

LIBRARY BOARD

Monday, January 4, 2021

4:00 PM

**Municipal Center
Community Room**

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81242944771>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 812 4294 4771

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 December 7, 2020 Library Board Meeting
 - b. Approval of the draft Minutes of the December 10, 2020 joint Library Board and Village Board meeting.
 - c. Approval of the December 2020 general fund and gift fund bills
4. INFORMATION ITEMS
 - a. 2020 Budget Update
 - b. Gift Fund Update
 - c. Director's Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. 2021 Library Director Goals
- b. Pandemic Behavior Policy
- c. Sale of Meeting Room Chairs
- d. Sale and/or recycling of Self checks
- e. Library Collection Agency

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, January 4, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: This is an opportunity for members of the public to address the Library Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to hcox@mcfarlandlibrary.org to be included as part of the meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the December 7, 2020 Library Board Meeting

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board December 7 Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, December 7, 2020 - 5:15 PM

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

- a. Approval of the draft Minutes of the November 4, 2020 Library Board meeting
Motion by Evan Richards, second by Ken Machtan, to approve the draft Minutes of the November 4, 2020 Library Board meeting Motion carries 6 - 0 - 0 by acclamation.
- b. Approval of the November 2020 general fund bills and gift fund bills
Motion by Ken Machtan, second by Member Staci Fritz, to approve the November 2020 general fund bills and gift fund bills totaling 34,460.89 Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

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

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. 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
Motion by Evan Richards, second by Ken Machtan, to approve the DCLS Agreement for Extension of Library Service Motion carries 6 - 0 - 0 by acclamation.
- f. Capacity and People Counters quote
Motion by Karin Mandli, second by Member Staci Fritz, to approve the quote for Capacity and People Counters and ethernet cable installation quotes in the amount of \$4810 Motion carries 6 - 0 - 0 by acclamation.
- 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

Motion by Evan Richards, second by Village Trustee Michael Flaherty, to adjourn at 6:25

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



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the December 10, 2020 joint Library Board and Village Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 12.10.2020 VB and LB Minutes DRAFT

VILLAGE OF MCFARLAND
Joint Village Board and Library Board Minutes

Thursday, December 10, 2020 - 5:00 PM

1. CALL TO ORDER.

Village President Czebotar called the joint meeting of the McFarland Village Board and Library Board to order at 5:00 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar; Village Trustee Stephanie Brassington, Carolyn Clow, Michael Flaherty, Eric Kryzenske, and Justin Rupert.

Village Board members not present: Village Trustee Clair Utter.

Staff Present: Administrator Matt Schuenke.

Library Board Members present: President Peter Sobol, Vice-President Evan Richards, Secretary/Treasurer Ken Machtan, Citizen Member Staci Fritz, Trustee Member Michael Flaherty, and School Liaison Karin Mandli.

Library Board Members not present: Friends of the McFarland Library Liaison Michael Shumway.

Staff Present: Library Director Heidi Cox.

3. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Village 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 cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*

None.

4. BUSINESS.

- a. *Presentation regarding Library Utilization.*

Director Cox provided a presentation going over the Library's utilization over the previous year, discussing adjustments made from the pandemic, highlighting various programs, and reviewing major initiatives going forward.

- b. *Discussion regarding current Library Goals and Objectives.*

Director Cox presented several major initiatives as their goals and objectives in the future years. Both the Village Board and Library Board discussed these items as it

affects general operations, future capital needs, and other issues as applicable from within the presentation.

c. Discussion regarding synergies and opportunities between the Library and Village Board regarding space needs planning for future facility development.

The Village Board and Library Board discussed several synergies between the two groups and reinforced their commitment to work together on these issues as they come forward. Especially considering areas of shared concern, planning for improvements in the future, understanding needs for different areas of services, and avoiding duplication in their developments. They discussed areas that could be created within a Community Center could aid efforts conducted at the Library and vice versa. Trustee Flaherty is a member of both boards and would work to keep the Village Board updated on the Library Board's progress of their space needs planning and request to schedule joint meetings in the future as needed.

5. ADJOURNMENT.

Motion by Trustee Flaherty, second by Trustee Rupert, to adjourn the Village Board meeting at 5:39 pm.

Motion by Machtan, second by Richards, to adjourn the Library Board meeting at 5:39 pm.

