

LIBRARY BOARD

Monday, May 4, 2020

5:15 PM

E.D. Locke Public Library

AGENDA

You are invited to a Zoom webinar.

When: May 4, 2020 05:15 PM Central Time (US and Canada)

Topic: Library Board Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/98042535697>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 (929) 205-6099 or +1 (301) 715-8592 or +1 (312) 626-6799 or +1 (669)

900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

Webinar ID: 980 4253 5697

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 March 2, 2020 meeting.
 - b. Motion to approve the minutes of the March 17, 2020 meeting.
 - c. Motion to approve the March 2020 general fund and trust fund bills.
 - d. Motion to approve the April 2020 general fund and trust fund bills.
4. INFORMATION ITEMS
 - a. 2020 Budget Update
 - b. Director's Report
 - c. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. New Library Board Member(s)
- b. Board officers elected
- c. Updated library board bylaws
- d. Adjacent County Payments
- e. Ad-hoc Long Range Planning Committee
- f. Library Fines and Fees
- g. E. D. Locke Public Library Organization Chart
- h. Assistant Director/Circulation Supervisor Job Description
- i. Technical Services Supervisor Job Description

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: Monday, May 4, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the March 2, 2020 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board March 2020 Minutes

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, March 2, 2020 - 5:15 PM

1. CALL TO ORDER

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

Members present: Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle, Michael Shumway

Members not present: Karin Mandli

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

Cox read a letter from the McFarland Lion's Club thanking the library for their help with the radon kit sales event.

3. ACTION ITEMS

a. Approval of the draft Minutes of the February 3, 2020 Library Board meeting.

Motion by Evan Richards, second by Michael Shumway, to approve the draft Minutes of the February 3, 2020 Library Board meeting. Motion carries 5 - 0 - 0 by acclamation.

b. Approval of the February 2020 general fund bills and trust fund bills

Motion by Ken Machtan, second by Michael Shumway, to approve the February 2020 general fund bills and trust fund bills Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2019 Budget Update

b. 2020 Budget Update

c. Director's Report

1. Library systems report

2. Friends report

3. Endowment report

- d. Monthly report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. Library Board Terms

- b. Library Board Member Job Description

Motion by Ken Machtan, second by Michael Shumway, to approve the Library Board Member Job Description Motion carries 5 - 0 - 0 by acclamation.

- c. Cell Phone Stipend Policy

Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the Cell Phone Stipend Policy Motion carries 5 - 0 - 0 by acclamation.

- d. Bike Rodeo

Motion by Ken Machtan, second by Michael Shumway, to approve closing the parking lot each year for the Bike Rodeo Motion carries 5 - 0 - 0 by acclamation.

- e. 2019 Annual Report

The 2019 annual report was reviewed.

- f. Library Bylaws

Motion by Peter Sobol, second by Michael Shumway, to approve the updates to the Library Bylaws Motion carries 5 - 0 - 0 by acclamation.

- g. Sno Gem roof repair

Motion by Village Trustee Mary Pat Lytle, second by Michael Shumway, to approve the Sno Gem roof repair quote for \$4250 Motion carries 5 - 0 - 0 by acclamation.

- h. Fire Panel Update

Motion by Peter Sobol, second by Michael Shumway, to approve the quote for the Fire Panel Update for \$989.00 Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Michael Shumway, to adjourn at 6:40

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: Monday, May 4, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the March 17, 2020 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. March special meeting minutes

VILLAGE OF MCFARLAND
Special Library Board Minutes

Tuesday, March 17, 2020 - 4:30 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 4:30 p.m. the E.D. Locke Public Library, meeting room 103.

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Discussion and action regarding Village response to COVID-19.

Motion by Ken Machtan, second by Karin Mandli, to approve closing the library immediately, paying all staff their regular wage and asking staff to work from home until the Library Director determines it is feasible to reopen the library. Motion carries 6 - 0 - 0 by acclamation.

4. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to adjourn at 4:46

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: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. March - Library Invoices

E. D. Locke Public Library
March invoices

Row Labels	Sum of Amount	Description
Alliant Energy	\$1,983.71	Utilities
AMAZON CAPITAL SERVICES	\$475.56	AV
ARAMARK	\$183.00	Mat Rental
BAKER & TAYLOR BOOKS	\$1,809.89	Books
Cardmember Services	\$2,537.03	Credit Card Charges (Training, Program Supplies, Newspaper Subscriptions
COLLABORATIVE SUMMER LIBRARY PROGRAM	\$98.35	Summer Reading Supplies
CORPORATE BUSINESS SYSTEMS	\$260.22	Copier Lease
EBSCO INFORMATION SERVICES	\$2,081.15	Flipster
ENVIRONMENT CONTROL	\$1,389.00	Janitorial Services
Frontier	\$69.83	Library Phone
HARKER HEATING & COOLING	\$1,849.30	HVAC Repair (aMeeting room side of the building bad starter unit and motor)
MICROMARKETING LLC	\$272.94	Audio Books
Pellitteri	\$39.18	Confidential Shredding
PREMIER PAINT & WALLPAPER	\$237.57	Painting Supplies
PROTECTION TECHNOLOGIES	\$360.00	Fire Alarm Panel Monitoring
RIVISTAS LLC	\$3,888.49	Magazine Subscriptions
SCHILLING SUPPLY COMPANY	\$672.90	Operating Supplies (soap, hand gel, clorox wipes)
SCHOOL LIFE	\$247.30	Summer Reading Supplies
STUCKEY, LINDA	\$30.13	Mileage
UNIQUE MANAGEMENT SERVICES INC	\$26.85	Collections Services
VIKING ELECTRIC SUPPLY	\$302.58	Lighting supplies
Grand Total	\$18,814.98	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. April - Library Invoices

E. D. Locke Public Library

April Invoices

Row Labels	Sum of Amount	Description
ALA/BOOKLIST	\$169.50	Subscription
ALL COMFORT SERVICES	\$240.00	Meeting room Cabling
Alliant Energy	\$1,569.76	Utilities
AMAZON CAPITAL SERVICES	\$337.07	DVDs & CDs
BAKER & TAYLOR BOOKS	\$3,445.40	Books
Cardmember Services	\$511.82	Credit Card Chages
CORPORATE BUSINESS SYSTEMS	\$250.10	Copier Lease
ENGAGEDPATRONS.ORG	\$100.00	online meeting room registration
FABICK RENTS	\$311.50	Lift Rental for painting
FRONTIER	\$62.50	Library Phone
McFarland True Value	\$3.20	Library Supplies
OMNI TECHNOLOGIES	\$170.00	Fire Alarm Panel upgrade
PREMIER PAINT & WALLPAPER	\$97.56	Painting Supplies
Grand Total	\$7,268.41	

Trust Fund		
MCF Endowment	\$3,415.00	2 memorials and 1 donation



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 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

