VILLAGE OF MCFARLAND

Library Board

NOTICE OF PUBLIC MEETING

Monday, October 7, 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 September 3, 2024 meeting.
   b. Motion to approve the September 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. Programming Policy
   b. Lighting Quote
   c. Ripple Project Memo
   d. 2025 Budget
   e. Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director’s 2024 performance 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

Tuesday, September 3, 2024 - 5:15 PM

1. CALL TO ORDER

Ken Machtan called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Luke Fessler, Ken Machtan, Karin Mandli, Mona Nelson, Evan Richards, Peter Sobol

Members not present: Staci Fritz,

Staff Present: Heidi Cox, Library Director

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3. ACTION ITEMS

a. *Motion to approve the minutes of the August 5, 2024 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the August 5, 2024 meeting. Motion carries 6 - 0 - 0 by acclamation.

b. *Motion to approve the August 2024 invoices*
Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the August 2024 invoices totaling $10,975.28. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *Budget Update*

b. *Director's Report*

c. *Monthly Statistical Report*

d. *Community Center*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Library Bylaws*
Motion by Member Karin Mandli, second by Member Peter Sobol, to approve Library Bylaws Motion carries 6 - 0 - 0 by acclamation.

b. *Library Program Policy*
Motion by Member Evan Richards, second by Member Mona Nelson, to approve Library Program Policy Motion carries 6 - 0 - 0 by acclamation.

c. *2025 Library Budget*
Motion by Member Evan Richards, second by Member Mona Nelson, to approve 2025 Library Budget Motion carries 6 - 0 - 0 by acclamation.

d. *Library Electrical System Logging Quote*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve Library Electrical System Logging Quote for $2,200. Motion carries 6 - 0 - 0 by acclamation.

e. *Review of Library Director 2024 Goals*

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Peter Sobol, to adjourn at 6:05

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

September 2024 Invoices

Vendor	Sum of Amount	Description
1901 INC	$2,200.00	Electrical Metering
ADVANCED CHEMICAL SYSTEMS	$600.00	HVAC Chemical Testing
AMAZON CAPITAL SERVICES	$1,198.31	DVDs, CDs, office supplies
AT&T MOBILITY II LLC	$37.07	Cell Phone
BOLDTRONICS INC	$865.00	Video camera repair
CORPORATE BUSINESS SYSTEMS	$185.67	Copier lease
DANE CO LIBRARY SERVICE	$36.90	Books
DANE CO TREASURER	$30.00	lost book fee
FRONTIER	$133.54	Telephone bill
INGRAM LIBRARY SERVICES	$5,249.87	Books
MICROMARKETING LLC	$250.96	Audio books
SOUTH CENTRAL LIBRARY SYS	$11.55	library Supplies
STANGEL, JILL	$28.00	Lost book refund
TODAY'S BUSINESS SOLUTIONS INC	$1,198.00	wireless printing maintenance
VESTIS LLC	$180.99	mat rental
Grand Total	**$12,205.86**	

2024 Budget Update

REVENUES

		Budget Amount	July Actual	August Actual	September 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	$ 3,400.00	$ 1,807.54	$ 1,500.00	$ 35,279.44	1763.97%	75%	
Library Fees	**46710**	$ 2,000	$ 300.61	$ 201.00	$ 217.00	$ 2,580.50	129.03%	75%	$ 1,500.00
		$ 1,124,250.00	**$ 3,700.61**	**$ 2,008.54**	**$ 1,717.00**	$ 1,158,009.25	**103.00%**	75%	

