

Monday, January 3, 2022

Library Board
5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Motion to approve the minutes of the December 6, 2021 Library Board meeting.
 - b. Motion to approve the December invoices and gift fund bills.
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2022 Library Director Goals
 - b. Job Description - Reference Assistant
 - c. Job Description - Shelver
 - d. Job Description - Youth Services Assistant
 - e. Kanopy Streaming Service
6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, December 6, 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: Karin Mandli, Evan Richards, Peter Sobol, Ken Machtan, Michael Flaherty, Staci Fritz

Members not present: Mona Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Approval of the draft minutes of the November 1, 2021 Library Board meeting

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the draft minutes of the November 1, 2021 Library Board meeting Motion carries 6 - 0 - 0 by acclamation.

b. Approval of the November 2021 general fund bills.

Motion by Member Ken Machtan, second by Village Trustee Michael Flaherty, to approve the November 2021 general 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. 2022 Library Board Calendar

b. Meeting Room Policy

Motion by Member Ken Machtan, second by Member Evan Richards, to approve the updated Meeting Room Policy (striking the sentence *Businesses, commercial entities and non-profit groups using the room paying a fee may be closed to the public.* Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Member Staci Fritz, to adjourn at 5:40

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

E. D. Locke Public Library

December invoices

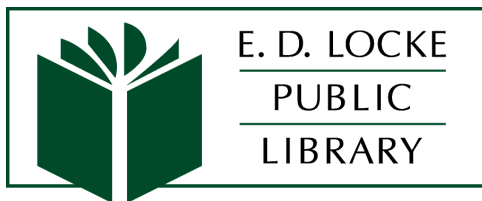
Vendor	Sum of Amount	Description
ALLIANT ENERGY	\$2,336.75	Utilities
AMAZON CAPITAL SERVICES	\$1,317.66	Supplies and AV
ARAMARK	\$209.32	Mat Rental
BAKER & TAYLOR BOOKS	\$29.59	Books
CORPORATE BUSINESS SYSTEMS	\$265.70	Copier Lease
ENVIRONMENT CONTROL	\$2,499.00	Janitorial services
FEARING'S AUDIO-VIDEO-SECURITY	\$2,428.44	Meeting room upgrade
FINDAWAY WORLD LLC	\$849.90	Playaway kits
GOECKS, TOBY	\$24.00	Item Refund
GRAINGER INC	\$104.20	Cart
ILLINGWORTH-KILGUST MECHANICAL	\$2,115.52	HVAC repair
INGRAM LIBRARY SERVICES	\$6,510.16	Books
MICROMARKETING LLC	\$204.99	Audio books
RELIABLE FLOOR CARE	\$2,449.74	Carpet cleaning
SOUTH CENTRAL LIBRARY SYS	\$2,206.38	PCs
SPRINGSHARE, LLC	\$1,624.00	LibCal software
TDS	\$45.07	Phone bill
TODAY'S BUSINESS SOLUTIONS INC	\$114.00	Copier cable
WILS	\$10,956.77	Database fees
Grand Total	\$36,291.19	

