

LIBRARY BOARD

Monday, April 5, 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/88098751751>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 880 9875 1751

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 March 1, 2021 Library Board meeting.
 - b. Approval of the March 2021 general fund bills and gift fund bills.
4. INFORMATION ITEMS
 - a. 2021 Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Adjacent county payments

- b. Library Reopening Plan
- c. Staff training Day April 23, 2021
- d. Review of Curbside Delivery Survey
- e. Service Animals Policy
- f. Volunteer Policy
- g. Story Time Policy

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, April 5, 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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 5, 2021

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the March 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 3-1-21 Minutes

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, March 1, 2021 - 4:00 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 4:00 p.m. in the McFarland 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.*

b. *Patron question and response*

3. ACTION ITEMS

a. *Approval of the draft Minutes of the February 1, 2021 Library Board meeting.*

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the draft Minutes of the February 1, 2021 Library Board meeting. Motion carries 7 - 0 - 0 by acclamation.

b. *Approval of the February 2021 general fund bills and trust fund bills.*

Motion by Member Ken Machtan, second by Member Evan Richards, to approve the February 2021 general fund bills and gift fund bills totaling \$16,820.26 . 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 Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Material Donation Policy

Motion by Member Ken Machtan, second by Village Trustee Michael Flaherty, to approve the updates to the Material Donation Policy Motion carries 7 - 0 - 0 by acclamation.

b. 2020 Annual Report

Motion by Member Ken Machtan, second by Village Trustee Michael Flaherty, to approve the 2020 Annual Report. Motion carries 7 - 0 - 0 by acclamation.

c. Library Board Slate of Officers

Motion by Village Trustee Michael Flaherty, second by Member Karin Mandli, to approve the Library Board Slate of Officers as presented: Peter Sobol, President; Evan Richards, Vice President; Ken Machtan, Secretary/Treasurer. Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Ken Machtan, second by Member Karin Mandli, to adjourn at 4:51

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 5, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the March 2021 general fund bills and gift fund bills.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library March Prelimin Invoices - 03.31.21

E. D. Locke Public Library

Library Invoices March 2021

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$132.25	Supplies
BAKER & TAYLOR BOOKS	\$3,062.16	Books
CORPORATE BUSINESS SYSTEMS	\$240.37	Copier Lease
EBI INC	\$4,965.96	Meeting room chairs
ENVIRONMENT CONTROL	\$1,929.00	Janitorial Services
FEARING'S AUDIO-VIDEO-SECURITY	\$797.76	Hearing Loop
FRONTIER	\$73.21	Phone
GRAINGER INC	\$246.41	Storage Shelving
ILLINGWORTH-KILGUST MECHANICAL	\$617.11	HVAC Repair
LEWIS, CHAD	\$200.00	Program Fee
MCFARLAND ACE HARDWARE	\$21.12	Supplies
MICROMARKETING LLC	\$119.98	Audio Books
PROTECTION TECHNOLOGIES	\$375.00	Fire Panel Monitoring
RIVISTAS LLC	\$2,638.28	Magazine Subscriptions
SCHILLING SUPPLY COMPANY	\$150.83	Operating Supplies
SIDDIQUI, HUMA	\$183.00	Program Fee
SOUTH CENTRAL LIBRARY SYS	\$1,500.55	Computer Replacement & Library Supplies
SPRINGSHARE, LLC	\$699.00	Staff Scheduling Software
VIKING ELECTRIC SUPPLY	\$110.28	Lighting Supplies
WERNER ELECTRIC SUPPLY CO	\$50.07	Lighting Supplies
Grand Total	\$18,112.34	

Gift Fund		
Madison Community Foundation	\$ 3,000.00	Endowment Donation

Total All Funds \$21,112.34

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 5, 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 Actual	February Actual	March 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	\$ 2,166.73		\$ 3,248.73	0.99%		
State - COVID 19 Grants		\$ -	\$ -			\$ -			
Library Fines		\$ -	\$ -		\$ 2.50	\$ 2.50			
Miscellaneous Revenue		\$ 500	\$ -			\$ -			
Interest		\$ 3,500	\$ -			\$ -	0.00%	25%	
Library Fees		\$ 1,500	\$ 3.00		\$ 2.00	\$ 5.00	0.33%	25%	\$ 375.00
		\$ 960,000.00	\$ 627,335.00	\$ 2,166.73	\$ 4.50	\$ 629,506.23	65.57%		
						\$ -			
Expenditures									
Salaries	110	\$339,500.00	\$ 29,202.44	\$ 27,156.92	\$ 27,156.92	\$83,516.28	24.60%	25%	\$ 84,875.00
Part-time	120	\$175,500	\$ 8,939.74	\$ 8,050.92	\$ 8,050.92	\$25,041.58	14.27%	25%	\$ 43,875.00
Health Insurance	130	\$107,000	\$ 16,716.10	\$ 8,358.05	\$ 8,358.05	\$33,432.20	31.25%	25%	
Retirement	131	\$29,250	\$ 3,292.25	\$ 2,184.30	\$ 2,184.30	\$7,660.85	26.19%	25%	\$ 7,312.50
SS/Medicare	132	\$40,500	\$ 3,836.27	\$ 2,518.04	\$ 2,518.04	\$8,872.35	21.91%	25%	
Other Benefits	135	\$2,000	\$ 180.42	\$ 62.14	\$ 62.14	\$304.70	15.24%	25%	
Wage Adjustment	140	\$ 14,000	\$ -	\$ -		\$0.00	0.00%	25%	\$ 3,500.00
Expense Reimbursement	141	\$ 500	\$ -	\$ -		\$0.00			
Total Personnel		\$708,250.00	\$ 62,167.22	\$ 48,330.37	\$48,330.37	\$158,827.96	22.43%	25%	\$ 177,062.50
Support Services	210	\$ 36,250	\$ 1,929.00	\$ 1,929.00	\$ 1,929.00	\$ 5,787.00	15.96%	25%	\$ 9,062.50
Consulting Services	211	\$ 45,500	\$ 46,183.00	\$ (124.00)	\$ -	\$ 46,059.00	101.23%	25%	\$ 11,375.00
Utilities	220	\$28,000	\$ 2,116.40	\$ 2,199.04	\$0.00	\$ 4,315.44	15.41%	25%	\$ 7,000.00
Communication	221	\$ 1,500	\$ 175.29	\$ 95.08	\$118.29	\$ 388.66	25.91%	25%	\$ 375.00
Equipment Maintenance	240	\$ 9,000	\$ 2,507.94	\$ 301.72	\$ 142.30	\$ 2,951.96	32.80%	25%	\$ 2,250.00
Facility Maintenance	242	\$ 21,250	\$ 81.23	\$ 852.26	\$ 796.59	\$ 1,730.08			
Other Contractual Services	290	\$ -	\$ -			\$ -	0.00%	25%	\$ 5,312.50
Total Services		\$ 141,500.00	\$ 52,992.86	\$ 5,253.10	\$ 2,986.18	\$ 61,232.14	43.27%	25%	\$ 35,375.00
Office Supplies	310	\$ 9,000	\$ 95.78	\$ 374.87	\$ -	\$ 470.65	5.23%	25%	\$ 2,250.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 62.50
Dues	320	\$ 500	\$ 225.00	\$ -	\$ -	\$ 225.00	45.00%	25%	\$ 125.00
Meeting Expenses	330	\$ 1,000	\$ 25.00	\$ -	\$ -	\$ 25.00	2.50%	25%	\$ 250.00
Training Expenses	331	\$ 2,750	\$ -	\$ 365.50	\$ -	\$ 365.50	13.29%	25%	\$ 687.50
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ 150.83	\$ 150.83	2.74%	25%	\$ 1,375.00
Technology	342	\$ 15,500	\$ 603.93	\$ 268.51	\$ 699.00	\$ 1,571.44	10.14%	25%	\$ 3,875.00
Collection - Print	344	\$ 55,000	\$ 2,664.00	\$ 5,668.55	\$ 2,196.46	\$ 10,529.01	19.14%	25%	\$ 13,750.00
Collection - AV	345	\$ 12,500	\$ 169.23	\$ 118.99	\$ 224.86	\$ 513.08	4.10%	25%	\$ 3,125.00
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -		25%	
Programming	391	\$ 8,000	\$ 597.83	\$ 953.15	\$ 183.00	\$ 1,733.98	21.67%	25%	\$ 2,000.00
Other Total		\$ 110,250.00	\$ 4,380.77	\$ 7,749.57	\$ 3,454.15	\$ 15,584.49	14.14%	25%	\$ 27,562.50
Total Budget		\$960,000.00	\$ 119,540.85	\$ 61,333.04	\$ 54,770.70	\$ 235,644.59	24.55%	25%	\$ 240,000.00