Expenditures

		Budget Amount	July Actual	August Actual	September Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Salaries	110	$433,500.00	$ 33,178.73	$ 32,975.43	$ 33,247.90	$294,145.17	67.85%	75%	$ 325,125.00
Part-time	120	$209,000	$ 13,233.91	$ 13,151.35	$ 13,918.47	$133,252.93	63.76%	75%	$ 156,750.00
Health Insurance	130	$122,000	$ 10,049.59	$ 4,734.12	$ 10,049.59	$82,331.76	67.49%	75%	
Retirement	131	$36,000	$ 2,693.90	$ 2,676.16	$ 2,698.27	$23,894.92	66.37%	75%	$ 27,000.00
SS/Medicare	132	$49,250	$ 3,405.41	$ 3,424.74	$ 3,463.03	$31,473.92	63.91%	75%	
Other Benefits	135	$2,500	$ 100.19	$ 50.08	$ 100.19	$795.64	31.83%	75%	
Expense Reimbursement	141	$ -	$ -		$ -	$0.00		75%	
Total Personnel		**$852,250.00**	**$62,661.73**	**$57,011.88**	**$0.00**	**$565,894.34**	**66.40%**	75%	**$ 639,187.50**
					$ -				
Support Services	210	$ 12,000	$ 295.00	$ -	$ -	$ 1,004.96	8.37%	75%	$ 9,000.00
Consulting Services	211	$ 48,750	$ -	$ -		$ 48,644.00	99.78%	75%	$ 36,562.50
Utilities	220	$ 40,000	$3,800.09	$2,955.00	$3,689.11	$ 27,326.98	68.32%	75%	$ 30,000.00
Communication	221	$ 5,750	$677.19	$514.64	$493.19	$ 4,821.19	83.85%	75%	$ 4,312.50
Equipment Maintenance	240	$ 9,000	$641.70	$148.30	$185.67	$ 6,851.97	76.13%	75%	$ 6,750.00
Facility Maintenance	242	$ 23,250	$2,218.29	-$4,251.82	$3,305.83	$ 51,772.33	222.68%	75%	$ 17,437.50
Other Contractual Services	290	$ -			$0.00	$ -	0.00%	75%	
Total Services		**$ 138,750.00**	**$ 7,632.27**	**$ (633.88)**	**$ 7,673.80**	**$ 140,421.43**	**101.20%**	75%	**$ 104,062.50**
Office Supplies	310	$ 9,000	$ 336.53	$ 97.21	$ 433.04	$ 3,830.24	42.56%	75%	$ 6,750.00
Postage	311	$ 250	$ 5.11	$ -	$ -	$ 326.97	130.79%	75%	$ 187.50
Dues	320	$ 750	$ -	$ -	$ -	$ 155.00	20.67%	75%	$ 562.50
Meeting Expenses	330	$ 1,000	$ 27.85	$ -	$ -	$ (75.42)	-7.54%	75%	$ 750.00
Training Expenses	331	$ 3,250	$ 79.00	$ -	$ -	$ 1,886.10	58.03%	75%	$ 2,437.50
Operating Supplies	340	$ 5,500	$ 1,356.30	$ 406.25	$ -	$ 4,773.75	86.80%	75%	$ 4,125.00
Technology	342	$ 32,000	$ 51.29		$ 1,198.00	$ 21,462.39	67.07%	75%	$ 24,000.00
Collection - Print	344	$ 60,000	$ 6,704.24	$ 221.74	$ 4,793.10	$ 36,122.80	60.20%	75%	$ 45,000.00
Collection - AV	345	$ 12,500	$ 1,262.31	$ 498.87	$ 732.19	$ 4,199.67	33.60%	75%	$ 9,375.00
Library Miscellaneous	390	$ -				$ -	0.00%	75%	$ -
Programming	391	$ 9,000	$ 1,166.08	$ (1,072.83)	$ (1,708.93)	$ 5,946.36	66.07%	75%	$ 6,750.00
Other Total		**$ 133,250.00**	**$ 10,988.71**	**$ 151.24**	**$ 5,447.40**	$ 78,627.86	**59.01%**	75%	**$ 99,937.50**
Total Budget		**$1,124,250.00**	**$ 81,282.71**	**$ 56,529.24**	**$ 13,121.20**	**$ 784,943.63**	**69.82%**	75%	**$ 843,187.50**