Gift Fund		
MCF	\$ 3,250.00	Endowment Donations

Total for both funds	\$39,541.19	
----------------------	-------------	--

2021 Budget Update

2021 Budget Update										
REVENUES										
		Budget Amount	September Actual	October Actual	November Actual	December Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 626,250.00			\$ -	\$ -	\$ 626,250.00	100.00%	92%	
County Library Aids		\$ 328,250.00			\$ -	\$ -	\$ 328,120.73	99.96%	92%	
State - COVID 19 Grants		\$ -			\$ -	\$ -	\$ -			
Library Fines		\$ -	\$ 30.15	\$ 1.10	\$ -	\$ -	\$ 282.43			
Miscellaneous Revenue		\$ 500			\$ -		\$ -			
Interest		\$ 3,500	\$ 34.10	\$ 49.93	\$ -	\$ -	\$ 588.89	16.83%	92%	
Library Fees		\$ 1,500	\$ 109.48	\$ 212.30	\$ 93.25	\$ 143.75	\$ 1,252.58	83.51%	92%	\$ 1,375.00
		\$ 960,000.00	\$ 173.73	\$ 263.33	\$ 93.25	\$ 143.75	\$ 956,411.66	99.63%		
Expenditures										
							\$ -			
Salaries	110	\$339,500.00	\$ 26,421.68	\$ 27,068.23	\$ 27,039.39	\$ 40,419.00	\$355,083.46	104.59%	92%	\$ 311,208.33
Part-time	120	\$175,500	\$ 8,979.74	\$ 9,689.22	\$ 10,077.36	\$ 14,400.00	\$120,805.33	68.83%	92%	\$ 160,875.00
Health Insurance	130	\$107,000	\$ 8,389.32	\$ (155.66)	\$ 8,730.45	\$ 8,363.00	\$100,549.56	93.97%	92%	
Retirement	131	\$29,250	\$ 2,230.85	\$ 2,202.84	\$ 2,206.16	\$ 3,300.00	\$29,756.95	101.73%	92%	\$ 26,812.50
SS/Medicare	132	\$40,500	\$ 2,612.50	\$ 2,691.05	\$ 2,729.00	\$ 3,900.00	\$35,456.32	87.55%	92%	
Other Benefits	135	\$2,000	\$ 86.37	\$ 86.37	\$ 86.37	\$ 86.37	\$1,390.99	69.55%	92%	
Wage Adjustment	140	\$ 14,000	\$ -		\$ -	\$ 14,000.00	\$14,000.00	100.00%	92%	\$ 12,833.33
Expense Reimbursement	141	\$ 500	\$ -		\$ -	\$ -	\$0.00			
Total Personnel		\$708,250.00	\$48,720.46	\$41,582.05	\$50,868.73	\$84,468.37	\$657,042.61	92.77%	92%	\$ 649,229.17
Support Services	210	\$ 36,250	\$ 2,499.00	\$ 2,499.00	\$ 2,499.00	\$ 2,499.00	\$ 27,138.00	74.86%	92%	\$ 33,229.17
Consulting Services	211	\$ 45,500	\$ -	\$ -	\$ -	\$ -	\$ 61,049.00	134.17%	92%	\$ 41,708.33
Utilities	220	\$ 28,000	\$2,452.09	\$3,037.86	\$2,290.67	\$2,336.75	\$ 26,681.54	95.29%	92%	\$ 25,666.67
Communication	221	\$ 1,500	\$166.40	\$115.37	\$95.07	\$50.00	\$ 1,777.86	118.52%	92%	\$ 1,375.00
Equipment Maintenance	240	\$ 9,000	\$282.01	\$920.83	\$887.02	\$114.00	\$ 7,082.77	78.70%	92%	\$ 8,250.00
Facility Maintenance	242	\$ 21,250	\$9,884.59	\$2,399.83	\$301.44	\$7,098.36	\$ 34,672.88	163.17%	92%	
Other Contractual Services	290	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1,221.92	5.75%	92%	\$ 19,479.17
Total Services		\$ 141,500.00	\$ 15,284.09	\$ 8,972.89	\$ 6,073.20	\$ 12,098.11	\$ 159,623.97	112.81%	92%	\$ 129,708.33
Office Supplies	310	\$ 9,000	\$ 339.49	\$ 239.72	\$ 1,147.09	\$ 446.98	\$ 5,905.92	65.62%	92%	\$ 8,250.00
Postage	311	\$ 250	\$ 16.86	\$ 3.03	\$ 35.96	\$ -	\$ 56.36	22.54%	92%	\$ 229.17
Dues	320	\$ 500	\$ 228.00	\$ -	\$ -	\$ -	\$ 572.00	114.40%	92%	\$ 458.33
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 189.12	18.91%	92%	\$ 916.67
Training Expenses	331	\$ 2,750	\$ 72.00	\$ -	\$ -	\$ -	\$ 1,373.04	49.93%	92%	\$ 2,520.83
Operating Supplies	340	\$ 5,500	\$ 589.61	\$ -	\$ -	\$ -	\$ 905.90	16.47%	92%	\$ 5,041.67
Technology	342	\$ 15,500	\$ 473.71	\$ 1,399.81	\$ 6,436.00	\$ 12,580.77	\$ 24,432.86	157.63%	92%	\$ 14,208.33
Collection - Print	344	\$ 55,000	\$ 4,742.80	\$ 7,933.90	\$ 6,573.00	\$ 4,187.35	\$ 57,611.12	104.75%	92%	\$ 50,416.67
Collection - AV	345	\$ 12,500	\$ 628.78	\$ 1,788.74	\$ 2,362.81	\$ 144.38	\$ 10,167.51	81.34%	92%	\$ 11,458.33
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -		92%	
Programming	391	\$ 8,000	\$ 1,293.81	\$ 905.19	\$ (324.11)	\$ 65.99	\$ 6,080.92	76.01%	92%	\$ 7,333.33
Other Total		\$ 110,250.00	\$ 8,385.06	\$ 12,270.39	\$ 16,230.75	\$ 17,425.47	\$ 107,294.75	97.32%	92%	\$ 101,062.50
Total Budget		\$960,000.00	\$ 72,389.61	\$ 62,825.33	\$ 73,172.68	\$ 113,991.95	\$ 923,961.33	96.25%	92%	\$ 880,000.00