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 5, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report March 2020

March Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of February 28, 2021 is \$140,938.09
 - We are planning two joint fund raisers with the Friends and Endowment. The first is the creation of an annual report newsletter that talks about everything the library did in 2020 and what we're hoping to do in 2021. Besides getting the word out about the library, we're hoping that people will send in donations. The second is an event in October to kick off our unveiling of our new library cards. More details on this event coming soon.
- **Friends** – The Friends board held their annual meeting on March 9th. We discussed the book sale room and possible fund raisers.
- **Library Systems Report** –
 - All Directors meeting – The All Directors meeting with held via Zoom on March 18th. WE discussed ideas for the 2022 system budget, and technology changes coming as we move from using Firefox for Biblioventions to Chrome.
 - System building project – The system is moving forward with a \$5.5 million building project. Their first choice for a site is on Aberg Avenue, the site of the old Shopko parking lot. The system will be able to move all of its locations (Administrative and delivery) to one location and also have ample meeting space for system meetings or trainings. Their goal is to move in 2023.
 - Library App – The new app is now scheduled for a May 1 release. SCLS will let us know by April 1st if this is happening or not.
- **Facility Management**
 - **New Bollards** – I am working with All Comfort to coordinate the project for replacing the bollards that are in the front of the building.
 - **Meeting Room Chairs** – The new meeting room chairs have been delivered
- **Long Range & Space Needs Planning Committee** –
 - **Next space needs committee meeting** –
- **Library Card Redesign** –
 - We have started exploring redesigning our regular free card and also a metal card that we will be using as a fund raiser for the endowment. We are hoping to launch all of the cards in the fall.
- **COVID related updates** –
 - **Curbside office is moving** – The curbside office has moved to the technical services area and I am back in my old office. Ann who was working from a make shift desk in the Adult Fiction area has moved to the conference room.
 - **Library reopening** – We are currently rewriting all of our plans for reopening. We're hoping to be able to welcome patrons back in May. We're working from the same timeline as the majority of libraries in Dane County.
 - **Furniture** – All of the lounge furniture has been put into the meeting room for storage. This will help to discourage people from hanging out at the library until social distancing and capacity levels are relaxes.
- **Diversity, Equity, and Inclusion** - Kelly and I finished the last of the Ripple project training.
- **Practicum Student** – Heather and I will be working with a practicum student from the UW-Madison School of Information Science. She will start at the end of May and finish up her practicum by the end of July. Her main areas of interest are youth services and data science.
- **Impact Fee study** – The Clerk/Treasurer, Community Development Director and I are meeting with Baker Tiller in mid-April to discuss the impact fee study.

- **Bird Festival** – The library is assuming a larger role in the bird festival. One of the former leads on the committee has moved out of the area. This year will still be virtual. The library is offering three live programs on birding and a virtual bird walk with Shawn Miller and Andy Palios. The Communication & Technology department will be filming this for us.
- **Circulation Substitutes hired** – we have hired two Circulation Assistant I substitutes. With the weather getting warmer and staff wanting to go on vacation, we needed extra help covering all of the desks. The two substitutes started at the end of March.

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.

Virtual Programming:

- Weekly craft kits are doing very well. The new sign up time has worked really well.
- Zumbini Session 2 ended on March 10th. We swapped out the books and started session 3 on March 24 – TJ and His PJ's.
- Zumba Kids Jr continued this month with a break on the 29th – Heather was out of town. The kids have fun with this 45 minute dance/exercise program. This month Heather created two new games for the kids that work well with the virtual format.
- The Time Warp Trio book club met on Tuesday, March 9 and we discussed the book "Summer Reading is Killing Me" which focused on book characters gone wild. As a tie in – we created a craft from one of our favorite book characters – Harry Potter. We made working wands, which was fun.
- Book Explorers met on Tuesday, March 23. This was a small meeting – two of the members had a sports practice. We continued with the "Witch Boy" series – discussing the second book. Heather was asked if the group could meet through May – April was to be the last group meeting. Because it is a good small group, she agreed to continue the book club through May.

