

Tuesday, July 6, 2021

LIBRARY BOARD

5:15 PM

E.D.Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Approval of the draft minutes of the June 7, 2021 Library Board meeting.
 - b. Approval of the June 2021 general fund and gift fund bills.
4. INFORMATION ITEMS
 - a. 2021 Budget Update
 - b. Gift Fund update
 - c. Library Director's Report
 - d. Monthly Statistics Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2022 Budget
 - b. Joint village board and library board meeting
 - c. Library Closing December 26th, 2021
 - d. Office Chair Purchase
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: Tuesday, July 6, 2021

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft minutes of the June 7, 2021 Library Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. LB Minutes 6-7-21

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, June 7, 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, Mona Nelson

Members not present: Staci Fritz

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 May 3, 2021 and May 20, 2021 Library Board meetings.*
Motion by Member Evan Richards, second by Member Ken Machtan, to approve the draft minutes of the May 3, 2021 and May 20, 2021 Library Board meetings with one change(adding a second motion to item 5a of the May 3, 2021 minutes. Motion carries 6 - 0 - 0 by acclamation.
- b. *Approval of the may 2021 general fund and trust fund bills.*
Motion by Village Trustee Michael Flaherty, second by Member Mona Nelson, to approve the May 2021 general fund and trust fund bills totaling \$16,665.41. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

- a. *2021 Budget Update*
Motion by , second by None, to 2021 Budget Update Motion carries 0 - 0 - 0 by acclamation.
- b. *Director's Report*

c. Library Statistics

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Pandemic reopening plan

The board reviewed what the procedural changes that have taken place since the end of Dane County's emergency order.

b. Long-range plan discussion

The board reviewed the draft expansion plans and discussed the pros and cons of expanding up vs. out. The board asked for more information on pricing and greater explanations for some of the placement of spaces.

c. Strategic plan review

The board reviewed the progress on the library's 2019-2024 strategic plan.

d. 2022 Budget Plan

The board discussed possible ideas to be included in the library's 2022 operating and capital budgets.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Member Mona Nelson, to adjourn at 5:21

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: Tuesday, July 6, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - June 2021

E. D. Locke Public Library

June General Fund Invoices

Vendor	Invoice Total	Description
ALLIANT ENERGY	\$1,934.10	Utilities
AMAZON CAPITAL SERVICES	\$1,217.02	DVDs, CDs, and supplies
ANDROSKI, HELENE	\$75.00	Program Fee
ARAMARK	\$157.89	Mat Rental
BAKER & TAYLOR BOOKS	\$4,212.58	Materials
BARRON'S	\$119.94	Subscription
BOLDTRONICS, INC.	\$757.73	Door lock repair
CARDMEMBER SERVICES	\$769.80	Visa Bill
CHEN, JOY	\$300.00	Program Fee
CORPORATE BUSINESS SYSTEMS	\$568.38	Copier Lease
DEMCO INC	\$324.10	Library Supplies
ENVIRONMENT CONTROL	\$1,929.00	Janitorial Services
EUA	\$7,495.00	Long range Planning fees
GIRMAN, STEVE	\$200.00	Program Fee
GRAINGER INC	\$151.13	Storage Shelving
ILLINGWORTH-KILGUST	\$884.29	HVAC maintenance
LARSON, RON	\$125.00	Program Fee
MCFARLAND ACE HARDWARE	\$352.14	Facility Supplies
MICROMARKETING LLC	\$189.94	Audio Books
MORGAN, MATTHEW	\$350.00	Program Fee
PERNICK, BENJAMIN	\$150.00	Program Fee
SEYS, LYDIA ROSLYN CRIM	\$25.00	Program Fee
SIDDIQUI, HUMA	\$142.00	Program Fee
STOKES, DAVID W	\$150.00	Program Fee
TDS	\$45.08	Phone Bill
THE MCFARLAND THISTLE	\$68.95	Subscription
THOMM, JONATHAN	\$50.00	Program Fee
TIGERLILY MUSIC	\$450.00	Program Fee
WALL STREET JOURNAL	\$233.94	Subscription
(blank)		
Grand Total	\$23,428.01	

