VILLAGE OF MCFARLAND | *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, July 6, 2020 | **5:15 PM** | **E.D. Locke Public Library**

AGENDA

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

Please click the link below to join the webinar:
https://us02web.zoom.us/j/83270726705

Or Telephone Dial US:
+1 (312) 626-6799

Webinar ID: 832 7072 6705

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. Approval of the draft minutes of the June 1, 2020 and June 15, 2020 library board meetings.

   b. Approval of the June 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. 2021 Library Budget

b. Review Strategic Plan

c. Joint Library Board and Village Board Meeting

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 OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 2020**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft minutes of the June 1, 2020 and June 15, 2020 library board meetings.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board June 01 2020 Minutes
2. June 15 2020 Minutes

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, June 1, 2020 - 5:15 PM

1. **CALL TO ORDER**

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

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.*

   Motion by Ken Machtan, second by Evan Richards, to approve Approval of the May 2020 general fund bills and trust fund bills totaling $35,056.71. Motion carries 6 - 0 - 0 by acclamation.

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*

There was a lot of discussion about requiring the public to wear masks when entering the library. Library Director Cox said that she would gather more information for the next library board meeting.

6. ADJOURNMENT

Motion by Ken Machtan, second by Evan Richards, to adjourn at 6:17

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, June 15, 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. *Reopening Plan*
   Motion by Ken Machtan, second by Karin Mandli, to approve the Library Reopening Plan Motion carries 5 - 0 - 0 by acclamation. Evans asked that the library create a procedure if they should be contacted by the Public Health department for contact tracing.

   b. *Facility Cleaning Procedure*

   c. *Long range planning/Space Needs study proposals*
   Motion by Ken Machtan, second by Evan Richards, to approve selecting EUA and HGA for a second round of meetings regarding the Long range planning/Space Needs study proposals. Motion carries 5 - 0 - 0 by acclamation.

   d. *Village Policy - COVID Workplace Response policy*

   e. *Changing staff workflow and work loads because of Covid-19.*
   Motion by Karin Mandli, second by Ken Machtan, to approve furlouging two shelvers due to decreased work loads because of Covid-19. Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to approve adjournment at 4: Motion carries 5 - 0 - 0 by acclamation.

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the June 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. Library - June Invoices

June Invoice List

Row Labels	Sum of Amount	Description
Alliant Energy	$ 2,288.14	Utilities
AMAZON CAPITAL SERVICES	$ 449.42	Books, CDs, DVDs, Office Supplies
ARAMARK	$ (87.40)	Mat Rental
AVANT GARDENING & LANDSCAPING	$ 1,852.84	Landscaping cleanup
BAKER & TAYLOR BOOKS	$ 1,387.66	Books
Branch, Will	$ 450.00	SRP Performer
CORPORATE BUSINESS SYSTEMS	$ 247.88	Copier lease
CROKUS, KATHERINE	$ 25.00	Adult Program Speaker
DANE CO EMERGENCY MGMT	$ 75.00	Face Shields
DEMCO INC	$ 797.65	Collapsable bins for quarantining items
ENVIRONMENT CONTROL	$ 1,929.00	Janitorial Supplies
ENVISIONWARE	$ 22,600.00	Self Checks
FASCIONE, CHRIS	$ 350.00	SRP Performer
FIRST SUPPLY LLC MADISON	$ 2,983.59	touchless flush valves
FRONTIER	$ 72.44	Phone Bill
GRAINGER INC	$ 216.20	Alcohol Spray for cleaning & disinfecting self checks
JEFFERSON FIRE & SAFETY INC	$ 400.00	Fire Alarm Panel Inpsection
LAFORCE	$ 105.00	Door Strike
MCMULLEN, JEFFREY B	$ 440.00	SRP Performer
MENARDS - MONONA	$ 4.59	Facility Supplies
MICROMARKETING LLC	$ 71.98	Audio Books
Peterson, Randy	$ 325.00	SRP Performer
TDS	$ 45.40	Phone Bill
(blank)		
Grand Total	$ 37,029.39	

