |
| Monday                        | 6        | May              | <ul style="list-style-type: none"> <li>• New board member terms begin.</li> <li>• Board officers elected.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |
| Monday                        | 3        | June             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Monday</b>                 | <b>1</b> | <b>July</b>      | <ul style="list-style-type: none"> <li>• Director provides board with preliminary recommendations for budget priorities for coming year.</li> <li>• Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.</li> <li>• Due date for providing prior year usage and expenditure statistics to county; Budget and funding request approved for upcoming year.</li> <li>• Discuss joint Trustee meeting.</li> </ul> |
| Monday                        | 5        | August           | <ul style="list-style-type: none"> <li>• Discussion of needed trustee continuing education.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Tuesday</b><br><b>5:15</b> | <b>3</b> | <b>September</b> | <ul style="list-style-type: none"> <li>• Apply for exemption from next year's county library levy.</li> <li>• Board representatives attend municipal budget hearings to explain and advocate for budget.</li> </ul>                                                                                                                                                                                                                                                               |
| <b>Monday</b>                 | 7        | October          | <ul style="list-style-type: none"> <li>• Trustee continuing education session held during meeting.</li> <li>• Municipality approves library appropriation.</li> <li>• Dates Closed</li> <li>• Vacation Carry Over - discussion</li> </ul>                                                                                                                                                                                                                                         |
| Monday                        | 4        | November         | <ul style="list-style-type: none"> <li>• Budget revised, if necessary, based on actual funding approved.</li> <li>• Library policies reviewed and revised if necessary.</li> </ul>                                                                                                                                                                                                                                                                                                |
| Monday                        | 2        | December         | <ul style="list-style-type: none"> <li>• Director Presents Draft of 2024 Goals.</li> <li>• Library policies reviewed and revised if necessary.</li> <li>• Vacation Carry Over - approval</li> </ul>                                                                                                                                                                                                                                                                               |

## 2024Library Board Calendar

|                 |   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------|---|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday<br>5:15 | 2 | January   | <ul style="list-style-type: none"> <li>• Approve Library Director Goals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| Monday          | 5 | February  | <ul style="list-style-type: none"> <li>• Annual Report Approved.</li> <li>• Nominating Committee Appointed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |
| Monday          | 4 | March     | <ul style="list-style-type: none"> <li>• Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.</li> </ul>                                                                                                                                                                                                                                                                                                   |
| Monday          | 1 | April     | <ul style="list-style-type: none"> <li>• Appointments of new board members made by the municipality.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |
| Monday          | 6 | May       | <ul style="list-style-type: none"> <li>• New board member terms begin.</li> <li>• Board officers elected.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |
| Monday          | 3 | June      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Monday          | 1 | July      | <ul style="list-style-type: none"> <li>• Director provides board with preliminary recommendations for budget priorities for coming year.</li> <li>• Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.</li> <li>• Due date for providing prior year usage and expenditure statistics to county; Budget and funding request approved for upcoming year.</li> <li>• Discuss joint Trustee meeting.</li> </ul> |
| Monday          | 5 | August    | <ul style="list-style-type: none"> <li>• Discussion of needed trustee continuing education.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |
| Tuesday<br>5:15 | 3 | September | <ul style="list-style-type: none"> <li>• Apply for exemption from next year's county library levy.</li> <li>• Board representatives attend municipal budget hearings to explain and advocate for budget.</li> </ul>                                                                                                                                                                                                                                                               |
| Monday          | 7 | October   | <ul style="list-style-type: none"> <li>• Trustee continuing education session held during meeting.</li> <li>• Municipality approves library appropriation.</li> <li>• Dates Closed</li> <li>• Vacation Carry Over - discussion</li> </ul>                                                                                                                                                                                                                                         |
| Monday          | 4 | November  | <ul style="list-style-type: none"> <li>• Budget revised, if necessary, based on actual funding approved.</li> <li>• Library policies reviewed and revised if necessary.</li> </ul>                                                                                                                                                                                                                                                                                                |
| Monday          | 2 | December  | <ul style="list-style-type: none"> <li>• Director Presents Draft of 2024 Goals.</li> <li>• Library policies reviewed and revised if necessary.</li> <li>• Vacation Carry Over - approval</li> </ul>                                                                                                                                                                                                                                                                               |

## 2024 Goals Library Director

### **Goal 1) The Library's collections, programs, and services reflect the needs of the community.**

- Develop a library service model for outreach, community engagement and satellite or express library.
  - Participate in the village's planning of library spaces within the community center.
- Pilot all-age programming to appeal to broader audiences and interests.
- Collaborate with the school district to participate in leveled literacy challenges that support readers at all developmental stages.

