

Monday, November 4, 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 October 7, 2024 meeting.
 - b. Motion to approve the October invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
 - d. Community Center
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. HVAC Controls Upgrade
 - b. Day after Thanksgiving Holiday
 - c. 2025 Library Director Goals
 - d. 2025 Closed Dates
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.

Fw: Kyle left a review for Mc Farland Public Library

From Kelly Heasty <kheasty@mcfarlandlibrary.org>

Date Mon 10/21/2024 9:54 AM

To Heidi Cox <hcox@mcfarlandlibrary.org>

FYI: Very nice review.

Kelly Heasty

Assistant Director
E.D. Locke Public Library
McFarland, WI 53558

608-838-2308 (direct line)
or 608-838-9030 (circulation desk)

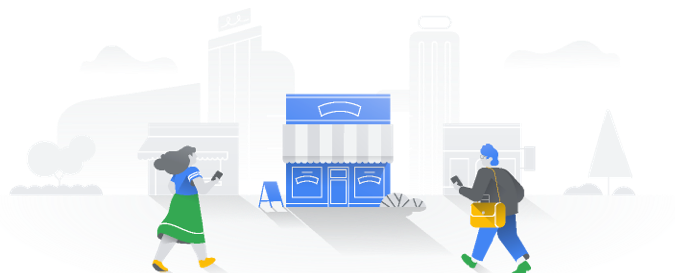
From: Google Business Profile <businessprofile-noreply@google.com>

Sent: Friday, October 18, 2024 4:08 PM

To: Kelly Heasty <kheasty@mcfarlandlibrary.org>

Subject: Kyle left a review for Mc Farland Public Library

Business Profile



Great job, you got a new
5-star review

Read review



Kyle Jero



Great library to go and spend some time at with kids. The book selection is fantastic, they have a...

[Reply to review](#)

Replying to reviews shows customers you value their feedback, and gives you the chance to publicly address any comments.

We'll let Kyle know when you've replied.

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Fw: Leah left a review for E D Locke Public Library

From Kelly Heasty <kheasty@mcfarlandlibrary.org>

Date Thu 10/24/2024 8:13 AM

To Heidi Cox <hcox@mcfarlandlibrary.org>

Kelly Heasty

Assistant Director
E.D. Locke Public Library
McFarland, WI 53558

608-838-2308 (direct line)
or 608-838-9030 (circulation desk)

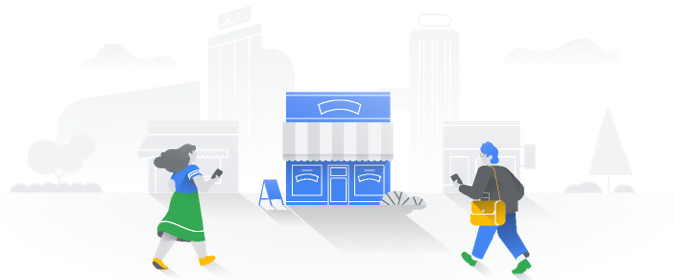
From: Google Business Profile <businessprofile-noreply@google.com>

Sent: Wednesday, October 23, 2024 12:36 PM

To: Kelly Heasty <kheasty@mcfarlandlibrary.org>

Subject: Leah left a review for E D Locke Public Library

Business Profile



Great job, you got a new
5-star review

[Read review](#)



Leah Marie



I love this library! It is such a nice place to study and do homework. Usually pretty quiet and they...

[Reply to review](#)

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We'll let Leah know when you've replied.

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VILLAGE OF MCFARLAND

Library Board Minutes

Monday, October 7, 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 September 3, 2024 meeting.*
Motion by Member Evan Richards, second by Member Mona Nelson, to approve the minutes of the September 3, 2024 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the September 2024 invoices*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the September 2024 invoices totaling \$12,205.86. 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. *Programming Policy*
Motion by Village Trustee Luke Fessler, second by Member Peter Sobol, to approve Programming Policy Motion carries 7 - 0 - 0 by acclamation.

b. Lighting Quote

Motion by Member Evan Richards, second by Member Staci Fritz, to approve Lighting Quote not to exceed \$15,000 Motion carries 7 - 0 - 0 by acclamation.

c. Ripple Project Memo

Motion by Member Mona Nelson, second by Member Ken Machtan, to approve signing the Ripple Project Memo Motion carries 7 - 0 - 0 by acclamation.

d. 2025 Budget

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the 2025 Budget Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Village Trustee Luke Fessler, second by Member Karin Mandli, to convene into Closed Session in accordance with 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

Motion carries on a roll call vote 7-0 Fessler -Aye, Nelson - Aye, Fritz -Aye, Evans - Aye, Machtan - Aye, Sobol - Aye, Mandli - Aye

Motion by Member Peter Solbol, second by Village Trustee Luke Fessler, to reconvene in open session.

