VILLAGE OF MCFARLAND

Library Board

NOTICE OF PUBLIC MEETING

Monday, July 1, 2024

5:15 PM

E.D. Locke Public Library
5920 Milwaukee St, McFarland

AGENDA

1. CALL TO ORDER

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 to be included as part of the meeting.

3. ACTION ITEMS
   a. Motion to approve the minutes of the June 3, 2024 meeting.
   b. Motion to approve the June 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. Library Bylaws
   b. Library CIP 2025-2030
   c. Draft Library Staffing Plan
   d. New York Times Games Subscription

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, June 3, 2024 - 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, Staci Fritz, Ken Machtan, Karin Mandli, Evan Richards, Peter Sobol

Members not present: Mona Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

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3. ACTION ITEMS

a. *Motion to approve the minutes of the May 6, 2024 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the May 6, 2024 meeting. Motion carries 4 - 0 - 2 by acclamation.

b. *Motion to approve the May invoices*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the May invoices Motion carries 6 - 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. *Library Planning- Expansion, Renovation, and the Community Center Branch*
Village Administrator Matt Schuenke discussed the process for the Village's Capital Improvement Plan. Village Board President Carolyn Clow encouraged the library board

to submit items to the CIP for renovating the current building. Carolyn and Matt both answered questions about the Community Center Project.

b. *Program Policy*

c. *Quote for lighting control surge suppression*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve Quote for lighting control surge suppression for $1,000 from 1901 Electric. Motion carries 6 - 0 - 0 by acclamation.

d. *Contract for Rachel Arndt*
Motion by Member Karin Mandli, second by Member Staci Fritz, to approve the Contract for Rachel Arndt Consulting, LLC not to exceed $2,000. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Staci Fritz, to adjourn at 6:23

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

June Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	801.39	DVDs, CDs, Program and Office Supplies
AVANT GARDENING & LANDSCAPING	547.87	Landscape Maintenance
BOLDTRONICS, INC.	132.5	Door Latch repair
CHOCOLATE SHOPPE ICE CREAM CO.	73.56	Program Supply
CORPORATE BUSINESS SYSTEMS	358.45	Copier Lease
EBSCO INFORMATION SERVICES	2251.7	Flipster Renewal
INGRAM LIBRARY SERVICES	2087.36	Books
JOHNSON, EUGENE	31	Lost item Refund
MCFARLAND ACE HARDWARE	40.99	Facility Repair
MICROMARKETING LLC	84.99	Audio Books
SCHILLING SUPPLY COMPANY	327.52	Operating Supplies
STATZ-PAYNTER, JAMIE	117	Program Fee
US CELLULAR	43.75	Cell Phone
VESTIS LLC	241.32	Mat Rental
Grand Total	**7139.4**	

