

Tuesday, September 3, 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 August 5, 2024 meeting.
 - b. Motion to approve the August 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. Library Bylaws
 - b. Library Program Policy
 - c. 2025 Library Budget
 - d. Library Electrical System Logging Quote
 - e. Review of Library Director 2024 Goals
6. ADJOURNMENT

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, August 5, 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, Mona Nelson, Evan Richards, Peter Sobol

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

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

3. ACTION ITEMS

- a. *Motion to approve the minutes of the July 1, 2024 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the July 1, 2024 meeting. Motion carries 5 - 0 - 2 by acclamation, with Karin Mandli, Mona Nelson abstaining.
- b. *Motion to approve the July 2024 invoices*
Motion by Member Mona Nelson, second by Member Staci Fritz, to approve the July 2024 invoices totaling \$16,501.15. Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

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

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. *Youth Center Services*
- b. *Library Bylaws*

The Library Board reviewed changes in the bylaws pertaining to Article 1, section 3 on trustee attendance and Article II, Section 3 on Library Director evaluations.

c. Meeting Room Policy

Motion by Member Evan Richards, second by Member Peter Sobol, to approve changes to the Meeting Room Policy Motion carries 7 - 0 - 0 by acclamation.

d. 2024 Director Evaluation

The board reviewed the Director Evaluation Form and agreed on a timeline of September 3-17, 2024 for filling out the form and discussing the evaluation at the October 7, 2024 Library Board meeting

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Mona Nelson, to adjourn at 6:27

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

August Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$555.01	CDs, DVDs, Office Supplies
AVANT GARDENING & LANDSCAPING	\$547.87	Landscape Maintenance
CORPORATE BUSINESS SYSTEMS	\$370.28	Copier Lease
INGRAM LIBRARY SERVICES	\$3,232.16	Books
LARSON, RON	\$300.00	Local History Walks Program Fee
LIBRARY FURNITURE INTERNATIONAL INC	\$1,730.00	Acrylic Shelves
MAPES, MEGHAN	\$30.00	Lost Book refund
MCFARLAND ACE HARDWARE	\$17.93	Building Supplies
MICROMARKETING LLC	\$185.96	Audio Books
MID-WISCONSIN SECURITY INC	\$310.00	Panic Button Monitoring
SCHILLING SUPPLY COMPANY	\$406.25	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$805.00	RFID Maintenance and Library Supplies
US CELLULAR	\$43.75	Cell Phone
VESTIS LLC	\$241.32	Mat Rental
VIKING ELECTRIC SUPPLY	\$15.75	Light Bulbs
Grand Total	\$8,791.28	