Other

- Planning for the Summer Library Program continues. This April we are going to have a bookmark contest where patrons, children and adults, can submit bookmark designs. The winning designs will be used promoting the summer library program.

Teen Services (Abby Seymour)

March was a full month of teen programming! These virtual events are in full swing and this month was filled with successful (to varying degrees) programs for middle schoolers and high schoolers, all of which were held on Zoom.

- The week starts off with Dungeons and Dragons, which is run by the Dungeon Master, Dusty Karls, who we hired from the Verona Public Library. This program is different because while the other weekly programs are made up of middle schoolers, D&D consists of mostly high schoolers. The other difference is that D&D requires the same players every session, since they play characters who are part of the overarching story. This has its pros and cons. On the one hand, it's been great to see such a consistent group come back week after week and the kids are really getting to know each other. On the other hand, when a player misses a week, that throws off the whole game for everyone else. It's not a perfect system, but the Dungeon Master has been great about rolling with the punches.

- Next in the weekly lineup is Snack & Chat. The same thing that happened last month is happening again--the teens are choosing not to pick up the Snack To-Go Bag from the library and instead are choosing to eat snacks from their own home. That is perfectly acceptable, of course, but I am surprised. Nevertheless, a consistent group of about 6 teens have been joining every week on Zoom. This includes one new participant who hasn't been to any other programs. It's always nice to have new faces!
- Participation in Crafternoon on Wednesdays has been down this month. Only four craft bags were claimed this month and I only had about 3-4 teens participate on Zoom. The weeks where we have a scheduled craft (as opposed to the weeks where they can work on whatever project they want to) does have a slightly higher participation. This month, the teens made bubble art, which includes blowing bubbles out of soapy paint, and yarn letters, which was cutting out a letter from cardboard and wrapping it in colorful yarn.
- Ending the week of programs is Teen Hangout, which is the most successful and most fun program all week. Each program is a different game or activity that the teens play together. Sometimes on teams, sometimes as an individual. We started off the month with Jackbox Games, which is always a big hit. Then we used Kahoot to play a trivia game. I didn't want to stump them with the general knowledge trivia I put together but it turned out that I made it too easy and the teens got almost every question right. Next came a Role Playing Game, which was an idea that came from one of the Teen Advisory Board members! This member came up with the idea and he even ran the game himself! He created a scenario and the group was all different characters that had to work together to solve the scenario. I was very proud of this teen for taking the initiative and being a leader! The last game of the month was playing the card game called Codenames.
- The Teen Advisory Board met once this month to go over details for the teen-specific newsletter. This newsletter was entirely their idea and they have been working hard this month to create the content that will be going in the newsletter, such as a book recommendation, a quiz, and a comic strip. Look for the newsletter in April!
- In addition to the programming, I was also kept busy with collaborating with fellow librarians. I had meetings with two different groups of fellow teen librarians, where we share failures/successes and brainstorm new ideas together. Also, I have been meeting with my fellow panelists as we prepare to present at WAPL in May. Finally, I have watched several webinars about collection development.

Adult Services Highlights (Ann Engler)

Continuing Education - I finished the multi-week ALA class about virtual programming. I also attended the virtual Computers in Libraries Connect 2021 conference, which was very informative. The recordings of the sessions are now available and I am working through some that I missed, which is a huge benefit of virtual conferences like this. I will attend a Social Media Trends class through the ALA on the 31st, as well.

Programming

- A very successful program this month was Chad Lewis's Bizarre Wisconsin History, which he also generously let us record and post to our YouTube channel.
- The first Makers Meetup virtual craft hour went well with several attendees. I am curious if this will continue to be popular in the summer months in a virtual format. It would be a fun thing to do in a park or outside the library, when weather and social distance guidelines allow.
- After dwindling attendance, I have put the virtual Introvert Book Club on hiatus until the fall, at which time we can see if it will be safe to attempt in-person at the McFarland House Café, which was the original plan before Covid. We had several out-of-town members, so a virtual option might be fun to do again when the winter weather sets in.
- Zumba for adults has a regular following. Heather does such a wonderful job—I can't imagine smiling while exercising for almost an hour, but she does it.
- Our next Cooking Club features Huma Siddiqui of White Jasmine, and she will demonstrate her Tandoori Meatball and Mediterranean Quinoa recipes. As a fun tie-in, we have packets of the masala spices and whole cumin she uses in the recipes to give away via curbside pickup. She also generously agreed to let me record the demo and put it on our YouTube channel.

- My weekly mini-trivia games get a few players each time. It's very simple to set up using Crowdpurr and the pre-made themed questions they offer, so I will continue that.
- Fewer people are following through on picking up the adult take and make kits; however, there's a core following of people, and once we're able to open the library, I anticipate people finding it more convenient to pick them up (not that curbside hasn't been amazing!).
- We have some fun virtual programs planned for April and May. I am curious to see what the attendance will be as the weather gets nicer and social distancing guidelines relax as the number of vaccinated people rise. Fortunately, most of them will be recorded and posted to YouTube.

Collection Development

- I've done quite a bit of weeding in the adult fiction, the large print, and the paperback collections. There is still some deadweight in the fiction collection, but the shelves are workably full right now, so I don't want to overdo it. Our large print collection, both fiction and nonfiction, is starting to outgrow its available space, so some more targeted weeding is necessary, and I'll be working on that in the next week or so.
- I interfiled the westerns, both hardcover and paperback, in the appropriate collections. This freed up three bookcases that we can use for displays on non-fiction end caps, which will be great as our current non-fiction display isn't very visible. It also means that all of our fiction genres are shelved together instead of having one outlier.

Social Media/YouTube

- As mentioned above, I continue to add recorded programs and book videos to our YouTube channel, as does Abby, and they get a nice amount of views. We currently have 24 subscribers, but the reach of the channel is in the thousands, and many of the views come from people not subscribed. I anticipate the channel continuing to grow, and having the analytics available is valuable.
- I've gotten good feedback that having recordings of programs is appreciated by patrons, and the YouTube views seem to bear that out. Whether it's a recorded Zoom webinar, or a live program recorded by Com/Tech, I think that will be important to focus on that going forward even when in-person programming can begin again.
- I've been working on getting new READ posters with local people for the library and potentially social media. Two of McFarland's finest have agreed to be photographed in April. If anyone is interested in being featured themselves, please let me know (library board group photo, anyone?).