2024 Budget Update

REVENUES									
		Budget Amount	April Actual	May Estimated	June Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41110**	$ 768,000.00	$ -	$ -	$ -	$ 768,000.00	100.00%		
County Library Aids	**43720**	$ 352,250.00			$ -	$ 352,144.01	99.97%		
Library Fines	**45190**	$ -			$ -	$ 5.30			
Interest	**48100**	$ 2,000	$ 4,126.12	$ 3,400.00	$ 3,400.00	$ 27,917.84	1395.89%	50%	
Library Fees	**46710**	$ 2,000	$ 323.82	$ 364.19	$ 327.21	$ 1,963.25	98.16%	50%	$ 1,000.00
		$ 1,124,250.00	**$ 4,449.94**	**$ 3,764.19**	**$ 3,727.21**	$ 1,150,030.40	**102.29%**	50%	
Expenditures									
Salaries	110	$433,500.00	$ 28,698.74	$ 29,814.29	$ 32,831.67	$177,673.38	40.99%	50%	$ 216,750.00
Part-time	120	$209,000	$ 14,825.50	$ 14,579.43	$ 13,338.06	$86,092.91	41.19%	50%	$ 104,500.00
Health Insurance	130	$122,000	$ 9,018.02	$ 9,287.23	$ 10,811.95	$52,182.99	42.77%	50%	
Retirement	131	$36,000	$ 2,374.50	$ 2,573.70	$ 2,669.42	$14,468.12	40.19%	50%	$ 18,000.00
SS/Medicare	132	$49,250	$ 3,172.46	$ 3,259.56	$ 3,374.18	$19,400.76	39.39%	50%	
Other Benefits	135	$2,500	$ 87.75	$ 87.75	$ 100.19	$495.07	19.80%	50%	
Expense Reimbursement	141	$ -	$ -			$0.00	#DIV/0!	50%	
Total Personnel		**$852,250.00**	**$58,176.97**	**$6.42**	**$63,125.47**	**$350,313.23**	**41.10%**	50%	**$ 426,125.00**
Support Services	210	$ 12,000	$ -	$ 29.99	$ -	$ 649.98	5.42%	50%	$ 6,000.00
Consulting Services	211	$ 48,750	$ -	$ -	$ -	$ 48,644.00	99.78%	50%	$ 24,375.00
Utilities	220	$ 40,000	$2,790.76	$3,725.88	$ 2,837.00	$ 17,025.24	42.56%	50%	$ 20,000.00
Communication	221	$ 5,750	$675.52	$543.15	$ 371.00	$ 3,058.07	53.18%	50%	$ 2,875.00
Equipment Maintenance	240	$ 9,000	$ 154.73	$383.65	$ 333.00	$ 7,912.85	87.92%	50%	$ 4,500.00
Facility Maintenance	242	$ 23,250	$ 17,577.63	$2,479.36	$ 23,314.00	$ 49,813.52	214.25%	50%	$ 11,625.00
Other Contractual Services	290	$ -	$ -			$ -	0.00%	50%	$ 11,625.00
Total Services		**$ 138,750.00**	**$ -**	**$ 7,162.03**	**$ 26,855.00**	**$ 127,103.66**	**91.61%**	50%	**$ 81,000.00**
Office Supplies	310	$ 9,000	$ 196.91	$ 1,114.70	$ 580.00	$ 3,510.56	39.01%	50%	$ 4,500.00
Postage	311	$ 250	$ 4.62	$ 23.80	$ -	$ 317.24	126.90%	50%	$ 125.00
Dues	320	$ 750	$ -	$ -	$ -	$ 155.00	20.67%	50%	$ 375.00
Meeting Expenses	330	$ 1,000	$ 25.77	$ 360.00	$ (513.00)	$ (103.27)	-10.33%	50%	$ 500.00
Training Expenses	331	$ 3,250	$ 300.00		$ -	$ 1,376.00	42.34%	50%	$ 1,625.00
Operating Supplies	340	$ 5,500		$ 340.91	$ 179.02	$ 2,583.68	46.98%	50%	$ 2,750.00
Technology	342	$ 32,000	$ 1,020.40	$ 75.00	$ 2,251.70	$ 19,933.16	62.29%	50%	$ 16,000.00
Collection - Print	344	$ 60,000	$ 2,706.65	$ 4,935.51	$ 3,330.00	$ 24,003.15	40.01%	50%	$ 30,000.00
Collection - AV	345	$ 12,500	$ 285.33	$ (96.49)	$ 337.00	$ 2,020.83	16.17%	50%	$ 6,250.00
Library Miscellaneous	390	$ -	$ -		$ -	$ -	0.00%	50%	$ -
Programming	391	$ 9,000	$ 6.46	$ 2,125.90	$ 1,000.00	$ 7,001.72	77.80%	50%	$ 4,500.00
Other Total		**$ 133,250.00**	**$ 4,546.14**	**$ 8,879.33**	**$ 7,164.72**	$ 60,798.07	**45.63%**	50%	**$ 66,625.00**
Total Budget		**$1,124,250.00**	**$ 62,723.11**	**$ 16,047.78**	**$ 97,145.19**	**$ 538,214.96**	**47.87%**	50%	**$ 562,125.00**

E. D. LOCKE PUBLIC LIBRARY
McFarland, Wisconsin

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
July 2024

June Highlights

- **Village News -** Luke Fessler will give an update
- **Friends** – Staci Fritz will give an update

Endowment –

April 2024	May 2024	Difference	Contributions
$202,730.48	$207,319.90	$4,589.42	$0

Library Facilities Management

- **Electrical/Lighting**
  - The electrical system analysis project will begin in mid- July
  - The lighting controls project is complete
- **Book Lockers –** As of June 25th, the book lockers are in operation.
- **2024 Capital Projects –**
  - Library Reroofing – I am currently working on finding an expert to assist me with writing the specs for the RFP. This project will most likely get moved to 2025.
  - HVAC Controls and Server upgrade- This project is scheduled for August.
  - Scanner/Copier/Translator – No work on this yet. I'm hoping to schedule something for August/September

- **Youth Services Assistant –** The Youth Services Assistant who helps Heather with preschool programming has resigned. We are scheduled to post the position July 8th and interview candidates in August. In the meantime, existing staff will be filling in to help Heather during summer reading.
- **Integrated Library Software (ILS) Committee -** The committee is still working on gather information from vendors. I think a decision will be made this fall.
- **Play Table Read –** I'm working on setting up a table read of a play for a donor event. A table read is where actors read through a script. There are few if any props or sets. I've attended many of these and they are always fun. It's a nice informal theatre experience.