Gift Fund

WILS

\$2,184.00 NYT Games

Grand Total

\$10,975.28

2024 Budget Update

REVENUES									
		Budget Amount	June Actual	July Estimated	August Actual	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	\$ 3,400.00	\$ 3,400.00	\$ -	\$ 31,971.90	1598.60%	67%	
Library Fees	46710	\$ 2,000	\$ 225.85	\$ 300.61	\$ 201.00	\$ 2,363.50	118.18%	67%	\$ 1,333.33
		\$ 1,124,250.00	\$ 3,625.85	\$ 3,700.61	\$ 201.00	\$ 1,154,484.71	102.69%	67%	
Expenditures									
Salaries	110	\$433,500.00	\$ 49,901.40	\$ 33,178.73	\$ 32,975.43	\$260,897.27	60.18%	67%	\$ 289,000.00
Part-time	120	\$209,000	\$ 20,194.35	\$ 13,233.91	\$ 13,151.35	\$119,334.46	57.10%	67%	\$ 139,333.33
Health Insurance	130	\$122,000	\$ 16,127.42	\$ 10,049.59	\$ 4,734.12	\$72,282.17	59.25%	67%	
Retirement	131	\$36,000	\$ 4,027.89	\$ 2,693.90	\$ 2,676.16	\$21,196.65	58.88%	67%	\$ 24,000.00
SS/Medicare	132	\$49,250	\$ 5,154.16	\$ 3,405.41	\$ 3,424.74	\$28,010.89	56.87%	67%	
Other Benefits	135	\$2,500	\$ 150.30	\$ 100.19	\$ 50.08	\$695.45	27.82%	67%	
Expense Reimbursement	141	\$ -		\$ -		\$0.00	#DIV/0!	67%	
Total Personnel		\$852,250.00	\$95,555.52	\$62,661.73	\$57,011.88	\$502,416.89	58.95%	67%	\$ 568,166.67
Support Services	210	\$ 12,000	\$ 59.98	\$ 295.00	\$ -	\$ 1,004.96	8.37%	67%	\$ 8,000.00
Consulting Services	211	\$ 48,750	\$ -	\$ -	\$ -	\$ 48,644.00	99.78%	67%	\$ 32,500.00
Utilities	220	\$ 40,000	\$ 3,725.88	\$3,800.09	\$2,955.00	\$ 23,637.87	59.09%	67%	\$ 26,666.67
Communication	221	\$ 5,750	\$ 459.15	\$677.19	\$514.64	\$ 4,328.00	75.27%	67%	\$ 3,833.33
Equipment Maintenance	240	\$ 9,000	\$ 1,286.47	\$641.70	\$148.30	\$ 6,666.30	74.07%	67%	\$ 6,000.00
Facility Maintenance	242	\$ 23,250	\$ 23,998.87	\$2,218.29	-\$4,251.82	\$ 48,466.50	208.46%	67%	\$ 15,500.00
Other Contractual Services	290	\$ -				\$ -	0.00%	67%	\$ 15,500.00
Total Services		\$ 138,750.00	\$ 29,530.35	\$ 7,632.27	\$ (633.88)	\$ 132,747.63	95.67%	67%	\$ 108,000.00
Office Supplies	310	\$ 9,000	\$ 32.90	\$ 336.53	\$ 97.21	\$ 3,397.20	37.75%	67%	\$ 6,000.00
Postage	311	\$ 250	\$ 4.62	\$ 5.11	\$ -	\$ 326.97	130.79%	67%	\$ 166.67
Dues	320	\$ 750	\$ -	\$ -	\$ -	\$ 155.00	20.67%	67%	\$ 500.00
Meeting Expenses	330	\$ 1,000	\$ (513.00)	\$ 27.85	\$ -	\$ (75.42)	-7.54%	67%	\$ 666.67
Training Expenses	331	\$ 3,250	\$ 431.10	\$ 79.00	\$ -	\$ 1,886.10	58.03%	67%	\$ 2,166.67
Operating Supplies	340	\$ 5,500	\$ 506.54	\$ 1,356.30	\$ 406.25	\$ 4,773.75	86.80%	67%	\$ 3,666.67
Technology	342	\$ 32,000	\$ 2,531.64	\$ 51.29		\$ 20,264.39	63.33%	67%	\$ 21,333.33
Collection - Print	344	\$ 60,000	\$ 3,285.78	\$ 6,704.24	\$ 221.74	\$ 31,329.70	52.22%	67%	\$ 40,000.00
Collection - AV	345	\$ 12,500	\$ 588.32	\$ 1,262.31	\$ 498.87	\$ 3,467.48	27.74%	67%	\$ 8,333.33
Library Miscellaneous	390	\$ -	\$ -			\$ -	0.00%	67%	\$ -
Programming	391	\$ 9,000	\$ 1,560.32	\$ 1,166.08	\$ (1,072.83)	\$ 7,655.29	85.06%	67%	\$ 6,000.00
Other Total		\$ 133,250.00	\$ 8,428.22	\$ 10,988.71	\$ 151.24	\$ 73,180.46	54.92%	67%	\$ 88,833.33
Total Budget		\$1,124,250.00	\$ 133,514.09	\$ 81,282.71	\$ 56,529.24	\$ 708,344.98	63.01%	67%	\$ 749,500.00

August Highlights

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

Endowment –

June 2024	July 2024	Difference	Contributions
\$209,434.82	\$213,614.58	\$4,179.76	\$0

• Library Facilities Management

• HVAC

- Cottonwood Screens- screens were installed in early August to protect the coils from cottonwood and hail.
- Controls upgrade – the upgrade for the controls and the server are scheduled for mid-September.

• Roof

• 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** –We've hired Liz Schwinn as our Youth Services Assistant. Liz starts September 3rd.

- **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

- Demo of Aspen online Catalog – I'll be attending a demo of the Aspen online catalog on August 29th. Aspen has a lot more features and better searching for patrons. We'll be seeing a demo of another product called Bibliocommons in September.

- **Friends' Brochure** – I worked with the Friends of McFarland Library and our Adult Services Assistant, Katie Schofield to update the Friends brochure.

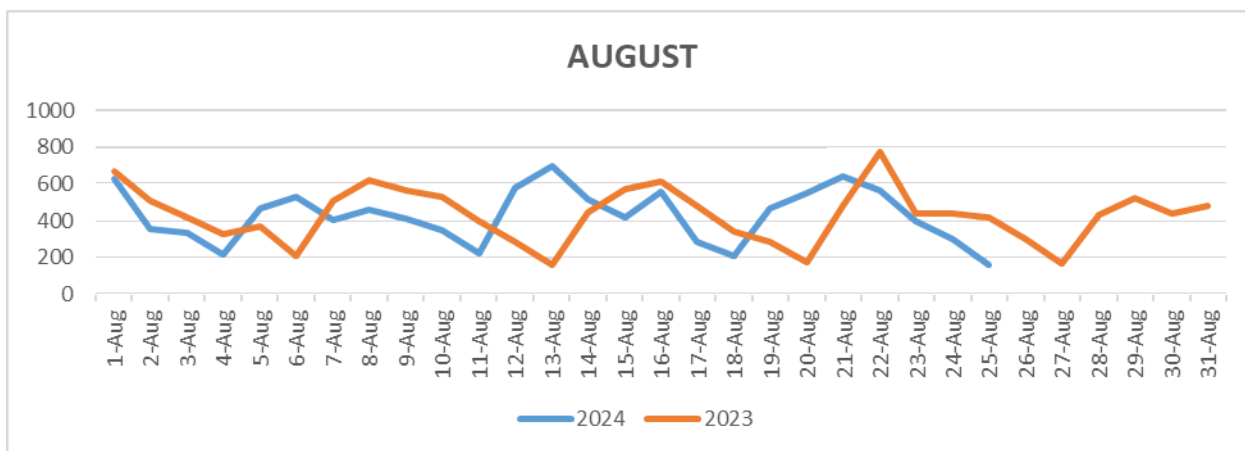
- **Blood Pressure Kit checkout** – we're working with Stoughton Hospital and McFarland EMS to create blood pressure kits that will be available for a 3 week checkout. We're hoping that the kits will be available in October.

