

LIBRARY BOARD

Monday, June 1, 2020

5:15 PM

E.D. Locke Public Library

AGENDA

You are invited to a Zoom webinar.

When: Jun 1, 2020 05:15 PM Central Time

Topic: Library Board Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88691079808>

Or Telephone:

Dial US: +1 (312) 626-6799

Webinar ID: 886 9107 9808

1. CALL TO ORDER

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. Motion to approve the minutes of the May 4, 2020 and May 18, 2020 meetings.
- b. Approval of the May 2020 general fund bills and trust fund bills.

4. INFORMATION ITEMS

- a. 2020 Budget Update
- b. Director's Report
- c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. Review and possible selection of a Long Range Plan/Space Needs Proposal
- b. Library Reopening Plan

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, June 1, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 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.

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, June 1, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the May 4, 2020 and May 18, 2020 meetings.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board May 4 2020 Minutes
2. Library Board May 18 2020 Minutes

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, May 4, 2020 - 5:15 PM

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the March 2, 2020 meeting.

Motion by Evan Richards, second by Michael Shumway, to approve the minutes of the March 2, 2020 and March 17, 2020 meetings. Motion carries 5 - 0 - 1 by acclamation, with Michael Flaherty abstaining.

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.

Motion by Ken Machtan, second by Michael Shumway, to approve the March 2020 and April 2020 general fund and trust fund bills totaling \$29,498.39. Motion carries 6 - 0 - 0 by acclamation.

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

Motion by Karin Mandli, second by Michael Shumway, to approve Board officers as presented: Peter Sobol, President; Evan Richards, Vice President; and Ken Machtan, Secretary/Treasurer elected Motion carries 6 - 0 - 0 by acclamation.

c. Updated library board bylaws

Motion by Ken Machtan, second by Michael Shumway, to approve Updated library board bylaws Motion carries 6 - 0 - 0 by acclamation.

d. Adjacent County Payments

Motion by Ken Machtan, second by Michael Shumway, to approve Adjacent County Payments Motion carries 6 - 0 - 0 by acclamation.

e. Ad-hoc Long Range Planning Committee

Motion by Karin Mandli, second by Michael Shumway, to approve the creation of an Ad-hoc Long Range Planning Committee Motion carries 6 - 0 - 0 by acclamation.

f. Library Fines and Fees

The board discussed implementing their fine free policy as it was passed in September 2019. Machtan asked that Library Director Cox report back with the percentage of books that were over due when there were fines and after fines are waived.

g. E. D. Locke Public Library Organization Chart

h. Assistant Director/Circulation Supervisor Job Description

Motion by Ken Machtan, second by Karin Mandli, to approve Assistant Director/Circulation Supervisor Job Description Motion carries 6 - 0 - 0 by acclamation.

i. Technical Services Supervisor Job Description

Motion by Karin Mandli, second by Ken Machtan, to approve Technical Services Supervisor Job Description Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Karin Mandli, to adjourn at 6:15

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, May 18, 2020 - 4:00 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 4:00 p.m. in the McFarland Municipal Center Community Room.

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

4. INFORMATION ITEMS

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Envisionware Self Check Quotes

Motion by Ken Machtan, second by Michael Shumway, to approve Envisionware Self Check Quotes not to exceed \$23,000. Motion carries 6 - 0 - 0 by acclamation.

b. Kingsley Book Drop Quote

Motion by Evan Richards, second by Ken Machtan, to approve Kingsley Book Drop Quote not to exceed \$5,000 Motion carries 6 - 0 - 0 by acclamation.

c. Loftwall Plexiglas Shield Quote

Motion by Karin Mandli, second by Ken Machtan, to approve Loftwall Plexiglas Shield Quote not to exceed \$800. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to adjourn at 4:32

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, June 1, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the May 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. Library - May Invoices