REVENUES									
		Budget Amount	Feburary Actual	March Actual	April 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	\$ 1,467.00	\$ 1,524.00		\$ 2,991.00	0.98%		
Library Fines		\$ 7,250	\$ 912.37	\$ 302.75		\$ 1,684.62	23.24%	33%	\$ 4,500.00
Miscellaneous Revenue		\$ -				\$ -			
Interest		\$ 10,000	\$ 726.30			\$ 1,687.37	16.87%		
Library Fees		\$ 5,000	\$ 405.10	\$ 323.05		\$ 998.85	19.98%	33%	\$ 1,666.67
		\$ 903,500.00	\$ 3,510.77	\$ 2,149.80	\$ -	\$ 583,111.84	64.54%		
Expenditures									
						\$ -			
Salaries	110	\$333,750.00	\$ 39,793.86	\$ 26,375.33	\$ 25,673.08	\$108,542.71	32.52%	33%	\$ 111,250.00
Part-time	120	\$164,750	\$ 16,270.20	\$ 10,161.73	\$ 12,673.08	\$45,581.47	27.67%	33%	\$ 54,916.67
Health Insurance	130	\$87,000	\$ 13,187.84	\$ 6,593.92	\$ 6,692.31	\$33,067.99	38.01%	33%	
Retirement	131	\$29,500	\$ 3,232.23	\$ 2,159.40	\$ 2,269.23	\$9,832.77	33.33%	33%	\$ 9,833.33
SS/Medicare	132	\$39,000	\$ 4,042.76	\$ 2,630.98	\$ 3,000.00	\$12,278.57	31.48%	33%	
Other Benefits	135	\$2,500	\$ 96.54	\$ 96.54	\$ 96.54	\$386.16	15.45%	33%	
Wage Adjustment	140	\$ 10,750	\$ -	\$ -	\$ -	\$0.00	0.00%	33%	\$ 3,583.33
Expense Reimbursement	141	\$ 500	\$ -	\$ -	\$ -	\$0.00			
Total Personnel		\$667,750.00	\$ 76,623.43	\$48,017.90	\$50,404.23	\$209,689.66	31.40%	33%	\$ 222,583.33
Support Services	210	\$ 28,750	\$ 1,579.00	\$ 1,415.85	\$ 1,461.00	\$5,844.85	20.33%	33%	\$ 9,583.33
Consulting Services	211	\$ 45,000	\$ -	\$ -	\$ -	\$44,611.96	99.14%	33%	\$ 15,000.00
Utilities	220	\$ 28,000	\$ 2,066.91	\$1,983.71	\$2,050.00	\$8,199.88	29.29%	33%	\$ 9,333.33
Communication	221	\$ 1,000	\$ 78.87	\$119.83	\$89.84	\$359.37	35.94%	33%	\$ 333.33
Equipment Maintenance	240	\$ 9,000	\$ 324.05	\$ 260.22	\$ 300.00	\$3,791.57	42.13%	33%	\$ 3,000.00
Facility Maintenance	242	\$ 16,000	\$ 1,941.14	\$ 2,373.72	\$ 1,522.00	\$6,089.36	38.06%	33%	\$ 5,333.33
Total Services		\$ 127,750.00	\$ 5,989.97	\$ 6,153.33	\$ 5,422.84	\$ 68,896.99	53.93%	33%	\$ 42,583.33
Office Supplies	310	\$ 9,000	\$ 519.65	\$ 428.40	\$ 458.00	\$ 1,833.55	20.37%	33%	\$ 3,000.00
Postage	311	\$ 250	\$ 13.75	\$ -	\$ -	\$ 31.49	12.60%	33%	\$ 83.33
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	33%	\$ 166.67
Meeting Expenses	330	\$ 1,000	\$ 99.85	\$ 38.11	\$ -	\$ 166.51	16.65%	33%	\$ 333.33
Training Expenses	331	\$ 2,750	\$ 411.10	\$ 1,365.76	\$ 617.00	\$ 2,468.86	89.78%	33%	\$ 916.67
Operating Supplies	340	\$ 5,500	\$ -	\$ 672.90	\$ -	\$ 672.90	12.23%	33%	\$ 1,833.33
Technology	342	\$ 13,750	\$ 54.00	\$ 2,081.15	\$ -	\$ 11,401.18	82.92%	33%	\$ 4,583.33
Collection - Print	344	\$ 55,000	\$ 9,570.79	\$ 1,872.22	\$ 5,271.00	\$ 21,086.26	38.34%	33%	\$ 18,333.33
Collection - AV	345	\$ 12,500	\$ 185.46	\$ 730.41	\$ 431.00	\$ 1,723.79	13.79%	33%	\$ 4,166.67
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -		33%	
Programming	391	\$ 8,000	\$ 638.72	\$ 553.15	\$ 555.00	\$ 2,219.27	27.74%	33%	\$ 2,666.67
Other Total		\$ 108,500.00	\$ 11,493.32	\$ 7,742.10	\$ 7,332.00	\$ 41,603.81	38.34%	33%	\$ 36,166.67
Total Budget		\$ 904,000.00	\$ 94,106.72	\$ 61,913.33	\$ 63,159.07	\$ 320,190.46	35.42%	33%	\$ 301,333.33



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report March-April 2020
2. E.D. Locke Public Library_Posting_04222020_1621
3. Guidelines for Reopening WI Public Libraries_ Timeline



E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
May 2020

March-April Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of April 15, 2020 is 108,285.02 on December 31, 2019 it was \$123,576.26.
- **Friends** – The Friends meeting for April was cancelled.
- **Systems Report** – SCLS has been doing a lot to support libraries during the pandemic.
 - The Overdrive Advantage Committee (of which I am a member) has coordinated the purchase of approximately \$65,000 in materials.
 - Changes have been made to the library software to accommodate curb side delivery
 - They have been assisting us by creating marketing materials, facilitating communication between libraries, and creating centralized web pages to provide information to staff and patrons.
 - They have supported our last minute technology requests as we have switched to working at home and moved our office spaces around the library for social distancing.
- **Facility Management**
 - **HVAC** – One of the circulating motors for the meeting room side of the library failed and needed to be replaced. There's also a slow leak in one of the elbow joints. This will be repaired May 4th.
 - **Roofing**—Since we are currently closed to the public, I am trying to get the roofing repair moved up to May.
 - **Painting** – While we were closed, PW painted the quiet reading room.
 - **Concrete**- A new concrete pad with a ramp has been poured by the staff entrance. This will allow us to be able to use carts to and from the parking lot.
 - **Meeting room updates** – The meeting room AV updates have been completed. We can now use HDMI cables to connect to the projector. The interface is more user friendly for our staff and the public.
- **Digital Signage** – This project is on hold.
- **NY Times online** – NY Times online begins May 15th. Patrons will need to login using your library card. The access is good for 72 hrs and then they will need to log in again.
- **Website** – staff have been assigned their areas and are now working on adding to the new website.
- **Fire Panel Monitoring** – The Library approved an upgrade to our fire panel so that it could be upgraded from a regular phone line to cellular service. When the technician came to do the work, they found that they couldn't get a strong enough cellular signal even using an antennae on the roof. I believe that their equipment used the Verizon network so apparently we're a "Black hole" for their network. This project has been put on hold. Our choices moving forward would be to wait for 5G or put the panel on the internet.
- **COVID related updates** –
 - Since we closed on March 18th all programming has gone virtual. Please see each department's part of this report for details.
 - Cleaning – I have upgraded our cleaning so that touchpoints (door knobs/handles, counters, etc... are cleaned every night. We also had our cleaning supplies upgraded to a product that is anti-viral. Staff are also wiping down common areas periodically throughout the day.
 - We are planning for a completely virtual **Summer Reading program**
 - The state has purchased Beanstack for every library in the state for 3 years. Beanstack will allow us to do a paperless virtual summer reading program and can be used for all ages. We have contacted the school district and they will be loading the app on the Chromebooks that they are allowing the students to have over the summer. The software can be used all year round and we will be transitioning our 1,000 Books Before Kindergarten program to the app as well. If you would like to learn more about the software here is how other libraries are using it:
<https://www.beanstack.com/resources>
 - Curbside Delivery – We started curbside delivery April 24th. That is going well. We had to juggle a lot of pieces to get this program going. The staff person doing the delivery is required to be in an office by themselves. I moved my office to the small meeting room and my office is now the curbside delivery