6. ADJOURNMENT

Motion by Member Mona Nelson, second by Member Staci Fritz, to adjourn at 6:43

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

October 2024 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$771.32	DVDs, CDs, Office Supplies
AT&T MOBILITY II LLC	\$74.16	Director Cell Phone
AVANT GARDENING & LANDSCAPING	\$1,556.94	Landscape Maintenance
BIG RIVER MAGAZINE	\$43.00	Magazine Subscription
CORPORATE BUSINESS SYSTEMS	\$372.26	Copier Lease
DANE CO LIBRARY SERVICE	\$36.90	Go Big Read Book Purchase
DEMCO INC	\$253.67	Library Supplies
FRIENDS OF THE MCFARLAND LIBRARY	\$376.00	CC Charges from book sale
FRONTIER	\$133.54	Library Phone
INGRAM LIBRARY SERVICES	\$5,200.10	Books
J. M. BRENNAN INC	\$7,057.00	HVAC Spring Maintenance and Repair
JEFFERSON FIRE & SAFETY INC	\$77.00	Fire Extinguisher Inspection
LEWIS, CHAD	\$300.00	Program Fee
MADISON COMMUNITY FOUNDATION	\$2,576.00	5K Proceeds
MCFARLAND ACE HARDWARE	\$12.58	Facility Repair
MENARDS - MONONA	\$13.86	Facility Repair
MICROMARKETING LLC	\$206.97	Audio Books
MIDWEST TAPE	\$89.22	DVDS
SOUTH CENTRAL LIBRARY SYS	\$1,366.60	Laser Printer
STANGEL, JILL	\$28.00	Lost Book Reimbursement
TRACEY, REBECCA	\$49.00	Lost Book Reimbursement
US CELLULAR	\$43.75	Library Cell Phone
VESTIS LLC	\$301.65	Mat Rental
WiLS	\$11,456.93	Database Fees
Grand Total	\$32,396.45	