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,
Matthew G. Schuenke
Village Administrator

Heidi Cox
Library Director



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - December

E. D. Locke Invoices

December 2020

Vendor	Sum of Amount	Description
ALLIANT ENERGY	\$1,992.96	Utilities
AMAZON CAPITAL SERVICES	\$1,549.32	Books, office supplies, programming supplies, AV
BAKER & TAYLOR BOOKS	\$3,263.17	Books
BIG RIVER ORGANICS	-\$50.00	Program fee refund
BLUEGREEN	\$5,827.53	Carpet Cleaning
BOOK PAGE	\$588.00	Magazine subscription
CORK & BOTTLE STRING BAND	-\$300.00	Program fee refund
CORPORATE BUSINESS SYSTEMS	\$288.04	Copier lease
ENVIRONMENT CONTROL	\$1,929.00	Janitorial Services
EUA	\$7,495.00	Consulting Services
FRIENDS OF THE MCFARLAND LIBRARY	\$100.00	Payment pass through for membership
HANSEN, BONNIE	\$29.00	Lost Book Refund
HJ PERTZBORN	\$325.00	Sprinkler Inspection
JACKSON MANUFACTURERS COMPANY	\$2,599.00	Bookdrop
LIBRARY FURNITURE INTERNATIONAL INC	\$4,287.50	Mobile Shelving
MENARDS - MONONA	\$137.56	Plumbing supplies
OSOWSKI, MEGAN	\$26.00	Lost Book Refund
PELLITTERI	\$39.18	Confidential Shredding
SCHILLING SUPPLY COMPANY	\$278.48	Operational Supplies
SENSOURCE	\$4,012.95	Occupancy Sensors
SOUTH CENTRAL LIBRARY SYS	\$6,500.67	Laptop, movie license, and database fees
(blank)		
Total	\$40,918.36	