August Highlights

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

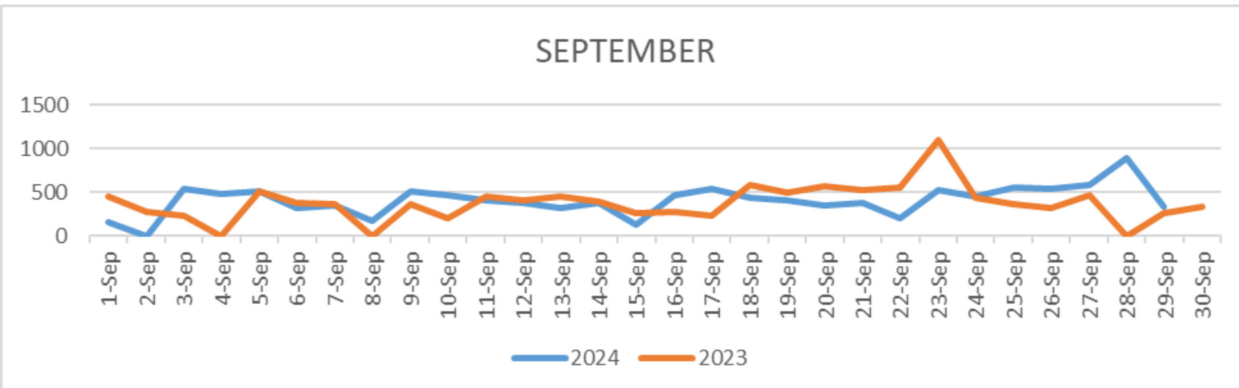
Endowment – the Madison Community Foundation is upgrading their website so we don't have current information on the endowment fund.

- **Library Facilities Management**
  - **HVAC**
    - Controls upgrade – the upgrade for the controls and the server are scheduled for November
  - **Roof**
  - **Electrical/Lighting**
    - The logging portion of the project is complete. I'm waiting for analysis back from the engineer.
  - **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 November.
    - Scanner/Copier/Translator – The demo was a huge success and we're moving forward with purchasing the system.
  - **2025 Capital Projects**
    - New Study Room
    - Roofing project
- **Continuing Education**
  - **TeleHealth 101**
- **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.
- **McFarland Community Festival –** The McFarland Community Festival was a success. Everything was well attended and a lot of money was raised for community groups.
- **Backup polling site –** We've cancelled programming on Election Day and are serving as a backup polling place for the municipal center. Chances are it won't get used but should something occur at the municipal center, staff can bring stuff across the street and continue with voting.
- **Bird Walk** – Shawn Miller and I led a bird walk on September 13. It was one of our goals to increase the number of bird walks during the year. The fall bird walk was a success. We had about 12 people join us and we saw over 35 species.

Library Circulation (Kelly Heasty)

- We had at least four classes of card applications from the 9th grade history teachers. Processed those and handed them out the week before the festival. Added the names to our drawing for Library Card Sign-up month, along with the rest of the applications we received.
- Banned book week: Katie and Sara set up a number of trivia and passive programming displays.
- Continued Spanish Language practice group with Augustine Rodriguez: 0 in attendance during the first meeting (I missed this one due to vacation), 6 during the 2nd meeting of the month.
- 10 applications for new cards received via CivicPlus form for this month.
- First Locker reservation received. Patron had trouble the first time with barcode reader. (Mobile app barcode). When she returned the next day she used her key ring card and it worked perfectly.

SEPT LIBRARY VISITS: TREND



Children's Services (Heather Kent)

<u>Programming:</u>

- Storytimes started back up on Tuesday, September 3rd with Baby Bounce. Attendance for Monday's at 9:30am has ranged from 63 people to 80 people! Thursdays have also been very high but manageable at this point.
- Zumbini Session 1: Kalino Finds the Music started on Wednesday, September 4th with full registrations for both classes.
- The first week of September also had Heather returning to Cottage Grove for fall storytime (first Friday of the month) and Zumbini (third Friday of the month.) Liz, the new youth services assistant, is a great help with both handing out materials during storytime/Zumbini and helping people check materials out.
- Tuesday, September 10th, was the first meeting of the Magic Tree House Book Club. Always a fun time and our first meeting was all about establishing what we would be doing in our meetings and introducing the first book we will discuss in October. As an ice-breaker we saw how well you could wrap your partner with streamers in one minute.

- On Wendesday, September 11th, Liz led the Lego Club program. She had a very enthusiastic group of 3rd-5th grade students.
- The new Graphic Novels Book Club met for the first time on Tuesday, September 17th. This group is all about discussing graphic novels around a genre. Ms. Heather offers them a book to read but they are allowed to come to the meeting with their own book if they want. For the first meeting different reading interests were discussed and journals created to keep notes/drawings in.
- For the Community Festival this year Heather helped organize the kids tent entertainment – Snake Discovery Zoo. They presented on Friday night and Saturday morning to lots of enthusiastic children and adults.

