VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Wednesday, November 4, 2020 **5:15 PM** **McFarland 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:
https://us02web.zoom.us/j/87391059495

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

Webinar ID: 873 9105 9495

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 October 5, 2020 Library Board meeting
   b. Approval of the October 2020 general fund 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. Shelver Job Description
   b. Shelver II Job Description
   c. Director's Performance Evaluation

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: **Wednesday, November 4, 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 OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 2020**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft Minutes of the October 5, 2020 Library Board meeting**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 9c7a22b49a

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, October 5, 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 meeting room.

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

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the September 8 meetings.*
Motion by Evan Richards, second by Ken Machtan, to approve the minutes of the September 8 meetings. Motion carries 6 - 0 - 0 by acclamation.

b. *Motion to approve the September 2020 general fund and trust fund bills.*
Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to approve Motion to approve the September 2020 general fund and trust fund bills in the amount of $32,440.70. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *2020 Budget Update*

b. *Director's Report*

c. *Monthly Statistics Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Outdoor camera quote*
Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to approve Outdoor camera quote in the amount of $1,623.00 Motion carries 6 - 0 - 0 by acclamation.

b. *2021 Closed Dates*

Motion by Village Trustee Michael Flaherty, second by Karin Mandli, to approve the 2021 Closed Dates Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Karin Mandli, to adjourn at 5:50

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

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the October 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 October Invoices (2)

October 2020 Invoices

Vendor	Description	Sum of Amount
ALLIANT ENERGY		$1,633.99
AMAZON CAPITAL SERVICES	Books	$46.91
	CD/DVD	$58.33
	Curbside Supplies	$229.84
	Program Supplies	$143.95
AMAZON CAPITAL SERVICES Total		$479.03
AVANT GARDENING & LANDSCAPING	Landscaping Cleanup	$942.96
AVANT GARDENING & LANDSCAPING Total		$942.96
BAKER & TAYLOR BOOKS	Books	$6,480.94
BAKER & TAYLOR BOOKS Total		$6,480.94
BEYOND THE PAGE	Books	$59.50
BEYOND THE PAGE Total		$59.50
BIG RIVER MAGAZINE	Magazine Subscription	$36.00
BIG RIVER MAGAZINE Total		$36.00
CORK & BOTTLE STRING BAND, LLC	NYE Performance	$300.00
CORK & BOTTLE STRING BAND, LLC Total		$300.00
CORPORATE BUSINESS SYSTEMS	Copier Lease	$292.79
CORPORATE BUSINESS SYSTEMS Total		$292.79
DEMCO INC	Library Supplies	$99.87
DEMCO INC Total		$99.87
ENVIRONMENT CONTROL	Janitorial Services	$1,929.00
ENVIRONMENT CONTROL Total		$1,929.00
EUA	Consulting Services	$2,998.00
EUA Total		$2,998.00
FERGUSON ENTERPRISES	Plumbing Supplies	$55.27
FERGUSON ENTERPRISES Total		$55.27
HARKER HEATING & COOLING	HVAC Repair/Maintenance	$2,433.60
HARKER HEATING & COOLING Total		$2,433.60
JFTCO, INC	Lift Rental	$561.50
JFTCO, INC Total		$561.50

LANDAU, DAVID	NYE Performance	$150.00
LANDAU, DAVID Total		$150.00
LIBRARY FURNITURE INTERNATIONA, INC	Mobile Shelving	$4,287.50
LIBRARY FURNITURE INTERNATIONA, INC Total		$4,287.50
MCFARLAND TRUE VALUE		$270.47
ORIENTAL TRADING CO	Program Supplies	$112.47
ORIENTAL TRADING CO Total		$112.47
PREMIER PAINT & WALLPAPER	Paint Supplies	$234.33
PREMIER PAINT & WALLPAPER Total		$234.33
RICE, JIM	Speakers Fee	$300.00
RICE, JIM Total		$300.00
SERGENIAN'S FLOOR COVERINGS	Carpet Repair	$545.00
SERGENIAN'S FLOOR COVERINGS Total		$545.00
SOUTH CENTRAL LIBRARY SYS	Curbside Software	$499.00
	Database Connection Fee	$600.00
	Library Supplies	$252.97
	PCs & Monitors	$3,753.07
SOUTH CENTRAL LIBRARY SYS Total		$5,105.04
STRUTZ, CURT	Speakers Fee	$300.00
STRUTZ, CURT Total		$300.00
SUN PRAIRIE LIBRARY	Lost Book Payment	$25.00
SUN PRAIRIE LIBRARY Total		$25.00
TDS	Phone bill	$45.07
TDS Total		$45.07
Grand Total		$29,677.33

