VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, August 3, 2020 **5:15 PM** **Municipal Center Community Room**

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

Join the webinar: https://us02web.zoom.us/j/82700561732

Or by Telephone:
+1 (312) 626-6799

Webinar ID: 827 0056 1732

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.

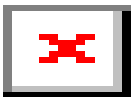
3. ACTION ITEMS
   a. Approval of the draft minutes of the July 6, July 21 and July 22, 2020 Library Board meetings.
   b. Approval of the July 2020 general fund bills and trust fund bills.

4. INFORMATION ITEMS
   a. 2020 Budget Update
   b. Director's Report
   c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Beyond the Page Ripple Project
   b. September Library Board Meeting
   c. Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a contract for Architecture Services.
   d. Discussion and action to reconvene into Open Session from Closed Session.
   e. Discussion and action to select an architectural firm for long range planning and a space needs study.

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, August 3, 2020**

SECTION: **Business**

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, August 3, 2020**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft minutes of the July 6, July 21 and July 22, 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 July 6 Regular Meeting Minutes
2. Library Board July 21 Special Meeting
3. Library Board July 22 Special Meeting

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, July 6, 2020 - 5:15 PM

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

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

Motion by Evan Richards, second by Village Trustee Michael Flaherty, to approve the minutes of the June 1, 2020 and June 15, 2020 library board meetings. Motion carries 5 - 0 - 0 by acclamation.

b. *Approval of the June 2020 general fund and trust fund bills*

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to approve the June 2020 general fund and trust fund bills totaling $37,029.39 Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *2020 Budget Update*

b. *Director's Report*

c. *Monthly Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *2021 Library Budget*

b. *Review Strategic Plan*

c. *Joint Library Board and Village Board Meeting*

6. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to adjourn at 6:07

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

Tuesday, July 21, 2020 - 10:00 AM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 10:00 a.m. the E.D. Locke Public Library, meeting room 103.

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

4. INFORMATION ITEMS

a. *Presentation from EUA*

Representatives from the architectural firm EUA presented a proposal for long range planning and a space needs study.

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

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

Motion by Library Trustee Ken Matchan, second by Village Trustee Mike Flaherty, to enter into Closed Session pursuant to Wis. Stats. §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to address a contract for Architectural Services. Motion carries 5 - 0 - 0 by acclamation at 11:55 a.m

b. *Discussion and action to reconvene into Open Session from Closed Session.*

Motion by Library Trustee Ken Machtan, second by Library Trustee Karin Mandli, to enter back into Open Session from Closed Session at 12:47 p.m. Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to adjourn at 12:48

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

Wednesday, July 22, 2020 - 10:00 AM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 10:00 a.m. the E.D. Locke Public Library, meeting room 103.

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

4. INFORMATION ITEMS

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Presentation from HGA regarding their architectural and planning services.

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

Motion by Library Trustee Ken Machtan, second by Library Trustee Karin Mandli, to enter into Closed Session pursuant to Wis. Stats. §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a contract for Architecture Services. Motion carries 6 - 0 - 0 by acclamation at 12:10 p.m.

b. *Discussion and action to reconvene into Open Session from Closed Session.*

Motion by Library Trustee Ken Machtan, second by Village Trustee Mike Flaherty, to enter back into Open Session from Closed Session at 1:06 p.m. Motion carries 6 - 0 - 0 by acclamation

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

Motion by Ken Machtan, second by Evan Richards, to table action to select an architectural firm for long range planning and a space needs study until the August 3, 2020 meeting. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Evan Richards, second by Village Trustee Michael Flaherty, to adjourn at 1:08

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, August 3, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the July 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 Invoices - July

