

LIBRARY BOARD

Monday, October 4, 2021

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 September 7, 2021 Library Board meeting.
 - b. Approval of the September 2021 general 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. 2022 Dates Closed
 - b. 2022 Budget Update
 - c. Library Closing & Reduction of Services 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, October 4, 2021

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft Minutes of the September 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 9-7-21

VILLAGE OF MCFARLAND
Library Board Minutes

Tuesday, September 7, 2021 - 5:15 PM

1. CALL TO ORDER

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

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

Members not present: Karin Mandli

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

- a. Approval of the draft minutes of the August 2 and August 17, 2021 Library Board meeting.

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the draft minutes of the August 2 and August 17, 2021 Library Board meetings. Motion carries 6 - 0 - 0 by acclamation.

- b. Approval of the August 2021 general fund bills and trust fund bills.

Motion by Member Ken Machtan, second by Village Trustee Michael Flaherty, to approve the August 2021 general fund bills and trust fund bills. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

- a. 2021 Budget Update

- b. Director's Report

- c. Monthly statistical report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. Library Facilities Plan

Motion by Member Ken Machtan, second by Member Evan Richards, to approve the Library Facilities Plan Motion carries 6 - 0 - 0 by acclamation.

The board noted that their preference was to expand to a second floor instead of expanding to the existing parking lot.

- b. 2022 Public Library Association Conference

Motion by Member Ken Machtan, second by Member Mona Nelson, to allow Heidi Cox and Heather Kent to attend the 2022 Public Library Association Conference in

Portland, OR. Motion carries 6 - 0 - 0 by acclamation.

c. 2022 Budget

Motion by Member Ken Machtan, second by Member Staci Fritz, to approve the 2022 Budget Motion carries 6 - 0 - 0 by acclamation.

d. Meeting Room upgrades

Motion by Member Evan Richards, second by Member Mona Nelson, to approve Meeting Room audio visual upgrades to allow for hybrid meetings and programs. Motion carries 6 - 0 - 0 by acclamation.

e. Dane County Library Service Contract

Motion by Member Evan Richards, second by Member Ken Machtan, to approve the Dane County Library Service Contract Motion carries 6 - 0 - 0 by acclamation.

f. Dane County Levy

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Member Staci Fritz, to adjourn at 6:28

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, October 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the September 2021 general fund bills.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - Sept

E. D. Locke Public Library

September 2021 Invoices

Row Labels	Sum of Amount	Description
ALLIANT ENERGY	\$2,452.09	Utilities
AMAZON CAPITAL SERVICES	\$806.56	Supplies
AMERICAN LIBRARY ASSOCIATION	\$228.00	Membership Dues
ARAMARK	\$209.32	Mat Rental
BAKER & TAYLOR BOOKS	\$659.07	Books
BEYOND THE PAGE	\$119.00	Books
CARDMEMBER SERVICES	\$947.11	Visa Bill
CORPORATE BUSINESS SYSTEMS	\$282.01	Copier Lease
DEMCO INC	\$109.43	Supplies
EBI INC	\$1,727.34	Office Chairs
ENGLER, ANN	\$40.00	Program Supplies
ENVIRONMENT CONTROL	\$2,499.00	Janitorial Services
EUA	\$2,998.00	Consulting Services
FEARING'S AUDIO-VIDEO-SECURITY	\$7,995.04	AV upgrade in the meeting room deposit
FRONTIER	\$71.32	Phone bill
ILLINGWORTH-KILGUST MECHANICAL	\$16,006.00	Air Purification improvement
INGRAM LIBRARY SERVICES	\$4,390.76	Books
KENT, HEATHER	\$32.98	Program Supplies
LAWSON, ELMORE	\$400.00	Program Fee (will be reimbursed with grant money)
MCFARLAND ACE HARDWARE	\$2.51	building supplies
MICROMARKETING LLC	\$292.94	Audio Books
SCHILLING SUPPLY COMPANY	\$589.61	Supplies
SOUTH CENTRAL LIBRARY SYS	\$450.00	Curbside software
SPECIALIZED ELECTRIC, INC	\$400.00	Lighting repair
TDS	\$45.08	Phone bill
TIGERLILY MUSIC	\$400.00	Program Fee
WAUNAKEE PUBLIC LIBRARY	\$31.00	Broken Equipment Fee
Grand Total	\$44,184.17	

