

LIBRARY BOARD

Monday, March 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/85362716909>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 853 6271 6909

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.
 - b. Patron question and response
3. ACTION ITEMS
 - a. Approval of the draft Minutes of the February 1, 2021 Library Board meeting.
 - b. Approval of the February 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 Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. Material Donation Policy
- b. 2020 Annual Report
- c. Library Board Slate of Officers

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.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 1, 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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 1, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Patron question and response

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. angry patron response

I don't understand why the library is still closed. Yes, of course, Covid-19. But lots of stores and businesses are open with restrictions on occupancy, social distancing and masks required. I used to visit the library frequently and it was never crowded, no where near as much as say the grocery store. Or the bar across the street. So what makes you so special? This policy makes no sense, no consistency. We're all quite used to taking responsible measures to avoid infection, so why treat us like children?

Thank you for reaching out to the library with your concerns. We understand your frustration with the library not currently being open for browsing. The short answer to your question is that it is very difficult for us to reopen and follow all of the guidelines given to us by the Village of McFarland, CDC, the Department of Public Health, and the Department of Public Instruction. We have had a lot of challenges changing our service models to make them safe. Unlike a grocery store, patrons are used to spending longer periods of time at the library (pre-pandemic the average visit was over an hour) and being near staff as they receive assistance with selecting books, computer help or checking items out. We are working hard to keep our patrons and staff safe and not contributing to community spread of the virus. Depending on what time of the day you were at the library, it might seem like we weren't very busy but in 2019 we averaged around 10,000 visitors a month. Another difference between the library and the grocery store is that we are dealing with a constant stream of items being returned from people's homes. We are currently quarantining returned items four days before checking them. The items that are coming through the delivery service between are being quarantined for twenty-four hours.

This week we took the first step in reopening and opened for computer and copy machine usage by appointment. We focused on this first because it's the only service that we couldn't replicate in other ways. In order to serve patrons safely, we had to purchase software that would allow for social distancing and train staff on all of the new procedures for assisting patrons while maintaining a safe distance.

Another reason we are not able to open right now is that we cannot fit all of our staff in the staff areas and allow for social distancing. We're currently rearranging furniture and purchasing equipment to allow us to do that. In the meantime while we await these changes, some staff have had to setup temporary workspaces in the public areas.

If one of the staff tests positive, under our current guidelines we would have to close for multiple days for cleaning and during that time even our curbside service would not be available. While many people would like the ability to browse, overall the majority of our patrons have been happy with our book bundles and curbside delivery service.

When we are able to reopen, the library will not work in the same way. Under the guidance from various agencies, we will have capacity limits and it is recommended that patrons do not linger. We are currently working on removing and storing all of our seating and children's toys. Patrons will be encouraged to come in and retrieve their items, use the self-checks, and leave the library.

We are not alone in the way that we have handled the pandemic crisis. The McFarland Village Hall has been open only temporarily for voting and the majority of libraries in Dane County are also doing

curbside service and computer appointments only. We are hoping to have everything in place soon and if the cases of COVID-19 continue to decline we will consider opening in the spring.

If you're missing browsing books, many people have enjoyed using our book bundle service. If you would like more magazines and newspapers we have added the New York Times online, PressReader, and Flipster. PressReader has over 7000 magazines and newspapers from around the world including the Milwaukee Journal-Sentinel and the Chicago Tribune. Flipster has many popular digital magazines as well. The information for these services can be found on our website mcfarlandlibrary.org

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 1, 2021

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the February 1, 2021 Library Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board Feb 1 2021 Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, February 1, 2021 - 4:00 PM

1. CALL TO ORDER

Evan Richards called the Library Board to order at 5:15 p.m. in the Municipal Center, Community Room.

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

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 January 4, 2021 Library Board meeting.*
Motion by Ken Machtan, second by Member Staci Fritz, to approve Approval of the draft Minutes of the January 4, 2021 Library Board meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. Approval of the January 2021 general fund bills and trust fund bills.*
Motion by Evan Richards, second by Karin Mandli, to approve Approval of the January 2021 general fund bills and trust fund bills totaling \$96,201.33. Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Ken Machtan, second by Evan Richards, to approve allowing the 2020 Annual Report to be signed by Library Board President Peter Sobol before being approved by the full Library Board. Motion carries 7 - 0 - 0 by acclamation.

e. Library Board officer nominating committee

The Library Board declined to create an officer nominating committee and instead asked for volunteers for officer positions.

6. ADJOURNMENT

Motion by Member Staci Fritz, second by None, to adjourn at 4:46

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, March 1, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the February 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 - February Invoices

E. D. Locke Public Library - Invoices

February 2021

Vendor	Sum of Amount	Description
ADAMS, RUTH	\$23.00	Item refund
ALLIANT ENERGY	\$2,116.40	Utilities
AMAZON CAPITAL SERVICES	\$529.94	Supplies
BAKER & TAYLOR BOOKS	\$2,269.98	books
CARDMEMBER SERVICES	\$1,478.60	CC bill
CORPORATE BUSINESS SYSTEMS	\$434.62	Copier Lease
ENVIRONMENT CONTROL	\$1,929.00	Janitorial services
FEARING'S AUDIO-VIDEO-SECURITY	\$2,362.51	Hearing Loop
GRAINGER INC	\$207.17	Storage shelving
LEWIS, CHAD	\$200.00	Program Fee
PELLITTERI	\$40.55	Confidential Shredding
POLLEN, ASHIA	\$27.00	Item refund
RAPTOR EDUCATION GROUP, INC	\$125.00	Program Fee
RIVISTAS LLC	\$2,638.28	Magazine Subscriptions
SOUTH CENTRAL LIBRARY SYS	\$2,058.35	Computer equipment and fees
TDS	\$45.08	Phone bill
WiLS	\$234.78	Database fee
WISCONSIN TIBETAN ASSOCIATION INC	\$100.00	Program honorarium
(blank)		
Grand Total	\$16,820.26	

