

Monday, January 6, 2025

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 December 2, 2024 and December 9, 2024 meetings.
 - b. Motion to approve the December 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. Update from Matt Schuenke and Carolyn Clow
 - Update on Community Center Project.
 - Overview of CIP and Library Project's inclusion in the 10 year outlook.
 - Reference letter from Youth Center and work we've done to date.
 - Look ahead to what the purpose of the joint meeting is on January 28th.
 - b. Youth Center Discussion
 - c. Library Mission Statement
 - d. Library Vision Statement
 - e. Library Nondiscrimination Statement

6. ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, December 2, 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

At 5:15, without objection, the Board moved to discuss item 5a first.

Following discussion, the board returned to item 2. Public Appearances and Communication and continued with the rest of the meeting.

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 November 4, 2024 meeting.*
Motion by Member Evan Richards, second by Member Mona Nelson, to approve the minutes of the November 4, 2024 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the November invoices*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the November invoices totaling \$15,654.82 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. Electrical Study Report

Jeremiah Prince from Two Oaks Design and Consulting presented the findings of their study of the library's electrical system. The study recommends that the library update the building's surge suppression and investigate why there are amp readings on the neutral conductor.

b. DCLS Agreement for Extension of Library Service

Motion by Member Karin Mandli, second by Member Evan Richards, to approve DCLS Agreement for Extension of Library Service Motion carries 7 - 0 - 0 by acclamation.

c. McFarland Youth Center

The Library Board reviewed and discussed a letter from the McFarland Youth Center Board to the Village Board. The Library Board discussed the process outlined in the letter and agreed that they would like to be included in discussions regarding the Village taking over the Youth Center. Library Director, Heidi Cox emphasized that taking over the youth center services could be a great fit for the library as long as the needed resources (staff and space) would be provided.

d. Circ Area Storage Units

Motion by Member Evan Richards, second by Member Mona Nelson, to approve the quote from Emmons Business Interiors for Circ Area Storage Units not to Exceed \$9,100. Motion carries 7 - 0 - 0 by acclamation.

e. Accoustic Tiles for Study Rooms

Motion by Member Mona Nelson, second by Member Staci Fritz, to approve the quote from Emmons Business Interiors for Accoustic Tiles for the study rooms not to exceed \$3577.76 Motion carries 7 - 0 - 0 by acclamation.

f. OPAC Stations

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Mona Nelson, to adjourn at 6:37

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

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, December 9, 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, Mona Nelson, Evan Richards, Peter Sobol

Members not present: Karin Mandli

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. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. *Proposal for Neutral Current Investigation from Two Oaks Design and Consulting*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve Proposal for Neutral Current Investigation from Two Oaks Design and Consulting not to exceed \$1300 Motion carries 6 - 0 - 0 by acclamation.
- b. *Proposal for Neutral Current Investigation from 1901inc.*
Motion by Member Evan Richards, second by Member Staci Fritz, to approve Proposal for Neutral Current Investigation from 1901inc. not to exceed \$1,500. Motion carries 6 - 0 - 0 by acclamation.
- c. *Proposal for upgrade and replacement to building surge suppression*
Motion by Member Evan Richards, second by Member Mona Nelson, to approve Proposal for upgrade and replacement to building surge suppression not to exceed \$9,739. Motion carries 6 - 0 - 0 by acclamation.
- d. *Proposal for 3Branch OPAC stands*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve Proposal for 3Branch OPAC stands not to exceed \$8421.83 Motion carries 6 - 0 - 0 by acclamation.

4. ADJOURNMENT

Motion by Village Trustee Luke Fessler, second by Member Peter Sobol, to adjourn at 5:21

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

December 2024 Invoices

Vendor	Sum of Amount	Description
1901 INC	\$14,858.00	LED Light Tape
AMAZON CAPITAL SERVICES	\$1,236.46	CDs, DVDs, Office and Program Supplies
AT&T MOBILITY II LLC	\$37.09	Cell phone
AVANT GARDENING & LANDSCAPING	\$2,486.62	Mulching
B&H PHOTO	\$749.99	Portable PA system
BAKER & TAYLOR BOOKS	\$538.07	Books
BLACKMORE, HEATHER	\$19.00	Lost Item Refund
CORPORATE BUSINESS SYSTEMS	\$381.85	Copier Lease
DEMCO INC	\$138.36	Library Supplies
FCI	\$269.72	HVAC Filters
FJELSTAD, CHLOE	\$30.00	Lost Item Refund
FRONTIER	\$135.72	Fire Panel Phone
INGRAM LIBRARY SERVICES	\$4,095.94	Books
J. M. BRENNAN INC	\$3,354.00	HVAC Maintenance
JEFFERSON FIRE & SAFETY INC	\$405.00	Fire Panel Inspection
KANOPY INC	\$3,000.00	Online Resource
MCFARLAND ACE HARDWARE	\$111.52	Facility Repairs
MICROMARKETING LLC	\$276.84	Audio Books
MIDWEST TAPE	\$32.87	DVD
RACE DAY EVENTS	\$1,090.00	5K Software
SCHILLING SUPPLY COMPANY	\$655.23	Cleaning and Bathroom Supplies
SOUTH CENTRAL LIBRARY SYS	\$12,206.03	Computers and Printers
TULL, MOLLY	\$20.00	Lost Item Refund
US CELLULAR	\$43.75	Cell phone
VESTIS LLC	\$301.65	Mat Rental
Grand Total	\$46,473.71	