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, October 4, 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	Feburary Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Estimated	September Actual	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%	75%		
County Library Aids		\$ 328,250.00	\$ 1,082.00	\$ 2,166.73		\$ -	\$ -	\$ 324,872.00	\$ -	\$ -		\$ 328,120.73	99.96%	75%		
State - COVID 19 Grants		\$ -	\$ -			\$ -		\$ -	\$ -	\$ -		\$ -				
Library Fines		\$ -	\$ -		\$ 2.50	\$ 172.05	\$ 7.75	\$ 33.88	\$ -	\$ 35.00	\$ 30.15	\$ 281.33				
Miscellaneous Revenue		\$ 500	\$ -					\$ -	\$ -			\$ -				
Interest		\$ 3,500	\$ 112.41	\$ 113.65	\$ 61.05	\$ 46.72	\$ 40.25		\$ 45.97			\$ 420.05	12.00%	75%		
Library Fees		\$ 1,500	\$ 3.00		\$ 12.00	\$ 145.40	\$ 62.35	\$ 223.15	\$ 37.00	\$ 210.90	\$ 104.30	\$ 798.10	53.21%	75%	\$ 1,125.00	
		\$ 960,000.00	\$ 627,447.41	\$ 2,280.38	\$ 75.55	\$ 364.17	\$ 110.35	\$ 325,129.03	\$ -	\$ 245.90	\$ 134.45	\$ 955,787.24	99.56%			
Expenditures												\$ -				
Salaries	110	\$339,500.00	\$ 29,202.44	\$ 27,156.92	\$ 27,313.92	\$ 26,941.78	\$ 28,164.49	\$ 27,386.63	\$ 40,847.39	\$ 27,121.59	\$ 26,869.37	\$261,004.53	76.88%	75%	\$ 254,625.00	
Part-time	120	\$175,500	\$ 8,939.74	\$ 8,050.92	\$ 8,230.32	\$ 8,721.04	\$ 9,209.19	\$ 8,675.23	\$ 15,477.01	\$ 10,355.56	\$ 9,247.68	\$86,906.69	49.52%	75%	\$ 131,625.00	
Health Insurance	130	\$107,000	\$ 16,716.10	\$ 8,358.05	\$ 8,358.05	\$ -	\$ 8,358.05	\$ 8,358.05	\$ 16,716.10	\$ 8,358.05	\$ 8,808.27	\$84,030.72	78.53%	75%		
Retirement	131	\$29,250	\$ 3,292.25	\$ 2,184.30	\$ 2,184.30	\$ 2,187.53	\$ 2,193.24	\$ 2,210.44	\$ 3,348.36	\$ 2,216.68	\$ 2,230.85	\$22,047.95	75.38%	75%	\$ 21,937.50	
SS/Medicare	132	\$40,500	\$ 3,836.27	\$ 2,518.04	\$ 2,543.77	\$ 2,628.74	\$ 2,695.20	\$ 2,583.37	\$ 4,036.27	\$ 2,682.11	\$ 2,612.50	\$26,136.27	64.53%	75%		
Other Benefits	135	\$2,000	\$ 180.42	\$ 62.14	\$ 82.38	\$ 67.20	\$ 67.20	\$ 72.88	\$ 72.88	\$ 440.41	\$ 86.37	\$1,131.88	56.59%	75%		
Wage Adjustment	140	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	75%	\$ 10,500.00	
Expense Reimbursement	141	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00				
Total Personnel		\$708,250.00	\$ 62,167.22	\$ 48,330.37	\$48,712.74	\$40,546.29	\$50,687.37	\$49,286.60	\$80,498.01	\$51,174.40	\$49,855.04	\$481,258.04	67.95%	75%	\$ 531,187.50	
Support Services	210	#####	###	#####	###	\$ 1,929.00	\$ 1,929.00	\$ 1,929.00	\$ 1,929.00	\$ 2,499.00	\$ 2,499.00	\$ 2,499.00	\$ 19,641.00	54.18%	75%	\$ 27,187.50
Consulting Services	211	#####	###	#####	##	\$ (124.00)	\$ -	\$ -	\$ -	\$ 7,495.00	\$ 4,497.00	\$ 2,998.00	\$ -	134.17%	75%	\$ 34,125.00
Utilities	220	#####	###	#####	###	\$ 2,199.04	\$1,976.91	\$1,772.36	\$1,772.04	\$ 1,934.00	\$2,552.56	\$2,240.86	\$2,452.09	67.92%	75%	\$ 21,000.00