Gift Fund

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 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

2020 Budget Update

REVENUES							
		Budget Amount	December Actual	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			\$ -	\$ 33,323.55			
Library Fines		\$ 7,250	\$ -	\$ 2,195.04	30.28%	100%	\$ 13,500.00
Miscellaneous Revenue		\$ -	\$ -	\$ -			
Interest		\$ 10,000	\$ -	\$ 3,090.17	30.90%	100%	
Library Fees		\$ 5,000	\$ 0.20	\$ 1,000.55	20.01%	100%	\$ 5,000.00
		\$ 903,500.00	\$ 0.20	\$ 923,062.31	102.17%		
			\$ 2,961.00				
Expenditures							
				\$ -			
Salaries	110	\$333,750.00	\$26,446.98	\$336,023.60	100.68%	100%	\$ 333,750.00
Part-time	120	\$164,750	\$12,063.73	\$119,516.17	72.54%	100%	\$ 164,750.00
Health Insurance	130	\$87,000	\$ 8,358.05	\$79,572.13	91.46%	100%	
Retirement	131	\$29,500	\$ 2,077.80	\$27,318.78	92.61%	100%	\$ 29,500.00
SS/Medicare	132	\$39,000	\$ 2,471.61	\$33,725.70	86.48%	100%	
Other Benefits	135	\$2,500	\$ 62.14	\$959.28	38.37%	100%	
Wage Adjustment	140	\$ 10,750	\$ 10,766.00	\$10,766.00	100.15%	100%	\$ 10,750.00
Expense Reimbursement	141	\$ 500		\$0.00			
Total Personnel		\$667,750.00	\$62,246.31	\$607,881.66	91.03%	100%	\$ 667,750.00
						100%	
Support Services	210	\$ 28,750	\$ 1,946.90	\$ 22,716.73	79.01%	100%	\$ 28,750.00
Consulting Services	211	\$ 45,000	\$ 7,495.00	\$ 59,634.08	132.52%	100%	\$ 45,000.00
Utilities	220	\$ 28,000	\$1,992.96	\$ 23,726.05	84.74%	100%	\$ 28,000.00
Communication	221	\$ 1,000	\$204.86	\$ 1,750.35	175.04%	100%	\$ 1,000.00
Equipment Maintenance	240	\$ 9,000	\$384.63	\$ 7,267.15	80.75%	100%	\$ 9,000.00
Facility Maintenance	242	\$ 16,000	\$13,059.90	\$ 55,282.34	345.51%	100%	\$ 16,000.00
Total Services		\$ 127,750.00	\$ 25,084.25	\$ 170,376.70	133.37%	100%	\$ 127,750.00
Office Supplies	310	\$ 9,000	\$ 642.20	\$ 6,671.32	74.13%	100%	\$ 9,000.00
Postage	311	\$ 250	\$ 144.80	\$ 246.72	98.69%	100%	\$ 250.00
Dues	320	\$ 500	\$ -	\$ 225.00	45.00%	100%	\$ 500.00
Meeting Expenses	330	\$ 1,000		\$ 197.86	19.79%	100%	\$ 1,000.00
Training Expenses	331	\$ 2,750	\$ 584.10	\$ 3,842.36	139.72%	100%	\$ 2,750.00
Operating Supplies	340	\$ 5,500		\$ 2,236.09	40.66%	100%	\$ 5,500.00
Technology	342	\$ 13,750	\$ 209.22	\$ 61,208.32	445.15%	100%	\$ 13,750.00
Collection - Print	344	\$ 55,000	\$ 3,950.87	\$ 49,849.71	90.64%	100%	\$ 55,000.00
Collection - AV	345	\$ 12,500	\$ 841.09	\$ 5,738.69	45.91%	100%	\$ 12,500.00
Library Miscellaneous	390	\$ 250	\$ 4,287.50	\$ 8,575.00		100%	
Programming	391	\$ 8,000	\$ 245.51	\$ 8,268.99	103.36%	100%	\$ 8,000.00
Other Total		\$ 108,500.00	\$ 10,905.29	\$ 147,060.06	135.54%	100%	\$ 108,500.00
Total Budget		\$904,000.00	\$ 98,235.85	\$ 925,318.42	102.36%	100%	\$ 904,000.00

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 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