- **End of Summer Bash** – The End of Summer Bash was held on August 28th. We had 386 people attend. Police and Fire scooped ice cream, volunteers did Face painting, we had food trucks and a bluegrass band.



Library Circulation (Kelly Heasty)

- Working with Sara to visit local businesses requesting support for Library Card Sign-up month (some sort of incentive when library card presented)
- Got a tentative schedule going for full-timers and holiday coverage.
- Next display case exhibit scheduled for placement on 8/1/24: Girl Scouts.



Children's Services (Heather Kent)

Storytime:

Storytime has taken a break for the month of August and will resume with school year schedules on September 3rd.

Programming:

Regular Programming takes a break for the month of August.

On August 19th one of the classrooms and a couple of our regular storytime kids came over to play with the new blocks purchased by the Friends. We didn't have a lot of structure for this visit to see how a group of children played with the blocks. After 1.5 hours they were still very actively playing. It is clear there will need to be registration for block play but would be able to be worked in to programming.



Other

On August 29th Heather visited the primary school for “Welcome Back” night and shared information about the fall programming and events at the library.

During the break from programming Heather completed the Bari Koral Kids Yoga and Mindfulness program which taught methods of incorporating yoga and mindfulness with children.

Current Summer Reading Numbers:

Rubber Ducky Club (Ages 0 – 3) 70 Participants (47 Completions)

Summer Reading 4k – 5th Grade 371 Participants (191 Completions)

*note – Heather foolishly created an award for getting all of the badges for reading (4260 minutes) and assumed that not a lot of children would reach this amount. 17 kids have earned this badge! This badge rewards the reader with a handmade crown that says “Badge Champion” on it.

Teen Services (Holly Wergin)

Programming

- Fall Programming: General summer programming took a pause during August so I could prepare for fall programming. Much of my time was spent planning new programs for this fall to hopefully diversify our offerings for the wonderful teens in McFarland. Alongside tried and true programs like Snack & Chat and After Hours, I'll be adding a teen UnBook Club, Teen STEAM, and Teen D&D during the school year. UnBook Club is a less structured book club where participants can read anything and come discuss recent reads and get new reading recommendations; Teen STEAM is a monthly program where teens engage in different projects in the STEAM categories; and D&D is very similar to what we do in the summer, once again with Mike Moderski as our DM. I chose these programs based on interest I heard during summer programs, and I hope this will continue to bring in a diverse teen population into the library during the school year.

- **Late Night Lock-In:** As a last hurrah for teen-specific programming, teens came to the library after hours for a lock-in on August 1st. Since the library closes at 8, we spent the first hour playing Kahoots and board games, making friendship bracelets and buttons with the button maker, eating Spartan Pizza, and hanging out with friends. After going over some rules, we spent the last hour playing rounds of hide and seek in the library. Teens seemed to have a lot of fun, with lots of energy and laughs along the way. We had 29 teens in total out of the 30 who registered, and I heard a lot of positive feedback throughout the night. Apparently teens really love being able to run around the library in the dark (which is not shocking to me at all).
- **Outdoor Movie Night:** We hosted the Outdoor Movie Night in partnership with the RADAR Coalition on August 21st at Lewis Park and it went wonderfully. Our original date was supposed to be August 14th, but there was a high chance of rain throughout the night that forced us to reschedule. While the change in date was not ideal, both the RADAR Coalition and I posted on Facebook multiple times to spread the word. Despite moving the date, we had 358 people join us for the movie, many of which were families with small children. I saw many happy families and multiple people came up to me to thank us for putting on this event.