E. D. Locke Public Library

Row Labels	Sum of Amount	Description
Alliant Energy	\$1,531.62	Utilities
AMAZON CAPITAL SERVICES	\$1,461.53	
BAKER & TAYLOR BOOKS	\$1,536.88	Books
CORPORATE BUSINESS SYSTEMS	\$160.01	Copier Lease
ENVIRONMENT CONTROL	\$2,630.45	Janitorial Services
ENVISIONWARE	\$22,600.00	Self Checks
HARKER HEATING & COOLING	\$2,143.00	HVAC Repair (meeting room HVAC leak)
JACKSON MNAUFACTURERS COMPANY, INC	\$1,983.10	Bookdrop
MICROMARKETING LLC	\$115.99	Audiobook
SCHILLING SUPPLY COMPANY	\$252.52	Operating Supplies
TDS	\$48.29	Phone bill
WiLS	\$593.32	NYT Online
(blank)		
Grand Total	\$35,056.71	

Trust Fund		
NONE		



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 1, 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	March Actual	April Estimated	May 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	\$ 1,524.00	\$ -	\$ 304,712.00	\$ 307,703.00	100.72%		
Library Fines		\$ 7,250	\$ 302.75	\$ -	\$ -	\$ 1,684.62	23.24%	33%	\$ 4,500.00
Miscellaneous Revenue		\$ -		\$ -	\$ -	\$ -			
Interest		\$ 10,000	\$ 534.02	\$ 290.95	\$ -	\$ 2,512.34	25.12%		
Library Fees		\$ 5,000	\$ 323.05	\$ -	\$ -	\$ 998.85	19.98%	33%	\$ 1,666.67
		\$ 903,500.00	\$ 2,683.82	\$ 290.95	\$ 304,712.00	\$ 888,648.81	98.36%		
Expenditures									
						\$ -			
Salaries	110	\$333,750.00	\$ 26,375.33	\$ 26,461.73	\$ 27,184.45	\$136,515.81	40.90%	33%	\$ 111,250.00
Part-time	120	\$164,750	\$ 10,161.73	\$ 10,284.62	\$ 8,151.75	\$51,344.76	31.17%	33%	\$ 54,916.67
Health Insurance	130	\$87,000	\$ 6,593.92	\$ 6,593.92	\$ -	\$32,969.60	37.90%	33%	
Retirement	131	\$29,500	\$ 2,159.40	\$ 2,163.76	\$ 2,013.02	\$11,740.32	39.80%	33%	\$ 9,833.33
SS/Medicare	132	\$39,000	\$ 2,630.98	\$ 2,646.97	\$ 2,631.02	\$14,556.56	37.32%	33%	
Other Benefits	135	\$2,500	\$ 96.54	\$ 96.54	\$ 85.14	\$471.30	18.85%	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	\$48,017.90	\$48,247.54	\$40,065.38	\$247,598.35	37.08%	33%	\$ 222,583.33
Support Services	210	\$ 28,750	\$ 1,415.85	\$ 701.45	\$ 1,929.00	\$7,014.30	24.40%	33%	\$ 9,583.33
Consulting Services	211	\$ 45,000	\$ -	\$ -	\$ -	\$44,611.96	99.14%	33%	\$ 15,000.00
Utilities	220	\$ 28,000	\$1,983.71	\$1,569.76	\$1,531.62	\$9,251.26	33.04%	33%	\$ 9,333.33
Communication	221	\$ 1,000	\$119.83	\$197.81	\$48.29	\$515.63	51.56%	33%	\$ 333.33
Equipment Maintenance	240	\$ 9,000	\$ 260.22	\$ 250.10	\$160.01	\$3,901.68	43.35%	33%	\$ 3,000.00
Facility Maintenance	242	\$ 16,000	\$ 2,373.72	\$ 822.26	\$1,028.97	\$6,418.59	40.12%	33%	\$ 5,333.33
Total Services		\$ 127,750.00	\$ 6,153.33	\$ 3,541.38	\$ 4,697.89	\$ 71,713.42	56.14%	33%	\$ 42,583.33
Office Supplies	310	\$ 9,000	\$ 428.40	\$ -	\$ 384.40	\$ 1,759.95	19.56%	33%	\$ 3,000.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	\$ 31.49	12.60%	33%	\$ 83.33
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	33%	\$ 166.67
Meeting Expenses	330	\$ 1,000	\$ 38.11	\$ -	\$ -	\$ 166.51	16.65%	33%	\$ 333.33
Training Expenses	331	\$ 2,750	\$ 1,365.76	\$ 42.90	\$ -	\$ 1,894.76	68.90%	33%	\$ 916.67
Operating Supplies	340	\$ 5,500	\$ 672.90	\$ -	\$ -	\$ 672.90	12.23%	33%	\$ 1,833.33
Technology	342	\$ 13,750	\$ 2,081.15	\$ 521.20	\$ 593.32	\$ 12,515.70	91.02%	33%	\$ 4,583.33
Collection - Print	344	\$ 55,000	\$ 1,872.22	\$ 3,614.90	\$ 1,564.84	\$ 20,995.00	38.17%	33%	\$ 18,333.33
Collection - AV	345	\$ 12,500	\$ 730.41	\$ 614.71	\$ 153.24	\$ 2,060.74	16.49%	33%	\$ 4,166.67
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -		33%	
Programming	391	\$ 8,000	\$ 553.15	\$ 47.72	\$ -	\$ 1,711.99	21.40%	33%	\$ 2,666.67
Other Total		\$ 108,500.00	\$ 7,742.10	\$ 4,841.43	\$ 2,695.80	\$ 41,809.04	38.53%	33%	\$ 36,166.67
Total Budget		\$ 904,000.00	\$ 61,913.33	\$ 56,630.35	\$ 47,459.07	\$ 361,120.81	39.95%	33%	\$ 301,333.33