Trust Fund		
Vendor	Description	Amount
Madison Community Foundation	Endowmnent Donations	$580.00
Village of McFarland	Check Printing Reimbursement	$31.42
		$611.42

Total all invoices **$30,288.75**

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 2020**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2020 Budget Update**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Budget Update

2020 Budget Update

REVENUES									
		Budget Amount	August Actual	September Actual	October Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		$ 575,750.00	$ -		$ -	$ 575,750.00	100.00%		
County Library Aids		$ 305,500.00	$ -		$ -	$ 307,703.00	100.72%		
State - COVID 19 Grants			$ 26,707.91		$ -	$ 26,707.91			
Library Fines		$ 7,250	$ -	$ 116.94	$ -	$ 2,195.04	30.28%	83%	$ 11,250.00
Miscellaneous Revenue		$ -	$ -		$ -	$ -			
Interest		$ 10,000	$ 61.34	$ 56.99	$ -	$ 3,034.88	30.35%	83%	
Library Fees		$ 5,000	$ -	$ 1.50	$ -	$ 1,000.35	20.01%	83%	$ 4,166.67
		$ 903,500.00	**$ 26,769.25**	**$ 175.43**	**$ -**	$ 916,320.84	**101.42%**		
Expenditures						$ -			
Salaries	110	$333,750.00	$ 42,698.39	$ 25,813.74	$ 24,954.20	$284,490.47	85.24%	83%	$ 278,125.00
Part-time	120	$164,750	$ 12,515.27	$ 7,602.41	$ 8,475.06	$98,187.24	59.60%	83%	$ 137,291.67
Health Insurance	130	$87,000	$ 12,528.32	$ 6,264.16	$ -	$64,949.92	74.66%	83%	
Retirement	131	$29,500	$ 3,117.33	$ 1,971.18	$ 2,021.63	$23,014.34	78.01%	83%	$ 24,583.33
SS/Medicare	132	$39,000	$ 4,021.27	$ 2,423.35	$ 2,489.67	$28,724.78	73.65%	83%	
Other Benefits	135	$2,500	$ 62.14	$ 94.06	$ 62.14	$835.00	33.40%	83%	
Wage Adjustment	140	$ 10,750	$ -	$ -		$0.00	0.00%	83%	$ 8,958.33
Expense Reimbursement	141	$ 500	$ -	$ -		$0.00			
Total Personnel		**$667,750.00**	**$74,942.72**	**$44,168.90**	**$38,002.70**	**$500,201.75**	**74.91%**	83%	**$ 556,458.33**
Support Services	210	$ 28,750	$ 1,929.00	$ 1,889.00	$ 1,929.00	$ 16,619.30	57.81%	83%	$ 23,958.33
Consulting Services	211	$ 45,000	$ -	$ 4,529.12	$ -	$ 49,141.08	109.20%	83%	$ 37,500.00
Utilities	220	$ 28,000	$2,557.57	$1,923.16	$1,633.99	$ 19,974.05	71.34%	83%	$ 23,333.33
Communication	221	$ 1,000	$208.96	$158.45	$45.07	$ 1,316.84	131.68%	83%	$ 833.33
Equipment Maintenance	240	$ 9,000	-$48.54	$292.79	$1,085.26	$ 5,886.95	65.41%	83%	$ 7,500.00
Facility Maintenance	242	$ 16,000	$1,728.37	$2,870.32	$4,203.74	$ 34,698.06	216.86%	83%	$ 13,333.33
Total Services		**$ 127,750.00**	**$ 6,375.36**	**$ 11,662.84**	**$ 8,897.06**	**$ 127,636.28**	**99.91%**	83%	**$ 106,458.33**
Office Supplies	310	$ 9,000	$ 220.39	$ 182.70	$ 99.87	$ 4,978.83	55.32%	83%	$ 7,500.00
Postage	311	$ 250	$ -	$ 70.43	$ -	$ 101.92	40.77%	83%	$ 208.33
Dues	320	$ 500	$ -	$ -		$ -	0.00%	83%	$ 416.67
Meeting Expenses	330	$ 1,000	$ -	$ 16.96		$ 183.47	18.35%	83%	$ 833.33
Training Expenses	331	$ 2,750	$ -	$ 623.00		$ 2,517.76	91.55%	83%	$ 2,291.67
Operating Supplies	340	$ 5,500	$ 1,366.32	$ 71.92		$ 2,186.14	39.75%	83%	$ 4,583.33
Technology	342	$ 13,750	$ 1,000.00	$ 10,938.73	$ 2,449.00	$ 49,868.77	362.68%	83%	$ 11,458.33
Collection - Print	344	$ 55,000	$ 3,784.55	$ 9,532.53	$ 1,265.76	$ 40,807.77	74.20%	83%	$ 45,833.33
Collection - AV	345	$ 12,500	$ 527.29	$ 572.52	$ 43.94	$ 4,172.27	33.38%	83%	$ 10,416.67
Library Miscellaneous	390	$ 250	$ -	$ -	$ 4,287.50	$ 4,287.50		83%	
Programming	391	$ 8,000	$ 351.33	$ 1,613.76	$ 443.95	$ 5,939.18	74.24%	83%	$ 6,666.67
Other Total		**$ 108,500.00**	**$ 7,249.88**	**$ 23,622.55**	**$ 8,590.02**	$ 115,043.61	**106.03%**	83%	**$ 90,416.67**
Total Budget		**$904,000.00**	**$ 88,567.96**	**$ 79,454.29**	**$ 55,489.78**	**$ 742,881.64**	**82.18%**	83%	**$ 753,333.33**