Fall Preparations

- Alongside planning fall programming, I also spent large parts of the month doing some space improvements and revamping the teen area for a fresh start in the fall.
- I went through a couple rounds of weeding to make more room in both the YA fiction and YA graphic novels sections as space was limited throughout the summer. I also updated the end cap signs for the YA fiction shelves to reflect more current popular titles.
- New shelves were installed towards the end of August for even more space for displays and young adult materials! This will allow for easier viewing of YA materials, and it allows the New YA to be more easily accessible for patrons passing by.
- Part of my fall preparations was also spending some time rethinking the Teen Newsletter. Due to the interest in zine-making during the summer and the amazing creativity I've seen in the VolunTeens, I've been researching ways we can make a physical teen zine to advertise teen programs and reviews from VolunTeens. Not only would this allow teen contributors to be more creative and allow for more diverse ways of showing teen work, but it also could be more conducive in advertising our programs as email newsletters hasn't proven to be the best method for communicating with teens. I'm hoping to present some ideas to VolunTeens in September to get their thoughts before proceeding further 😊

Adult Services (Sara Hendrickson)

E.D. Locke Public Library - Monthly Report July							
	Jun-24	Jul-24	Jul-23	% change June 2023 - June 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	15,236	15,427	15,367	0%	98,957	94,795	4%
Materials Checked In	11,066	12,728	12,177	4%	76,803	74596	3%
Curbside Appointments	0	1	3	-200%	8	27	-70%
Locker Pickups	1	0	0	#DIV/0!	1	0	#DIV/0!
New library cards	80	44	83	-89%	368	396	-7%
new materials added	339	527	440	17%	2525	2955	-15%
Internet use	385	334	294	12%	2211	1808	22%
Average daily pick list	130	133	132	1%	NA	NA	#VALUE!
Visitor count	25,055	25,430	24,138	5%	147,371	141,097	4%
Wireless Internet use (#users)	1,615	1,432	NA	#VALUE!	10623	NA	#VALUE!
App use	3,354	3,218	2,403	25%	21435	15017	43%
Study room use	69	63	96	-52%	603	458	32%
Meeting room use	53	58	49	16%	338	330	2%
Reference Questions Answered	391	444	382	14%	2070	2603	-20%
Children's Program Participation (in-person)	2519	1660	1492	11%	7808	6654	17%
Teen's Program Participation (in-person)	158	198	185	7%	1274	884	44%
Adult's Program Participation (in-person)	101	103	122	-16%	1116	1078	4%
Adult's Program Participation (on-line)	25	52	64	-19%	509	64	695%
Volunteer hours worked	109.25	144.25	124.75	16%	401	340.25	18%

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Bylaws

PREVIOUS ACTION:

ISSUE SUMMARY:

According to the bylaws, we review modifications at one meeting and approve them at the next meeting. We reviewed the modifications at our last meeting and there were no changes to what was proposed so the bylaws are ready for approval.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. August 2024 bylaws

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 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.

Any trustee who will be absent from a meeting shall give prior notice of the absence to the Library Director. Failure to attend regularly scheduled 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.
- 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.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Program Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

This is the updated Program Policy that we reviewed at our May meeting. Staff have also had a chance to weigh in. The policy is on the agenda for approval.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. program Policy

	E. D. Locke Public Library	
Page 1 of 1	Program, Events, Virtual Offerings	

This policy details the guidelines used by the library staff to develop library programs, events, and virtual offerings and is intended to inform the public about the process, principles, and criteria used in program selection and development. These programs and events are intended to serve the community's needs for information, recreation, education, and cultural opportunities for all ages.

The library seeks to include a variety of programming options in various formats (for example: in-person, virtual, passive, etc...) representing a diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives.

Planning and Implementation

Selection and planning of library programs and virtual offerings is the responsibility of the staff of the E. D. Locke Public Library. Program suggestions from the public are always welcome but the final selection of programs is the responsibility of the Library Director who must balance public requests with the constraints of budget, staff, and space availability

The library may partner with other agencies, organizations, businesses, and individuals for programs and exhibits compatible with the Library's mission and vision

Library sponsorship of a program does not constitute an endorsement of the content of the program or exhibit. Opinions expressed during library programs by speakers, presenters, performers, or participants are theirs and do not necessarily represent the views of the E. D. Locke Public Library.

Library Programs must be non-commercial. While organizations, business, and individuals may offer their expertise on topics of interest at no charge, they may not actively promote themselves during a program. Information about the individual or organization may be made available by request or on a table for participants. Presenters may not actively solicit participants' contact information.

Performers, presenters, and exhibitors may be allowed to sell items that are directly related to the event such as books or music recordings with advance permission from the staff member planning the event or the library director.

All library programs must be open to the public at no charge, unless they are a fundraiser for the E. D. Locke Public Library or the Friends of the McFarland Library. Only library sponsored or cosponsored programs may involve monetary solicitation, sale of items, or fundraising activities.

The E. D. Locke Public Library recognizes that some programs may be deemed inappropriate or offensive by some patrons. Library program topics will not be excluded solely on the grounds that they may be controversial or objectionable to some.

Outreach Programming

Outreach programming will be developed with consideration for the principles of accessibility, equity, and inclusiveness, and will contribute to extending the library's safe, supporting, and welcoming environment beyond the physical library facility. While reasonable accommodations will be made to ensure outreach programs are accessible to all who wish to attend and participate, access to and availability of facilities and services at a partner location outside of the library are subject to that partner's policies and procedures and facility or service accessibility and availability.

All outreach programming held outdoors is weather dependent and may be postponed, rescheduled, relocated, or cancelled, sometimes with minimal notice. Rescheduling an outreach program is dependent on staff and facility availability.