Communication	221	\$ 1,500	\$ 175.29	\$ 95.08	\$168.29	\$192.24	\$168.91	\$ 168.91	\$216.15	\$166.15	\$95.08	\$ 1,446.10	96.41%	75%	\$ 1,125.00	
Equipment Maintenance	240	\$ 9,000	#####	###	\$ 301.72	\$ 152.42	\$ 402.72	\$337.02	\$ 572.96	\$461.83	\$1,538.79	\$142.30	\$ 6,417.70	71.31%	75%	\$ 6,750.00
Facility Maintenance	242	#####	###	\$ 81.23	\$ 852.26	\$ 802.88	\$ 234.07	\$2,255.13	\$ 2,518.87	\$4,339.40	\$2,648.04	\$8,102.21	\$ 21,834.09	102.75%	75%	
Other Contractual Services	290	\$ -	\$ -				\$1,221.92	\$ -	\$0.00	\$0.00	\$0.00	\$ 1,221.92	5.75%	75%	\$ 15,937.50	
Total Services		\$ 141,500.00	\$ 52,992.86	\$ 5,253.10	\$ 5,029.50	\$ 4,530.39	\$ 7,684.02	\$ 15,188.74	\$ 14,565.94	\$ 12,090.84	\$ 13,290.68	\$ 130,626.07	92.32%	75%	\$ 106,125.00	
Office Supplies	310	\$ 9,000	\$ 95.78	\$ 374.87	\$ 337.05	\$ 70.33	\$ 981.63	\$ 649.64	\$ 530.87	\$ 146.79	\$ 152.38	\$ 3,339.34	37.10%	75%	\$ 6,750.00	
Postage	311	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.51	\$ -	\$ -	\$ -	\$ 0.51	0.20%	75%	\$ 187.50	
Dues	320	\$ 500	\$ 225.00	\$ -	\$ 219.00	\$ -	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ 344.00	68.80%	75%	\$ 375.00	
Meeting Expenses	330	\$ 1,000	\$ 25.00	\$ -	\$ -	\$ -	\$ 15.38	\$ -	\$ -	\$ 128.52	\$ -	\$ 168.90	16.89%	75%	\$ 750.00	
Training Expenses	331	\$ 2,750	\$ -	\$ 365.50	\$ 273.00	\$ 85.00	\$ -	\$ 79.00	\$ -	\$ 10.54	\$ -	\$ 813.04	29.57%	75%	\$ 2,062.50	
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ 150.83	\$ 165.46	\$ -	\$ -	\$ -	\$ -	\$ 589.61	\$ 905.90	16.47%	75%	\$ 4,125.00	
Technology	342	#####	###	\$ 603.93	\$ 268.51	\$ 732.71	\$ 617.12	\$ 483.70	\$ 303.78	\$ (1,985.46)	\$ 2,399.71	\$ -	\$ 3,424.00	22.09%	75%	\$ 11,625.00
Collection - Print	344	#####	###	#####	###	\$ 5,668.55	\$ 3,795.53	\$ 6,866.03	\$ 2,461.47	\$ 5,170.83	\$ 3,803.55	\$ 3,525.39	\$ 1,086.79	63.71%	75%	\$ 41,250.00
Collection - AV	345	#####	###	\$ 169.23	\$ 118.99	\$ 224.86	\$ 795.62	\$ 831.07	\$ 932.34	\$ 1,304.48	\$ 722.97	\$ 439.71	\$ 5,539.27	44.31%	75%	\$ 9,375.00
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		75%		
Programming	391	\$ 8,000	\$ 597.83	\$ 1,154.41	\$ 586.31	\$ 725.00	\$ 270.16	\$ 1,845.10	\$ (1,390.71)	\$ 267.83	\$ 969.99	\$ 5,025.92	62.82%	75%	\$ 6,000.00	
Other Total		\$ 110,250.00	\$ 4,380.77	\$ 7,950.83	\$ 6,319.29	\$ 9,324.56	\$ 4,943.41	\$ 8,981.20	\$ 2,262.73	\$ 7,201.75	\$ 3,238.48	\$ 54,603.02	49.53%	75%	\$ 82,687.50	
Total Budget		\$960,000.00	\$ 119,540.85	\$ 61,534.30	\$ 60,061.53	\$ 54,401.24	\$ 63,314.80	\$ 73,456.54	\$ 97,326.68	\$ 70,466.99	\$ 66,384.20	\$ 666,487.13	69.43%	75%	\$ 720,000.00	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 4, 2021

