

LIBRARY BOARD

Monday, December 7, 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/84321674542>

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

Webinar ID: 843 2167 4542

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 November 4, 2020 Library Board meeting
 - b. Approval of the November 2020 general fund bills and gift fund bills
4. INFORMATION ITEMS
 - a. 2020 Budget Update
 - b. Director's Report
 - c. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Long Range Planning Update

- b. Joint Meeting with Village Board
- c. 2021 Library Director Goals
- d. 2021 Library Board Calendar
- e. DCLS Agreement for Extension of Library Service
- f. Capacity and People Counters quote
- g. 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 Library Director's 2020 performance evaluation
- h. Discussion and action to reconvene into Open Session.

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, December 7, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the November 4, 2020 Library Board meeting

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. November 4 minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Wednesday, November 4, 2020 - 5:15 PM

1. CALL TO ORDER

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

Library Director Cox mentioned that she received an email from Candice Mooney with a photo of her grandson longing to get into the building. Another patron made and gifted masks for library staff.

- 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*
Motion by Evan Richards, second by Village Trustee Michael Flaherty, to approve the draft Minutes of the October 5, 2020 Library Board meeting Motion carries 6 - 0 - 0 by acclamation.
- b. *Approval of the October 2020 general fund and trust fund bills.*
Motion by Ken Machtan, second by Evan Richards, to approve Approval of the October 2020 general fund and trust fund bills totaling \$30,288.75. 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. Shelver Job Description

Motion by Evan Richards, second by Ken Machtan, to approve changes to the Shelver Job Description Motion carries 6 - 0 - 0 by acclamation.

b. Shelver II Job Description

Motion by Ken Machtan, second by Evan Richards, to approve Shelver II Job Description with changes (reformat the Ability To" section of the job description). Motion carries 6 - 0 - 0 by acclamation.

c. Director's Performance Evaluation

6. ADJOURNMENT

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to adjourn at 5:47

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, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the November 2020 general fund bills and gift fund bills

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library - Nov Invoices

E. D. Locke Public Library Invoice List
November 2020

Vendors	Sum of Amount	Description
ALLIANT ENERGY	\$1,759.04	Utilities
AMAZON CAPITAL SERVICES	\$1,133.34	Books and supplies
B&H PHOTO	\$338.94	Digital Sign
BAKER & TAYLOR BOOKS	\$2,921.62	Books
BOLDTRONICS, INC.	\$7,975.00	Video Camera Equipment
BOOK PAGE	\$588.00	Subscription
CORPORATE BUSINESS SYSTEMS	\$514.52	Copier Lease
ENVIRONMENT CONTROL	\$1,929.00	Janitorial Services
FIRST SUPPLY LLC MADISON	\$563.64	Water fountain upgrade
FRONTIER	\$66.79	Phone
GLOBAL WATER TECHNOLOGY, INC	\$67.98	HVAC filters for chemical pot
GRAINGER INC	\$190.89	Sanitizing wipes
LEE RECREATION LLC	\$2,809.00	Benches and Bike rack
MADISON WINDOW CLEANING	\$2,221.53	Annual window cleaning
MCFARLAND TRUE VALUE	\$28.30	Building supplies
MICROMARKETING LLC	\$34.99	Audio books
ORIENTAL TRADING CO	\$48.74	Program Supplies
SOUTH CENTRAL LIBRARY SYS	\$4,830.00	Overdrive Fees
TDS	\$95.07	Phone
TODAY'S BUSINESS SOLUTIONS INC	\$5,274.50	Wireless printing
WAUKESHA COUNTY TREASURER	\$20.00	Training
Grand Total	\$33,410.89	

Gift Fund

Madison Community Foundation	\$1,050.00	
------------------------------	------------	--