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 1, 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 May 2020



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

May Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of May 26, 2020 is \$119,374.21
- **Friends** – The Friends meeting for May was cancelled.
- **Systems Report** –
- **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.
 - **Digital Signs**— Many of the digital signs have been installed. The last two will be installed this summer. Staff are starting to learn how to use the software.
 - **Landscaping**- I have contracted with Avante to do the landscape weeding. I have also asked them for a quote for pruning.
 - **Plumbing**-I met with Ferguson Plumbing supply and I will be meeting with Gehrard to discuss the best ways to upgrade our restrooms. We're working to find bathroom features that will make the restrooms as touchless as possible.
- **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. Because of the changing service levels with Covid and the new SRP program, we have decided to postpone the launch of the new site until after Labor Day.

Trustee Training Week -- [Trustee Training Week](#) registration is now open! Here's this year's lineup:

- Monday, August 24 -- [Core Values of Librarianship with Jessamyn West](#)
- Tuesday, August 25 - [Recruiting and Engaging Friends and Trustees Under Age 40](#) with Madeline Jarvis and Tess Wilson
- Wednesday, August 26 - [Public Library System Redesign \(PLSR\) Implementation Update](#) with Bruce Smith
- Thursday, August 27 - [Equity, Diversity, Inclusion: What Library Trustees Need to Know](#) with Anne Phibbs
- Friday, August 28 - [Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority](#) with Becky Spratford

Webinars are from noon - 1 p.m. each day and will be recorded and captioned.

- **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.
 - The self-checks have arrived and we have started setting them up.
 - We are expecting the book drop and the Plexiglas shield to arrive in the next two weeks.
 - Due dates have been pushed out to August 1st
 - Circulation staff are all back working at the library. Most of the Shelves are not back to work yet. We are waiting to see how the express library effects the volume of materials before we try to schedule the Shelves again.