office. We moved computers and phones around as well. Patrons are picking up items by the Delivery entrance on Anthony Street. Calling patrons to setup appointments has been taking a lot of time. I am currently investigating software that will allow patrons to schedule their own pickup times. The bookmark that we are including in pickups is included after this report. We are quarantining all returned items for a minimum of 3 days.

- Planning for reopening – It is anticipated that we will be able to open for small groups this summer. The best guess is that it will be about 10 patrons and we will have to maintain social distancing for years before everyone can get vaccinated. These plans are in line with what DPI is recommending. See the spreadsheet after this report for more information.
- If the guideline is 10 people or less:
 - Move the book drop that is in the desk to the lobby to allow for easier quarantining of items.
 - Create an express library in the lobby and meeting room with self-checks, holds and a limited amount of browsing materials.
 - Add more self-checks and space them out.
 - Research book lockers so that people can pick up library materials, program supplies etc... without entering the library.
- If the guideline is 11-50 then we can consider:
 - Adding Plexiglas to the Circulation desk to better protect staff
 - Adding dual monitors to Circulation Desk computers so that staff can easily work with public from a distance.
 - Opening the main part of the library
 - Eliminating 50% of the internet computers to allow for adequate social distancing.
 - Moving (and possibly storing offsite) some of the soft seating to allow for more social distancing.
 - Adding people counters to help us monitor the number of people in the building at one time.

Technical Services (Amy Lawrence)

- Assisted with updating website with Covid-19 related changes, information, and expanded online resources (Ancestry, Flipster)
- Created Google form application for web-only library card
- LibraryAware software training (webinars, tutorials)
- Transitioned monthly newsletter from MailChimp to LibraryAware
- Attended Technology Future Trends virtual meeting
- Attended Welcoming Generation Z to Our Libraries webinar
- Cataloging and processing new materials
- Mending material

Youth Services highlights (Heather Kent)

Storytime:

Storytimes were held the first two weeks of March at the library. Due to the Covid-19 precautions, in-library storytimes were cancelled starting March 16th. On Monday, March 23rd Heather started hosting Storytime via Facebook Live events. Virtual storytimes are being held Mondays at 10:00 and Wednesdays at 6:30 (providing an evening PJ time). Starting Tuesday, March 31, Heather also started offering a Baby time which features some of the activities from our Baby Storytime. Some of the feedback she has received has included one mom saying that the weekly storytimes bring a little normalcy for her little ones during this time when nothing is running like normal.

April storytimes were held via Facebook Live. Heather is offering a storytime on Monday Morning at 10am, Baby Bounce time Tuesday at 9am, and a PJ Storytime Wednesday at 6:30pm. These have been going well. Viewers are starting to chime in and interact during the live broadcast – although a large number of views are occurring after the live time. Some of the videos have had more than 2,000 views which shows that this is a format we should continue once in-person programming resumes.

Programming:

March

- Thursday, March 5th we hosted the Youth Art Month reception. This is always a great event that features art from the McFarland K-12 Schools. Last year the attendance had dropped quite a bit but this year it seemed to go up once again. The students and their families love to come and see the works displayed in the library.
- Friday, March 6th we had Merry Munchkins with Ms. Abby hosting. This was a messy day and a fun time of play for kids at the library. This was the last one held as we cancelled the following Friday due to the rising concern over spread of germs.
- Tuesday, March 10th the Magic Tree House Book Club met to discuss *Sunset of the Sabretooth*. This group is always a very energetic group that enjoys being part of a group at the library just as much as the book series. (This is something Heather has noticed with her Book Explorers group – the books are secondary to just being part of an activity at the library.)
- Wednesday, March 11th was Pancake night at the library. During our family cooking night, families made pancakes from scratch. This had a lower attendance due to illness and the rising trend of people wanting to isolate a little more to avoid the spread of germs. The families enjoyed making these pancakes from scratch ingredients and, for the first time, everyone wanted to take a copy of the recipe home with them to make more with their children (which is a goal of this program.)
- Starting Friday, March 13th, programming at the library was cancelled due to health concerns. Monday and Tuesday (the 16th and 17th of March) Heather focused on tasks that usually can't be completed during the busy weekly schedule at the library:
- Finished creating new signs for the shelving in the library that included not only the alphanumerical directory but also picture clues to what is available on the shelves.
- Created a new rainbow display for the 1000 Books Before Kindergarten program – it features a castle on the wall above the board books and a rainbow that children can add their stickers to. The cardboard castle, which has lasted far longer than anyone thought it would, was finally removed.
- Toys and library surfaces were disinfected.
- On Wednesday, March 18th it was determined that we would not be returning to the library for work. Materials were brought home to work on storytimes, summer library program, and the 1000 Books Before Kindergarten program. During the remainder of the week Heather researched what virtual
- Options there were for providing storytimes/family programming. She developed plans for the following week.

April

- In addition to offering the two storytimes and baby bounce program, Heather is also offering a Chapter A Day Monday-Friday at noon. Friday's she is also doing a live craft that goes along with the theme of the two storytimes of the week.
- Right now we are offering two weekly programs aimed for older age groups. Monday through Friday at noon we have Chapter a Day with Ms. Heather. In April we shared *Ramona the Pest*, *Sideways Stories from Wayside School*, and *Tales of a Fourth Grade Nothing*. Friday's we are doing arts, crafts, STREAM (Science, Technology, Reading, Engineering, Art, and Mathematics), etc... program. This is a time to test out different activities that might work through the virtual environment.

Other

March

- Weekly meetings with the SCLS Youth Services librarians have been primarily focused on the Summer Library Program. It has been a tough time facing the reality that in-person programming will not be happening this summer. Meeting with Heidi and the other librarians, we have made the decision to make the summer library program all virtual at this time. If the situation changes, we can have a surprise announcement that we can have live programs.