December Highlights

- **Village News** - Mike Flaherty will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** –The current balance of the endowment fund as of November 30, 2021 is \$162,203.10
- **McFarland Community Festival** – The family festival has been officially renamed the McFarland Community Festival. The marketing sub group is currently working on a new logo.
- **Library Systems Report Facilities Management**
 - **New Bollards** – One of the new bollards has been vandalized. The light fixture on the top was torn off and smashed.
 - **HVAC** –
 - **Seasonal Maintenance** –The chemical analysis on the boiler water has been completed. Everything looked good.
 - **Boiler Relay** – Boiler #1 has a bad relay and will not automatically switch on. IKM has made adjustments in the software so that boiler #2 is the main boiler until we can get it replaced.
 - **AV equipment** –Fearings installed the camera system in late December.
 - **Sprinkler system inspection** - the inspection has been completed and everything looked good.
 - **Sink hole** – there was a small sink hole developing next to the storm sewer in the parking lot. Public Works was able to patch it and we may have to have a company come in the spring to permanently fix it.
- **Software upgrades** – Biblioovation will be upgraded on January 10th. The upgrade includes a lot of fixes to the current program. Drupal (the software our website runs on) is set to be upgraded in February. The newer version of both software is more secure and will offer more features.
- **Shelver resignation** – Our remaining Shelver has resigned to go to college. We'll be rehiring in the new year.

Youth Services highlights (Heather Kent)

Storytime:

Storytimes continued to be indoors this month. Sign up is required but we have been able to accommodate drop in's with registered people not showing up.

Baby Bounce has had little to no attendance at the 10:30 session. Heather has made the decision to turn this session in to a third Zumbini class for people who were on the wait-list. We will keep the 9:30 Baby Bounce as there are routinely 5-6 families that attend.

Programming:

Zumbini Session 2 has started and we have had a great turn out for this program.

Magic Tree House Book Club met on Tuesday, December 14th with 5 kids this month. This month we discussed "Mummies in the Morning", wrapped each other with toilet paper to make mummies, and learned to write our names in hieroglyphics.

This month we had a virtual PJ Storytime on Zoom with Santa. Children were able to drop off letters for Santa to read during this program – we had 10 letters submitted. Mike Kent volunteered to be our Santa for this year and had a fun time responding to the letters and reading “Twas the Night Before Christmas.”

Craft Palooza this year was virtual and families could pick up kits during the Winter in the Village event. There were 100 children’s kits and there were none left by the end of the weekend. For New Years Eve there are resolution frame kits that families can pick up. The tutorial will be part of the Reading Eve event on McFarland Cable

Teen Services (Abby Seymour)

- With the end of the year comes the end of the fall/winter session of teen programming. This year has been full of changes, to say the least, as we’ve transitioned from fully virtual to outdoor programming to indoor programming. Each iteration has come with its pros and cons and it’s been interesting to see where we’ve ended up. With each change of program location, I’ve lost some teens but have also gained new ones. Just like everyone else, I’ll be curious to see what will happen to library programs in 2022!
- I’m very happy to report that my Snack & Chat program has been growing! More and more teens are starting to discover this low-key after school program and they bring their friends along! Some of them stay for the whole hour, and some of them just pop in for a few minutes to grab a snack and talk with their friends. Even though the point of the program is to socialize at the library after school, a few kids have really enjoyed playing a card game I offered them and are asking for it every week now.
- The monthly program that hasn’t been as successful is the 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!
- On Thursdays, the Teen Hangout group has had low but consistent numbers. Not very many teens attend this one but the ones that do are coming every week. There is a different loose activity planned for each week and sometimes the kids stick to the planned activity and sometimes they’d rather just color and hangout. This month, the teens got to make the Craftapalooza craft (a waterless snow globe in a mason jar) at the Teen Hangout program. Additionally, the program included a day of playing the card game Love Letter and a Name That Tune: Holiday Edition game where participants had to identify the holiday song in less than 10 seconds.
- The Teen Advisory Board met on Zoom at the beginning of the month. At the meeting, we touched base on how winter programs are going, Teen Hangout ideas, and gave out assignments for the next issue of the Teen Newsletter. The Teen Newsletter that they create every month is always so creative and personal to them and I’m so proud of them for doing it!