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report September 2021



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

September Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** –The current balance of the endowment fund as of July 31, 2021 is \$163,633.13
- **Friends** –
 - Book sale – The Friends' September book sale raised almost \$2500 through sales and donations. They are now considering a small indoor sale in the meeting room and foyer in December.
- **Library Systems Report Facilities Management**
 - **New Bollards** – Within two weeks of getting the new bollards installed, one was pushed over. The fixture that was damaged is the only one not covered by the cameras. I'm working with the electrician to see if there's any way to get stronger brackets to secure the fixtures.
 - **HVAC** – While I was away on vacation, the HVAC went out twice. The first time was due to dirty coils which Public Works helped us with and the second time was due to a sensor that needed to be reset.
 - **Landscaping**—I'm working with Public Works to see if they will be available to help us with a fall cleanup of the landscape. If they aren't available, I will be contacting Avant for a quote.
 - **AV equipment**- Fearings has ordered the equipment needed for the meeting room so that we can do hybrid meetings and programs. Installation is tentatively scheduled for the end of the month.
 - Panic Buttons
- **Training**
 - **DEI** – 5 staff members will be attending *Fostering an Antiracist Library Culture* via webinar and presented by the Library Journal. The course will be presented two hours on three different days and will cover topics such as: creating antiracist programming, challenging implicit bias, building diverse collections, and community engagement. This course will be paid for with grant funds from SCLS.
 - **Event Management** – I've signed up to take a series of online courses on event management through the University of Minnesota extension. The classes are geared toward larger events like the Family Festival but there is a lot of information that will apply to events of all sizes.
 - **Employment Law** – the Department of Workforce Development has been offering 2hr courses on Friday mornings on different aspects of employment law, unemployment, and workers compensation. I've registered for a few that are the most relevant to library staff.

Youth Services highlights (Heather Kent)

Storytime:

- Storytimes are back this fall! We are back having in-person programming at an outdoor venue – Lewis Park on Mondays and at the village green space on the corner of Anthony and Milwaukee Streets Tuesday and Thursday. Monday is Toddler Storytime, Tuesday is Baby Bounce, and Thursday is Preschool Storytime.
- There are no virtual storytime programs at this time – the children's book publishers have pulled their permissions allowing people to broadcast reading books.

Programming:

- Zumbini has started back up on Wednesday Mornings and we are offering two time slots 9:15 am and 10:15am at the village green space. This program requires registration due to instruments and the age of the participants. Even with the two sessions we have more demand for the program than slots available.

- Zumba Kids has started again this fall – this time in person. One child commented that it should be called “in-person-a” instead of Zumba (pronounced “Zoom-ba”) This is a class for students in grades K-5. It has had a small group of kids attending but we still have fun dancing and playing games. It is scheduled to be through the end of October and we will evaluate what we will do when the weather turns colder.
- Magic Tree House Book Club has returned this fall and we had 6 kids at our first meeting. This a great sized group. We enjoyed meeting outside the library in the side yard and introducing the format of the book club and the first book.
- Saturday, September 18th the library hosted a drum circle with Elmore Lawson at the Community Garden. We had around 35 people attend this program that was sponsored by a grant from the UW Madison African Studies Department. Elmore did a wonderful job leading the group through songs, drumming, and dancing.