- Saturday, September 28th we had our 3rd Annual 5k Run/Walk with Kids Obstacle Dash. The kids dash was so popular that we had two waves – the three and under wave and the 4 and up wave. One of the funniest things is that the kids keep doing the course over and over after the event until it's completely cleared. We had over 100 participants this year and hope to grow the event even more next year.

Other

- Liz Schwinn started as the Youth Services Assistant on Septmeber 3rd and immediately took to the position. She has been helping at the desk, creating book displays, leading the Lego Club, etc…

Teen Services (Holly Wergin)

- ***Programming***
    - *Program Advertising at Schools:* Part of my task this month was reaching out to both the middle and high school to advertise teen programs at the library. I had the opportunity to meet with the new middle school librarian during September, and I also created program advertisements for both schools to display on their library TVs. Hopefully, alongside the advertising we do at the library, this will help encourage more participation from teens in the community.
    - *New Programs*: With the start of the school year comes some new programs for teens! This month, teens had first meetings for the new UnBook Club, Teen STEAM, and Teen D&D. We had good attendance for all of these programs, especially for them being new programs to the teens in the area, and participants really loved the activities! Teens especially seemed to love our Teen STEAM time where we did some building and engineering projects using Pringles, including building a Pringle ring and taking on the challenge to “Protect the Pringle.” Here are some photos from the project:

    - *Tried and True Teen Programs*: Programs that teens know and love are still going strong. Snack & Chat continues to happen every Monday with consistent teens continuing to return. We even

had a record number (at least in my time here) of teens on the first Monday with 21 teens coming to join us! Teen Hangout also continues, but now twice a month instead of every Thursday to accommodate the new program opportunities added to the schedule. We also continue to host monthly After Hours programs; this month, teens came in to paint like Bob Ross. We had a total of 11 teens come in, and while most of them chose to stray from Bob Ross's design, all of them talked about how much fun they had at the program ☺.
    - *VolunTeens*: VolunTeens are continuing into the school year, and all of our summer VolunTeens want to continue to volunteer at the library! We had our first meeting of the school year this month, and VolunTeens helped prep craft materials for storytimes, take down materials from summer reading, weigh in on teen programming ideas, and sign up for many volunteer opportunities we have for the community festival and throughout the month of October.
    - *Passive Programming/ Banned Books Week*: Something I've been brainstorming and want to provide for teens are more passive programs in the teen area. For our first activity, I created a crossword puzzle for Banned Books Week. The crossword answers are all titles of banned books with clues that describe them, and teens who finish them can bring them to the front desk for a free sticker (all of the stickers are reading and book themed). I'm hoping to continue to offer small passive activities like this one in the teen area with the hopes that it creates a more interesting and interactive environment for teens who hang out at the library.
- ***Feedback Opportunities***: During September, I also decided to create more opportunities for feedback from library teens. I created a program suggestion survey that teens can use to suggest programs they really want or advocate for programs they wish happened more often. I created a poster and a slide with a QR code to the survey that are both posted in the teen area. Also, to continue the fun from summer reading, I created a book review form that teens can fill out to recommend a book. Just like the program survey, I created a slide and a poster that both live in the teen area to encourage participation.
- ***Freshmen Library Visits***: Over the course of a week, I had the privilege of showing McFarland freshmen English students all the library has to offer them. About 180 students visited the library; heard a short presentation about our materials, e-resources, and programs; had the opportunity to sign up for and receive a library card (of which 38 received their first library card, and many more found out they already had a library card in our system), and had a long time to explore the library, find books, and hang out with friends. While not every teen checked out a book, every teen interacted with the library during their time here, whether that was sitting and chatting with friends, checking out a boredom kit, hanging out at the puzzle table, or talking to me about the books they love to read. The whole goal of these visits was to plant the seeds for more teen interaction in the library, and I think we achieved that goal!

Adult Services (Sara Hendrickson)

<u>Programming</u>:

Craft Club

- We had another great turn out for craft club: 14 of the 16 people registered came. Katie planned, prepped, and led the craft found, and we both prepped the veggies to use for the prints. People were very creative with their print designs. Some made the prints into something else (two-lobed peppers into butterflies, acorn squash into flowers), and some embraced the veggie designs as-is.
- October's craft is Autumn garland. Katie will plan and prep materials and we will both work on getting the marketing ready.