Gift Fund

Madison Community Foundation

\$500.00 Donation

Grand Total

\$32,896.45

REVENUES										
		Budget Amount	August Actual	September Actual	October Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target	2024 Projected
Property Tax	41110	\$ 768,000.00	\$ -	\$ -	\$ -	\$ 768,000.00	100.00%			\$ 768,000.00
County Library Aids	43720	\$ 352,250.00	\$ -	\$ -	\$ -	\$ 352,144.01	99.97%			\$ 352,144.01
Library Fines	45190	\$ -	\$ -	\$ -	\$ 1.05	\$ 6.35				\$ 6.35
Interest	48100	\$ 2,000	\$ 1,007.74			\$ 19,485.74	974.29%	83%		24685.74
Library Fees	46710	\$ 2,000	\$ 398.38	\$ 440.19	\$ 185.54	\$ 3,177.69	158.88%	83%	\$ 1,666.67	\$ 4,015.15
		\$ 1,124,250.00	\$ 1,406.12	\$ 440.19	\$ 186.59	\$ 1,142,813.79	101.65%	83%		\$ 1,148,851.25
Expenditures										
Salaries	110	\$433,500.00	\$ 32,975.43	\$ 33,247.90	\$ 33,326.89	\$327,472.58	75.54%	83%	\$ 361,250.00	\$ 410,592.33
Part-time	120	\$209,000	\$ 13,151.35	\$ 13,918.47	\$ 14,404.94	\$147,657.87	70.65%	83%	\$ 174,166.67	\$ 182,454.05
Health Insurance	130	\$122,000	\$ 4,734.12	\$ 10,049.59	\$ 10,049.59	\$92,381.35	75.72%	83%		\$ 117,505.33
Retirement	131	\$36,000	\$ 2,676.16	\$ 2,698.27	\$ 2,688.46	\$26,583.38	73.84%	83%	\$ 30,000.00	\$ 33,329.06
SS/Medicare	132	\$49,250	\$ 3,424.74	\$ 3,463.03	\$ 3,506.35	\$34,980.27	71.03%	83%		\$ 43,637.85
Other Benefits	135	\$2,500	\$ 50.08	\$ 100.19	\$ 100.19	\$895.83	35.83%	83%		\$ 1,096.21
Total Personnel		\$852,250.00	\$57,011.88	\$0.00	\$64,076.42	\$629,971.28	73.92%	83%	\$ 710,208.33	\$ 788,614.83
				\$ -						
Support Services	210	\$ 12,000	\$ -	\$ 29.99	\$ -	\$ 1,034.95	8.62%	83%	\$ 10,000.00	\$ 1,034.95
Consulting Services	211	\$ 48,750	\$ -		\$ -	\$ 48,644.00	99.78%	83%	\$ 40,625.00	\$ 50,644.00
Utilities	220	\$ 40,000	\$3,912.19	\$3,689.11	\$3,142.00	\$ 31,426.17	78.57%	83%	\$ 33,333.33	\$ 37,710.17
Communication	221	\$ 5,750	\$516.94	\$486.51	\$214.38	\$ 5,031.19	87.50%	83%	\$ 4,791.67	\$ 6,053.19
Equipment Maintenance	240	\$ 9,000	\$370.28	\$407.65	\$372.26	\$ 8,473.19	94.15%	83%	\$ 7,500.00	\$ 8,956.03
Facility Maintenance	242	\$ 23,250	-\$3,556.80	\$3,966.16	\$9,079.36	\$ 62,205.40	267.55%	83%	\$ 19,375.00	\$ 86,417.40
Other Contractual Services	290	\$ -		\$0.00		\$ -	0.00%	83%		\$ -
Total Services		\$ 138,750.00	\$ 1,242.61	\$ 8,579.42	\$ 461.02	\$ 156,814.90	113.02%	83%	\$ 115,625.00	\$ 190,815.74
Office Supplies	310	\$ 9,000	\$ 233.18	\$ 433.04	\$ 528.19	\$ 4,494.40	49.94%	83%	\$ 7,500.00	\$ 5,375.78
Postage	311	\$ 250	\$ 14.85	\$ 25.11	\$ 12.87	\$ 379.80	151.92%	83%	\$ 208.33	\$ 405.54
Dues	320	\$ 750	\$ -	\$ -	\$ -	\$ 155.00	20.67%	83%	\$ 625.00	\$ 155.00
Meeting Expenses	330	\$ 1,000	\$ 146.06	\$ 81.28	\$ 100.00	\$ 251.92	25.19%	83%	\$ 833.33	\$ 451.92
Training Expenses	331	\$ 3,250	\$ -	\$ (325.00)	\$ 350.00	\$ 1,911.10	58.80%	83%	\$ 2,708.33	\$ 1,911.10
Operating Supplies	340	\$ 5,500	\$ 406.25	\$ -	\$ 500.00	\$ 5,273.75	95.89%	83%	\$ 4,583.33	\$ 6,273.75
Technology	342	\$ 32,000	\$ 507.39	\$ 1,317.99	\$ 11,456.93	\$ 33,546.70	104.83%	83%	\$ 26,666.67	\$ 33,546.70
Collection - Print	344	\$ 60,000	\$ 3,643.10	\$ 5,215.59	\$ 5,356.97	\$ 44,391.95	73.99%	83%	\$ 50,000.00	\$ 52,311.95
Collection - AV	345	\$ 12,500	\$ 642.15	\$ 771.99	\$ 940.93	\$ 6,455.38	51.64%	83%	\$ 10,416.67	\$ 7,645.38
Library Miscellaneous	390	\$ -			\$ -	\$ -	0.00%	83%	\$ -	\$ -
Programming	391	\$ 9,000	\$ 297.73	\$ (1,392.53)	\$ 300.00	\$ 7,683.32	85.37%	83%	\$ 7,500.00	\$ 10,259.32
Other Total		\$ 133,250.00	\$ 5,890.71	\$ 6,127.47	\$ 19,545.89	\$ 104,543.32	78.46%	83%	\$ 111,041.67	\$ 118,336.44
Total Budget		\$1,124,250.00	\$ 64,145.20	\$ 14,706.89	\$ 84,083.33	\$ 891,329.50	79.28%	83%	\$ 936,875.00	\$ 1,097,767.01