Trust Fund Bills

NONE

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 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	April Actual	May Actual	June 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	$ -	$ 304,712.00	$ -	$ 307,703.00	100.72%		
Library Fines		$ 7,250	$ -	$ -	$ 393.48	$ 2,078.10	28.66%	50%	$ 6,750.00
Miscellaneous Revenue		$ -	$ -	$ -		$ -			
Interest		$ 10,000	$ 290.95	$ 210.06	$ -	$ 2,722.40	27.22%		
Library Fees		$ 5,000	$ -	$ -		$ 998.85	19.98%	50%	$ 2,500.00
		$ 903,500.00	**$ 290.95**	**$ 304,922.06**	**$ 393.48**	$ 889,252.35	**98.42%**		
Expenditures						$ -			
Salaries	110	$333,750.00	$ 26,461.73	$ 27,184.45	$ 27,339.95	$163,855.76	49.10%	50%	$ 166,875.00
Part-time	120	$164,750	$ 10,284.62	$ 8,151.75	$ 8,898.67	$60,243.43	36.57%	50%	$ 82,375.00
Health Insurance	130	$87,000	$ 6,593.92	$ -	$ 6,593.92	$39,563.52	45.48%	50%	
Retirement	131	$29,500	$ 2,163.76	$ 2,013.02	$ 2,080.35	$13,820.67	46.85%	50%	$ 14,750.00
SS/Medicare	132	$39,000	$ 2,646.97	$ 2,631.02	$ 2,595.55	$17,152.11	43.98%	50%	
Other Benefits	135	$2,500	$ 96.54	$ 85.14	$ 78.38	$549.68	21.99%	50%	
Wage Adjustment	140	$ 10,750	$ -	$ -	$ -	$0.00	0.00%	50%	$ 5,375.00
Expense Reimbursement	141	$ 500	$ -	$ -	$ -	$0.00			
Total Personnel		**$667,750.00**	**$48,247.54**	**$40,065.38**	**$47,586.82**	**$295,185.17**	**44.21%**	50%	**$ 333,875.00**
Support Services	210	$ 28,750	$ 701.45	$ 1,929.00	$ 1,929.00	$8,943.30	31.11%	50%	$ 14,375.00
Consulting Services	211	$ 45,000	$ -	$ -	$ -	$44,611.96	99.14%	50%	$ 22,500.00
Utilities	220	$ 28,000	$1,569.76	$1,531.62	$ 2,288.14	$11,539.40	41.21%	50%	$ 14,000.00
Communication	221	$ 1,000	$197.81	$48.29	$ 95.40	$673.47	67.35%	50%	$ 500.00
Equipment Maintenance	240	$ 9,000	$ 250.10	$160.01	$ 142.30	$4,149.56	46.11%	50%	$ 4,500.00
Facility Maintenance	242	$ 16,000	$ 822.26	$5,155.07	$ 435.07	$10,984.35	68.65%	50%	$ 8,000.00
Total Services		**$ 127,750.00**	**$ 3,541.38**	**$ 8,823.99**	**$ 4,889.91**	**$ 80,902.04**	**63.33%**	50%	**$ 63,875.00**
Office Supplies	310	$ 9,000	$ -	$ 1,075.83	$ 797.65	$ 3,569.12	39.66%	50%	$ 4,500.00
Postage	311	$ 250	$ -	$ 31.49	$ -	$ 31.49	12.60%	50%	$ 125.00
Dues	320	$ 500	$ -	$ -	$ -	$ -	0.00%	50%	$ 250.00
Meeting Expenses	330	$ 1,000	$ -	$ 166.51	$ -	$ 166.51	16.65%	50%	$ 500.00
Training Expenses	331	$ 2,750	$ 42.90	$ -	$ -	$ 1,894.76	68.90%	50%	$ 1,375.00
Operating Supplies	340	$ 5,500	$ -	$ -	$ 75.00	$ 747.90	13.60%	50%	$ 2,750.00
Technology	342	$ 13,750	$ 521.20	$ 668.32	$ 58.26	$ 35,248.96	256.36%	50%	$ 6,875.00
Collection - Print	344	$ 55,000	$ 3,614.90	$ 1,564.84	$ 769.08	$ 22,517.74	40.94%	50%	$ 27,500.00
Collection - AV	345	$ 12,500	$ 614.71	$ 153.24	$ 383.87	$ 2,624.58	21.00%	50%	$ 6,250.00
Library Miscellaneous	390	$ 250	$ -	$ -	$ -	$ -		50%	
Programming	391	$ 8,000	$ 47.72	$ 98.07	$ 1,656.00	$ 3,375.06	42.19%	50%	$ 4,000.00
Other Total		**$ 108,500.00**	**$ 4,841.43**	**$ 3,758.30**	**$ 3,739.86**	$ 46,611.40	**42.96%**	50%	**$ 54,250.00**
Total Budget		**$ 904,000.00**	**$ 56,630.35**	**$ 52,647.67**	**$ 56,216.59**	**$ 422,698.61**	**46.76%**	50%	**$ 452,000.00**

