

Monday, August 5, 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 July 1, 2024 meeting.
 - b. Motion to approve the July 2024 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. Youth Center Services
 - b. Library Bylaws
 - c. Meeting Room Policy
 - d. 2024 Director Evaluation
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, July 1, 2024 - 5:15 PM

1. CALL TO ORDER

Ken Machtan called the Library Board to order at 5:20 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Luke Fessler, Staci Fritz, Ken Machtan, Evan Richards, Peter Sobol

Members not present: Karing Mandli, Mona Nelson

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 to be included as part of the meeting.*

3. ACTION ITEMS

- a. *Motion to approve the minutes of the June 3, 2024 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the June 3, 2024 meeting. Motion carries 5 - 0 - 0 by acclamation.
- b. *Motion to approve the June invoices*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the June invoices totaling \$7139.40 Motion carries 5 - 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 Bylaws*
- b. *Library CIP 2025-2030*
- c. *Draft Library Staffing Plan*

Motion by Member Evan Richards, second by Member Peter Sobol, to adopt Draft Library Staffing Plan Motion carries 5 - 0 - 0 by acclamation.

d. New York Times Games Subscription

Motion by Member Peter Sobol, second by Village Trustee Luke Fessler, to approve New York Times Games Subscription for 2025. Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Staci Fritz, to adjourn at 6:28

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 July 2024

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$1,970.14	Office and program supplies, DVDs and CDs
AVANT GARDENING & LANDSCAPING	\$1,097.74	Landscape maintenance
BARELY BALANCED ENTERTAINMENT CORP	\$250.00	Program Fee
BOLDTRONICS INC	\$3,051.00	Door access panels - 1 was repaired and another was replaced
CORPORATE BUSINESS SYSTEMS	\$419.72	Copier Lease
EKLOF, EMILY	\$250.00	Program Fee
FRONTIER	\$267.54	Library Phone Bill
INGRAM LIBRARY SERVICES	\$4,702.85	Books
MCFARLAND ACE HARDWARE	\$48.88	Facility Maintenance
MICROMARKETING LLC	\$313.43	Audio Books
NASSCO INC	\$1,356.30	Cleaning Supplies
US CELLULAR	\$43.75	Library Phone Bill
VESTIS LLC	\$301.65	Mat Rental
WISCONSIN STATE JOURNAL	\$1,762.00	Newspaper Subscription - 2 copies
(blank)		
Grand Total	\$15,835.00	

