VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, February 1, 2021 **4:00 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/84741467046

Or by Telephone: +1 (312) 626-6799
Webinar ID: 847 4146 7046

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 January 4, 2021 Library Board meeting.
   b. Approval of the January 2021 general fund bills and trust fund bills.

4. INFORMATION ITEMS
   a. 2020 Budget Update
   b. 2021 Budget Update
   c. Director's Report
   d. Monthly Statistical Reports

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
    a. Introduction of new library board member
    b. Demonstration of staff website
    c. Demonstration of library board website
    d. 2020 Annual Report and authority to sign
    e. Library Board officer nominating committee

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

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

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

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft Minutes of the January 4, 2021 Library Board meeting.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Baord January 4 2020 Minutes

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, January 4, 2021 - 4:00 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

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

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*

Motion by Evan Richards, second by Ken Machtan, to Approve the draft Minutes of the December 7, 2020 Library Board Meeting Motion carries 6 - 0 - 0 by acclamation.

b. *Approval of the draft Minutes of the December 10, 2020 joint Library Board and Village Board meeting.*

Motion by Evan Richards, second by Ken Machtan, to approve the draft Minutes of the December 10, 2020 joint Library Board and Village Board meeting. Motion carries 6 - 0 - 0 by acclamation.

c. *Approval of the December 2020 general fund and gift fund bills*

Motion by Ken Machtan, second by Karin Mandli, to approve the December 2020 general fund and gift fund bills totalling $41,118.36. Motion carries 6 - 0 - 0 by acclamation.

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*

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to approve 2021 Library Director Goals with one change (updating the year from 2020 to 2021) Motion carries 6 - 0 - 0 by acclamation.

b. *Pandemic Behavior Policy*

Motion by Ken Machtan, second by Evan Richards, to approve Pandemic Behavior Policy with one change (adding the requirement for wearing a mask if the county has a mask mandate) Motion carries 6 - 0 - 0 by acclamation.

c. *Sale of Meeting Room Chairs*

Motion by Village Trustee Michael Flaherty, second by Ken Machtan, to approve the donation to the school district or sale of Meeting Room Chairs Motion carries 6 - 0 - 0 by acclamation.

d. *Sale and/or recycling of Self checks*

Motion by Karin Mandli, second by Member Staci Fritz, to approve sale and/or recycling of Self checks after checking with the providing that the school district doesn't want them. Motion carries 6 - 0 - 0 by acclamation.

e. *Library Collection Agency*

Motion by Evan Richards, second by Village Trustee Michael Flaherty, to approve changing the procedure for overdue items to cease using a Library Collection Agency Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Ken Machtan, to adjourn at 4:36

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

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the January 2021 general fund bills and trust fund bills.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - Dec 2020 (updated)
2. Library Invoices - Jan 2021 (updated)

E. D. Locke Public Library
2020 Invoices

Vendor	Sum of Amount	Description
ALLIANT ENERGY	$1,992.96	Utilities
AMAZON CAPITAL SERVICES	$1,248.14	DVDs, CDs and Supplies
BAKER & TAYLOR BOOKS	$4,677.67	Books
BIG RIVER ORGANICS	($50.00)	Book refund
BLUEGREEN	$5,827.53	Carpet Cleaning
BOOK PAGE	$588.00	Magazine Subscription
CARDMEMBER SERVICES	$914.62	Visa Bill
CORK & BOTTLE STRING BAND	($300.00)	Program Refund
CORPORATE BUSINESS SYSTEMS	$238.89	Copier Lease
DEMCO INC	$227.42	Library Supplies
ENVIRONMENT CONTROL	$1,929.00	Janitorial services
EUA	$7,495.00	Consulting Services
FRIENDS OF THE MCFARLAND LIBRARY	$100.00	Credit Card Charge Pass through
FRONTIER	$66.79	Phone Bill
HANSEN, BONNIE	$29.00	Item refund
HJ PERTZBORN	$325.00	Sprinkler Inspection
JACKSON MANUFACTURERS COMPANY	$2,599.00	Book Drop
LIBRARY FURNITURE INTERNATIONAL INC	$4,287.50	Mobile Shelving
MCFARLAND TRUE VALUE	$37.86	Facility Repair
MENARDS - MONONA	$137.56	Facility Repair
MICROMARKETING LLC	$104.99	Audio Books
OSOWSKI, MEGAN	$26.00	Item refund
PELLITTERI	$39.18	confidential Shredding
SCHILLING SUPPLY COMPANY	$278.48	Library Supplies
SENSOURCE	$4,012.95	People Counters
SOUTH CENTRAL LIBRARY SYS	$1,432.67	Barcode Scanners & PC
TDS	$45.07	Phone Bill
(blank)		
Grand Total	$38,311.28	