Gift Fund Invoices

Vendor	Invoice Total	Description
Madison Community Foundation	\$310	Enowment transfer

Grand Total \$23,738.01

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, July 6, 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	April Actual	May Actual	June Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 626,250.00	\$ -	\$ -	\$ -	\$ 626,250.00	100.00%	50%	
County Library Aids		\$ 328,250.00	\$ -	\$ -	\$ 324,872.00	\$ 328,120.73	99.96%	50%	
State - COVID 19 Grants		\$ -	\$ -		\$ -	\$ -			
Library Fines		\$ -	\$ 172.05	\$ 7.75	\$ 10.89	\$ 193.19			
Miscellaneous Revenue		\$ 500			\$ -	\$ -			
Interest		\$ 3,500	\$ 46.72	\$ 40.24	\$ -	\$ 368.54	10.53%	50%	
Library Fees		\$ 1,500	\$ 145.40	\$ 62.35	\$ 223.15	\$ 445.90	29.73%	50%	\$ 750.00
		\$ 960,000.00	\$ 364.17	\$ 110.34	\$ 325,106.04	\$ 955,378.36	99.52%		
Expenditures									
						\$ -			
Salaries	110	\$ 339,500.00	\$ 26,941.78	\$ 28,164.49	\$ 27,386.63	\$ 166,166.18	48.94%	50%	\$ 169,750.00
Part-time	120	\$ 175,500	\$ 8,721.04	\$ 9,209.19	\$ 8,675.23	\$ 51,826.44	29.53%	50%	\$ 87,750.00
Health Insurance	130	\$ 107,000	\$ -	\$ 8,358.05	\$ 8,358.05	\$ 50,148.30	46.87%	50%	
Retirement	131	\$ 29,250	\$ 2,187.53	\$ 2,193.24	\$ 2,210.44	\$ 14,252.06	48.72%	50%	\$ 14,625.00
SS/Medicare	132	\$ 40,500	\$ 2,628.74	\$ 2,695.20	\$ 2,583.37	\$ 16,805.39	41.49%	50%	
Other Benefits	135	\$ 2,000	\$ 67.20	\$ 67.20	\$ 72.88	\$ 532.22	26.61%	50%	
Wage Adjustment	140	\$ 14,000	\$ -	\$ -	\$ -	\$ 0.00	0.00%	50%	\$ 7,000.00
Expense Reimbursement	141	\$ 500	\$ -	\$ -	\$ -	\$ 0.00			
Total Personnel		\$ 708,250.00	\$ 40,546.29	\$ 50,687.37	\$ 49,286.60	\$ 299,730.59	42.32%	50%	\$ 354,125.00
Support Services	210	\$ 36,250	\$ 1,929.00	\$ 1,929.00	\$ 1,929.00	\$ 11,574.00	31.93%	50%	\$ 18,125.00
Consulting Services	211	\$ 45,500	\$ -	\$ -	\$ 7,495.00	\$ 53,554.00	117.70%	50%	\$ 22,750.00
Utilities	220	\$ 28,000	\$ 1,772.36	\$ 1,772.04	\$ 1,934.00	\$ 11,770.75	42.04%	50%	\$ 14,000.00
Communication	221	\$ 1,500	\$ 192.24	\$ 168.91	\$ 95.08	\$ 894.89	59.66%	50%	\$ 750.00
Equipment Maintenance	240	\$ 9,000	\$ 402.72	\$ 337.02	\$ 399.66	\$ 4,101.48	45.57%	50%	\$ 4,500.00
Facility Maintenance	242	\$ 21,250	\$ 234.07	\$ 2,255.13	\$ 2,099.42	\$ 6,324.99		50%	
Other Contractual Services	290	\$ -		\$ 1,221.92	\$ -	\$ 1,221.92	5.75%	50%	\$ 10,625.00
Total Services		\$ 141,500.00	\$ 4,530.39	\$ 7,684.02	\$ 13,952.16	\$ 89,442.03	63.21%	50%	\$ 70,750.00
Office Supplies	310	\$ 9,000	\$ 70.33	\$ 981.63	\$ 324.10	\$ 2,183.76	24.26%	50%	\$ 4,500.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	\$ -	0.00%	50%	\$ 125.00
Dues	320	\$ 500	\$ -	\$ (100.00)	\$ -	\$ 344.00	68.80%	50%	\$ 250.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ 15.38	\$ -	\$ 40.38	4.04%	50%	\$ 500.00
Training Expenses	331	\$ 2,750	\$ 85.00	\$ -	\$ -	\$ 723.50	26.31%	50%	\$ 1,375.00
Operating Supplies	340	\$ 5,500	\$ 165.46	\$ -	\$ -	\$ 316.29	5.75%	50%	\$ 2,750.00
Technology	342	\$ 15,500	\$ 617.12	\$ 483.70	\$ -	\$ 2,705.97	17.46%	50%	\$ 7,750.00
Collection - Print	344	\$ 55,000	\$ 6,866.03	\$ 2,461.47	\$ 4,326.99	\$ 25,782.57	46.88%	50%	\$ 27,500.00
Collection - AV	345	\$ 12,500	\$ 795.62	\$ 831.07	\$ 790.36	\$ 2,930.13	23.44%	50%	\$ 6,250.00
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -		50%	
Programming	391	\$ 8,000	\$ 725.00	\$ 595.16	\$ 1,732.77	\$ 5,391.48	67.39%	50%	\$ 4,000.00
Other Total		\$ 110,250.00	\$ 9,324.56	\$ 5,268.41	\$ 7,174.22	\$ 40,418.08	36.66%	50%	\$ 55,125.00
Total Budget		\$ 960,000.00	\$ 54,401.24	\$ 63,639.80	\$ 70,412.98	\$ 429,590.70	44.75%	50%	\$ 480,000.00