Library Circulation (Kelly Heasty)

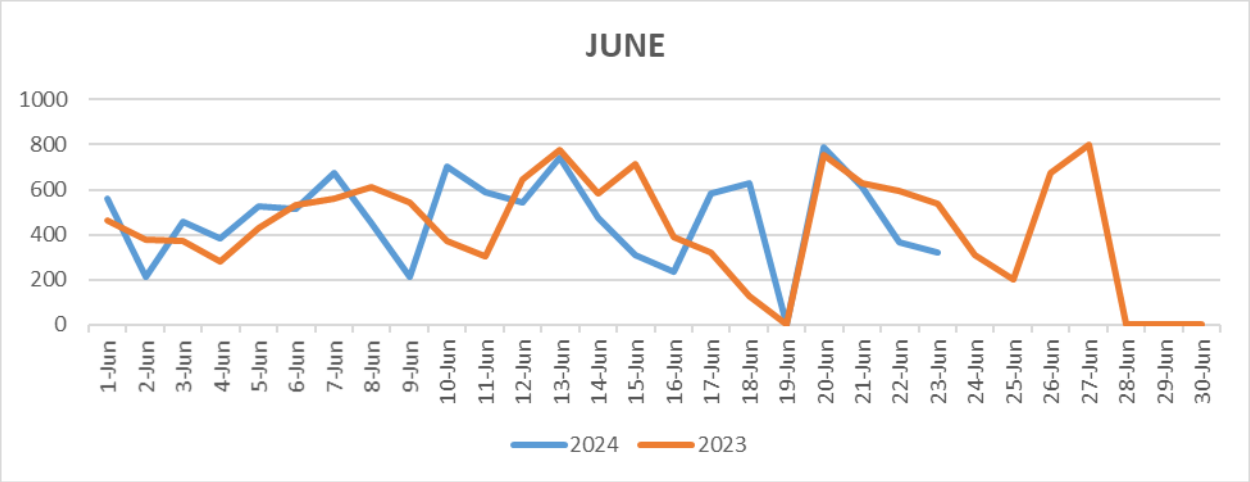
OTHER:

- Continued Spanish Language practice group with Augustine Rodriguez: 6 in attendance during the second meeting; starting to have a core group. Augustine led the group during the first meeting of the month, as I was out sick.
- 6 applications for new cards received via CivicPlus form for this month.
- Staff meeting; trained staff on lockers
- Started ordering DVDs and CDs
- Library Trivia potentially rescheduled for January

PBOOKCLUBS:

- Wed afternoon book club on June 12, Community Room, Selection: The Maid by Nita Prose. 9 in attendance
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club and Fab 4 book clubs now.

JUNE LIBRARY VISITS: TREND



Children's Services (Heather Kent)

June 2024 Library Board Report

Storytime:

Storytimes started again on Monday June 3rd with our Monday Outdoor Storytime in Lewis Park (see picture on the left). This program has had great attendance – averaging around 100 people at each session (although we had a new record of 137 people on June 17th)

Tuesday All Ages Storytime at the library has also had really good attendance – with around 70 people at each session. This program is similar to Monday's program with the schedule adjusted for whatever age group attends that day.

Programming:

Zumbini started back up again on Wednesday, June 5th with the "No Way, Jose!" curriculum. This is always an enthusiastic group of little dancers. One surprise this session is we have several small babies (6 mos old) joining the class – which is a lot of fun.

- On Friday, June 7th we had our Summer Library Program Kick-Off Celebration featuring Gee Funny Farm petting zoo. We had a petting zoo with lots of animals (they weren't sure the sloth would come and had packed the large animals before deciding the sloth could come – so we had double the animals), yard games, and food trucks. Over 540 people participated in this event.