E. D. Locke Public Library

Invoices January 2021

Vendor	Sum of Amount	Description
ALLIANT ENERGY	$2,116.40	Utilities
AMAZON CAPITAL SERVICES	$133.57	Books, CDs & DVDs
BAKER & TAYLOR BOOKS	$2,434.18	Books
CARDMEMBER SERVICES	$204.42	Visa Bill
CORPORATE BUSINESS SYSTEMS	$142.30	Copier Lease
DEMCO INC	$66.44	Library Supplies
ENVIRONMENT CONTROL	$1,929.00	Janitorial Services
ENVISIONWARE	$2,134.67	Equipment Maintenance
FEARING'S AUDIO-VIDEO-SECURITY	$1,564.76	Hearing Loop
KARLS, DUSTIN	$270.00	Program Fee
MENARDS	$26.00	Facility Repair
PELLION BENEFITS	$118.28	Vacation Payout
SOUTH CENTRAL LIBRARY SYS	$45,683.00	Equipment Maintenance & Software Fee
TDS	$45.08	Phone Bill
UNIQUE MANAGEMENT SERVICES	$17.90	Collection Agency Fees
WISCONSIN LIBRARY ASSOCIATION	$225.00	Membership Fees
YEUN, MYUNGSIM	$100.00	Program Fee
ZOOBEAN INC	$379.05	Beanstack Upgrade
(blank)		
Grand Total	$57,590.05	

Gift Fund

Madison Community Foundation	$ 300.00	Endowment Donations

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 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 Full Year
2. 2020 Budget Update 4th qtr