2024 Budget Update

REVENUES									
		Budget Amount	October Actual	November Estimated	December 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	\$ -	\$ 1.05	\$ 3.00	\$ -	\$ 9.35			
Interest	48100	\$ 2,000	\$ 1,043.58		\$ -	\$ 21,815.86	1090.79%	100%	
Library Fees	46710	\$ 2,000	\$ 439.09	\$ 350.00	\$ 240.00	\$ 4,021.24	201.06%	100%	\$ 2,000.00
		\$ 1,124,250.00	\$ 1,483.72	\$ 353.00	\$ 240.00	\$ 1,145,990.46	101.93%	100%	
Expenditures									
Salaries	110	\$433,500.00	\$ 33,326.89	\$ 50,688.69	\$ 49,990.34	\$428,151.61	98.77%	100%	\$ 433,500.00
Part-time	120	\$209,000	\$ 14,404.94	\$ 21,566.72	\$ 21,607.41	\$190,832.00	91.31%	100%	\$ 209,000.00
Health Insurance	130	\$122,000	\$ 10,049.59	\$ 15,656.36	\$ 15,074.39	\$123,112.10	100.91%	100%	
Retirement	131	\$36,000	\$ 2,688.46	\$ 4,088.21	\$ 4,032.69	\$34,704.28	96.40%	100%	\$ 36,000.00
SS/Medicare	132	\$49,250	\$ 3,506.35	\$ 5,386.21	\$ 5,259.53	\$45,626.01	92.64%	100%	
Other Benefits	135	\$2,500	\$ 100.19	\$ 182.08	\$ 150.29	\$1,228.20	49.13%	100%	
Total Personnel		\$852,250.00	\$64,076.42	\$97,568.27	\$96,114.63	\$823,654.18	96.64%	100%	\$ 852,250.00
Support Services	210	\$ 12,000	\$ -	\$ 918.00	\$ -	\$ 1,952.95	16.27%	100%	\$ 12,000.00
Consulting Services	211	\$ 48,750	\$ -	\$ 387.50	\$ -	\$ 49,031.50	100.58%	100%	\$ 48,750.00
Utilities	220	\$ 40,000	\$2,770.08	\$2,264.71	\$2,225.44	\$ 35,544.40	88.86%	100%	\$ 40,000.00
Communication	221	\$ 5,750	\$531.72	\$532.86	\$316.30	\$ 6,241.44	108.55%	100%	\$ 5,750.00
Equipment Maintenance	240	\$ 9,000	\$372.26	\$363.96	\$159.87	\$ 8,997.02	99.97%	100%	\$ 9,000.00
Facility Maintenance	242	\$ 23,250	\$5,882.70	\$301.65	\$22,521.80	\$ 84,908.19	365.20%	100%	\$ 23,250.00
Other Contractual Services	290	\$ -		\$0.00	\$0.00	\$ -	0.00%	100%	
Total Services		\$ 138,750.00	\$ 461.02	\$ 4,768.68	\$ 25,223.41	\$ 186,675.50	134.54%	100%	\$ 138,750.00
Office Supplies	310	\$ 9,000	\$ 861.06	\$ 1,149.98	\$ 518.97	\$ 6,496.22	72.18%	100%	\$ 9,000.00
Postage	311	\$ 250	\$ -		\$ -	\$ 366.93	146.77%	100%	\$ 250.00
Dues	320	\$ 750	\$ 210.00	\$ -	\$ -	\$ 365.00	48.67%	100%	\$ 750.00
Meeting Expenses	330	\$ 1,000	\$ -		\$ -	\$ 151.92	15.19%	100%	\$ 1,000.00
Training Expenses	331	\$ 3,250	\$ 295.00	\$ -	\$ -	\$ 1,856.10	57.11%	100%	\$ 3,250.00
Operating Supplies	340	\$ 5,500	\$ 604.69	\$ -	\$ 655.23	\$ 5,933.67	107.88%	100%	\$ 5,500.00
Technology	342	\$ 32,000	\$ 12,416.91	\$ 3,457.72	\$ 2,785.84	\$ 40,750.24	127.34%	100%	\$ 32,000.00
Collection - Print	344	\$ 60,000	\$ 4,951.20	\$ 4,560.12	\$ 816.13	\$ 49,628.84	82.71%	100%	\$ 60,000.00
Collection - AV	345	\$ 12,500	\$ 815.37	\$ 818.20	\$ 736.30	\$ 7,884.32	63.07%	100%	\$ 12,500.00
Library Miscellaneous	390	\$ -	\$ -			\$ -	0.00%	100%	\$ -
Programming	391	\$ 9,000	\$ 2,208.39	\$ 86.29	\$ 900.00	\$ 10,578.00	117.53%	100%	\$ 9,000.00
Other Total		\$ 133,250.00	\$ 22,362.62	\$ 10,072.31	\$ 6,412.47	\$ 124,011.24	93.07%	100%	\$ 133,250.00
Total Budget		\$1,124,250.00	\$ 86,900.06	\$ 112,409.26	\$ 127,750.51	\$ 1,134,340.92	100.90%	100%	\$ 1,124,250.00