Technical Services (Amy Lawrence)

- Assisted with updating website with Covid-19 related changes, information, and expanded online resources (Curbside pickup, New York Times, Book Bundles)
- Started working on new Drupal website
- Attended Collection Management Committee meeting
- Attended Linking User Group meeting
- Transitioning/updating accounts linked to Linda, changing passwords
- Beanstack (the summer reading program app) training
- Set up new iPad mini for Ann to use
- Migrating Lucky Day copies to circulating record on titles with MCF patron holds
- Promoting New York Times access and Book Bundles on social media
- Reviewing/proofreading summer programming brochure and flyers
- Installing Envisionware RFID pads at circulation desk computers
- Monitoring and ordering supplies as needed
- Monthly newsletter
- Checking and approving timesheets and training Kelly to approve going forward
- Cataloging and processing new materials

Youth Services highlights (Heather Kent)

Storytime:

May storytimes continued being offered via Facebook live. Average views of the video's is around 600-700 – which is great. Wednesday has been featuring reading letters to Seymour from some of his viewers. It is really cute to read the notes from the children asking things like “what is Seymour’s favorite food?” These storytimes will continue in to the summer – changing the Wednesday night storytime to a Saturday morning storytime. If this is successful, the Saturday storytime will remain after things return to in-person storytime.

Programming:

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 May we read the Mouse and the Motorcycle and How to Train Your Dragon. 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

- SCLS held several Youth Services meetings to see what page everyone is on regarding the summer library program.
- The big thing this month was establishing our Beanstack site. The DPI has invested in a contract with Beanstack to provide this summer's digital reading program. This site is fantastic – it is the “fit bit” of reading programs. Heather, Ann, and Abby built their program sites and on June 15th the reading program should launch.
- Almost all of the summer performers have all confirmed providing video versions of their performances. Elmore Lawson, our kick-off performer, is unable to provide a digital program. He has agreed to reschedule for next year's summer program. In addition to showing the video's via facebook, the performers have also agreed to share their performances on our local access cable station. Heather is working with Stephanie in the communication dept for this.
- This month we also started offering book bundles. Patrons of children can fill out a google form and Heather will put together a list of books for staff to pull. They are then called and can pick it up during our curbside service times. This has been so popular. Heather has had 50+ requests for these bundles and can see these going on for quite some time.
- On Friday, May 22 Seymour helped the McFarland Police department present a storytime via their Facebook page. Officer Jason Onken and Joel Zietsma read and interacted with him.

Teen Services (Abby Seymour)

- In May, I made an effort to have consistent weekly programs repeat all month, all to varying degrees of success.
- Every Monday morning I published a Photo Scavenger Hunt for teens to complete. The list of items and activities they had to take pictures of changed every week and included things like taking a picture of a dog and a picture of all the toilet paper in your house stacked up in a pyramid. The new items were posted on Monday mornings and the teens had until the following Sunday at midnight to submit their pictures. My goal was to create a fun and engaging passive program that teens could complete at their leisure. Even though I advertised that those who submitted would be eligible to win a gift card, I have yet to receive a response.
- This month I started a new Virtual Dungeons and Dragons program. I reached out to some of my fellow teen librarians in our library system and one of them put me in touch with a library employee at the Verona Public Library who volunteered to lead the group and be the Dungeon Master. Unfortunately, I did not get any participants. However, I am continuing this program this summer and have higher hopes of finding an audience then.
- The weekly program that has been the most successful is the Virtual Escape Room on Thursdays. When teens register ahead of time, they receive the link to join the video call. Then I pull up the Escape Room website (usually in the form of a Google Form) and share my screen with the participants. They then have to communicate with each other and with myself to solve the riddles and clues in order to “escape”. Putting on a weekly escape room has been fun, easy, and cheap!
- Last on the docket of my virtual programming schedule is my Feature Friday book recommendation videos. Every Friday I pick a YA book to highlight and record a video of myself describing the book. I post it on all our social media sites. I am sure to pick a book that our library owns so that it can be requested through curbside pickup and is also available to borrow on OverDrive and Libby.
- When I’m not working on the programs previously mentioned, I have been preparing for the Teen Summer Reading Program. There has been a lot of logistics to figure out and it has been quite time consuming. Once we decided to have entirely virtual programs this summer, I had to throw my plans out the window and regroup. Luckily, I was able to adapt some programs I had planned to do in person into being virtual. In addition to putting together a schedule and plan of teen programs, I’ve had to create the reading portion of the summer program on a website called Beanstack. Figuring out this new platform of virtual library programming was manageable but challenging. There has been a lot to adapt to this past month!