April

- Part of preparing for doing virtual programming, Heather has contacted each of the performers scheduled this summer to plan virtual presentations for the McFarland Community. Stephanie in the Communications Department has said that they are ready and willing to help with recording these programs (as well equipment to be used to stream storytimes.) The only performer that we may have to fully cancel is the Henry Vilas Zoo – Zoo to You program. Although Heather is working with their education department to see if there is some type of virtual programming they can do.
- Summer reading planning is going well. We must go paperless this year and the DPI has stepped in creating a statewide contract with Beanstack. This program is phenomenal – we were already looking at this program for the library. The launch date for summer reading will be delayed to June 15th.
- Heather has been participating in multiple webinars about navigating screens with children and the Overdrive support course offered by SCLS (which will allow her to help with patron questions about Overdrive.)

Teen Services (Abby Seymour)

March

- This time of working from home has been a balance of quickly responding to the need for content in our new state of the world and using the time to plan ahead for events like the Summer Reading Program. To address the former, I have been finding new ways of connecting with teens. The best way I have found is through social media, specifically Instagram where I have a separate account from the general library account that is just for teens. On that platform I have been posting daily content, all book or library related. I have featured books I am currently reading, given many book recommendations, promoted digital services like OverDrive and Libby, revealed resources like free ACT and AP study guides, and did interactive posts like showing a close-up picture of a book cover and having the teens guess the book. Virtual programming is ramped up for spring break with a new activity each day. The daily challenges include making book spine poetry, completing a photo scavenger hunt, doing a creative writing prompt, and attending a Virtual Harry Potter Escape Room via Zoom. For each challenge they complete, they will be entered to win a prize (to be picked up when the library reopens). At the time I am writing this, registration for the Virtual Escape Room has been open less than 24 hours and I already have 3 teens signed up.
- There are also many ongoing projects I am working on during this time at home, like importing information and dates into the new library website to get it ready to launch to the public. I have been making brochures (using LibraryAware) of suggested books that are ready to be printed and used as readers advisory in the teen section. Much of my time has been spent preparing for the Summer Reading Program. There are many details involved with each of the four weekly programs happening this summer and I am nailing down as much as possible. Part of that process is getting information ready for promotional materials (including submitting to the Outlook newsletter), a process that has kept my days full.
- In addition, I have taken advantage of many professional development opportunities. There have been several webinars I have listened to and quite a few virtual meetings I have attended, including a weekly check-in with all the SCLS youth services librarians and a weekly collaboration meeting with area teen librarians. There is an OverDrive support course I have also been taking that involves weekly reading material, quizzes, and a mock support question I answer. All of us library employees have kept the lines of communication open and even though we are physically separated, we are all still working together to get things done.

April

- As we all figure out the new normal, librarians have proved that they can adapt with the times. I have continued trying out different virtual programs for teens while they are stuck at home. This month I hosted a Harry Potter Escape room where teens could join me via video chat and my shared screen to work together to solve different riddles and clues to “escape” Hogwarts. This ended up being my most successful program and I intend to offer more virtual escape rooms in the near future. Even though I haven’t had much luck with book clubs in the past, I tried a virtual discussion of The Hunger Games by Suzanne Collins with the thought that most teens have already read this widely popular book. Only one teen joined this event but the two of us had a riveting discussion! Next I hosted a teen trivia night with trivia questions based on popular YA book series like Harry Potter, The Hunger Games, and Percy Jackson. Despite the fact that I contacted the Indian Mound Middle School principal and he graciously advertised this program in his daily announcement videos, I didn’t have any takers. I might attempt this one again in the future though.
- Communication has definitely been key throughout all these changes and much of my time has been spent communicating with fellow library employees through email, Slack, and virtual meetings. I have attended virtual meetings with SCLS Youth Services librarians as well as weekly check-ins with a small group of area teen librarians, a group that has been a great comfort and a bottomless well of new ideas. This time has given me many professional development opportunities and I have listened to webinars about the Beanstack program, new YA books, welcoming Generation Z into the library, and more.
- In addition, I have been consistently putting readers advisory content on social media (mainly on the teen Instagram page). I want to make sure everyone knows they can still get great reading material digitally!

Circulation Services Highlights (Kelly Heasty)

- Helped with the election
- Attended training for Overdrive’s Libby mobile app.
- Setup WEB only cards so that patrons who don’t have a library card can use virtual services. Once the library is open to the public, we’ll ask them to come in and show their Ids.
- Attended Ethics in Customer Service Webinar.
- Attended Circulation Services Committee meetings to work on changing services during Covid19.
-

Adult Services Highlights (Ann Engler)

- I have been working at home since we closed, although as restrictions begin to lift, I will transition to some time in office at the library. In addition to checking emails (my own and library accounts), posting to social media daily, and remotely assisting patrons, here’s what I’ve been working on.
- Materials: I’ve researched and placed orders for adult fiction books, large print books, music, DVDs, and audiobooks. This work is ongoing.
- Virtual Programming:
- Book Clubs – The Mystery Book Club and the Introvert Book Club now have discussion groups on Goodreads! The hashtag #edlockeintroverts can be used on Instagram, too.
- Weekly Craft – Each Monday, I’m posting a craft tutorial that either I or Trish make and encouraging patrons to join in so we can share photos of our completed projects on Fridays. #edlockecraftclub is the hashtag for Instagram and Twitter. Trish has been enormously helpful with craft club and the new...
- Cooking Club – I am close to launching a new weekly cooking prompt with Trish’s assistance. In addition to easy-to-find and make online recipes, this will be a good way to feature our extensive cookbook collection as curbside delivery gets going.
- Trivia – Every Friday I post a new mini-trivia game on Facebook.

- Stay At Home Order Bingo – I made a Bingo card with at-home activities, many of which use our online resources, which people can turn in once we open to enter a prize drawing. This is ongoing.
- Book Talks – I have been researching/practicing making videos, and this week Thursday I will launch my new Book Talk video series on the library's YouTube channel.
- Speaking of YouTube, I am looking to grow our channel, which has been inactive for several years. Book talks, resource highlights/intros, and other videos should be a fun way to connect with patrons, especially during social distancing.
- Webinars/Training: I've attended several webinars, including one on searching government records, Transparent Language Online, and more.
- SRP planning.

---Heidi Cox, Library Director

Curbside Delivery

What we're
doing to protect
you!



E. D. LOCKE
PUBLIC
LIBRARY

McFarland E.D. Locke Public Library

5920 Milwaukee St.

McFarland, Wisconsin 53558 | (608) 838-9030

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We are following CDC and Dane County Public Health recommendations for COVID-19 safety including:

- Quarantining returned items for 72 hours before check-in.
- Wearing masks and gloves.
- Sanitizing library surfaces frequently.

If you have any items that you wish to return, please deposit them in the book drop.

We have extended due dates and fines are not being charged.

Not sure what to read or watch next? Call 608-838-9030 or email us at mcflib@mcfarlandlibrary.org and let us know what type of books or movies you like. We're happy to make suggestions.

Visit our website mcfarlandlibrary.org for more information on virtual programs, online resources and more!

We are following CDC and Dane County Public Health recommendations for COVID-19 safety including:

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Current Allowable Library Service Levels: 1 & 2
Per Current Safer At Home Emergency Order #28 - Effective 8:00 a.m. April 24 through 8:00 a.m. May 26, 2020

DPI and all 16 library systems agree that principles of personal safety, risk mitigation, transparency, and capacity guide the ongoing collaborative development and application of these guidelines.