Gift Fund

Madison Community Foundation

\$200.00

Endowment Donation

Grand total

\$41,118.36



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

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

2020 Budget Update									
REVENUES									
		Budget Amount	October Actual	November Actual	December 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			\$ 6,615.64	\$ -	\$ -	\$ 33,323.55			
Library Fines		\$ 7,250	\$ -	\$ -	\$ -	\$ 2,195.04	30.28%	100%	\$ 13,500.00
Miscellaneous Revenue		\$ -	\$ -	\$ -	\$ -	\$ -			
Interest		\$ 10,000	\$ 28.28	\$ -	\$ -	\$ 3,063.16	30.63%	100%	
Library Fees		\$ 5,000	\$ -	\$ -	\$ -	\$ 1,000.35	20.01%	100%	\$ 5,000.00
		\$ 903,500.00	\$ 6,643.92	\$ -	\$ -	\$ 923,035.10	102.16%		
Expenditures									
						\$ -			
Salaries	110	\$333,750.00	\$ 24,954.20	\$ 26,197.77	\$ 26,024.00	\$336,712.24	100.89%	100%	\$ 333,750.00
Part-time	120	\$164,750	\$ 8,475.06	\$ 8,153.58	\$ 11,417.00	\$117,757.82	71.48%	100%	\$ 164,750.00
Health Insurance	130	\$87,000	\$ -	\$ 6,264.16	\$ 6,643.00	\$77,857.08	89.49%	100%	
Retirement	131	\$29,500	\$ 2,021.63	\$ 2,226.64	\$ 2,214.00	\$27,454.98	93.07%	100%	\$ 29,500.00
SS/Medicare	132	\$39,000	\$ 2,489.67	\$ 2,529.31	\$ 2,815.00	\$34,069.09	87.36%	100%	
Other Benefits	135	\$2,500	\$ 62.14	\$ 62.14	\$ 96.54	\$993.68	39.75%	100%	
Wage Adjustment	140	\$ 10,750		\$ -	\$ 10,750.00	\$10,750.00	100.00%	100%	\$ 10,750.00
Expense Reimbursement	141	\$ 500		\$ -		\$0.00			
Total Personnel		\$667,750.00	\$38,002.70	\$45,433.60	\$59,959.54	\$605,594.89	90.69%	100%	\$ 667,750.00
								100%	
Support Services	210	\$ 28,750	\$ 1,929.00	\$ 4,150.53	\$ 7,756.53	\$ 28,526.36	99.22%	100%	\$ 28,750.00
Consulting Services	211	\$ 45,000	\$ 2,998.00	\$ -	\$ 7,495.00	\$ 59,634.08	132.52%	100%	\$ 45,000.00
Utilities	220	\$28,000	\$1,633.99	\$1,759.04	\$1,900.00	\$ 23,633.09	84.40%	100%	\$ 28,000.00
Communication	221	\$ 1,000	\$111.89	\$161.86	\$1,976.00	\$ 3,521.52	352.15%	100%	\$ 1,000.00
Equipment Maintenance	240	\$ 9,000	\$1,235.75	\$368.78	\$288.04	\$ 7,170.56	79.67%	100%	\$ 9,000.00
Facility Maintenance	242	\$ 16,000	\$5,117.97	\$7,066.57	\$13,022.04	\$ 55,244.48	345.28%	100%	\$ 16,000.00
Total Services		\$ 127,750.00	\$ 13,026.60	\$ 13,506.78	\$ 32,437.61	\$ 177,730.09	139.12%	100%	\$ 127,750.00
Office Supplies	310	\$ 9,000	\$ 578.43	\$ 384.61	\$ 307.45	\$ 6,336.57	70.41%	100%	\$ 9,000.00
Postage	311	\$ 250	\$ -	\$ -	\$ 144.80	\$ 246.72	98.69%	100%	\$ 250.00
Dues	320	\$ 500	\$ -	\$ -	\$ 225.00	\$ 225.00	45.00%	100%	\$ 500.00
Meeting Expenses	330	\$ 1,000	\$ 14.39	\$ -		\$ 197.86	19.79%	100%	\$ 1,000.00
Training Expenses	331	\$ 2,750	\$ 342.00	\$ 275.00	\$ 255.00	\$ 3,513.26	127.75%	100%	\$ 2,750.00
Operating Supplies	340	\$ 5,500	\$ -	\$ -		\$ 2,186.14	39.75%	100%	\$ 5,500.00
Technology	342	\$13,750	\$ 1,506.72	\$ 10,520.51	\$ 5,093.52	\$ 66,092.62	480.67%	100%	\$ 13,750.00
Collection - Print	344	\$ 55,000	\$ 3,081.86	\$ 2,688.23	\$ 4,101.45	\$ 49,375.44	89.77%	100%	\$ 55,000.00
Collection - AV	345	\$ 12,500	\$ 58.33	\$ 554.01	\$ 643.75	\$ 5,541.35	44.33%	100%	\$ 12,500.00
Library Miscellaneous	390	\$ 250	\$ 4,287.50	\$ -	\$ 4,287.50	\$ 8,575.00		100%	
Programming	391	\$ 8,000	\$ 1,749.88	\$ 1,200.37	\$ (140.74)	\$ 7,884.74	98.56%	100%	\$ 8,000.00
Other Total		\$ 108,500.00	\$ 11,619.11	\$ 15,622.73	\$ 14,917.73	\$ 150,174.70	138.41%	100%	\$ 108,500.00
Total Budget		\$904,000.00	\$ 62,648.41	\$ 74,563.11	\$ 107,314.88	\$ 933,499.68	103.26%	100%	\$ 904,000.00
						\$ (10,464.58)			



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Gift Fund Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

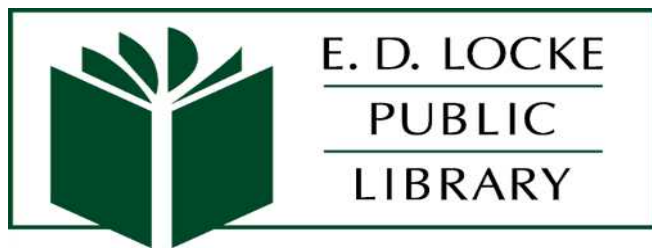
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. gift Fund



5920 Milwaukee St. • McFarland WI 53558
608-838-9030 • mcfliib@mcfarlandlibrary.org

E.D. Locke Public Library Gift Fund 2020

Beginning Balance January 1, 2020

\$35,310.58

Revenue

Donations Materials	\$ -
Donations Programming	\$ -
Grant Programming	\$ -
Friends	\$ -
SCLS Grants	\$ -
Madison Community Foundation Grant	\$ 5,665.55
Other Donation	\$ 425.00
Interest	\$ 17.52

Total Revenues \$ 6,108.07

Expenditures

1000 Books	\$ -
Friends Adult Materials	\$ 416.49
Friends Juvenile Materials	\$ -
Friends Juvenile Programming	\$ -
Friends Adult Programming	\$ 31.42
Friends Equipment	\$ -
Grant Equipment	\$ -
Grant Programming	\$ -
Madison Community Foundation Endowment	\$ 5,295.00
Donations Programming	\$ -
Donations Materials	\$ -