Adult Services (Ann Engler)

Programming:

- Mystery Book Club continues to meet in person with a great group. A passive program that’s been very popular is “guess the number of candies in a jar”, with the prize being, unsurprisingly, candy. People of all ages, kids to adults, are entering.
- We have one more virtual Zumba session on the 21st before returning to in-person in January. We will be asking people to register to limit the number of attendees due to the ongoing delight that is Covid. Virtual programming attendance has otherwise flatlined.

- The Ripple Project for 2022 notified us of the presenters we can schedule through their program—Karen Ann Hoffman will present her program titled Contemporary Native Art, Issues and (Mis-)Understandings, and Charles Payne will present Creating a Sense of Belonging Through Slam. Both are exciting programs I'm sure will be popular.
- All of the adult craft kits were claimed for Craftpalooza during the Village Winter Wonderland event, and circ staff told me several adults who were there to get kits for their kids were delighted to find out adult kits were available, too.

Continuing Education:

- I attended class through ALA: Getting It Right: Busting Library Website Myths with Laura Solomon, as well as a webinar regarding how to handle book challenges. I also viewed a SpringShare webinar about marketing, which was especially timely as I work on the marketing plan for the \$1000 grant we received.
- Speaking of the marketing grant, I was able to check in with Jamie Matczak during her virtual open office hours to discuss where we're at with our marketing plan. Her insights were valuable and this is a very helpful component to the grant award.

Miscellaneous:

- Another quote from a small child overheard during my reference desk shift: "We made it! We made it to the library!"
- During one reference desk shift, I was able to help an adult patron find the parenting book he was looking for by placing a hold for him. He was unfamiliar with the holds process for physical books since he usually uses ebooks, so I explained it to him, and although he didn't leave the library with the book he was looking for in his hand, I think he was pleased with his library experience, anyway.
- One on one sessions with patrons for Libby help are ramping up a bit, and overall going very well. I anticipate some more in January as people receive new devices for Christmas.

---Heidi Cox, Library Director

2022 Goals Library Director

1. Create New sources of financial support
 - a. Continue to grow the Endowment fund.
 - i. Some of the things the Friends and the Endowment committee have talked about are:
 1. Raising awareness by having articles run in the Thistle about transfers to the endowment from your IRA.
 2. I started the Friends appreciation week to raise awareness about what the Friends do, get new members, and attendance at their annual sneak peek reception.
 3. Making the most of the family festival by increasing fund raising activities for the Friends around the same time.
 - 5K Run/Walk
 - 50/50 Raffle
2. Use technology to help library personnel be more productive and efficient
 - a. Investigate LibCal for program registration software
 - b. Investigate solution for staff so they understand how our technology and software works and how to access it. This could be a webpage with links or another solution.
 - c. Investigate Cloud backup solutions
 - d. Investigate password keepers
3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interests that enrich lives.
 - a. Investigate changes in the library's landscape
 - i. Garden redesign on the east side of the building
 - ii. Concrete replacement in the front of the library
 - b. Research consultants that provide sustainability recommendations
 - c. Replace/Reupholster furniture in the Teen and Children's areas.
 - d. Replace spinners in the Children's area.
 - e. Replace door openers and update locks and crash bars on library doors.
4. Changes to collections, reference, and readers' advisory.
 - i. *Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.*
 - ii. *Compare collection sizes to similarly sized libraries to ensure that they are of an expected size.*