Attendance

Attendance at programs may be drop-in, registration, or ticketed. Registration and tickets will be made available on a first-come, first-served basis. In the case of tickets, patrons must pick tickets up in-person. Staff are unable to hold tickets for patrons who call into the library. Attendance at drop-in programs may be limited when safety or the success of a program requires it.

Program may be designed with certain age-limit parameters in consultation with the presenter or organizer.

Participants consent to be photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.

To request sign language interpretation or other accommodation, please contact the library at least two weeks before the event.

Virtual Programs and Events

In order to reach the greatest number of patrons, the library may offer virtual programs. Virtual options for in-person programs are offered at the discretion of library staff depending on library staffing or the preferences of the performer.

Patrons attending library virtual programs are expected to adhere to the E. D. Locke Public Library Appropriate Patron Behavior Policy while in attendance. Failure to do so during may result in their immediate removal from the program. Depending on the severity of the violation, individuals may also be banned from attending some or all future library virtual programs.

Patrons are required to use their own equipment to attend library virtual programs. While the E. D. Locke Public Library will make an effort to use a virtual platform that will be compatible with a wide array of hardware and operating systems, the Library makes no guarantee that every patron will be capable of accessing library programming virtually using their own equipment or internet connection. While the library will make a reasonable effort to ensuring the digital security of its virtual events, patrons attending understands that all online activity comes with some risk and agrees the library is not liable for emotional or financial damages that may result from attending a library virtual program.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2025 Library Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

This is the first draft of the 2025 budget. We'll go through the budget in detail at our meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2025 Budget Worksheet - Fund 205 LB DRAFT 08072024 (1)

REVENUES

LIBRARY FUND - FUND 205

Budget Summary

Taxes		2023	2024	YTD	2024	2025	% Change
		Actual	Budget	6/30/2024	Projected	Budget	vs. 2024
41000							
41110-000	Property Taxes	733,000	768,000	768,000	768,000	834,500	8.66%
Total TAXES Rev		733,000	768,000	768,000	768,000	834,500	8.66%
Intergovernmental Revenues		2023	2024	YTD	2024	2025	% Change
		Actual	Budget	6/30/2024	Projected	Budget	vs. 2024
43000							
43560-000	State - COVID Reimbursement	0	0	0	0		-----
43720-000	County - Library Aid	327,541	352,250	352,144	352,144	367,000	4.19%
Total INTERGOVERNMENTAL Rev		327,541	352,250	352,144	352,144	367,000	4.19%
Fines, Forfeits, and Penalties		2023	2024	YTD	2024	2025	% Change
		Actual	Budget	6/30/2024	Projected	Budget	vs. 2024
45000							
45190-000	Library Fines	112	0	5	5	0	-----
Total FINES & PENALTIES Rev		112	0	5	5	0	-----
Public Charges for Services		2023	2024	YTD	2024	2025	% Change
		Actual	Budget	6/30/2024	Projected	Budget	vs. 2024
46000							
46710-000	Library Fees	4,023	2,000	1,853	3,600	3,500	75.00%
Total PUBLIC CHARGES Rev		4,023	2,000	1,853	3,600	3,500	75.00%
Miscellaneous Revenue		2023	2024	YTD	2024	2025	% Change
		Actual	Budget	6/30/2024	Projected	Budget	vs. 2024
48000							
48000-000	Miscellaneous Revenue	(600)	0	0	0	0	-----
48100-000	Interest	29,630	2,000	27,599	30,000	2,000	0.00%
48500-101	Donations - General	0	0	0	0	0	-----
Total MISCELLANEOUS REVENUE		29,030	2,000	27,599	30,000	2,000	0.00%
Other Financing Sources		2023	2024	YTD	2024	2025	% Change
		Actual	Budget	6/30/2024	Projected	Budget	vs. 2024
49000							
49200-000	Transfers from Other Funds	0	0	0	0	0	-----
49300-000	Fund Balances Applied	0	0	0	25,000	0	-----
Total OTHER FINAN SOURCES R		0	0	0	25,000	0	-----
Total Budget Revenues		1,093,705	1,124,250	1,149,601	1,178,749	#####	7.36%

LIBRARY

LIBRARY FUND - FUND 205

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.

PROGRAM DESCRIPTION:

The Library is open seven days a week, year round, to serve anyone who walks through the door. Patrons with library cards can check out print books, audio books, electronic books, magazines, software, DVDs, Blu-Rays, and CDs. The Library is a part of LinkCat which allows patrons to access materials from any of the libraries of the seven county South Central Library System. The Library also offers programming for children and adults; wireless internet access; meeting room space; and areas for quiet reading or study. Additionally, the Library provides literacy services in the community by taking materials and issuing library cards at McFarland schools, senior living centers, and community events. By State Statute, the Library Board controls how budgeted funds are spent and directs the operations of the library.

PROGRAM OBJECTIVES:

- Continue to partner with schools to assist with research and literacy education, providing extra materials for classrooms through classroom cards.
- Offer 1,000 Books before Kindergarten early literacy program where parents track the books that they are reading to their kids.
- Provide programming for all ages in a variety of topics.
- Continue collaborative discussions between the Village and Library Board regarding future recommendations for space needs.