Online Resources

- I've started cycling slides on our website promoting our online resources. I am planning other ways to promote them such as bookmarks and walk-through intro videos. Using Creativebug tutorials for craft kits has been a nice tie-in, too.
- I'm planning a Beanstack challenge for staff that will be a sort of scavenger hunt for answers in our online resources and/or Biblioventions. Depending on how that goes, I may do a public version at some point.

Circulation Services Highlights (Kelly Heasty)

CURBSIDE DELIVERY ON-GOING:

- Book bundles: 33 (as of 3/29)
- 105 JUV kits, 4 book club kits, 9 Zumbini kits, 14 adult craft kits (AS OF 3/29)
- Curbside pick-up numbers: 1357 (as of a.m. of 3/29)
- Printing/Copy machine appointments: 24; 1 no show (as of 3/29)

NEW PATRONS - 14 requests for cards received: Issued 5 WEB only cards + 4 full service cards +1 request outside of our library system. Balance were address updates and/or renewals. (as of 3/29)

MEETINGS:

- Mar Circulation Services Subcommittee meeting:
 - Discussion of library card application form & proposal to add a “preferred name” field.
 - Formed a sub-team to review intensive sections of the ILS Circ manual (which lists best practices for circulation). Joined initial team
- Attended SE equity team meeting, resulting from Ripple project to discuss equity issues in libraries.
- Attended Librarian’s meeting to discuss programming and library projects.

TRAINING/EDUCATION:

- Attended Service Animal training webinar on creating library policies for patrons with service animals.
- Trained new Circ substitute

OTHER:

- Worked with SCLS to generate an on-demand report to identify patrons that receive billing notices. I then contact the patrons to request they return materials ASAP.
- Aided Optimist Club member in JUV book pickup for Youth Center
- Wrote an article for the Outlook summer issue
- Shared reopening plans with staff in one on one meetings & collected their feedback/questions.
- Sent out letters to patrons with MCF addresses who have home libraries elsewhere.
- Coordinated receipt of various book donations

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 bulletin boards and keeping flyers up to date
- Evaluating donations to swap/add to collection
- Withdrawing items weeded by librarians
- Monitoring and ordering supplies as needed
- Migrating Lucky Day copies that were circulating back to generic record
- Assisting in planning/preparing for expanded service access and reopening
- 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
- Training: Ripple Project equity training recordings, webinar on inclusive stock photo sources
- Attended Collection Maintenance Subcommittee meeting
- Working on new combined purchase request/outerlibrary loan form

---Heidi Cox, Library Director

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 5, 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	7,568											15,348		
% change month to month	-49%	-48%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%			
	Curb Side Delivery Appointments														
2020				144	702	925	1490	1401	1317	1414	1490	1405	10,288		
2021	1431	1451													
	Print Requests														
2020										7	6	4	17		
2021	3	15											18		
	Children's Program Participation														
2020	865	1237	8320	19927	12578	15038	12833	9757	5616	6211	4929	3479	100,790	476%	
2021	5296	5200											10,496	399%	
	Teen Program Participation														
2020	27	46	6	6	10	42	74	61	16	75	68	40	471	41%	
2021	21	91											112	53%	
	Adult event Participation														
2020	86	162		33		75	33	145	86	150	117	106	993	0%	
2021	118	238											356	44%	
	E-Books														
2020	1289	1198	1446	1650	1445	1404	1506	1483	1447	1331	1369	1345	16,913	38%	
2021	1605	1345											2,950	19%	
	25%	12%	-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	1180											2,286	-5%	
	-10%	1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%			
	Magazines														
2021		87													
	Website Sessions														
2020	2396	2117	1608	933	1548	1758	1849	1485	1387	1101	866	745	25,767	0%	
Drupal Site										2677	2748	2549			
2021	3175	3053											6,228		

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	
	Book Bundles														
2020					63	119	81	112	75	51	47	26	574		
2021	46	36													
	Craft Kits														
2021 Adult	18	39													
2021 Teen	10	0													
2021 juv	76	125													



South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718
608/246-7973 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 1, 2021
To Library Board & Director, **McFarland (MCF)**
From Mark Ibach, South Central Library System
RE: 2021 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2020 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2021 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Green	\$162.01	Yes	No
Jefferson	\$77.48	Yes	No
Sauk	\$49.31	Yes	No
Rock	\$21.13	Yes	No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**

2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2021, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2022. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to mibach@scls.info no later than April 23, 2021.**