Grand Total \$34,460.89



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 2020

SECTION: Business

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	September Actual	October Estimated	November Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target	2020 Projected
Property Tax		\$ 575,750.00		\$ -	\$ -	\$ 575,750.00	100.00%			\$ 575,750.00
County Library Aids		\$ 305,500.00		\$ -	\$ -	\$ 307,703.00	100.72%			\$ 281,250.00
State - COVID 19 Grants				\$ 6,615.64	\$ -	\$ 26,707.91				
Library Fines		\$ 7,250	\$ 116.94	\$ -	\$ -	\$ 2,195.04	30.28%	92%	\$ 12,375.00	\$ 2,078.10
Miscellaneous Revenue		\$ -		\$ -	\$ -	\$ -				\$ -
Interest		\$ 10,000	\$ 56.99	\$ -	\$ -	\$ 3,034.88	30.35%	92%		\$ 3,000.00
Library Fees		\$ 5,000	\$ 1.50	\$ -	\$ -	\$ 1,000.35	20.01%	92%	\$ 4,583.33	\$ 998.85
		\$ 903,500.00	\$ 175.43	\$ 6,615.64	\$ -	\$ 922,936.48	102.15%			\$ 863,076.95
Expenditures										
						\$ -				
Salaries	110	\$333,750.00	\$ 25,813.74	\$ 24,954.20	\$ 26,197.77	\$310,688.24	93.09%	92%	\$ 305,937.50	\$ 532,608.41
Part-time	120	\$164,750	\$ 7,602.41	\$ 8,475.06	\$ 8,153.58	\$106,340.82	64.55%	92%	\$ 151,020.83	\$ 182,298.55
Health Insurance	130	\$87,000	\$ 6,264.16	\$ -	\$ 6,264.16	\$71,214.08	81.86%	92%		\$ 122,081.28
Retirement	131	\$29,500	\$ 1,971.18	\$ 2,021.63	\$ 2,226.64	\$25,240.98	85.56%	92%	\$ 27,041.67	\$ 43,270.25
SS/Medicare	132	\$39,000	\$ 2,423.35	\$ 2,489.67	\$ 2,529.31	\$31,254.09	80.14%	92%		\$ 53,578.44
Other Benefits	135	\$2,500	\$ 94.06	\$ 62.14	\$ 62.15	\$897.15	35.89%	92%		\$ 1,537.97
Wage Adjustment	140	\$ 10,750	\$ -		\$ -	\$0.00	0.00%	92%	\$ 9,854.17	\$ -
Expense Reimbursement	141	\$ 500	\$ -		\$ -	\$0.00				\$ -
Total Personnel		\$667,750.00	\$44,168.90	\$38,002.70	\$45,433.61	\$545,635.36	81.71%	92%	\$ 612,104.17	\$ 935,374.90
								92%		
Support Services	210	\$ 28,750	\$ 1,889.00	\$ 1,929.00	\$ 4,150.53	\$ 20,769.83	72.24%	92%	\$ 26,354.17	\$ 35,605.42
Consulting Services	211	\$ 45,000	\$ 4,529.12	\$ 2,998.00	\$ -	\$ 52,139.08	115.86%	92%	\$ 41,250.00	\$ 44,611.96
Utilities	220	\$ 28,000	\$1,923.16	\$1,633.99	\$1,759.04	\$ 21,733.09	77.62%	92%	\$ 25,666.67	\$ 37,256.73
Communication	221	\$ 1,000	\$158.45	\$111.89	\$95.07	\$ 1,478.73	147.87%	92%	\$ 916.67	\$ 2,534.97
Equipment Maintenance	240	\$ 9,000	\$292.79	\$1,311.74	\$142.30	\$ 6,255.73	69.51%	92%	\$ 8,250.00	\$ 10,724.11
Facility Maintenance	242	\$ 16,000	\$2,870.32	\$5,826.74	\$6,413.27	\$ 42,734.33	267.09%	92%	\$ 14,666.67	\$ 73,258.85
Total Services		\$ 127,750.00	\$ 11,662.84	\$ 13,811.36	\$ 12,560.21	\$ 145,110.79	113.59%	92%	\$ 117,104.17	\$ 203,992.03
Office Supplies	310	\$ 9,000	\$ 182.70	\$ 578.43	\$ 267.66	\$ 5,725.05	63.61%	92%	\$ 8,250.00	\$ 9,814.37
Postage	311	\$ 250	\$ 70.43	\$ -	\$ -	\$ 101.92	40.77%	92%	\$ 229.17	\$ 174.72
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	92%	\$ 458.33	\$ -
Meeting Expenses	330	\$ 1,000	\$ 16.96	\$ 14.39	\$ -	\$ 197.86	19.79%	92%	\$ 916.67	\$ 339.19
Training Expenses	331	\$ 2,750	\$ 623.00	\$ 342.00	\$ -	\$ 2,859.76	103.99%	92%	\$ 2,520.83	\$ 4,902.45
Operating Supplies	340	\$ 5,500	\$ 71.92	\$ -	\$ -	\$ 2,186.14	39.75%	92%	\$ 5,041.67	\$ 3,747.67
Technology	342	\$13,750	\$10,938.73	\$ 2,856.72	\$ 5,274.50	\$ 55,550.99	404.01%	92%	\$ 12,604.17	\$ 35,361.04
Collection - Print	344	\$55,000	\$ 9,532.53	\$ 2,894.96	\$ 2,164.87	\$ 44,601.84	81.09%	92%	\$ 50,416.67	\$ 76,460.30
Collection - AV	345	\$12,500	\$ 572.52	\$ 58.33	\$ 322.43	\$ 4,509.09	36.07%	92%	\$ 11,458.33	\$ 7,729.87
Library Miscellaneous	390	\$ 250	\$ -	\$ 4,287.50	\$ -	\$ 4,287.50		92%		\$ 7,350.00
Programming	391	\$ 8,000	\$ 1,613.76	\$ 1,499.88	\$ 171.87	\$ 7,166.98	89.59%	92%	\$ 7,333.33	\$ 12,286.25
Other Total		\$ 108,500.00	\$ 23,622.55	\$ 12,532.21	\$ 8,201.33	\$ 127,187.13	117.22%	92%	\$ 99,458.33	\$ 158,165.85
Total Budget		\$904,000.00	\$ 79,454.29	\$ 64,346.27	\$ 66,195.15	\$ 817,933.28	90.48%	92%	\$ 828,666.67	\$ 1,297,532.79



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 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. Library highlights for VB
2. Director's Report November 2020

E. D. Locke Public Library Highlights – November 2020

Public Communication



Figure 2 One of our patrons diving into her book bundle.