### **Goal 2) The Library is recognized as a valuable community contributor.**

- Community engagement and event participation showcases the library prominently
  - Participate in the McFarland Community Festival, McFarland Bird Festival, McFarland Pride Fest, and McFarland Winter Wonderland.

### **Goal 3) The Library cultivates and expands strong community support.**

- Establish priorities for Library Finance Committee.

### **Goal 4) The Library leverages technology, new tools, and services to benefit library staff and patrons.**

- Launch and evaluate reservation software for library spaces.
- Assess alternatives to current library copy/print/fax and translation technologies.
- Explore hands-on technology teaching opportunities for library users, especially older adults.

### **Goal 5) The Library pursues improvements to the library building and internal spaces which are necessary to enhance library collections, programs, and services.**

- Investigate shelving alternatives and reorganize current collections to gain efficiency, visibility, and accessibility.
- Explore alternate sites for library programs or services through satellite or express locations.

**Goal 6) The Library uses a continuous growth model for the professional development and management of library staff.**

- Evaluate staff alignment to ensure organizational structure meets library service needs.
- Staff receive relevant continuing education on best practices, service improvements, and library technology.
- Perform systematic policy/procedure review.
- Hold yearly in-service for all library staff.



## Library Director Performance Survey

Thanks for taking your time to conduct the review.

### 1. Works with the Library Board and Library Systems

- Provides administrative support to the Board and attends all Board meetings.
- Assists in preparing agendas and arranges for minutes to be taken at Board meetings.
- Compiles and mails Board packets in advance of each meeting.
- Researches, compiles and distributes background materials for agenda items.
- Keeps the Board informed of issues and problems relating to the library, and presents options and recommendations for dealing with those issues.
- Assists and promotes continuing education of Board members, and orients new members.
- Prepares state annual report for review and approval by the Board.
- Participates in South Central Library System meetings, committees and training.
- Participates in Dane County librarian meetings and activities.
- Ensures that system contracts are signed and submitted on a timely basis.

☐ 4 - Excellent

☐ 3 - Very good

☐ 2 - Good

☐ 1- Needs Improvement

Comments

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## 2. **Manages Public Services**

- Helps develop and oversee a variety of services designed to meet the needs of a diverse public, including the lending of a wide variety of materials to users of all ages, reference and information services, readers advisory, user instruction, public programming, provision of public meeting spaces and access to electronic information.
- Operates the library under a philosophy of service which puts the needs of library users first, and responds to those needs in a positive, helpful and friendly manner.
- Ensures library accessibility to everyone in the community, including individuals with various types of disabilities.

☐ 4- Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Needs Improvement

Comments

### 3. **Manages Collection Development & Technical Services**

- Selects or directs the selection of a collection of library materials that meets the needs of a diverse public, based on a collection development policy approved by the Board.
- Reviews collection development policy regularly to make sure it is consistent with current practice and otherwise up-to-date.
- Oversees and participates in the acquisition, processing and cataloging of library materials.
- Oversees and participates in the circulation of library materials, using a shared automation system.
- Oversees the sharing of materials with other libraries in the shared system and in the state through outer-library loan.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

#### 4. **Manages Library Technology**

- Manages the library's website.
- Assists the Board in developing technology plans.
- Supervises replacement of computers on a scheduled basis and other equipment as needed.
- Ensures documentation of equipment is kept up-to-date.
- Ensures electronic equipment and network connections are well-maintained.
- Stays current with library technology trends, and explores and implements new applications.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

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## 5. **Manages Personnel**

- Hires, schedules, assigns, trains, supervises, evaluates, coaches and disciplines library employees
- Enforces personnel policies established by the Board.
- Assists the Board in developing and revising job descriptions for library positions.
- Carries out tasks related to personnel in compliance with state and federal laws.
- Trains other staff members and facilitates their continuing education.
- Holds regular staff meetings and in-services.
- Acts as custodian of library employees' confidential personnel files.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

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## 6. **Manages Budget and Finances**

