

LIBRARY BOARD

Tuesday, September 8, 2020

4:00 PM

E.D. Locke Public Library

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

Join the webinar: <https://us02web.zoom.us/j/82033832463>

Or by Telephone:

+1 (312) 626-6799

Webinar ID:820 3383 2463

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION

This is an opportunity for members of the public to address the Library Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. 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. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to hcox@mcfarlandlibrary.org to be included as part of the meeting.

3. ACTION ITEMS
 - a. Motion to approve the minutes of the August 3, 2020 and August 17 2020 meetings.
 - b. Motion to approve the August 2020 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2020 Budget Update
 - b. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. County Library Levy Exemption

- b. Mobile shelving units
- c. 2021 Operating Budget
- d. 2021 Capital Budget
- e. Library Assistant 1 Job Description
- f. Updated PressReader Quotation

6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the August 3, 2020 and August 17 2020 meetings.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board Minutes August 3 2020
2. Library Board minutes August 17 2020

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, August 3, 2020 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the McFarland Municipal Center, Community Room.

Members present: Karin Mandli, Evan Richards, Peter Sobol, Ken Machtan, Michael Shumway, Michael Flaherty

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. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. 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. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. 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. *Approval of the draft minutes of the July 6, July 21 and July 22, 2020 Library Board meetings.*
Motion by Evan Richards, second by Ken Machtan, to approve Approval of the draft minutes of the July 6, July 21 and July 22, 2020 Library Board meetings with one change to each: adding the attendance. Motion carries 6 - 0 - 0 by acclamation.
- b. *Approval of the July 2020 general fund bills and trust fund bills.*
Motion by Ken Machtan, second by Michael Shumway, to approve Approval of the July 2020 general fund bills and trust fund bills. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

- a. *2020 Budget Update*
- b. *Director's Report*

- c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. Beyond the Page Ripple Project

Motion by Ken Machtan, second by Michael Shumway, to approve Beyond the Page Ripple Project Memo of Accountability. Motion carries 6 - 0 - 0 by acclamation.

- b. September Library Board Meeting

- c. Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a contract for Architecture Services.

Motion by Ken Machtan, second by Karin Mandli, to approve going into Closed Session pursuant to Wis. Stats. §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a contract for Architecture Services.

Motion carries 6 - 0 - 0 by acclamation.

- d. Discussion and action to reconvene into Open Session from Closed Session.

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to approve

action to reconvene into Open Session from Closed Session.

Motion carries 6 - 0 - 0 by acclamation.

- e. Discussion and action to select an architectural firm for long range planning and a space needs study.

Motion by Ken Machtan, second by Karin Mandli, to approve selection of EUA to conduct a long range plan and a space needs study not to exceed \$30,000. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Karin Mandli, second by Village Trustee Michael Flaherty, to adjourn at 5:51

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, August 17, 2020 - 4:00 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. at the Municipal Center, Community Room.

Members present: Evan Richards, Peter Sobol, Ken Machtan, Michael Flaherty

Members not present: Karin Mandli, Michael Shumway

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

4. INFORMATION ITEMS

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Mobile Printing Agreement

Motion by Ken Machtan, second by Evan Richards, to approve Mobile Printing Agreement Motion carries 4 - 0 - 0 by acclamation.

b. Baker & Taylor Sustainable Shelves Program

Motion by Evan Richards, second by Village Trustee Michael Flaherty, to approve Baker & Taylor Sustainable Shelves Program Motion carries 4 - 0 - 0 by acclamation.

c. HVAC Maintenance Agreement for 2021

Motion by Ken Machtan, second by Evan Richards, to approve the Illingworth-Kilgust HVAC Maintenance Agreement for 2021 in the amount of \$3672.00 Motion carries 4 - 0 - 0 by acclamation.

d. E. D. Locke Public Library Money Market Account

Motion by Village Trustee Michael Flaherty, second by Ken Machtan, to approve Heidi Cox, Peter Sobol, Evan Richards, and Ken Machtan as signers on the E. D. Locke Public Library Money Market Account. Motion carries 4 - 0 - 0 by acclamation.

e. Review Village Board Goals and Objectives

f. PressReader Agreement

Motion by Ken Machtan, second by Evan Richards, to approve PressReader Agreement not to exceed \$7,000. Motion carries 4 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Evan Richards, to adjourn at 4:43

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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the August 2020 general fund bills and trust fund bills.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Updated Library Invoices - August 2020