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 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 June 2020

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

June Highlights

- **Village News -** Mike Flaherty will give an update
- **Endowment –** The committee has not met. The current balance as of May 31, 2020 is $122,661.04
- **Friends** – The Friends meeting for June was cancelled. The Friends have cancelled the pie sale for this year. The Family Festival is going to announce that they are cancelling as well.
- **Systems Report** –
  - SCLS is applying for a grant through the CARES act. The grant will fund projects that will help libraries deal with the COVID 19 pandemic. Two of the projects that they are looking at is purchasing self checks and adding wifi access points for outside the library. We've already completed these projects so I have inquired if we could get a rebate or funds to support a different project such software that will allow patrons to print from their own device along with self-serve faxing, and copying.
  - SCLS is working on their budget. It is expected that we will see an 1.5% - 3% increase in our technology and ILS costs. Part of the increase is due to adding more devices to the network (wifi access points, and self-checks) another factor in the increase is automatic increases in the fees that companies charge for software maintenance.
- **Facility Management**
  - **HVAC –**
    - The AC stopped working during the warm spell we experienced in early June. The cause was that cottonwood had covered the coils and caused the condenser to shut down. We are now checking the coils frequently to stop this from happening again.
    - I am working with Embassy controls to look at our system to see if there's things that can be done to help deal with the COVID 19 virus. We're looking at the amounts of fresh air that comes into the building and the fan speeds.
  - **Landscaping**- I have contracted with Avante to do the landscape weeding. This is scheduled for the week of June 15th.
  - **Plumbing**-I ordered touchless flush valves and faucets for all of the library bathrooms also two kitchen faucets for other sinks that we have. As you might expect, many of these items are on back order. The flush valves did arrive in mid-June and Public Works installed them.
- **Summer Reading Program (SRP) -**
- **Zoom Account –**
-

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 are set up and ready to go.
  - We have received the book drop cart for the lobby. We are waiting on the book drop shell.

- The Plexiglas for the express library arrive on June 30th. The Plexiglas for the Youth Services office arrived on June 26.
- We have stopped extending due dates because we are caught up on checkin. Instead we have extended lending periods for New Adult Fiction and Lucky Day items from 14 days to 28 days.

Technical Services (Amy Lawrence)

- Assisted with updating website and social media with Covid-19 related changes, information, and expanded online resources
- Monthly and special Summer Reading Program newsletters
- Monitoring and ordering supplies as needed, including COVID-19 supplies
- Testing new self-check machines
- Promoting Summer Reading Program on website and social media
- Working on new Drupal website
- Beanstack training
- Migrating Lucky Day copies to circulating record on titles with MCF patron holds
- Installing Envisionware RFID pads at circulation desk computers
- Moving different computer into curbside pickup office
- Assisting in planning and preparing for express service, computer access
- Assisting with curbside pickup appointment scheduling and other patron reference questions
- Annual fire alarm test was performed by Jefferson Fire & Safety

Youth Services highlights (Heather Kent)

Storytime:

- June storytimes have started a new schedule of Monday Virtual Storytime, Tuesday Virtual Baby Bounce, and Saturday Virtual Storytime. I am getting a lot of engagement during the live programs on Monday and Tuesday but not so much on Saturday. It may be the time or the fact that the weather has been beautiful on Saturdays. The one day I did have a lot of viewers it was raining. However, we are getting a lot of people watching the videos after the live broadcast. This schedule will continue through July and August -then be revisited for the fall.