2020 Budget Update

REVENUES

		Budget Amount	January Actual	Feburary Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Actual	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	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ 575,750.00	100.00%		
County Library Aids		$ 305,500.00	$ -	$ 1,467.00	$ 1,524.00	$ -	$ 304,712.00	$ -	$ -	$ -		$ -	$ -	$ -	$ 307,703.00	100.72%		
State - COVID 19 Grants						$ -	$ -	$ -	$ -	$ 26,707.91		$ 6,615.64	$ -	$ -	$ 33,323.55			
Library Fines		$ 7,250	$ 469.50	$ 912.37	$ 302.75	$ -	$ -	$ 393.48	$ -	$ -	$ 116.94	$ -	$ -	$ -	$ 2,195.04	30.28%	100%	$ 13,500.00
Miscellaneous Revenue		$ -	$ -			$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -			
Interest		$ 10,000	$ 961.07	$ 726.30	$ 534.02	$ 290.95	$ 210.06	$ 123.81	$ 70.34	$ 61.34	$ 56.99	$ 28.28	$ 27.01	$ -	$ 3,090.17	30.90%	100%	
Library Fees		$ 5,000	$ 270.70	$ 405.10	$ 323.05	$ -	$ -	$ -	$ -	$ -	$ 1.50	$ -	$ -	$ 0.20	$ 1,000.55	20.01%	100%	$ 5,000.00
		$ 903,500.00	**$ 577,451.27**	**$ 3,510.77**	**$ 2,683.82**	**$ 290.95**	**$ 304,922.06**	**$ 517.29**	**$ 70.34**	**$ 26,769.25**	**$ 175.43**	**$ 6,643.92**	**$ 27.01**	**$ 0.20**	$ 923,062.31	**102.17%**		
Expenditures															$ -			
Salaries	110	$333,750.00	$ 16,700.44	$ 39,793.86	$ 26,375.33	$ 26,461.73	$ 27,184.45	$ 27,339.95	$ 27,168.38	$ 41,586.77	$ 25,813.74	$ 24,954.20	$ 26,197.77	$ 25,749.89	$335,326.51	100.47%	100%	$ 333,750.00
Part-time	120	$164,750	$ 6,476.46	$ 16,270.20	$ 10,161.73	$ 10,284.62	$ 8,151.75	$ 8,898.67	$ 9,351.07	$ 13,626.89	$ 7,602.41	$ 8,475.06	$ 8,153.58	$ 8,082.91	$115,535.35	70.13%	100%	$ 164,750.00
Health Insurance	130	$87,000	$ 6,593.92	$ 13,187.84	$ 6,593.92	$ 6,593.92	$ -	$ 6,593.92	$ 6,593.92	$ 12,528.32	$ 6,264.16	$ -	$ 6,264.16	$ 8,358.05	$79,572.13	91.46%	100%	
Retirement	131	$29,500	$ 2,171.91	$ 3,232.23	$ 2,159.40	$ 2,163.76	$ 2,013.02	$ 2,080.35	$ 2,083.53	$ 3,117.33	$ 1,971.18	$ 2,021.63	$ 2,226.64	$ 2,077.80	$27,318.78	92.61%	100%	$ 29,500.00
SS/Medicare	132	$39,000	$ 2,604.83	$ 4,042.76	$ 2,630.98	$ 2,646.97	$ 2,631.02	$ 2,595.55	$ 2,638.38	$ 4,021.27	$ 2,423.35	$ 2,489.67	$ 2,529.31	$ 2,471.61	$33,725.70	86.48%	100%	
Other Benefits	135	$2,500	$ 96.54	$ 96.54	$ 96.54	$ 96.54	$ 85.14	$ 78.38	$ 66.98	$ 62.14	$ 94.06	$ 62.14	$ 62.14	$ 62.14	$959.28	38.37%	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		**$667,750.00**	**$ 34,644.10**	**$ 76,623.43**	**$48,017.90**	**$48,247.54**	**$40,065.38**	**$47,586.82**	**$47,902.26**	**$74,942.72**	**$44,168.90**	**$38,002.70**	**$45,433.60**	**$57,552.40**	**$603,187.75**	**90.33%**	100%	**$ 667,750.00**
																	100%	
Support Services	210	$ 28,750	$ 1,389.00	$ 1,579.00	$ 1,415.85	$ 701.45	$ 1,929.00	$ 1,929.00	$ 1,929.00	$ 1,929.00	$ 1,889.00	$ 1,929.00	$ 4,150.53	$ 1,929.00	$ 22,698.83	78.95%	100%	$ 28,750.00
Consulting Services	211	$ 45,000	$ 44,611.96	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,529.12	$ 2,998.00	$ -	$ 7,495.00	$ 59,634.08	132.52%	100%	$ 45,000.00