LIBRARY BUDGET SUMMARY

REVENUES

	2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
Allocated Revenues	1,043,698	1,124,250	571,990	1,112,382	1,207,000	7.36%

Notes:

- 43720** The Library is partially compensated through aids from Dane County for services provided to patrons who live outside of McFarland.
- 45190** Fees and fines charged to patrons for late books, damage to materials, and other charges. The Library Board has provided direction to discontinue the levying and collection of fines. This budget assumes implementation of that action as of July 1, 2020.

LIBRARY (continued)

LIBRARY FUND - FUND 205

EXPENDITURES

PERSONAL SERVICES

		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
	55110						
110	Salaries	397,927	433,500	194,734	417,234	449,000	3.58%
120	Part-Time	167,783	209,000	92,949	185,898	241,250	15.43%
130	Health Insurance	114,673	122,000	57,498	114,997	140,250	14.96%
131	Retirement	32,882	36,000	15,827	31,653	37,500	4.17%
132	Social Security/Medicare	41,264	49,250	21,181	42,361	53,000	7.61%
135	Other Employee Benefits	1,117	2,500	545	1,090	2,500	0.00%
141	Expense Reimbursement	0	0	0	0	0	-----
	Total PERSONAL SERVICES Exp	755,647	852,250	382,734	793,234	923,500	8.36%

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian (2), Tech. Serv. Supervisor, 7 Assistants (PT), and 5 Shelves (PT). Across the Board pay increase for 2024 is included generally at 4.0%.

130 Health Insurance is provided through the State Plan. Rates for 2024 will increase by 7.24%. Funding is provided for single/family plans as well as payment in lieu of health insurance as is selected by the Employee and set by policy.

131 The Village pays the employer share into the Wisconsin Retirement System which is set at 6.9% of total wages in 2024, up from 6.8% in 2023.

132 The Village's contribution towards Social Security remains fixed at 6.2% and Medicare at 1.45%.

135 Provides funding to pay for the Village's share of life insurance and income continuation.

140 Includes funding for grid steps and merit pay as may be awarded to non-union personnel through the annual evaluation process.

LIBRARY (continued)

LIBRARY FUND - FUND 205

EXPENDITURES (continued)

CONTRACTUAL SERVICES		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
55110							
210	Support Services	13,585	12,000	710	12,000	12,000	0.00%
211	Consultant Services	53,668	48,750	48,644	48,644	49,750	2.05%
220	Utilities	35,008	40,000	16,883	35,465	40,000	0.00%
221	Communication	6,053	5,750	3,092	6,384	6,500	13.04%
240	Equipment Maintenance	7,823	9,000	5,876	8,700	11,000	22.22%
242	Facility Maintenance	35,301	23,250	50,498	75,000	26,250	12.90%
290	Other Contractual Services	0	0	0			-----
Total CONTRACTUAL SERVICES		151,436	138,750	125,704	186,193	145,500	4.86%

Notes:

- 210** Costs include services for window cleaning, carpet/vinyl tile cleaning, and exterior soft washing
- 211** Annual cost to be a member of Linkcat from the South Central Library System (online catalog). Cost distribution is based on circulation, volumes owned, and the number of LINK computer terminals.
- 221** Increase reflects actual costs for telephone services.
- 242** facility maintenance includes maintenance, inspection, and repair of library building systems.

SUPPLIES AND EXPENSE		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
55110							
310	Office Supplies	9,422	9,000	2,963	9,000	9,000	0.00%
311	Postage	51	250	322	322	250	0.00%
320	Dues and Subscriptions	631	750	155	750	750	0.00%
330	Meeting Expenses	567	1,000	(103)	1,000	1,000	0.00%
331	Training Expenses	3,392	3,250	1,807	3,250	3,250	0.00%
340	Operating Supplies	3,969	5,500	3,011	5,500	5,500	0.00%
342	Technology	47,536	32,000	20,213	31,633	36,750	14.84%
344	Collection - Print	50,325	60,000	26,166	60,000	60,000	0.00%
345	Collection - Audio/Visual	12,860	12,500	1,706	12,500	12,500	0.00%
390	Miscellaneous	106	0	0	0	0	-----
391	Programming	7,755	9,000	7,312	9,000	9,000	0.00%
Total SUPPLIES AND EXPENSE E		136,615	133,250	63,553	132,955	138,000	3.56%

Notes:

- 342** These costs cover online databases, wireless printing, time monitoring software for internet computers, internet filters, and participation in a system wide e-materials buying pool.
- 344** Funding to maintain collection including books, magazines, newspapers, and other materials for adults and children.
- 391** Program supplies for story times, summer reading programs, class and community group visits, book clubs, author visits, and special events as may be applicable. Also includes additional funds for events to be held at Discovery Garden park and Lewis park during Summer months.