Mystery Book Club

- We had 11 people attend this month's book club. We discussed *In the Woods* by Tana French, her first book in the Dublin Murder Squad series and her first novel ever. We had quite the heated discussion about the main character and the unresolved part of the mystery.
- Updated marketing and created bookmarks for November's book (*Mother-Daughter Murder Night* by Nina Simon).
- Began planning book choices for 2025.

Other

- Project Home presented on Saving Energy this year (9/12). McFarland Cable recorded it, and we live streamed it for those who could not attend in person. While numbers were low, last year's Project Home presentation was also low, but Ben's recording of it has had close to 150 views, so we know this one will also be worthwhile.
- Met with Caring Quilts volunteers (9/13) to discuss details regarding November Caring Quilts reception. We walked through the library to show where we are planning to have the quilts displayed, and came up with a deadline for all quilts to be turned in to either Katie GS or myself.
- Family Game Day (9/14) was great! We had 25 people come and play games. Our next one is scheduled for November.
- Our rescheduled cemetery walk (9/14) had a great turnout of 22 people, despite the extremely warm temperatures
- We continue to get anywhere from 8-13 people attending our now-weekly Bridge Clubs.
- Ron Larson led two Historical Markers Tours during the Community Festival (9/28, 9/29). We had an average of 14 people each day, and McFarland Cable was able to record the walk on the 29th. We are so fortunate to have Ron lead these tours for the library!
- Met with Katie Schofield to discuss Banned Books Week, craft clubs for October, November, and December, Craft-a-palooza, displays, Indigenous programming, and potential AI programming. Worked together on making and getting the banned trivia posted throughout the library, and created forms for patrons to fill out with trivia answers.
- Talked with Veronica Hinke, the author for our Titanic Menus program, to discuss program details.
- Wisconsin Science Festival picks libraries across the state to receive "Science in a Bag" kits, and we are fortunate to be one of two libraries picked in the entire Madison area! Bags will be available for children to pick up the week of October 15.
- Created marketing and advertised for Getting Your Garden Ready for Winter and Titanic Menus: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com; made a Great Lakes, Great Reads digital sign for the website and library TVs.
- Sent adult programming information to the Thistle, the Outlook, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

- Attended webinars/zoom meetings for Romance & Love Stories for All Ages, Winter/Spring 2025 Library Love Fest, Transforming Library Landscapes: Ingram Library Service & WILS, Fall Mystery Preview Part 2, GN for All Ages Part 1 & Part 2, Revving Up Automotive Knowledge: Exploring Gale ChiltonLibrary, & OverDrive Wisconsin Public Library Consortium Training.
- Continued SCLS Infosec Training.

E.D. Locke Public Library - Monthly Report August 2024

	Jul-24	Aug-24	Aug-23	% change August 2023 - August 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	15,427	14,728	15,186	-3%	113,685	109,981	3%
Materials Checked In	12,728	12,162	12,296	-1%	88,965	86892	2%
Curbside Appointments	1	0	1	#DIV/0!	8	28	-71%
Locker Pickups	0	0	0	#DIV/0!	1	0	#DIV/0!
New library cards	44	56	62	-11%	424	458	-7%
new materials added	527	241	372	-54%	2766	3327	-17%
Internet use	334	334	294	12%	2211	1808	22%
Average daily pick list	133	119	134	-13%	NA	NA	#VALUE!
Visitor count	25,430	23,737	23,701	0%	171,108	164,798	4%
Wireless Internet use (#users)	1,432	1,516	NA	#VALUE!	12139	NA	#VALUE!
App use	3,218	2,940	2,663	9%	24375	17680	38%
Study room use	63	69	63	9%	691	568	22%
Meeting room use	58	25	23	8%	363	353	3%
Reference Questions Answered	444	326	369	-13%	2396	2972	-19%
Children's Program Participation (in-person)	1660	0	0	#DIV/0!	8961	8038	11%
Teen's Program Participation (in-person)	198	387	636	-39%	1661	1520	9%
Adult's Program Participation (in-person)	103	502	536	-6%	1116	1173	-5%
Adult's Program Participation (on-line)	52	0	154	-100%	509	218	133%
Volunteer hours worked	144.25	38.7	40	-3%	440	361.25	22%

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, October 7, 2024**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Programming Policy**

PREVIOUS ACTION:

ISSUE SUMMARY:
The village attorney has reviewed our programming policy and suggested one change. I've included the change in red for the board to review and approve.