Figure 1 Maija the winner of the youth fall reading challenge. According to her mom, Maija has been working really hard on her reading so this was a special prize for her.



Figure 3 One of our patrons completes the turkey kit craft.

The library received a donation of \$1,000 from a patron after he received assistance from Kelly Heasty. The note with the donation said:

“Kelly , Thanks for all you do. You are such a great asset to the McFarland Library.”

Ann Engler helped one patron with renewing her library card, the patron stated:

“Thank you, thank you! I don’t know what I’d do without my hold list & pickups.”

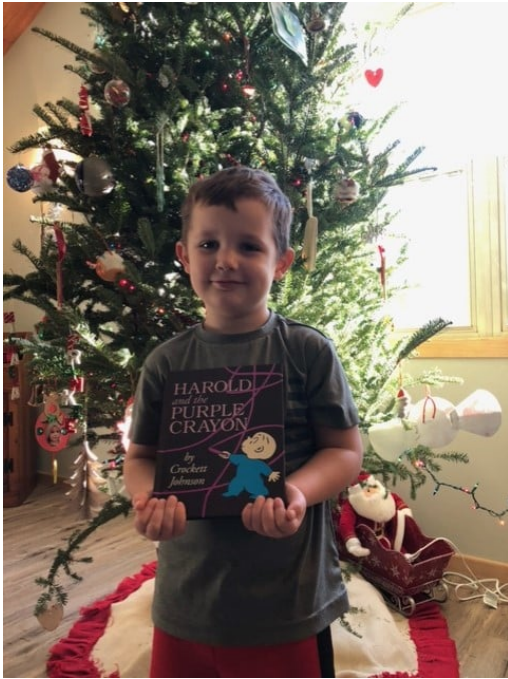


Figure 4 - One of our patrons completed the 1000 books before Kindergarten Challenge.



Figure 5 June Wiemer with her take and make craft Llama.



"My daughter Emma (pictured left) is 6 and enjoyed doing both of these crafts.

Thank for providing these fun activities and ideas for kids!"

New Resources – available through our website mcfarlandlibrary.org:

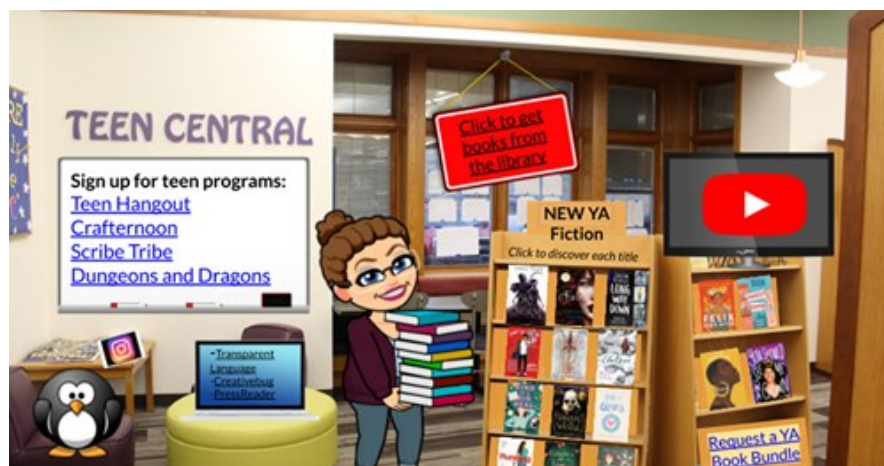


Figure 6- Abby Seymour created an interactive page for teens that supplements the resources on the library's website.



Figure 7- We've add the Highlights kids' books for early readers. This is a series of early reader online books.

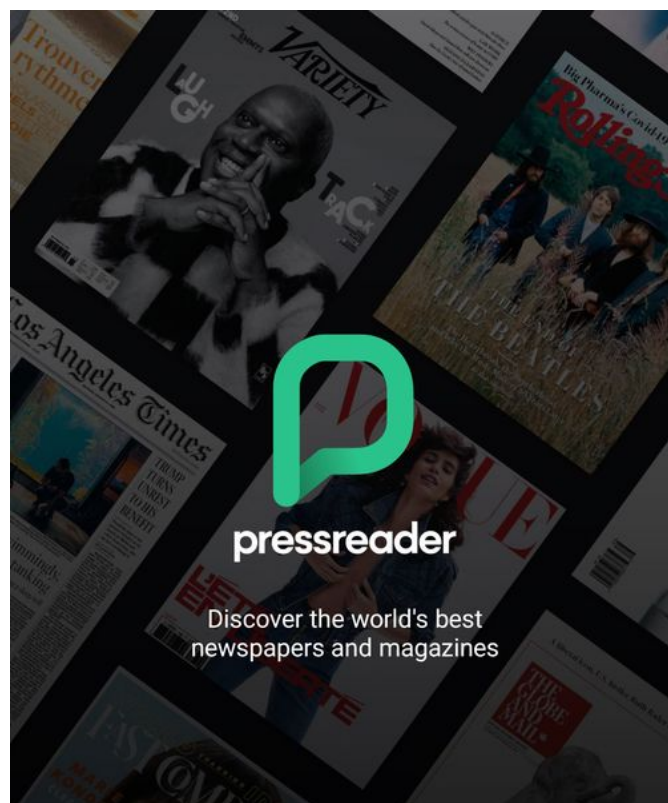


Figure 8 - We've added PressReader to our offerings. It contains over 7,000 newspapers and magazines from around the world.