- Assists the Board in developing an annual budget for the next fiscal year.
- Presents and justifies the annual budget to the Board and Village officials.
- Manages the library's budget so that expenditures stay within the approved budget.
- Submits general and trust fund bills to the Board for approval each month.
- Maintains accurate and up-to-date financial records.
- Explores cost-saving measures and alternative revenue sources.
- Applies for grants when feasible.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

## 7. Develops Policies and Procedures

- Assists the Board in developing library policies.
- Ensures that day-to-day library services and operations are carried out under policies approved by the Board and the library system, and under procedures which have been developed by the staff to implement these policies.
- Ensures that policies and procedures result in library services that are fair, consistent, in compliance with local, state and federal laws, and in the public's interest.
- Ensures that policies and procedures are kept up-to-date.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

## 8. **Plans for the Library's Future**

- Plans for improvements in library services, with the understanding that the role of the library and its services will be constantly changing and evolving.
- Assists the Board in developing a long-range or strategic plan for the library, in conjunction with the library community.
- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

## 9. **Advocates and Promotes the Library**

- Stays informed about, and involved in, the local community.
- Coordinates effective advocacy and public relations activities with library staff, the Board, the Friends of the McFarland Library, and library users.
- Assists with fundraising activities.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

10. **Manages the Library's Facility**

- Oversees the care and maintenance of the library facility and grounds.
- Coordinates maintenance activities with library staff, other Village departments and outside contractors.
- Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.
- Assesses space needs.
- Ensures that ADA requirements for the library space are being met.

☐ 4 - Excellent

☐ 3 - Very Good

☐ 2 - Good

☐ 1 - Poor

Comments

\* 11. Your Name

## 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 - Raised \$1689 for the Foundation
        - 50/50 Raffle - Raised \$480 for the Friends
        - Farm to Table Dinner – Raised \$500 for the Friends plus \$1000 donation from an attendee for the endowment.
2. Use technology to help library personnel be more productive and efficient
  - a. Investigate LibCal for program registration software – Because the Adult Services Position changed during 2023, this has been moved to 2024.
  - b. Investigate Cloud backup solutions - We are in the process of upgrading our computers in anticipation of having two locations. The cloud backup solution will be a part of that plan.
  - c. Investigate password keepers – Done 3/1/23 Staff began using 1password in March. 1password is cloud based, allows us to share passwords, and we're able to run reports on how secure passwords and websites are.
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 – Done 6/1/23 The eastside redesign is on hold due to the Community Center project and potential changes to the parking lot. Instead I have worked with Avant to create a list of priorities around the library to help alleviate damage from snow removal and provide for better care of our shrubs.
  - b. Participate in the village's energy audit. 10/27/2023 Done – We're waiting for the final report to come back from the consultants.
  - c. Replace and re-catalog picture books in the children's area. – 10/27/23 – This work will start in early December.
  - d. Replace door openers and update locks and crash bars on library doors. Make library lockers operational. Currently getting quotes for this project.
  - e. Have an HVAC engineer study the HVAC system and make recommendations for boiler replacement. DONE 3/17/23