2024 Budget Projections

REVENUES								
		October Actual	November Estimated	December Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41110	\$ -	\$ -	\$ -	\$ 768,000.00	100.00%		
County Library Aids	43720	\$ -	\$ -	\$ -	\$ 352,144.01	99.97%		
Library Fines	45190	\$ 1.05	\$ 3.00	\$ -	\$ 9.35			
Interest	48100	\$ 1,043.58	\$ 900.00	\$ 800.00	\$ 23,515.86	1175.79%	75%	
Library Fees	46710	\$ 439.09	\$ 193.25	\$ 350.00	\$ 3,974.49	198.72%	75%	\$ 1,500.00
		\$ 1,483.72	\$ 1,096.25	\$ 1,150.00	\$ 1,147,643.71	102.08%	75%	
Expenditures								
Salaries	110	\$ 33,054.40	\$ 50,688.69	\$ 49,581.60	\$ 427,470.38	98.61%	100%	\$ 433,500.00
Part-time	120	\$ 14,048.69	\$ 21,566.72	\$ 21,073.04	\$ 189,941.38	90.88%	100%	\$ 209,000.00
Health Insurance	130	\$ 10,049.59	\$ 15,656.36	\$ 15,074.39	\$ 123,112.10	100.91%	100%	
Retirement	131	\$ 2,666.09	\$ 4,088.21	\$ 3,999.14	\$ 34,648.36	96.25%	100%	\$ 36,000.00
SS/Medicare	132	\$ 3,491.61	\$ 5,386.21	\$ 5,237.42	\$ 45,589.16	92.57%	100%	
Other Benefits	135	\$ 100.19	\$ 182.08	\$ 150.29	\$ 1,228.20	49.13%	100%	
Total Personnel		\$ 63,410.57	\$ 97,568.27	\$ 95,115.86	\$ 821,989.56	96.45%	100%	\$ 852,250.00
Support Services	210	\$ -	\$ 918.00		\$ 1,952.95	16.27%	100%	\$ 12,000.00
Consulting Services	211	\$ -	\$ 387.50		\$ 49,031.50	100.58%	100%	\$ 48,750.00
Utilities	220	\$ 2,770.08	\$ 2,264.71	\$ 2,255.44	\$ 35,574.40	88.94%	100%	\$ 40,000.00
Communication	221	\$ 531.72	\$ 532.86	\$ 316.30	\$ 6,197.69	107.79%	100%	\$ 5,750.00
Equipment Maintenance	240	\$ 372.26	\$ 363.96	\$ 442.18	\$ 9,279.33	103.10%	100%	\$ 9,000.00
Facility Maintenance	242	\$ 5,882.70	\$ 301.65	\$ 23,259.55	\$ 82,569.94	355.14%	100%	\$ 23,250.00
Other Contractual Services	290				\$ -	0.00%	100%	
Total Services		\$ 9,556.76	\$ 4,768.68	\$ 26,273.47	\$ 184,605.81	133.05%	100%	\$ 138,750.00
Office Supplies	310	\$ 861.06	\$ 1,149.98	\$ 1,700.29	\$ 7,677.54	85.31%	100%	\$ 9,000.00
Postage	311	\$ -	\$ -	\$ 10.22	\$ 377.15	150.86%	100%	\$ 250.00
Dues	320	\$ 210.00	\$ -	\$ -	\$ 365.00	48.67%	100%	\$ 750.00
Meeting Expenses	330	\$ -	\$ 100.00	\$ 169.91	\$ 421.83	42.18%	100%	\$ 1,000.00
Training Expenses	331	\$ 295.00	\$ -	\$ 2,050.08	\$ 3,906.18	120.19%	100%	\$ 3,250.00
Operating Supplies	340	\$ -	\$ -	\$ 675.10	\$ 5,348.85	97.25%	100%	\$ 5,500.00
Technology	342	\$ 12,416.91	\$ 3,451.84	\$ 3,005.88	\$ 40,964.40	128.01%	100%	\$ 32,000.00
Collection - Print	344	\$ 4,951.20	\$ 4,560.12	\$ 4,751.44	\$ 53,564.15	89.27%	100%	\$ 60,000.00
Collection - AV	345	\$ 815.37	\$ 1,318.81	\$ 2,026.42	\$ 9,675.05	77.40%	100%	\$ 12,500.00
Library Miscellaneous	390				\$ -	0.00%	100%	\$ -
Programming	391	\$ 2,208.39	\$ 86.29	\$ 1,316.81	\$ 10,994.81	122.16%	100%	\$ 9,000.00
Other Total		\$ 21,757.93	\$ 10,667.04	\$ 15,706.15	\$ 133,294.96	100.03%	100%	\$ 133,250.00
Total Budget		\$ 94,725.26	\$ 113,003.99	\$ 137,095.48	\$ 1,139,890.33	101.39%	100%	\$ 1,124,250.00
					-\$15,640.32			\$ 7,753.39