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, July 6, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Gift Fund update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

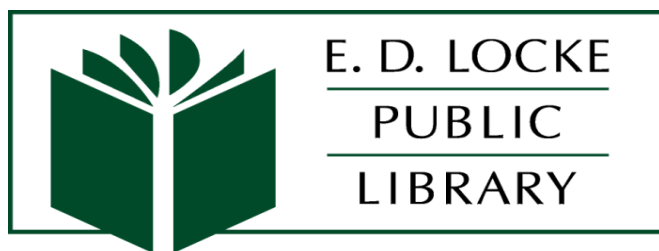
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Gift Fund 2021 2nd qtr Fund



5920 Milwaukee St. • McFarland WI
608-838-9030 • mcflib@mcfarlandwi.gov

E.D. Locke Public Library Gift Fund 2021

Beginning Balance January 1, 2021

\$38,565.40

Revenue

Donations Materials	\$	-
Donations Programming	\$	-
Grant Programming	\$	-
Friends	\$	-
SCLS Grants	\$	-
Madison Community Foundation Grant	\$	3,615.00
Other Donation	\$	67.00
Interest	\$	29.50

Total Revenues

\$ 3,711.50

Expenditures

1000 Books	\$	-
Friends Adult Materials	\$	-
Friends Juvenile Materials	\$	-
Friends Juvenile Programming	\$	-
Friends Adult Programming	\$	-
Friends Equipment	\$	-
Grant Equipment	\$	-
Grant Programming	\$	-
Madison Community Foundation Endowment	\$	5,030.00
Donations Programming	\$	-
Donations Materials	\$	-

Total Expenditures

\$ 5,030.00

Balance June 30, 2021

\$ 37,246.90

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, July 6, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library 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 June 2021