Circulation Services Highlights (Kelly Heasty)

CURBSIDE DELIVERY SET-UP

- Worked with Andrew on setting up phones to handle curbside pickup calls and hours
- Wrote various procedures for curbside delivery and phone scripts:
 - Appointment process
 - Curbside delivery process – updated various time throughout the month
 - New Book Bundle process
- Posted copies of CDC & County Health information at all work spaces
- Created a work schedule for circ staff during curbside delivery
- Created a spreadsheet for handling curbside appointments
- For sanitizing and social distancing:
 - Created calendar to log when desk areas have been sanitized by staff.
 - Created directional arrows on the floor to aid social distancing

Ongoing:

- Bringing back an additional circ assistant at the end of the month required revising the schedule significantly while also adding Saturday mornings to address weekend calls we receive. Continuing to plan for express library needs.
- Handling all weekend voicemails – contacting patrons when necessary over the weekend.

NEW PATRONS

Issued 8 WEB only cards + three address updates on what turned out to be full-service cards

MEETINGS:

CSS Meetings: 2 (May 4, May 12), missed 5/19 & 5/26 User's Group Meeting due to staff shortage

MAGAZINES

- Changed all outstanding magazines that still had "Current Issue – No Checkout" to available in the catalog so that people could check them out more easily
- Got caught up on all magazine issues received during shut-down: Received, labeled & shelved.

CUSTOMER SERVICE/PHONE ASSISTANCE DURING REDUCED STAFFING

- Provided reference service to various patrons who have no internet access, helping them choose books available on our shelves.
- Helped a few patrons with navigating LINKcat catalog such that they could isolate McFarland's collection. Requested Ann do a tutorial video on FB.
- Book bundles: 63 (Thru 5/22)

BIBLIOVATIONS:

- Ran SCLS special report several times to pick up McF items not appearing on the picklist (due to other library patrons' holds.) Will continue to run every few days.
- Ran report on hold shelf several times to have staff proactively call patrons where holds have been sitting for a length of time.

OTHER:

- Helped with art pick-ups.
- Materials spreadsheet brought up to date with all incoming new materials during shut-down
- Managed new books to ensure they go to McFarland patrons as much as possible.

Adult Services Highlights (Ann Engler)

- Social Media: Setting up Hootsuite as a centralized place to schedule our Instagram and Twitter posts for the week has been very helpful. We currently have 669 Instagram followers and 832 Twitter followers as of May 26. I heard secondhand that a librarian at another local library said "whoever's doing McFarland's social media is doing a really good job". Take a casual comment for what it is worth, but people seem to be enjoying our content and it's been a great way to stay connected to patrons.
- Book Bundles: 15 requests for adult book bundles have come through as of the morning of May 26. One patron wrote in the Notes field "This is awesome. Thank you!!!"
- YouTube: We went from 3 to 9 subscribers on our channel in a little over a week. We will be relaunching our channel under the McFarland Cable YouTube page, so I have paused promoting it until that is set up and ready to go. As of the morning of May 26, my Advanced Catalog Searching video has 52 views (plus 6 likes on

Facebook), my first weekly book talk video as 43 views, and my second book talk video has 14 views. Once we're using our new channel, I expect with more promotion we can grow those numbers easily. I'll also be adding more how-to videos and instructions to promote our resources.