Utilities	220	$ 28,000	$ 2,099.26	$ 2,066.91	$1,983.71	$1,569.76	$1,531.62	$ 2,288.14	$2,319.93	$2,557.57	$1,923.16	$1,633.99	$1,759.04	$1,992.96	$ 23,726.05	84.74%	100%	$ 28,000.00
Communication	221	$ 1,000	$ 70.83	$ 78.81	$119.83	$197.81	$110.79	$ 167.84	$158.45	$208.96	$158.45	$111.86	$161.86	$161.86	$ 1,707.35	170.74%	100%	$ 1,000.00
Equipment Maintenance	240	$ 9,000	$ 2,907.30	$ 324.05	$ 260.22	$ 250.10	$181.01	$ 247.88	$386.88	$497.61	$222.94	$1,235.75	$368.78	$384.63	$ 7,267.15	80.75%	100%	$ 9,000.00
Facility Maintenance	242	$ 16,000	$ 1,172.50	$ 1,021.14	$ 3,570.41	$ 819.06	$5,163.07	$ 6,808.21	$7,807.84	$730.88	$2,944.79	$5,117.97	$7,066.57	$13,059.90	$ 55,282.34	345.51%	100%	$ 16,000.00
Total Services		**$ 127,750.00**	**$ 52,250.85**	**$ 5,069.91**	**$ 7,350.02**	**$ 3,538.18**	**$ 8,915.49**	**$ 11,441.07**	**$ 12,602.10**	**$ 5,924.02**	**$ 11,667.46**	**$ 13,026.57**	**$ 13,506.78**	**$ 25,023.35**	**$ 170,315.80**	**133.32%**	100%	**$ 127,750.00**
Office Supplies	310	$ 9,000	$ 427.50	$ 558.83	$ 518.25	$ -	$ 1,395.92	$ 1,185.64	$ 389.73	$ 446.69	$ 143.52	$ 578.43	$ 384.61	$ 658.39	$ 6,687.51	74.31%	100%	$ 9,000.00
Postage	311	$ 250	$ 17.74	$ 13.75	$ -	$ -	$ -	$ -	$ -	$ -	$ 70.43	$ -	$ -	$ 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	$ 28.55	$ 99.85	$ 38.11	$ -		$ -	$ -	$ -	$ 16.96	$ 14.39	$ -		$ 197.86	19.79%	100%	$ 1,000.00
Training Expenses	331	$ 2,750	$ 75.00	$ 411.10	$ 1,365.76	$ 42.90	$ -	$ -	$ 683.00	$ 123.50	$ (60.00)	$ 342.00	$ 275.00	$ 584.10	$ 3,842.36	139.72%	100%	$ 2,750.00
Operating Supplies	340	$ 5,500	$ -	$ -	$ 672.90	$ -	$ -	$ 75.00	$ -	$ 1,416.27	$ 71.92	$ -	$ -		$ 2,236.09	40.66%	100%	$ 5,500.00
Technology	342	$ 13,750	$ 9,266.03	$ 54.00	$ 2,081.15	$ 521.20	$ 23,268.32	$ 170.34	$ 120.00	$ 1,202.10	$ 12,288.73	$ 1,506.72	$ 10,520.51	$ 209.22	$ 61,208.32	445.15%	100%	$ 13,750.00
Collection - Print	344	$ 55,000	$ 4,372.25	$ 9,570.79	$ 1,872.22	$ 4,237.38	$ 1,718.39	$ 2,430.62	$ 2,312.28	$ 5,386.86	$ 7,603.11	$ 3,081.86	$ 3,345.08	$ 3,976.87	$ 49,907.71	90.74%	100%	$ 55,000.00
Collection - AV	345	$ 12,500	$ 376.92	$ 185.46	$ 746.41	$ 644.70	$ 287.22	$ 432.65	$ 720.04	$ 328.34	$ 563.52	$ 58.33	$ 554.01	$ 841.09	$ 5,738.69	45.91%	100%	$ 12,500.00
Library Miscellaneous	390	$ 250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,287.50	$ -	$ 4,287.50	$ 8,575.00		100%	
Programming	391	$ 8,000	$ 472.40	$ 687.07	$ 454.80	$ 47.72	$ 98.07	$ 1,007.83	$ 712.25	$ 531.33	$ 1,063.76	$ 1,749.88	$ 1,198.37	$ 245.51	$ 8,268.99	103.36%	100%	$ 8,000.00
Other Total		**$ 108,500.00**	**$ 15,036.39**	**$ 11,580.85**	**$ 7,749.60**	**$ 5,493.90**	**$ 26,767.92**	**$ 5,302.08**	**$ 4,937.30**	**$ 9,435.09**	**$ 21,761.95**	**$ 11,619.11**	**$ 16,502.58**	**$ 10,947.48**	$ 147,134.25	**135.61%**	100%	**$ 108,500.00**
Total Budget		**$904,000.00**	**$ 101,931.34**	**$ 93,274.19**	**$ 63,117.52**	**$ 57,279.62**	**$ 75,748.79**	**$ 64,329.97**	**$ 65,441.66**	**$ 90,301.83**	**$ 77,598.31**	**$ 62,648.38**	**$ 75,442.96**	**$ 93,523.23**	**$ 920,637.80**	**101.84%**	100%	**$ 904,000.00**