December Highlights

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

Endowment –

October 2024	November 2024	Difference	Contributions
\$212,260.41	\$224,943.56	\$9383.15	\$3076

• Library Facilities Management

• HVAC

- Circulating Pump – the motor for the circulating pump on the meeting room side of the building was replaced. It starting to make a chirping sound and that's the sign that it's about to quit working. Luckily it was noticed by staff and replaced before it broke down completely.

• Electrical/Lighting

- The LED tape lighting has been ordered. Installation is scheduled for early January.
- Troubleshooting of Neutral current issue – this work is scheduled for early morning in January 13-16.

• Windows

- The outside windows were cleaned in the beginning for December.

• Flooring

- **Carpet cleaning** – Carpet cleaning was completed Dec. 27th. Next year we'll be switching to two smaller cleanings one in the spring and a 2nd in the fall. This should help keep the carpet looking good all year round.

• 2024 Capital Projects –

- Scanner/Copier/Translator – The system was be installed in December. We're waiting for installation of the printer.

• 2025 Capital Projects

- HVAC Controls and Server upgrade- This project is scheduled for February 2025.
- New Study Room – I asked libraries across the state about their experiences with the pre-built study rooms. They gave a lot of great advice on what their patrons and staff liked and didn't like. I am hoping to get our study room ordered in Q1 of 2025.
- Roofing project – I'm working with HGA to create the language for the RFP and investigate replacement vs. repair.

• Continuing Education

- **Reducing Staff Stress and Trauma**– Kelly and I attended this online course through Library Journal. The class discussed different ways to create structure to reduce stress and things you can do in the short-term and the long-term to reduce stress. The class also discussed ways to help reduce the effects of trauma after difficult situations.
- **Trauma Informed Leadership** – I attended an online class on Trauma informed Leadership. This class focused on what individual managers can do to recognize and respond to members of their team who are struggling. It provided different ways to accommodate people who might have trauma. I also covered employment law and how employee behavior falls into that.
- **Strengths Discovery for Personal Growth** – I attended an online class on strengths discovery. The course is described as: *This course equips you with the tools to grow as a leader and unlock the potential*

of your team through engaging instruction and a variety of interactive activities. It was an interesting class where I learned that I am a strategic thinker who likes to learn new things. The class also showed different ways to use that as a leader.

Library Circulation (Kelly Heasty)

OTHER:

- Working with HC on solution to replace All-Paid CC/DC service due to drastic surcharge increases.
- Display Case: Larson House – MCF Historical Society. Jan: Jewelry designer's collection
- Continued Spanish Language practice group with Augustine Rodriguez: 4 in attendance during the first, 12/21 meeting: 8 in attendance!
- Blue notes H.S. A Capella group to perform on Dec 20 in lobby and library.
- Watched Village Board presentation by Y. Center
- Notary appointment for 3 notarizations and 3 other walk-ins in December
- With HC & SH arranged Holiday party at Wine House for staff.
- Library trivia questions close to complete. SH and I met with Patrick Fernan to firm up plans for Jan 11.
- Created a Large Print Application for patrons.
- EZ scan installed, but not yet ready for patrons.
- Wed afternoon book club on Dec 11, Community Room, Selection: Joan is Okay by Weike Wang. 12 in attendance