Gift Fund		
4Imprint	\$666.15	1,000 books bag reimbursement

Grand Total \$16,501.15

2023 Budget Update

REVENUES									
		Budget Amount	October Actual	November Actual	December Actual	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	\$ -	\$ 13.30	\$ 1.70	\$ 54.20	\$ 111.55			
Interest	48100	\$ 2,000	\$ 1,264.32	\$ 783.92	\$ 4,973.59	\$ 29,629.92	1481.50%	83%	
Intergov -Library Aid	47320	\$ -			\$ 1,500.00	\$ 1,500.00	#DIV/0!		
Library Fees	46000	\$ 1,500	\$ 682.47	\$ 308.09	\$ 326.12	\$ 4,023.18	268.21%	83%	\$ 1,250.00
		\$ 1,064,000.00	\$ 1,960.09	\$ -	\$ 6,853.91	\$ 1,094,711.74	102.89%	83%	
Expenditures									
Salaries	110	\$410,000.00	\$ 31,193.77	\$ 31,193.79	\$ 52,170.76	\$397,927.29	97.06%	83%	\$ 341,666.67
Part-time	120	\$204,750	\$ 12,653.80	\$ 14,471.09	\$ 20,129.85	\$167,783.49	81.95%	83%	\$ 170,625.00
Health Insurance	130	\$112,000	\$ 9,522.04	\$ 9,522.04	\$ 15,100.97	\$114,672.86	102.39%	83%	
Retirement	131	\$34,000	\$ 2,539.39	\$ 2,555.40	\$ 4,093.27	\$32,881.82	96.71%	83%	\$ 28,333.33
SS/Medicare	132	\$47,000	\$ 3,193.80	\$ 3,332.87	\$ 5,174.94	\$41,264.48	87.80%	83%	
Other Benefits	135	\$2,500	\$ 90.87	\$ 90.87	\$ 134.74	\$1,116.98	44.68%	83%	
Expense Reimbursement	141	\$ 250				\$0.00		83%	
Total Personnel		\$810,500.00	\$59,193.67		\$96,804.53	\$755,646.92	93.23%	83%	\$ 675,416.67
Support Services	210	\$ 8,500	\$ 89.97	\$ -	\$ -	\$ 13,584.97	159.82%	83%	\$ 7,083.33
Consulting Services	211	\$ 48,000	\$ -	\$ -	\$ -	\$ 53,667.56	111.81%	83%	\$ 40,000.00
Utilities	220	\$ 36,000	\$1,870.55	\$2,570.12	\$2,603.19	\$ 35,007.78	97.24%	83%	\$ 30,000.00
Communication	221	\$ 4,750	\$536.14	\$535.83	\$625.71	\$ 6,052.53	127.42%	83%	\$ 3,958.33
Equipment Maintenance	240	\$ 9,000	\$1,185.61	\$373.58	\$558.16	\$ 7,822.89	86.92%	83%	\$ 7,500.00
Facility Maintenance	242	\$ 23,250	\$1,958.65	\$421.53	\$16,493.98	\$ 35,300.66	151.83%	83%	
Other Contractual Services	290	\$ -				\$ -	0.00%	83%	\$ 19,375.00
Total Services		\$ 129,500.00	\$ 5,640.92	\$ 3,901.06	\$ 20,281.04	\$ 151,436.39	116.94%	83%	\$ 107,916.67
Office Supplies	310	\$ 9,000	\$ 1,267.87	\$ 850.63	\$ 1,152.08	\$ 9,422.10	104.69%	83%	\$ 7,500.00
Postage	311	\$ 250	\$ -	\$ 20.22	\$ -	\$ 51.23	20.49%	83%	\$ 208.33
Dues	320	\$ 500	\$ 247.00	\$ -	\$ -	\$ 631.00	126.20%	83%	\$ 416.67
Meeting Expenses	330	\$ 1,000	\$ -	\$ 16.50	\$ 12.00	\$ 567.04	56.70%	83%	\$ 833.33
Training Expenses	331	\$ 3,250	\$ -	\$ -	\$ -	\$ 3,392.35	104.38%	83%	\$ 2,708.33
Operating Supplies	340	\$ 5,500	\$ -	\$ 1,861.18	\$ 210.02	\$ 3,968.87	72.16%	83%	\$ 4,583.33
Technology	342	\$ 28,750	\$ 11,651.69	\$ -	\$ 19,710.78	\$ 47,535.87	165.34%	83%	\$ 23,958.33
Collection - Print	344	\$ 55,000	\$ 4,421.80	\$ 3,877.92	\$ 1,833.87	\$ 50,325.17	91.50%	83%	\$ 45,833.33
Collection - AV	345	\$ 12,500	\$ 1,000.31	\$ 1,440.61	\$ 1,897.74	\$ 12,860.22	102.88%	83%	\$ 10,416.67
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ 105.80	42.32%	83%	
Programming	391	\$ 8,000	\$ (4,958.66)	\$ 4,657.24	\$ 3,817.87	\$ 7,755.20	96.94%	83%	\$ 6,666.67
Other Total		\$ 124,000.00	\$ 13,630.01	\$ 12,724.30	\$ 28,634.36	\$ 136,614.85	110.17%	83%	\$ 103,333.33
Total Budget		\$1,064,000.00	\$ 78,464.60	\$ 16,625.36	\$ 145,719.93	\$ 1,043,698.16	98.09%	83%	\$ 886,666.67