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

June Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of March 31, 2021 is \$153,476
 - We are working on the October event to kick off our unveiling of our new library cards. We will be doing three different cards. One will be a metal card that is also a bottle opener that will be available for a \$25 donation. The other three cards will be targeted to adults, kids, and teens. The teen card will be designed through a contest that will be held in September 2021. These three cards will be free to our patrons. A kickoff event for the bottle opener card will be held in October. Karben4 will be doing a taproom and selling beer and seltzer. I also have a band lined up. We are still planning the details.
- **Friends** –The Friends book sale is July 8-10 from 9-4 in front of the library.
- **Library Systems Report** – The next system meeting is July 15. The Directors will be meeting via Zoom to discuss the 2022 budget.
- **Facilities 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.
 - **Audio/Video** – I have been working with the Communication and Technology dept. and Fearings to come up with a plan to easily stream programs when we return to doing our programs in-house. I am also looking at other possibilities such as the ability to stream story time into the kids area as an over flow space and upgrading the other technology in our meeting room.
 - **Landscaping** –
 - Public Works is once again helping us out with our landscaping. They have hired a summer LTE to help out with maintaining the library and village hall grounds.
 - A few of the garden club volunteers planted Day Lillies and Woodruff in the planter on Long St.
 - **HVAC**
 - Kilgust cleaned the condenser coils on the AC units for the main building and the meeting room side of the building
 - The water for the boiler system was tested and no adjustments were needed.
- **Long Range & Space Needs Planning Committee** – I met with EUA on June 30th. I gave them the board's feedback from the last meeting. I've asked for the suggested revisions to their plans and to get estimates of costs for building up vs. out.
- **Changing Book Vendors**– We've been having issues for months with our current book vendor Baker and Taylor. They have been shipping Children's materials only when we complain that we haven't gotten anything for a while and they don't seem to stock popular titles any more. We're working with Ingram to setup a new account and try out their service. Their prices for adult materials are about the same and they are actually cheaper for Children's items.
- **New mobile app now available**– The new mobile app was released June 1st. Patrons can place holds, renew items, and check the status of their account. The app also includes a digital library card. We think patrons will find this really useful when they are out biking or walking and decide to pop into the library to pick up their holds.
- **Program sponsorship** – Madison Pediatric Dentistry has donated \$500 to sponsor the summer reading program *Milwaukee Steve*.
- **Family Festival** – Kelly and I started meeting with the Family Festival board to discuss future plans. For 2021 ,the festival will be scaled down to a one-day event on a Saturday with a possible parade on Sunday. The library will be planning some family events with the community garden. The carnival rides and beer tent will not at the festival this year. We're planning to bring them back in 2022.

- **McFarland Equity Project Partnership** – The library will be partnering with the McFarland Equity Project and UCC to do a community reads program around the 2021 o Big Read selection *Transcendent Kingdom* by Yaa Gyasi. <https://gobigread.wisc.edu/> We are in the planning stage right now.
- **Curbside Pickup Comment** *“Thank you so much for continuing to do curbside pickup. I have a preschooler and we often pick up bundles of books. It can be extremely challenging to go inside the building and scan our holds by hand while trying to keep the kiddo quiet and contained. The curbside pickup literally saves us a hour of chaos. Sometimes the in-person chaos is nice :) But it is so lovely to have the option. Thank you for all that you have done and thank you for all that you continue to do. You have fostered a love for reading in our home during a pandemic :)”*

Youth Services highlights (Heather Kent)

- Storytimes are back in-person this month! We have finally returned to having in-person programming at an outdoor venue – Lewis Park. This has been great and the numbers show that the community has really missed being in-person. (55-85 people in attendance) We are meeting on Mondays at 9:30 am at Lewis Park and will continue through July. We are still posting a Saturday morning storytime virtually each week. This is a pre-recorded program for people who are not ready for the in-person programming or want an extra storytime.