Other - Heather has started an online course focusing on Fostering Anti-Racist Library Culture through Library Journal

Teen Services (Abby Seymour)

- The start of a new school year means the start of Fall programs for teens! Once again, we find ourselves starting from scratch in these “unprecedented times”. Last Fall, school and library programs were entirely virtual and kids were really looking for something to do. Now that they are back in person, their needs have changed. These after-school programs are an attempt to figure out what exactly the teens need.
- Starting on Mondays is an oldie but a goodie: Snack & Chat. I am taking advantage of the weather while we still can and am holding this program outside. Just as before, the premise is that teens can stop by to have a snack and hopefully hang out for a while to chat with their friends. We’re so lucky that the library is within walking distance of the schools so my hope was that teens would be motivated to come to the library for an afterschool snack. In the month of September, I have had zero teens attend Snack & Chat.
- Twice a month I will be holding a new program called Graphic Novel Book Club. The aspect of a book club is certainly nothing new but my hope is that the spotlight on graphic novels draws a new kind of crowd. I’m still keeping the book club aspect open ended and am not choosing to assign a book for them to read each month. My hope is that we can just have a discussion of graphic novels they love! So far, no teens have attended.
- Another program I wanted to keep up is Teen Hangout. This is another after school program happening outside on Thursday afternoons. My thought process is to keep some of the fun activities from this summer going. Things like Mafia, trivia, and lawn games as well as some fun crafts. My hope was that this program would attract teens who needed something to do after school, possibly while they were waiting for a parent to get done with work. No takers so far but fingers crossed I get some teens soon!
- The Teen Advisory Board is also starting back up this Fall after taking a break for the summer. I had several teens attend the Zoom meeting at the beginning of the month. At the meeting, we touched base on how the Summer Reading Program went, talked about plans for Fall, and gave out assignments for the next issue of the Teen Newsletter. I’m glad some teens were able to attend and I hope the group keeps growing.
- At the beginning of the month, I was approached by Tod Lacey, a sophomore English teacher, who wanted to bring his students on a field trip to the library. I’m so glad to say that we made this happen! Over the course of two days, six classes (totaling about 120 students) visited the library. First, they came into the meeting room to listen to a presentation by me explaining resources like LINKcat, Libby, and NovelList. Then they got library cards! Not every student needed one, but more than half of those students are the proud owners of a new library card. Then they were given some time to browse the shelves and pick materials to check out. The circulation staff worked so hard to get the cards processed quickly and to help the students checkout materials. It was a big success all around and I hope more classes want to do it too!

Circulation Services Highlights (Kelly Heasty)

OTHER:

- Staffing at Children’s desk established. Still working through the kinks, as we deal with staff shortages

- Display case set through December. H.S. Multicultural group has it reserved in December. Turning over management to Sue Olsen.
- Started work on NYE program – McFarland Trivia (researching Native American history in the area and plan to focus many questions on that area)
- Worked with Abby to create and distribute new cards for 6 visiting high school classes.
- Materials spreadsheet brought up to date with all incoming new materials received in Sept.
- Managed new books to ensure they go to McFarland patrons as much as possible.
- Helped set up book sale tent first morning. Amy and I worked out a plan for the Saturday sale to make sure Friends' could get money box from staff. Opened library doors on Saturday for sale volunteers
- Worked with Amy and Ann on new feature area for AV materials
- Worked with HC and Amy on managing patron contact without phone service for several days when the village system went down.
- Now that Circ staff is doing most of the shelving, have needed some reminders on proper procedure & organization of sorting room. Also, reminders about shelf-reading to keep collection well-organized.
- Reinstated patron internet computer #6, as visually impaired patron requested it. (It had been marked faulty for social distancing purposes)

BOOKCLUBS:

- Continuing to manage Prairie Stone book-club holds
- First meeting of Wed afternoon book club on Sept 8 at Lewis park shelter– selection “Death at La Fenice” by Donna Leon. 4 in attendance. October meeting will be attended by sign-up, since it will be inside and social distancing will likely be required.
- Attended Thirsty Thursday book club with Ann Engler. No attendees.
- Worked with Ann to set up book club meeting for Go Big Reads selection: Transcendant Kingdom. Sent information to the McFarland Equity Project group. Continuing to provide that group with information about programming and book clubs that fall within the category of DEI.
- Sent WED afternoon bookclub dates to Town Planner calendar coordinator.

STAFF:

- Scheduling and Payroll completed for Sept
- Short-staffed over the course of two weeks, due to two surgeries and family illnesses. Full time staff helped by filling in evenings & weekends.
- All Circ staff attended the Compensation training & meetings
- Have directed staff to attend now recorded Circulation training modules available on SCLS website by the end of the year.