E. D. Locke Public Library

Row Labels	Sum of Amount	Description
ALLIANT ENERGY	$2,319.93	Utilities
AMAZON CAPITAL SERVICES	$4,066.28	Books, CDs, DVDs, & Supplies
ARAMARK	-$52.63	Matt Rental Credit
BAKER & TAYLOR BOOKS	$3,058.61	Books
Cardmember Services	$522.55	Visa Bill
CORPORATE BUSINESS SYSTEMS	$407.88	Copier Lease
DEMCO	$129.03	Library Supplies
EBI INC	$624.00	Acrylic Shield
EMBASSY CONTROLS	$577.50	HVAC repair
ENVIRONMENT CONTROL	$1,929.00	Janitorial Services
FIRST SUPPLY LLC MADISON	$736.48	Plumbing Supplies
FRIENDS OF THE MCFARLAND LIBRARY	$30.00	Credit Card payment
HARKER HEATING & COOLING	$1,967.00	HVAC spring maintenance
JESTER PUPPETS	$75.00	Library Program
KARLS, DUSTIN	$270.00	Library Program
McFarland True Value	$186.31	Library Supplies
MENARDS - MONONA	$327.00	Library Supplies
MICROMARKETING LLC	$158.96	Audio Books
TDS	$45.07	Phone Bill
VIKING ELECTRIC SUPPLY	$491.18	Electrical Supplies
(blank)		
Grand Total	$17,869.15	

Trust Fund Invoices **NONE**

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 3, 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 Actual	July 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%	58%	$ 7,875.00
Miscellaneous Revenue		$ -	$ -	$ -	$ -	$ -	$ -			
Interest		$ 10,000	$ 290.95	$ 210.06	$ 123.81	$ -	$ 2,846.21	28.46%	58%	
Library Fees		$ 5,000	$ -	$ -	$ -	$ -	$ 998.85	19.98%	58%	$ 2,916.67
		$ 903,500.00	**$ 290.95**	**$ 304,922.06**	**$ 517.29**	**$ -**	$ 889,376.16	**98.44%**		
Expenditures							$ -			
Salaries	110	$333,750.00	$ 26,461.73	$ 27,184.45	$ 27,339.95	$ 27,168.38	$191,024.14	57.24%	58%	$ 194,687.50
Part-time	120	$164,750	$ 10,284.62	$ 8,151.75	$ 8,898.67	$ 9,351.07	$69,594.50	42.24%	58%	$ 96,104.17
Health Insurance	130	$87,000	$ 6,593.92	$ -	$ 6,593.92	$ 6,593.92	$46,157.44	53.05%	58%	
Retirement	131	$29,500	$ 2,163.76	$ 2,013.02	$ 2,080.35	$ 2,083.53	$15,904.20	53.91%	58%	$ 17,208.33
SS/Medicare	132	$39,000	$ 2,646.97	$ 2,631.02	$ 2,595.55	$ 2,638.38	$19,790.49	50.74%	58%	
Other Benefits	135	$2,500	$ 96.54	$ 85.14	$ 78.38	$ 66.98	$616.66	24.67%	58%	
Wage Adjustment	140	$ 10,750	$ -	$ -	$ -	$ -	$0.00	0.00%	58%	$ 6,270.83
Expense Reimbursement	141	$ 500	$ -	$ -	$ -	$ -	$0.00			
Total Personnel		**$667,750.00**	**$48,247.54**	**$40,065.38**	**$47,586.82**	**$47,902.26**	**$343,087.43**	**51.38%**	58%	**$ 389,520.83**
Support Services	210	$ 28,750	$ 701.45	$ 1,929.00	$ 1,929.00	$ 1,929.00	$ 10,872.30	37.82%	58%	$ 16,770.83
Consulting Services	211	$ 45,000	$ -	$ -	$ -	$ -	$ 44,611.96	99.14%	58%	$ 26,250.00
Utilities	220	$ 28,000	$1,569.76	$1,531.62	$ 2,288.14	$2,319.93	$ 13,859.33	49.50%	58%	$ 16,333.33
Communication	221	$ 1,000	$197.81	$110.79	$ 167.84	$95.07	$ 840.98	84.10%	58%	$ 583.33
Equipment Maintenance	240	$ 9,000	$ 250.10	$181.01	$ 247.88	$386.88	$ 4,557.44	50.64%	58%	$ 5,250.00
Facility Maintenance	242	$ 16,000	$ 819.06	$5,163.07	$ 2,470.81	$6,013.64	$ 19,037.14	118.98%	58%	$ 9,333.33
Total Services		**$ 127,750.00**	**$ 3,538.18**	**$ 8,915.49**	**$ 7,103.67**	**$ 10,744.52**	**$ 93,779.15**	**73.41%**	58%	**$ 74,520.83**
Office Supplies	310	$ 9,000	$ -	$ 1,395.92	$ 1,185.64	$ 212.42	$ 4,298.56	47.76%	58%	$ 5,250.00
Postage	311	$ 250	$ -	$ -	$ -	$ -	$ 31.49	12.60%	58%	$ 145.83
Dues	320	$ 500	$ -	$ -	$ -	$ -	$ -	0.00%	58%	$ 291.67
Meeting Expenses	330	$ 1,000	$ -		$ -	$ -	$ 166.51	16.65%	58%	$ 583.33
Training Expenses	331	$ 2,750	$ 42.90	$ -	$ -	$ -	$ 1,894.76	68.90%	58%	$ 1,604.17
Operating Supplies	340	$ 5,500	$ -	$ -	$ 75.00	$ -	$ 747.90	13.60%	58%	$ 3,208.33
Technology	342	$ 13,750	$ 521.20	$ 23,268.32	$ 170.34	$ -	$ 35,361.04	257.17%	58%	$ 8,020.83
Collection - Print	344	$ 55,000	$ 4,237.38	$ 1,718.39	$ 746.71	$ 3,058.61	$ 25,576.35	46.50%	58%	$ 32,083.33
Collection - AV	345	$ 12,500	$ 644.70	$ 287.22	$ 432.65	$ 355.16	$ 3,028.52	24.23%	58%	$ 7,291.67
Library Miscellaneous	390	$ 250	$ -	$ -	$ -	$ -	$ -		58%	
Programming	391	$ 8,000	$ 47.72	$ 98.07	$ 1,857.83	$ (205.00)	$ 3,462.89	43.29%	58%	$ 4,666.67
Other Total		**$ 108,500.00**	**$ 5,493.90**	**$ 26,767.92**	**$ 4,468.17**	**$ 3,421.19**	$ 74,568.02	**68.73%**	58%	**$ 63,291.67**
Total Budget		**$ 904,000.00**	**$ 57,279.62**	**$ 75,748.79**	**$ 59,158.66**	**$ 62,067.97**	**$ 511,434.60**	**56.57%**	58%	**$ 527,333.33**