2021 Budget Update								
REVENUES								
		Budget Amount	January Actual	February Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 626,250.00	\$ 626,250.00		\$ 626,250.00	100.00%		
County Library Aids		\$ 328,250.00	\$ 1,082.00	\$ 1,473.67	\$ 2,555.67	0.78%		
State - COVID 19 Grants		\$ -	\$ -		\$ -			
Library Fines		\$ -	\$ -		\$ -			
Miscellaneous Revenue		\$ 500	\$ -		\$ -			
Interest		\$ 3,500	\$ -		\$ -	0.00%	8%	
Library Fees		\$ 1,500	\$ 3.00		\$ 3.00	0.20%	8%	\$ 125.00
		\$ 960,000.00	\$ 627,335.00	\$ 1,473.67	\$ 628,808.67	65.50%		
Expenditures								
					\$ -			
Salaries	110	\$339,500.00	\$ 15,200.79	\$ 26,115.38	\$41,316.17	12.17%	17%	\$ 56,583.33
Part-time	120	\$175,500	\$ 8,939.74	\$ 13,500.00	\$22,439.74	12.79%	17%	\$ 29,250.00
Health Insurance	130	\$107,000	\$ 16,716.10	\$ 8,230.77	\$24,946.87	23.31%	17%	
Retirement	131	\$29,250	\$ 3,292.25	\$ 2,250.00	\$5,542.25	18.95%	17%	\$ 4,875.00
SS/Medicare	132	\$40,500	\$ 3,836.27	\$ 3,115.38	\$6,951.65	17.16%	17%	
Other Benefits	135	\$2,000	\$ 180.42	\$ 62.14	\$242.56	12.13%	17%	
Wage Adjustment	140	\$ 14,000	\$ -		\$0.00	0.00%	17%	\$ 2,333.33
Expense Reimbursement	141	\$ 500	\$ -		\$0.00			
Total Personnel		\$708,250.00	\$ 48,165.57	\$ 53,273.68	\$101,439.25	14.32%	17%	\$ 118,041.67
Support Services	210	\$36,250	\$ 1,929.00	\$ 1,929.00	\$ 3,858.00	10.64%	17%	\$ 6,041.67
Consulting Services	211	\$45,500	\$ 46,183.00	\$ -	\$ 46,183.00	101.50%	17%	\$ 7,583.33
Utilities	220	\$28,000	\$ 2,116.40	\$ 2,199.04	\$ 4,315.44	15.41%	17%	\$ 4,666.67
Communication	221	\$ 1,500	\$ 175.29	\$ -	\$ 175.29	11.69%	17%	\$ 250.00
Equipment Maintenance	240	\$ 9,000	\$ 2,507.94	\$ 203.65	\$ 2,711.59	30.13%	17%	\$ 1,500.00
Facility Maintenance	242	\$21,250	\$ 81.23	\$ 207.17	\$ 288.40			
Other Contractual Services	290	\$ -	\$ -		\$ -	0.00%	17%	\$ 3,541.67
Total Services		\$ 141,500.00	\$ 52,992.86	\$ 4,538.86	\$ 57,531.72	40.66%	17%	\$ 23,583.33
Office Supplies	310	\$ 9,000	\$ 95.78	\$ 135.79	\$ 231.57	2.57%	17%	\$ 1,500.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	0.00%	17%	\$ 41.67
Dues	320	\$ 500	\$ 225.00	\$ -	\$ 225.00	45.00%	17%	\$ 83.33
Meeting Expenses	330	\$ 1,000	\$ 25.00	\$ -	\$ 25.00	2.50%	17%	\$ 166.67
Training Expenses	331	\$ 2,750	\$ -	\$ -	\$ -	0.00%	17%	\$ 458.33
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ -	0.00%	17%	\$ 916.67
Technology	342	\$15,500	\$ 603.93	\$ 234.78	\$ 838.71	5.41%	17%	\$ 2,583.33
Collection - Print	344	\$55,000	\$ 1,876.54	\$ 2,200.27	\$ 4,076.81	7.41%	17%	\$ 9,166.67
Collection - AV	345	\$12,500	\$ 169.23	\$ 95.52	\$ 264.75	2.12%	17%	\$ 2,083.33
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -		17%	
Programming	391	\$ 8,000	\$ 597.83	\$ 482.21	\$ 1,080.04	13.50%	17%	\$ 1,333.33
Other Total		\$ 110,250.00	\$ 3,593.31	\$ 3,148.57	\$ 6,741.88	6.12%	17%	\$ 18,375.00
Total Budget		\$960,000.00	\$ 104,751.74	\$ 60,961.11	\$ 165,712.85	17.26%	17%	\$ 160,000.00

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 1, 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. Library highlights for VB
2. Director's Report February 2020

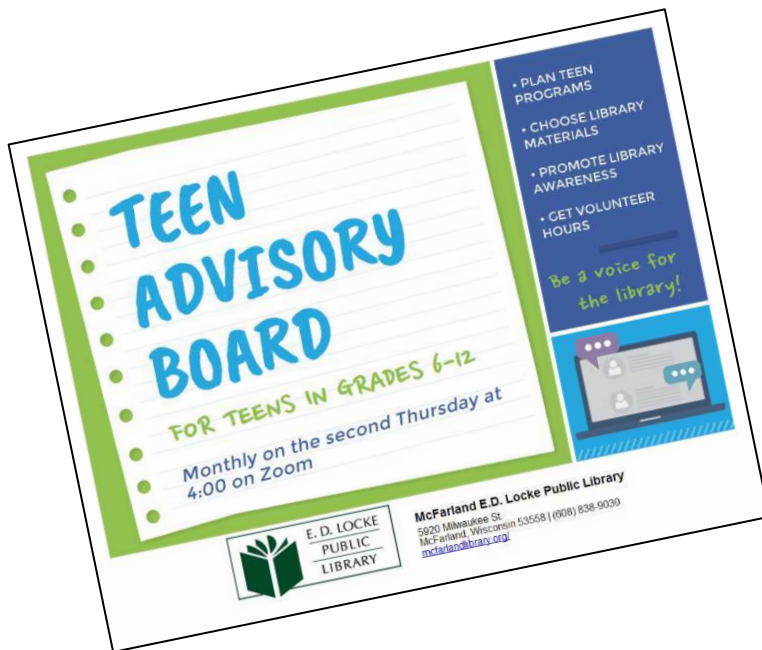
E. D. Locke Public Library Highlights – February 2021

Public Communication

Preschool Craft Time!