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	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	$ -	$ -	$ 33,323.55					
Library Fines		$ 7,250	$ -	$ -	$ -	$ 2,195.04	30.28%	100%	$ 13,500.00	$ 2,078.10	
Miscellaneous Revenue		$ -	$ -	$ -	$ -	$ -				$ -	
Interest		$ 10,000	$ 28.28	$ 27.01	$ -	$ 3,090.17	30.90%	100%		$ 3,000.00	
Library Fees		$ 5,000	$ -	$ -	$ 0.20	$ 1,000.55	20.01%	100%	$ 5,000.00	$ 998.85	
		$ 903,500.00	**$ 6,643.92**	**$ 27.01**	**$ 0.20**	$ 923,062.31	**102.17%**			**$ 863,076.95**	
Expenditures						$ -					Monthly estimate
Salaries	110	$333,750.00	$ 24,954.20	$ 26,197.77	$ 25,749.89	$335,326.51	100.47%	100%	$ 333,750.00	$ 574,845.45	$ 26,024.00
Part-time	120	$164,750	$ 8,475.06	$ 8,153.58	$ 8,082.91	$115,535.35	70.13%	100%	$ 164,750.00	$ 198,060.60	$ 11,417.00
Health Insurance	130	$87,000	$ -	$ 6,264.16	$ 8,358.05	$79,572.13	91.46%	100%		$ 136,409.37	$ 6,643.00
Retirement	131	$29,500	$ 2,021.63	$ 2,226.64	$ 2,077.80	$27,318.78	92.61%	100%	$ 29,500.00	$ 46,832.19	$ 2,214.00
SS/Medicare	132	$39,000	$ 2,489.67	$ 2,529.31	$ 2,471.61	$33,725.70	86.48%	100%		$ 57,815.49	$ 2,815.00
Other Benefits	135	$2,500	$ 62.14	$ 62.14	$ 62.14	$959.28	38.37%	100%		$ 1,644.48	$ 96.54
Wage Adjustment	140	$ 10,750		$ -	$ 10,750.00	$10,750.00	100.00%	100%	$ 10,750.00	$ 18,428.57	
Expense Reimbursement	141	$ 500		$ -		$0.00				$ -	
Total Personnel		**$667,750.00**	**$38,002.70**	**$45,433.60**	**$57,552.40**	**$603,187.75**	**90.33%**	100%	**$ 667,750.00**	$ 1,034,036.14	
								100%			
Support Services	210	$ 28,750	$ 1,929.00	$ 4,150.53	$ 1,929.00	$ 22,698.83	78.95%	100%	$ 28,750.00	$ 38,912.28	
Consulting Services	211	$ 45,000	$ 2,998.00	$ -	$ 7,495.00	$ 59,634.08	132.52%	100%	$ 45,000.00	$ 44,611.96	
Utilities	220	$ 28,000	$1,633.99	$1,759.04	$1,992.96	$ 23,726.05	84.74%	100%	$ 28,000.00	$ 40,673.23	
Communication	221	$ 1,000	$111.86	$161.86	$161.86	$ 1,707.35	170.74%	100%	$ 1,000.00	$ 2,926.89	
Equipment Maintenance	240	$ 9,000	$1,235.75	$368.78	$384.63	$ 7,267.15	80.75%	100%	$ 9,000.00	$ 12,457.97	
Facility Maintenance	242	$ 16,000	$5,117.97	$7,066.57	$13,059.90	$ 55,282.34	345.51%	100%	$ 16,000.00	$ 94,769.73	
Total Services		**$ 127,750.00**	**$ 13,026.57**	**$ 13,506.78**	**$ 25,023.35**	**$ 170,315.80**	**133.32%**	100%	**$ 127,750.00**	$ 234,352.05	
Office Supplies	310	$ 9,000	$ 578.43	$ 384.61	$ 658.39	$ 6,687.51	74.31%	100%	$ 9,000.00	$ 11,464.30	
Postage	311	$ 250	$ -	$ -	$ 144.80	$ 246.72	98.69%	100%	$ 250.00	$ 422.95	
Dues	320	$ 500	$ -	$ 225.00	$ -	$ 225.00	45.00%	100%	$ 500.00	$ 385.71	
Meeting Expenses	330	$ 1,000	$ 14.39	$ -		$ 197.86	19.79%	100%	$ 1,000.00	$ 339.19	
Training Expenses	331	$ 2,750	$ 342.00	$ 275.00	$ 584.10	$ 3,842.36	139.72%	100%	$ 2,750.00	$ 6,586.90	
Operating Supplies	340	$ 5,500	$ -	$ -		$ 2,236.09	40.66%	100%	$ 5,500.00	$ 3,833.30	
Technology	342	$ 13,750	$ 1,506.72	$ 10,520.51	$ 209.22	$ 61,208.32	445.15%	100%	$ 13,750.00	$ 35,361.04	
Collection - Print	344	$ 55,000	$ 3,081.86	$ 3,345.08	$ 3,976.87	$ 49,907.71	90.74%	100%	$ 55,000.00	$ 85,556.07	
Collection - AV	345	$ 12,500	$ 58.33	$ 554.01	$ 841.09	$ 5,738.69	45.91%	100%	$ 12,500.00	$ 9,837.75	
Library Miscellaneous	390	$ 250	$ 4,287.50	$ -	$ 4,287.50	$ 8,575.00		100%		$ 14,700.00	
Programming	391	$ 8,000	$ 1,749.88	$ 1,198.37	$ 245.51	$ 8,268.99	103.36%	100%	$ 8,000.00	$ 14,175.41	
Other Total		**$ 108,500.00**	**$ 11,619.11**	**$ 16,502.58**	**$ 10,947.48**	$ 147,134.25	**135.61%**	100%	**$ 108,500.00**	**$ 182,662.63**	
Total Budget		**$904,000.00**	**$ 62,648.38**	**$ 75,442.96**	**$ 93,523.23**	**$ 920,637.80**	**101.84%**	100%	**$ 904,000.00**	**$ 1,451,050.83**	