Total Expenditures \$ 5,742.91

Balance December 31, 2020

\$ 35,675.74



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

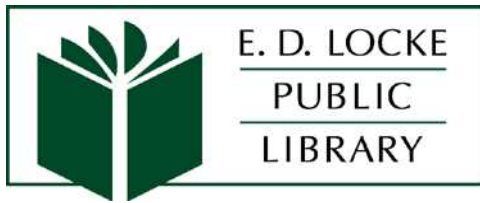
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report December 2020



E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
January 2021

December Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of November 30, 2020 is \$136,002.77.
- **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 outdoors.
- **Library Systems Report** –
 - The launch date for our new library app has been moved from December 1, 2020 to January 11, 2021.
- **Facility Management**
 - **HVAC** – nothing new
 - **Sprinklers** – the fire suppression sprinkler system was tested and passed.
 - **Floors cleaned** – the carpets were cleaned and the vinyl tile was cleaned and waxed in mid-December.
 - **Occupancy Sensors/People Counters** – The cabling for the sensors has been completed and the sensor have been ordered. They should be installed in early January.
- **Long Range & Space Needs Planning Committee** –
 - **Next space needs committee meeting** – will be scheduled for some time in mid-January.
 - **Drawings** - I have reviewed the preliminary drawings for expansion out and up and given notes with questions and requests for changes to the Architects.
- **COVID related updates** – Staff are working on a reopening plan. We are planning for a reopening in the first quarter of 2021 providing that the number of cases and hospitalizations decrease.
- **Meeting with the McFarland Equity Project** – I met with the MEP in early December to discuss ways we can support each other and potential projects to collaborate on.

Youth Services highlights (Heather Kent)

Storytime:

- Virtual storytimes ran Mondays, Tuesdays, Wednesdays, and Saturdays through Saturday December 19th. There was a brief break between Christmas week and New Year's.
- The PJ Storytime on Wednesday, December 16th was a special storytime with Santa. Mike Moderski reprised his role as Santa. Stephanie from the McFarland communications department helped facilitate our program through the village's zoom account. She recorded the session and we were able to share it with people who weren't able to attend. As part of the program we also shared letters to Santa from the kids.

Virtual Programming:

- The weekly craft kit for the first part of December was our Christmas Craftpalooza To-Go kit. It was great to see the different pictures of kids making these crafts together with their families.
- Zumbini session 1 finished on Wednesday, December 2nd. The kits were collected back up so that new drums and books could be added for session 2 which starts on January 6th.
- Zumba Kids Jr has continued on Mondays at 3:30pm on Zoom. This has been opened up to ages 4-10.
- The Time Warp Trio book club met on Tuesday, December 8. We discussed the book "Your Mother Was a Neanderthal" and created cave paintings.
- Book Explorers met pm Tuesday, December 22nd and we discussed "Escape from Mr. Lemoncello's Library." As part of the meeting, we did a virtual escape room created by another library.

Teen Services (Abby Seymour)

As with most things that happened this year, December teen programming looked very different than it did a year ago. Here's hoping that my board report in December 2021 is all about the great, big programs we held in person with 100 teens. One can dream!