Please contact me via e-mail (mibach@scls.info) or phone (608-246-5612) if you have questions.

~~~~~

The **McFarland (MCF)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Monday, April 5, 2021

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Library Reopening Plan

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Reopening Plan

## Reopening Plan

- Furniture - All of the seating has been moved into the meeting room for storage. This will discourage people from lingering and will make it easier to social distance. Since we are also currently under occupancy restrictions, this will help us stay within those limits. The tables are still in place and will be used for item displays to encourage browsing.
- Cleaning – besides our normal cleaning, staff have been wiping down surfaces getting ready to reopen.
- Signage – we will be creating extra signs to communicate the new behavior rules to the public (mask mandate, social distancing, etc...) and to market our new or changed services (self-serve printing, new book drop in the foyer)
- Self-Checks – The new self-checks are
- People counters – There is a link on the staff PCs that show the current occupancy of the building. We are working to also put that on the website.
- Staff Schedule – we have scheduled additional people at the front desk to help the first few weeks that we are open. Our plan is to continue curbside pickup for a while and we need to staff both the curbside desk and the circ desk when we're open. We will see how things go and adjust schedules as necessary.
- Staff Training – We would like to close on April 26<sup>th</sup> to hold a Circ staff meeting in the morning and a Librarian meeting in the afternoon. We will be covering training, and customer service issues.



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 5, 2021

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Staff training Day April 23, 2021

**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, April 5, 2021

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Review of Curbside Delivery Survey

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

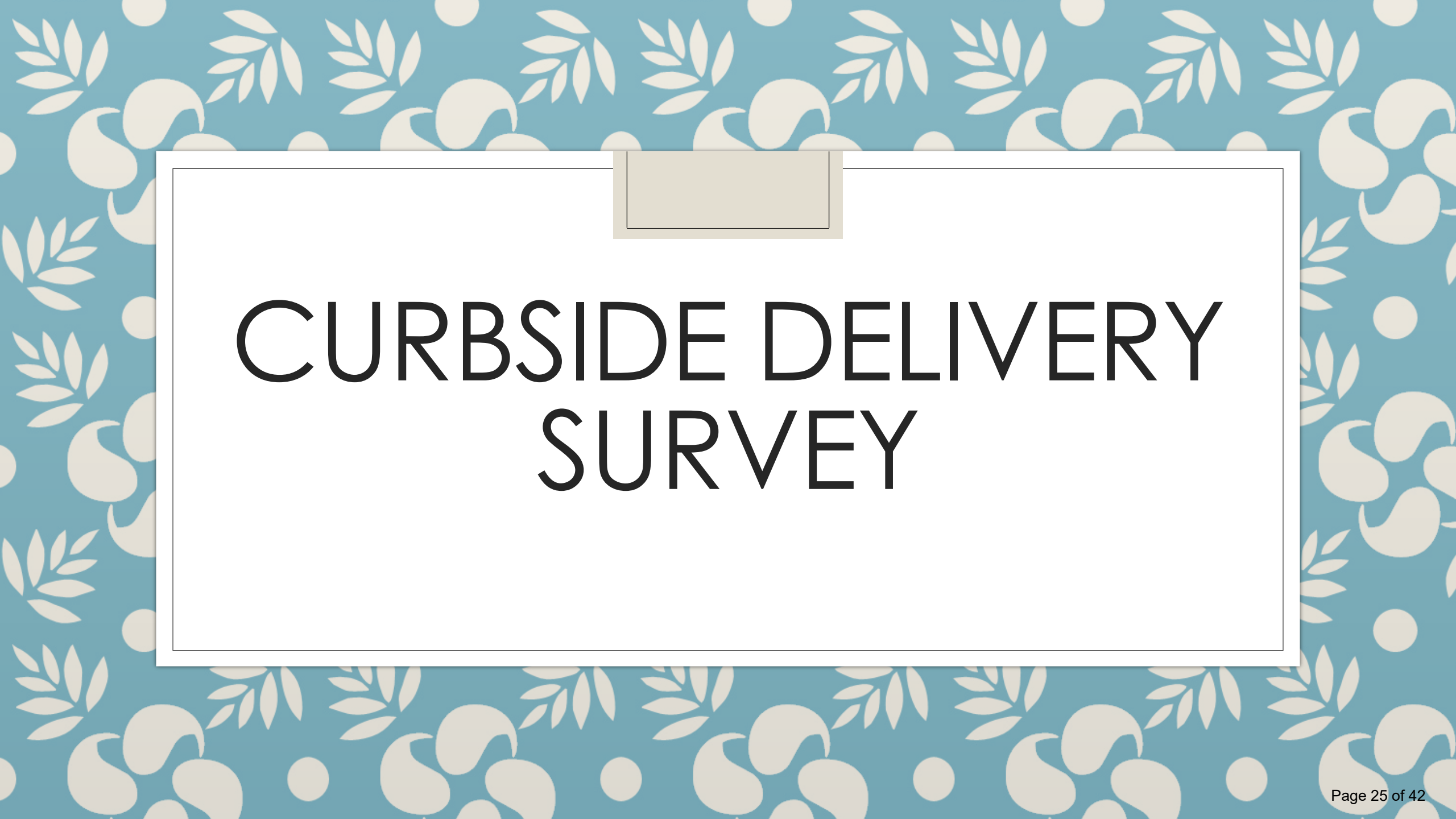
**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

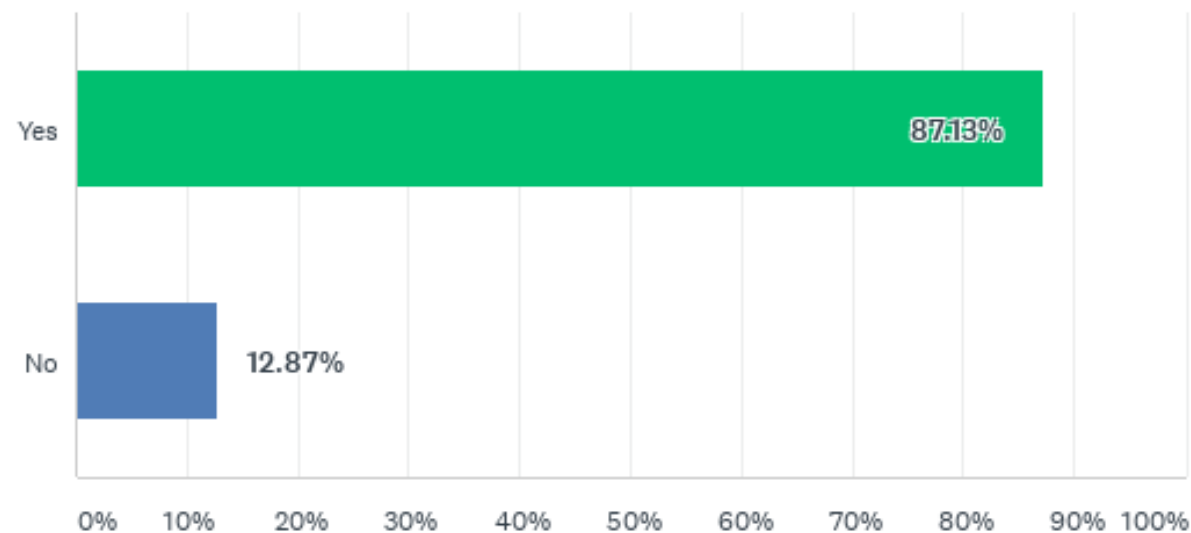
**ATTACHMENTS:**

1. Curbside Delivery Survey

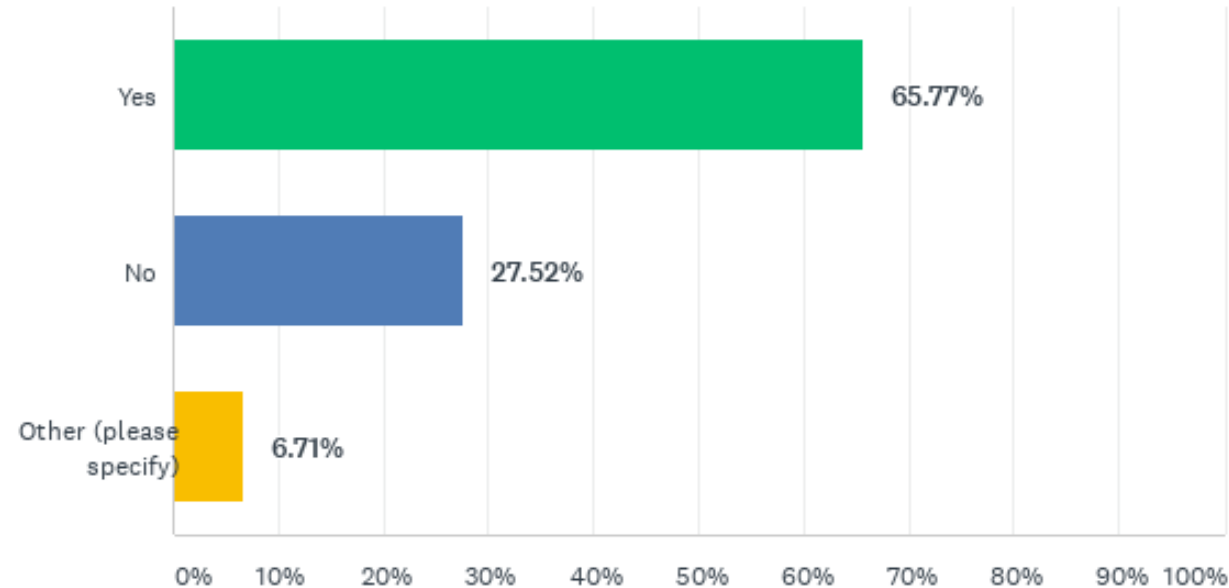


# CURBSIDE DELIVERY SURVEY

Q1 Did you use our curbside delivery service during the pandemic?



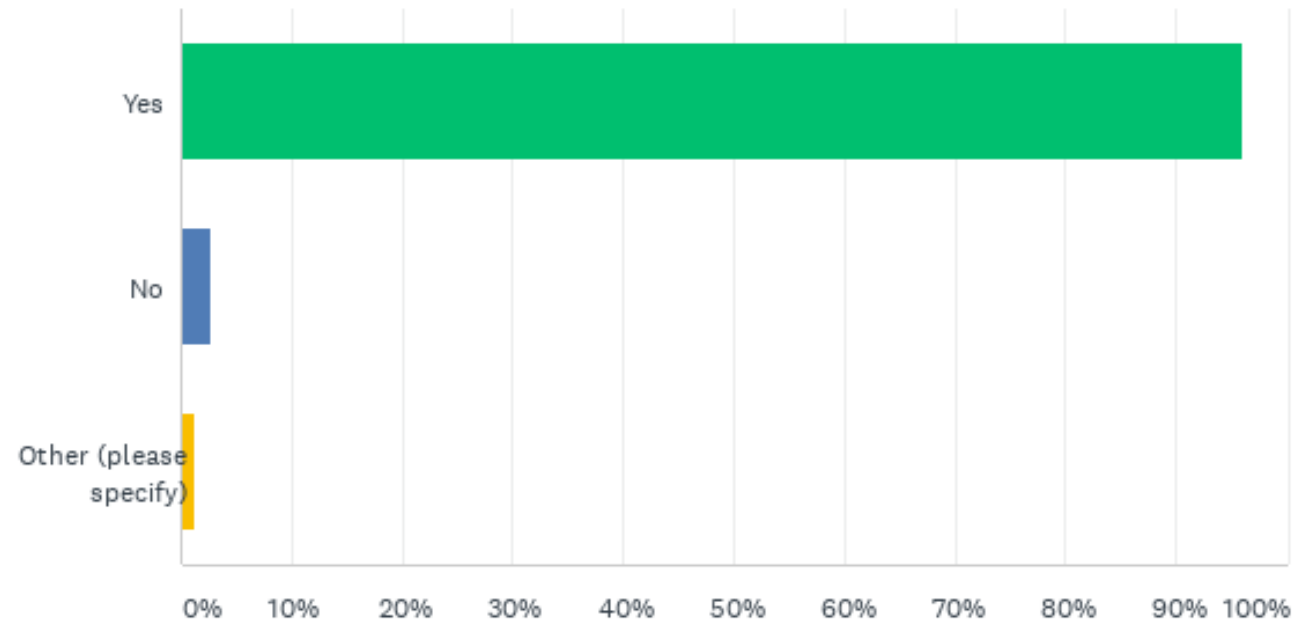
Q2 When the library reopens for browsing, would you still be interested in using our curbside delivery service?



# Question 2 “Other” Responses

- “Might use it occasionally, but would mostly come in to pick up.”
- “Both curbside pick up and let kid browse inside if possible”
- “Only if inside pickup not available.”
- “Personally I don't mind coming in to pick up holds. It might be nice to continue to provide an option for those who have health issues or are less mobile.”
- “Maybe.. like to browse”
- “I would ONLY if it in some way simplified your process for staff.”

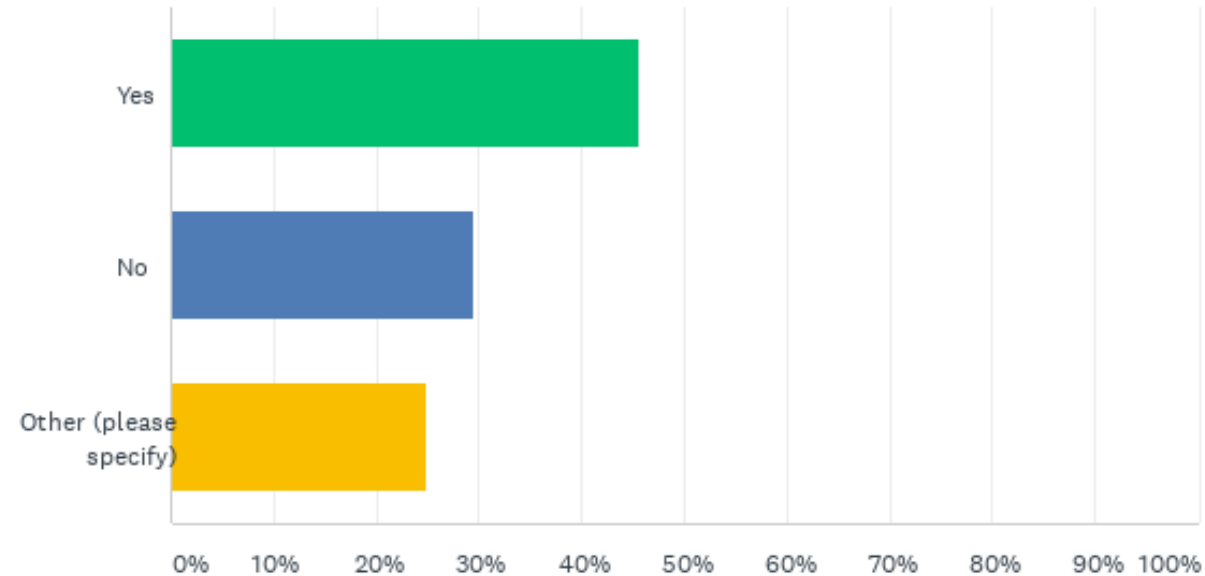
### Q3 Do you think the current location for curbside pickup is convenient?



# Question 3 “Other” Responses

- “It works, but would prefer the other side of the building where you have parking spots (Long St)”
- “For outside, yes, but would rather walk in”

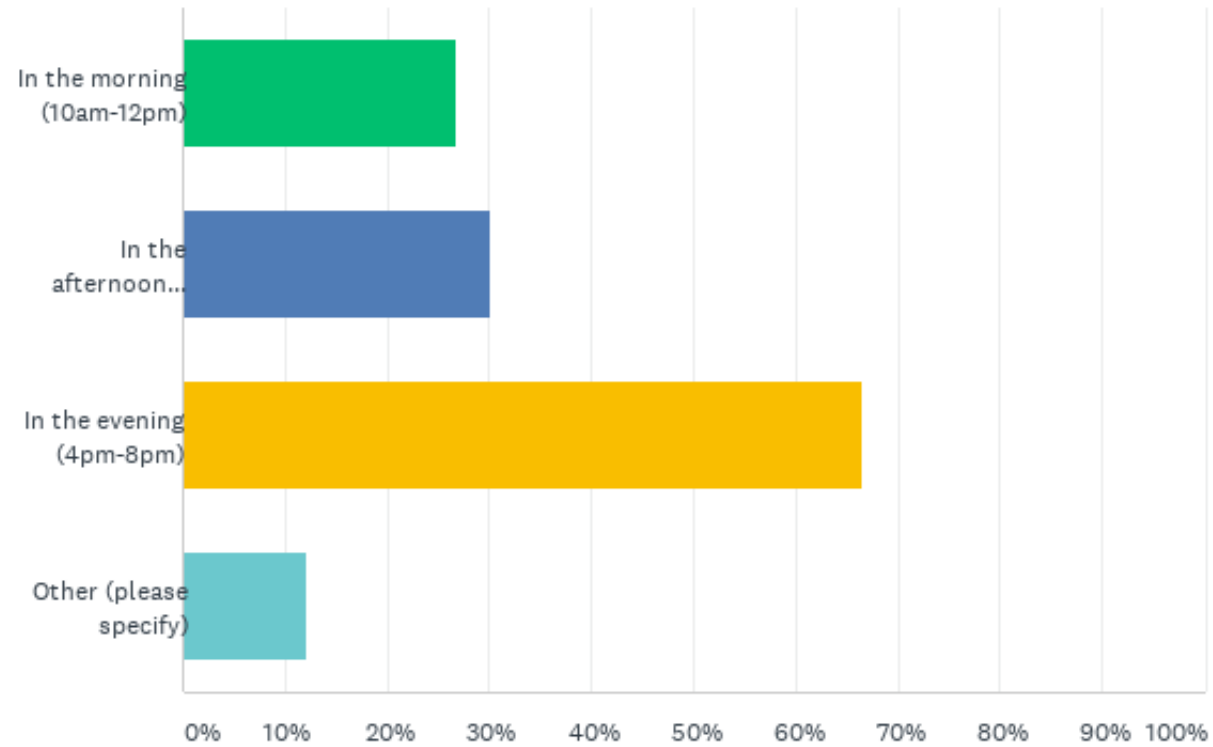
Q4 If curbside could be moved to a drive-up window next to the book drop would you be more willing to use it?



# Question4 “Other” responses

- “Yes, equally willing! :)”
- “Whatever works best for you. ”
- “I would use it in any location, but if it's more efficient for staff, then consider adapting.”
- “Whatever is easier for you all. We love library books!”
- “If you didn't have to schedule your time to pick up. If you could pic up at any time.”