<u>Summer Programming:</u>

- Monday through Friday we have a chapter a day book club. These are pre-recorded chapter readings. For June we read The Nocturnals: The Mysterious Abductions by Tracey Hecht and The Wind in the Willows by William Grahame. Heather had been learning video editing software that allows her to incorporate the illustrations in the videos.
- Tuesdays at 2:00pm Heather posts a STREAM Challenge. These are videos/instructional posters that pose Science, Technology, Reading, Engineering, Art, and Mathematic learning challenges. In June there was a Bug House, Lego Boat, Food Architecture, Pendulum Drawing, and Egg Drop Challenge.
- Thursday afternoons we have posted performer video's on Facebook and the Library website. These are performers that were booked for in-person performances. One performer had to drop out – he really was unable to transition his program to a virtual platform. The other two did a wonderful job. All but two of this summer's performers have given permission for our videos to stay up through the end of the year if we want. We will have the website active with these videos until September 1st.
- Friday mornings is Virtual Puppet Club. There are 20 children registered for this program, but Heather posts the materials ahead of the program so that anyone can participate. The tutorial videos are posted on the facebook and the library website. (Also on the McFarland Cable You Tube Channel)

Summer Reading

- On June 15th the Beanstack website went live for summer reading. This year we are not doing any paper tracking due to Covid-19 safety guidelines. As of 6/29/2020 we have 379 people registered: 48 Rubber Ducks, 220 4K-12, and 111 Adults. The numbers are not as high as they have been in the past year, and not sure if it will meet those numbers due to a new system that has been introduced. Over time, I think people will become much more comfortable with this type of reading program. One positive – is the Adult registration because adults are already registering their kids and it’s one click to register themselves.

Other

- Book bundles continue to be popular. We have reached to 150 total requested with the average number of books requested being 10.

Teen Services (Abby Seymour)

- The Summer Program is officially underway and is structured completely differently than years past since it is entirely virtual programming.
- All of my teen programs are being conducted through Zoom this summer. Even though I don’t often require registration for in-person events because it creates one more barrier for teens to participate, registration is required for virtual programs. A big reason for that is safety because by having the teen register, I can send them an individual and password protected link to join the Zoom meeting. My five weekly virtual programs are off to a slow but steady start.
- To my surprise, Scribe Tribe, the Monday afternoon creative writing club, has been my most successful program. The group is up to eight enthusiastic teens who have shared with me their hopes to be authors some day! They enjoy the mix of word games to get their creativity warmed up and challenging writing prompts. I am always impressed when the teens feel brave enough to read their work out-loud in front of the group.
- Gamer Day is the program I think would be more successful if it were done in-person instead of virtually. On Tuesday afternoons, teens have the option to either play Dungeons and Dragons or play an online version of a classic board game/card game (like Pictionary and Taboo). Since it is not a strong skill of mine, I recruited someone from the Verona Public Library to lead the Dungeons and Dragons group and he has been doing a great job teaching the group of beginners how to play. Teens have not jumped on the opportunity to play virtual board games/card games yet but I’m hoping I’ll have some participants before the summer is over.
- Crafternoon on Wednesday afternoons is proof that these teens are desperate for social time. I’ve been getting a solid group coming to this weekly crafting program, some of whom are definitely not inherently crafty people but enjoy the company. This program alternates weekly between a structured craft that requires easy-to-find supplies and “creative space” time where the teens can work on any craft project they want. I was worried I wouldn’t get many takers for the creative space weeks but so far I have been proved wrong and the teens enjoy coloring or drawing while chatting with their peers. The structured craft this month was making book hedgehogs.
- The Thursday afternoon program is, in my head, the “big” program of the week but has been off to the slowest start. I thought starting out the program with Jackbox games would be a crowd-pleaser but no teens signed up. The trivia program was more successful with a group of my regulars answering questions about Marvel superheroes, The Hunger Games, Harry Potter, and Disney facts. The Teen Thursday event changes every week and is meant to be of high interest to teens and my goal is that it draws the biggest crowd by the end of the summer.

Adult Services Highlights (Ann Engler)

Social Media: As of June 29, we have 687 Instagram followers (+18) and 834 Twitter followers (+2). I continue to post at least once a day on each platform during the week.

Book Bundles: I've had 12 book bundle requests and one research request so far in June for a total of 32.