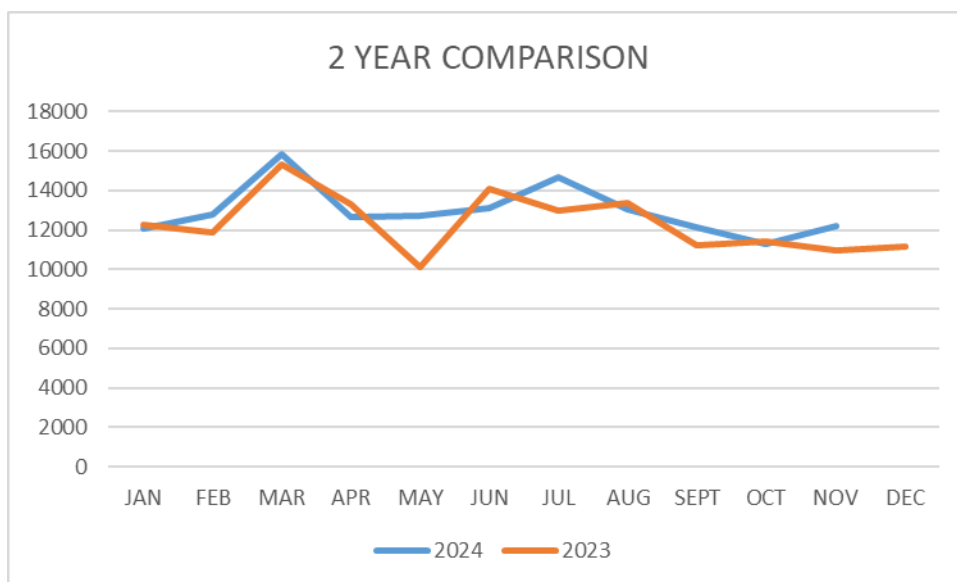
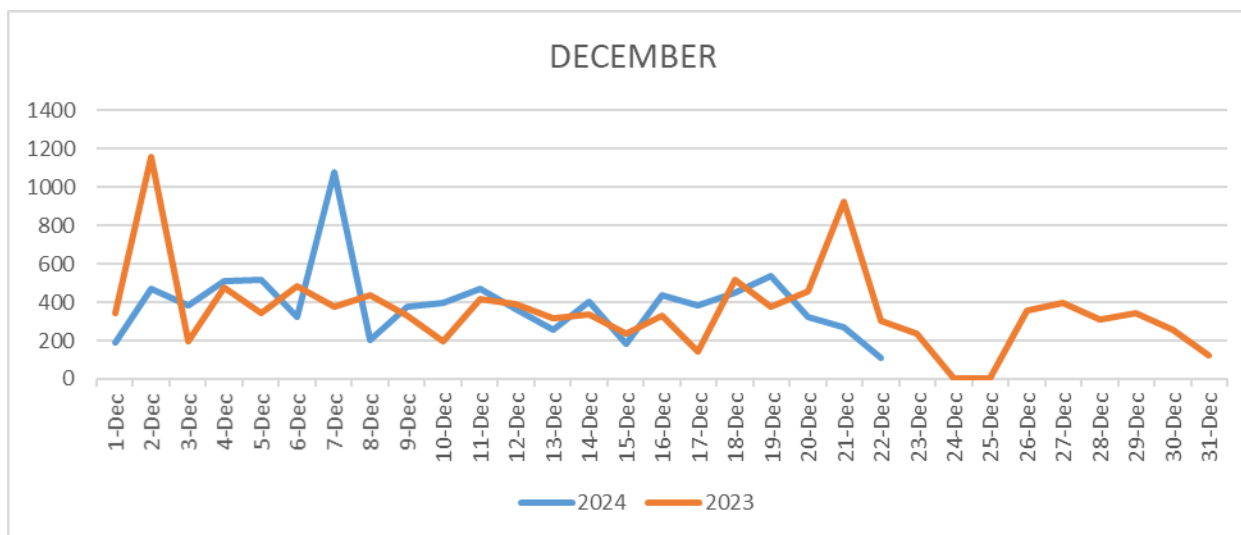
PROJECTS/GOALS FOR 2025:

- Curbside & locker pickup appointment solution (Capira no longer available after March 30)
- New CC/DC payment service solution
- Jan Trivia event

STAFF:

- Completed all staff reviews (except for 2 substitutes who have not been scheduled to work in the last month or so)
- Implemented/returned to system of having Circ staff doing check-in at specified stations in effort to avoid check-in errors.
- Reviewed check-in carts for all of Circ staff. No discrepancies noted.
- Gave each staff member a copy of the "Other duties" and "Downtime ideas for staff" updated as necessary for new staff addition.
- Updated Emergency Contact info

DEC LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Programming:

Tuesday, December 3rd the D&D Club finished their first adventure in the Wisconsin History module we are doing. This is a very enthusiastic group of youths in grades 3-5.

Zumbini continues to be a very busy but fun program. Because of the holidays, class was cancelled for the last two weeks.

Friday, December 6th (Storytime) and Friday December 20th (Zumbini) were Cottage Grove morning programs. For the storytime this month I had Liz lead the program and I was there to help. It went really well and it's good for the kids to have different people presenting for them. She will also be leading the storytime in January.

Saturday, December 7th was the Winter Craft-a-palooza. From 10am – 12pm families could stop by and do crafts at the library or take materials home for later.