Total LIBRARY Exp	1,043,698	1,124,250	571,990	1,112,382	1,207,000	7.36%
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TRANSFERS TO OTHER FUNDS

LIBRARY FUND - FUND 205

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.
- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
59200						
390 Miscellaneous	0	0	0			-----
Total TRANSFERS Exp	0	0	0	0	0	-----

Notes:

- 390** None anticipated at time of budget approval. To be used as needed and/or approved by the Village Board.

Village of McFarland
2025 Library Fund Operating Budget

FUND 205

SUMMARY of REVENUES

		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
41000	Taxes	733,000	768,000	768,000	768,000	834,500	8.66%
43000	Intergovernmental Revenues	327,541	352,250	352,144	352,144	367,000	4.19%
45000	Fines, Forfeits, and Penalties	112	0	5	5	0	-----
46000	Public Charges for Services	4,023	2,000	1,853	3,600	3,500	75.00%
48000	Miscellaneous Revenue	29,030	2,000	27,599	30,000	2,000	0.00%
49000	Other Financing Sources	0	0	0	25,000	0	-----
Total Budget Revenue		1,093,705	1,124,250	1,149,601	1,178,749	1,207,000	7.36%

SUMMARY of EXPENDITURES

		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
55110	LIBRARY	1,043,698	1,124,250	571,990	1,112,382	1,207,000	7.36%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		1,043,698	1,124,250	571,990	1,112,382	1,207,000	7.36%
Diff in Revenues over Expenditures		50,007	0	577,611	66,367	0	

Village of McFarland

2025 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
	100						
110	Salaries	397,927	433,500	194,734	417,234	449,000	3.58%
120	Part-Time	167,783	209,000	92,949	185,898	241,250	15.43%
130	Health Insurance	114,673	122,000	57,498	114,997	140,250	14.96%
131	Retirement	32,882	36,000	15,827	31,653	37,500	4.17%
132	Social Security/Medicare	41,264	49,250	21,181	42,361	53,000	7.61%
135	Other Employee Benefits	1,117	2,500	545	1,090	2,500	0.00%
141	Expense Reimbursement	0	0	0	0	0	-----
	Total PERSONAL SERVICES Exp	755,647	852,250	382,734	793,234	923,500	8.36%

CONTRACTUAL SERVICES

		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
	200						
210	Support Services	13,585	12,000	710	12,000	12,000	0.00%
211	Consultant Services	53,668	48,750	48,644	48,644	49,750	2.05%
220	Utilities	35,008	40,000	16,883	35,465	40,000	0.00%
221	Communication	6,053	5,750	3,092	6,384	6,500	13.04%
240	Equipment Maintenance	7,823	9,000	5,876	8,700	11,000	22.22%
242	Facility Maintenance	35,301	23,250	50,498	75,000	26,250	12.90%
243	Facility Maintenance	0	0	0	0	0	-----
	Total CONTRACTUAL SERVICES	151,436	138,750	125,704	186,193	145,500	4.86%

SUPPLIES AND EXPENSES

		2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
	300						
310	Office Supplies	9,422	9,000	2,963	9,000	9,000	0.00%
311	Postage	51	250	322	322	250	0.00%
320	Dues and Subscriptions	631	750	155	750	750	0.00%
330	Meeting Expenses	567	1,000	(103)	1,000	1,000	0.00%
331	Training Expenses	3,392	3,250	1,807	3,250	3,250	0.00%
340	Operating Supplies	3,969	5,500	3,011	5,500	5,500	0.00%
342	Technology	47,536	32,000	20,213	31,633	36,750	14.84%
344	Collection - Print	50,325	60,000	26,166	60,000	60,000	0.00%
345	Collection - Audio/Visual	12,860	12,500	1,706	12,500	12,500	0.00%
390	Miscellaneous	106	0	0	0	0	-----
391	Programming	7,755	9,000	7,312	9,000	9,000	0.00%
	Total SUPPLIES AND EXPENSES	136,615	133,250	63,553	132,955	138,000	3.56%

1,043,698 1,124,250 571,990 1,112,382 1,207,000 7.36%

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Electrical System Logging Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

This quote is for more enhanced metering will provide a better view of the power quality entering the facility. This is not required to size a surge protective device (SPD) but, would confirm is the power quality provided by Alliant is within tolerance. Alliant has been contacted and their engineers have said that they are within the range they are supposed to be. The metering will verify that and provide more information.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Public Library Surge Investigation SOW - 1901 Electrical Proposal

Web: www.1901inc.com

Phone: 608.308.1901
Fax: 608.273.9654



Mailing Address:

2801 Syene Road
Madison, WI 53713-3203

DATE: August 26, 2024

QUOTE DIVISION: Electrical

TO: Heidi Cox

RE: McFarland Public Library Surge Investigation SOW

We are pleased to offer our quotation for the **Electrical** work based on the following scope of work:

Including:

- Provide labor and metering equipment to record power quality.
- De-energize main electrical service and install precision metering equipment on main service for a 1 week duration.
- Visually inspect the ground connections and perform continuity checks.
- Install power logger on secondary electrical panel in maintenance area.
- Coordinate shutdowns with Heidi Cox.
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

TOTAL ELECTRICAL BASE BID PRICE: \$2,200.00

Exclusions:

- Mounting and adjusting auto operators by others
- Push plates by others
- Sales Taxes
- Overtime

Please call the undersigned if we can be of any assistance. We look forward to working with you on this project.