- “It's a clever idea. I believe that is more of a question for staff and budgets.”

## Q5 When things get back to normal, would you use curbside:



# Question 6- Is there anything else you'd like us to know about curbside delivery?

- It was great! Mostly scheduling worked well for us. I sometimes wished we could come with shorter notice, or without scheduling, or with a wider time slot for flexibility. Overall, it worked very well as is though.
- It has been so great! We love it. Thank you.
- You are doing a wonderful service. You're my saving grace during this pandemic.
- Thank you so much for everything. We picked up about 20 books every other week for my almost-preschooler. You all brought us so much joy during this strange and challenging time.
- It has been a great convenience. Having 3 young kids it saves us from having to go inside with everyone for just a quick pick up. Thanks for all you have been doing!
- The staff has always been friendly and energetic during these crazy times. Thank you
- Wonderful service, especially scheduling online. I don't mind going in to get my holds either, since that can be more spontaneous, but just knowing there's a way to get fresh books is lovely.
- The library staff have done an excellent job providing curbside pick up. It's been nice to see our lovely librarians for a brief moment or two when they bring items out to the car. Thank you!

# Question 6 Continued

- I'm sure you know that the book return is a hard design for cars to drive up to so pairing that with a pick up window seems like a mismatch
- Some librarians are very fussy about how far you are pulled up to the curb and exactly parked, so they don't step in snow. Proper footwear should be worn in rain or snow if you are assigned to curbside delivery duties. Other libraries are open and curbside should not be a hassle for taxpayers.
- Ridiculous how appts limit access to reserved books. Have to schedule a day or more ahead of time. No flexibility when want to come by to pick up books. Not sure what libstaff are doing during this time but can only wonder at costs
- I feel like you should open up the meeting rooms and let people rent them out or sign up. Some people need a quiet place to work.
- It works well except for the location. Too many cars park there and sometimes I can't get to the pickup Location. Would also be nice if the staff didn't have to come outside during inclement weather



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 5, 2021

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Service Animals Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Service Animals

|             |                                                         |                         |
|-------------|---------------------------------------------------------|-------------------------|
|             | <b>E. D. Locke Public Library</b>                       |                         |
| Page 1 of 1 | <b>Animals in the Library including Service Animals</b> | Approved: March 6, 2017 |

The E.D. Locke Public Library recognizes that some patrons with disabilities may have service animals, which are trained to perform specific tasks to assist or accommodate a person with a physical, sensory, or mental disability. Title III of the Americans with Disabilities Act (ADA), 'public accommodations', including public libraries, requires the library to allow service animals in to areas of the library where members of the public are permitted. The library acknowledges the legal rights under federal and state law regarding use of service animals. The library also considers the safety and health of all its patrons, the public and library staff to be a priority.