- Speaking of videos, I did a May the 4th Be With You Star Wars video on Facebook that was very well received. It has 485 views and 17 reactions (aka likes), 1 comment, and 4 shares. I also shared it on my personal Facebook page, where it got 47 reactions and 19 comments, and I received a couple texts from friends who aren't regular MCF patrons who enjoyed it, so I think it was a successful outreach effort.
- Before moving to YouTube, I did a couple other videos on Facebook. My 5/7/2020 book talk video has 145 views, 7 reactions, 1 comment, and 1 share, and my 4/30/2020 book talk video has 117 views, 6 reactions, and 1 share.
- The new mini iPad we recently purchased has been instrumental in making and editing videos. Based on just the outreach results of the videos so far, I'd say it was a worthwhile purchase.
- Trivia: The mini trivia games I post on Facebook on Fridays had 14 players for the month so far.
- Craft Posts: The weekly Facebook craft prompts add up to 24 likes, 2 comments, and 1 share.
- Recipe Posts: The weekly Facebook recipe prompts add up to 16 likes and 1 comment.
- Summer Reading: I set up the adult summer reading challenges in Beanstack. We're offering a reading-time challenge, a book review challenge, and a Bingo challenge, as well as a staff Bingo challenge. I believe this expands on our previous years' offerings.
- I answered approximately 3 questions from patrons over email.

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 1, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Statistical 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									39,594	-36%
% change month to month	0%	-2%	-45%	-96%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
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	1650									5,583	50%
	33%	46%	47%	74%	-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	1182									5,146	47%
	46%	34%	78%	32%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
Reference USA (# of searches)														
2019	52	132	110	189	93	70	47	75	69	126	91	85	1,139	
2020	136	84	29	41	21								311	
Creative Bug														
2019									4	1	3	8	16	
2020	15	9	3	7									34	
Consumer Reports														
2013	28	20	41	50	45	23	28	44	27	24	41	38	409	
2014	35	20	32	42	32	29	33	37	29	33	48	40	410	-7%
2015	28	20	20	17	38	36	30	41	34	27	41	43	375	-9%
2016	27	22	29	33	51	44	52	33	44	17	50	34	436	16%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	23	29	38	31	48	31	27	33	40	32	40	23	395	-9%
2018	28	12	19	34	26	30	39	35	29	28	46	25	351	-11%
Pageviews 2019	200	271	306	343	357	311	350	325	488	488	75		3,514	978%
Pageviews 2020	345	425	158	550									1,478	32%

Ancestry Plus

2013	12	21	35	49	12	5	6	17	7	23	0	2	189	
2014	7	16	8	9	5	12	0	5	2	12	6	2	84	-66%
2015	16	11	8	33	10	31	28	34	29	15	8	18	241	187%
2016	22	25	38	31	14	23	36	36	17	19	11	40	312	29%
2017	12	19	18	18	42	37	8	16	15	14	15	13	227	-27%
2018	34	31	24	8	29	35	16	0	0	0	0	0	177	15%
Searches 2019	185	116	127	72	48	41	58	64	179	15	106	60	1,071	505%
Searches 2020	50	178	141	0									369	-14%

Transparent Languages

2019	0	9	0	22	40	19	13	18	27	24	4	0	176	
2020	0	0	24	2									26	

Novel List Plus

2013	2	2	2	3	2	6	2	2	6	2	8	0	37	
2014	2	0	3	6	3	7	2	1	1	1	0	3	29	22%
2015	4	18	4	7	9	6	14	14	16	16	11	12	131	352%
2016	17	28	8	11	10	8	3	1	8	16	15	11	136	4%
2017	17	16	14	8	8	9	14	11	15	10	2	9	133	-2%
2018	28	12	19	34	11	10	7	7	10	26	10	10	184	38%
Record Views 2019	170	165	67	68	28	88	1	2	0	6	23	1	619	256%
Record Views 2020	36	43	53	3									135	-71%



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 1, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Review and possible selection of a Long Range Plan/Space Needs Proposal

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, June 1, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Reopening Plan