Figure 9 New mobile shelving unit for the Young Adult area

- **COVID related updates –**
 - New Shelving – We recently had five new mobile shelving units delivered. These units will allow us to be more flexible in how we use the space Children’s and YA areas.
 - 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.
 - New bottle filler added to the water fountains – Public Works has installed a bottle filler to our water fountains.

Virtual Programs

- Storytimes continued through the month of November on Monday, Tuesday, Wednesday, and Saturday. Zumba for Kids and Zumba Kids Jr continued on Wednesdays and Fridays. Heather Kent Youth Services Librarian also offers two book clubs for kids.
- The Teen programs this month were Dungeon’s and Dragons’ club and Scribe Tribe (for aspiring writers) which meets monthly. There is also the Teen Hangout for Teens to be able to socialize together online and Craft Club. Both of these meet weekly
- Adult Programs include the Introvert book club which meets using Zoom, Cooking Club, and speakers



Figure 10 - Ann Engler held a virtual cooking club and showed how to make Chickpea stew.

On December 31, we will be airing a New Year's Eve special that we worked on in partnership with the Communication and Technology Department. The show features, food ideas, crafts, and the staff wishing everyone Happy New Year!



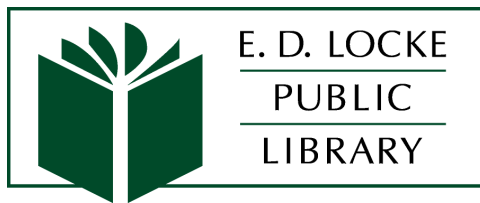
Figure 11 - Ann Engler gets ready to shoot a segment of the library's New Year's Eve special with the Communication the Technology Dept.



On December 14th we will be hosting a virtual visit from Santa. Kids are asked to drop off their letters to Santa at the library through the book drop. Santa will be reading the letters and visiting kids via Zoom.

November Library Stats

- Checkouts: 7,629
- Curbside appointments: 1490
- Unique users on wifi: 1,408
- Virtual program participation: 5,114
- Ebook & E-Audiobook checkouts: 2,597



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

November Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of October 31, 2020 is \$127,984.78
- **Friends** – The Friends are meeting monthly to check in with each other and get library updates. Hopefully by mid-2021, they will be able to plan the pie sale and resume book sales.
- **Library Systems Report** –
 - The launch date for our new library app has been moved from December 1, 2020 to January 11, 2021.
 - There is an update to BiblioVations scheduled for December 7 at 9pm. This shouldn't cause any downtime for staff but the online catalog will be down.
- **Facility Management**
 - **HVAC** – nothing new
 - **Plumbing**- nothing new
 - **Painting** – nothing new
 - **Winter Prep** – Since daylight savings time, we have had some issues with lighting the curbside delivery entrance. We have been adding lighting to the area to make it safer for staff and more easily identifiable for patrons.
 - **Bike Rack and Benches** – the new bike rack and benches have arrived and will be installed in the spring
 - **Carpet Cleaning and Vinyl Floor sealing**-has been scheduled for December 11th.
 - **Window Cleaning** – the windows were cleaned inside and out in most areas of the building in early November.
- **Long Range & Space Needs Planning Committee** –
 - **Joint Meeting** – Scheduled for December 10th at 5pm.
 - **Next space needs committee meeting** – will be scheduled for some time in early January.
- **COVID related updates** – Staff are investigating changing the quarantine time for items that come from delivery from four days to 24 hours.
- **Mobile shelving** – The mobile shelving was delivered on December 2nd. We are working on putting it into place.
- **Print Management** – The print management software and hardware have been installed. We have started to publicize it to the public. Patrons can send print jobs to the library and pick them up via curbside delivery.
- **Evaluations** – Staff evaluations are complete.

Youth Services highlights (Heather Kent)

Storytimes continued through the month of November 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 - 20 people in attendance each week.
- Zumba Kids Jr has continued on Mondays at 3:30pm on Zoom. Another fun time to be able to engage with kids.
- Zumba Kids was turned to a pre-recorded format that at first had a high amount of viewership. The views dropped off early November. Heather has decided to finish the fall/winter session early. Videos that have already been uploaded will be available until the end of December. At that time they need to be deleted. In the spring Zumba Kids Jr will continue with the option for older kids to join in that session. The age separation is really an issue when it is in-person.