- Tuesday, June 11th was our first Outdoor STEAM program at Lewis Park featuring Doodle Bots. This program was very full with 75 people attending. There were different levels of difficulty for this program – from very simple use of toothbrushes to wiring motors to make the "bot" wobble around creating art.

- Thursday, June 13th was our "Adventure with Big Wheels" program featuring village vehicles. Public works brought three of their pieces of equipment including the new front end loader. Unfortunately fire and the police department were called away – but the kids didn't even notice. It was nice to feature a department that they may not be aware of that helps take care of our community every day. Participants also were able to decorate bags for summer reading, create hot air balloon pictures, and make a pair of binoculars for their summer adventures.

- Drama Camp started on Friday, June 14th and we have three AWESOME groups of participants this year. The registration is full for every group this year – we have the largest teen group ever this year.

- Thursday, June 20th Danielle of Hoop Elation came for a program in the green space near the library. We were very worried the weather would cancel the program but, amazingly, Mother Nature pulled through and it was beautiful for the 100 participants that attended. She starts with a very brief performance and then leads the group in several activities using hula hoops.

- Tuesday, June 25th was our second Outdoor STEAM – Geology Rocks. This program had three separate stations for participants to work at. They excavated rocks, figured out their hardness and type, learned about core samples by doing their own core sample of candy bars, and broke apart geodes. A fun time had by all with another high attendance program.

- Thursday, June 27th we served up popcorn and showed the movie "Wish".

<u>Other</u>

- On June 6th Heather visited Waubesa Intermediate School to talk to students about Summer Reading and the Summer Library program.

- Thursday, June 13th Heather went to the Meriter Education Center to talk with new parents about Early Literacy and using ASL with your child starting at an early age. This is great outreach to new families and a great way to get the word out about the resources available at the public library.

Current Summer Reading Numbers: Rubber Ducky Club (Ages 0 – 3) 56 Participants

Summer Reading 4k – 5th Grade 325 Participants

Teen Services (Holly Wergin)

- **Programming**
  - *Summer Snack & Chat:* Hosted 2 Summer Snack & Chats averaging 12-15 in attendance each time, with many of the same regulars showing up from the school year sessions. This program has pretty much the same structure as it did during the school year, with a new craft available every week as well as a game table and a sticker poster for teens to choose from.
  - *Group Gaming:* Hosted 3 group gaming sessions with consistent returners of about 10-12 people. Teens have shown interest in not only the video games available, but also the additional board and card games I added to the program (especially chess).
  - *Teen D&D:* Hosted 2 D&D sessions with our volunteer DM, Mike Moderski. Teen participants have expressed how much they have enjoyed their time and requested more D&D sessions during the school year.
  - *Teen Summer Camp:* Hosted 3 Teen Summer Camp sessions, including painting telephone, zine making, and an international food tour. Each program has been consistent in having about 24-26 registrations with about 15-18 teens actually attending the event (I expected this margin of error as teens are often more spontaneous and decide day-of if they want to attend the event they had previously committed to). The finished paintings from painting telephone were put on display in the teen section for a couple of weeks, and the finished zines from zine making were copied and placed in the library for patrons to take home.
  - *Drama Camp:* Alongside Heather, I also helped run the Drama Camp sessions throughout June. We have a record amount of teens participating this year (14!), with many of them excited to return each week to do acting exercises, play games to better their comfort level, and practice their performances for the end of summer finale.
  - *Planning Fall Programming:* Alongside running summer programming, I have also been tentatively planning programs for the fall. I would like to continue weekly Snack & Chat sessions, as well as monthly Teen After Hours events as those are very popular. I have also been exploring other teen programs we could try in the new season, including group volunteer opportunities, STEAM events, book clubs, and continuing D&D sessions.
- **VolunTeens**
  - Our library VolunTeens have been consistently putting in hours at the library helping with handing out summer reading prizes, children's programming, setting up weekly teen sessions, and general preparations for our various summer programs. We have a really good group of volunteers this summer as all of them have been on time for their shifts and communicate well with each other and the patrons. We're really lucky to have them. I've also been keeping track of their volunteer hours individually so they can use them for school and jobs in the future.
  - In June, VolunTeens have contributed 90 volunteer hours to the library ☺
- **Book Bundles**
  - Due to my part time schedule in April and May, I put YA book bundle requests on hold until the beginning of June. Since opening them back up, I've had four requests from teens of different ages for the month of June. According to the desk staff who helped these patrons receive their books, they all seemed very pleased with the service and excited about their new reads.
- **Summer Reading/ Beanstack**
  - *Readers:* As of June 26th, we have 171 teens signed up for the summer reading challenge. This is an exciting increase from last year's numbers as by the end of the summer, the Teen Summer Reading Program 2023 had 127 readers total.