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 3, 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 July 2020

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

July Highlights

- **Village News -** Mike Flaherty will give an update
- **Endowment –** The committee has not met. The current balance as of June 30, 2020 is $123,322.41
- **Friends** – The Friends meeting for July was cancelled.
- **Systems Report** –
    - The system directors met via Zoom in July. The budgets for library technology, library software, and delivery service were voted on. With the budgets increasing by small amounts (about 3%).
    - Mobile app committee finished their work exploring library apps. The recommendation goes to the ILS committee in August. The new app is expected to be released in August and will have many new features.
- **Facility Management**
    - **HVAC –**
        - There was a pin hole leak in one of the solder joints. No one knows what would have caused it but it has been repaired.
        - The screens around the condenser for the AC in the main part of the building got very dirty and the air shut off. Harker came out and cleaned the screens and checked the equipment. We will be monitoring the screens more closely and have put checking them regularly into our maintenance plan.
    - **Plumbing**- We are currently working on hot water heater maintenance. The water heater needs to be drained and de-limed, and components checked. We're waiting on the de-liming agent which is on back order.
- **Curbside Delivery Scheduling Software –** I am coordinating a purchase of Curbside Delivery Scheduling software for 9 nine libraries. When patrons have materials available for pickup, they will be able to schedule their pickup time through their library's website. We're hoping to start implantation the week of August 3.
- **Staff Furlough –** two of the part-time Shelvers have been put on unpaid furlough. The effective date for the furloughs was July 17th.

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** –
    - **Book drop setup – The new book drop is setup and ready to go.**
    - **Acrylic shield –** The new acrylic shield for the express library is assemble and ready to go. PW also hung acrylic around the work areas of the circulation test.
    - **Changing Material Quarantine Times – T**he REALM project announced the results of their round 2 tests and recommended a 96 hr quarantine for all items after traces of the virus were found in items that were stacked. We've adjusted our workflow to accommodate the longer quarantine.