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2021 Budget Update**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Budget Update

2021 Budget Update

REVENUES							
		Budget Amount	January Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		$ 626,250.00	$ -	$ -	0.00%		
County Library Aids		$ 328,250.00	$ 1,082.00	$ 1,082.00	0.33%		
State - COVID 19 Grants		$ -	$ -	$ -			
Library Fines		$ -	$ -	$ -	#DIV/0!	8%	$ 1,125.00
Miscellaneous Revenue		$ 500	$ -	$ -			
Interest		$ 3,500	$ -	$ -	0.00%	8%	
Library Fees		$ 1,500	$ -	$ -	0.00%	8%	$ 125.00
		$ 960,000.00	**$ 1,082.00**	$ 1,082.00	**0.11%**		
Expenditures				$ -			
Salaries	110	$339,500.00	$ 26,741.71	$26,741.71	7.88%	8%	$ 28,291.67
Part-time	120	$175,500	$ 8,792.99	$8,792.99	5.01%	8%	$ 14,625.00
Health Insurance	130	$107,000	$ 8,358.05	$8,358.05	7.81%	8%	
Retirement	131	$29,250	$ 2,192.48	$2,192.48	7.50%	8%	$ 2,437.50
SS/Medicare	132	$40,500	$ 2,543.01	$2,543.01	6.28%	8%	
Other Benefits	135	$2,000	$ 180.42	$180.42	9.02%	8%	
Wage Adjustment	140	$ 14,000	$ -	$0.00	0.00%	8%	$ 1,166.67
Expense Reimbursement	141	$ 500	$ -	$0.00			
Total Personnel		**$708,250.00**	**$ 48,808.66**	**$48,808.66**	**6.89%**	8%	**$ 59,020.83**
Support Services	210	$ 36,250	$ 1,929.00	$ 1,929.00	5.32%	8%	$ 3,020.83
Consulting Services	211	$ 45,500	$ 45,683.00	$ 45,683.00	100.40%	8%	$ 3,791.67
Utilities	220	$ 28,000	$ 2,116.40	$ 2,116.40	7.56%	8%	$ 2,333.33
Communication	221	$ 1,500	$ 95.08	$ 95.08	6.34%	8%	$ 125.00
Equipment Maintenance	240	$ 9,000	$ 2,276.97	$ 2,276.97	25.30%	8%	$ 750.00
Facility Maintenance	242	$ 21,250	$ -	$ -			
Other Contractual Services	290	$ -	$ -	$ -	0.00%	8%	$ 1,770.83
Total Services		**$ 141,500.00**	**$ 52,100.45**	**$ 52,100.45**	**36.82%**	8%	**$ 11,791.67**
Office Supplies	310	$ 9,000	$ -	$ -	0.00%	8%	$ 750.00
Postage	311	$ 250	$ -	$ -	0.00%	8%	$ 20.83
Dues	320	$ 500	$ 225.00	$ 225.00	45.00%	8%	$ 41.67
Meeting Expenses	330	$ 1,000	$ -	$ -	0.00%	8%	$ 83.33
Training Expenses	331	$ 2,750	$ -	$ -	0.00%	8%	$ 229.17
Operating Supplies	340	$ 5,500	$ -	$ -	0.00%	8%	$ 458.33
Technology	342	$ 15,500	$ 379.05	$ 379.05	2.45%	8%	$ 1,291.67
Collection - Print	344	$ 55,000	$ 115.24	$ 115.24	0.21%	8%	$ 4,583.33
Collection - AV	345	$ 12,500	$ 31.28	$ 31.28	0.25%	8%	$ 1,041.67
Library Miscellaneous	390	$ 250	$ -	$ -		8%	
Programming	391	$ 8,000	$ 440.11	$ 440.11	5.50%	8%	$ 666.67
Other Total		**$ 110,250.00**	**$ 1,190.68**	$ 1,190.68	**1.08%**	8%	**$ 9,187.50**
Total Budget		**$960,000.00**	**$ 102,099.79**	**$ 102,099.79**	**10.64%**	8%	**$ 80,000.00**

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

January Highlights

- **Village News -** Mike Flaherty will give an update
- **Endowment –** The committee has not met. The current balance as of December 31, 2020 is $141,399.98
- **Friends** – At their January meeting, they presented their 2020 financial information. Due to the pandemic, their fundraising has generated $6,944.27 less than it did in 2019.
- **Library Systems Report** – nothing to report
- **Facility Management**
    - **HVAC –**
        - The Freezestat reset buttons have moved to the outside of the air handler. The placement of the sensor inside the air handler has also been adjust and to date the freezestat has not tripped.
        - The NPBI has been installed we are waiting the final adjustments so that it can be started.
    - **Occupancy Sensors/People Counters –** Installation is complete. We are currently setting up the dashboards.
    - **Hearing loop –** I have signed the contract and submitted the invoice to pay for the down payment. Fearlings has said that they anticipate installation in late January or early February.
    - **Meeting Room Chairs –** The school district has agreed to take the old meeting room chairs. I believe that they will be using them at Waubesa School.
- **Long Range & Space Needs Planning Committee** –
    - **Next space needs committee meeting –** will be scheduled for some time in mid-February
    - **Community Centers** – I have been talking to different libraries about what they vs. what the community center does for the community.
    - **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** –
    - Computer appointments are set to begin the week of February 1st. We have adjusted signage, social distancing markers and furniture placement.
- **Diversity, Equity, and Inclusion**
    - Kelly Heasty and I will be starting DEI training through the Ripple project in Feburary. The first session is on Reflective Leadership.
    - Kelly Heasty and I will be meeting with the McFarland Equity Project at the beginning of February to discuss ideas on diverse programming.

Youth Services highlights (Heather Kent)

Storytime - Virtual storytimes resumed on January 4th. They run Monday, Tuesday, Wednesday, and Saturday. Saturday storytimes are pre-recorded and for Monday the 18th we had a special Martin Luther King Jr. storytime that featured two books about Dr. King and his legacy.

Virtual Programming

- Craft kits continue to be very popular – requests filling within a few hours of becoming available.
- Zumbini Session 2 started on Wednesday the 6th. We introduced drums to this sessions kits. This is a highlight of Heather's week. The kids are hilarious and she loves being able to interact with families.

- Zumba Kids/Zumba Kids Jr have combined to be available for all ages. This is a fun movement program for the kids.
- The Time Warp Trio book club met on Tuesday, January 12th making robots and discussing that months book - 2095.
- Book Explorers met pm Tuesday, January 26th. This group had to shift their time to 4:00pm due to Wabuesa returning to in person school (hybrid). This month we discussed the book "Chasing Vermeer" and created Pentominoes.