Library Invoices August 2020

Row Labels	Sum of Amount	Description
ALLIANT ENERGY	\$2,557.57	Utility Bill
AMAZON CAPITAL SERVICES	\$743.18	CDs, DVDs, Supplies
AVANT GARDENING & LANDSCAPING	\$471.48	landscape maintenance
BAKER & TAYLOR BOOKS	\$4,037.20	Books
CARDMEMBER SERVICES	\$742.67	Visa Bill
CORPORATE BUSINESS SYSTEMS	\$378.25	Copier Lease
ENVIRONMENT CONTROL	\$1,929.00	Janitorial Services
FIRST SUPPLY LLC MADISON	\$1,210.72	Water Heater Cleaner
FRONTIER	\$63.89	Phone Bill
FUR-FISH-GAME	\$32.95	Magazine Subscription
HARKER HEATING	\$1,193.49	HVAC Repair (from March)
HERBACH, GEOFF	\$100.00	Programming
HOUGHTON, KIRSTEN	\$25.00	Item Refund
JEFFERSON FIRE & SAFETY	\$63.40	Fire Extinguisher Inspection
JOANN STORES, LLC	\$1,000.00	Creative Bug Subscription
MICROMARKETING LLC	\$422.90	Audiobooks
MID-WISCONSIN SECURITY, INC	\$200.00	Panic Button monitoring
SCHILLING SUPPLY COMPANY	\$978.86	Sanitizers
SOUTH CENTRAL LIBRARY SYS	\$4,093.62	PCs
TDS	\$45.07	Phone Bill
(blank)		
Grand Total	\$20,289.25	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Budget Update

2020 Budget Update

2020 Budget Update									
REVENUES									
		Budget Amount	June Actual	July Actual	August Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 575,750.00	\$ -	\$ -	\$ -	\$ 575,750.00	100.00%		
County Library Aids		\$ 305,500.00	\$ -	\$ -	\$ -	\$ 307,703.00	100.72%		
State - COVID 19 Grants			\$ -	\$ -	\$ 26,707.91	\$ 26,707.91			
Library Fines		\$ 7,250	\$ 393.48	\$ -	\$ -	\$ 2,078.10	28.66%	58%	\$ 7,875.00
Miscellaneous Revenue		\$ -	\$ -	\$ -	\$ -	\$ -			
Interest		\$ 10,000	\$ 123.81	\$ 70.34	\$ -	\$ 2,916.55	29.17%	58%	
Library Fees		\$ 5,000	\$ -	\$ -	\$ -	\$ 998.85	19.98%	58%	\$ 2,916.67
		\$ 903,500.00	\$ 517.29	\$ -	\$ 26,707.91	\$ 916,084.07	101.39%		
Expenditures									
						\$ -			
Salaries	110	\$333,750.00	\$ 27,339.95	\$ 27,168.38	\$ 27,161.24	\$218,185.38	65.37%	67%	\$ 222,500.00
Part-time	120	\$164,750	\$ 8,898.67	\$ 9,351.07	\$ 8,386.26	\$77,980.76	47.33%	67%	\$ 109,833.33
Health Insurance	130	\$87,000	\$ 6,593.92	\$ 6,593.92	\$ 6,593.92	\$52,751.36	60.63%	67%	
Retirement	131	\$29,500	\$ 2,080.35	\$ 2,083.53	\$ 2,079.25	\$17,983.45	60.96%	67%	\$ 19,666.67
SS/Medicare	132	\$39,000	\$ 2,595.55	\$ 2,638.38	\$ 2,555.30	\$22,345.79	57.30%	67%	
Other Benefits	135	\$2,500	\$ 78.38	\$ 66.98	\$ 66.98	\$683.64	27.35%	67%	
Wage Adjustment	140	\$ 10,750	\$ -	\$ -	\$ -	\$0.00	0.00%	67%	\$ 7,166.67
Expense Reimbursement	141	\$ 500	\$ -	\$ -	\$ -	\$0.00			
Total Personnel		\$667,750.00	\$47,586.82	\$47,902.26	\$46,842.95	\$389,930.38	58.39%	67%	\$ 445,166.67
Support Services	210	\$ 28,750	\$ 1,929.00	\$ 1,929.00	\$ 1,929.00	\$ 12,801.30	44.53%	67%	\$ 19,166.67
Consulting Services	211	\$ 45,000	\$ -	\$ -	\$ -	\$ 44,611.96	99.14%	67%	\$ 30,000.00
Utilities	220	\$ 28,000	\$ 2,288.14	\$2,319.93	\$2,557.57	\$ 16,416.90	58.63%	67%	\$ 18,666.67
Communication	221	\$ 1,000	\$ 167.84	\$158.45	\$95.07	\$ 999.43	99.94%	67%	\$ 666.67
Equipment Maintenance	240	\$ 9,000	\$ 247.88	\$386.88	\$497.61	\$ 5,055.05	56.17%	67%	\$ 6,000.00
Facility Maintenance	242	\$ 16,000	\$ 6,808.21	\$7,341.24	\$471.48	\$ 26,367.11	164.79%	67%	\$ 10,666.67
Total Services		\$ 127,750.00	\$ 11,441.07	\$ 12,135.50	\$ 5,550.73	\$ 106,251.75	83.17%	67%	\$ 85,166.67
Office Supplies	310	\$ 9,000	\$ 1,185.64	\$ 389.73	\$ -	\$ 4,475.87	49.73%	67%	\$ 6,000.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	\$ 31.49	12.60%	67%	\$ 166.67
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	67%	\$ 333.33
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	\$ 166.51	16.65%	67%	\$ 666.67
Training Expenses	331	\$ 2,750	\$ -	\$ -	\$ -	\$ 1,894.76	68.90%	67%	\$ 1,833.33
Operating Supplies	340	\$ 5,500	\$ 75.00	\$ -	\$ 1,335.53	\$ 2,083.43	37.88%	67%	\$ 3,666.67
Technology	342	\$ 13,750	\$ 170.34	\$ 120.00	\$ 1,000.00	\$ 36,481.04	265.32%	67%	\$ 9,166.67
Collection - Print	344	\$ 55,000	\$ 2,398.70	\$ 2,055.20	\$ 2,913.05	\$ 29,137.98	52.98%	67%	\$ 36,666.67
Collection - AV	345	\$ 12,500	\$ 432.65	\$ 355.16	\$ 527.29	\$ 3,555.81	28.45%	67%	\$ 8,333.33
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -		67%	
Programming	391	\$ 8,000	\$ 1,007.83	\$ 712.25	\$ 351.33	\$ 3,881.47	48.52%	67%	\$ 5,333.33
Other Total		\$ 108,500.00	\$ 5,270.16	\$ 3,632.34	\$ 6,127.20	\$ 81,708.36	75.31%	67%	\$ 72,333.33
Total Budget		\$904,000.00	\$ 64,298.05	\$ 63,670.10	\$ 58,520.88	\$ 577,890.49	63.93%	67%	\$ 602,666.67