October Highlights

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

Endowment –

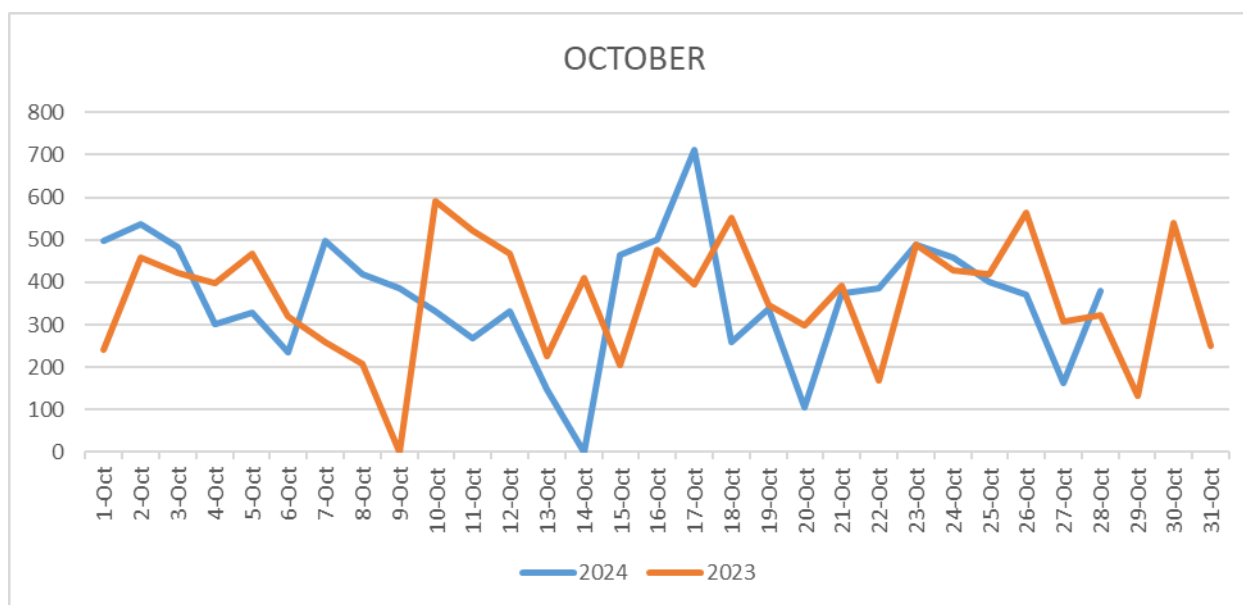
July 2024	August 2024	Difference	Contributions
\$213,614.58	\$217,001.50	\$3,386.92	\$0

August 2024	September 2024	Difference	Contributions
\$217,001.50	\$219,519.69	\$2,518.19	\$0

- **Library Facilities Management**
 - **HVAC**
 - Controls upgrade – the upgrade for the controls and the server are scheduled for November
 - **Electrical/Lighting**
 - The electrical system report will be presented at the December meeting.
 - The LED tape lighting has been ordered. We're waiting to schedule installation until it arrives.
 - **Windows**
 - I've asked Hildebrand Glass for a quote to repair the center of the round window in the Youth Librarians' office. The center pane has condensation between the panes of glass especially in the morning. I've also asked them to quote adding a Low-E film to the meeting room windows to help with heat.
 - **2024 Capital Projects –**
 - HVAC Controls and Server upgrade- This project is scheduled for November.
 - Scanner/Copier/Translator – The system will be installed in late November or Early December.
 - **2025 Capital Projects**
 - New Study Room
 - Roofing project
- **Continuing Education**
 - **Workplace Neurodiversity** – I have registered for a class through UW-Madison Continuing Education on Workplace Neurodiversity. The course covers understanding neurodiversity, identify the obstacles faced by neurodivergent employees, and apply practical and specific action to promote a culture of appreciation, accountability, and trust.
- **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 have the blood pressure monitors in house and are working on getting them ready for checkout. We're hoping to have them ready by the week of November 11th.
- **Lions Gift** – The Lions club is donating \$1,250 to the library for activity kits for school age kids and teens. Topics will include technology, art, and science.
- **5K Proceeds** – The 5K raised about \$2,500 for the endowment this year.
- **Library Event for donors** – I'm working on a table read (very informal play) as an event for donors and library supporters. The event will be held in spring and the play that we've chosen is A Lion in Winter.
- **Quilt Reception** – We'll be holding the reception for the Caring Quilts project on November 16th. The quilts will be on display for November and December.