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Reopening Plan 5-29-20

Reopening Plan Phase II

Opening to the Public

- a. If Items need to be quarantined:
 - i. Stacks must remain closed
 - ii. Magazine room must remain closed
 - iii. Not renewing most daily newspapers
- b. People are allowed to gather in groups from 10-49 – the most we would do not that we must.
 - i. We could create an Express Library in the lobby and meeting room. When a patron places a hold we would offer them an appointment in the express library or curbside delivery.
 - 1. Self-checks will be moved into the meeting room
 - 2. Staff will mark off 6ft around areas
 - 3. Lucky day/new books/ displays(?) will be moved into the meeting room/lobby.
 - 4. Patrons will enter through the main (Milwaukee St.) entrance off the parking lot. The doors on Long Street will remain locked. To allow us to control capacity. A sign on the door will say that times must be scheduled and to call for an appointment. Once they get a hold notification they will be told to contact the library to schedule an appointment.
 - 5. Patrons will exit through the “emergency” exit from the meeting room.
 - 6. One library staff person will be in the lobby to help answer questions, help with account issues, register patrons, restock as needed, wipe down touch points frequently and keep an eye on things. They would have a PC and they would have a Plexiglas barrier.
 - 7. An external book drop will be placed in the lobby. The external book drop will allow us to keep people away from the desk and to make it easier to quarantine items. The drop will be emptied each morning by an adult staff person and the items will be placed in quarantine in the study room.
 - 8. Programming and meeting room reservation remains cancelled
 - 9. Singage –
 - a. Reminders about social distancing
 - b. Washing hands in the bathrooms
 - c. No kids under 16
 - d. One person per household
 - 10. Questions:
 - a. Do we require appointments?
 - b. How do we limit capacity?
 - c. What do we expect the staff person in the express library to do?

d. What do we do with the Shelves?

11. Patron wired computer use (Phase II b) –

- a. by appointment
- b. We will remove half of the computers to allow for social distancing
- c. Would have to be in the main part of the library because of printer use.
- d. Have to enforce a gel in/gel out or wash in/ wash out policy
- e. Wipe down surfaces after use
- f. Software to allow automated printing and payment

ii. Equipment building changes needed to open with a capacity of 10-49

- ~~1. An additional 2 self-check machines, bringing our total up to 4. Also replacement of the black self-check machine so that all machines are properly working.~~
- ~~2. An external book drop so that staff don't have to touch items until after quarantine~~
- ~~3. Plexiglas or glass barriers to set up around the circ person~~
- ~~4. The library system has to allow us to put desktop staff computers on the wireless network.~~
- ~~5. Small RFID pads to give us flexibility in setting up staff stations.~~
- 6. An additional sandwich board at the front of the library with express library information.
- 7. Software to allow for self-directed faxing, printing, and wireless printing
- 8. Get rid of the cash register and purchase Point of Sale software to minimize touch points.

c. People are allowed to gather in groups of 50+ as long as social distancing recommendations are in place:

i. We could open the building to the public

- 1. We remove a portion of our furniture from the building and spread out the remaining furniture to allow for more distance. How do we ensure that furniture is kept clean? Are we expected to clean after each use?
- 2. Do we remove 50% of our internet computers to allow for space? Do we add Plexiglas barriers as well?
- 3. Children's Toys & furniture - How do we ensure that furniture is kept clean and toys sanitized?
- 4. Browsing of the stacks or closed stacks? Stacks are closed until the need for quarantining materials is over?

2. Staff plan –

- a. Move Ann to the far corner of the library

- b. Abby and heather can only be in the library one at a time OR MOVE THEIR DESKS TO SEPARATE AREAS OF THE OFFICE
- 3. **Have a handouts:**
 - a. About book bundles.
 - b. How to place Holds
 - c. Common Linkcat issues
 - d. Online Resources
 - e. Databases
 - i. Flipster
 - ii. Creative Bug
 - iii. TRANSPARENT languages
 - iv. Reference USa
 - f. Overdrive