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Checkouts														
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	187,193	-3%
2020	15,553	14,583	8,833	625	3,370	4,391	6,820	7,687					61,862	-53%
% change month to month	0%	-2%	-45%	-96%	-76%	-75%	-65%	-57%	-100%	-100%	-100%	-100%		
Returns														
2020	11,450	10,971	5,744	1,757	3,839	4,315	4,677	7,554					50,307	
	-57%	-58%	-79%	-93%	-85%	-84%	-85%	-76%	-100%	-100%	-100%	-100%		
No. Children's Events														
2019	24		35	41	19	36	40	12	44	48	42	32	373	
2020	41	35	11	40	36	46	47	38					294	
Children's Program Participation														
2019	841	1316	1393	1479	1590	2146	1842	563	1841	1851	1273	1372	17,507	13%
2020	865	1237	8320	19927	12578	15038	12833	9757						621%
No. Teen Events														
2019	1	2	3	2	3	2	1	0	2	5	6	5	32	78%
2020	6	5	4	4	5	13	23	16					76	443%
Teen Program Participation														
2019	4	12	15	13	21	54	11	0	34	70	95	5	334	109%
2020	27	46	6	6	10	42	74	61					272	109%
No. Adult Events														
2019	10	8	8	10	10	7	10	3	9	10	12	15	112	1%
2020	15	19	10	6	10	6	4	9					79	20%
Adult event Participation														
2019	156	90	40	246	282	69	97	15	72	102	85	62	1,316	-5%
2020	86	162		33		75	33	145					534	-21%
Total Overdrive														

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2019	1814	1696	1865	1840	2262	2037	2133	2174	2076	2243	2092	2034	24266	
2020	2522	2366	3009	2832	2744	2662	2738	2688	0	0	0	0	21561	36%
	New Overdrive Patrons Registered													
2019	28	19	32	35	32	25	29	27	22	24	22	29	324	27%
2020	33	18	49	64	33	32	28	16					273	20%



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: County Library Levy Exemption

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 County Tax Exemption Calculation
2. 2021 EXEMPT MINIMUM LEVY per DPI
3. exemption resolution template

**From: Division for Libraries and Technology,
Public Library Development**

The following is provided to assist public libraries in municipalities considering exemption from the county library tax for 2021.