YouTube: My May 28 book talk video has 37 views and 1 like; June 4 book talk video has 24 views and 1 like; June 11 book talk video has 11 views; and the Keeping Basements Dry with Project Home recording of the June 11th Zoom program has 51 views. I also reuploaded my catalog search video (it was originally posted on the library-specific YouTube account) and it has 3 new views.

I am going to do book talk videos once a month starting in July so that I can do more in-depth content as well as have more time to do tutorials.

Programming: The Keeping Basements Dry with Project Home had 4 attendees during the live Zoom presentation. As mentioned above, we recorded it for YouTube and it's gotten a healthy number of views.

Most of my other scheduled programming has been canceled due to COVID-19 and the guests not wishing to do virtual meetings. However, I have an author visit scheduled for August, and I am continuing to research options. I do have a couple programs scheduled for July, as well.

Trivia: The mini trivia games I post on Facebook on Fridays had:

- 7 players May 29-June 5
- 4 players June 4-12
- 7 players June 12-19
- 0 players June 19-26

Craft Posts: The weekly Facebook craft prompts add up to 16 likes (as of 6/29).

Recipe Posts: The weekly Facebook recipe prompts add up to 17 likes (as of 6/29).

Book Advertising: Using LibraryAware, I create flyers for social media describing newer materials to our collection separated by genre. Since people can't browse in-library, it lets us get the word out on what we have.

Summer Reading: 111 adults have signed up for the summer reading challenge so far.

Miscellaneous: As I mentioned in the book bundle section, I did help a patron with a research request. I found articles in our EBSCO databases matching the search parameters she gave me. The patron was very appreciative, stating "Oh my gosh, those are fantastic articles! I am so grateful for your skills and sharing your knowledge with me. Reviewing all of this research is so overwhelming, so I appreciate your expertise in pointing me in the right direction!"

Circulation Services Highlights (Kelly Heasty)

<u>CURBSIDE DELIVERY ON-GOING</u>

- Gathered all procedures, updated and combined into binder at desk.

- Saturday morning curbside staff & appointments added with no issues.
- Gathered all cleaning/disinfection protocol and created matrix, adjusting protocols for various levels of service, dependent on pandemic stages in Dane County. Staff to read and sign off. Also created binder with additional cleaning/disinfection information from various agencies: Village of McF, Dane County Health, CDC…
- Continuing to refine procedures to preclude any mistakes with patron book bundles & deliveries.

PREP for COMPUTER APPOINTMENTS/COPY MACHINE APPTS/EXPRESS LIBRARY

- Amy created signage and I posted in various locations where patrons would be present.
- Requested SCLS change computer appointment SW to only allow one hour appts.
- Measured six feet of space between computers and printer to identify, under proper social distancing needs, which computers could be used for appointments. Set the other computers to "Faulty" in system and roped them off.
- Created procedure for staff to follow & spreadsheet to make computer/copy machine appts.

NEW PATRONS

- Issued 7 WEB only cards + three address updates on what turned out to be full-service cards & one renewal. Also, issued one Limited Use card.

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—ongoing as circ desk staff often don't have time to do this with call volume.
- Book bundles: 119 Very manual process – still working through issues to streamline.

EDUCATION:

- Attended village board meetings to hear Laetitia Hollard discuss Black Lives Matter movement and to ascertain library's role. HC, AL and I had many discussions and finally, meeting directly with Laetitia on 6/29 to discuss on Zoom.
- Attended Compassionate Accountability: Dealing with Problem Behaviors in the Library webinar.
- Attended DPI "Wisconsin Public Libraries reopening guide" webinar with HC.

OTHER:

- Materials spreadsheet brought up to date with all incoming new materials received in June.
- Managed new books to ensure they go to McFarland patrons as much as possible.

BOOKCLUBS:

- Prairie Stone book club wanting to resume holds. Patrons to pick up via curbside.