Badger Bounce Back Phase	Service Level	Summary of Services and Activities	Dependencies*
Safer at Home	Library Service Level 1 - Library buildings closed; no materials lending	Library building is closed Working staff reduced to essential personnel only Libraries may only provide no-contact services, i.e. access to online resources and services	-No gathering of people allowed -Only essential personnel allowed in building to perform minimum basic operations
	Library Service Level 2 - Library buildings closed; curbside pick up of materials allowed	Loan of physical items. Allowable service options: -None -Curbside pickup -Books by Mail	Each library and system will determine its level of physical item service, handling, and delivery based upon its ability to abide by public health protocols for staff and patrons. Considerations for determining level of service include: -Availability of Personal Protective Equipment for staff -Ability to maintain proper physical distancing -Ability for all staff to be trained to adhere to public health protocols -Ability for library to properly quarantine materials prior to handling and distribution
		Return of library materials. Allowable service options: -No returns allowed -Returns allowed; all returns are deposited in a controlled receptacle to ensure proper materials handling	
		Local delivery, as determined by each library system. Allowable service options could include but are not limited to: -none -minimal service to return items to owning libraries -enhanced delivery including patron hold requests filled by other libraries on a shared ILS	
		Preparation for the next level of service	
Phase One	Library Service Level 3	Doors may open under limited circumstances; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Partial reopening --Maximum gathering of 10 people --Maintaining all personal health protocols including physical distancing of 6 feet
Phase Two	Library Service Level 4	Services may expand as statewide restrictions loosen; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Open with best practices --Maximum gathering of 50 people --Maintaining all personal health protocols including physical distancing of 6 feet
Phase Three	Library Service Level 5	Services may be fully restored with some exceptions; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Fully open --No maximum of people for a gathering --Maintaining all personal health protocols EXCEPT physical distancing of 6 feet is no longer required

*Providing any level of service to the public or member libraries without abiding by current DHS public health protocols would be out of compliance with the Safer at Home Order.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 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										38,969	-16%
% change month to month	0%	-2%	-45%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
Web Only Cards														
2020				7									7	
Curb Side Delivery														
2020				144										
Wireless Internet Use (# Unique Users)														
2019	1,266	1,301	1,533	1,627	1,677	1,833	1,862	1,788	1,828	1,654	1,409	2,177	19,955	17%
2020	2,019	1,910	1,606	804									6,339	11%
	59%	47%	5%	-51%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
E-Books														
2019	967	823	987	946	1320	997	1115	1114	726	1117	1078	1034	12,224	42%
2020	1289	1198	1446										3,933	42%
	33%	46%	47%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
E-Audio														
2019	847	873	878	894	942	1040	1018	1060	1350	1126	1014	1000	12,042	42%
2020	1233	1168	1563										3,964	53%
	46%	34%	78%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
Creative Bug														
				(classes viewed at least 50%)										
2019									4	1	3	8	16	
2020	15	9	3										27	
Consumer Reports														
Pageviews 2019	200	271	306	343	357	311	350	325	488	488	75		3,514	978%
Pageviews 2020	345	425	158										928	19%
Ancestry Plus														
Searches 2019	185	116	127	72	48	41	58	64	179	15	106	60	1,071	505%
Searches 2020	50	178	141										369	-14%
Transparent Languages														
2019	0	9	0	22	40	19	13	18	27	24	4	0	176	
2020	0	0	24										24	
Novel List Plus														
Record Views 2019	170	165	67	68	28	88	1	2	0	6	23	1	619	256%
Record Views 2020	36	43	53										132	-67%



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: New Library Board Member(s)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. description 20.21

Library Board

Powers and Duties: Establishes policies and oversees the operations of the E.D. Locke Public Library.

Reference: Village of McFarland Code of Ordinances, Chap. 2, Art. IV, Div. 8, Sec. 2-295-299

Composition/Terms: Statutory Board

(7 members) – Not more than 1 Village Trustee (1 year terms)

6 citizen members (3 year terms)

Not more than 2 members may be residents of towns adjacent to the Village Superintendent or Representative of the McFarland School District

Meeting Date: 1st Monday, 5:15 p.m., at the E.D. Locke Public Library

Department of Jurisdiction: Library

Minutes Recorder: Library Director

Member Name	Position	Address Email	Telephone	Term Expiration
Peter Sobol	Seat 2 President	5205 Broadhead St peter.sobol@gmail.com	838-6962	4/30/2021
Michael Flaherty	Seat 7 Village Trustee	5604 Chestnut Ln mike.flaherty@mcfarland.wi.us	556-3991	4/20/2021
Michael Shumway	Seat 5 Citizen Member	5201 Linden Parkway shumway@uwalumni.com	843-7453	4/30/2021
Kenneth Machtan	Seat 1 Citizen Member Secretary/Treasurer	5312 Falling Leaves Ln ken.machtan@gmail.com	513-8589	4/30/2022
Karin Mandli	Seat 6 School Liaison Elementary Teacher	5804 Aspen Ct. karin_mandli@mcfarland.k12.wi.us	838-8768	4/30/2022
Vacant	Seat 3			4/30/2022
Evan Richards	Seat 4 Town of Dunn Member Vice-President	2473 Waubesa Hill Rd. erichards@evanrichards.org	838-3655	4/30/2021
Staff				
Heidi Cox	Library Director	Village of McFarland hcox@mcfarlandlibrary.org	838-9060	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Board officers elected

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Updated library board bylaws

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. March 2020 bylaws

BYLAWS OF THE E.D. LOCKE PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I: MEMBERSHIP

Section 1.

Pursuant to the requirements of the WISCONSIN STATUTES 43.54, the Library Board of E.D. Locke Public Library (formerly known as McFarland Public Library) shall consist of seven appointed members who shall be citizens of the municipality except that not more than two appointive members thereof may be citizens of towns adjacent to such municipality.

Members shall be appointed by the Village President with the approval of the Village Board. Appointment shall be for a term of three years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. Term expirations should be staggered over three different years.

One of the above appointed members shall be the public school administrator, or his/her representative. Not more than one member of the Village Board shall at any time be a member of the Library Board.

No compensation shall be paid to members of the Library Board for their services as such, but they may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the Library Board.

Section 2.

Pursuant to the WISCONSIN STATUTES 43.60 (3), whenever the annual sum appropriated by a municipality or county under contract for library service equals or exceeds one-sixth of the annual sum appropriated to this public library, during the preceding fiscal year, the president or chairman of such other municipality or county, with the approval of the governing body thereof, shall appoint from among the citizens of such municipality or county an additional member to the McFarland Library Board, and when such sum equals or exceeds one-third of such annual income, two additional members, for a term of three years from the first day of May next succeeding such appointment, and thereafter for successive terms of three years each; but whenever such appropriation made is less than the one-third herein specified, the office of one such additional member, and if less than one-sixth, the office of both, shall be vacant from and after the first day of May next thereafter.

Section 3.

~~No member of the McFarland Library Board, except in the case of the public school administrator, shall succeed him- or herself on the Library Board more than three times (a total of twelve years).~~

Section 4.