Magic Tree House Book Club met on Tuesday, December 10th. This month we talked about “High Tide in Hawaii”, learned about Polynesian culture and dance from a video, and created surf boards.

Santa came to visit on Saturday, December 14th for our 3rd annual Silent Santa event. This program is created for families with children who cannot visit Santa at the mall/busy programs/etc... Families registered for a 15 minute time slot with Santa and were able to have one on one time with him in a calm environment (no music, no blaring lights). This is a great event and we will definitely do it again.



Graphic Novel Book Club met on Tuesday, December 17. This month we discussed “Spy School.” Participants were VERY anxious to resume playing D&D but we had to discuss our book first. This book was great to demonstrate how authors/illustrators “hook” readers in with a big sequence at the beginning. Also how the graphic novel uses pictures to forward a story without words. Then we resumed playing D&D. The next book is “DnDoggos” – which means they get their wish of having more D&D.

Thursday, December 19th was our PJ Storytime with Santa. This program is always in high demand and, even with snowy weather, we had 100 people attend. We shared stories, songs, and rhymes – finishing the program with Santa arriving, reading a book, reading letters from kids attending the program. After the program families were able to visit with Santa and craft in the library.



We celebrated the new year on Tuesday, January 31 at noon – with a party. Families could come starting at 11am to craft, dance, play, and snack. Then, at noon, we had a balloon drop to celebrate the New Year.

Liz

Lego Club met on Wednesday, December 11th with a very good sized group. Liz is finding great ways to make this club engaging and exciting. This month they were challenged to build the tallest tower. She (and the participants) are looking forward to having Lego Club twice a month starting in January.

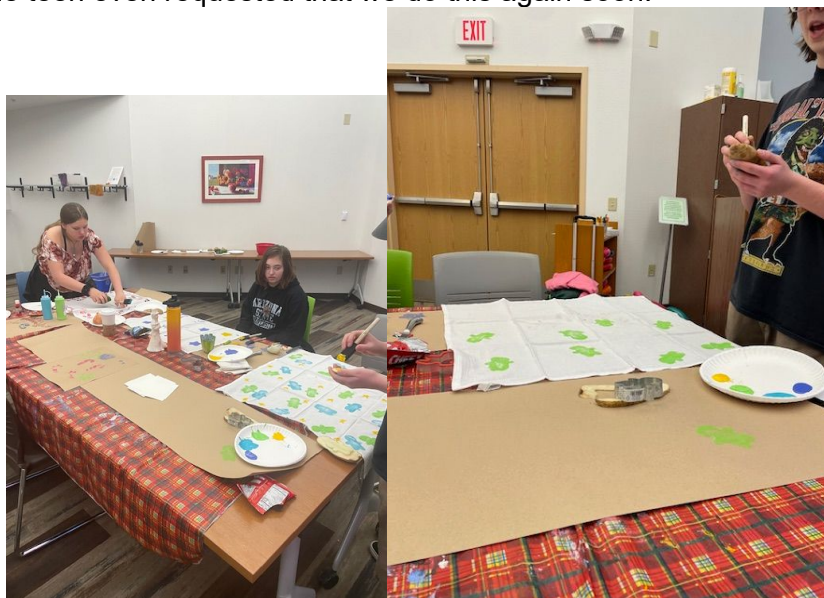
This month for library activities she featured mittens for the windows where children wrote their favorite winter activities, book displays about winter crafts, and a transportation themed I Spy.

Teen Services (Holly Wergin)

December 2024

- **Programming**

- *Snack & Chat:* Snack and Chat continues to bring in a consistent group with music, crafts, and games every time. In December, teens made watercolor cards, paper snowflakes, and shrinky dink keychains. I continue to get a new couple of teens every time, and all of them talk about wanting to come back in the future. One teen suggested that we have the Nintendo Switch out for future Snack & Chat programs, and I plan to test that out in the new year.
- *Thursday Programs:* Our rotating list of Thursday programs also continue to draw in different groups of teens. The monthly UnBook club meeting was a little unconventional due to the book sale happening at the same time, but book club members still enjoyed making decoupage book page picture frames in the library. I ran some ideas past our UnBook club members to try a “storytime” structure where I read a chapter of a book to them, and we will try that at our January meeting. They also expressed interest in my idea to have a “Teen Librarian of the Month” display, where one member of the UnBook club has the opportunity to create a small display in the teen section of their favorite books. That will also start in January. Teen STEAM this month was a little smaller due to a snow storm causing some issues, but teens still managed to come and make some painted towels using hand-made potato prints. They all seemed amazed at how well the stamps worked and had a lot of fun with the creative process. One teen even requested that we do this again soon.