- *Book Reviews:* I reopened book reviews this year, and so far have received multiple reviews from teens. While I don't have specific numbers (Beanstack doesn't really have that as an option to report), I have read through and approved many teen book reviews. I have also been saving any book reviews that I think are particularly detailed or persuasive, and I hope to use them to promote use of the YA collection, possibly by posting these reviews next to the books in our collection to encourage their usage.

- **Displays**
  - For the month of June, I had a display for LGBTQIA+ pride, an adventure display to promote summer reading, and a display featuring travel. The pride display had a lot of movement this month as I had to replenish it every couple of days, which shows the interests of those engaging with the YA collection.
  - July book displays include:
    - Disability Pride month, which has stories showcasing characters with physical, cognitive, and/or psychological disabilities.
    - Hiking/camping-themed display with stories set in camps and forests, as well as nonfiction books that discuss camping and the great outdoors
    - An Olympics display with fiction and nonfiction books featuring the different sports and athletes at the 2024 Olympics.

Adult Services (Sara Hendrickson)

Craft Club

- June's craft was a take & make. Katie made 20 kits of paper flowers. Senior Outreach took some for seniors to make centerpieces for an upcoming meal, and we are down to six kits. Katie did all the marketing, planning, and prep work.
- Picked July's craft: an ode to summer camp with a sophisticated twist- god's eyes. Created examples to ensure it could be done in the allotted time, and began working on marketing.

Other

- We had 10 people come to Family Game Day (6/1). Mike Moderski (one of our game volunteers) and I met to reflect on how game days are going. Based on feedback and numbers, we will be switching to having game days four times a year: September, November, February, and April. This way we avoid the summer (so many people are on vacation) as well as December and January.
- We had our first round of Tech Help Drop-In sessions (6/4). Three people stopped by. Katie and I are fortunate to have a volunteer, Phil Scarr, aid us with these sessions. We will offer two more, one in July and one in August.
- "Step Right Up, Ma'am" was wonderful and educational. Four people attended, and six people watched the live stream. Donna and Danielle, the producers of TNW Ensemble, did a great job discussing how their play came to be, how they chose the actors for each role, and the process behind writing the vignettes.
- Bridge Club had to meet in the Municipal Center this month due to lack of space. Starting in August, Bridge Club will be meeting every week. They are excited about the change. We are also considering doing another "How to" Bridge program for those who are ready to learn more.
- We have a Joy of Journaling program on 6/27 with ZedEd Wellness. As of 6/25, 12 people have signed up. ZenEd will lead them through some journaling exercises.
- Met with Mike Moderski to discuss an Intro to D&D class for adults. We will be having a day of sessions in August. Mike will lead the D&D campaigns. We will be looking for feedback from those who attend to see if there is any interest in starting an adult D&D group at the library. Most adults who play already have their groups, so we're hoping to appeal to those who may be new to the game or who haven't played in awhile.

- We have 137 adults signed up for the summer reading program so far! Two adults have already gotten to the halfway mark. We have some great prizes this summer (you should all be signing up!), and we are grateful to Spartan Pizza, Angelo's, Food Fight, Dan Chin Homes, and Spartan Bowling for their prize donations. Another shout out goes to Ian's Pizza for their coupons donations that we've used for prize wheel drawings at the Bird Festival and the Pride Festival.
- Created marketing and advertised for Cemetery Walking Tours, NOAMZ music experience, Recliner to 5K, and Card Making with Jamie: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com. I also reached out to McFarland High School's music/band teachers for NOAMZ, as Naomi is a McFarland graduate.
- Sent adult programming information to the Thistle, the Outlook, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

<u>Collections & Other Services</u>:

- New Displays (tying in online resource promotion when possible)
    - Read Alike Displays (joint effort with Katie)
        - *Eruption* by Michael Crichton
        - *Long Island* by Colm Toibin
    - Romance/Mystery Pride (created by Katie)
    - General Pride (created by Katie)
    - Great Outdoors Month promoting bird backpacks and state park passes (created by Katie)
    - Juneteenth (created by Katie)
- Attended webinars/zoom meetings for Inside Outreach: Transformative Strategies to Overcome Service Barriers, Moving Libraries Forward: Managing Change Amid Technology Shifts- Strategies and Success Stories from Your Peers, and Fall 2024 Title Preview.
- Worked on an editing project for a patron.
- Helped a patron with Kindle issues and android phone issues. Helped another patron with Kanopy/Smart TV issues, which are unfortunately unresolvable.