2024 Budget Update

REVENUES										
		Budget Amount	April Actual	May Actual	June Actual	July 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	\$ 4,054.06	\$ 3,400.00	\$ 3,400.00	\$ 31,971.90	1598.60%	58%	
Library Fees	46710	\$ 2,000	\$ 323.82	\$ 364.19	\$ 225.85	\$ (134.00)	\$ 1,727.89	86.39%	58%	\$ 1,166.67
		\$ 1,124,250.00	\$ 4,449.94	\$ 4,418.25	\$ 3,625.85	\$ 3,266.00	\$ 1,153,849.10	102.63%	58%	
Expenditures										
Salaries	110	\$433,500.00	\$ 28,698.74	\$ 29,814.29	\$ 49,901.40	\$ 33,178.73	\$227,921.84	52.58%	58%	\$ 252,875.00
Part-time	120	\$209,000	\$ 14,825.50	\$ 14,579.43	\$ 20,194.35	\$ 13,233.91	\$106,183.11	50.81%	58%	\$ 121,916.67
Health Insurance	130	\$122,000	\$ 9,018.02	\$ 9,287.23	\$ 16,127.42	\$ 10,049.59	\$67,548.05	55.37%	58%	
Retirement	131	\$36,000	\$ 2,374.50	\$ 2,573.70	\$ 4,027.89	\$ 2,693.90	\$18,520.49	51.45%	58%	\$ 21,000.00
SS/Medicare	132	\$49,250	\$ 3,172.46	\$ 3,259.56	\$ 5,154.16	\$ 3,405.41	\$24,586.15	49.92%	58%	
Other Benefits	135	\$2,500	\$ 87.75	\$ 87.75	\$ 150.30	\$ 100.19	\$645.37	25.81%	58%	
Expense Reimbursement	141	\$ -	\$ -			\$ -	\$0.00	#DIV/0!	58%	
Total Personnel		\$852,250.00	\$58,176.97	\$6.42	\$95,555.52	\$62,661.73	\$445,405.01	52.26%	58%	\$ 497,145.83
Support Services	210	\$ 12,000	\$ -	\$ 29.99	\$ 59.98	\$ -	\$ 709.96	5.92%	58%	\$ 7,000.00
Consulting Services	211	\$ 48,750	\$ -	\$ -	\$ -	\$ -	\$ 48,644.00	99.78%	58%	\$ 28,437.50
Utilities	220	\$ 40,000	\$2,790.76	\$3,725.88	\$ 2,837.00	\$3,800.09	\$ 20,825.33	52.06%	58%	\$ 23,333.33
Communication	221	\$ 5,750	\$675.52	\$543.15	\$ 415.40	\$543.65	\$ 3,646.12	63.41%	58%	\$ 3,354.17
Equipment Maintenance	240	\$ 9,000	\$ 154.73	\$383.65	\$ 1,163.14	\$419.72	\$ 9,162.71	101.81%	58%	\$ 5,250.00
Facility Maintenance	242	\$ 23,250	\$17,577.63	\$2,479.36	\$ 23,998.87	\$655.22	\$ 51,153.61	220.02%	58%	\$ 13,562.50
Other Contractual Services	290	\$ -	\$ -				\$ -	0.00%	58%	\$ 13,562.50
Total Services		\$ 138,750.00	\$ -	\$ 7,162.03	\$ 28,474.39	\$ 5,418.68	\$ 134,141.73	96.68%	58%	\$ 94,500.00
Office Supplies	310	\$ 9,000	\$ 196.91	\$ 1,114.70	\$ 32.90	\$ 70.78	\$ 3,034.24	33.71%	58%	\$ 5,250.00
Postage	311	\$ 250	\$ 4.62	\$ 23.80	\$ 4.62	\$ -	\$ 321.86	128.74%	58%	\$ 145.83
Dues	320	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 155.00	20.67%	58%	\$ 437.50
Meeting Expenses	330	\$ 1,000	\$ 25.77	\$ 360.00	\$ (513.00)	\$ -	\$ (103.27)	-10.33%	58%	\$ 583.33
Training Expenses	331	\$ 3,250	\$ 300.00		\$ 431.10	\$ -	\$ 1,807.10	55.60%	58%	\$ 1,895.83
Operating Supplies	340	\$ 5,500		\$ 340.91	\$ 506.54	\$ 1,356.30	\$ 4,267.50	77.59%	58%	\$ 3,208.33
Technology	342	\$ 32,000	\$ 1,020.40	\$ 75.00	\$ 2,531.64		\$ 20,213.10	63.17%	58%	\$ 18,666.67
Collection - Print	344	\$ 60,000	\$ 2,706.65	\$ 4,935.51	\$ 3,285.78	\$ 3,748.32	\$ 27,707.25	46.18%	58%	\$ 35,000.00
Collection - AV	345	\$ 12,500	\$ 285.33	\$ (96.49)	\$ 588.32	\$ 934.70	\$ 3,206.85	25.65%	58%	\$ 7,291.67
Library Miscellaneous	390	\$ -	\$ -		\$ -		\$ -	0.00%	58%	\$ -
Programming	391	\$ 9,000	\$ 6.46	\$ 2,125.90	\$ 1,560.32	\$ 284.64	\$ 7,846.68	87.19%	58%	\$ 5,250.00
Other Total		\$ 133,250.00	\$ 4,546.14	\$ 8,879.33	\$ 8,428.22	\$ 6,394.74	\$ 68,456.31	51.37%	58%	\$ 77,729.17
Total Budget		\$1,124,250.00	\$ 62,723.11	\$ 16,047.78	\$ 132,458.13	\$ 74,475.15	\$ 648,003.05	57.64%	58%	\$ 655,812.50