5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
 - i. *Conduct frequent Circ staff meetings at least 4-6 times a year.*
 1. Create a staff in service for staff to learn about the new technologies, policies, procedures and customer service methods before we open to the public.
 - ii. *Conduct frequent staff meetings with the Librarians.*
 - iii. *Conduct in-person staff training when the pandemic winds down. Some possibilities are:*
 1. *Active Shooter*
 2. *CPR, AED, and First Aid*
 3. *Customer Service*
 4. *Databases and other online resources*
6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
 - a. Need for marketing and promotion of library services
 - i. *Work with the Chamber of Commerce to help increase the visibility of library services to the business community.*
 - ii. *Work with real estate agents and property management companies to market library services.*
7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups.
 - a. Increased Collaboration with other community groups
 - i. *Work with the McFarland Community Garden to raise awareness of both organizations.*
 - ii. *Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects.*
 - iii. *Participate in the Family Festival.*
 - iv. *Work with the McFarland Equity Project on social justice projects in the village.*
 - v. *Work with Community Development and the Department of Workforce Development on a virtual job fair.*
8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
 - a. Participate in Beyond the Page's Ripple Project
 - b. Review DPI's *Inclusive Services Assessment Guide* with the library staff and board.
 - c. Need for increased outreach to underserved groups in our community.
 - i. *Research what the underserved groups in our community are.*
9. *Planning*

- a. *Complete the long range plan (10+ years) that addresses space needs*
- b. *Work with the consultant to complete the impact fee study*
- c. *Work with the Library Board and the Village Board to plan the Community Center*

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, January 3, 2022

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Job Description - Reference Assistant

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Job Description Reference Assistant

Job Title	Adult Services Assistant
Department	Library
Employment Status	
Exempt/Nonexempt Status	Nonexempt
Grade	

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work	
This position provides support to Adult and Technical Services.	
Supervision	
Received	Adult Services Librarian and Technical Services
Exercised	None

Essential Job Functions
• Works public service desks; provides accurate reference and other information using both print and electronic resources; assists and trains library users and staff in the use of technology; accurately gathers statistics. • Performs general circulation duties including check-in, checkout, collecting fines and fees; registering users, placing holds on materials, and processing holds to and from other libraries. • Answers phones providing information and directing calls as appropriate • Assists users in locating library materials, the online catalog and/or the library app, computers, wireless printing, copier, and all other library equipment and resources. • Responsible for opening and/or closing routines. • Promotes library programs and services • Provides effective and efficient customer service and promotes and maintains responsive community relations. • Assists Technical Services Supervisor in cataloging and processing new materials. • Follows safe work practices.

Other Job Functions

- Special duties may include: assisting with and leading programs; and managing assigned areas of the collection.
- Designs promotional materials for library events, brochures, resources, signage and book displays.
- Performs related duties as assigned.

Requirements of Work

- Bachelor's degree and one year of public library experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must have varied and sophisticated computer-related skills including Internet and database searching, and familiarity with numerous software programs

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• The use of standard office equipment, including computers and relevant software programs. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status
Ability to	• Multi-task and prioritize work. • Communicate effectively both verbally and in writing. • Establish and maintain effective working relationships with supervisors, coworkers, vendors, and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Trouble shooting and problem solving. • Public relations.

Necessary Special Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Job Title	Shelver
Department	Library
Employment Status	
Exempt/Nonexempt Status	Nonexempt
Grade	

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work

This position is responsible for shelving, transporting, and retrieving library materials and for assisting circulation desk staff with other assigned tasks.

Supervision

Received	Library Assistant Director
Exercised	None

Essential Job Functions

- Empties book drops.
- Accurately sorts, transports and shelves library materials.
- Shifts and straightens materials as necessary.
- Scans materials for accurate order, following assigned schedule (shelf reading).
- Searches for and retrieves materials.
- Provides directional information to patrons; refers non-directional questions to desk staff.
- Maintains neatness in public areas.
- Assists with light housekeeping and walkway maintenance.
- **Assists with closing duties.**
- Assists with training of new Shelves as directed.
- Performs other related work as assigned by supervisors.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

- Minimum age of 16.
- Previous work or volunteer experience in retail, office or library preferred.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Thorough comprehension of alphabetical and numerical sequencing. • Excellent customer service manner and interpersonal skills.
Ability to	• Dependability, punctuality, good attendance and good work habits. • Work quickly and accurately • Set priorities to meet assignment deadlines. • Read and understand information. • Communicate well verbally and in writing with staff and patrons. • Adapt to frequent changes in the work environment. • Carry out tasks with a minimum of direction and supervision. • Accurately execute tasks requiring an exceptional level of detail. • Standing and walking; very little sit down work. • Physical agility and ability to bend, reach, lift, carry heavy materials and push heavy book carts. • Good vision to read a variety of labels and written instructions.
Skill in	• Oral and written communications. • Public relations.