Programming:

- Zumbini has started back up on Wednesday Mornings at 9:00 am at Lewis Park. This program requires registration due to instruments and the age of the participants. It has been great to see the kids again and share this program with them face to face.
- Summer performers have been virtual this year. We have had virtual performances by Magic Morgan and Liliana, Frog Chorus Nature Center, and Wendy & DB. Heather has learned, with some trial and error, how to stream the performers from Zoom on to FB at the same time – enabling us to reach more viewers.
- Puppet club is virtual again this year. Each week we have had a different puppet craft to make and videos on how to create them. This has not been as popular as the Drama Camp that we have had in the past. We have been taking the additional kits left over to storytimes for families to take home and make.

Outreach

- Outreach has started again with Learning and Beyond. The day care has been walking their children down each week on Tuesday morning for outdoor storytime (weather permitting).

Other

- Stacy, a practicum student from the UW Madison iSchool, has started her practicum at the library. Heather has had her working on some collection development projects as well as working on displays. In July Heather plans to have her lead storytime with the Learning and Beyond students so she can have experience with this type of programming.

Teen Services (Abby Seymour)

- The summer reading program is officially off and running! I’m excited to have teens back in the library and see some of them in person again. I had forgotten how great it felt to help a young reader pick out books and see them be so excited about their book haul.
- As with so much in our world right now, summer programming for teens looks a little different this year. Many of the programs are similar to programs done this spring with the difference being that two of the programs are meeting in person. The remaining programs are still done virtually.

- Dungeons and Dragons is one of the programs that is still done virtually. This is also the only program that requires registration since the group needs to be small in order to be a successful game. I'm happy to say that registration filled up fast! There was a small fiasco a few days before the program officially started when the Dungeon Master (the person I hired to lead the game) suddenly got a new job and couldn't help out. Luckily, I was able to reach out to other area Teen Librarians and they were able to recommend a new person. I hired them that same day!
- Tuesday is Snack & Chat day on the library lawn. It was an easy decision to convert this program into being in person. Every Tuesday afternoon, you will find a small group of teens sitting outside at the picnic table in the grassy area on Anthony St. by the Curbside Pickup spot. We sit under a canopy (since there is no shade there), eat individually portioned snacks, and chat together. It's a very simple program and the teens love that they get some food out of it.
- Also held on the library lawn is Crafternoon on Wednesdays. We also sit at the picnic table for this one and do a variety of crafting projects. So far, the teens have done some coloring, a blind drawing challenge where they have to draw something with their eyes closed, a knitting lesson, and a scrapbook paper banner. It is certainly an added challenge to do crafts outside in the elements. For example, I have to bring out several heavy objects so that nothing blows away with the wind! These crafty teens (some of whom have never come to one of my programs before) have made this a successful one!
- Teen Hangout on Thursday had to stay a virtual program. It got to a point where I would've had to change up everything and start from scratch to convert this virtual program into an in person one. For now, it stays virtual. The group meets on Zoom and we play a variety of online games. In June, the gaggle of teens played Jackbox Games, did an at-home scavenger hunt, and participated in an Anime Day where we talked about their favorite Anime shows and did corresponding activities. I hope to make a few of these events in person at the end of the summer, now that I have more time to adjust.
- New this summer is a book club, which is also happening virtually. There is no structure or assigned book, which is done with the hopes of getting more teens to come. All we do is talk about books! We talk about what they've read recently, books they love, books they hate, and then I give some book recommendations. Even though I have some voracious readers, only a small handful of teens are logging into this program.
- The reading challenge is also in full swing on Beanstack. So far, there are 76 teens who have been keeping track of their reading this summer. Several have finished the challenge already! Once they finish the challenge, they get a free book.

Adult Services Highlights (Ann Engler)

Programming

- I have a lighter schedule of programming this summer, which seems to be matching the lessened demand. Zumba at Lewis Park was fun, and Ron Larson's walking tours are enjoyable and well attended, and amazingly, the weather has cooperated so far. The feedback has been overwhelmingly positive, such as "That was a delightful evening. Ron is a treasure!"
- Amy Crull's Intro to Reiki program went well. She included a lot of background on how the practice developed, and a neat piece of it was she did a couple guided meditations for attendees throughout. The recording is on our YouTube channel.
- Cooking Club with Off the Block of Mentoring Positives had no attendees, which was disappointing, but the recording is available on YouTube, as well, and has gotten some views.
- After the McFarland Chamber of Commerce put us in touch, we're hosting a virtual Intro to Solar Power program with Legacy Solar Co-Op. Always nice to make a new connection in the community.