---Heidi Cox, Library Director

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 2020**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Monthly Report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Checkouts														
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	**187,193**	-3%
2020	15,553	14,583	8,833	625	3,370	4,391							**47,355**	-49%
% change month to month	0%	-2%	-45%	-96%	-76%	-75%	-100%	-100%	-100%	-100%	-100%	-100%		
Curb Side Delivery Appointments														
2020				144	702	925							**1,771**	
Wireless Internet Use (# Unique Users)														
2018	1,309	1,278	1,493	1,355	1,328	1,679	1,544	1,427	1,427	1,470	1,367	1,329	**17,006**	6%
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	866	974							**8,179**	-11%
	59%	47%	5%	-51%	-48%	-47%	-100%	-100%	-100%	-100%	-100%	-100%		
No. Children's Events														
2019	24		35	41	19	36	40	12	44	48	42	32	**373**	
2020	41	35	11	40	36	46							**209**	
Children's Program Participation														
2019	841	1316	1393	1479	1590	2146	1842	563	1841	1851	1273	1372	**17,507**	13%
2020	865	1237	8320	19927	12578	15038								561%
No. Teen Events														
2019	1	2	3	2	3	2	1	0	2	5	6	5	**32**	78%
2020	6	5	4	4	5	13							**37**	185%
Teen Program Participation														
2019	4	12	15	13	21	54	11	0	34	70	95	5	**334**	109%
2020	27	46	6	6	10	42							**137**	15%
No. Adult Events														
2019	10	8	8	10	10	7	10	3	9	10	12	15	**112**	1%
2020	15	19	10	6	10	6							**66**	25%
Adult event Participation														

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2019	156	90	40	246	282	69	97	15	72	102	85	62	**1,316**	-5%
2020	86	162		33		75							**356**	-37%

E-Books

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2019	967	823	987	946	1320	997	1115	1114	726	1117	1078	1034	**12,224**	42%
2020	1289	1198	1446	1650	1445	1404							**8,432**	40%
	33%	46%	47%	74%	9%	41%	-100%	-100%	-100%	-100%	-100%	-100%		

E-Audio

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2019	847	873	878	894	942	1040	1018	1060	1350	1126	1014	1000	**12,042**	42%
2020	1233	1168	1563	1182	1299	1258							**7,703**	41%
	46%	34%	78%	32%	38%	21%	-100%	-100%	-100%	-100%	-100%	-100%		

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2021 Library Budget**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Cost to Continue Budget

2021 Budget

7/2/2020

REVENUES

	2020	2020 Projected (as of 6/30)	2021
Property Tax	$ 575,750	$ 575,750	$ 596,281
County Library Aids	$ 305,500	$ 307,703	$ 328,121
Library Fines	$ -	$ 2,078	$ -
Library Donations	$ -		$ -
Library Interest	$ 10,000	$ 3,700	$ 4,000
Tranfer from General Fun	$ -		$ -
Miscellaneous Income	$ 5,000	$ 1,332	$ 4,500
	$ 896,250	**$ 890,563**	**$ 932,902**

Expenditures

	2020	2020 Projected (as of 6/30)	2021
Salaries	$ 333,750	$ 328,000	$333,750.00
Part-Time	$ 164,750	$ 120,500	$164,705.00
Health Insurance	$ 87,000	$ 80,000	$ 100,958
Retirement	$ 29,500	$ 28,000	$29,566.00
SS/Medicare	$ 39,000	$ 34,500	$38,934.00
Other Benefits	$ 2,250	$ 1,100	$2,538.00
Wage Adjustment	$ 10,750	$ 10,750	$10,659.00
Expense Reimbursement	$ 500	$ -	$500.00
Total Personnel	**$ 667,500**	**$ 602,850**	**$ 681,610**
Support Services	$ 28,750.00	$ 21,748.00	$ 36,292
Consulting Services	$ 45,000.00	$ 44,800.00	$ 45,750
Utilities	$ 28,000.00	$ 25,779.91	$ 28,000
Communication	$ 1,000.00	$ 813.60	$ 1,500
Equipment Maintenance	$ 9,000.00	$ 8,513.00	$ 9,000
Facility Maintenance	$ 16,000.00	$ 17,938.71	$ 16,000
Total Services	**$ 127,750**	**$ 119,593**	**$ 136,542**
Office Supplies	$ 9,000.00	$ 9,000.00	$ 9,000
Postage	$ 250.00	$ 250.00	$ 250
Dues	$ 500.00	$ 500.00	$ 500
Meeting expenses	$ 1,000.00	$ 350.00	$ 1,000
Training Expenses	$ 2,750.00	$ 2,750.00	$ 2,750
Operating Supplies	$ 5,500.00	$ 3,000.00	$ 5,500
Technology	$ 13,750.00	$ 35,248.96	$ 20,000
Collection - Print	$ 55,000.00	$ 55,000.00	$ 55,000
Collection - AV	$ 12,500.00	$ 12,500.00	$ 12,500
Library Miscellaneous	$ 250.00	$ -	$ 250
Programming	$ 8,000.00	$ 8,000.00	$ 8,000
Other Total	**$ 108,500**	**$ 126,599**	**$ 114,750**
Total Operating Budget	**$ 903,750**	**$ 849,042**	**$ 932,902**