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	Approved September 3, 2024

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

Factors in the consideration and selection of programing will include, but are not limited to, educational benefits, public interest in the subject matter, cultural diversity, and relevance to community needs.

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.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, October 7, 2024**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Lighting Quote**

PREVIOUS ACTION:

ISSUE SUMMARY:
This quote is for replacing the lighting in the overhangs by the main entrance and the Children's area.

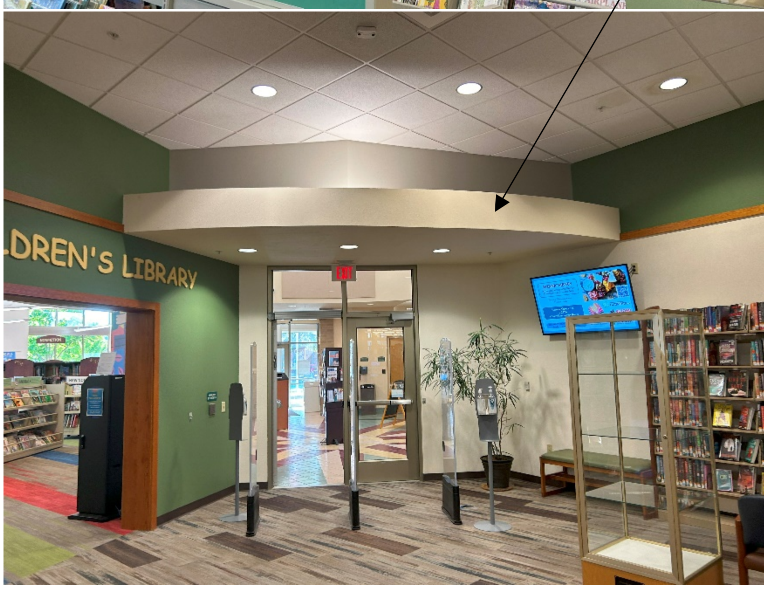
FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
1. lighting quote summary
2. McFarland Library - Color Changing Lighting - 1901 Electrical Proposal



The lighting proposal is to change the lighting in these overhangs from florescent to LED. Changing the florescent bulbs is difficult and they burn out quickly. The advantages of the LED tape are:

- The lights have a 50,000 hour lifespan. (about 14 yrs)
- More energy efficient
- We can change the color
- Brighter light (especially useful near the main entrance near the new book area)

Replacement Costs:

- If the large (40') light malfunctions. The current cost of replacement- figuring the driver is still good would be about $4,750,.
- If the controller goes out, that would be about $750 to replace.
- If the driver, decoder etc. goes out it would be roughly $1,200

Web: www.1901inc.com

Phone: 608.308.1901
Fax: 608.273.9654

Mailing Address:

2801 Syene Road
Madison, WI 53713-3203

DATE: September 23, 2024

Electrical

TO: Heidi Cox

RE: McFarland Public Library – Lighting

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

Including:
- Provide labor and material to upgrade lighting at the McFarland Public Library
- Coordinate access with facilities management
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

- **Demo:**
  - Remove existing lighting
  - Includes disposal costs
- **Lighting:**
  - Install new RGBW lighting and controls
  - Includes 2 locations (area approx. 10') and (area approx.40')
  - Includes programming of lighting controls.