- I will resume outreach visits to Marianne's Elder House on July 1st per their request.
- I've also started making Browse the Stacks book talk videos again for YouTube. They seem to do fairly well in terms of views, and I've gotten some verbal feedback from patrons that they enjoy them. It's a fun way to highlight pieces of our collection, especially now that I'm back in the library with access to our whole collection.

Collection Development

- Except for delays from Baker and Taylor, ordering is going well. People have ravaged the Lucky Day fiction collection, which is great!
- I was able to add a selection of books authored by African writers due to our award from the READ Africa grant. I'll do a display when they are all processed and ready to be checked out.

Social Media/YouTube

- We've been slowly but steadily gaining YouTube subscribers. Heather and Abby's SRP content has been very popular.

Summer Reading

- Spartan Pizza and Spartan Nutrition generously donated prizes for adults, and we've got a fun selection of other prizes, too. Starting in July, I'll be sharing people's book reviews on social media, and possibly in a library display, as well.

Online Resources

- Now that we're in the library again, I'm cycling through highlighting online resources via flyers and displays.

Circulation Services Highlights (Kelly Heasty)

CURBSIDE DELIVERY ON-GOING:

- Book bundles: 2
- Curbside pick-up numbers: 84 (thru 6/28)

NEW PATRONS

- 117 applications for cards received: 5 were WEB only requests (thru 6/28)

MEETINGS:

- Met with SE team for Diversity/Equity: discussed racial identity models and culture
- Attended Fam Fest meeting and took minutes
- Participated in staff meeting
- Attending MEP meeting on 6/30. Intend to talk about several library initiatives with group

REOPENING ACTIVITIES:

OTHER:

- Signed up two patrons for Display case: July & Sept
- Created sign & bookmarks promoting Friends' sale in July
- Completed updated Circ manual. Created scavenger hunt for staff.
- Discussed Notarizations with Trish & Heidi. Based on staff scheduling, agreed that we won't bring back notarizations for now.
- Attended sales pitch re: combo fax/scanner w/ Heidi.
- Working with Ann Engler and McF Equity Project to do a "Community Reads" project to be run alongside UW Madison's Go Big Read selection for this summer: Transcendent Kingdom by Yaa Gyaasi
- Materials spreadsheet brought up to date with all incoming new materials received in June.
- Managed new books to ensure they go to McFarland patrons as much as possible.
- Managed bookmark folder on Xerox – adding & deleting curbside bookmarks, as needed.
- Coordinated receipt of various book donations
- Added Beanstack & McFarland website links to the staff website page

BOOKCLUBS:

- Managing Book Club holds for Prairie Stone.
- Discussed with Ann E resuming Introvert Book Club this fall under auspices of a different name.
- Started planning for Wed afternoon book club to restart in Sept.

STAFF:

- Scheduling and Payroll completed for June
- Completed FAQ re: summer reading program and Beanstack for Circ staff
- Reached out to two volunteers for pick list and shelving help. One has resumed two days a week, at the moment.

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, moving books from new to regular collection
- Monitoring and ordering supplies as needed
- Monthly fire alarm system test, including testing exit signs and flood lights
- Assisting with circ duties as needed-computer/copier assistance, opening checklist, curbside, patron reference questions
- Proofreading programming flyers
- Outerlibrary loan requests
- Monitoring, reconciling and recording funds from cash register/copier; submitting deposits to Village
- Troubleshooting and reporting technical issues to SCLS
- Attended ILL/OLL Basics webinar
- Scheduled annual fire alarm system inspection

---Heidi Cox, Library Director

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, July 6, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Statistics Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, July 6, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2022 Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2022 Budget ideas