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 2020**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's Report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report October 2020
2. VB October highlights

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

October Highlights

- **Village News -** Mike Flaherty will give an update
- **Endowment –** The committee has not met. The current balance as of September 30, 2020 is $130,365.08
- **Friends** –
  - The Friends meeting for October was held over Zoom. We did an overview on how library service has changed and discussed plans for 2021.
  - Staci Fritz has agreed to be the liaison to the Friends board from the Library board.
  - Due to the size of the book sale room, it looks very likely that the Friends will not be able to hold a book sale in 2021. We're looking at ways to clear the room by sending books to 3rd party sellers like Baker and Taylor or Thrift Books. The library will then be able to use the space for storage or quarantining.
  - The Friends discussed selling bookbags and masks as a fundraiser. Staci Fritz is helping us to work on a design.
- **Systems Report** –
  - Delivery is now up to 5 days a week. We are able to fill holds for patrons quicker.
  - There has been some pushback on the need to quarantine for 4 days and delivery is discussing going to 24 hours.
- **Facility Management**
  - **HVAC –**
    - The yearly chemical analysis of the boiler water was completed. Everything looks good.
  - **Plumbing**- The touchless faucets and flush valves have been installed.
  - **Painting –** while we've been closed, Public Works has been in and removed the shelving from the curved wall in the Children's area and repainted. The upper area of the wall has been painted purple.
  - **Winter Prep –**
    - **I have scheduled a meeting with Public Works to discuss snow removal, landscape cleanup and tree trimming.**
    - We are adding some coat hooks, rain ponchos, and umbrellas to the curbside delivery area to make it easier for staff to deliver items in inclement weather.
- **Long Range & Space Needs Planning Committee** – The community survey went live October 26th. As of October 29, 178 people have filled it out.
- **COVID related updates** –
  - Reopening plan update - EAU has helped me to calculate the square footage of sections of our building so that I can calculate capacity for our reopening plans.
  - The library system in Oregon state recommended to their libraries that they need only quarantine items for 24 hours. DPI has followed that recommendation and said that 24 hours is all that is needed. An epidemiologist in Oregon said that the amount of virus used in the REALM study was excessive and that the virus is transferred through aerosols and not surfaces. The REALM project study replied that the amount of virus projected in a sneeze or cough has not been studied and also the amount of virus needed to get sick hasn't been studied. Because of these uncertainties, the rising cases in our area, and all of the publicity we've done to let our patrons know that items have been quarantined, we've decided to keep our quarantine time to 4 days and revisit the issue as more information becomes available.
  - Curbside Winter prep – we've added coat hooks, rain ponchos, umbrellas and boot trays near the delivery entrance where we do curbside delivery. We've also worked with Public Works on a snow removal plan to keep the entrance and walkway as clear as possible throughout the winter. The Circulation staff is working on rewriting the curbside delivery bookmark with reminders about curbside safety rules.
- **Mobile shelving** – The mobile shelving has been ordered and should be here by the end of November.
- **Print Management** – The print management software has been ordered. We're currently waiting on an installation date.
- **Highlights Magazine reading program** – We're working on setting up the Highlights magazine reading program and hope to roll it out by November 1st.