June Highlights

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

Endowment –

May 2024	June 2024	Difference	Contributions
\$207,319.90	\$209,434.82	\$2,114.92	\$0

- **Library Facilities Management**
 - **Electrical/Lighting**
 - The electrical system analysis project kicked off on July 9th. The engineer thinks this project will take about a month. Week 1 will be Inspections and setting up a data logger for the panels on both sides of the building. Weeks 2 and 3 will be analysis. Week 4 will be presentation of the final report. The final report and recommendations will be shared with you in September or October.
 - **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 September.
 - Scanner/Copier/Translator – A demo is setup for September 13. Besides library staff we'll be inviting other village departments and the school district to attend.
- **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.
- **Continuing Education**
 - Best Practices for Library Signage – this webinar covered ways to make effective library signs for internal use.
 - Open records, retention and library policies– SCLS covered the topics of open records, record retention, and library policies. They went through the basics and answered some questions.

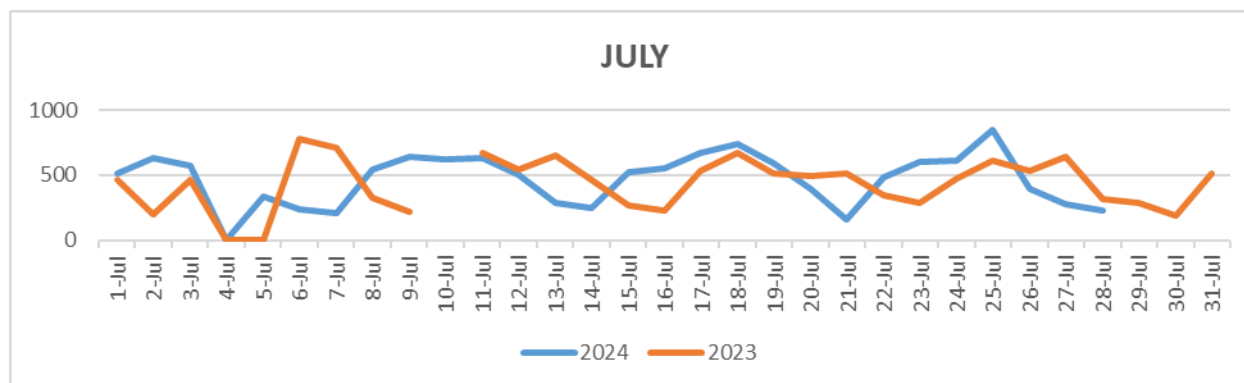
Library Circulation (Kelly Heasty)

- Continued Spanish Language practice group with Augustine Rodriguez: 8 in attendance during the first meeting, 5 during the 2nd meeting. Augustine led the group the 2nd meeting of the month, as I was at my Dad's Celeb of Life.
- 2 applications for new cards received via CivicPlus form for this month. Updated form to include Spanish language directions.
- Lockers testing complete. Launched marketing: flyers, digital signs, Facebook post, website information. Additionally, was able to cobble together a potential solution for using Capira so that patrons can make their

own appointments. Haven't shared with staff and currently hidden in the website, but we can explore this more next month. May not need another Capira subscription. So far, no locker reservations received.

- Wed afternoon book club on June 10, Community Room, Selection: Travels with Charley, by Steinbeck. 9 in attendance
- Continuing to work on Niche Academy and adding appropriate videos for staff training: reorganized dashboard (with help of Niche Academy rep) and reviewed videos to streamline staff tutorials.

JULY LIBRARY VISITS: TREND



Children's Services (Heather Kent)

Storytime:

Monday outdoor storytimes continued for the month with only one session having to move in to the shelter (July 29). This is always a very popular summer program with high numbers of attendance.

Tuesday All Ages Storytime at the library also continued for this month with a mix of all ages attending – from infants to children in 2nd grade.

Programming:

Wednesdays were full of music and dancing as Zumbini continued this month. It's great to have a mix of regular families and new families – with a few of the regulars bringing friends to see what we do here at the library.

Teusday, July 9th was our third Outdoor STEAM Program: Make Your Own Chia Pets. This is a great mix of art and science as students build a seed ball within a nylon sock and then decorate it to look like a creature that will grow grass hair.

Thursday, July 11th our family performer was "The Magic of Isaiah" with magician Isaiah Foster. His magic shows are always both educational and entertaining. The magic book section of the library was completely cleaned out after his performance.



Drama Camp continued on Friday mornings. This program seemed to go way too fast this year but the group of students worked really well during class.