Necessary Special Requirements

None

Physical Demands

- Ability to work quickly and accurately
- Ability to set priorities to meet assignment deadlines.
- Ability to read and understand information.
- Ability to communicate well verbally and in writing with staff and patrons.
- Ability to adapt to frequent changes in the work environment.
- Carry out tasks with a minimum of direction and supervision.
- Accurately execute tasks requiring an exceptional level of detail.
- Standing and walking; very little sit down work.
- Physical agility and ability to bend, reach, lift, carry heavy materials and push heavy book carts.

- | |
|---|
| <ul style="list-style-type: none">• Good vision to read a variety of labels and written instructions. |
|---|

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Job Title	Youth Services Assistant
Department	Library
Employment Status	
Exempt/Nonexempt Status	Nonexempt
Grade	

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work	
This position is responsible for assisting the Youth Services Librarians.	
Supervision	
Received	Youth Services Librarians and Library Director
Exercised	None

Essential Job Functions
• Prepares library program support materials as needed for ages 0-18. • Assists patrons with registration for library programs. • Assists Youth Services Librarians with programming for children and teens as needed. • Organizes and maintains files of library programs, as directed. • Creates book displays, as directed. • Assists with seasonal displays and decorating in Children's and Teen areas. • Assists in monitoring activity in Children's Library and takes action to maintain order when appropriate. • Assists with Juvenile and Teen collection development. • Performs light housekeeping duties. • Processes library materials for inclusion in collection, as directed. • Assists with directional and procedural questions from patrons. Refers patrons with reference requests to the appropriate personnel. • Assists with directional, procedural, reference and reader's advisory questions from patrons. • Performs other related work as assigned by Youth Services Librarians. • Serves as a backup for youth programs as needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

- Excellent customer service manner and interpersonal skills.
- High school diploma.
- Preferred: paid or volunteer library experience, or post-secondary education

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• The use of standard office equipment, including computers and relevant software programs. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status
Ability to	• Keep organized records & files, and accurately follow procedures. • Understand library policies and procedures and apply them to library operations. • Communicate positively and effectively with the staff and the public. • Maintain a regular work schedule. • Assist with youth services programs as directed. • Willingness to maintain skills in above areas through active participation in continuing education. • Establish and maintain effective working relationships with supervisors, coworkers, and the general public.
Skill in	• Oral and written communications. • Public relations.

Necessary Special Requirements

List any special licenses or certificates (i.e., CDL, Water Operator, CPA, P.E., etc.) and include Valid Driver's License if they are required to drive as part of their job.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. **Adjust these as needed based on the physical demands that employs filled out as part of their JAQ.**

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer



Give Your Patrons Anytime Access to Films that Entertain, Educate & Inspire

Streaming video is here to stay

The pandemic sparked a significant spike in streaming video demand. **More than 80% of U.S. households** now subscribe to at least one paid streaming video service, **up from 73%** pre-COVID.* In response to this trend, **47% of public libraries** that participated in a recent Kanopy survey say they are **increasing their budgets** for streaming video in 2021 and **71% expect an increase** over the next three years.**

We're here to help

Kanopy helps libraries keep pace with this demand through a combination of **more than 30,000 diverse and inclusive films**, a pay-per-use model with flexible pricing, a user-friendly interface, and our Marketing and Programming support.

"Kanopy is the best product I have ever purchased for the Library: quality films and programs at a very reasonable price. And, the big bonus is that it is so easy to use! Thank you, Kanopy, for a superior streaming service and for being so easy to work with."

— **Deborah Hersh**

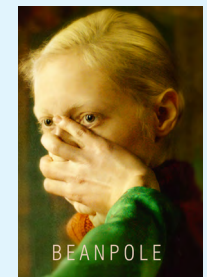
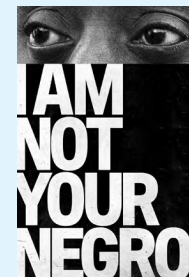
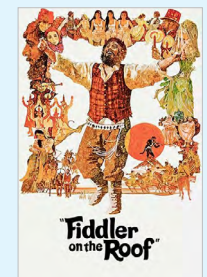
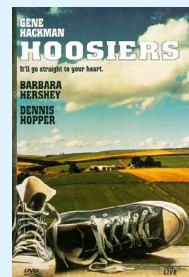
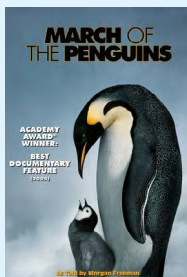
MLS – Reference and Adult Services,
Northborough Free Library