- **Press Reader** – Press Reader is now available. We're working to put together promotional pieces to let the public know.
- **Evaluations –** I have created a new form for staff evalautions this year. The new form is based on staff job descriptions. We feel this will make it easier to rate staff and also find areas where we may need to do more training.
- **Budget**
    - **Impact Fee Study –** Matt has added money to the 2021 Administrative budget for a library impact fee study. As it stands now the impact fees go towards paying off the debt for the existing building. That debt is almost paid off.

Youth Services highlights (Heather Kent)

Storytimes - continued through the month of October on Monday, Tuesday, Wednesday, and Saturday.

Fall Virtual Programming:

- Weekly craft kits continue to be very popular and are frequently paired with book bundle requests.
- Zumbini session 1 continued this month with around 18 people in attendance each week. This is the highlight of the week for Heather. The children are hilarious and have become comfortable with the distance programming.
- Zumba Kids Jr has continued on Mondays at 3:30pm on Zoom. Another fun time to be able to engage with kids. We even tackled an easy kid-friendly version of Thriller for Halloween week. Zumba Kids has had very low to no turnout at 3:30 on a Friday afternoon. It was decided to create pre-recorded classes that are available on Youtube (with a link as they cannot be listed due to music copyrights/Zumba licensing rules.) These have actually had good viewership.
- Tuesday, October 13th was the second meeting of the Time Warp Trio book club. We discussed the book "The Not So Jolly Roger", learned about pirates, and created pirate crafts.
- Tuesday, October 27th the Book Explorers club met to discuss Bunnicula and do crafts designed around this book.

Other

- The week of September 28th Heather attended the ARSL virtual conference. This conference offered different programming ideas.
- The Booktober Reading challenge, although nowhere near what the summer reading program, has been a successful way to engage readers during quarintine. Heather will look at other opportunities for reading programs in the winter to keep a connection with our readers.

Teen Services (Abby Seymour)

- As the season goes on, we moved deeper into the Fall programming for teens. This month was full of weekly programs for middle school and high school students.
- The Dungeons and Dragons program on Monday afternoons is going particularly well. As I said last month, the six available slots filled up fast and it's so much fun to play with a full group. The group is a mix between mostly younger middle school students but a few high school students as well. The word about the group spread far and wide, apparently, because not all the players live in McFarland. That is one of the advantages of having virtual programs!
- The second weekly program is the Scribe Tribe creative writing club. This program was a huge hit during the summer and I was excited to continue it. As it turns out, teens have too much school work to focus on and extra writing assignments aren't as appealing. There have only been two teens who have participated in Scribe Tribe this month. I will let this program run its course this Fall and then reevaluate next summer if it should continue.
- This month, I have added Craft To-Go bags as part of the weekly Wednesday program, Creative Space. I created a simple bag that had the craft supplies needed for the two group crafts for the month of October. One parent gave me some feedback and said it was really easy for her to pick up the bags for her kids while she was doing

Curbside Pickup. The first group craft was to make stress balls using balloons. The teens had supplies for two stress balls; the first one was filled with flour and the second was filled with squishy water beads. What I did was have everyone who signed up for the event pick up their Craft To-Go bags ahead of time from the library, then when they joined the Zoom call on the day of the event, I walked through the steps with them and we were able to make the craft together. The final craft of the month will be a Sushi Pom-Pom Bookmark. On the weeks where there isn't a group craft using the Craft To-Go supplies, teens are still welcome to join the Zoom call and do their own craft, like drawing or coloring.