How does a public library or county calculate qualification for exemption from the county library tax for 2021?

Under Wisconsin Statute s. 43.64 (2), municipalities with public libraries may be exempt from the county library tax if they appropriate locally an amount above the defined minimum. In order to determine if a municipality may request an exemption from the county library tax for 2021 (the tax the county board will set in the fall of 2020 and expend in 2021), complete the following calculations.

1. Determine the 2019 equalized value of the property taxed for 2020 county library service; i.e., subtract the equalized value of any communities exempting from the county library tax for 2020 (municipalities exempted from the appropriation levy set in the fall of 2019) from the 2019 total county equalized value. | See www.revenue.wi.gov/slfreportsasses sor/2019coapprt.pdf for the 2019 total equalized value of municipalities less TID.
2. Determine the total county library services appropriation for 2020. This is the appropriation made in the fall of 2019 for all 2020 county library service.
3. Divide the appropriation amount determined in step 2 by the equalized value determined in step 1. This is the county library tax levy rate for 2020 (the appropriation made in the fall of 2019).
4. Multiply the county tax levy rate from step 3 by the 2020 equalized value of the municipality being considered for exemption. The result is the minimum amount the municipality must appropriate for 2021 to exempt itself from the county library tax levy for 2021. | See www.revenue.wi.gov/slfreportsas sessor/2020coapprt.pdf for the 2020 total equalized value of municipalities less TID.
5. Compare the minimum amount calculated in step 4 with the 2021 municipal appropriation for the library (the appropriation made by the municipality in the fall of 2020). The municipal appropriation cannot include any state, federal, or county payments provided specifically for library services.

If the municipal appropriation is greater than the minimum amount required for exemption, the municipality may request to be exempted from the county tax. The exemption may be refused if, by September 1 of any year, the county board determines the public library has not complied with any minimum standards of operation approved under s. 43.11 (3) (d).

Municipalities that participate in joint libraries may be able to exempt by an alternate means as a result of 2013 Act 20, which amended s. 43.64 (2) (c) to read:

Notwithstanding sub. (2m), any city, village, town, or school district in a county levying a tax for public library service under sub. (1) is exempt from the tax levy if all of the following apply:

1. *The city, village, town, or school district is included in a joint library under s. 43.53.*
2. *The city, village, town, or school district levies a tax for public library service, less the amount levied for public library capital expenditures, and appropriates and spends for a library fund during the year for which the county tax levy is made an amount that is not less than the average of the previous 3 years.*

	EXEMPT LIBS	2019 VAL	2020 VAL	2020 AR App	2021 Min App
Villages	Belleville	189,458,200	210,793,700	\$256,904	\$74,225
	Black Earth	128,719,300	127,568,500	\$135,075	\$50,429
	Cambridge	163,586,000	179,502,500	\$80,000	\$64,089
	Cross Plains	388,869,800	392,397,400	\$296,867	\$152,349
	Deerfield	216,787,300	227,498,600	\$159,144	\$84,932
	DeForest	1,140,802,000	1,202,526,900	\$531,625	\$446,938
	Marshall	230,117,300	252,278,400	\$184,000	\$90,154
	Mazomanie	160,331,500	158,722,500	\$92,892	\$62,814
	McFarland	1,012,262,700	1,075,707,900	\$575,750	\$396,579
	Mount Horeb	728,367,800	763,522,800	\$491,618	\$285,356
	Oregon	1,212,814,500	1,287,691,200	\$661,392	\$475,150
	Waunakee	1,929,469,200	1,947,710,600	\$1,089,285	\$755,918
Cities	Fitchburg	3,065,972,600	3,209,720,600	\$1,900,097	\$1,201,171
	Madison	29,802,896,700	31,603,117,100	\$19,163,603	\$11,676,027
	Middleton	3,180,754,300	3,360,380,600	\$1,362,943	\$1,246,140
	Monona	1,258,410,700	1,320,051,400	\$613,954	\$493,014
	Stoughton	1,176,283,200	1,199,002,400	\$623,000	\$460,838
	Sun Prairie	3,404,540,900	3,610,664,700	\$1,631,874	\$1,333,814
	Verona	2,969,335,200	3,158,533,200	\$1,195,039	\$1,163,311
	<i>Edgerton</i>	<i>10,733,100</i>	<i>12,805,800</i>		
Exempt Total	52,370,512,300	55,300,196,800			
County Total	66,499,944,400	70,070,629,900			
2019 Tax Base	\$14,129,432,100	\$14,770,433,100			
DCL appropriation			\$5,535,557		
2021 County library tax levy rate			\$0.0003917749		

Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city/village of _____ meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city/village of _____ will appropriate in 2020 and expend in 2021 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city/village of _____ hereby requests of the Dane County Board of Supervisors that the city/village of _____ be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
1874 S. Stoughton Rd.
Madison, WI 53716

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Mobile shelving units

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. LFI BUDGET QT-2069 - E.D. Locke Public Library, WI - 8-12-2020

8/12/2020

Factory: Multiple

Lead Time: TBD

LFI QT-2069 Proposal For:

E.D. Locke Public Library, WI

BUDGET QUOTE

Library Furniture International
1945 Techny Rd, #10
Northbrook, IL. 60062
ph: 847-564-9497
fax: 847-564-9337

Table with columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Includes items SH-1, EP-1A, EP-1B, EP-1C and a TOTAL FOB FACTORY row.

Please choose an End Panel option to receive a complete quote



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2021 Operating Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Budget Worksheet - 55110 LB DRAFT 08072020

REVENUES

LIBRARY FUND - FUND 205

Budget Summary

Taxes		2019	2020	YTD	2020	2021	% Change
41000		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
41110	Property Taxes	544,500	575,750	575,750		608,750	5.73%
Total TAXES Rev		544,500	575,750	575,750	0	608,750	5.73%
Intergovernmental Revenues		2019	2020	YTD	2020	2021	% Change
43000		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
43720	County - Library Aid	281,242	305,500	307,703	305,500	328,250	7.45%
Total INTERGOVERNMENTAL Rev		281,242	305,500	307,703	305,500	328,250	7.45%
Fines, Forfeits, and Penalties		2019	2020	YTD	2020	2021	% Change
45000		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
45190	Library Fines	9,270	5,000	2,078	2,078	0	-100.00%
Total FINES & PENALTIES Rev		9,270	5,000	2,078	2,078	0	-100.00%
Public Charges for Services		2019	2020	YTD	2020	2021	% Change
46000		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
46710	Library Fees	5,337	7,250	999	999	1,500	-79.31%
Total PUBLIC CHARGES Rev		5,337	7,250	999	999	1,500	-79.31%
Miscellaneous Revenue		2019	2020	YTD	2020	2021	% Change
48000		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
48000-000	Miscellaneous Revenue	0	500	0		500	0.00%
48100-000	Interest	9,086	10,000	2,846	3,500	3,500	-65.00%
48500-101	Donations - General	0	0	0			-----
Total MISCELLANOUS REVENUE Rev		9,086	10,500	2,846	3,500	4,000	-61.90%
Other Financing Sources		2019	2020	YTD	2020	2021	% Change
49000		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
49200	Transfers from Other Funds	0	0	0			-----
49300	Fund Balances Applied	0	0	0			-----
Total OTHER FINAN SOURCES Rev		0	0	0	0	0	-----
Total Budget Revenues		849,435	904,000	889,376	312,077	942,500	4.26%

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:

Normally, 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, teens, 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, Shared Table dinner, 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.

Since the COVID pandemic, the library has quickly switched to offering curbside delivery six days a week. Patrons place holds on materials and they are delivered curbside. We have increased our virtual offerings with a six day a week story time, teen programs, and adult programs on a variety of topics. The library has also increased or electronic collections and now offers many ebooks. downloadable audio books. digital magazines and the New York Times online.

PROGRAM OBJECTIVES:

- Partner with the Chamber to educate business community about what the library as to offer.
- Continue to partner with schools with getting educational and mental health resources to students and parents
- Offer 1,000 Books before Kindergarten early literacy program where parents track the books that they are reading to their kids.
- implent and promote a new library app that will allow patrons to search the catalog, place holds, schedule pickups and register programs from their mobile device
- Offer a combination of in person and virtual programming to patrons of all ages.