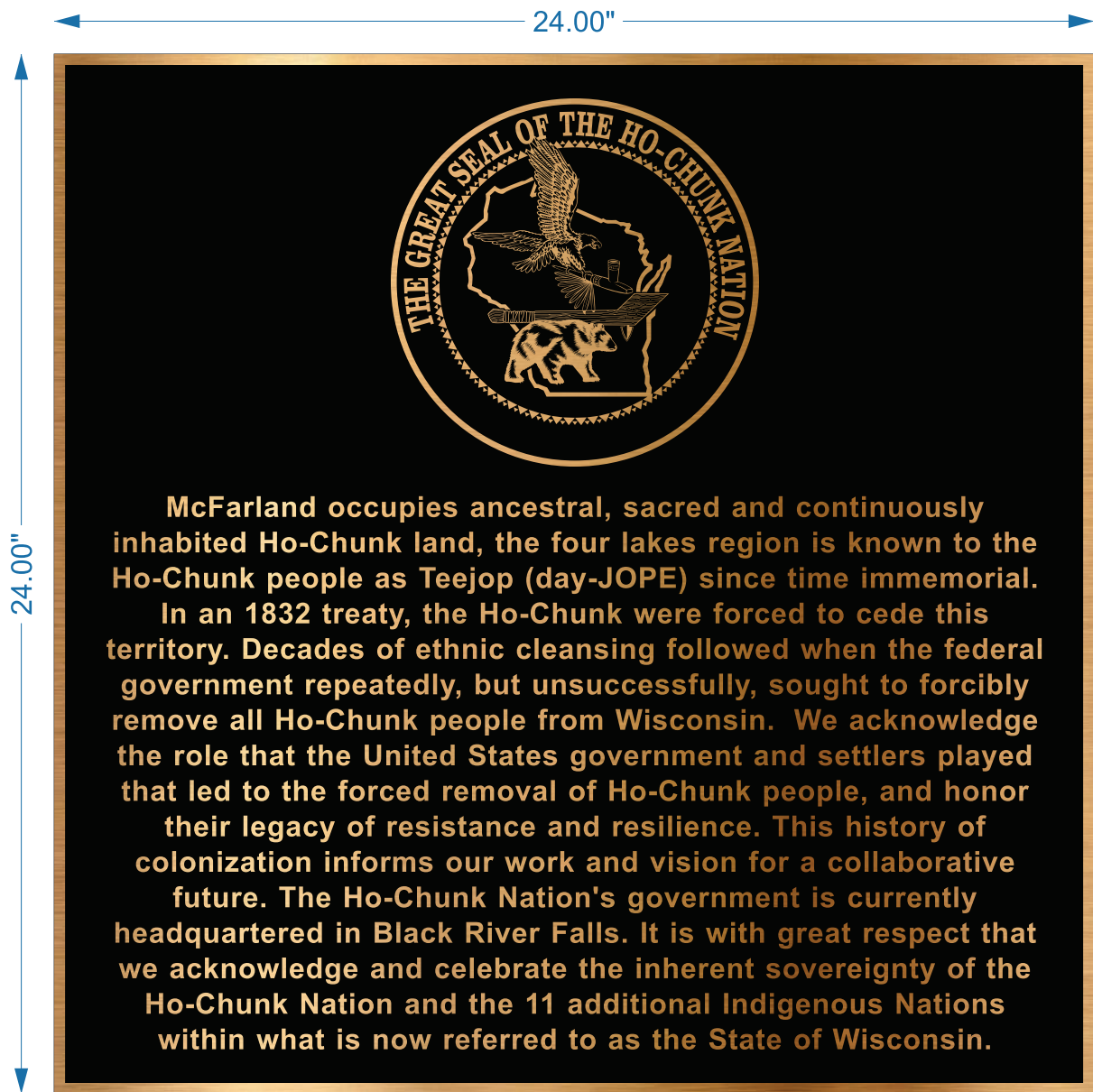
4. Changes to collections, reference, and readers' advisory.
  - i. *Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.*
    1. *We started some of this work this year by deciding to focus our CD and DVD collections on more esoteric titles. We'll still buy popular items but we'll spend more time looking for items that are less known. Examples of this would be foreign films, contemporary classical and jazz CDs, movies and shows not readily available on streaming services,*
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 Done 10/2023*
    3. *Customer Service*
      - a. *Staff have also attended trainings on dealing with homelessness, patrons with mental illness, patrons and sexual harassment. Through the village, they have received harassment training.*
    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. We have completed some of the work on the website, updating the logo and creating one voice for our social media accounts. We have a staff person assigned to create a "to do" list from the report and we'll be working through the rest of the suggestions.*
    - ii. *Continue to work on the McFarland Community Festival board. ONGOING – I currently serve as the secretary and logistics manager for the festival.*
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. I reached out to them in the beginning of 2023 but we didn't find any opportunities for collaboration this year.*

- ii. *Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects. The Chamber is currently looking for a new Executive Director and we'll reach out after a new director is hired.*
  - iii. *Participate in the McFarland Community Festival. ONGOING*
  - iv. *Work with the McFarland Equity Project and the DEI committee on social justice projects in the village.*
    - 1. *We promote programs that MEP and/or DEI put together*
    - 2. *We helped to promote the land acknowledge flag raising ceremony. We're also working with the committee to promote and support the land acknowledgement celebration that will be a part of the festival.*
    - 3. *We helped to promote the LTGBQ+ flag raising ceremony and we'll be participating in McFarland Pride Fest on June 25.*
    - 4. *The Library welcomed Native American poet Louis Clark.*
    - 5. *The Library is currently working with two community members on a book club for the book Becoming Kin.*
- 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 ONGOING**
  - b. **Review DPI's *Inclusive Services Assessment Guide* with the library staff and board.**  
**Ongoing**
  - c. **Need for increased outreach to underserved groups in our community.**
    - i. *Research what the underserved groups in our community are.*
    - ii. *Staff participated in the training conducted by the Autism Center. They provided information to us so that we could better serve our patrons who are neuro-divergent. We also worked with the School Resource Officer and the School district to implement workflows to be more welcoming for neuro-divergent students.*
    - iii. *Sara is working with two immigrants from Guinea. She has helped with ESL Resources, making connections within the community and typing skills.*
    - iv. *Kelly has worked with immigrants from Columbia. She helped them get ESL Resources, job information, and make connections within the community.*
- 9. **Planning**
  - a. **Complete work on the impact fee study COMMUNITY DEVELOPMENT IS FINALIZING THE IMPACT FEE STUDY AS OF 10/2023**
  - b. **Work with the Library Board and the Village Board to plan the Community Center**
    - i. *Ongoing – the library board has been working on plans and I have been attending staff meeting throughout 2022 and 2023.*