- The Teen Hangout virtual program has certainly grown in numbers as the month has gone on. It started out slow with just two or three teens and the latest program had seven. On the first Thursday in October, the group took silly BuzzFeed quizzes. I compiled a list and we took the quizzes together. Quizzes ranged from what kind of candy you are, picking breakfast cereal to determine where you should go on vacation, and what poptarts you should eat based on your zodiac sign. Other programs included playing Jackbox Games, doing a bunch of funny MadLibs, and playing the spy vs. spy game called Codenames. The last Teen Hangout of the month will be Mafia, which is like a murder mystery game.
- While there is no program for teens on Fridays, I still try to produce content for teens on that day. I've been making a series of YouTube videos called "Feature Friday YA Book Recs" where I talk about a different young adult novel every week. I try to keep the videos short and sweet, hoping to inspire a reader to pick up a new title.

Adult Services Highlights (Ann Engler)

Continuing Education

I attended the Library Journal Virtual Summit on Oct 6, the Morning Book Buzz with Penguin Random House on Oct 7, a Virtual Group Engagement webinar on the 16th (which was geared more towards staff meetings than programming), our monthly librarian meeting, the SCLS Adult Services Check-In, and a Notable Books webinar. I'm also reading "Birds of All Feathers: Doing Diversity and Inclusion Right" to help me as I plan next year's programming.

Programming Highlights

- I offered a lot of virtual programming this month. Attendance varied, but some notable events were we hosted a Badger Talk as part of the Wisconsin Science Festival. The speaker was excellent and the recording is available on YouTube, and it was a great way to connect with people outside of the McFarland area since it's a statewide event. Another well attended and very well received event was Curt Strutz's Visiting the Beyond haunted places program. Numerous attendees stated how enjoyable and entertaining it was. Author and poet Quan Barry gave a virtual book talk, and author Christina Clancy will give one on the 29th. I hope to be able to expand author talks for Booktober 2021, but we'll have to see how things go, of course. Monthly craft kits remain popular.
- Stephanie Miller from the Com/Tech Dept ran some of our recorded programs on the McFarland Cable Channel, too. Although we can't count the number of views, it's another way to reach people in the community who may not be following our programming.
- With the holidays in November and December, as well as the spotty participation in virtual events, I am scaling back a bit for the rest of the year and using that time to plan for next year. Based on the Adult Services Check-In I attended, other librarians are doing the same. I am, however, very excited to be offering an adult Zumba class with our very own Miss Heather in December.

Technical Services (Amy Lawrence)

- Cataloging and processing new materials

    - Mending materials, handling damaged and parts missing items.
    - Assisted with updating website and social media with COVID-19 related changes, information, and expanded online resources

- Monthly and special newsletters
- Monitoring and ordering supplies as needed, including COVID-19 supplies
- Migrating Lucky Day copies to circulating record on titles with MCF patron holds
- Assisting in planning and preparing for express service, computer access
- Assisting with curbside pickup appointment scheduling, patron reference questions, and other circ duties as needed
- Proofreading programming flyers
- Launched and promoted new Drupal website
- Cybersecurity training videos
- Zoho Assist liaison for MCF - watched training video, set up and tested out software
- Set up webpage for future planning survey and promoted on social media
- Getting familiar with PressReader
- Diversity & Inclusion assessment (part of EDI training through Beyond the Page Ripple Project)

Circulation Services Highlights (Kelly Heasty)

CURBSIDE DELIVERY ON-GOING

- Made PSA video about Curbside service with Comm & Tech
- Increased appointments from two to three per 15 minute window
- Retooled the staff schedule so that it follows the same bi-monthly pattern, making it easier for staff to predict work schedule & when to request leave time.
- Updated all the curbside & circ procedures for limited library service.
- Contacted patrons that would have been submitted to UMS during October to remind them to return lost books. All of the reported patrons had items that had only recently been set to lost (timing due to due date no longer being adjusted for the pandemic).

PREP for COMPUTER APPOINTMENTS/COPY MACHINE APPTS/EXPRESS LIBRARY

- Delayed due to high numbers in Dane County again
- In the meantime: 6 print requests fulfilled via curbside service.

NEW PATRONS

- 13 requests for cards received: (as of 10/26)
- Issued 7 WEB only cards + 5 full service cards.
- The balance were address updates & renewals.