- The start of December brought with it Christmas Craftapalooza! Instead of a room full of people working on holiday and winter themed crafts, we made craft to-go bags for people to pick up. I made 31 craft kits for teens that included materials for a Pom-Pom Penguin and an Origami Gingerbread House. I also included minimal instructions so that teens could do it by themselves, but I gave them some other options too. Teens could join us over Zoom on one of our Wednesday Creative Space day programs and there I could explain the craft to them and could work on it together. I had a few new teens that joined me for that program! In the craft to-go kit, I also included a QR code that led them to a YouTube video I made with detailed instructions of the crafts (which can also be found on the library's YouTube page). Filming and editing that video was certainly a labor of love, but pulling off a virtual Christmas Craftapalooza was worth it!
- In addition to my virtual programs, I also had several opportunities to connect with other teen librarians. A teen librarian from Waupaca has started a virtual monthly meet-up for other Wisconsin teen librarians, which I attended and swapped ideas with some amazing librarians. Additionally, I had a virtual meeting with teen librarians from SCLS where local teen librarians helped me troubleshoot issues with the game "Among Us", which is very popular with the teens. Lastly, the Young Adult Library Services Association hosted an open discussion meeting about how librarians across the country are supporting teens through this "new normal" time.
- The Fall/Winter session of teen programs officially ended this month before the holidays. Dungeons and Dragons ended with a bang and an exciting conclusion to the month's long story the teens have been engaging in. That group has such loyalty and I know they are excited to start a new session in the new year.
- The Scribe Tribe creative writing program had its last meeting this month. That program is going back on the shelf for a while because I had little success with it since the school year started. I hope to try it again someday, but for now it's time to try something new.
- This month, the teen Creative Space program got to do a few fun crafts as a group over Zoom. Together we worked on the Christmas Craftapalooza projects, as mentioned above. Those crafts were only mildly successful; I will not be attempting origami over video call ever again! We ended the year with a much easier craft: a clothespin wreath! All the teens had to do was paint some clothespins greens and pin them around a plastic disc and add a ribbon. Easy Christmas craft!
- The Teen Hangout, which is my most popular program, had a variety of events this month. First off was playing the game Among Us. This is a game that teens play on their phones (though we also joined together on Zoom so that we could talk to each other). In the game, one person is the Imposter whose job it is to walk around this spaceship and sabotage the Crewmates (a.k.a. the other players). The teens loved it and were begging to play again when the hour was up. Even though it was fun and easy to play, I'm torn about playing Among Us again because a few of my regular teens were unable to join because they didn't have a smartphone to play the game on. I'm working on ways to lessen the technology gap in the future. The next Teen Hangout program was a Disney Song Bracket. Similar to a March Madness bracket, the teens had a discussion of the best (and worst) Disney songs. After three rounds with several sing-a-longs, the group said "I'll Make A Man Out of You" from Mulan is the best Disney song! Lastly, the Teen Hangout ended with a Name that Tune: Holiday Edition game. At this

event, I played 5-10 seconds of a well-known (or sometimes more obscure) holiday song that the teens had to identify. Some songs proved to be a real challenge and some they recognized immediately.

Adult Services Highlights (Ann Engler)

- **Collection Development** - I spotted an opportunity to add more diversity to our collection when I was searching through our Christmas holiday Hallmark-type movies, which are understandably very popular this time of year. I noted we did not seem to own many that featured African-American families, so I therefore purchased several new titles to add to our collection.

Programming Highlights

- The adult Zumba session led by Heather Kent was a smashing success. Heather kindly agreed to do a monthly session for adults in 2021, which I know will be popular.
- I met virtually with Katie from Senior Outreach about a project we will collaborate on in 2021.
- I started a new video series called Browse the Stacks. While the library is closed, I'm doing little mini-tours of our collection, highlighting parts that people might not be as familiar with, such as our classic movies or print magazines.
- I've been working with Stephanie Miller to advertise the library's New Year's Eve program—her graphics are top notch and are getting a lot of “likes” on social media.
- With the holidays and a vacation, December was not heavy on programming, but things pick up once again in January.

Patron Feedback - While this is not a specific quote, I wanted to share that I just compiled a fourth book bundle request for a specific patron who requests 7-10 books each time. There are numerous patrons who have submitted more than one request, which I think shows that this is a valuable service people enjoy.

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, events, 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
- Outerlibrary loan requests
- Launching mobile printing service
- Resolving items on the Annual Batch Deletion reports
- Moving items before/after carpet cleaning
- Watched webinar for dealing with teens

- Discussed website changes/restructuring
- Prepared holiday greeting cards for volunteers/cleaner

Circulation Services Highlights (Kelly Heasty)

CURBSIDE DELIVERY ON-GOING:

- Changed quarantine date for incoming delivery from four days to one day, based on guidelines from DPI and information collected from SCLS delivery.
- Collected feedback from other libraries about Capira (curbside pickup scheduling software) and created a survey to rank feedback in order of importance of software updates requested. Will finish collecting this week, give final rankings and send to Capira.
- Created Winter reminders bookmark for curbside pickup
- Worked with Amy to get on-line printing option on website.

PREP for COMPUTER APPOINTMENTS/COPY MACHINE APPTS/EXPRESS LIBRARY

- Delayed until after the holidays
- In the meantime: 4 print requests fulfilled via curbside service. (as of 12/28)
- Completed one successful printout using new remote Eprint software with a debit card payment on-line.

NEW PATRONS

- 16 requests for cards received: Issued 12 WEB only cards + 0 full service cards, balance were renewals or address updates.

TRAINING/EDUCATION:

- Attended Circ User Group meeting: 12/15
- Attended Serials User Group meeting: 12/10
- Attended Ormery Teens webinar by Ryan Dowd.