Library Circulation (Kelly Heasty)

- Completed Infosec Cybersecurity training for month
- Capira software will no longer be available in 2025. Will need to recreate spreadsheet we used at the very beginning of the pandemic for Curbside and Lockers appts or potential use LibCal appts calendar (I use this for the Notary appts)
- Display Case: D&D collection by Heather, November will be Liz's Hello Kitty collection
- Continued Spanish Language practice group with Augustine Rodriguez: 4 in attendance during the first, 3 during the 2nd meeting of the month. Next mtng: 11/2 Augustine concerned about dwindling attendance. I surveyed the group to determine if there was a better time/day. Unanimously, the group agreed that Saturday was still best.
- 8 applications for new cards received via CivicPlus form for this month.
- Second Locker reservation received. Went off without a hitch.
- Updated on-line resources bookmark to remove Hoopla as an option.
- P-STAT project: SCLS providing quarterly reports re: mismatched P-STATs. I am reconciling those for McFarland. Finding most are a result of patron moves, where P-STAT was not updated. Implementing new procedure where staff
- Filled in for Amy's vacation, HC vacation, Sara's illness and Circ staff illness.



Teen Services (Holly Wergin)

❖ Future Programs

- Part of my work this month was preparing some fun and useful programs for the Winter/ Spring! I reached out to Hunter from Infinity Martial Arts and we are planning to do a self-defense class in February. Originally, I had planned on a teen-only program, but we also added a family self-defense class for younger kids and their parents and guardians.

- Galin Education also reached out to partner with the library and put on ACT Diagnostic Tests for teens the day of the ACT test in March. This is a really exciting opportunity for sophomores (and even freshmen) to get a free diagnostic ACT test at the library to better prepare for the test in the future.
- I also have gotten suggestions from teens to have an anime watching day and a Star Wars watch party in May (for Star Wars day) that I am in the process of planning for additional special opportunities alongside our normal programming.

❖ **Webinars and Meetings**

- Throughout October, I've attended multiple webinars about new books and collection maintenance. This includes the Booklist Spring 2025 Youth Preview, Booklist Graphic Novels for All webinar, and CCBC Shorts: A (Brief) Look at Books for Children and Teens. All of these webinars have helped me keep track of new releases (mainly in the spring) that I should be aware of for the future. I also attended a webinar titled "Video Game Collections in Libraries," which had really helpful information about video game collection acquisitions, grants, and usage in libraries. I hope to use some of the tips and tricks they provided in our library.
- On October 25th, I took a trip to Waunakee Public Library for a Teen Services Roundtable meeting with other teen librarians in the area. The meeting was really illuminating and gave me great ideas for programs and prizes for next summer. I also got to tour the teen space at Waunakee, and that gave me some great ideas for how we can make our teen space more welcoming for our teen population so it is a space that teens want to hang out and stay after school.

❖ **Programming**

- *Snack & Chat* - Throughout October, Snack & Chat was a place for Halloween-inspired crafts. Teens took a particular interest in painting ghosts onto paintings and making beaded pumpkins. I also used Snack & Chat to create some bat decorations for the teen area and as guinea pigs for the passive program I had in the teen area this month. I think I will continue to use Snack & Chat to help in setting the tone for a new season; my consistent teens at this program are really helpful in seeing if something I have planned for teens I don't see as often is actually going to work or not.
- I've also noticed that teens at Snack & Chat love listening to music, so I've started compiling age-appropriate music onto a Spotify playlist that I've been playing at various teen events. Every single time I do this, I have various teens asking for new songs to be added to the playlist, and we have been making a very diverse playlist of songs the teens love.
- *Teen STEAM* - Teen STEAM this month was focused on projects associated with spiders 🕸️! Teens used finger knitting to make their own spider decoration out of yarn, they competed to see who could wrap their prey the fastest (in streamers), and they used baskets and different string materials to make their own spider webs to catch prey. While Teen STEAM is often chaotic and full of distractions, I notice that a majority of the teens engage in the activities, even if they do them slightly differently than what I intended originally. For example, some teens didn't love the finger knitting part of the project, but still wanted to make a spider creature out of yarn. I had a few teens instead make pom-poms that they then decorated to look like spiders. I encourage this experimentation and play because that is what STEAM is all about, trying new things and seeing what works. I had a lot of teens at this month's meeting, and it seemed like everyone had a great time.