Thursday, July 18th we had Cameron's One Man Circus perform in the meeting room – performing feats of acrobatics that no one expected. The audience was enthralled with his different tricks and humor (even the terrible dad jokes that were told).



Tuesday, July 23 was our last Outdoor STEAM program – Rainbow Science. Participants built spectroscopes, holographic glasses, and tested their liquid stacking skills creating water rainbows out of different density liquids.

Thursday, July 25th was the big day of the summer – The Drama Camp Grand Finale! All their work in class built up to this showcase for family and friends. It's a shame that we cannot let more in to this program – but our ticketing system has been able to allow parents/grandparents the ability to see their young performer.



Other

Current Summer Reading Numbers:

Rubber Ducky Club (Ages 0 – 3)	70 Participants (41 Completions)
Summer Reading 4k – 5 th Grade	367 Participants (150 Completions)

Teen Services (Holly Wergin)

• Programming

- *Snack & Chat:* We hosted 5 Snack and Chat sessions in July. Snack and Chat attendance has been consistent with about 12-15 teens per week besides a slight dip the week after the 4th of July. I've been seeing more consistent new faces joining, which has been great! I've also tried integrating more Jackbox games for busier sessions, and that seemed to be a fun time for all involved.
- *Group Gaming:* We've had 5 sessions of group gaming in July, and we've pretty consistently 10-12 people. This program typically gets a lot of teens who I don't see regularly at other programs, which is always great. Just like in June, there has been interest in both the board/ card games as well as the video games, especially the chess set I put out.
- *D&D:* We've had 5 D&D sessions this month with most of our 6 players showing up every week. The adventure is going great with Mike leading (he works really well with the teens), so much so that we are planning on having a Teen D&D session starting in the fall.
- *Teen Summer Camp:* We've had 3 different Teen Summer Camp events in July: beach bag decorating, create-a-cryptid, and the outdoor summer Olympics. We've had similar turnouts to June with about 25-30 registered and 17-19 showing up on the day. I noticed that both the beach bag decorating and create-a-cryptid brought in many people who I had not seen before, which is great! The Create-A-Cryptid event was particularly fun, and teens expressed that they would love to do this again with even more time to make creations. Some of their stuffed animal monsters were even displayed in the teen area 😊
- *Drama Camp:* While we did lose a couple of teens due to other commitments, we still had 11 teens consistently joining us for weekly drama camp sessions. The drama camp finale went extremely well with 19 coming to watch the teen performance. The teens also showed a lot of initiative in doing multiple monologues alongside their group performances.
- *Passive programming:* I put out a teen-specific puzzle table at the beginning of July. Despite some teens tampering with it, many teens have contributed and have sat at the table to puzzle with friends. This may be a summer-exclusive activity, or if there is continued interest in the fall it may become year-round. As for the teen boredom kits, we've had a consistent flow of teens checking out crafts, board games, and fidgets during the month of July.

• VolunTeens

- In the month of June, our VolunTeens have contributed 128 volunteer hours to the library!
- Since this is my first summer organizing this, I also sent out an end-of-summer survey to all of the volunteers asking for feedback as to how they thought the process was, any improvements I can make, and to offer up future volunteering during the school year.
- **Summer Reading**
 - We currently have 186 readers signed up for the Teen Summer Reading Challenge, and 52 completions.
 - Book reviews continue to come in, and I'm continuing to compile them for future advertising/ use in the YA collection. I've started weeding out reviews for books that are not owned by our library so the reviews I put in the teen area are for books available right on the shelves.
- **Displays**
 - There was a good amount of interest in both the outdoor and disability awareness displays, which was great to see.
 - For August, the displays will be:
 - Read a romance month with romance books featuring all types of relationships in YA
 - Beach reads/ books set in summer as summer comes to an end.
 - A *Brat*- inspired display with an array of books with green covers (*Brat* is a really popular new album from Charli XCX and is known for its bright green cover art)

Adult Services (Sara Hendrickson)

Programming:

Craft Club

- We had a lot of fun creating adult level God's eyes at this month's craft club. Seven people registered, and another came by the library the next day to get the dowel frames to make one at home. Besides marketing, I also created an instruction guide that included links to websites a video, and step-by-step directions for the three main wrapping techniques.
- Katie is in charge of August's craft: Book Making using upcycled materials. Katie created an example, and we both worked on the marketing. Katie is also planning and prepping all materials for this craft club.

Mystery Book Club

- We had 10 people attend this month's book club. *The Donut Legion* by Joe R Lansdale was both liked and disliked by readers, which made our discussion all the better..
- Updated marketing and created bookmarks for August's book (*In the Woods* by Tana French).