2022 Budget ideas

(all numbers are approximate)

Operating

- Hoopla streaming service – online movies, tv, books and audiobooks \$1,000-\$2,000
- Washington Post online -- \$1500
- Wall Street Journal online -- \$1100
- Comics Plus <https://library.librarypass.com/> \$1200
- MorningStar Investment database <https://www.morningstar.com/>

Capital

- Replace automatic door opener for main library door - \$5,000
- Library signage
- Remodel exterior book drop
- New toy tables for kids areas \$8,500-12,000
- Patron lockers - \$24,000
- Hybrid programming equipment \$16,000
- Children's area shelving \$10,000
- Community Room Speaker replacement \$2,267.94
- Scanning/Faxing/Printing equipment - \$6200
- Replace projector and screen with 84" flat panel TV \$5,836.55 (including installation)

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, July 6, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Joint village board and library board meeting

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, July 6, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Closing December 26th, 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: Tuesday, July 6, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Office Chair Purchase

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Stool Quote
2. office chair quote

EBI
Madison WI 53716
608-469-4933
Sales Contact: Maryanne Michaelis 608-469-4933

Prepared For: **E.D.Locke Public Library**

McFarland Public Library
5920 Milwaukee Street
McFarland WI 53558
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
Tag:									
1	1	OMF	TY675	Truly Adjustable Footring Stool	\$1,060.00	\$1,060.00	\$604.20	\$604.20	43.00
			TYF	Full Size (20.75" width)					
			KR25	GROUP 1: Height Adjustable T-Arms w/Grip Control					
			PBK	PolyBack (STD)					
			TG	Palladium Grey					
			NG	Palladium Grey					
			GR6	Grade 6/Grade-in E					
			GRDE	Grade-in E					
			TOR	MOMENTUM "ROW" COLOR - RAIN					
			PLH	Polished Aluminum (STD)					
			CYL8-CHD	8" Chrome HD cylinder (STD)					
			P26	Polished Aluminum (STD)					
			BUS	CAS3555-S (Black Universal Soft - STD)					
			UPHCF	Memory Foam Sub-Layer					
			~	No Selection (STD)					
2	1	D & I		Recieve, Deliver and Install	\$0.00	\$0.00	\$30.00	\$30.00	0.00
				During Regular Hours					
Tag Subtotals:					\$1,060.00	\$1,060.00		\$634.20	
Total List:					\$1,060.00	\$1,060.00	Total Sell:	\$634.20	

Prepared For: **E.D.Locke Public Library**

McFarland Public Library
5920 Milwaukee Street
McFarland WI
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Page 2 of 2
6/21/2021
4:24:36PM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
--------	-----	-----	-------------	------------------	------	----------	------	----------	----------

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____

EBI
Madison WI 53716
608-469-4933
Sales Contact: Maryanne Michaelis 608-469-4933

Prepared For: **E.D.Locke Public Library**

McFarland Public Library
5920 Milwaukee Street
McFarland WI 53558
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Page 1 of 1
6/30/2021
12:46:59PM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
Tag:									
1	1			USE UW CONTRACT #18-5665	\$0.00	\$0.00	\$0.00	\$0.00	0.00
2	1	HON	HIWMM	Ignition 2 Task Mid-back, ilira back	\$772.00	\$772.00	\$364.38	\$364.38	52.80
			.Y3	Synchro-Tilt w/ Indep Back Ang					
			.A	Arm: Height and Width Adj. Arm					
			.H	Hard Caster					
			.IM	Mesh: Black					
			\$(1)	Gr 1 UPH					
			.COMP	Compass					
			10	Ink					
			.BL	Black Adjustable Lumbar					
			.SB	Base: Standard Base					
			.T	Frame: Black					
3	1	D & I		DELIVERY INCLUDED IN CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Tag Subtotals:						\$772.00		\$364.38	
Total List:						\$772.00	Total Sell:	\$364.38	

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____