* Retrieved from www.mediaplaynews.com/survey-80-of-u-s-consumers-subscribe-to-at-least-one-paid-streaming-video-service-post-covid-19/

** Streaming Video Trends in Public Libraries, Kanopy, October 2020

There's something for everyone

From Hollywood blockbusters to early silent-era, short films, educational documentaries, and must-watch series, **Kanopy has something for every patron.** Children and their parents can enjoy Kanopy Kids with a generous viewing period and parental controls. Lifelong learners can enjoy full sets of lectures on The Great Courses. Librarians and patrons alike benefit from complimentary “credit-free” films that Kanopy subsidizes each month. **This program results in more than \$180,000 in free credits** for our library customers per year combined.

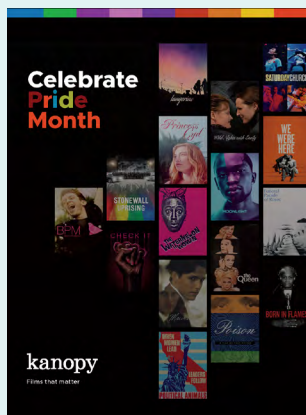
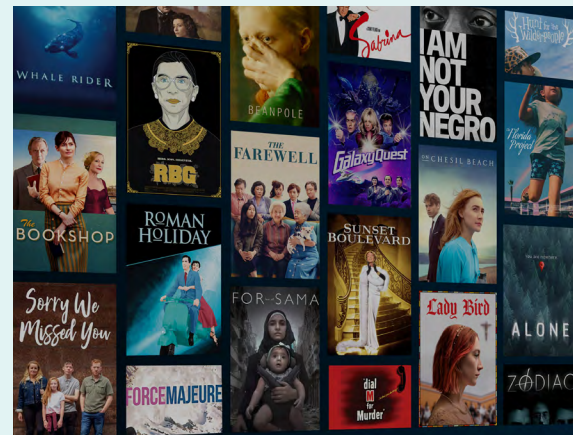
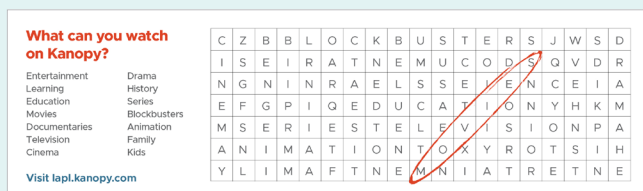
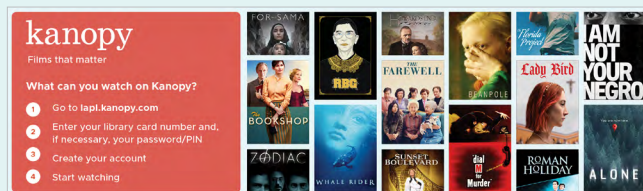
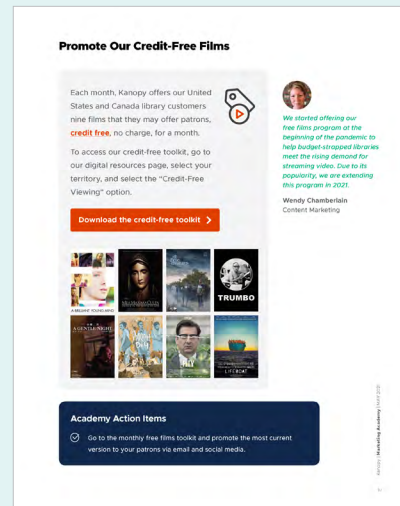
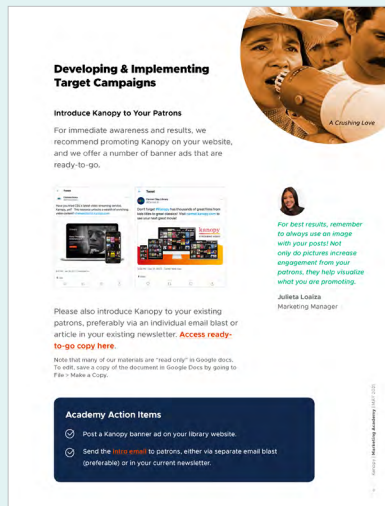
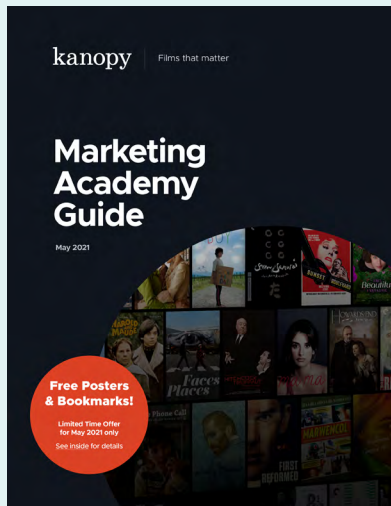