E.D. Locke Public Library - Monthly Report May							
	Apr-24	May-24	May-23	% change Apr 2023 - Apr 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	13,354	13,035	10,573	19%	68,294	64,235	6%
Materials Checked In	10,974	10,214	9,287	9%	53,009	51467	3%
Curbside Appointments	0	1	1	0%	7	21	-67%
Locker Pickups	0	0	0	#DIV/0!	0	0	#DIV/0!
New library cards	55	51	34	33%	244	244	0%
new materials added	297	399	342	14%	1659	2200	-25%
Internet use	289	286	236	17%	1492	1199	24%
Average daily pick list	134	113	97	14%	146	123	19%
Visitor count	19,041	18,784	16,238	14%	96,886	92,218	5%
Wireless Internet use (#users)	1,510	1,524	2,210	-45%	7576	10045	-25%
App use	2,914	2,939	1,873	36%	14863	10339	44%
Study room use	85	86	54	37%	468	299	57%
Meeting room use	50	29	29	0%	227	234	-3%
Reference Questions Answered	177	257	312	-21%	1235	1778	-31%
Children's Program Participation (in-person)	995	647	693	-7%	4782	4663	3%
Teen's Program Participation (in-person)	59	633	300	111%	918	607	51%
Adult's Program Participation (in-person)	95	579	395	47%	1327	799	66%
Adult's Program Participation (on-line)	75	30	0	#DIV/0!	415	105	295%
Volunteer hours worked	41	32.25	25	29%	147.5	110.75	33%

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

ARTICLE I: MEMBERSHIP

Section 1.
Pursuant to the requirements of the WISCONSIN STATUTES 43.54, the Library Board of E.D. Locke Public Library (formerly known as McFarland Public Library) shall consist of seven appointed members who shall be citizens of the municipality except that not more than two appointive members thereof may be citizens of towns adjacent to such municipality.

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

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

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

Section 2.
Pursuant to the WISCONSIN STATUTES 43.60 (3), whenever the annual sum appropriated by a municipality or county under contract for library service equals or exceeds one-sixth of the annual sum appropriated to this public library, during the preceding fiscal year, the president or chairman of such other municipality or county, with the approval of the governing body thereof, shall appoint from among the citizens of such municipality or county an additional member to the McFarland Library Board, and when such sum equals or exceeds one-third of such annual income, two additional members, for a term of three years from the first day of May next succeeding such appointment, and thereafter for successive terms of three years each; but whenever such appropriation made is less than the one-third herein specified, the office of one such additional member, and if less than one-sixth, the office of both, shall be vacant from and after the first day of May next thereafter.

Section 3.
The Secretary shall report to the Village President absenteeism of a member for three consecutive meetings or an excess of 50% during any twelve month period without such bona fide excuses as illness, death in the family, or being out of town.

ARTICLE II: OFFICERS

Section 1.
Officers of the Library Board shall be a President, Vice President and Secretary-Treasurer.

Section 2.
The officers shall be elected at the May meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the Library Board after the vacancy occurs.

Section 3.
The **President** of the Library Board shall:

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

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

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

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

- Notify the Village Board of any vacancies on the Library Board.
- Have charge of the special funds and income outside the appropriations in charge of the Village Treasurer.
- Handle all correspondence for the Library Board.

ARTICLE III: MEETINGS

Section 1.

The library board shall meet monthly. When the regularly scheduled meeting occurs on a holiday, the board shall select another date.

Section 2.
Special meetings may be called by the President, or upon the written request of two members, for the transaction of business as stated in the call. Written notice stating the time and place of any special

meeting and the purpose for which called shall be given each member of the Board at least twenty-four hours in advance of the special meeting.

Section 3.
A quorum for transaction of business shall consist of four members. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Library Board. The President may vote upon and may move or second a proposal before the Library Board.

Section 4.
Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Library Board.