Other

- It was decided this year to go with the iRead summer library programming theme -Reading Colors Your World. In the past we have done the CSLP program themes but thought it would be fun to try something new.
- Heather also attended the ALA class on Graphic Design, learning about best practices for signs/media for the library.

Teen Services (Abby Seymour)

- In the new year, I chose to put a short pause on all virtual teen programs. I've read so much about "Zoom burnout" in kids these days who are in front of screens too often and I wanted to give them a little break. Plus, the new semester started and I thought students should focus on school. This was definitely the right call because now that we've resumed, teens are more excited than ever to attend a virtual program!
- I also needed this month-long break in programming to prepare for the next round of virtual events, which begin the last week of January and go straight through the end of April. For the events that are staying the same (Dungeons and Dragons, Crafternoon, and Teen Hangout), my prep work involved planning on what activity the group will be doing each week for the next few months. For example, I picked out a few different crafts for Crafternoon and ordered the supplies I would need for the To-Go Craft Kits. I've been working on putting those kits together so that they're ready for the teens to pick up before February. Planning the Teen Hangout involves figuring out a mixture of recycling old activities that were a big hit (like doing a virtual escape room) and finding new games to keep them interested. For example, I found a game called Spaceteam that's played on an app and works a lot like Among Us, which is already incredibly popular with the teens. As for Dungeons and Dragons, I am once again hiring Dusty Karls from the Verona Public Library to lead the group. It's exciting to start a new D&D session because new kids have the option to join in.
- Additionally, I spent this break working on my two new virtual programs: Snack and Chat and Teen Advisory Council. Snack and Chat is pretty self-explanatory. It is a social hour where teens can chat with each other while munching on a snack. The snack is optional and they can either get a snack from their own kitchen or they can pick up a pre-packaged snack from the library. With the snack, I am starting out very small with just small bags of crackers, etc. but I hope to work up to giving them some ingredients for them to assemble their own food. Basically, I want this to sneakily turn into a cooking program. The Teen Advisory Council is a program I had in place before the pandemic hit but have been hesitant to bring it back. I think by now we are in a groove with virtual programming and have enough of a following that it will (hopefully) be successful.
- There were several professional development opportunities for me in January, including a two-day Graphic Design Webinar from the American Library Association and a webinar through the Wisconsin Library Association called "Different Tries for Your Size: Finding the Right Teen Engagement Fit for You". In addition, I had multiple meetings with different teen librarians from around the state. I was able to workshop my idea of the Snack and Chat program with some of those librarians and they really helped me work out the kinks. I can't wait to see how it goes!

Adult Services Highlights (Ann Engler)

Continuing Education

- I took the graphic design class along with other staff. My example of an improved sign got good feedback from the instructor and class. I found this class particularly helpful for social media posts as it's easy to use LibraryAware templates for flyers, but often harder to find something that fits what I want for, say, Instagram. I'm in the midst of a multi-week virtual programming class that's going well. I am looking forward to incorporating new ideas into our virtual programming.
- I attended the Adult Services Check-In on the 14th. Our adult offerings are on par with what other libraries are doing. It's always nice to hear from other librarians and get good ideas from them.

Programming Highlights

- The first monthly Zumba session had good attendance, and as word gets out, I'm sure that will only go up. Introvert Book Club had a new participant this month. She uses the downtown Central Madison library branch, but she had seen our cooking club listing in the Capital Times and decided to see what other programming we had to offer by visiting our website. I am sure the ease of use of our new website helped.
- Speaking of cooking club, this month features a McFarland patron who is demonstrating her Korean family recipe as part of the East Asian programming grant we received. The Capital Times featured it in their Weekly Roudup, and there are already over 50 people registered.
- Mini-Trivia continues to have players each week, and we're wrapping up the Resolution to Read challenge at the end of the month.
- We're partnering with Senior Outreach for the Threads of Resilience project, and people seem to love the idea.
- I am working on more book talk, browsing the stacks, and tips and tricks videos as they have been getting good response, especially the "Browse the Stacks" ones—people miss just looking around at what we have.

Patron Feedback

- Obviously, I have much less patron contact right now with the building closed, but in the emails and the phone calls I have made/taken, people have been overwhelmingly appreciative of our services. As the pandemic and Wisconsin winter drags on, the connection and entertainment the library facilitates is so important to so many people. The response of "oh my god, really?? How do I find them?" from my dental hygienist when I mentioned we have storytimes on Facebook is pretty representative of people's enthusiasm

Circulation Services Highlights (Kelly Heasty)

CURBSIDE DELIVERY ON-GOING - After collecting & ranking SCLS library feedback/concerns on the Capira curbside software, sent email to Capira requesting timeline for changes. Capira immediately made one important change. Have not heard back since that communication.