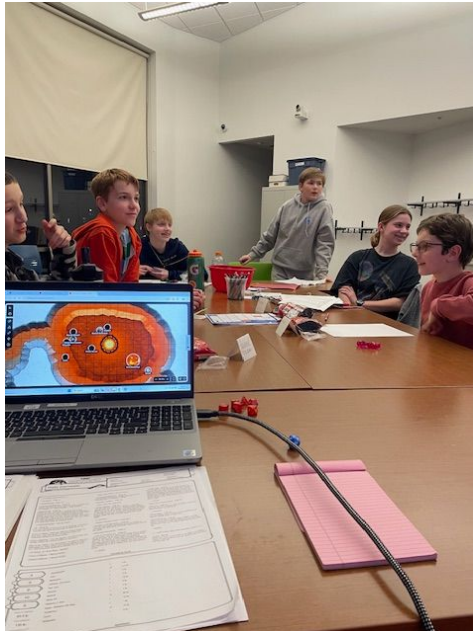
Teen Hangout was a busy event this month and teens had a great time beading, playing video games, and doing a sticker poster. While many of the attendees were regular program participants, a few new teens expressed how much they enjoyed having a space to hang out and socialize seamlessly with everyone in the room.

- *After Hours:* Our After Hours event this month was Cheesy Movie Bingo, and despite it being the Friday before winter break, we had good attendance to make fun of a cheesy holiday movie. Cheesy Movie Bingo involves brainstorming as many corny tropes one might find in a holiday movie and making a bingo card of chosen tropes. We then watched a movie that the teens selected (I gave them four choices), and they tried to get bingo as they watched the movie. To

spice things up a little bit and make prizes more achievable for everyone, teens could also participate in an ugly sweater craft and contest. I had cardboard cutouts of sweaters and teens would wrap yarn around them and glue sparkles to create the ultimate ugly sweater. The first teen to win bingo and the winner of the ugly sweater creations both won a small trophy with their achievement printed on it, and they also earned a prize from the prize bin (which were small things like candy, fuzzy socks, and gift cards and coupons we already had on hand). No matter what, everyone got hot chocolate, cookies, and candy to nosh on while playing, and they all had an amazing time making fun of a cheesy holiday movie.



- *D&D*: Our fall D&D came to an end this month and the end of the campaign was a success with all six of our teens showing up. Moving forward, Mike (our DM) and I are going to experiment with trying new one-shots every month rather than the continuous campaigns we've done in the past. We hope this will allow more teens to play and make it easier to have consistent attendance each time.



- *VolunTeens*: Library VolunTeens helped with multiple programs this month, including Craft-A-Palooza, school-age clubs, and the highly anticipated Santa Storytime. Six volunteers contributed twenty three volunteer hours to the library in the month of December. A few of them are also helping by providing short testimonials of their favorite parts of the library and their favorite library program memories.
- *Passive Programs*: In December, I put up another poll in the teen area where participants could place a sticker to vote on their favorite holiday cookie. Alongside that, I also tried putting out origami sheets for teens to make ornaments to decorate the teen area with. While not every attempted origami project was finished, I saw a lot of interaction with the origami paper and made ornaments to decorate the teen area.

- *Craft-A-Palooza*: For Craft-A-Palooza, teens could create a watercolor painted holiday card. I used the watercolor pens and paints and participants of all ages really loved making a beautiful painting to give to loved ones. Many of the teens who showed up also participated with their parents and guardians, so it turned out to be a multi-generational experience.

- **Webinars and Meetings**

- I met with NOMAD, the Madison Nerf Outings group, to discuss having a second Nerf After Hours in the spring since that event is so popular. We are hoping to put on the event in March.
- Sara and I met with the Caring Quilts group to discuss hosting an intro to sewing class for teens with some adults from the senior sewing groups. We are hoping to do the basics of hand sewing and make small stuffed animals to build skills and interest to contribute to the Caring Quilts project next year. We're hoping to put on this event in February.
- I attended another webinar about video game acquisitions in the month of December. This webinar focused on maintaining and weeding a library video game collection, so I'm hoping this will be helpful as I update and streamline our video game collection in the new year.

- **Book Bundles and Reader Advisory**

- I had two YA Book Bundle requests in the month of December
- I purchased a mountable reference system that I will fill with book recommendations in the teen area (see picture below because I cannot describe this for the life of me). This will allow teens to have more autonomy in finding new book recommendations and read-alikes while in the YA section!



Adult Services (Sara Hendrickson)

Craft Club

- Our registration was full three days after opening it! Patrons painted a wood slice ornament. One of our regular craft patrons said it was her favorite craft to date, and we had at least three new faces!
- January's craft will be dried pasta snowflakes. I will be marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 11 people attend this month's book club. We discussed *Everyone in My Family Has Killed Someone* by Benjamin Stevens, his first novel. The author is also a comedian, and it showed in his

writing style. One of the patrons mentioned loving it so much that she checked out his second book shortly thereafter.