A service animal is defined ~~as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of a person with a disability. As of 2011, animals other than dogs, except for trained miniature horses subject to certain limitations, do not qualify as service animals according to federal law.~~ By Village Ordinance Chapter 5, article 1, section 5.1(n) as " A guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Dogs that are used purely for emotional support are not considered service animals in terms of public accommodations.

Examples of work or tasks provided by a service animal include but are not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, alerting individuals who are hearing impaired to the presence of people or sounds, pulling a wheelchair and fetching dropped items, reminding a person with mental illness to take prescribed medications or calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

No pets or animals, other than service animals, service animals in training, and police dogs are allowed in the library with the exception of animals that are included in a program or event sponsored by the library or library staff. Owners of pets will be asked to remove them from the building.

Library staff has the right to ask the animal's handler:

**1. "Is the animal required because of a disability?"**

**2. "What task has the animal been trained to perform"?**

However the handler is not required to produce documentation about the service animal or to prove a disability. Service animals are not required to be licensed or certified or be identified by a special harness or collar. Service animals must be on leash or harness at all times, unless the use of a leash or harness interferes with the animal's effective performance of its task. If the animal cannot be leashed or harnessed, it must be under the handler's control via voice, signals or other effective means at all times.

The library may ask that a service animal vacate the premises if the animal is not under the direct control of its handler or if the animal is not housebroken. In addition, library staff may ask a service animal to be removed from the building if its behavior is a direct threat to the health or safety of others. In these cases, library staff should give the option to obtain library services without the animal on the premises. Fear, allergies, or annoyance on the part of other patrons or employees are not considered valid reasons for denying access to people with service animals.



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 5, 2021

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Volunteer Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. adult volunteers

|             |                                   |                           |
|-------------|-----------------------------------|---------------------------|
|             | <b>E. D. Locke Public Library</b> |                           |
| Page 1 of 1 | <del>Adult</del> Volunteers       | Reviewed: January 6, 2014 |

E.D. Locke Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers are expected to follow all policies of E.D. Locke Public Library (especially regarding privacy and confidentiality) and all rules listed in the Volunteer Guidelines.

Volunteers will be assigned to perform tasks the library considers most necessary and helpful in its operation, taking into consideration the volunteer's interests and abilities.

Volunteers may be used for special events and projects, or on a regular basis to assist staff.

Services provided by volunteers will supplement, but not replace, regular services, and will not be used to replace paid staff.

Volunteers may apply for paid positions under the same conditions as other outside applicants.

In accordance with fair labor laws and the policies of the Village of McFarland, paid staff may not volunteer their services to the library or other village departments. Staff may volunteer for the Friends of the McFarland Library.

The library does not compensate volunteers for time spent, or expense incurred, except by special arrangement with the Library Director. **Both the Library and the volunteer have the right to end the volunteer's association with the Library at any time.**