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Review Strategic Plan**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Strategic Plan 2019 June 2019 update

E.D. Locke Public Library

Strategic Plan

2019-2024

Library Board approved: July 1, 2019

Introduction:

Mission Statement:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

Vision Statement:

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

Goals and Objectives:

After researching the best practices of creating and maintaining strategic plans, we decided to identify no more than five major goals and about four objectives within each goal so that the process of tracking and revising this plan will be straightforward.

Goal #1: Create new sources of financial support

The McFarland Community has demonstrated its capacity and willingness to financially support the Library, beyond taxpayer revenue, by its grassroots creation of the Library and its capital contribution to the present building. The McFarland Community has the potential to establish new financial support mechanisms that could provide for expanded programming and services beyond what is possible within the current budget.

One example and potential model is the McFarland Education Foundation. However, there are many possible ways this could be approached including creating a new foundation, creating a fund within the Madison Community Foundation, and others.

Objective 1.1: Continue to grow the Library's Endowment Fund

A sub-committee of the Library Board has been created to oversee the Library's endowment fund. In December of 2017, the Library was awarded a challenge grant from the Madison Community Foundation for $35,000. The Friends of McFarland Library have also issued a challenge grant of $30,000. Both grants will be paid when $105,000 total dollars (including the challenge grants) have been reached.

The subcommittee should keep these donors engaged and continue to grow the Foundation to $125,000.

.

Objective 1.2: Pursue more grant writing

A survey should be done periodically using such sources as the Marquette list of foundations to see if there are potential sources that have not been explored. The Madison Community Foundation should also be consulted from time to time for suggested sources.

- Investigate grants that would fund a Public Art project at the library.
- Investigate grants that would fund Community Conversations on Diversity
  - Applied for one grant on immigration. Through the Yiddish Center for the book.
  - Working on applying for grants through the Wisconsin Humanities Council.
  - The Beyond the Page Endowment will be supporting these conversations as a part of their 2021-22 budget cycle.

Objective 1.3: Establish Planned Giving options

Once a foundation/endowment is established, a planned giving option should be created to provide a means for individuals to make legacy gifts. Endowment gifts provide a means for those donors who wish to make their support of the library permanent and can be for projects or programs of special interest to the donor. The Endowment Subcommittee should create a plan on how to go about soliciting planned giving donations.

Goal #2: Use technology to help library personnel be more productive and efficient.

The library will continually evaluate available technology to identify ways to improve efficiency, productivity and the patron experience.

Objective 2.1: Improve technology resources for patrons and staff

1. *Added Creative Bug Database*
2. *Currently working on a digital signage project, New York Times*
3. ***Four new self checks with software that will allow for social distancing***
4. ***Working on Wireless printing software***
5. ***Working on Curbside Delivery scheduling software***

Coincides with Village Board Goal B3 and C1

Computer resources and internet access will be regularly updated and improved to meet the evolving needs of patrons. RFID technology has been implemented to improve self-checkout and circulation efficiency; this technology will be further used to collect key statistics to keep services in line with users' needs.

Sample Projects include:

- *Upgrade to the new version of Bibliovation – complete*
- *Training for staff on Bibliovation – Completed*
- *Training for the public on the new online catalog that comes with Bibliovation – done*
- *Upgrade our current AWE station for preschool children - done*
- *Add an additional AWE station for school age children - done*
- *Investigate using IPads for online catalogs throughout the building - done*
- *Create an online registration process for Library Programs – request is in the 2020 budget. Put on hold because of COVID*
- *Adding digital signage to the outdoor library sign. – working on this*
- *Investigate digital signage for the vestibule to replace Government notices*
- *Work with the schools to create library accounts for students - done*
- *The ability to accept credit card payments at the circulation desk – done*
- *Replace existing library app for the catalog with an improved one – The library system is looking at this and plans to have a new app in place by December 2020.*

Objective 2.2: Maintain library website and social media presence.