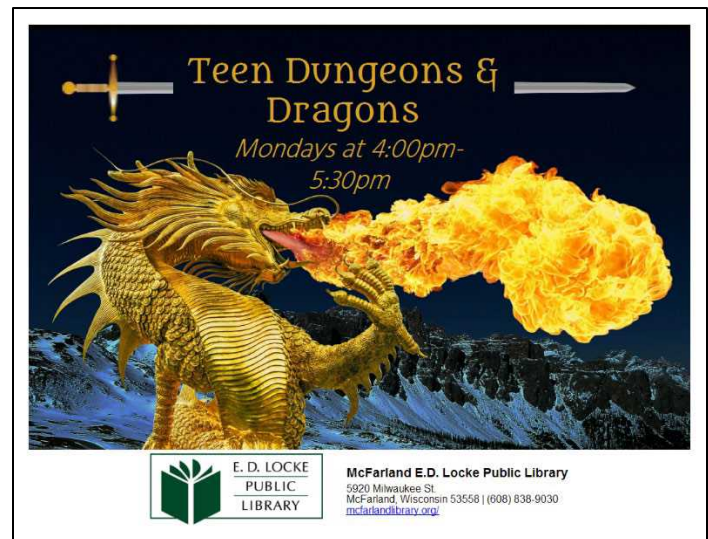


Teen Programs



The Teen Advisory Board (TAB) give input on programs and services for teens. They also help to promote the library among their peers and volunteer at in-person programs (when they resume)

Another popular program – Teen Dungeons and Dragons. Teens play every Monday over Zoom.

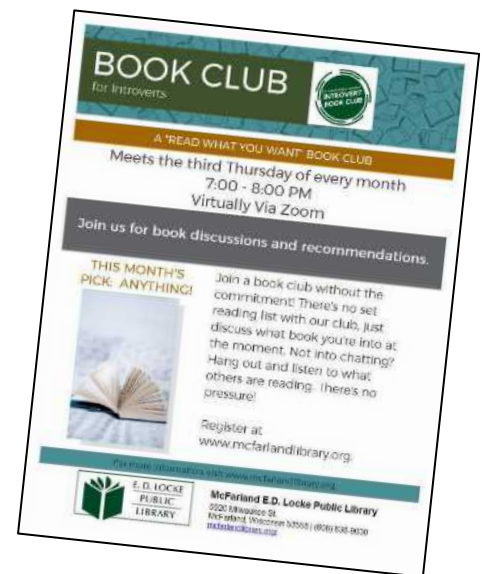


Adult Programs



Our popular cooking club featured McFarland resident Myungsim who generously demonstrated her family recipe for Beef Bulgogi Bibimbap

The library hosts an introvert book club each month using Zoom. Books are not assigned or chosen. Participants discuss whatever they are reading at the time.



Over 40 people have signed up for the vegetable garden design program.

January Library Stats

- Checkouts: 7,780
- Curbside appointments: 1431
- Unique users on wifi: 1,038
- Ebook & E-Audiobook checkouts: 2,711



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

February Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of January 31, 2021 is \$138,990.88
- **Friends** – The Friends board met on February 9th. They discussed changing the guidelines for donations and making a donation of Children's books to the Optimists for their childhood literacy project.
- **Library Systems Report** –
 - **Marathon County** - "The Marathon County Public Library Board of Trustees voted 4 to 3 to withdraw from the Wisconsin Valley Library Service.

The next step is a public hearing by the Marathon County Board of Supervisors Extension, Education and Economic Development Committee. The earliest possible meeting date would be March 4th. The Marathon County Board of Supervisors would vote on the question of withdrawal sometime after the hearing and before June 30th." There are 38 board supervisors on the county board.

At the request of the Marathon County Public Library Director, I wrote a statement for their library webpage.

"The South Central Library System (SCLS) always welcomes the opportunity to partner with libraries and other agencies throughout the state. Our mission is to help our member libraries provide the best possible service to the public. If the decision is made to have the Marathon County Public Library join the South Central Library System, we will welcome them and work to help provide the best possible services to their patrons as well. "

Some details and history:

A county may leave its system and join another under Wisconsin Statute. The systems do not have the right to deny or approve the county's move. Wood, Portage and Adams counties left the Wisconsin Valley Library Service (WVLS) in 1996 to join SCLS. Marathon County Public Library is a consolidated county. This means all the public libraries answer to one library board of trustees and that board voted to leave WVLS. The library for the Village of Randolph left the Mid-Wisconsin Library System in 2016 (not a county but similar rules apply). Jefferson County also left the Mid-Wisconsin Library System to join with Waukesha Library System to form the Bridges Library System.