- **UnBook Club** - UnBook Club has some pretty consistent members at this point, and this month teens discussed recent reads while painting bookends for the YA bookshelves. Painting is always a hit with our teens, and painting the bookends was particularly fun for them because it meant they would be a part of the teen area forever. UnBook Club members were very calm and went into various rants about people who dog-ear pages rather than using bookmarks. I also proposed possibly doing a “Teen Librarian of the Month” program where avid teen readers like those in UnBook Club create a display of books in the YA section, and I had multiple people express interest.
- **After Hours** - To get into the scary season, this month’s After Hours was a *Five Nights at Freddy’s* movie showing with popcorn and Halloween and FNAF-related crafts. I had a good turnout of teens, many of whom I rarely see at teen events and were excited for a scary movie. Teens really loved the crafts and I had many of the teens continue to do crafts throughout the entire movie. A lot of teens particularly enjoyed watching the movie while it was completely dark outside, which may be something we pursue more in the future, especially during the winter months when it gets dark so early. Overall, it was a great time!
- **VolunTeens** - Our VolunTeen meeting this month involved teens helping prep craft materials and take-and-make kits for youth services while discussing future programming. My teens showed a lot of interest in a fort-building after hours in the future, as well as possibly adding an anime club for anime and manga loving teens. The volunteers also told me how much they loved a cheesy movie night bingo program from last year, so I may change my plans and do that again with the interest expressed by them. During October, VolunTeens helped with PJ Storytime, Lego Club, Magic Tree House Book Club, and our Squishmallow Painting Party.
- **Passive Program** - In my attempt to add more passive programs to the teen area to encourage further engagement from library teens, I created a Halloween candy poll for the month of October that received a lot of participation (and, although it was neck and neck for a long time, Reese’s peanut butter cups won)! I think the easy nature of voting on something made this really simple for many teens to participate, and I think continuing to have easy passive programs like this in the teen area could better create a third space for teens in the area and make the teen area more welcoming in general.

- **YA Book Lists/ Recommendations**

- Throughout October, I’ve continued in my work of creating ya book lists for different genres and common interests. My goal is to ultimately have this as a tool for teen readers in the YA section, either with physical copies or with QR codes to online lists, and to also make this a helpful resource for circ staff to help with YA recommendations when I am not in the library.

- While at Waunakee Public Library, I noticed that they had YA book menus in their teen area that had a binder of recommendations. I want to look into this further as something we could possibly do in our own teen area, especially because there is something similar at IMMS's library.

Adult Services (Sara Hendrickson)

❖ Craft Club

- Our fall garland was a hit! We actually filled up the registration and had a waiting list! Katie prepped all the materials, and showed everyone the different ways to put them together. We then had some staff make garlands for the front circulation desk and the entrance to the children's area. Katie prepped materials, created marketing, and led the craft.
- November's craft is thank you cards. The idea stems from us all having people in our lives we should really thank, and giving people time to make them a thoughtful card. Katie will plan and prep materials and we will both work on getting the marketing ready.

❖ Mystery Book Club

- We had 12 people attend this month's book club. We discussed *The Big Sleep* by Raymond Chandler, his first novel, and the beginning of what many consider the noir genre.
- Updated marketing and created bookmarks for November's book (*Mother-Daughter Murder Night* by Nina Simon).