- The Time Warp Trio book club has been meeting on the second Tuesday. It's a really fun club that has not caught on as quickly as the Magic Tree House in-person programming. For the month of November we discussed "The Good, the Bad, and the Goofy" which featured Chief Black Kettle. This was a great opportunity to talk about his achievements.
- November 24th the book explorers met to discuss "Urchin of the Riding Stars" which is a great mid-level fantasy book. Our craft was making our own standing squirrel knight.

Heather has been working on preparing the Craftpalooza and New Year's programs for kids. The sign up for the Craftpalooza kits filled in two days. She has also been working on weeding the collection during this time when the building is closed.

Teen Services (Abby Seymour)

- Teen programming has really hit its stride! A very consistent group of middle school and high school have been dedicated this month to coming to weekly Zoom programs. Some only come to one program, but a few teens come to three events every week! It feels good to have some repeat customers.
- The Thursday event, Teen Hangout, has been particularly enjoyable. That program draws the biggest crowd and it is an exciting challenge every week to find a fun activity for the group. In November, we did a digital escape room. I pulled up the website Breakout Edu on my computer and shared my screen. The teens weren't able to manipulate it, only view it. The teens did a great job of working today to solve the riddles and clues! In fact, I chose one so challenging that we didn't even finish. Next, we did a big trivia event. For this trivia, I used the platform Kahoot which involved teens using their own device to answer the questions. This is something they use frequently at school. I based the trivia questions on a resource of the "easiest" questions from Jeopardy. We finished off the month with a Don't Forget the Lyrics style program. Using the categories Pop, Disney, Broadway, and Holiday Classics, I gave the teens a song lyric with some of the words missing and they had to fill in the blanks. Of these three, I would say the trivia was the most loved by teens.
- Wednesday is craft day for teen programming and this month included some fun ones! For two weeks of the month, the teens can choose whatever craft they want to work on (like coloring or drawing) that they do while chatting together. For the other two weeks, we do crafts as a group with supplies they pick up from the library. The first craft was Tetris magnets, which is a craft I will absolutely be repeating in the future because they were so easy! Teens glued beads together in the shape of Tetris pieces, then painted them and attached a magnet. It horrified me to learn that some didn't know what Tetris was so I showed them a free Tetris website and they caught on very quickly. The second craft hasn't happened yet at the time that I'm writing this but we are making stained glass light jars. I gave them a recycled Oui yogurt jar and some tissue paper which they will glue on the jar. A small tea light completes the look!
- Also on the list of weekly virtual teen virtual programming is also Scribe Tribe and Dungeons and Dragons. The hired leader of Dungeons and Dragons has so much patience with the teens and is always willing to answer their lengthy questions. That program only lasts an hour and a half but I think they would easily play for three hours if I let them. The Scribe Tribe program is played a bit loose, depending on what the two teens want to do that day. Both are working on stories and generally are just looking for feedback and work time.
- This month has been filled with prep work! I filmed a video with the Communications and Technology department as part of our New Year's Eve program. It was a challenge to think of something teens want to do to celebrate the holiday but when in doubt, food is always the answer. I did a tutorial on how to make popcorn on the stovetop and included instructions to two special toppings, ranch and gingerbread. In addition, a lot of work has gone into prepping Christmas Craftpalooza. I put quite a bit of time into putting the supply bags together, as well as making a video with instructions to the craft. The teens who register will get to make a pom-pom penguin and an origami gingerbread house.

Adult Services Highlights (Ann Engler)

Continuing Education - I attended a marketing class through the ALA, and a two day conference through the UW-Madison iSchool about community engagement (all virtual).

Programming Highlights

- This month was lighter on programming, but we still had several notable successes. The adult take and make craft kits continue to be popular, and once again, every kit was claimed this month. I also spoke to a patron on the phone who had enjoyed the photo transfer votive craft so much that she wanted to know where I got the supplies because she was interested in making more as gifts.
- Introvert Book Club continued strong with our regulars, who live both out of town and out of state.
- Mini-trivia games have drawn players each week. These play-at-your-own-pace games are through CrowdPurr and posted on Facebook. I think people enjoy the option to play at their convenience.
- Cooking Club featured my grandma's cookie recipe, for which my daughter and I recorded a demo. I did not post the video publicly after cooking club because it features her so prominently; however, by sharing it with family and friends, it has 41 views on YouTube, many of them from people who don't regularly attend our programming, so it has been a good outreach effort. Also, a patron who missed the program reached out to get the recipe.

Website

- I worked with Amy Lawrence to add a page to our website featuring LibraryAware book carousel widgets to help patrons who want to browse books and audiobooks. Clicking on the cover of any item takes the patron directly to the item in the catalog so they can place a hold.

Patron Feedback

I want to share some of the positive comments patrons have shared about our services.

- After I helped one patron with renewing her library card, she stated, "Thank you, thank you! I don't know what I'd do without my hold list & pickups."
- I reached out to a patron who makes regular requests for book bundles on very specific topics to see if she was interested in me placing holds for her if we didn't have a book on a certain topic but another library did. Her response was, "Hi Ann, you're wonderful! I would very much appreciate if you could corral some books on what I am looking for outside your library as well, and meanwhile, I will wait for you to take from your shelves similar subject matter you think I may enjoy. You always do an outstanding job of choosing, so it's like Christmas early! Thank you for your kindness!"