- Updated marketing and created bookmarks for January's book (*The Disappearing Act* by Catherine Steadman). We will be meeting on January 8 instead of January 1.

Other

- All 48 of the Craft-a-Palooza adult take-n-makes (12/7) were gone within a couple days. Katie took the reins
- Finalized plans for Trivia Night with Heidi, Kelly, and Patrick Hernan (our MC).
- Scheduled a Chad Lewis program for October and a Wisconsin Metalsmiths program for June.
- Met with Holly Wergin, Katie Gletty-Syoen, and Trudy Brule to brainstorm a sewing program with Teens and some Senior volunteers.
- Created marketing and advertised for Trivia Night at the Library, Card Making with Jamie, Pompeii & Herculaneum, and Lon Haldeman's author visit: 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.

Collections & Other Services:

- New Displays
 - Read Alike Displays (joint effort with Katie)
 - *To Die For* by David Baldacci
 - *The Frozen River* by Ariel Lawhon
 - *The Grey Wolf* by Louise Penny
 - Cozy Winter Reads (Katie)
 - Page to Screen (Katie)
 - Nikki Giovanni (Katie)
 - Lonely Books Club (low/no circ books from 2020-2022; Katie)
- Attended webinars/zoom meetings for Library Chef, Ryan Dowd's Mental Illness Short Course: High Risk & Low Risk Situations, Empowering Skilled Trades Workforce, and First Nations Studies.
- Continued SCLS Infosec Training.
- Continued weeding adult fiction collection.

E.D. Locke Public Library - Monthly Report November 2024							
	Oct-24	Nov-24	Nov-23	% change October 2023 - October 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	13,144	13,322	13,085	2%	153,073	148,518	3%
Materials Checked In	11,054	10,474	10,134	3%	120,657	117,635	3%
Curbside Appointments	0			#DIV/0!	8	41	-80%
Locker Pickups	1	0		#DIV/0!	2	0	#DIV/0!
New library cards	55			#DIV/0!	573	571	0%
new materials added	548	389	293	25%	4182	4413	-5%
Internet use	328	282	279	1%	3578	3054	17%
Average daily pick list	120	123	128	-4%	135	130	4%
Visitor count	20,022	20,244	19,170	5%	234,088	225,559	4%
Wireless Internet use (#users)	1,608	1,510	1,974	-31%	16959	24024	-29%
App use	2,442	2,462	2,468	0%	32145	24916	29%
Study room use	94	76	88	-16%	939	812	16%
Meeting room use	62	56	57	-2%	542	452	20%
Reference Questions Answered	354	278	268	4%	3426	3857	-11%
Children's Program Participation (in-person)		1044	1163	-10%	13044	11858	10%
Teen's Program Participation (in-person)	77	102	126	-19%	2093	1981	6%
Adult's Program Participation (in-person)	119	209	209	0%	7107	6369	12%
Adult's Program Participation (on-line)	91	0	90	-100%	605	391	55%
Volunteer hours worked	28.25	50.75	16.75	203%	494.25	403.25	23%

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 6, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Update from Matt Schuenke and Carolyn Clow

- Update on Community Center Project.
- Overview of CIP and Library Project's inclusion in the 10 year outlook.
- Reference letter from Youth Center and work we've done to date.
- Look ahead to what the purpose of the joint meeting is on January 28th.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 6, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Youth Center Discussion

PREVIOUS ACTION:

ISSUE SUMMARY:

I have an outline of what I thought I would present to the Youth Center and Village Boards on January 28th. I would like input from the Library Board on the outline.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 6, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Mission Statement

PREVIOUS ACTION:

ISSUE SUMMARY:

Best practices for policies is to review them every five to seven years and update them as needed. This is included for the board's review. Staff does not have any recommended changes.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Mission Statment 2

	E. D. Locke Public Library	
Page 1 of 1	Mission Statement	Adopted: October 7, 2003 Revised: November 2015

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.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, January 6, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Vision Statement

PREVIOUS ACTION:

ISSUE SUMMARY:

Best practices for policies is to review them every five to seven years and update them as needed. This is included for the board's review. Staff does not have any recommended changes.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Vision Statment

	E. D. Locke Public Library	
Page 1 of 1	Vision Statement	Adopted: November 2015

E.D. Locke Public Library: Welcoming all to an engaging environment, providing state-of-the-art library services.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 6, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Nondiscrimination Statement

PREVIOUS ACTION:

ISSUE SUMMARY:

Best practices for policies is to review them every five to seven years and update them as needed. This is included for the board's review. Staff does not have any recommended changes.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Nondiscrimination Statement

	E. D. Locke Public Library	
Page 1 of 1	Non-Discrimination Statement	Approved: October 2, 2017

The E.D. Locke Public Library does not discriminate on the basis of race, color, national origin, gender, gender expression, religion, age, disability, marital status, sexual orientation, or military status in employment or the provision of services.