CUSTOMER SERVICE/PHONE ASSISTANCE DURING REDUCED STAFFING

- Book bundles: 44 (through 10/26 a.m.)
- 31 juv craft kits delivered, 4 book club kits, one Zumbini kit, 11 adult craft kits, 6 teen craft kits
- Curbside pick-up numbers: 1130 scheduled appointments (through 10/26/20)

BIBVATIONS AND CIRCULATION SERVICES:

- Delivery continues 5 days a week.
- Completed address changes for the 250 respondents who replied to our expired accounts survey emailed on 10/1/20

EDUCATION:

- Completed Ryan Dowd's seminar "COVID: How to deal with problem behaviours related to COVID-19". All Circ staff have also completed this webinar
- Watched SCLS "Password" safety course.
- Watched TigerWeb training video done by Madison Public Library
- Watched the SCLS Circulation Overview training
- Watched the SCLS Patron record & Registration training
- Watched training video from AllPaid (GovPayNet) on upgrade to CC/DC payment system.

---Heidi Cox, Library Director

E. D. Locke Public Library Highlights – November 2020

Public Communication

Figure 2 Merrick Mooney is looking forward to the library reopening.

Figure 1 One of our patrons donated some fall colored masks for staff.

- **Long Range & Space Needs Planning Committee** – The committee sent out a survey on library existing and future services. The survey will be open until November 9th.

- **COVID related updates** –
  - Painting- Public Works is painting the kids area. They recently finished painting the top area above the shelves and lighting purple.
  - Print Management Software – Partially paid for with a CARES grant through our library system, we will be able to offer printing from wireless devices or home PCs at the library. If someone needs to print something, they will be able to send it to the library and pick it up and pay for it through curbside delivery or pick it up in person when the building is reopened. The service will also work with the hardwired internet PCs that the library already has. This software will help patrons and staff social distance as well as minimize the amount of cash that they need to handle.

Virtual Programs

Figure 3 - The September & October take and make craft kits for kids. The bat is also a candy bag container for Halloween.

Figure 4- As a part of the Science Festval we hosted a Badger Talk on the Hibernators and their Microbes. The recording of this talk is available on our YouTube Channel.

Figure 5- Teens meet on zoom to play games and socialize. During the pandemic, this has become our fastest growing programs.

November Library Stats

- Checkouts:
- Curbside appointments:
- Unique users on wifi:
- Virtual program participation:
- Ebook & E-Audiobook checkouts:

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 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:
None

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Shelver Job Description**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Shelver October 2020Formated

Village of McFarland
Position Description
Shelver

Classification Title: Shelver | **Department: Library**
Reports To: Library Director and Library Assistant II | **FLSA: Nonexempt**
Date Revised: October 2020 | **Union: None**

POSITION SUMMARY –

Distinguishing Characteristics of the Class

This position is responsible for shelving, transporting and retrieving library materials and for assisting circulation desk staff with other assigned tasks.

Supervision Received

Works under the general supervision of the Library Assistant Director.

Supervision Exercised

None

DESCRIPTION OF WORK

Essential Duties and Responsibilities

Under minimal supervision, performs the following:

- Empties book drops.
- Accurately sorts, transports and shelves library materials.
- Shifts and straightens materials as necessary.
- Scans materials for accurate order, following assigned schedule (shelfreading).
- Searches for and retrieves materials.
- Provides directional information to patrons; refers non-directional questions to desk staff.
- Maintains neatness in public areas.
- Assists with light housekeeping and walkway maintenance.
- Assists with closing duties.
- Assists with training of new Shelvers as directed.
- Performs other related work as assigned by supervisors.

Equipment Used

Book trucks (carts) for transporting materials; stepstool.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels.

TECHNICAL REQUIREMENTS

Knowledge of

1. Thorough comprehension of alphabetical and numerical sequencing.
2. Excellent customer service manner and interpersonal skills.

Ability to

- Dependability, punctuality, good attendance and good work habits.
- Ability to work quickly and accurately
- Ability to set priorities to meet assignment deadlines.
- Ability to read and understand information.
- Ability to communicate well verbally and in writing with staff and patrons.
- Ability to adapt to frequent changes in the work environment.
- Carry out tasks with a minimum of direction and supervision.
- Accurately execute tasks requiring an exceptional level of detail.
- Standing and walking; very little sit down work.
- Physical agility and ability to bend, reach, lift, carry heavy materials and push heavy book carts.
- Good vision to read a variety of labels and written instructions.