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Technical Services (Amy Lawrence)

- Assisted with updating website and social media with Covid-19 related changes, information, and expanded online resources
- Monthly and special newsletters (August 1 due dates/holds expiring, fine free)
- Monitoring and ordering supplies as needed, including COVID-19 supplies
- Testing new self-check machines
- Working on new Drupal website
- Assisting in planning and preparing for express service, computer access
- Assisting with curbside pickup appointment scheduling and other patron reference questions
- Covering some of Kelly's duties over vacation: guiding circ/shelver priorities, fulfilling web card account requests, checking/approving timesheets
- Researching needlepoint bipolar ionization technology
- Attended meeting with Laetitia Hollard to address EDI initiatives at the library
- Added EDI page/statement to website
- Assisting with training Tracy in various duties (taking materials out of new collections, check in/pick list questions)

Youth Services highlights (Heather Kent)

Storytime:

Storytimes have continued through the month of July. We offer Monday Virtual Storytime, Tuesday Virtual Baby Bounce, and Saturday Virtual Storytime. Views and reach of these storytimes has been high with quite a few people re-watching these as well as people that are far away tuning in to watch. One patron emailed and stated that her granddaughter, who lives out of state, has really enjoyed watching the storytime programs and doing the projects during the week. She would bring her granddaughter to storytime when they visited but now she can have access from far away too.

This schedule will continue through the month of August – which is a change. Typically storytime takes a break in August, but since it is virtual it was decided to keep them going all summer. If a day needs to be taken off, they can be pre-recorded. Publishers are already giving rights through the end of the year to use their materials, which is great. In the fall we will keep the schedule the same although Heather is toying with bringing back a PJ storytime.

Summer Programming:

Monday through Friday chapter a day book club has been airing at noon. Typically there are around 24-40 views on the first day of these being posted. These are pre-recorded chapter readings. For July we read One Crazy Summer by Rita Williams Garcia and The Girl Who Drank the Moon by Kelly Barnhill.

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 July the challenges included: Marshmallow Catapults, Lego Cars, Domino Chains, and Paper Architecture.

Wednesday, July 1st we hosted a virtual dance party instead of hosting a performer that week. Because of 4th of July, we typically have a movie that week anyway. It was a fun half hour of music that kids could get up and dance to.

Thursday afternoons we have posted performer video's on Facebook and the Library website. These are performers that were booked for in-person performances. This month featured musician Randy Peterson, Fox and Branch, and Jester Puppets. Our final family performance is actually a video montage I am creating of Puppet Club submissions.

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

Summer Reading numbers are lower this year, as expected, but we do have 508 people registered – 381 of which are children and teens. Talking with other librarians, everyone is seeing a drop in both registration and engagement.

Other

Youth Services Librarians have been meeting on zoom to talk about both the summer programs and what programming options are like in the fall. At the July 29th meeting a representative from the DPI came in to talk about collaborations between schools and the libraries in the fall.

Heather has been in contact with Melissa Pfohl, director of teaching and learning for the MCF School District, to try and coordinate with the schools for the fall. The goal is to optimize how the library helps the schools with the fall. They have not decided on what the school year will look like yet – discussing a virtual start vs a hybrid model of schooling. One thing that they are looking at is having the school social worker and Heather work together to get materials in to the hands of children/families that may not have the skills/resources to navigate book bundle requests, etc… Since the barrier of fines has been removed, this is a great new door that is opening up for these families.

Fall planning is in full swing at the moment and Heather is planning some fun programming including offering a Zumbini class this year. It is a learning through music program (similar to Kindermusic) for children ages 0-4. She attended an all-day class on July 17th to be trained in the class materials and completed the licensing program that weekend online. As a bonus, she was also trained in how to adjust the programming to schools. She is also working on certification to teach Zumba for kids which may be a good virtual option for kids who are having virtual learning burn out.