- It has also been announced that Marshfield Public Library and Rio Public Library will be joining Linkcat this year.
- **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 adjusted and to date the freezestat has not tripped.
 - The NPBI has been installed and is up and running.
 - Our HVAC Company is working on setting up email notifications when the freezestat does trip, I will know right away and be able to reset it. Currently I have to come into the building to check the status of the HVAC.
 - **Hearing loop** – The hearing loop has been installed.
 - **Meeting Room Chairs** – Have been ordered. We're expecting delivery in March
 - **Delivery Door** – We had been experiencing intermittent problems with the curb side delivery door not unlocking. Boldtronics changed out the control board which controls voltage to the lock and it seems to be working consistently.
 - **Front doors** – I received a quote to the crash bars for the doors that go from the airlock at the Milwaukee St. entrance to the foyer changed out to locking crash bars. This would allow us to be able to

leave the airlock open so patrons could pick things up without an appointment. I also received a quote for replacing electric door opener for the door that goes from the foyer to the main part of the lobby. Both quotes came in higher than I had expected so I will be adding them to our request for the 2022 capital budget in the fall.

- **Long Range & Space Needs Planning Committee –**
 - **Next space needs committee meeting –**
 - **Community Centers –** I have been talking to different libraries about what they vs. what the community center does for the community.
- **Library Legislative Day— Attended** Library Legislative Day February 16th and 17th. I met with Melissa Agard's and Jimmy Anderson's staff and Samba Baldeh in person. We discussed the items that libraries are asking for in the new biannual budget: funds to continue our partnership with Workforce Development, funds to continue Recollection Wisconsin (<https://recollectionwisconsin.org>) digital artifacts from dozens of Wisconsin communities including McFarland) and funding to expand broadband throughout the state. We also discussed how the Pandemic has changed library service.
- **Credit Card payment changes –** the village is transitioning to a new servicer for credit card payments that is more compatible with their new website. The library will be transitioning as well and there will be more features with the new system that we'll be able to take advantage of.
- **Library Card Redesign –** I am gathering quotes to have our library cards redesigned. Staff are working on 3 designs one targeted at adults, children, and teens. We're discussing creating a design contest for the teen program. We're planning an October release for the new cards.
- **COVID related updates –**
 - **Curbside office is moving –** The curbside office is moving to the technical services area and I hope to be back in my old office by mid-March. Ann is currently from a make shift desk in the Adult Fiction area and she will move to the conference room. These moves will get us a step closer to be able to reopen.
 - **Library reopening –** We are currently rewriting all of our plans for reopening. We're hoping to be able to welcome patrons back in April. We're working from the same timeline as the majority of libraries in Dane County.
- **Diversity, Equity, and Inclusion**
 - Attended Racial equity 101 training on Feb. 9 - we discussed the ways throughout history that minorities were not allowed the same opportunities.
 - Attended Foundations of internalized Racism on February 11th – we discussed the way that different groups allow the same systems to remain in place.
 - 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 through Facebook live continued this month. They occur on Monday, Tuesday, and Wednesdays. Monday's have been the highest "live" attendance – with children helping with the little mouse game that we play in the beginning. Heather has been playing with the library's GoPro camera and trying new format's for the Saturday pre-recorded storytime.

Thursday, February 25th Heather had a special storytime as part of "Jazz and Friends" day. This day is dedicated to sharing stories supporting transgender children. Heather shared the books: "I Am Jazz", "When Aidan Became a Brother", and "My Rainbow"

Virtual Programming:

Weekly craft kits are doing very well. Heather worked with Kelly to try and streamline the sign-up process for patrons and circulation staff. People now sign-up starting Friday the week before the kits are available. As a result of this earlier registration, the kits are usually all spoken for before we open on Monday – giving a set list for people calling to schedule pick up times.

Zumbini Session 2 has been going really well – Heather’s face hurts from laughing at the kids antics. This is such a wonderful program to be able to offer virtually and there is even a participant from NY attending. Session 2 will end on March 10th. Participants will then return their kits so that the new books can be swapped in – (session 3 will feature the book/music from TJ and His PJ’s) Here are two of our Zumbini participants:



Zumba Kids Jr has slowly been growing this past month – which is wonderful. The kids have fun with this 45 minute dance/exercise program. During the program we play games and the most popular game is a game where we find things. So for example, the music is paused and the kids are told to find something that starts with the letter “A”.

The Time Warp Trio book club met on Tuesday, February 9 and we discussed the book “Tut Tut”. Heather was getting a little worried about the low attendance of this program but was very excited to have three new members this month! We created sarcophagus pencil cases and discussed the Pharaoh Hatshepsut (a woman pharaoh which many people didn’t know about because she was all but erased in history by the priests and pharaoh’s that followed her.)

Book Explorers met on Tuesday, February 23. During our January meeting, the members got to choose what books they wanted to read next. From the group of books offered they chose “The Witch Boy” which is a great book to discuss gender roles. The main character is a boy who lives in a group where men are shape shifters and women are witches. He excels at being a witch but has to hide it until things become dire – then he saves the day by showing that even though he is a boy, he can do magic like the women. We also created dragon puppets as part of this program.

Other

Heather has been working on collection development, weeding, and cleaning out the craft closet. She has a plan to create “Random Acts of Crafting” bags that patrons can pick up. These bags will have crafting supplies that are left over/small quantities that cannot be used for library programming.

March is YAM and Heather was communicating with the Art Teachers about the library sharing and promoting their digital program this year.

Summer library programming performers have been booked for virtual performances this year.