Technical Services (Amy Lawrence)

- Assisted with updating website and social media with COVID-19 related changes, information, and expanded online resources (learned how to add a book carousel)
- Monthly and special newsletters
- 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
- TBS PaperCut/web printing, new copier coin tower installation – learning software, procedures, following up on questions/issues
- Ordered and installed new barcode scanners
- Attended Collection Maintenance Subcommittee meeting
- Began planning for a digital local history collection submission to Recollection Wisconsin of the McFarland Equity Project
- Working with Ann to create binge bundles (fiction books)
- Promoted library future planning survey on website, social media
- Prepared for new staff and internet computers to be installed, updated Zoho Assist device list.

- Handled Outerlibrary Loan requests (submitting requests, receiving items, contacting patrons, returning to lending library)

Circulation Services Highlights (Kelly Heasty)

- Trained, tested and wrote up notes on Zoho assist and TBS print management to be converted into procedures when staff is ready to train on the TBS print management portion. Amy already wrote up Zoho assist basics and all staff has been trained. Additionally, reviewed the CC/DC sw (ALLPAID) to make sure we can charge patrons once we start printing.
- Created a list of add-on sw that we've accumulated over the last year. May need to use this to train staff again prior to reopening the library.
- Worked with Heidi & Heather on Craftapalooza prep.
- Changed hold slips with help of Margie in MAD (Jodie's idea) for schools to add initials of teachers so staff doesn't have to write them on the hold slip each time.
- Set up Listserve for libraries using Capira so we can all share feedback. In the meantime, had shared Capira notes & feedback to MAD, SUN & STO.
- Loaded all the bookmarks we use in our curbside delivery bags onto the Xerox machine so staff can print them out easily when we need to restock.

PREP for COMPUTER APPOINTMENTS/COPY MACHINE APPTS/EXPRESS LIBRARY

- Delayed due to high numbers in Dane County again
- In the meantime: 5 print requests fulfilled via curbside service. (as of 11/25)

NEW PATRONS –

- 5 requests for cards received: (as of 11/25)
- Issued 3 WEB only cards + 2 full service cards.
- The balance were address updates & renewals.

CUSTOMER SERVICE/PHONE ASSISTANCE DURING REDUCED STAFFING

- Book bundles: 46 (through 11/25 a.m.)
- 100 juv craft kits delivered, 3 book club kits, 12 adult craft kits, 4 teen craft kits (through 11/25 a.m.)

BOOKCLUBS - Managing Book Club holds for Prairie Stone and one other patron

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 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	6,820	7,687	7,966	7,868	7,629		85,325	-51%
% change month to month	0%	-2%	-45%	-96%	-76%	-75%	-65%	-57%	-44%	-47%	-46%	-100%		
Holds														
2020	5238	4910	2645	2257	4447	3960	4108	4772	4942	5330	5213		47,822	-11%
% of Circ	34%	34%	30%	361%	132%	90%	60%	62%	62%	68%	68%			
	-3%	8%	-48%	-53%	-3%	-16%	-20%	-4%	4%	2%	9%	-100%		
New Library Cards														
2019	45	40	41	57	41	85	88	47	35	54	49	30	612	5%
2020	45	43	28	10	11	11	10	11	23	14	4		210	-64%
	0%	8%	-32%	-82%	-73%	-87%	-89%	-77%	-34%	-74%	-92%	-100%		
Web Only Cards														
2020				7	8	7	13	13	13	13	6		80	
Curb Side Delivery Appointments														
2020				144	702	925	1490	1401	1317	1414	1490		8,883	
Print Requests														
										7	6			
Wireless Internet Use (# Unique Users)														
2019	1,266	1,301	1,533	1,627	1,677	1,833	1,862	1,788	1,828	1,654	1,409	2,177	19,955	17%
2020	2,019	1,910	1,606	804	866	974	1,178	1,141	1,178	1,258	1,408		14,342	-19%
	59%	47%	5%	-51%	-48%	-47%	-37%	-36%	-36%	-24%	0%	-100%		
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	12833	9757	5616	6211	4929			503%
Teen Program Participation														
2019	4	12	15	13	21	54	11	0	34	70	95	5	334	109%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2020	27	46	6	6	10	42	74	61	16	75	68		431	31%
	Adult event Participation													
2019	156	90	40	246	282	69	97	15	72	102	85	62	1,316	-5%
2020	86	162		33		75	33	145	86	150	117		887	-5%
	Total Overdrive													
2019	1814	1696	1865	1840	2262	2037	2133	2174	2076	2243	2092	2034	24266	
2020	2522	2366	3009	2832	2744	2662	2738	2688	2678	2463	2597	0	29299	32%
	New Overdrive Patrons Registered													
2019	28	19	32	35	32	25	29	27	22	24	22	29	324	27%
2020	33	18	49	64	33	32	28	16	17	12	16		318	8%
	Website Sessions													
2019	2890	2365	2593	2597	1542	2106	2256	2088	1980	1865	1460	2210	25,952	
2020	2396	2117	1608	933	1548	1758	1849	1485	1387	1101	866		22,473	
Drupal Site										2677	2748			
	Book Bundles													
2020					63	119	81	112	75	51	47		548	
	Craft Kits													
Adult										17	12			
Teen										7	4			
juv										59	101			