Adult Services (Ann Engler)

Programming

- September saw an increase in the number of programs we offered, but attendance is still low overall. Here are some highlights from this month:
- The English Village Mysteries program was a hit. Four people joined us at the Lewis Park Shelter, and the conversation between them and Helene, the presenter, was robust. Helene's program was engaging and interesting, and two of the attendees were interested to hear we regularly offer several book clubs.

- I've gotten more positive feedback from Marianne's Elderhouse's activities coordinator that our outreach service is greatly appreciated by the residents. Due to COVID safety concerns, she emails me their requests and we meet outside the front door of the residence to exchange items, which is working out well. It's also helpful to get feedback on what kind of materials work well for them—large print short story collections, especially those that are positive or about animals, are popular.
- Craft Club at Lewis Park was a success! Five people came, which is a good sized number for the space and social distancing. The participants had a great time, and as a bonus, the book stacks project cleared a good amount of space from under my desk and the craft supply bookshelf. Photos of people's projects were popular on social media, as well.
- Zumba continues to be popular and I very much appreciate Heather taking the time to lead this.
- Trish and Abby both did guest spots on my Browse the Stacks video series. Trish's video is live, and Abby's goes live next week. Trish mentioned to me that a patron told her she placed holds on two of the books she recommended. I'm delighted they were willing to participate and they both did excellent videos.
- My shifts at the reference desk near the children's section have gone well. I haven't gotten too many questions, but it's nice to say hi to patrons and I have been able to help here and there.

Collection Development

- Ingram continues to be a dream to use for ordering. Materials are in stock and arrive in a very timely manner. Due to supply chain issues in the publishing industry, I'm trying to order ahead for publishing dates through the end of the year, so we've already received some Halloween and winter holiday themed books.
- The Lucky Day collection is as popular as ever. The new method of shelving new adult CDs, DVDs, and audiobooks near the other New Adult collection seems to be going well.
- I did a bit of weeding per Kelly's request in the adult fiction section, and with her shelf shifting, it's once again easier to browse and shelve there.
- Continuing Education
- I've watched several "upcoming books" webinars this month from publishers, and this week the Library Journal Anti-Racist training begins

Technical Services (Amy Lawrence)

- 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/equipment issues to SCLS or other vendors
 - Attended Collection Maintenance Subcommittee meeting
 - Watched Tech Days webinars
 - Organized staff social gathering

- JAQ meeting with Compensation & Classification consultant

---Heidi Cox, Library Director

McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 4, 2021

SECTION: Business

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:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2022 Dates Closed

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Closed Dates 2022

Closed Dates 2022

Saturday, Jan. 1, 2022*
Martin Luther King Jr. Day Monday, January 17 2022
Sunday April 17, 2022*
Memorial Day Monday, May 30, 2022
Independence Day Monday, July 4, 2022
Labor Day Monday September 5, 2022
Thanksgiving Thursday, November 24, 2022
Christmas Eve Friday, December. 24, 2022*
Christmas Day Saturday, December 25, 2022
New Year's Eve Saturday, Dec 31, 2022 (@ 5:30) *
Sunday, Jan. 1, 2023*

- Fulltime staff get a floating holiday. Part-time staff get paid for their daily average hrs.

Juneteenth Monday June 20th , 2022

McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2022 Budget Update

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, October 4, 2021

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Closing & Reduction of Services Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Closing & Reduction of Services Policy

	E. D. Locke Public Library	
Page 1 of 4	Library Closing & Reduction of Services Policy	Adopted: April 2, 2018

Purpose of policy:

In order to fulfill its mission of public service the E. D. Locke Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. At time when circumstances become hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

Mechanical Failure(s)

There may be occasions when equipment failures (e.g. furnace failure, air conditioning failure etc...) or other area emergencies will require the library to open late, close early, or close for the entire day or extended days. The decision to close will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the Assistant Director or the Library Director's chosen substitute.

When making a determination on whether to close the building, staff should take the heat index and the time it will take to repair the HVAC system into account. OSHA defines the heat index as *"The heat index is a measure of how hot it feels when relative humidity is taken into account along with the actual air temperature."* A heat index chart from the National Weather Service can be found at: <https://www.weather.gov/ama/heatindex>

Power Outage(s)

If the library loses power for more than 15 minutes, the library will close. Staff should assist patrons in leaving the building. To ensure that the doors stay locked once the power is returned, staff should turn off the door locks using the switch in the HVAC mechanical room. Please note that if power is lost to the building, all doors will lock and FOBs and badges will not work until power is restored.