**Other Accomplishments:**

- **Completed HVAC upgrade of main boilers, air relief system, meeting room side HVAC system.**

- Currently working on electrical system project to ensure that the surge suppression in the building is effective.
- Currently working on replacing the lighting control system.
- Completed work for the updated Strategic Plan 2024-2029.
- Worked with the village on the sustainability plan
- Attended ALA in Chicago
- Currently attending an online course on Disaster Planning and Communication
- Updated Library Logos
- Worked with Cottage Grove to create a contract to provide story time services for their residents
- Implemented Facilities Maintenance Software
- Created Library Finance Committee
- Served as President of the Friends of McFarland Library
- Serve as bookkeeper for the Library's endowment fund



24" x 24"

BRONZE

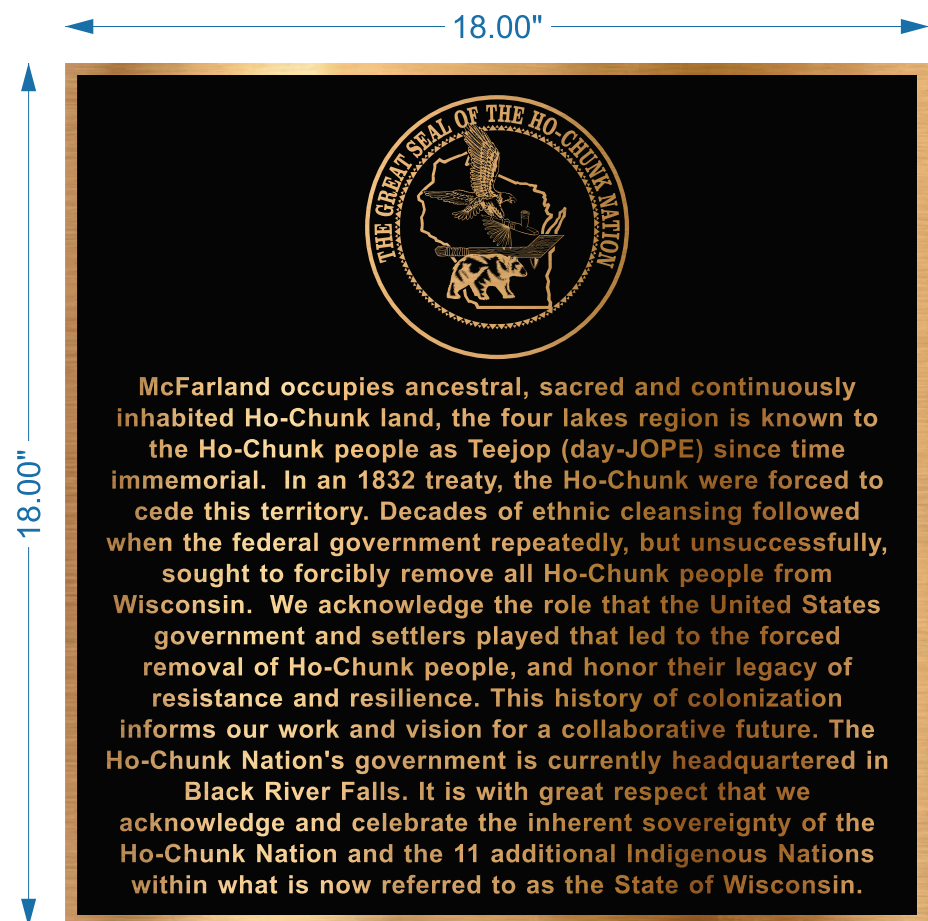
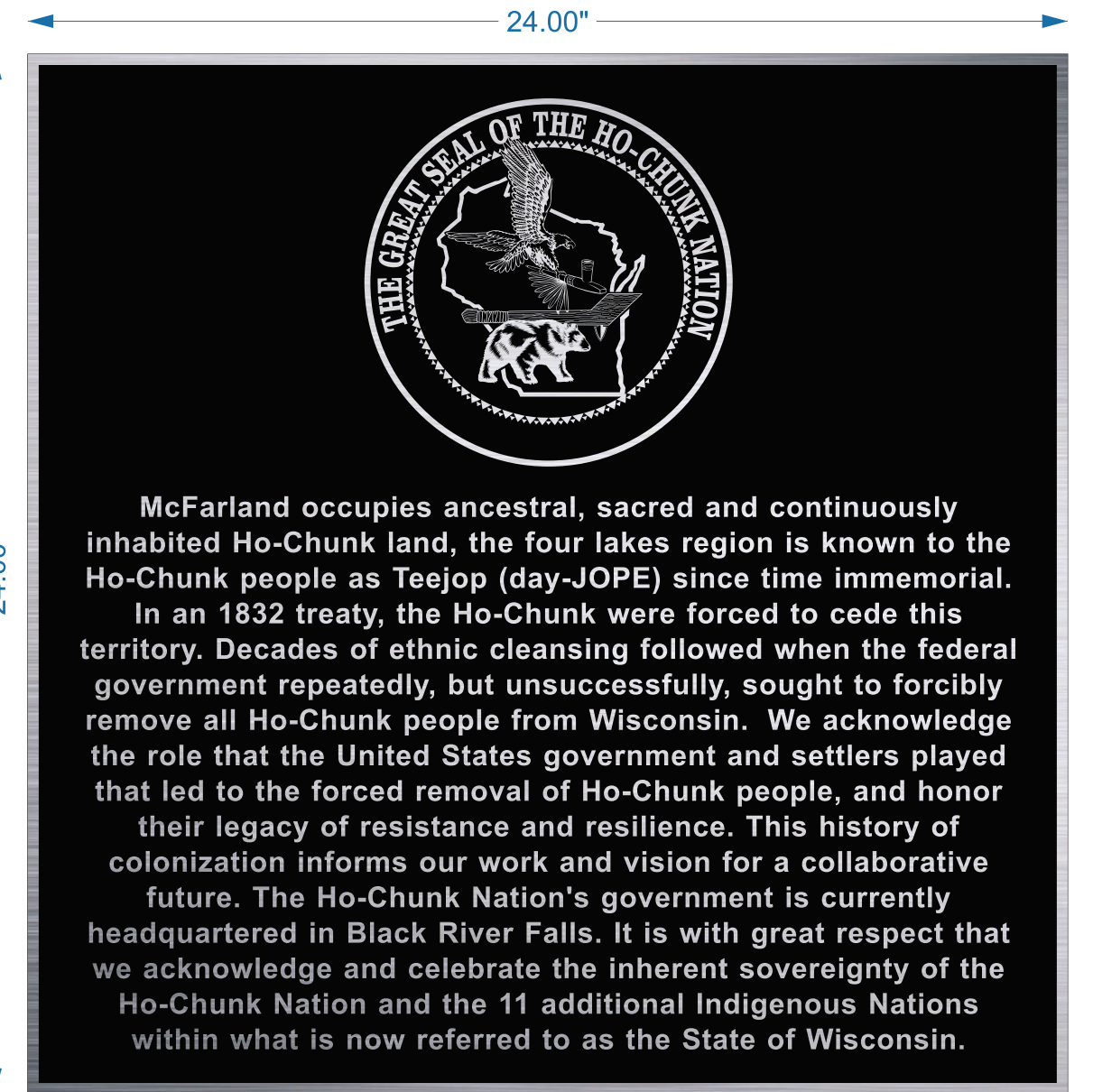
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ALUMINUM

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18" x 18"