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Long Range Planning Update

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, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Joint Meeting with Village Board

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, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2021 Library Director Goals

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Goals

2020 Goals Library Director

1. Create New sources of financial support
 - a. Continue to grow the Endowment fund.
 - i. Some of the things the Friends and the Endowment committee have talked about are:
 1. Having a donor evening in the spring with either music or a table reading from Forward Theatre.
 2. Raising awareness by having articles run in the Thistle about transfers to the endowment from your IRA.
 3. I started the Friends appreciation week to raise awareness about what the Friends do, get new members, and attendance at their annual sneak peek reception.
 4. Making the most of the family festival by increasing fund raising activities for the Friends around the same time.
 - 5K Run/Walk
 - 50/50 Raffle
2. Use technology to help library personnel be more productive and efficient
 - a. Investigate tablet checkout stations for patrons to use in the library.
<https://www.envisionware.com/tablet-station-powered-by-hublet/>
 - b. Investigate customization of the new library mobile app. The app works with our library software to allow patrons to place holds, check their accounts, and receive alerts about library programs.
 - c. Investigate meeting room reservation software
 - d. Investigate program registration software
 - e. Investigate solution for staff so they understand how our technology and software works and how to access it. This could be a webpage with links or another solution.
 - f. Investigate equipment to allow for streaming of library programs when they are allowed to resume in person.
3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interests that enrich lives.
 - a. Investigate changes in the library's landscape
 - i. Garden redesign on the east side of the building
 - ii. Look at beautifying the concrete planters
 - iii. Concrete replacement in the front of the library
 - iv. Bollard replacement
 - b. Hearing loop implementation & promotion

- c. Implementation of the Needlepoint Bipolar Ionization units in the HVAC.
 - d. Maintain and implement a reopening plan to allow for post-pandemic operations.
- 4. Changes to collections, reference, and readers' advisory.
 - i. *Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.*
 - ii. *Compare collection sizes to similarly sized libraries to ensure that they are of an expected size.*
 - iii. *Look into preloaded digital devices such as VOX books and PlayAways.*
- 5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
 - i. *Conduct frequent Circ staff meetings at least 4-6 times a year.*
 - 1. Create a staff in service for staff to learn about the new technologies, policies, procedures and customer service methods before we open to the public.
 - ii. *Conduct frequent staff meetings with the Librarians.*
 - iii. *Conduct in-person staff training when the pandemic winds down. Some possibilities are:*
 - 1. *Active Shooter*
 - 2. *CPR, AED, and First Aid*
 - 3. *Customer Service*
 - 4. *Databases and other online resources*
- 6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
 - a. Need for marketing and promotion of library services
 - i. *Work with the Chamber of Commerce to help increase the visibility of library services to the business community.*
 - ii. *Work with a consultant to create a social media marketing plan.*
 - iii. *Market the library at the new bike trail.*
 - iv. *Work with real estate agents and property management companies to market library services.*
- 7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups.
 - a. Increased Collaboration with other community groups
 - i. *Work with the McFarland Community Garden to raise awareness of both organizations.*
 - ii. *Contact the McFarland Historical Society to see if there are opportunities to create programs on local history and assist them in digitizing special collections.*

- iii. *Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects.*
 - iv. *Participate in the Family Festival.*
 - v. *Work with the McFarland Equity Project on social justice projects in the village.*
8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
- a. Participate in Beyond the Page’s Ripple Project
 - b. Review DPI’s *Inclusive Services Assessment Guide* with the library staff and board.
 - c. Need for increased outreach to underserved groups in our community.
 - i. *Research what the underserved groups in our community are.*
9. Communication
- i. *Work with the Village Board Trustees to improve awareness of library issues and activities.*
10. Planning
- a. *Create a long range plan (10+ years) that addresses space needs*
 - b. *Work with the Library Board and the Village Board to plan the Community Center*



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2021 Library Board Calendar

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Library Board Calendar

2021 Library Board Calendar

Monday	4	January	• Present Calendar • DCLS Contract
Monday	1	February	• Approve Library Director Goals. • Annual Report Approved. • Nominating Committee Appointed.
Monday	1	March	• Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees. • Closing Parking Lot for Bike Rodeo
Monday	5	April	• Appointments of new board members made by the municipality.
Monday	3	May	• New board member terms begin. • Board officers elected.
Monday	7	June	• Library long-range plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.
Tuesday 4:00	6	July	• Director provides board with preliminary recommendations for budget priorities for coming year. • Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year. • Due date for providing prior year usage and expenditure statistics to county; Budget and funding request approved for upcoming year. • Discuss joint Trustee meeting.
Monday	9	August	• Discussion of needed trustee continuing education.
Tuesday 4:00	7	September	• Apply for exemption from next year's county library levy. • Board representatives attend municipal budget hearings to explain and advocate for budget.
Monday	4	October	• Trustee continuing education session held during meeting. • Municipality approves library appropriation. • Dates Closed • Vacation Carry Over - discussion
Monday	1	November	• Budget revised, if necessary, based on actual funding approved. • Library policies reviewed and revised if necessary.
Monday	6	December	• Director Presents Draft of 2020 Goals. • Library policies reviewed and revised if necessary. • Vacation Carry Over - approval