LIBRARY BUDGET SUMMARY

REVENUES	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Allocated Revenues	827,257	904,000	449,452	889,376	942,500	4.26%

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

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
55110							
110	Salaries	277,959	333,750	163,856	327,712	339,500	1.72%
120	Part-Time	143,574	164,750	60,243	120,487	175,500	6.53%
130	Health Insurance	80,801	87,000	39,564	79,127	89,000	2.30%
131	Retirement	23,992	29,500	13,821	27,641	29,250	-0.85%
132	Social Security/Medicare	30,648	39,000	17,152	34,304	40,500	3.85%
135	Other Employee Benefits	1,117	2,500	550	1,099	2,000	-20.00%
140	Wage Adjustment	10,766	10,750	0	10,766	14,500	34.88%
141	Expense Reimbursement	0	500	0	0	500	0.00%
Total PERSONAL SERVICES Exp		568,857	667,750	295,185	601,136	690,750	3.44%

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian (2), Circulation Supervisor, 7 Assistants (PT), and 5 Shelves. Across the Board pay increase for 2020 is included generally at 2.0%.

130 Health Insurance is provided through the State Plan. Rates on average increased by 5.2% while the Employee contribution was set at 7% on average according to the State formula. Funding is provided for single and 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 to increase in 2020 to 6.75% of total wages from 6.55% that was applied in 2019 for General Employees.

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

		2019	2020	YTD	2020	2021	% Change
		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
55110							
210	Support Services	17,625	28,750	8,943	20,517	36,250	26.09%
211	Consultant Services	44,796	45,000	44,612	44,612	45,500	1.11%
220	Utilities	25,590	28,000	11,539	25,359	28,000	0.00%
221	Communication	835	1,000	746	1,636	1,500	50.00%
240	Equipment Maintenance	9,824	9,000	4,394	9,000	9,000	0.00%
242	Facility Maintenance	51,647	16,000	13,024	24,037	21,250	32.81%
Total CONTRACTUAL SERVICES Exp		150,316	127,750	83,258	125,162	141,500	10.76%

Notes:

- 210** Increase reflects actual costs for the services required to clean the facility. Cleaning touchpoints was added in 2020 because of the COVID-19 pandemic.
- 211** Annual cost to be a member of the South Central Library Service (SCLS). Cost distribution is based on circulation, volumes owned, and the number of LINK computer terminals.
- 221** Increase reflects actual costs for telephone services.
- 242** Increase reflects adding maintenance costs for the HVAC controls software

SUPPLIES AND EXPENSE

		2019	2020	YTD	2020	2021	% Change
		Actual	Budget	6/30/2020	Projected	Budget	vs. 2020
55110							
310	Office Supplies	9,624	9,000	3,957	\$ 9,299	9,000	0.00%
311	Postage	337	250	31	250	250	0.00%
320	Dues and Subscriptions	450	500	0	500	500	0.00%
330	Meeting Expenses	835	1,000	167	667	1,000	0.00%
331	Training Expenses	3,353	2,750	1,895	2,750	2,750	0.00%
340	Operating Supplies	2,345	5,500	748	5,500	5,500	0.00%
342	Technology	23,246	13,750	35,361	35,361	15,500	12.73%
344	Collection - Print	49,939	55,000	22,518	52,076	55,000	0.00%
345	Collection - Audio/Visual	10,653	12,500	2,664	5,529	12,500	0.00%
390	Miscellaneous	0	250	0	250	250	0.00%
391	Programming	7,302	8,000	3,668	7,863	8,000	0.00%
Total SUPPLIES AND EXPENSE Exp		108,084	108,500	71,009	120,044	110,250	1.61%

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 during Summer months.

Total LIBRARY Exp	827,257	904,000	449,452	846,342	942,500	4.26%
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TRANSFERS TO OTHER FUNDS

LIBRARY FUND - FUND 205

MISSION STATEMENT:

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

PROGRAM DESCRIPTION:

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

PROGRAM OBJECTIVES:

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

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
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
2021 Library Fund Operating Budget

FUND 205

SUMMARY of REVENUES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
41000	Taxes	544,500	575,750	575,750	575,750	608,750	5.73%
43000	Intergovernmental Revenues	281,242	305,500	307,703	305,500	328,250	7.45%
45000	Fines, Forfeits, and Penalties	9,270	5,000	2,078	2,078	0	-100.00%
46000	Public Charges for Services	5,337	7,250	999	999	1,500	-79.31%
48000	Miscellaneous Revenue	9,086	10,500	2,846	2,846	4,000	-61.90%
49000	Other Financing Sources	0	0	0	0	0	-----
Total Budget Revenue		849,435	904,000	889,376	887,173	942,500	4.26%