Sincerely,
1901 INC.

Erik Halverson

Erik Halverson
Electrical General Foreman
ehalverson@1901inc.com
608-628-0182

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 3, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Review of Library Director 2024 Goals

PREVIOUS ACTION:

ISSUE SUMMARY:

This is an update on the work done on the Library Director goals that were passed in early 2024.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2024Goals

2024 Goals Library Director

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

- Develop a library service model for outreach, community engagement and satellite or express library.
 - Participate in the village's planning of library spaces within the community center.
 - *Attending meetings of the Core Team for the community center*
- Pilot all-age programming to appeal to broader audiences and interests.
 - Summer Drama camp had teens working with the smaller kids. The teens also did a play of their own.
 - Movies, drop-in crafts, and game days scheduled in the fall on week days that there isn't school.
- Collaborate with the school district to participate in leveled literacy challenges that support readers at all developmental stages.
 - Spoke with Melissa Pfohl at the school district and they are interested in participating.
 - Grades K-5 kick off planned for January 2025

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

- Community engagement and event participation showcases the library prominently
 - Participate in the McFarland Community Festival, McFarland Bird Festival, McFarland Pride Fest, and McFarland Winter Wonderland.
 - *Participated in McFarland Bird Festival May 11, 2024*
 - *Participated in Pride in the Park June 23, 2024*
 - *Participated in McFarland Community Festival September 27-29, 2024*

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

- Establish priorities for Library Finance Committee.

- The Library Finance Committee has established Advocacy as their priority for 2024-2025. We'll be creating a handout/brochure to help promote citizens and Friends advocating for the library.

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

- Launch and evaluate reservation software for library spaces.
 - Done – We looked at several alternatives and Capira is the one that will work best.
- Assess alternatives to current library copy/print/fax and translation technologies.
 - We'll be seeing a demonstration of TBS's Scan EZ on September 12, 2024
- Explore hands-on technology teaching opportunities for library users, especially older adults.
 - Done – Sara and Katie Schofield have been holding technology check-ins for the last few months. They have had 4-10 people attend most sessions.

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

- Investigate shelving alternatives and reorganize current collections to gain efficiency, visibility, and accessibility.
 - Done - Children's Picture book shelving installed
 - Some of the original picture book shelving was installed in the Large Print area and the YA area.
 - Children's Graphic Novel shelving installed.
 - We used some of the former picture book shelving to expand the Large Print and YA collections.
- Explore alternate sites for library programs or services through satellite or express locations.
 - Village Parks – Monday Story time in the summer, Bird Festival, Movie Night, Summer Steam Programs.
 - Vacant lot – Teen Steam Program, Youth programs in the summer as needed.

- Village Hall – during the summer when our meeting room wasn't available we moved a few programs like Bridge Club to Village Hall.

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

- Evaluate staff alignment to ensure organizational structure meets library service needs.
 - This is on hold until decisions are made about the community center.
- Staff receive relevant continuing education on best practices, service improvements, and library technology.
 - Sara – online training for Adult Services
 - Heather – became certified in Children's yoga
 - Setup Nice Academy – a collection of short videos and quizzes for library staff. They cover customer service issues, technology, and reader's advisory.
 - Cybersecurity training – all staff are currently working through an online cyber security course.
- Perform systematic policy/procedure review.
 - Updated Collection Development Policy
 - **Created Programming Policy**
 - **Reviewed curtailing library hours policy**
 - **Updated meeting room policy**
 - **Updated Library Board Bylaws**
- Hold yearly in-service for all library staff.
 - *Staff In-service scheduled for April 17, 2024*
- **Other Accomplishments:**
 - **Electrical System Review in progress**
 - **Worked with the Friends to completely rewrite their brochure. Currently working on update for their webpage.**
 - **Working on a partnership with Stoughton Hospital and the McFarland EMS, Fire, and Rescue dept. to check out blood pressure cuff kits.**

- Working with the APT to checkout passes for plays and give patrons discounts on tickets.
- Started checking out park passes.
- I've been working as a member of the Integrated Library Software Evaluation Committee. We've been looking at different library software to use for the online catalog for patrons and library checkout software for staff.
- Got After hours lockers up and running
- Replaced the automatic door openers for the Milwaukee St. Entrance and added a door access unit so that we could have the vestibule open extended hours for the lockers.
- Updated the AV in the Community Room
- Currently working on an RFP for a roof replacement in 2025.
- Currently working on scheduling phase 2 of the HVAC upgrade that will take place in September. The phase 2 upgrade will be for controls and the HVAC software server.
- Worked with the Cottage Grove Library Board to create a contract for story time in their community.
- Worked with the Police Department to upgrade the Library's security software.
- Continued as a member of the Community Festival Executive Committee
- Coordinated the mural for the Children's library