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: DCLS Agreement for Extension of Library Service

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. DC contract

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **McFarland Library Board** (hereinafter "the local Library Board") serving the municipality of McFarland.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 15, 2021 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$265,512. This sum represents the net payment due after averaging use and cost data from 2017, 2018 and 2019, subtracting the amount due the County for the Local Library's share of Outreach and Delivery services, and adjusting the payment as required by cross-municipal usage. The sources of data used in these calculations shall include 2017, 2018 and 2019 circulation, expenditure and revenue figures as reported by the Local Library Board to the Department of Public Instruction, as well as circulation by patron statistical codes as reported by the shared circulation system for 2017, 2018 and 2019.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$59,360.
6. The County Library Board shall make payment by June 30, 2021.
7. This agreement shall be in effect from January 1, 2021 and shall continue in full force and effect until December 31, 2021 unless sooner terminated.

LOCAL LIBRARY BOARD

BY:

President, Library Board

BY:

Secretary, Library Board

DANE COUNTY LIBRARY BOARD

BY:

President, Library Board

BY:

Director, Library Board

	Total	Payer	Description
SEC. 4	\$265,512	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$59,360	Dane County	Reimbursement for facility services to County residents
TL Pymt	\$324,871	Dane County	Net payment



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Capacity and People Counters quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. SenSource Quote 14302_SenSource Sensor Only Install Option
2. Proposal Village of McFarland Library Occ Counters



3890 Oakwood Ave., Youngstown, OH 44515

Phone # 800-239-1226 Fax # 877-517-2586

Bill To:

E.D. Locke Public Library
5920 Milwaukee St.
McFarland, WI 53558

Ship To

E.D. Locke Public Library
5920 Milwaukee St.
McFarland, WI 53558

Rep Contact:

Quotation

14302

Date

11/24/2020

Terms

TERMS PENDING

FOB

Factory

THIS IS NOT AN INVOICE

Item	Description	Qty	Price/Ea.	Total
	---E.D. Locke Public Library---			
	Entrance One			
-/PC-VIDX-S	3D Stereo Video Sensor - Standard Model (White)	1	795.00	795.00
	Entrance Two			
-/PC-VIDX-S	3D Stereo Video Sensor - Standard Model (White)	1	795.00	795.00
	Entrance Three			
-/PC-VIDX-S	3D Stereo Video Sensor - Standard Model (White)	1	795.00	795.00
SRVC-SAFESPACE-YEAR	Vea SafeSpace Live Occupancy Monitoring Real-Time Occupancy Monitoring for One Space - Per Year	1	420.00	420.00
Installation Sensor	Installation SenSource installation of sensor only - customer to run their own network cables.	3	295.00	885.00
Professional Service	SenSource techs will remotely configure and commission sensors.	3	100.00	300.00
Notes	*PoE Connectivity Available On Site		0.00	0.00
Quote only valid for 90 days. Sales tax will be added where applicable. Shipping charges will be applied at current UPS rates upon shipping.		Sales Tax (0.0%) USD 0.00		
		Total USD 3,990.00		



- **Madison, WI 53718**

- **Phone (608) 838-7300**

- Fax (608) 838-4312

- Heating
- Air Conditioning
- Plumbing
- Electrical
- Indoor-Air Quality

PROPOSAL SUBMITTED TO: VILLAGE OF MCFARLAND LIBRARY	PHONE: 608-838-9030	DATE: 9/11/2020
STREET 5920 MILWAUKEE ST	EMAIL: hcox@mcfarlandlibrary.org	JOB PHONE: 608-838-2345 HEIDI
CITY, STATE, ZIP: MCFARLAND, WI 53558 CONTACT PERSON: HEIDI	JOB DESCRIPTION: Occupant counter data runs	
WE ARE PLEASED TO PROVIDE THE FOLLOWING PROPOSAL FOR YOUR REVIEW AND APPROVAL: Run four Cat-5e lines from data rack to 4 different locations for occupant counters. \$820		
Any additional work will be quoted onsite at the time of the work to be performed and requires approval. Prices are subject to 5.5% sales tax		
PAYMENT TO BE MADE AS FOLLOWS: Due Upon Completion		
All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Any alteration or deviation from stated specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.	Authorized _____ Sent Via Email _____ Signature_____ Aaron Robarge	
ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified, Payment will be made as outlined above	Note: This proposal may be Withdrawn by us if not accepted within ____30____ days.	
Date of Acceptance:_____	Signature_____ Signature_____	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 7, 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 Library Director's 2020 performance evaluation

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, December 7, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None