MAGAZINES & NEWSPAPERS

- All magazine issues received, labelled & shelved for December.
- Wall Street Journal Subscription ended this month.
- Recently ceased magazine titles: Field & Stream, Popular Science, Oprah (newsstand only), Wisconsin Gardening, Rachael Ray Everyday (newsstand only) Money, Knit Simple, Family Circle, Dig Into History (kids' mag), Bark

OTHER:

- Set up & staffed craftapalooza with HC first weekend of Dec – contacted patrons afterward to schedule appointments for those that couldn't pick up their crafts.

- Researched list of patrons with McFarland P-STATs that had set up cards with other libraries. Sent letter & brochure publicizing our services.
- Watched video on scheduling software.
- Amy and I moved furniture and mats for carpet cleaning and moved it back.
- Followed up on email failure for patron notices; discovered it was related to Gmail failure at the beginning of the month. Staff resent emails once it was fixed.
- Worked on Circ Assistant II Sub job announcement.
- Materials spreadsheet brought up to date with all incoming new materials received in December.
- Managed new books to ensure they go to McFarland patrons as much as possible.

BOOKCLUBS:

- Managing Book Club holds for Prairie Stone and one other patron
- Have been attending introvert book club each month, including December.

---Heidi Cox, Library Director



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Call to Order

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.
 - g. Investigate staff scheduling software
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.*
 - vi. *Work with Community Development and the Department of Workforce Development on a virtual job fair.*
- 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*



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Pandemic Behavior Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. covid patron policy

	E. D. Locke Public Library	
Page 1 of 2	Library COVID-19 Policy	Approved:

These guidelines were created with guidance from the Dane County Public Health Department, Wisconsin Department of Health Services, the Centers of Disease Control and Prevention, and the Wisconsin Department of Public Instruction, Libraries Division. This policy remains in effect until one or all of these entities declare there is no longer a need to maintain modified services to the public.

If you have COVID-19 or have a fever or symptoms of COVID-19, do not enter the library. If someone in your household has COVID-19 or has symptoms of COVID-19, do not enter the library during your quarantine. If you display COVID-19 symptoms in the library, you may be asked to leave.

Physical distancing of a minimum of six feet must be maintained in the library by all people who are not in the same family, except in cases when physical distancing is not feasible or appropriate.

Due to physical distancing recommendations, socializing and collaborating in the library is not allowed at this time. You may be asked to leave the library if you congregate with another person or group for more than a brief greeting. Due to physical distancing recommendations and potential for community spread of COVID-19, people are discouraged from sitting and staying in the library for extended periods except for use of public computers.

A maximum number of people are allowed in the building at any given time. You may be informed that you have to wait to enter the building or that you may need to finish your visit, so we can maintain this threshold. You may be asked to leave the library if you have been here for an extended period of time, to allow for others to enter.

Children under 14 years of age may be asked to be accompanied by a supervising adult, particularly if the child is unable to conform to physical distancing while visiting the library.

Patrons and staff are required to cover their nose and mouth with a cloth covering or mask in the library per the state's mask mandate. If you don't have a mask the library can provide you with one. If you cannot wear a mask for health reasons and are not at the library for a computer appointment, we ask you to pick up items using our curbside delivery service.

Library staff and hired cleaners strive to keep the library sanitized and cleaned on a regular schedule. We cannot guarantee the library is a germ-free environment, and ask that you determine if the public library is a safe place for you and your family during this global pandemic.

Violation of these guidelines may result in a person being asked leave the library. This policy supersedes any sections of previously approved Library Board policies which conflict with anything described above.



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Sale of Meeting Room Chairs

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Old meeting room chairs

Old meeting room chairs





McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Sale and/or recycling of Self checks

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. self checks

Self-Checks





McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Collection Agency

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Collection Agency

Overdue Notice Procedure

- Pre-Overdue notice at 2 days before the item is due if they opt for it and we have their email address.
- 7 day notice by email
- 14 day notice by email
- 26 day notice by email, mailed if we don't have an email.
- Notice of unresolved charges if account is over \$50 always mailed even if an email is on file.
- Sent to a collection agency when 60 days overdue and charges are over \$50. The collection agency mails 2 letters and makes phone calls. Nothing goes onto the patrons' credit report.

Changes we are proposing:

Stop using the collection agency and then call the patrons who are eligible for a notice of unresolved charges. We could fix any issue immediately while we have the patrons on the phone. We would also encourage people to give us their email address so that they could receive the other notices that are sent out only via email.