❖ Other

- UW-Extension came and did a program on "Getting Your Garden Ready for Winter" as part of the Wisconsin Science Festival (10/10). Seven people attended, and as of today, the live stream version has had 91 views. We also had an amazing turnout for the "Science in a Bag" kits, and ran out fairly fast. Wisconsin Science Festival also gave us stickers, temporary tattoos, colored pencils, and color-changing pencils as part of our swag to give away. It was a great success!
- McFarland was fortunate to be a part of a Beyond the Page collaborative grant that brought author Veronica Hinke to multiple libraries in Dane County. She has written two books on the dining experience on the Titanic. On Saturday (10/26), we had a full house! 31 people registered, and almost everyone showed up. Veronica not only presented on the dining experience, she also brought teas and cheeses for people to eat, each one similar to what would have been served on the Titanic. She even made each library their own plum pudding! Everyone love the presentation, and if there's a way for us to have her return just for us, I would jump at the chance.
- Bridge Club has seen numbers come down slightly, as snowbirds have made their exit for the next few months. We're getting around 9 people each week.
- Met with Katie Schofield to discuss craft clubs for November and December, Craft-a-palooza, displays, Indigenous programming, and potential AI programming. We've planned an AI presentation in February with Department of Agriculture, Trade and Consumer Protection, and we've heard back from two Indigenous artists who are on board with presenting some time in 2025.
- Created marketing and advertised for Family Game Day, Gangster History of Wisconsin, and McFarland Caring Quilts Reception & Gallery: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.
- 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 Crash Course in Horror, SpringyCamp, Library Love for Library Reads, Library Journal's Day of Dialog, 2025 Book Preview: Top Titles from Midwest Tape/Hoopla, Thriller, & Mystery, & True Crime.
- Continued SCLS Infosec CyberSecurity Training.
- Continued weeding adult fiction collection and paperbacks.

E.D. Locke Public Library - Monthly Report September 2024							
	Aug-24	Sep-24	Sep-23	% change September 2023 - September 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	14,728	12,922	12,586	3%	126,607	122,567	3%
Materials Checked In	12,162	10,164	10,419	-3%	99,129	97311	2%
Curbside Appointments	0	0	4	#DIV/0!	8	32	-75%
Locker Pickups	0	1	0	100%	1	0	#DIV/0!
New library cards	56	94	65	31%	518	523	-1%
new materials added	241	479	339	29%	3245	3666	-11%
Internet use	370	387	327	16%	2968	2456	21%
Average daily pick list	119	128	154	-20%	NA	NA	#VALUE!
Visitor count	23,737	22,714	21,857	4%	193,822	186,655	4%
Wireless Internet use (#users)	1,516	1,702	NA	#VALUE!	13841	NA	#VALUE!
App use	2,940	2,866	2,460	14%	27241	20140	35%
Study room use	69	56	93	-66%	825	724	14%
Meeting room use	25	61	42	31%	424	395	7%
Reference Questions Answered	326	398	282	29%	2796	3254	-14%
Children's Program Participation (in-person)	0	1176	908	30%	10137	8946	13%
Teen's Program Participation (in-person)	387	253	237	7%	1914	1757	9%
Adult's Program Participation (in-person)	502	5161	4116	25%	6679	5665	18%
Adult's Program Participation (on-line)	0	5	163	-97%	514	381	35%
Volunteer hours worked	38.7	23.25	21.5	8%	466	226.75	106%

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 4, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: HVAC Controls Upgrade

PREVIOUS ACTION:

ISSUE SUMMARY:

The quote is for phase 2 of our HVAC upgrade. The work that will be done is to update the controls system and upgrade the server software. The software for our HVAC system will be moved from the old server to a PC on the library's network. This should will allow us to monitor the system more easily and allow us to collect data about our system for more than two weeks.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E D Locke Public Carrier controls & IVu Software upgrade 10-7-24 (1)



TO	E D Locke Public Library	DATE	10-7-24
	5920 Milwaukee St	PROJECT	Upgrading of Carrier controls
	McFarland, Wi, 53558	ATTN	Heidi Cox

SUBJECT TO THE FOLLOWING PROVISIONS AND CONDITIONS LISTED ON THIS PAGE AS WELL AS ANY OTHER ATTACHED PAGES,

Project:

Upgrade Carrier Controls and Software

To provide labor and material as follows:

Provide and upgrade hardware & software for:

Ahu #1 & Ahu #2

In-floor zones 1-8

(Qty 19) Vav boxes and reheats

(Qty 19) Zone sensors

(Qty 19) Reheat zones valves

Furnish and install required communication wiring needed for project.