Teen Services (Abby Seymour)

- Even though it was a short month, February was packed full of programs for teens! Overall, the new programs have been going well (though in surprising ways) and spring programming is in full swing!
- Firstly, the Teen Dungeons and Dragons program got off to a rocky start. On the first day of the program, only two teens were signed up which was not enough to run a successful game. After much deliberation, I decided to postpone for a week and wait to see if we could get some more players. I pushed the program on social media and advertised all the programs in the middle school announcements. In the end, the unexpected miracle happened and enough teens signed up. We are now at capacity! It turns out that the thing that saved us was when I reached out to other teen librarians in the area and asked them to advertise D&D to their teen patrons. That's been the beauty of virtual programs! Teens from Sun Prairie and Waunakee, for example, can take advantage of a program they love that just so happens to be offered at a different library. Plus, I enjoy watching this group of teens (who were strangers when the session began) bond over the game and get to know each other.
- The other brand-new program is Snack & Chat on Tuesday afternoons. The premise is very straight forward with the idea being a social hour on Zoom with something to munch on. The surprise is that while I'm getting a regular group of chatty teens who have attended every session, none of them have opted to pick up the Snack To-Go bag from the library. I've told them repeatedly that this bag full of treats, which gets changed out with a new snack every week, is available for them, but so far they have all chosen to eat snacks from their own kitchen. That is a totally acceptable option, but I have to admit it surprised me. Going forward, I will still have the Snack To-Go bags available, but I will update the snacks less often, so as not to be wasteful. To clarify, none of the snacks are perishable and consist of things like pre-packaged crackers and rice krispy treats.
- The Teen Advisory Council is not a brand-new program exactly, but this month was the first time it was offered virtually. I didn't know what to expect but ended up being thrilled with how this monthly event went! Four teens were in attendance and were brimming with ideas. One idea was assigning topics to future Snack & Chat dates, like discussing Minecraft or a TV show. Another idea the group came up with all on their own was creating a teen-centric library newsletter! They were very excited about this newsletter and while it will take some time to get off the ground, I can't wait to see how it turns out.
- As for the regularly scheduled programs, Crafternoon and Teen Hangout have also been successful this month. At the Crafternoon event on Wednesday afternoons, the teens get time to be creative and can work on whatever drawing/coloring/painting project they want. There were also two group projects this month that included supplies from the Craft To-Go bags from the library. The first one was using watercolor paints to make Valentine's Day cards for senior citizens, a program put on by Senior Outreach. The second craft project was using polymer clay to make little figurines inspired by the game Among Us. The Teen Hangout programs on Thursday afternoon consisted of an escape room, and playing the games Space Team, Love Letter, Telestrations, and Scattegories.
- Finally, I had many professional development opportunities to take advantage of this month. The biggest being the opportunity to write an article for the Youth Services Section's (through the Wisconsin Library Association) blog. I wrote about my experience doing the Scribe Tribe creative writing program, highlighting how successful it was during the summertime and then died off during the school year. Additionally, I had three meetings with different groups of Wisconsin youth services librarians, all of which consisted of brainstorming ideas, discussing current and future programs, and overall supporting each other in these confusing times of virtual programming.

Adult Services Highlights (Ann Engler)

Continuing Education

I am still attending the ecourse through ALA about virtual programming. We appear to be ahead of the game with our social media and virtual programming offerings as compared to many libraries.

I attended the Novelist Day of Learning and continue working through the Ripple anti-racism training.

Programming Highlights

The author visit of Madeline Uraneck was well-attended live and is getting views on our YouTube channel. Her guest, Nyima Gyaltse, was so kind to share his experience as a Tibetan refugee. This was one of the events sponsored by the Center for East Asian Studies grant. Patron feedback was nothing but positive, and we even had one person in Japan attend! I ended up speaking on the phone with Madeline's cousin, who had a question after the event. During our conversation, she noted that she is a widow who lives alone, and that speaking to me was a bright spot in her day. She also mentioned that her local library isn't offering virtual programming, so I encouraged her to check out our website. The beauty of Zoom programming is that even though she is on the east coast, she can still attend.

One attendee said after the event: "Thanks much for the handout. The presentation was insightful. The slides were an added boost to Madeline and Nyima's discussion. I informed several of my friends about this event; don't know if they also tuned in. Glad to learn that it was recorded and will be available for viewing at a later date."

Zumba had another good turnout, and the adult take & make craft kits continue to be popular. The vegetable gardening program scheduled for 2/24 has 88 registrants as of 2/22! Friday's mini-trivia games always attract a few players, too.

My Browse the Stacks YouTube video series got a shout-out from Jean Anderson from SCLS to the adult programming librarian email list, which was a nice boost. A fellow librarian from a different city emailed me to say "Thanks for recording the "Browse the Stacks" edition highlighted in Jean Anderson's email. Just wanted to let you know I thought the video was informative and fun. Your personality came through and I appreciated your style. Thanks for sharing!" I'm hopeful this series will continue to be a nice way to get some face time with patrons, even though we can't see each other in person at this time.

Patron Tech Assistance

Obviously, I haven't been able to offer my Book-A-Librarian tech help appointments in person since we closed, but this month I was able to connect with a patron over the phone to teach her how to use Overdrive to send books to her new Kindle.

I'm also working on a series of videos for our YouTube channel on features of our website as well as walk-throughs and demos of online resources.

Circulation Services Highlights (Kelly Heasty)

NEW PATRONS - 19 requests for cards received: Issued 11 WEB only cards + 1 full service cards. Balance were address updates and/or renewals.

MEETINGS:

- Feb CSS meeting: Missed CSS meeting due to attending Ripple Project seminar
- Attended meeting with HC & McFarland Equity Project
- Attended staff meeting with librarians.

TRAINING/EDUCATION - Attended first two ripple project seminars. Balance scheduled for March.