Staffing Shortages

Whenever possible, the library tries to have a minimum of two adult staff people in the library during hours when we are open to the public. Due to illnesses, pre-excused leave, or quarantining this may not be possible. If it takes more than 3 hours to get a 2nd staff person to report to the library, the library may close or limit services.

Staffing Shortages at Closing

Closing time at the library can be very busy between all the duties that must be performed and helping patrons finish up and leave the building. If it is not possible to staff the library at closing with two adult staff members, then staff will consider closing the library early to get to the correct staffing level.

	E. D. Locke Public Library	
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Inclement Weather

Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff. Emergency/inclement weather closings will be authorized by the Director.

The decision to close, postpone opening or close early due to inclement weather will be made by the Director or his/her chosen substitute in conjunction with the appropriate Public Works personnel and actual observed local weather and road conditions. National or Wisconsin weather service advisories concerning travel during storm conditions will be followed. The actions of the McFarland School District will be taken into consideration.

Tornado

In the event of a Tornado Warning, library staff will inform patrons that the National Weather service has issued a Tornado Warning and that the library requires you to take cover under the direction of the library staff or leave the facility immediately. Library staff will strongly encourage the public to remain at the library and take cover in the designated areas for their safety but staff cannot require that they remain in the library. For the safety of staff and the public, public areas of the library must be cleared. Once in the designated safety areas, staff and patrons will stay in those areas until the Tornado Warning expires. A weather radio and a flashlight are located in the main shelter area. The doors to the foyer should be left unlocked in case people outside need to seek shelter.

Designated safety areas for Tornado events include (areas are listed in order they should be utilized):

1. The staff work area where returned items are sorted.
2. The area where the public copier is located.
3. The Public Bathrooms.
4. The Family Bathroom located in the children's area.
5. The Staff Bathroom.

Depending on the number of people in the library at the time of the tornado warning, multiple areas may need to be employed. If it is possible, at least one staff person should stay with each group of patrons. The meeting rooms and study rooms should also be vacated. Patrons should either leave the building or take shelter.

To help encourage patrons to take shelter staff should:

- Use the PC Management system to shut down the computers. A message will first be sent to each computer saying that it will shut down in 10 seconds.
- Assist disabled patrons to a designated safety area.

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Disruptive Patrons

If a patron refuses to take shelter or leave the building, staff should write up an incident report. Depending on the incident, a patron could be banned from the library.

Village Emergencies

Emergencies can include, but may not be limited to, situations involving fire, winter storms, tornadoes, power outages, and widespread illness.

Library Staff will work with Village staff to determine what special community services the library might be expected to provide in the event of an emergency.

The Library Director or his/her chosen substitute will consult with the Library Board, Village of McFarland staff and/or public agencies to determine whether to keep the library open, restrict hours, restrict areas of the library, and/or restrict the service provided. County or state directives to limit or close services will be followed.

Primary factors in making decisions during emergencies are minimum staffing levels and the health and safety of library patrons and staff.

The minimum acceptable staffing level is two adult staff members who are able to work at the circulation desk, as well as keeping up with shelving materials. Even with this level, the library may still need to cancel programs and/or meetings. An inability to maintain this level may result in one or more of the following:

1. Reallocation of staff to provide essential services
2. Restricting nonessential public services
3. Reducing open hours
4. Restricting areas of the library
5. Closing the library

Support services, especially those pertaining to facilities, technology, finance and personnel will be kept open as much as possible. The book drop will be kept open and cleared periodically as long as possible. Reasonable attempts will be made to keep the public informed of changes in service levels through the usual means.

	E. D. Locke Public Library	
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Staff Compensation related to Inclement Weather Situations

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available vacation leave or personal time in lieu of time missed on that day.

Overdue Fines & Holds

If the library closes unexpectedly, all overdue fines will be waived and all holds that are due to expire on the closed day will be extended.

Notification of library closings or reduction in hours or service

Whenever possible when the library closes or reduces hours, staff will try to notify the public via:

- Facebook posting (both the library's Facebook page and the Village's)
- Twitter
- Library website
- A notice on the front door whenever possible

The Library Director and his/her substitute will notify the Library Board President & the Village Administrator.