Pulling of new wiring for zone sensors

Required wiring of individual controllers.

Required programming needed for individual controllers.

Upgrading graphics for I'Vu.

Startup and verify operation.

Aid IT department setting up connection.

Upgrading of Carrier I'Vu software to 9.0

All work to be performed during the hours of 7:00 am -3:30pm

Project cost \$ 83,687.00

Excludes:

Afterhours labor

Addition hardware and labor other than what is listed.

Thank you for this opportunity.

Terms of Payment CASH 30 DAYS NET

Work completed and billed in one month is due and payable on the 30th day of the following month. Balance due within thirty days following completion of job and final billing. This proposal is subject to written acceptance within thirty days of its date. There are no representations, promises, warranties, agreements, or understandings not expressed herein. All prices subject to additional applicable sales tax.

Respectfully submitted,

J.M. Brennan, Inc.

ACCEPTED THIS _____ DAY, 20____

Dave Gundlach

BY _____ (SEAL)

BY _____ (SEAL)

Dave Gundlach
HVAC Service Fitter/Service Sales
dgundlach@jmbrennan.com
Mobile: 608-712-6143

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 4, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Day after Thanksgiving Holiday

PREVIOUS ACTION:

ISSUE SUMMARY:

The library is currently open the day after Thanksgiving and the rest of village offices are closed. Library staff receive an extra personal day for being open. Our issue is that it's becoming difficult to staff. We'd like to discuss reducing personal time and closing on the day after Thanksgiving.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 4, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2025 Library Director Goals

PREVIOUS ACTION:

ISSUE SUMMARY:

I went through the strategic plan and chose the things I would like to work on for 2025. Please let me know if there are other projects that we should consider.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2024Goals
2. 2025 Goals

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*
 - *Will be participating in McFarland Winter Wonderland December 7th.*

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
 - Signed quote for the Scan EZ system on September 17.
 - The equipment should be install in November or December 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
 - Currently working on updating the Study Room Policy
 -
- 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.
- 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
- LED Light tape will be installed in late 2024.
- Second phase of HVAC upgrade will happen in late 2024
- Migration and upgrade of HVAC server will happen in late 2024.
- A volunteer on the statewide AI best practices committee.

2025 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.
- Expansion of youth and teen programming.
- Collaborate with the school district to participate in leveled literacy challenges that support readers at all developmental stages.
- Expand collection with a *Library of Things*, made up of library-loaned objects, gadgets, tools, games, or kits.

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.
- The library actively participates in community decisions and engages municipal leaders about library plans, assets, and benefits.

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.

- Explore feasibility of digital signage on exterior of library.
- Launch and evaluate reservation software for library spaces.

- Explore hands-on technology teaching opportunities for library users, especially older adults.

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

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

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

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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 4, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2025 Closed Dates

PREVIOUS ACTION:

ISSUE SUMMARY:

Proposed list of dates the library would close in 2025. With a few exceptions, the dates align with the dates that village offices would be closed.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Closed Dates 2025

Closed Dates 2025

New Year's Day - Wednesday, Jan. 1, 2025
Martin Luther King Jr. Day - Monday, January 20, 2025
Easter – Sunday, April 20, 2025*
Staff In-Service Day – Wednesday, April 16, 2025
Memorial Day - Monday, May 26, 2025
Juneteenth – Thursday, June 19, 2025
Independence Day - Friday, July 4, 2025
Labor Day - Monday September 1, 2025
Indigenous Peoples' Day – Monday, October 13, 2025
Thanksgiving - Thursday, November 27, 2025
Day After Thanksgiving - Friday, November 28, 2025
Christmas Eve - Wednesday, December. 24, 2025
Christmas Day -Thursday, December 25, 2025
New Year's Eve - Wednesday, Dec 31, 2025 (Close at 5:30)
Thursday, Jan. 1, 2026

*Full-time staff get a floating holiday.

If New Year's Eve falls on Monday – Thursday the library closes at 5:30.

Close the Library in:

- ☐ Google Business Profile
- ☐ Bibliovation
- ☐ Capira Curbside Software
- ☐ Lib Staffer
- ☐ Lib Cal – for meeting room reservations
- ☐ Brivo – Door Access Software
- ☐ Phone System