Meet Some of our Suppliers



Marketing and Programming Support

We provide helpful launch materials as well as ongoing programming and asset support for our latest major motion pictures and popular, thematic collections. Libraries that take advantage of **our Marketing Academy can easily promote usage and attract new card-holders** through plug-and-play campaigns, materials and tools, and live office hours with the Kanopy marketing team.



How does Kanopy Work?*

Kanopy works to provide libraries and patrons with the highest quality content and blockbusters within budget, we offer a **Pay-Per-Use (PPU) streaming model with unlimited and simultaneous access to our entire film catalog based on a play credit system****. Pay only for what your patrons stream, with no platform fees, no minimum payments, no annual contracts, and no time commitments. Easily control your library's costs by adjusting your budget and play credit cap per patron, per month.

Film Type	Patron Play Credits Deducted	Viewing Period	Cost Per Unit
Major Studio Movies Blockbusters from popular suppliers like Warner Brothers. Examples include <i>Fargo</i> , <i>March of the Penguins</i> , <i>Moonstruck</i> , and <i>Fiddler on the Roof</i>	1 Credit per video or series	48 to 72 Hours	\$4
Movies, Documentaries, and Series Critically-acclaimed and festival favorite discoveries from suppliers like NEON, Kino Lorber, A24, and Samuel Goldwyn Films. Examples include <i>Moonlight</i> , <i>Memento</i> , <i>RBG</i> , and <i>I Am Not Your Negro</i> Dramatic miniseries or non-fiction series from prestige partners like PBS and HISTORY. Examples include <i>Maximilian and Marie de Bourgogne</i> , <i>Masterpiece: The Collection</i> , and <i>Ken Burns: Country Music</i>	1 Credit per video or series	72 Hours	\$2
The Great Courses and Kanopy Kids A collection of courses that focus on lifelong learning and personal enrichment. Unlimited access per course. Examples include <i>How to Read and Understand Shakespeare</i> , <i>How to Stay Fit as You Age</i> , and <i>Money Management Skills</i> Kanopy Kids is a carefully curated collection of films, series, and storybooks from suppliers like PBS Kids, Highlights, and Weston Woods. Kids access is unlimited.	Access without play credits	30 Days	\$5
Monthly Credit-Free Films A selection of under the radar narratives, documentaries, and world cinema titles provided to customers at no cost to the library	0 Credits per film	72 Hours	\$0

Want to Learn More?

Sign up for a free trial or demo at www.kanopy.com.

* Some exceptions apply

** The Great Courses and Kanopy Kids do not use the credit system
Ask your account representative for more details



kanopy

Circ by category

2021 stats are Jan - November

Sum of YTD		Column Labels			% Change
Category		2019	2020	2021	
ADULT FICTION		25,283	14,297	19,431	-30%
ADULT NONFICTION		23,656	13,397	17,194	-38%
CHILDRENS FICTION		52,611	27,208	45,016	-17%
CHILDRENS MAGAZINES		178	54	101	-76%
CHILDRENS NONFICTION		10,404	4,995	8,089	-29%
CHILDRENS OTHER AV		2,960	1,160	1,527	-94%
CHILDRENS PAPERBACKS		1,973	735	1,244	-59%
CHILDRENS VIDEOS		11,953	2,967	3,524	-239%
LARGE PRINT		4,662	2,976	4,162	-12%
MAGAZINES		4,915	1,863	2,787	-76%
OTHER AV		10,589	3,647	4,356	-143%
PAPERBACKS		2,458	967	1,310	-88%
VIDEOS		29,825	12,997	12,386	-141%
YA FICTION		4,790	2,783	3,516	-36%
YA NONFICTION		547	223	328	-67%