GENERAL COMPETENCIES

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

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

- PLANNING AND ORGANIZATIONAL SKILLS: Establish systematic methods of

accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ABILITY TO COMPREHEND AND FOLLOWINSTRUCTIONS: Effectively follow verbal and written instructions from supervisor.
- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Minimum age of 16.
Previous work experience in retail, office or library preferred.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if

the work is similar, related, or a logical assignment to the position.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

_____ _____

Employee Signature Library Director Signature

Updated: 4/2014

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Shelver II Job Description**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Shelver 2 October 2020 Formated

Village of McFarland
Position Description
Shelver II

Classification Title: Shelver II | **Department: Library**
Reports To: Library Director and Library Assistant II | **FLSA: NonExempt**
Date Revised: October 2020

POSITION SUMMARY –

Distinguishing Characteristics of the Class

This position is responsible for shelving, transporting, retrieving library materials, assisting Circulation Desk staff with other assigned tasks and serving as a substitute for the Circulation Desk staff.

Supervision Received

Works under the general supervision of the Library Director and ~~Library Assistant II~~ Library Assistant Director

Supervision Exercised

None

DESCRIPTION OF WORK

Essential Duties and Responsibilities

Under minimal supervision, performs the following:

- Empties book drops.
- Accurately sorts, transports and shelves library materials.
- Shifts and straightens materials as necessary.
- Scans materials for accurate order, following assigned schedule (shelf-reading).
- Searches for and retrieves materials.
- Provides directional information to patrons; refers non-directional questions to desk staff.
- Maintains neatness in public areas.
- Assists with light housekeeping and walkway maintenance.
- Assists with training of new Shelvers as directed.
- Performs other related work as assigned by supervisors.
- Performs circulation desk procedures, such as checking materials in and out, processing holds and collecting fees.

Equipment Used

Book trucks (carts) for transporting materials; stepstool.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels.

TECHNICAL REQUIREMENTS

Knowledge:

1. Understand and effectively utilize technology.
2. Thorough comprehension of alphabetical and numerical sequencing.
3. Excellent customer service manner and interpersonal skills.
4. ~~Do~~ keyboarding, basic proficiency in MS Office applications, and filing
5. Understand and follow detailed written and verbal instructions.
6. Able to follow library procedures both written and verbal

Ability to:

- Understand library policies and procedures and apply them accurately to library operations.
- Maintain confidentiality of patron information.
- Dependability, punctuality, good attendance and good work habits.
- Ability to work quickly and accurately
- Ability to set priorities to meet assignment deadlines.
- Ability to read and understand information.
- Ability to communicate well verbally and in writing with staff and patrons.
- Ability to adapt to frequent changes in the work environment.
- Carry out tasks with a minimum of direction and supervision.
- Accurately execute tasks requiring an exceptional level of detail.
- Standing and walking; very little sit down work.
- Physical agility and ability to bend, reach, lift, carry heavy materials and push heavy book carts.
- Maintain and foster a cooperative and courteous working relationship with the public and peers.
- Good vision to read a variety of labels and written instructions.

GENERAL COMPETENCIES

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

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to

supervisor when necessary.

- PLANNING AND ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ABILITY TO COMPREHEND AND FOLLOWINSTRUCTIONS: Effectively follow verbal and written instructions from supervisor.
- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

DESIRED QUALIFICATIONS

Minimum age of 18.
Previous work experience in retail, office or library preferred.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

_____ _____

Employee Signature Library Director Signature

Updated: 4/2014

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Wednesday, November 4, 2020**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's Performance Evaluation**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. SurveyMonkey_271300042

E. D. LOCKE PUBLIC LIBRARY

Library Director Performance Survey

Thanks for taking your time to conduct the review.

1. **Works with the Library Board and Library Systems**

- Provides administrative support to the Board and attends all Board meetings.
- Assists in preparing agendas and arranges for minutes to be taken at Board meetings.
- Compiles and mails Board packets in advance of each meeting.
- Researches, compiles and distributes background materials for agenda items.
- Keeps the Board informed of issues and problems relating to the library, and presents options and recommendations for dealing with those issues.
- Assists and promotes continuing education of Board members, and orients new members.
- Prepares state annual report for review and approval by the Board.
- Participates in South Central Library System meetings, committees and training.
- Participates in Dane County librarian meetings and activities.
- Ensures that system contracts are signed and submitted on a timely basis.