Teen Services (Abby Seymour)

- This month was full of summer programming for teens! I've gotten great feedback from several parents who all told me that they appreciated the library giving their teens an opportunity every day for structure and socialization. These programs being done virtually is still not ideal but we are still making it work and the teens have gotten used to the new rhythm of summer library programming.
- The weekly programs begin with Scribe Tribe on Mondays. That has been one of my most consistent groups, as well as my most creative! Each week we tackle a different aspect of writing. We've done an exercise that helped the teens create more interesting characters by filling out a Q&A about that character. When talking about settings, I gave them a list of unique places around the world and that place became their setting for the story that day. Many of the teens are interested in graphic novels so during one session they were encouraged to use storyboards to think about the plot of their novels. After their free writing time, each member is encouraged (but never required) to share their work. Each and every time, I am blown away by their creativity.
- Gamer Day on Tuesdays has also found a steady group. The Dungeons and Dragons group consists of four teens, led by a librarian from the Verona Public Library who is their energetic leader. No participant has missed a week and even when we had to reschedule once due to technology issues, the teens bent over backwards to make the new date work because they all said they didn't want to miss it. Part of the game is creating a character that you play in the game and the teens once again prove their creativity in this way. Many of them have spent time outside of the sessions writing a backstory for the made-up character and some have even sketched out what their character looks like. As for the other part of Gamer Day, the virtual board games and card games, we have been figuring out which games work the best virtually. So far a game called Codenames has been enjoyed by all and we have found that Battleship works just as well over the computer as it does in person.
- Wednesdays bring around Crafternoon. The sessions alternate weekly between a structured craft (with the teens being given instructions and a supply list ahead of time) and unstructured "creative space". Of the planned crafts, so far learning how to finger knit was a big hit. One teen kept it up after the session was over and excitedly

showed me her creations the following week. I was looking forward to a Bob Ross-style painting program but unfortunately had no participants. I made many suggestions of how to adapt supplies around the house for this craft but still had no takers. The teens also enjoy the "creative space" days when they can color or draw while chatting with one another.

- The last teen program of the week is Teen Thursdays which is a general big activity day. The first Teen Thursday event was a Netflix Party where teens could watch a movie together by adding a browser extension onto Netflix. Name That Tune was a big hit and teens were certainly up for the challenge of trying to guess short clips of songs. They were especially good at the Disney category! The week we played Mafia is one for the books. Mafia is a popular camp game that I adapted to be played over Zoom. It is a murder mystery game that involves the teens working together in their different roles to solve a crime. They enjoyed it so much that they begged to play it during the next Crafternoon. Following that was an Escape Room program which involves challenging problem solving. The month ends with Fandom Debates where teens have to defend their options on certain pop culture topics.
- In between all the programming, I am doing everything I can to put books in teens' hands. There have been steady requests for YA Book Bundles which involves the patron filling out a short survey (age, favorite genre, etc.) and based on their answers, I compile a list of books I think they will enjoy. This really tests my readers advisory skills to a whole new level!

Adult Services Highlights (Ann Engler)

- Social Media: As of July 28, we have 699 Instagram followers (+12) and 836 Twitter followers (+2). I continue to post at least once a day on each platform during the week.
- Book Bundles: I've had 18 book bundle requests in July. Putting these together has been a great way for me to get even more familiar with our collection, as well as giving me a glimpse into what types of books are popular with our patrons (at least, the ones who are requesting bundles).
- Programming: I arranged for a professional organizer to share her 9 Tips to Eliminate Clutter YouTube video (the video was a private link that was available for a week). It got 17 views. The Introvert Book Club had two participants. It was a lively and fun discussion. I have a Zoom trivia scheduled for the 31.
- I am struggling to get anyone to sign up for programming. I'm trying some new offerings in August, but this remains a challenge. With so many people working remotely while trying to balance online learning, I suspect many people simply do not want to face another Zoom meeting, so I'll have to find the right hook and/or work on other creative ways to engage patrons. At least one presenter next month agreed to have his presentation recorded for YouTube, so people will be able to watch at their leisure.
- I continue to offer mini-trivia games on Fridays via the free version of Crowdpurr. They have a small but loyal group of players.
- Miscellaneous: I answered five patron questions via email. I did a one-on-one training on Reference USA with a local small business owner, who enjoyed it enough that she facilitated me being scheduled to present to the McFarland Chamber of Commerce via Zoom on August 11. This will be a great way to connect our services with local businesses, as well as to hear about what they'd like to see us offer.
- I covered two shifts at the library, one answering the phone and checking in books, and one doing curbside pickup. It was great to see everyone (well, from the mask up) and it was an excellent insight into what my circulation coworkers do.