The Secretary shall report to the Village President absenteeism of a member for three consecutive meetings or an excess of 50% during any twelve month period without such bona fide excuses as illness, death in the family, or being out of town.

ARTICLE II: OFFICERS

Section 1.

Officers of the Library Board shall be a President, Vice President and Secretary-Treasurer.

Section 2.

The officers shall be elected at the May meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the Library Board after the vacancy occurs. ~~No officer shall succeed him or herself more than three times (a total of four years).~~

Section 3.

The **President** of the Library Board shall:

- Preside at all meetings.
- Appoint all committees.
- ~~Together with the Secretary-Treasurer, certify all bills approved by the Library Board.~~
- Authorize calls for any special meetings.
- In conjunction with the Village Administrator, conduct a review of the Library Director during even-numbered years, and more often if needed.
 - The biennial review is to be completed for a report to the Library Board at the March board meeting of even-numbered years.
 - The review must be discussed with and signed by the Library Director, with an opportunity to attach a written statement before submitting to the Library Board for approval.
 - The review is to be based upon the job description, goals and objectives agreed upon for the year in review, and the success of the service programs.
 - The job description is to be reviewed every three years and revised as appropriate.
 - The annual goals and objectives should include continued growth of the Library Director and Library, containing both project-oriented and personal goals.
 - The library service programs should reflect the long-range goals of the library.
- Generally perform the duties of a presiding officer.

The **Vice President** of the Library Board shall:

- Assist the President and serve in his or her absence when necessary.

The **Secretary-Treasurer** of the Library Board shall:

- ~~Keep a true and accurate account of all proceedings of the Library Board meetings.~~
- ~~Have custody of the minutes and other records of the Library Board.~~
- ~~Together with the President shall certify all bills approved by the Library Board.~~
- Notify the Village Board of any vacancies on the Library Board.
- Have charge of the special funds and income outside the appropriations in charge of the Village Treasurer.
- Handle all correspondence for the Library Board.

ARTICLE III: MEETINGS

Section 1.

The Library Board shall meet on the first Monday of each month at 5:15 p.m. in E.D. Locke Public Library's Meeting Room. When the first Monday of the month is a holiday, the meeting will be held on the Tuesday following the first Monday.

The library board shall meet monthly. When the regularly scheduled meeting occurs on a holiday, the board shall select another date.

Section 2.

Special meetings may be called by the President, or upon the written request of two members, for the transaction of business as stated in the call. Written notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least twenty-four hours in advance of the special meeting.

Section 3.

A quorum for transaction of business shall consist of four members. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Library Board. The President may vote upon and may move or second a proposal before the Library Board.

Section 4.

The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Approval of general and trust fund bills
- Other action items
- Committee reports
- Library systems report
- Director's report
- Monthly report
- Items for discussion and possible action
- Public communication to the Library Board
- Adjournment

Section 5.

Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Library Board.

ARTICLE IV: COMMITTEES

Section 1.

There shall be no standing committees. Routine business will be addressed by the full Library Board.

Section 2.

Ad Hoc committees for the consideration of special circumstances will be appointed by the President, with the approval of the Library Board, to serve until the final report of the work for which they were

appointed has been filed. Many of these committees may also include staff representatives. (Examples of ad hoc committees are Long-Range Planning and Library Building Committees.)

Section 3.

All committees shall make a progress report to the Library Board at each of its meetings.

Section 4.

No committee will have other than advisory powers unless, by suitable action of the Library Board, it is granted specific power to act.

ARTICLE V: LIBRARY DIRECTOR

Section 1.

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Library Board.

Section 2.

The Library Director shall be held responsible for:

- Care of the buildings and equipment.
- Employment and direction of the staff.
- Efficiency of the library's service to the public.
- Library operations under the financial conditions set forth in the annual budget.
- Submission to this Board of monthly and annual reports.

Section 3.

The Library Director shall make recommendations to the Library Board of such policies and procedures as in the opinion of said Library Director will promote the efficiency of the Library.

Section 4.

The Library Director shall attend all Library Board meetings except those at which his or her appointment or salary is to be discussed or decided.

ARTICLE VI: DUTIES OF THE BOARD OF TRUSTEES

Section 1.

The Board of Trustees shall determine the policies of the Library and develop the highest possible degree of operating efficiency in the Library.

Section 2.

The Board of Trustees shall select and appoint a competent Library Director.

Section 3.

The Board of Trustees shall advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

Section 4.

Through the Library Director, the Board of Trustees shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 5.

The Board of Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6.

The Board of Trustees shall cooperate with other public officials and boards and maintain vital public relations.

~~ARTICLE VII: CONTRACTS~~

~~The Library Board may, by contract with any other municipality, extend library service to non residents of the Village of McFarland, or exchange materials either permanently or with any other library as stipulated in WISCONSIN STATUTES 43.60.~~

ARTICLE VIII: AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting. The vote to be favorable must have the affirmative vote of five members of the Board. ~~Any of the foregoing bylaws may be temporarily suspended by a unanimous vote of all the Trustees present at the meeting, and the vote on such suspension shall be taken and entered in the official record.~~



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Adjacent County Payments

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCF Adjacent Counties Payments



South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718
608/246-7973 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 6, 2020
To Library Board & Director, **McFarland (MCF)**
From Mark Ibach, South Central Library System
RE: 2020 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2019 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2021 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$213.25	☒ Yes	☐ No
Green	\$1,081.92	☒ Yes	☐ No
Jefferson	\$188.16	☒ Yes	☐ No
Sauk	\$504.90	☒ Yes	☐ No
Rock	\$1,260.67	☒ Yes	☐ No
Dodge	\$6.27	☐ Yes	☒ No
Iowa	\$3.14	☐ Yes	☒ No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2020, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2021. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form (via fax, e-mail, or system delivery) to my attention no later than April 15, 2020.**

Please contact me via e-mail (mibach@scls.info) or phone (608-246-5612) if you have questions.

The **McFarland (MCF)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

Signature of Library Board President

Date

Heidi Cox

Signature of Library Director

4-14-2020

Date



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Ad-hoc Long Range Planning Committee

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Fines and Fees

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. patron borrowing rules

	E. D. Locke Public Library	
Page 1 of 2	Borrowing Rules	Revised: June 2, 2014 February 2, 2015 December 3, 2018 September 3, 2019

Your Library Card

Apply at the library or download the form from the library website and turn it in at the circulation desk. You will need to show a photo I.D. and proof of your current address.

In most circumstances, a new library card will be issued only if no immediate family member or person living in the same residence as the new patron has fines and/or damage charges over \$20.00 or any lost material charges.

Library cards are honored at all Adams, Columbia, Dane, Green, Portage, Sauk and Wood county public libraries.

Lost cards cost \$1.00 to replace

Limited Use

In special circumstances, a Limited Use card may be issued, at the discretion of the Library Director or the Director's designee. These special situations include:

- Patrons who have abused their privileges and are slowly being re-integrated into the system.
- Children whose family members have accrued large fines and are unable to check out materials because of this.
- Children whose family members have accrued large fines, and whose family members are using the child's card to check out adult materials.
- Children who do not have a custodial parent or guardian present but have written permission from their custodial parent or guardian and are with a caregiver.