Other

- We had our second round of Tech Help Drop-In sessions (7/9). Three people stopped by. Katie and I are fortunate to have a volunteer, Phil Scarr, aid us with these sessions. We will offer one more session in August.
- Our first cemetery walk, "Vote!", had 12 people attend (7/9). Ron Larson did a fantastic job, as always, sharing with us about the history of elected officials in McFarland. We have a second walk scheduled for August 20 ("Faith of Our Fathers").
- The NOAMZ music experience was amazing (7/10); anyone who did not come missed out! 19 people attended, and 44 people have watched our live stream so far. McFarland Cable also recorded the program, and we look forward to the polished version once it's been edited.
- The Recliner to 5K program (7/16) is a partnership with Stoughton Health as a way for people to get ready for our 5K the weekend of the Community Festival. 11 people attended, and more have registered for the actual 10-week program.

- We had 8 people attend Bridge Club this month (7/18). Everyone is excited about it becoming a weekly club. They appreciate that our program is more socially-minded than other clubs in the Madison area, as it allows them to play in a more educational way.
- We always look forward to having Jamie Statz-Paynter come and do a card making class. This month (7/27) was no exception. 14 people registered, and most of the faces were new to McFarland library programming.
- Met with Heidi and Kelly to start initial planning of Friends of the Library Trivia Night. Had a follow-up meeting with Patrick, who will be our trivia guru. The program will be held Saturday, January 11.
- Had a meeting with the McFarland Caring Quilts group. The volunteers have completed 14 quilts so far! This partnership with Senior Outreach has been a joy to be a part of, and Katie Gletty-Syoen and I are amazed at what this community has created. We will be holding a reception on Saturday, November 16 at the library, where all the quilts will be on display for the members of the community to see. We've got a couple of other ideas in the works, and we're looking forward to the next steps of the project.

Collections & Other Services:

- Attended webinars/zoom meetings for SCLS Adult Programming Meeting, Village of McFarland Employee Engagement Committee Meeting, Fall 2024/Winter 2025 Adult Book Buzz with Harper Collins, Dementia Inclusive Library Service, Graphic Novels Book Buzz, and Graphic Novels for All.
- Worked on genealogy project for patron.
- Weeded adult fiction collection.
- Helped a patron with retrieving and opening PDF and Word documents on their laptop.

E.D. Locke Public Library - Monthly Report June							
	May-24	Jun-24	Jun-23	% change June 2023 - June 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	13,035	15,236	15,193	0%	83,530	79,428	5%
Materials Checked In	10,214	11,066	10,952	1%	64,075	62419	3%
Curbside Appointments	1	0	3	#DIV/0!	7	24	-71%
Locker Pickups	0	1	0	100%	1	0	#DIV/0!
New library cards	51	80	69	14%	324	313	4%
new materials added	399	339	315	7%	1998	2515	-21%
Internet use	286	385	315	18%	1877	1514	24%
Average daily pick list	113	130	139	-7%	144	125	15%
Visitor count	18,784	25,055	24,741	1%	121,941	116,959	4%
Wireless Internet use (#users)	1,524	1,615	2,316	-43%	9191	12361	-26%
App use	2,939	3,354	2,275	32%	18217	12614	44%
Study room use	86	69	63	9%	560	458	22%
Meeting room use	29	53	47	11%	280	281	0%
Reference Questions Answered	257	391	443	-13%	1626	2221	-27%
Children's Program Participation (in-person)	647	2519	1883	34%	7301	6546	12%
Teen's Program Participation (in-person)	633	158	92	72%	1076	699	54%
Adult's Program Participation (in-person)	579	101	93	9%	1470	892	65%
Adult's Program Participation (on-line)	30	25	0	#DIV/0!	457	0	#DIV/0!
Volunteer hours worked	32.25	109.25	85.75	27%	257	196.5	31%

Mission Statement: The McFarland Youth Center is a community-based organization committed to middle-school aged youth, families and the community by providing a safe, recreational, and educational environment. By incorporating adult-supervised, youth oriented activities; the McFarland Youth Center promotes positive relationships by building and fostering developmental assets.

MYC Background:

For 25 years, MYC has served the McFarland Community as a free drop-in center for all middle school youth, providing both unstructured activities and daily structured programming in an inclusive environment for all.

In 1998, the MYC Board analyzed McFarland's youth-data from the Search Asset Survey & Dane County Youth Survey to develop the research-based operation model and a comprehensive programming framework to promote positive & healthy development in our youth. Across the decades of operation, the MYC Board has continued to review data from these ongoing youth assessments to adjust service delivery & create program options that address existing developmental & mental health wellness needs in real time.