MAGAZINES & NEWSPAPERS

- All magazine issues received, labelled & shelved for February.
- Completed early year periodical weeding

BIBVATIONS AND CIRCULATION SERVICES:

OTHER:

- Sent out letters to patrons with MCF addresses who have home libraries elsewhere.
- Received three apps for Circ II Sub and scheduled interviews for week of 2/22
- Materials spreadsheet brought up to date with all incoming new materials received in February.
- Managed new books to ensure they go to McFarland patrons as much as possible.
- Added curbside flyers and bookmarks (new to February) to copy machine file for ease of printing
- Coordinated receipt of various book donations
- Cancelled afternoon appointments on 2/4 in preparation for snow storm.

BOOKCLUBS - Managing Book Club holds for Prairie Stone.

Amy Lawrence (Technical Services)

- Cataloging and processing new materials
- Mending materials, handling damaged and parts missing items.
- Website/social media updates as needed
- 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/preparing for expanded service access
- Assisting with curbside pickup appointment scheduling, patron reference questions, computer/copier assistance and other circ duties as needed
- Proofreading programming flyers
- Outerlibrary loan requests
- Monitoring tax form supplies
- Watching Ripple Project equity training recordings
- Attended NoveList Day of Learning virtual sessions (contactless browsing, email newsletters, digital readers' advisory)
- Setting up equipment to migrate curbside station to workroom area

---Heidi Cox, Library Director

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 1, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Statistical Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
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%
2021	7,780												7,780	
% change month to month	-49%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	Web Only Cards													
2020				7	8	7	13	13	13	13	6		80	
2021	13													
	Curb Side Delivery Appointments													
2020				144	702	925	1490	1401	1317	1414	1490	1405	10,288	
2021	1431													
	Print Requests													
2020										7	6	4	17	
2021	3												3	
	E-Books													
2020	1289	1198	1446	1650	1445	1404	1506	1483	1447	1331	1369	1345	16,913	38%
2021	1605													
	25%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	E-Audio													
2020	1233	1168	1563	1182	1299	1258	1232	1205	1231	1132	1228	1101	14,832	23%
2021	1106													
	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	Website Sessions													
2020	2396	2117	1608	933	1548	1758	1849	1485	1387	1101	866	745	25,767	0%
2021	3175													
	Book Bundles													
2020					63	119	81	112	75	51	47	26	574	
2021	46													

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 1, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Material Donation Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Donations of library materials

	E. D. Locke Public Library	
Page 1 of 1	Material Donations Donations of Books and Other Materials	Amended: September 4, 2018

E.D. Locke Public Library appreciates your donations of **gently used** books, audiobooks, DVD's and CD's to supplement our collection, or for resale at the Friends' book sales.

All donations become the property of the library. The library reserves the right to utilize donated materials in whatever way best benefits the collection and services. Gifts may be added to the collection, sold with the proceeds to benefit the library, passed on to other libraries **or community organizations, or discarded if necessary.**

A good rule of thumb is to ask yourself before donating – Would I buy these items myself at a used bookstore?

When you bring in a donation, a staff member will inspect it to make sure of the following:

- There are **no mold or mildew spots**.
- There is **no odor of smoke, mustiness, etc.**
- There are **no bugs, animal hair, etc. in or on the item(s)**.
- Minimal to no **stains, water damage, torn pages or covers, broken or loose bindings**.
- Minimal to no **underlining, highlighting or other writing**.

*Because of their limited value to the library, the following **will not be accepted**:*

- Textbooks and encyclopedias
- ~~Other books more than 20 years old.~~
- Used workbooks and personal journals.
- Reader's Digest condensed books.
- Newspapers or magazines (except craft and cooking magazines).
- Personal cassettes, videos **and CDs**.
- Audiovisual materials that don't work or are missing parts.
- VHS Tapes
- Cassette Tapes
- **Music CDs**

~~Because we have limited space, and do not have any kind of "recycling" center, we will return to you those items we are unable to take.~~ Some options you have are to donate them to charities/thrift shops/schools, recycle them yourself, or try to sell them to a used bookstore.

For legal reasons, library staff may not estimate value of donated materials or sign any statement of value. Estimating value is the donor's responsibility. Upon request, library staff can provide a dated receipt stating the quantity and format of donated materials.

Information on IRS rules and regulations regarding charitable deductions can be found in the:

U.S. Treasury, IRS Publication 526,
"Income Tax Deduction for Contributions,"
<https://www.irs.gov/forms-pubs/about-publication-526>

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 1, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Annual Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. WI1613506368
2. 2020 Year in Review



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2020

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2020 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type		5. Certification Expiration Date
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned		16. No. of Other Public Service Outlets
17. Does the library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week			
19b. Number of Winter Weeks			
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year			
19f. Total Hours per year for this location			

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)		
1b. providing reference service		
1bi. reference service provided via email		
1bii. reference service provided via chat		
1biii. reference service provided via text message		
1biv. reference service provided via telephone		
1bv. reference service provided via another method (e.g., online service or form)		
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content		
1d. offering curbside pickup		
1e. offering drive-thru circulation of physical materials		
1f. offering vestibule/porch pickups		
1g. offering delivery of materials (mail or drop-off)		
1h. managing IT services for external Wi-Fi access		
1i. providing other types of online and electronic services		
1ii. describe "other services":		

	ELECTRONIC MATERIALS ADDED DUE TO COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally		
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia		
2c. increasing the number of electronic materials and holdings purchased locally		
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia		
2e. augmenting the public's ability to use electronic materials in another way		
2f. describe "augmenting in another way":		