ARTICLE IV: COMMITTEES

Section 1.
Ad Hoc committees for the consideration of special circumstances will be appointed by the President, with the approval of the Library Board, to serve until the final report of the work for which they were appointed has been filed. Many of these committees may also include staff representatives. (Examples of ad hoc committees are Long-Range Planning and Library Building Committees.)

Section 2.
All committees shall make a progress report to the Library Board at each of its meetings.

Section 3.
No committee will have other than advisory powers unless, by suitable action of the Library Board, it is granted specific power to act.

ARTICLE V: LIBRARY DIRECTOR

Section 1.
The Library Director shall have sole charge of the administration of the Library under the direction and review of the Library Board.

Section 2.
The Library Director shall be held responsible for:

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

Section 3.
The Library Director shall make recommendations to the Library Board of such policies and procedures as in the opinion of said Library Director will promote the efficiency of the Library.

Section 4.
The Library Director shall attend all Library Board meetings except those at which his or her appointment or salary is to be discussed or decided.

ARTICLE VI: DUTIES OF THE BOARD OF TRUSTEES

Section 1.
The Board of Trustees shall determine the policies of the Library and develop the highest possible degree of operating efficiency in the Library.

Section 2.
The Board of Trustees shall select and appoint a competent Library Director.

Section 3.
The Board of Trustees shall advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

Section 4.
Through the Library Director, the Board of Trustees shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 5.
The Board of Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6.
The Board of Trustees shall cooperate with other public officials and boards and maintain vital public relations.

ARTICLE VIII: AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting. The vote to be favorable must have the affirmative vote of five members of the Board.

Library Capital Improvement Plan

Year	Project	Estimated Cost
2025	Electrical System upgrades	$35,000.00
2025	Prebuilt Study Room	$10,000.00
2025	Roof Replacement	$115,000.00
2026	Lighting For new books area	$30,000.00
2026	Library Signage	$30,000.00
2026	Digital Signage	$30,000.00
2027	Redesign/Remodel back of house and circ desk	$100,000.00
2030	Self Check Replacement	$40,000.00

Library	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Growth
Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00%
Assistant Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00%
Adult Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00 9	100.00%
Youth Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00%
Teen Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00%
Library Assistant II (1)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Tech Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00%
Adult services Assistant (2)	0.25 3	0.50 4	0.75 5	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	200.00%
Library Assistant I	3.18	3.18	4.43 6	4.43	4.43	4.43	4.43	4.43	4.43	4.43	5.43 10	70.61%
Youth Services Page/asst	0.26	0.50 7	2.50 8	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	845.45%
Shelvers	1.322	1.32212	1.322	1.322	1.322	1.322	1.32212	1.3221	1.3221	1.3221	1.322	0.00%
	11.02	11.50	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	17.00 11	36.14%
		0.49	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	5.98

**No Projections provided.

Cell: Z20
Comment: mcflib:
(9)If we build an addition in 2033, we'll need another librarian for programming and support in 2034

Cell: O23
Comment: mcflib:
(1) OK to remove this position. It didn't work out the way we hoped so we've effectively eliminated it.

Cell: O25
Comment: mcflib:
(2) Changed the Tech Services Assistant to the Adult Services Assistant. We needed more support in Adult Services.

Cell: P25
Comment: mcflib:
(3) This is currently a 10hr/wk position

Cell: Q25
Comment: mcflib:
(4) We'd like to increase this position to 20/hrs a week from 10. This person assists in programs and marketing and we need more support in both areas.

Cell: R25
Comment: mcflib:
(5)
We would like to increase this position to 30hrs/week to add a few adult programs when we have more space in the library

Cell: R26
Comment: mcflib:
(6) We're anticipating staffing the library in the branch M-F 8:30-6:30 this is the staff to cover all of those hours.

Cell: Z26
Comment: mcflib:
(10)If we build an addition in 2033, we'll need staff for when we open in 2034

Cell: Q27

Comment: mcflib:

(7) Increase the YS assistant to 20 hours a week. This position supports the Youth and Teen Librarians. There wouldn't be an addition of services but attendance has continued to grow for programs and we need the extra support.

Cell: R27

Comment: mcflib:

(8)Addition of four 20 hr/wk program assistants to help with the Youth Center Programming

Cell: Z29

Comment: mcflib:

(11)Anticipated need for FTEs was calculated by averaging the FTEs for libraries 30,000-35,000 sq ft.

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