SUMMARY of EXPENDITURES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
55110	LIBRARY	827,257	904,000	449,452	846,342	942,500	4.26%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		827,257	904,000	449,452	846,342	942,500	4.26%
Diff in Revenues over Expenditures		22,178	0	439,924	40,831	0	

Village of McFarland

2021 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
	100						
110	Salaries	277,959	333,750	163,856	327,712	339,500	1.72%
120	Part-Time	143,574	164,750	60,243	120,487	175,500	6.53%
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140	Wage Adjustment	10,766	10,750	0	10,766	14,500	34.88%
141	Expense Reimbursement	0	500	0	0	500	0.00%
	Total PERSONAL SERVICES Exp	568,857	667,750	295,185	601,136	690,750	3.44%

CONTRACTUAL SERVICES

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	Total CONTRACTUAL SERVICES Exp	150,316	127,750	83,258	125,162	141,500	10.76%

SUPPLIES AND EXPENSES

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390	Miscellaneous	0	250	0	250	250	0.00%
391	Programming	7,302	8,000	3,668	7,863	8,000	0.00%
	Total SUPPLIES AND EXPENSES Exp	108,084	108,500	71,009	120,044	110,250	1.61%

827,257 904,000 449,452 846,342 942,500 4.26%



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2021 Capital Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. CAPITAL BUDGET

CAPITAL BUDGET

HEARNG LOOP	\$ 5,000.00
OUTDOOR LIGHTING	\$ 9,000.00
CHAIRS FOR MEETING ROOM	\$ 5,000.00
NEEDLEPOINT BIPOLAR IONIZATION	\$ 16,006.00
	<hr/>
	\$ 35,006.00

Hearing Loop – Hearing loops assist people who wear hearing aids by sending sounds directly to the telecoil receiver in their hearing device. It eliminates most background noise and improves understanding of speech and music. The technology uses a wire loop around under the carpet around the perimeter of the meeting room and integrates into our current audio system.

Outdoor Lighting – There are nine bollards around the library that need to be replaced. They are loose and frequently fall over leaving electrical wires exposed. They have been refastened to the ground many times and there is not much more we can do with them.

Chairs for meeting room – We have been purchasing 10 new chairs each year. The new chairs are made from re durable plastic and easy to clean. Our old chairs have a fabric back which is difficult to clean and disinfect. This will allow us to replace all of the fabric chairs that we have left.

Needlepoint bipolar ionization -- NPBI electrodes, or “needles,” are made from carbon fiber (see Figure 3), titanium, silver, gold, stainless, or any other corrosion resistant, conductive material. They send ionized particles into a space to deactivate pathogens and pollutants at the molecular level. NPBI constantly cleans the air by constantly sending ions out into the space to neutralize whatever is there. Besides SARS-CoV-2 the system also destroys fungi, molds, allergens including black mold, mildew, pollen, and dust mites, and bacteria and viruses like E. coli, MRSA, H1N1, C. diff, norovirus and others. Most pathogens can be neutralized within about 30 minutes. As the charged ions pull these molecules out of the air, they increase the efficiency of the air filters. They also remove mold and biofilm from cooling coils (unlike UV lights which can only clean the surface). The system even neutralizes odors. And it does all of this with an energy consumption of as little as 5 watts.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Assistant 1 Job Description

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Assistant 1 2020 Formatted

**Village of McFarland
Position Description
Library Assistant 1**

Classification Title: Library Assistant 1
**Reports To: ~~Library Assistant 2/ Library~~
Assistant Director**
Library Director
Date Revised: December 2013

Department: Library
FLSA: Non-Exempt

Pay Grade: 6

POSITION SUMMARY –

Distinguishing Characteristics of the Class

Performs public services work, serving library patrons directly and/or indirectly.