Individuals donating time to the library under the auspices of any other organization (i.e. churches, community organizations, etc.) may identify themselves with the organization, but may not promote it while working in the library.

**The library does not accept volunteer work for community service fulfillment or school mandated volunteers who need to complete their hours to meet a disciplinary requirement.**

## Adult Volunteers

**Adult** Volunteer assistance with regular staff duties is limited to the pick list, straightening, shelf reading, and processing materials. **Volunteers will not receive training in the Library's circulation system nor**

will they be allowed access to the staff login of BiblioVations. Volunteers will not be allowed access to non-public areas of the library when not volunteering.

Because the library serves many vulnerable populations, the library requires a successful background check before accepting a volunteer. Depending on the task that the volunteer is assisting with, background checks may include:

- Volunteer/Community Service Application Form
- A Village of McFarland Volunteer Release Form
- Reference checks
- Criminal background checks, including information from the National Crime Information Center (NCIC), state crime information center and state/local sex offender registries, and any applicable municipal court(s)
- Motor vehicle records checks.

~~The following paperwork must be completed by the volunteer before beginning work:~~

Individuals who volunteer to assist the Friends of McFarland Libraries or the E.D. Locke Public Library Endowment Fund are not considered volunteers under this policy.

## Youth Volunteers

- The minimum age to volunteer at the E.D. Locke Public Library is having finished 5<sup>th</sup> grade. No minor 17 years old or younger shall be permitted to perform activities in any occupation determined to be “particularly hazardous” under the FLSA. Outside of hazardous or potentially hazardous duties, the FLSA permits minors to perform most other types of work.
- Parental Consent: Volunteers under the age of 18 must have documented parental consent. The parent or legal guardian must sign the Library Youth Volunteer Waiver Form.



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Monday, April 5, 2021

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Story Time Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. storytime policy

|             |                                   |  |
|-------------|-----------------------------------|--|
|             | <b>E. D. Locke Public Library</b> |  |
| Page 1 of 1 | <a href="#">Storytime Policy</a>  |  |

Storytime is more than reading stories aloud; it is an opportunity for children to experience the joys of reading and literature, and to focus on skills needed for being successful in school. As such, it is always conducted by one of the professional children's staff members. Volunteer story tellers may be used within a library presentation but the library doesn't allow volunteers to run storytimes.

Demand for Storytime is very high. Thus a busy schedule of many different sessions for different ages at different times is planned.

In the storytimes for children younger than 3 1/2, a parent or an adult care-giver must stay, and well-behaved siblings are welcome.

Storytimes are provided as a service to the community and there is no charge. Our storytimes are designed for children and parents or caregivers. Arrangements for school, daycare, or other group visits larger than five should be made in advance.

Children's programs at the E.D. Locke Public Library are open to any children who use the Library.

A patron may be asked to leave the storytime if the librarian judges that the patron's actions are interfering with the ability of others present to participate.