The parameters of Limited Use cards are as follows:

- Limit of three items checked out at a time.
- Limit of two holds at a time.
Lower circulation and holds block threshold; \$10.00 in fines instead of \$20.00
- Six-month expiration instead of four years.

Loan Periods

7 days: videos, DVDs

14 days: kits, magazines, new adult fiction, software, and music CDs

28 days: books, audiobooks, Large Print Books

	E. D. Locke Public Library	
Page 2 of 2	Borrowing Rules	Revised: June 2, 2014 February 2, 2015 December 3, 2018 September 3, 2019

Renewals

Most items can be renewed for an additional loan period, providing no one else has a hold on them.

Limits:

- The library system places a total limit of 100 items checked out at any one time on an individual's library card.

Fines

Fines are not charged on most materials except:

\$1.00 per day for out of system interlibrary loans (including juvenile items). Staff are not exempt from this fine.

\$1.00 per day special collection equipment (wifi hotspots, ukuleles, etc...)

Interlibrary Loans

Patrons may use our Interlibrary Loan service to request items that are not available through LINKCat/Koha. A written ILL request form must be filled out. Ask a librarian for assistance at the circulation desk.

Requests for interlibrary loan items are limited to 4 per month or 20 per year.

Temporary Cards

Patrons staying in the area on a temporary basis (for example, visiting for the summer or working in the area for a short time) can be issued a card for the length time that they are staying here. Patrons wanting a card must:

- Show proof of their temporary address
- Show proof of their permanent address
- Fill out a library card application form

Staff will then determine how long the patron will be in the area, and set the expiration date accordingly. Staff will put a note in the patron record with the reason for the temporary card. (For example: Patron only lives in the area June 1 to August 31).

Patrons must show proof of their addresses after each expiration date in order to renew their card.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: E. D. Locke Public Library Organization Chart

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

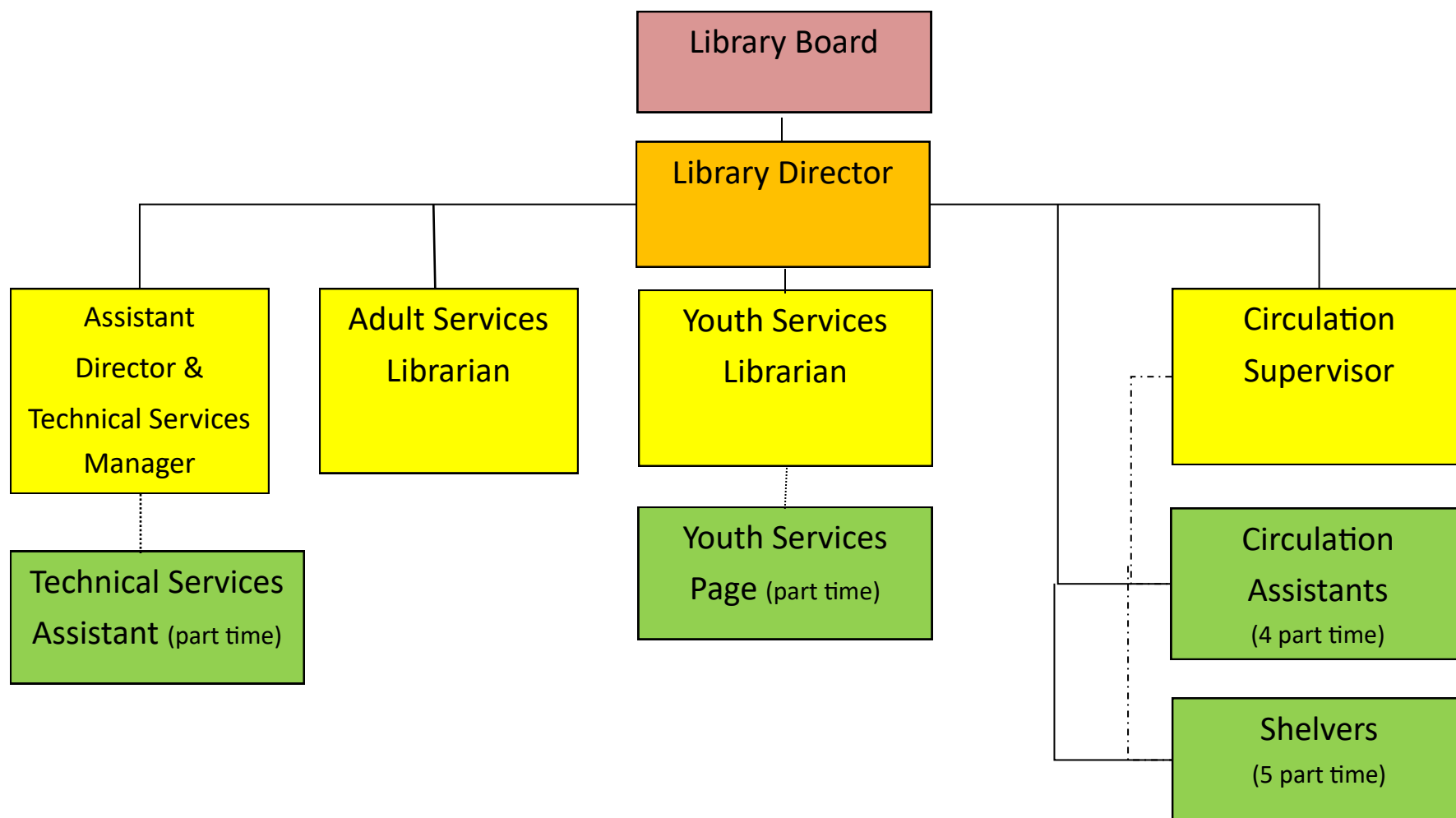
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