BRONZE

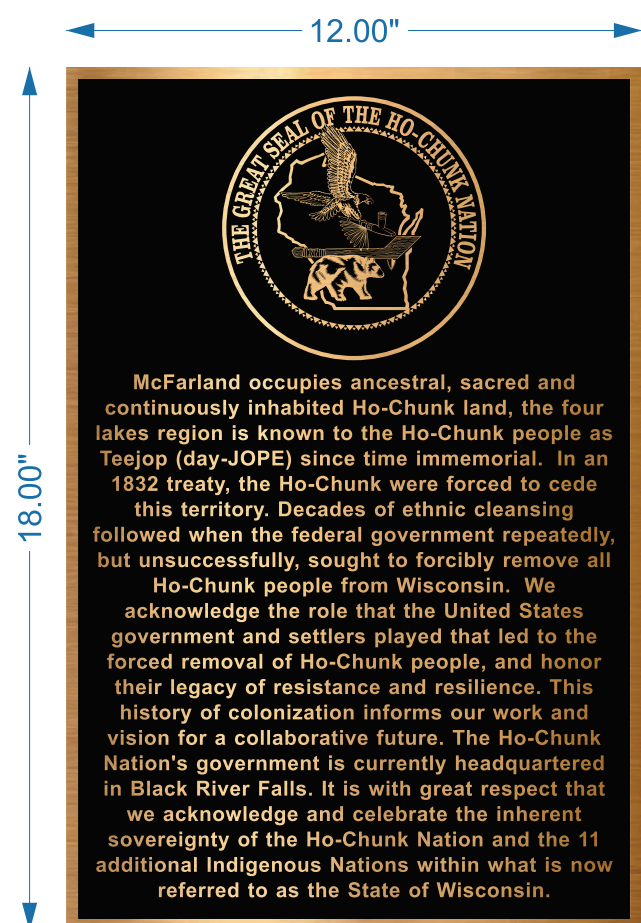
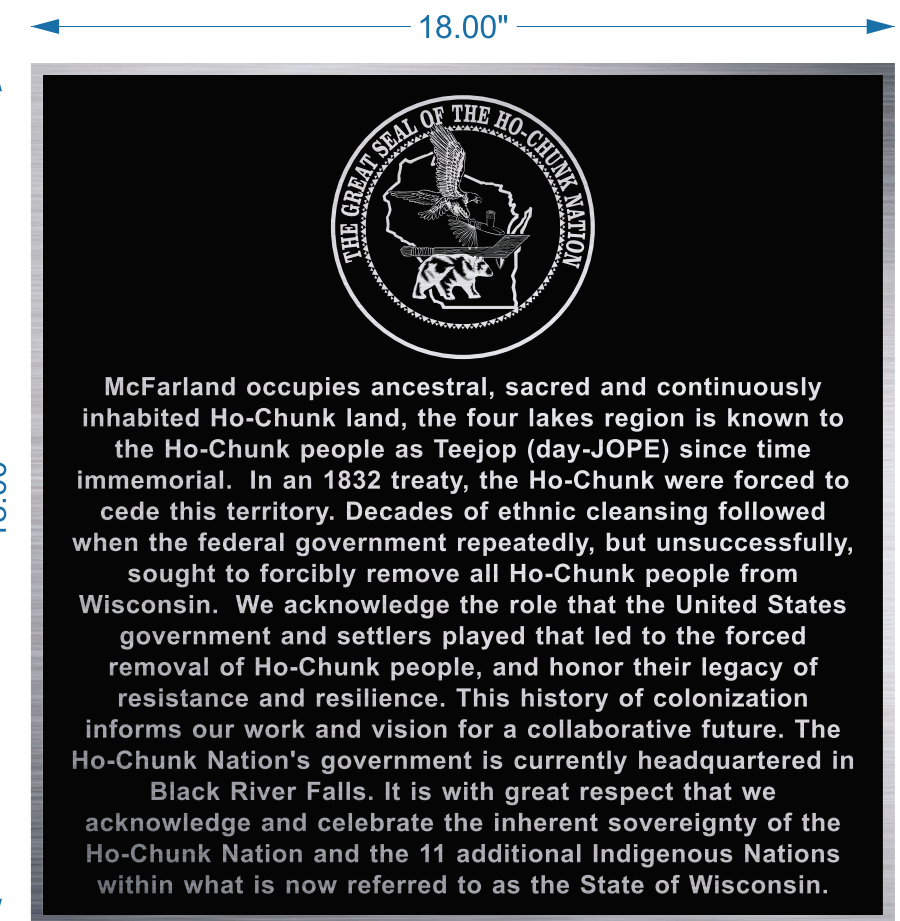
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