Circulation Services Highlights (Kelly Heasty)

CURBSIDE DELIVERY ON-GOING

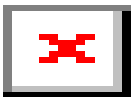
- Doubled appointments per day as volume picked up, particularly in the early part of the month.
- Reorganized holds shelf several times as curbside pickup volume increased and to make way for possibility of transferring some shelving into express library.

NEW PATRONS - Issued 4 WEB only cards + three full service cards, where specifically requested & where I was able to verify address. (through 7/23)

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: 60 (through 7/23)
- Curbside pick-up numbers: Through 7/23=1130

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 3, 2020**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Monthly Report**

PREVIOUS ACTION:

ISSUE SUMMARY:
Updated statistics for July will be provided at the meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 3, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Beyond the Page Ripple Project**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Memorandum of Mutual Accountability

Memorandum of Mutual Accountability: Ripple Project

Dane County generates and maintains some of the starkest racial disparities in the nation across every indicator of well-being, as outlined in the 2013 Race to Equity Report. Libraries, due to their public service role and connection to local government, are uniquely situated to support more equitable, inclusive and just communities.

In collaboration with Beyond the Page, Dane County libraries agree to participate in ongoing internal work to root out racism and white supremacy on both individual and institutional levels. This internal work will support the external work of diversifying Beyond the Page programming and engaging the public in meaningful conversations about race and justice, as well as creating more welcoming, inclusive and equitable libraries. This collaboration will launch under the name Ripple Project in fall of 2020.

Below is an outline of initial commitments, with the understanding that the pursuit of racial equity and social justice has no end date and our shared goal is to generate meaningful shifts in culture, policy and practice at every level of Dane County libraries. This will require ongoing assessment and correction moving forwards.

Phase 1: Assessing organizational culture (in partnership with Cream City Conservation & Consulting)

- Equity Audit
    - To be completed by library leadership (fall 2020)
- D& I Organizational & Individual Assessment
    - To be completed by all staff (fall 2020)
- Inclusion Survey
    - To be completed by all staff (fall 2020)

Phase 2: Form regional equity teams

- 1-2 staff from each library committing 1-3 hours per week for a 2 year term
- **Northwest:** Black Earth, Cross Plains, Mazomanie, Middleton, Waunakee, Madison rep*, DCL rep*
- **Southwest:** Belleville, Fitchburg, Mount Horeb, Verona, Madison rep*, DCL rep*
- **Northeast:** Cambridge, Deerfield, DeForest, Marshall, Sun Prairie, Madison rep*, DCL rep*
- **Southeast:** McFarland, Monona, Oregon, Stoughton, Madison rep*, DCL rep*

Phase 3: Foundational workshops (in partnership with Cream City Conservation & Consulting)

- 2 full-day trainings (2-5 staff per library)
- Training on recruitment, hiring and retention practices for directors/hiring managers (Nov 2020 in partnership with South Central Library System)

Phase 4: Support ongoing work of regional equity teams

- Beyond the Page will designate ongoing funding (minimum of $5000/year) to support equity teams
- Libraries will continue to participate, replacing staff representatives as needed
- Library leadership will work to support the recommendations of equity teams which may include:
    - Ongoing professional development opportunities for staff
    - Changes to library policies/practices
    - Changes to recruitment, hiring and retention policies/practices

Signature page

I _____, Director of _____ Library, support the Ripple Project Memorandum of Mutual Accountability.

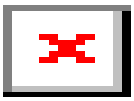
_____

Signature Date

I, the President of the Board of _____ Library, support the Ripple Project Memorandum of Mutual Accountability.

_____

Signature Date



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 3, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **September Library Board 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, August 3, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

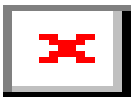
FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 3, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Discussion and action to reconvene into Open Session from Closed Session.**

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, August 3, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Discussion and action to select an architectural firm for long range planning and a space needs study.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None