PREP for COMPUTER APPOINTMENTS/COPY MACHINE APPTS/EXPRESS LIBRARY

- Planned for Feb 1 – assuming COVID numbers remain w/i acceptable range.
- Brought together materials to train/refresh staff on all new software before we open for copy machine/printer appointments Feb 1.
- Training to begin Thursday, 1/28.
- MEETINGS:

    - Attended CSS meeting: Jan 12
    - With HC, held Staff Meeting with all of Circ staff
    - Held shelver's meeting

- Attended meeting for McFarlanders for Racial Equity & Justice. HC & I to attend follow-up meeting with the group end of month or beginning of Feb.
- Attended staff meeting with librarians.

- TRAINING/EDUCATION:

  - Attended first of two graphics webinars. Will try to catch 2nd installment when it is recorded.

- MAGAZINES & NEWSPAPERS

  - All magazine issues received, labelled & shelved for January.
  - Working my way through magazine room, weeding a year's worth of magazines for most titles. About 90% complete.

- OTHER:

  - Sent out more letters to patrons with MCF addresses who have home libraries elsewhere.
  - Posted Circ I Substitute job announcement to other libraries. Amy posted to our social media accounts. Received one application to date.
  - Materials spreadsheet brought up to date with all incoming new materials received in January.
  - Managed new books to ensure they go to McFarland patrons as much as possible.
  - Helped update new staff web page with useful links.

- BOOKCLUBS:

  - Managing Book Club holds for Prairie Stone.
  - Have been attending introvert book club each month, including January.

- STAFF:

  - Scheduling and Payroll completed for January
  - Completed two additional employee reviews. Shelvers are done – need to complete reviews with Circ Staff.
  - Set up staff schedules for Circ, Curbside and Shelvers in Libstaffer.

Amy Lawrence (Technical Services)

- 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
- Proofreading programming flyers
- Outerlibrary loan requests
- Preparing for in person computer/copier patrons—staff training, signage, website
- Collection Maintenance Subcommittee meeting

- Attended ALA Graphic Design workshop, Wild Wisconsin Winter Web Conference sessions
- Prepared tax forms for patron pickup (arranged on cart, informed staff, updated website/social media)

---Heidi Cox, Library Director

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Monthly Statistical Reports**

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	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	**90,754**	-52%
% change month to month	-3%	-2%	-46%	-96%	-77%	-76%	-65%	-58%	-48%	-50%	-47%	-43%		
	Checkouts from Village of McFarland Residents													
2020	7994	7884	4859	336	1703	2368	3938	4396	4270	4111	4248	4477	**50,584**	-99%
% of Village Circ	91%	90%	91%	92%	96%	94%	95%	97%	95%	92%	95%	97%	93%	
% Total Library Circ	53%	54%	56%	54%	51%	55%	59%	59%	57%	56%	57%	58%	56%	
	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	1141	1178	1,258	1,408	1,175	**15,517**	-22%
	59%	47%	5%	-51%	-48%	-47%	-37%	-36%	-36%	-24%	0%	-46%		
	E-Books													
2019	967	823	987	946	1320	997	1115	1114	726	1117	1078	1034	**12,224**	42%
2020	1289	1198	1446	1650	1445	1404	1506	1483	1447	1331	1369	1345	**16,913**	38%
	33%	46%	47%	74%	9%	41%	35%	33%	99%	19%	27%	30%		
	E-Audio													
2019	847	873	878	894	942	1040	1018	1060	1350	1126	1014	1000	**12,042**	42%
2020	1233	1168	1563	1182	1299	1258	1232	1205	1231	1132	1228	1101	**14,832**	23%
	46%	34%	78%	32%	38%	21%	21%	14%	-9%	1%	21%	10%		
	Total Juvenile Events													
2020	41	35	22	40	36	46	51	38	35	36	33	19	432	
	Total Juvenile Attendance													
2020	865	1237	8320	19927	12578	12578	12833	9757	5363	6211	4924	2764	97357	
	Total Teen Events													
2020	6	5	4	4	5	13	23	16	8	17	16	10	127	
	Total Teen Attendance													
2020	27	46	6	6	10	42	74	61	16	75	68	40	392	
	Total Adult Events													
2020	15	15	7	5	6	3	4	9	6	11	6	7	94	
	0													
	Total Adult Attendance													
2020	86	156	29	272	959	457	32	146	386	297	111	165	3096	
	0													
	Total All Events													
2020	47	40	26	44	41	59	74	54	43	53	49	29	559	
	Total All Attendance													
2020	892	1283	8326	19933	12588	12620	12907	9818	5379	6286	4992	2804	97749	

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Introduction of new library board member**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Demonstration of staff website**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Demonstration of library board website**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2020 Annual Report and authority to sign**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 1, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Library Board officer nominating committee**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None