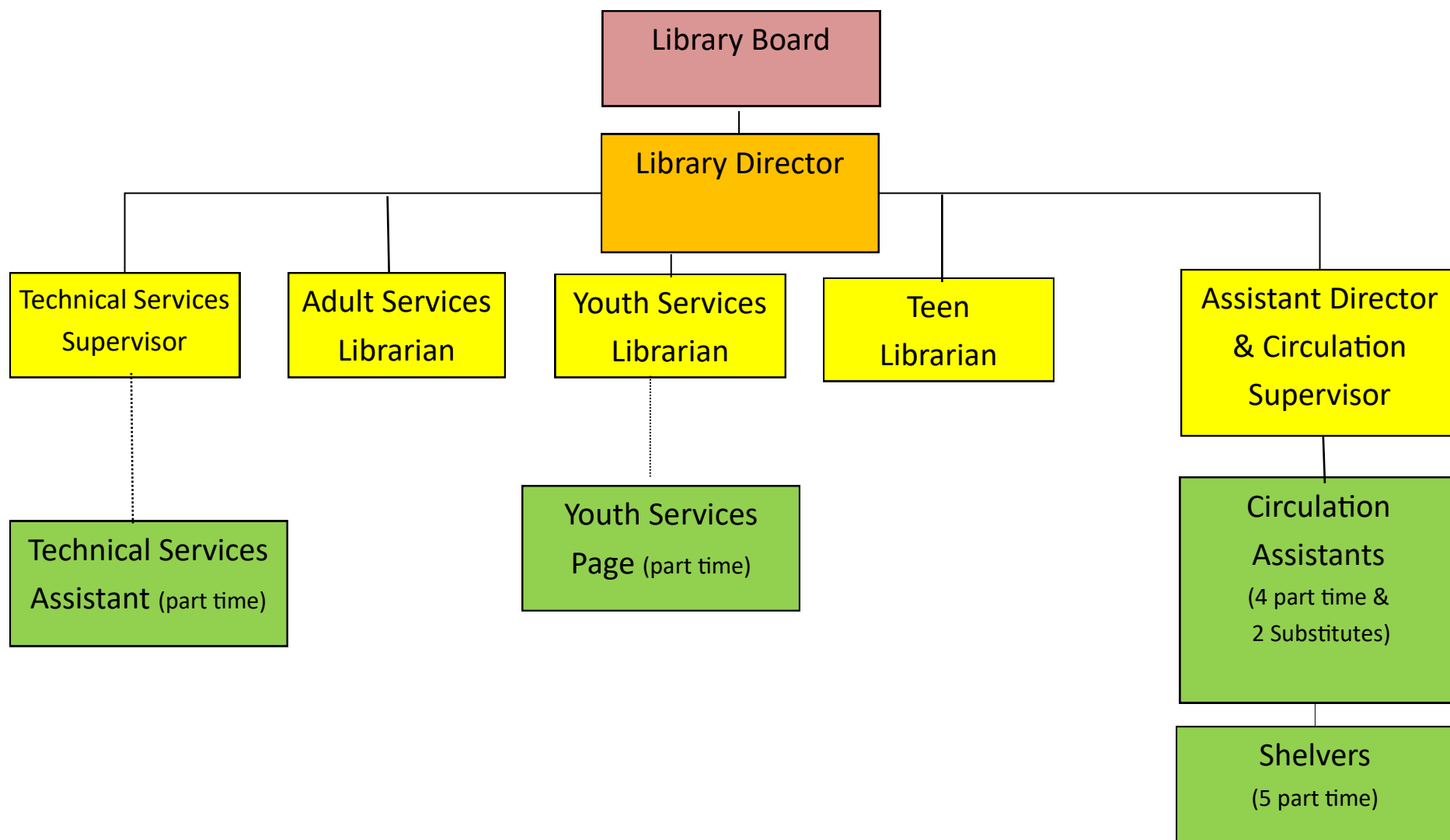
ATTACHMENTS:

1. Organizational Chart
2. Organizational Chart - Proposed

E. D. Locke Public Library Organizational Chart



E. D. Locke Public Library Organizational Chart





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Assistant Director/Circulation Supervisor Job Description

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Assistant Director-Circulation Supervisor Clean copy. doc

**Village of McFarland
Position Description
Assistant Director/Circulation Supervisor**

**Classification Title: Assistant
Director/Circulation Supervisor**

Department: Library

**Reports To: Library Director and Assistant
Library Director**

FLSA: Exempt

Date Revised: May 2020

Union: None

POSITION SUMMARY –

Distinguishing Characteristics of the Class

The Assistant Director performs responsible administrative work involving a broad range of public library functions. Acts as Director in Director's absence.

Supervision Received

Library Director

Supervision Exercised

Supervises Library Staff

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Coordinates and supervises day-to-day operations and functions of the library, according to established policies and procedures. Assumes the duties of the Director in the Director's absence.
- Provides patron reference and technology assistance.
- Plans, organizes and supervises the activities at the circulation desk.
- Establishes priority of circulation work tasks.
- Assists in staff scheduling.
- Resolves patron issues and complaints.
- Covers regular desk shifts (see Library Assistant I job description.)
- Assists with serials management.
- Assists with staff meetings.
- Participates in developing library policies and procedures.
- Performs assigned clerical tasks.
- Assists with hiring, training, scheduling, coaching and evaluation of staff.
- Attends meetings and workshops as assigned.

- Keeps current with library trends, issues, and technology as well as political, economic, and demographic issues that may affect library services and programs.
- Assists with short-term and long term planning.
- Prepares and maintains payroll records and timesheets
- Performs other duties as assigned.

Equipment Used

Personal computer with various software and internet applications, mobile devices, laser printers, 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 require working some evenings and weekends.

TECHNICAL REQUIREMENTS

Knowledge :

- Knowledge of library software, MS Office, Windows, Email, and basic internet searching skills.
- Knowledge of library equipment, including computers, printers, copiers and self-check machines.
- Excellent customer service, organization, communication and interpersonal skills.

Ability to

- Ability to supervise and train others effectively.
- Ability to multitask and prioritize work tasks.
- Ability to use library-related software effectively.

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 Library Director or Assistant Director when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **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.
- ◆ **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: 3/2017



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 4, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Technical Services Supervisor Job Description

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Technical Services Supervisor 2020

**Village of McFarland
Position Description
Technical Services Supervisor**

**Classification Title: Technical Services
Supervisor**

Department: Library

Reports To: Library Director

FLSA: Exempt

Date Revised: May 4, 2020

Union: None

POSITION SUMMARY –

Distinguishing Characteristics of the Class

The Technical Services Supervisor performs cataloging and facilities maintenance tasks for the library.

Supervision Received

Works under the general supervision of the Library Director.

Supervision Exercised

Supervises Technology Services Assistant and Adult Volunteers.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Provides patron reference and technology assistance.
- Assists in managing technology, including hardware, software, website and social networking.
- Works with Director to address problems and improve services.
- Manages outerlibrary loan services.
- Assists with short-term and long-term planning.
- Provides leadership in working relationships and communication.
- Fills in at public service desk as needed.
- Assists in preparation of library budget and annual report.
- Assists in hiring, training and evaluating library staff.
- Assists in writing grants.
- Prepares statistical and narrative reports and documents.
- Attends relevant workshops and meetings.
- Assists in developing library policies and procedures.
- Assists with building maintenance and safety issues.

- Plans, organizes and implements special projects as assigned.
- Plans, organizes and conducts the library's technical services. Establishes and implements work procedures and reviews work in progress to ensure established procedures are followed. Writes instructions and trains staff on changes in procedures.
- Provides one-on-one computer instruction and mobile device lessons as requested.
- Catalogs all types and levels of materials.
- Coordinates and supervises volunteers working in Technical Services.
- Researches, orders and tracks the purchase of supplies and equipment required for the daily operation of the library.
- Serves as the backup for library payroll processing
- 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.

TECHNICAL REQUIREMENTS

Knowledge of

- Thorough knowledge of professional library principles, practices, methods and administration.
- Expertise in library-related technology.
- Excellent customer service and interpersonal skills.

Ability to

- Carry out tasks with a minimum of direction and supervision.
- Accurately execute tasks requiring an exceptional level of detail.
- Ability to supervise and train others effectively.

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.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from supervisor.
- ◆ **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

Master's degree in Library Science preferred. Bachelor's degree required, preferably with a major in Library Science. A minimum of 3 years of progressively responsible library service required.

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