- ◯ 4 - Excellent
- ◯ 3 - Very good
- ◯ 2 - Good
- ◯ 1- Needs Improvement

Comments

2. **Manages Public Services**

- Helps develop and oversee a variety of services designed to meet the needs of a diverse public, including the lending of a wide variety of materials to users of all ages, reference and information services, readers advisory, user instruction, public programming, provision of public meeting spaces and access to electronic information.

- Operates the library under a philosophy of service which puts the needs of library users first, and responds to those needs in a positive, helpful and friendly manner.

- Ensures library accessibility to everyone in the community, including individuals with various types of disabilities.

- 4- Excellent
- 3 - Very Good
- 2 - Good
- 1 - Needs Improvement

Comments

3. **Manages Collection Development & Technical Services**

- Selects or directs the selection of a collection of library materials that meets the needs of a diverse public, based on a collection development policy approved by the Board.

- Reviews collection development policy regularly to make sure it is consistent with current practice and otherwise up-to-date.

- Oversees and participates in the acquisition, processing and cataloging of library materials.

- Oversees and participates in the circulation of library materials, using a shared automation system.

- Oversees the sharing of materials with other libraries in the shared system and in the state through outer-library loan.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

4. **Manages Library Technology**

- Manages the library's website.
- Assists the Board in developing technology plans.
- Supervises replacement of computers on a scheduled basis and other equipment as needed.
- Ensures documentation of equipment is kept up-to-date.
- Ensures electronic equipment and network connections are well-maintained.
- Stays current with library technology trends, and explores and implements new applications.

- ○ 4 - Excellent
- ○ 3 - Very Good
- ○ 2 - Good
- ○ 1 - Poor

Comments

5. **Manages Personnel**

- Hires, schedules, assigns, trains, supervises, evaluates, coaches and disciplines library employees
- Enforces personnel policies established by the Board.
- Assists the Board in developing and revising job descriptions for library positions.
- Carries out tasks related to personnel in compliance with state and federal laws.
- Trains other staff members and facilitates their continuing education.
- Holds regular staff meetings and in-services.
- Acts as custodian of library employees' confidential personnel files.

- ○ 4 - Excellent
- ○ 3 - Very Good
- ○ 2 - Good
- ○ 1 - Poor

Comments

6. **Manages Budget and Finances**

- Assists the Board in developing an annual budget for the next fiscal year.
- Presents and justifies the annual budget to the Board and Village officials.
- Manages the library's budget so that expenditures stay within the approved budget.
- Submits general and trust fund bills to the Board for approval each month.
- Maintains accurate and up-to-date financial records.
- Explores cost-saving measures and alternative revenue sources.
- Applies for grants when feasible.

- ○ 4 - Excellent
- ○ 3 - Very Good
- ○ 2 - Good
- ○ 1 - Poor

Comments

7. **Develops Policies and Procedures**

- Assists the Board in developing library policies.

- Ensures that day-to-day library services and operations are carried out under policies approved by the Board and the library system, and under procedures which have been developed by the staff to implement these policies.

- Ensures that policies and procedures result in library services that are fair, consistent, in compliance with local, state and federal laws, and in the public's interest.

- Ensures that policies and procedures are kept up-to-date.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

8. **Plans for the Library's Future**

- Plans for improvements in library services, with the understanding that the role of the library and its services will be constantly changing and evolving.

- Assists the Board in developing a long-range or strategic plan for the library, in conjunction with the library community.

- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

9. **Advocates and Promotes the Library**

- Stays informed about, and involved in, the local community.
- Coordinates effective advocacy and public relations activities with library staff, the Board, the Friends of the McFarland Library, and library users.
- Assists with fundraising activities.

4 - Excellent

3 - Very Good

2 - Good

1 - Poor

Comments

10. **Manages the Library's Facility**

- Oversees the care and maintenance of the library facility and grounds.
- Coordinates maintenance activities with library staff, other Village departments and outside contractors.
- Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.
- Assesses space needs.
- Ensures that ADA requirements for the library space are being met.

4 - Excellent

3 - Very Good

2 - Good

1 - Poor

Comments

* 11. Your Name