Pillars of MYC:

Below are some of the "pillars" of what makes a unique and successful McFarland Youth Center in our current-state operational model. These **current-state** pillars are good to digest when thinking about the **future-state** of Youth Services / Youth Center in the new McFarland Community Center. I think there are multiple pathways forward that can preserve the identity / success of current-state MYC, while looking for efficiencies in the future-state.

- **Programming:** The core attraction / mission-delivery element. Having BOTH **recreational programming** (drop-in; hang-out; table games / video games) as well as **structured programming** (Science Club, Service Club, Cooking Club, etc.) available **each day** is a key element to drive interest / attendance at MYC; having BOTH styles of programming available also drives the archetype of youth to MYC that is in most need of a constructive after-school option
- **Staff:** Having a dedicated Managing Director that can build trusted / fun relationships with the youth attendees is also key (and why turnover in this position is a constant challenge for current-state MYC); better staff retention through wages/benefits is a HUGE opportunity for the future-state
- **Drop-In Culture:** Current-state MYC has an "all are welcome" vibe that, again, is key to driving the archetype to MYC that most needs its services. While MYC definitely has rules (**expectations**) for student behavior, the overall culture is intentionally more free-flowing than a school or library structure (within reason, a modest amount of goofiness / talking / moving-around is tolerated and accepted). MYC youth members must have a Pledge Form (i.e. registration) on file, but otherwise each day can choose to attend or not at their interest/availability level (i.e. there is no "program specific" registration process). This is a key pathway to success for MYC (as an alternative, we'd likely lose a good chunk of MYC's attendees if program-specific registration was required)
- **Middle-School Aged Target Audience:** Dane County had (has?) research that showed that the middle-school aged population was the most appropriate target for Youth Center type services and additionally that limiting it to ONLY middle-school also led to much better outcomes.

- **Consistency of Schedule:** MYC (by contract) is open M-F from 3-6PM during the school-year (and 1-5PM during Summer Break); programming is generally repeatable from week-to-week (although certainly there are occasional special events / field-trips)
- **Meeting Youth Needs:** This is an area that is hard-to-define, but has definitely become more and more prevalent at MYC in the past 5-6 years. That is to say, many of the youth that attend MYC have atypical needs from a social/emotional perspective. MYC is OPEN to them and there to help them feel comfortable and GROW from a social-emotional perspective. Staff attend trainings to help identify and meet these needs (in a future-state this would be more robust). The culture at MYC also allows for growth (which means also allowing for *mistakes* at a certain level - balance, of course, is the key). MYC is a safe & accepting after- school environment that offers McFarland youth opportunities through structured programming & general activities many opportunities to navigate their social-emotional needs & development; grow their skill set; and to experience productive ways to give back to their community.



Library Mission Statement:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

Library 2023 Stats

In 2023, the library held 101 programs and 6,468 teens attended. The programs included unstructured teen programming, author visits, gaming, crafting, karaoke, yo-yo instruction, hula hooping, etc...

Pillars of Service:

- i) Programming
 - (1) Drop in program Monday – Friday
 - (a) Video or board games, puzzles
 - (b) Passive Programs – self-directed projects
 - (2) Structured programs Monday – Friday
 - (a) Possible structured Days
 - (i) Adult Skills
 - (ii) Art
 - (iii) Cooking
 - (iv) STEAM
 - (v) Movement
 - (vi) Service (Volunteens)
- ii) Staff – Teen Librarian and a minimum of four Assistants to ensure continuity and to try to keep a ratio of 1 adult to 10 teens.
- iii) Drop-in Culture – the library is a welcoming place to all people. Our teen programs have been freer flowing and movement and noise have been allowed. Since we will be in a building that will be shared by many types of people and many activities going on at the same time, it will be important that kids follow the rules that we have to make the community center a welcoming place for everyone. The library has a discipline policy that is progressive with the most severe being banned and having a letter sent home. I've only had to this three times in 12 years and all of those kids were banned at the youth center first.
 - (1) Program specific registration will be required for after-hours programs or programs that need specific supplies.
- iv) Middle-School Aged Target Audience – programs will be planned that are age appropriate for middle school kids and promoted to that audience as well. However, we make every effort to not turn kids away from programs. The Teen programs would be the same way. If we ended up attracting kids who were in grade school or high school, we'd rework the program. We won't be doing any off-site field trips that require transportation.