Supervision Received

- ~~Library Assistant 2~~
- Library Director
- ~~Library Assistant Director~~

~~Supervision Exercised~~

~~Supervises Shelves as needed.~~

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Consistently shows a professional, courteous and helpful attitude towards all patrons, in a variety of patron service situations.
- Assists in monitoring the behavior and conduct of library patrons.
- Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fees
- Uses curbside delivery software to assist patrons in making appointments. Prepare and deliver materials to the curbside.
- Monitors and processes book bundle emails.
- Answers and routes all incoming phone calls at the circulation desk.
- Follows and enforces library policies, and takes action to maintain order when appropriate ~~while safeguarding confidential and restricted information.~~
- Assists patrons with directional, procedural, readers advisory, reference questions, online catalog, online databases, and computer software; refers complex questions to appropriate staff.
- Assists patrons with routine questions regarding equipment such as e-readers, mobile devices laptops, photocopier, computers, printers and self-check machines; ~~refers complex questions to appropriate staff. Performs routine maintenance and corrects minor malfunctions of library equipment such a refilling paper and toner and assisting with paper jams.~~
- ~~Assists patrons with online catalog, online databases and computer software.~~
- Checks in magazines and newspapers, and maintains these collections.

- Processes and routes problem items, i.e. defective, damaged and parts missing.
- Runs automated ILS reports
- ~~Runs and processes automation system reports.~~
- Assists with library programs and displays.
- Performs light housekeeping and sidewalk maintenance duties.
- Sterilizes equipment and workspaces; quarantines materials as recommended by the Dane County Health Department.
- May perform notary public and/or voter registration duties.
- Performs other duties as assigned.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, typewriter, adding machine, calculator, telephone, copy machine, fax machine, motor vehicle, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Environment is a busy public library whose patrons represent a socially, culturally and economically diverse community. Position may will require working some evenings and weekends

TECHNICAL REQUIREMENTS

Knowledge :

- Understand and effectively utilize technology.
- Understand and follow detailed written and verbal instructions.
- Understand library policies and procedures and apply them accurately to library operations.
- Use Windows operating system and manage computer files.
- Search the Internet, online databases and the library catalog.
- Manage an email account.
- Do keyboarding, basic proficiency in MS Office applications, and filing.
- Instruct others in using email, Overdrive, the library catalog, online searching, and basic Microsoft Office Applications.
- Knowledge of popular author, genres, and nonfiction subjects is helpful

Ability to

- Must be able to pay close attention to details and concentrate on work
- Communicate effectively in verbal and written English.
- ~~Maintain confidentiality of patron information.~~
- Read and understand information in a variety of written forms.
- Solve basic arithmetic problems.
- Work independently, set priorities and manage time efficiently.
- Respond to varied/changing work demands and make decisions as required.
- ~~Supervise Shelters and assist with training new circulation staff.~~

- Maintain and foster a cooperative and courteous working relationship with the public and peers.
- Maintain skills in the above-mentioned areas through active participation in appropriate continuing education.
- Maintain a regular work schedule.
- Ability to lift and carry up to 25 pounds and push a loaded book truck weighing 120 pounds.
- Ability to reach up to seven feet to retrieve and replace books with a stool as needed.
- Must have the physical ability, stamina, mobility, and manual dexterity to stand and walk for an entire shift.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ PLANNING AND ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ ~~BOOKKEEPING SKILLS: Knowledge of, and the ability to perform, basic bookkeeping functions.~~
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals and bulletins.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

1. Two or more years of study at an accredited college, university or technical school.
2. Keyboarding and general office experience.
3. Computer literacy in Windows, MS Office, email, Internet and database searching, and basic computer hardware and software troubleshooting.
4. General Knowledge of downloadable materials (ebooks, audiobooks, etc...) and mobile devices.
5. Customer service experience.
6. Two or more years of library experience is preferred.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description.

Employee Signature

Library Director Signature

Updated: 4/2014



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 8, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Updated PressReader Quotation

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. PressReader

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LIBRARYWARE (EBSCO)

JAN 1, 2021

 RESPOND BY: DEC 17, 2020

CONSUMER REPORTS (EBSCO)

JAN 1, 2021

 RESPOND BY: DEC 17, 2020

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NOVELIST PLUS (EBSCO)	JAN 1, 2021	 RESPOND BY: DEC 17, 2020

ANCESTRY LIBRARY EDITION (PROQUEST)	JAN 1, 2021	 RESPOND BY: DEC 17, 2020

PRESS READER (PRESS READER)	SEP 1, 2020	 RESPOND BY: JUN 16, 2020
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Subscription Renewal Date Sep 1, 2020
Vendor Press Reader
Database Press Reader
Start Date Sep 1, 2020
End Date Dec 31, 2021
Subscription Type New
List Price \$0.00
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