	PUBLIC SERVICES COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued Before COVID-19	
4. Electronic Library Cards Issued During COVID-19	
5. External Wi-Fi Access Before COVID-19	
6. External Wi-Fi Access Added During COVID-19	
7. External Wi-Fi Access Increased During COVID-19	
8. Staff Re-Assigned During COVID-19	

	COVID-19 CLOSURES	
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Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally owned or leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES									
1. Circulation Transactions									
a. Total Circulation			b. Children's Materials						
2. Interlibrary Loans (ILL)									
Method for Counting ILL Transactions									
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library System (ILS)									
WISCAT									
Other (includes OCLC, manual tracking, or other methods)									
Total									
3. Number of Registered Users				4. Reference Transactions			5. Library Visits		
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count	a. Method	b. Annual Count	
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet					
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	a. Method	b. Annual Count	a. Method	b. Annual Count				
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals					
10. Uses of Electronic Materials by Library Users									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials					

	LIBRARY PROGRAMS AND ATTENDANCE	
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11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs				
Total Program Attendance				
Describe the library's programs				

In-person, Virtual, and Pre-recorded Program Statistics

In-Person Programs and Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs				
Total Program Attendance				
Describe the library's in-person programs:				

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Live Virtual Programs				
Total Live Virtual Program Attendance				
Total Views of Live Programs Recorded for Asynchronous Viewing				
Which platforms does the library use to host the library's live, virtual programs:				
Describe the library's live, virtual programs:				

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs				
Total Pre-recorded Program Views				
Which platforms does the library use to host the library's pre-recorded programs:				
Describe the library's pre-recorded programs:				

	IV. LIBRARY GOVERNANCE	
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Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
Number of Library Board Members <i>Include vacancies in this count</i>					

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
Subtotal 4	

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

7. All Other Operating Income

8. Total Operating Income
Add 1 through 7

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
			e. Subtotal 3
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
			Subtotal 4
5. Other Operating Expenditures			
6. Total Operating Expenditures <i>Add 1 through 5</i>			
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

	X. STAFF	
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a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

[illegible]

b. Other Paid Staff See *instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. **Library Staff Full-Time Equivalents (FTEs).** Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian		Subtotal 2a	b. All Other Paid Staff (FTE) <i>Include maintenance, plant operations, and security</i>	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)			

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County				
3. Circulation to Nonresidents Living in Another County in the Library System				
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

- | | | |
|---|---|---|
| 1. Does the library provide wireless Internet access? | 2. Library type of Internet connection
<i>Mark all that apply</i>
☐ a. State TEACH line
☐ b. Other broadband connection <i>Local cable, telco, community network, etc.</i> | 3. Library use of Internet filtering software or service
☐ a. Yes, on all Internet workstations
☐ b. Yes, on some Internet workstations
☐ c. No filtering on any Internet workstation |
|---|---|---|

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities				
	Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i> ➤	Name of President or Designee <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

	STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2020 the _____
Name of Public Library *Name of Public Library System / Service*

☐ **did** provide effective leadership and adequately met the needs of the library.

☐ **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

	CERTIFICATION	
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The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤		

	COMMENTS	
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YEAR IN REVIEW

E. D. Locke Public Library
2020



10,288

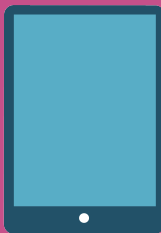
Curbside Pickup Appointments



16,913

E-Books Checked Out

14,832



E-Audio Books Checked out

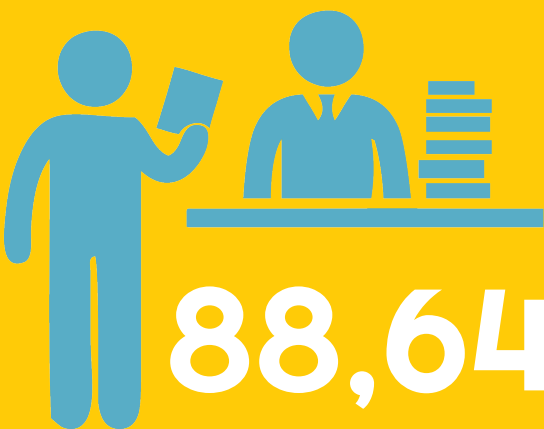
659

PROGRAMS OFFERED



97,489

PROGRAM ATTENDANCE



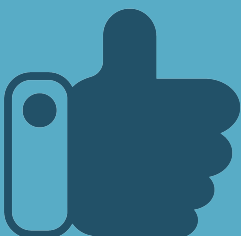
88,642

PHYSICAL ITEMS WERE CHECKED OUT



99,408

Wifi SESSIONS



1,741

FACEBOOK FOLLOWERS



25,767

WEBSITE VISITS



574

Book Bundles CHECKED OUT

6,806

ACTIVE BORROWERS

226

NEW CARDS THIS YEAR



262

Craft Kits Checked Out



62,723

Items owned



3,338

PRINT BOOKS ADDED TO OUR COLLECTION

19,205

Database Sessions



E. D. LOCKE
PUBLIC
LIBRARY

McFarland E.D. Locke Public Library

5920 Milwaukee St. | McFarland, Wisconsin 53558 | (608) 838-9030 | mcfarlandlibrary.org/

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 1, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Board Slate of Officers

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board Officers

Library Board Officers

President - Peter Sobol

Vice President - Evan Richards

Secretary/Treasurer - Ken Machtan