- v) Consistency of schedule – Programming will be held M-F 3-6. Because of the other programming that we do in the summer and the expectations that we have to serve other age groups, I am not sure that we'll be able to adjust or expand hours.
- b) County Contract Requirements
 - i) PROVIDER shall serve 100 unduplicated youth during the year.
 - ii) PROVIDER shall demonstrate an average attendance of 20 youth per day.
 - iii) PROVIDER shall offer 100 hours of asset development activities. Asset development includes tutoring and academic support, recreation and sport activity, prevention education, life skills, mentoring or technical skill development.
 - iv) PROVIDER shall engage youth in 100 hours of leadership activity a year.
 - v) PROVIDER shall engage youth in 100 hours of community service activity a year
 - vi) PROVIDER shall demonstrate that 75% of youth shall develop positive relationships with adult role models at the Center. This will be measured by self-report through a developmental-asset based survey. This will be completed by a sample of 30 youth.

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~~ E.D. Locke Public 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.~~

~~Any trustee who will be absent from a meeting shall give prior notice of the absence to the Library Director. Failure to attend regularly schedule meetings four times in any year, commencing from the annual organizational meeting, shall be deemed to be an event by which the member vacates their position on the Library Board. The Village Clerk shall provide written notice of such vacancy to the former member, the Library Board President, and the Village President.~~

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.
- Generally perform the duties of a presiding officer.
- ~~▪ 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.~~
- **Conduct a review of the Library Director each year.**
 - **The annual review is to be completed for a report to the Library Board at the October meeting.**
 - 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.

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 LIBRARY 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.

	E. D. Locke Public Library	
Page 1 of 5	Meeting Room	Revised: May 1, 2023

Introduction

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

Description of Room

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

Along with 13 tables and 50 chairs, the library also has an AV display and podium for the public to use.

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

For individuals with hearing difficulties, a personal sound amplification system is available.

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

General Regulations

- Tobacco products, incendiary items, weapons, and illegal substances are not permitted on Library premises.
- Alcoholic beverages are not permitted except for Library or Library sponsored events.
- Use of candles, open flames, flammable materials or other hazardous materials is strictly forbidden.
- The meeting room may not be used for activities prohibited under local, state, and/or federal laws and regulations including, but not limited to the Americans with Disabilities Act (ADA) and anti-discrimination laws.

	E. D. Locke Public Library	
Page 2 of 5	Meeting Room	Revised: May 1, 2023

- Meeting rooms are not available for the following purposes:
 - The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.
 - The meeting room may not be used for personal or family purposes such as showers, birthday parties, dances, rehearsals or performances and the like.
 - No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.
- The Library retains the right to monitor all meetings, programs, and events conducted on premises to ensure Library policies are followed. Library staff will have free access to meeting rooms at all times.
- The library does not provide storage space for groups or individuals using the meeting rooms.
- Library staff will not relay messages to people attending meetings, except in emergencies.
- No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.
- **Reservation of the meeting room does not include use of the lobby for the group's function or signage.**
- No soliciting or canvassing of library patrons is permitted.
- All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.
- ***Meetings must end on time so the room may be prepared for other meetings.***
- Groups must adhere to all library regular rules, regulations, and policies.
- Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address, and appropriate room designation only.
- The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

	E. D. Locke Public Library	
Page 3 of 5	Meeting Room	Revised: May 1, 2023

Reservations for Rooms

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

Priority for meeting room use will be given as follows:

1. Library-sponsored programs,
2. Library Board,
3. Friends of the McFarland Library,
4. Other Village of McFarland governmental units.
5. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application can be obtained and submitted online by going to <https://www.mcfarlandlibrary.org/services>. A paper copy can be obtained and submitted at the circulation desk.

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

Applications must be turned in no later than 4:00 pm the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling. Reservations are not confirmed until staff has approved the application.

Applications are accepted up to three months in advance. Groups will be limited to two reservations per month.

Cancellations

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

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

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

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

	E. D. Locke Public Library	
Page 4 of 5	Meeting Room	Revised: May 1, 2023

Hours Available

The meeting room may be available from 8:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours. Arrangements with library staff must be made if groups would like to access the room before open hours.

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

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

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

Fees and Admission Charges

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

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

Use of Facilities

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

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

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

	E. D. Locke Public Library	
Page 5 of 5	Meeting Room	Revised: May 1, 2023

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

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

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

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

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

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

[Use of Equipment](#)

The library does not provide personnel to operate AV equipment.

[Disclaimers](#)

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Library Board. In any public announcement, the meeting room user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.



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

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

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