Coincides with Village Board Goal B3

Library staff will maintain social media avenues to ensure relevant information is easily accessible to patrons, including an online reservation form and calendar for the community meeting room. The library will continually evaluate opportunities to expand use of social media to connect with the community and increase visibility of library programming and services.

Library staff will upgrade the Library website to make it more interactive and a better fit for patron needs. – Staff are currently working on this. The new website is expected to launch in September 2020.

Objective 2.3: Provide technology learning opportunities to patrons.

To help patrons navigate and take advantage of the evolving information technology available, the library will increase staffing and explore collaborating with other community organizations to offer training opportunities to patrons. Staff will be equipped to provide assistance with the technology and resources available to patrons in the library.

- *Increase Technology training and computer training for seniors. Maybe an open forum. Maybe have outside instructors come in.*

- *Provide opportunities for resume and employment search workshops.*

Goal #3: The E.D. Locke Public Library will provide a clean, comfortable, accessible, safe library facility.

Coincides with Village Board Goal B1

Objective 3.1: Establish a plan for building item replacement for maintenance.

Library staff will create a list of items that will need to be replaced and/or updated as the building ages. The list will include an approximate replacement cost and the approximate life span of the item. The Library Board will create and maintain a long-term replacement budget for the facility, furnishings, and fixtures. This should facilitate more effective multi-year budgeting by having a plan beyond the current or next budget year.

> *The Library will investigate new shelving and reorganizing existing collections to make them more efficient. – ongoing*

Objective 3.2: Create a long-term space needs plan. – ongoing

Conduct a space needs assessment to determine facility needs for the next 20 years, factoring in population growth and the changing needs of patrons.

Goal #4: Adapt staffing to the changing needs of the Library.

Coincides with Village Board Goals A1

In order to provide a full range of library services, the Library requires a skilled, professional staff. To best serve patrons, every staff person must be trained in the implementation of new procedures and current technologies.

Objective 4.1: Add a second full-time Children's Services librarian position. This position would support the Children's Services department by concentrating on service to school age children and teens. – done.

Objective 4.2: Increase training for staff

The Library will close for a staff in-service annually. The Library budget will also provide extra funds for staff to receive training outside of their normally scheduled hours.

Staff would like training in American Sign Language and Spanish.

Goal #5: Create a marketing plan

The Library should serve the broadest possible community. Therefore, the community should be made aware of the resources and services provided by the Library.

Objective 5.1: Create a speakers bureau of individuals prepared to speak at community organization meetings.

Objective 5.2: Increase collaboration with schools, Chamber of Commerce, businesses and other community organizations.

Objective 5.3: Increase marketing/awareness with community residents by working with the Food pantry, attending the Business Expo, giving library brochures to the Chamber for welcome-bags, having auction items at Blues in the Night event and the ChocolateFest.

Goal #6: Increase offerings and amenities for underserved groups
Coincides with Village Board Goal A1

Objective 6.1 Increase program offerings and amenities for special needs kids and adults.

Pre Covid, Heather Kent had partnered with the school district on sensory story times. She has also added mobility and sensory elements to her mainstream programs.

Objective 6.2 Increase programs on the topics of diversity, social equity and racial justice.

We will be using Beyond the Page grants for these programs in 2021 and 2022.

Objective 6.3 Increase training opportunities for staff on services for underserved groups.

We will be using Beyond the Page grants for these programs in 2021 and 2022.

Implementation: Tracking, review, and revision

The Strategic Plan Committee recommends:

- The Library Board review and approve this plan.
- The Library Board should review the status of the Goals and Objectives frequently (we suggest quarterly) with the Library Director so that implementation progress is closely followed.
- The Library Board should review, revise, and update this plan after an appropriate interval. We suggest this should be done after three years. A new Strategic Plan Committee could be appointed at that time if needed.

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 6, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Joint Library Board and Village Board Meeting**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None