TOTAL ELECTRICAL BASE BID PRICE: **$14,858.00**

Exclusions:
- Cost of bond
- Sales Taxes
- Access panels in walls, floors, or ceilings
- Ceiling removal/replacement
- 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

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, October 7, 2024**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Ripple Project Memo**

PREVIOUS ACTION:

ISSUE SUMMARY:
The Ripple Project started about 10 years ago under the umbrella of the Beyond the Page endowment. The purpose was to provide staff training and programming regarding racial justice. Since then the work has broadened to include the LGTBQ+ community. After ten years, the Ripple Project Committee is asking libraries to renew their commitment to this work. For more information on the Ripple Project, go to https://www.beyondthepage.info/ripple-project-2022

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
1. 2025-29 BtP_Ripple MOMA.docx - Google Docs

Memorandum of Mutual Accountability: Beyond the Page/Ripple

Dane County generates and maintains some of the starkest racial disparities in the nation across every indicator of well-being, as outlined in the 2013 Race to Equity Report and the 10-year update. Libraries, due to their public service role and connection to local government, are uniquely situated to support equitable, inclusive and just communities.

Between Fall 2020 & Spring 2022, Dane County libraries participated in ongoing internal work to root out racism and white supremacy on both individual and institutional levels. This work supported the initiative of diversifying BtP programming and engaging the public in meaningful conversations about race and justice, as well as creating more welcoming, inclusive and equitable libraries. *The Ripple Project*, as it is known, brought the following initiatives to fruition:

Phase 1: Assessing organizational culture
Phase 2: Formation of regional equity teams
Phase 3: Foundational workshops
Phase 4: Support ongoing work of regional equity teams

Moving forward BtP has absorbed the underpinnings of the Ripple Project. The next 5 years will involve the following initiatives:

- BtP designates at least $5K/year to support local library equity initiatives
- BtP events incorporate an equity focus in addition to the Humanities focus
- Libraries actively participate in Regional Equity Teams whenever possible
- Libraries identify annual (or longer term) DEI goals in conjunction with RETs
- Library leadership considers the recommendations of equity teams which may include:
    - On-going professional development opportunities for staff
    - Changes to library policies/practices
    - Changes to recruitment, hiring and retention policies/practices

This agreement acknowledges that municipalities may have their own DEI/equity plans and initiatives, and that those may take priority over the initiatives of this agreement.

The______________________________________ agrees to operate within the above memorandum.

(Library name)

____

Signature, Library Director Date

____

Signature, Library Board President Date

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, October 7, 2024**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2025 Budget**

PREVIOUS ACTION:

ISSUE SUMMARY:
This an updated version of the 2025 budget for the board to review. All village departments were asked to make cuts to their budgets. The library was asked to cut $10,000. The Village Board started the budget process on September 30, 2024.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

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

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**	**1,209,500**	**7.58%**

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	448,750	3.52%
120	Part-Time	167,783	209,000	92,949	185,898	238,750	14.23%
130	Health Insurance	114,673	122,000	57,498	114,997	144,500	18.44%
131	Retirement	32,882	36,000	15,827	31,653	39,000	8.33%
132	Social Security/Medicare	41,264	49,250	21,181	42,361	52,500	6.60%
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**	**926,000**	**8.65%**

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian (2), Tech. Serv. Supervisor, 7 Assistants (PT), and 5 Shelvers (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	55110	2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
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 maintenace includes maintenace, inspection, and repair of library building systems.

SUPPLIES AND EXPENSE	55110	2023 Actual	2024 Budget	YTD 6/30/2024	2024 Projected	2025 Budget	% Change vs. 2024
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**	**1,209,500**	**7.58%**

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	809,000	5.34%
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	30,000	1400.00%
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**	**1,209,500**	**7.58%**

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	1,209,500	7.58%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	------------
	Total Budget Expenditures	**1,043,698**	**1,124,250**	**571,990**	**1,112,382**	**1,209,500**	**7.58%**
	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	234,500	12.20%
130	Health Insurance	114,673	122,000	57,498	114,997	144,500	18.44%
131	Retirement	32,882	36,000	15,827	31,653	39,000	8.33%
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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**	**922,000**	**8.18%**

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	23,250	0.00%
243	Facility Maintenance	0	0	0	0	0	------------
	Total CONTRACTUAL SERVICES	**151,436**	**138,750**	**125,704**	**186,193**	**142,500**	**2.70%**

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	8,500	-5.56%
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	5,000	-9.09%
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**	**137,000**	**2.81%**
		1,043,698	**1,124,250**	**571,990**	**1,112,382**	**1,201,500**	**6.87%**

Village of McFarland

SUMMARY SHEET

MEETING DATE: **Monday, October 7, 2024**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director's 2024 performance evaluation

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None