

Monday, April 4, 2022

**5:15 PM
AGENDA**

E.D. Locke Public Library

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Motion to approve the minutes of the March 7, 2022 meeting.
 - b. Motion to approve the March invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Results from the 2022 Marketing Survey
 - b. 2022 Adjacent County Billing
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, March 7, 2022 - 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, Mona Nelson

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the February 7, 2022 meeting.

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the February 7, 2022 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. Motion to approve the February 2022 invoices

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the February 2022 invoices Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. Budget Update

b. Director's Report

c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. 2021 Annual Report

b. Teen Chair Purchase

Motion by Member Ken Machtan, second by Member Evan Richards, to approve the purchase of 10 Teen Chairs Motion carries 7 - 0 - 0 by acclamation.

c. Library Reappointments

d. Library Director Review

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Mona Nelson, to adjourn at 6:06

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

March 2022 Invoices

Vendor	Sum of Amount	Description
ALLIANT ENERGY	\$2,576.56	Utilities
AMAZON CAPITAL SERVICES	\$2,477.55	Various Supplies
ARAMARK	\$209.32	Mat Rental
CARDMEMBER SERVICES	\$3,737.36	Visa Bill
CLEAN EATING	\$18.00	Magazine Subscription
CORPORATE BUSINESS SYSTEMS	\$260.01	Copier Lease
DPI	\$50.00	Certification Fee
DUGGLEBY, JOHN	\$145.00	Programming Fee
ENVIRONMENT CONTROL	\$2,699.00	Janitorial Services
FRONTIER	\$68.81	Phone Bill
GRAINGER INC	\$120.57	AV cabinet Fan
HOYER, KRISTIN	\$25.00	Lost book repayment
INGRAM LIBRARY SERVICES	\$4,751.64	Books
LIBRARY IDEAS LLC	\$497.89	Library Supplies
MCFARLAND ACE HARDWARE	\$3.56	Facilitiy Repair
MICROMARKETING LLC	\$109.99	Audio Books
PROTECTION TECHNOLOGIES	\$375.00	Fire Alarm Monitoring
Grand Total	\$18,125.26	

2022 Budget Update

2022 Budget Update									
REVENUES									
		Budget Amount	January Actual	February Actual	March estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41000	\$ 674,250.00	\$ 674,250.00	\$ -	\$ -	\$ 674,250.00	100.00%	25%	
County Library Aids	43000	\$ 325,000.00	\$ 162.01	\$ 70.44	\$ -	\$ 232.45	0.07%	25%	
State - COVID 19 Grants		\$ -			\$ -	\$ -			
Library Fines	45000	\$ -	\$ -	\$ 1.10	\$ -	\$ 1.10			
Interest	48100	\$ 1,000	\$ -	\$ -		\$ -		25%	
Library Fees	46000	\$ 1,500	\$ 9.69	\$ 115.55	\$ 79.55	\$ 204.79	13.65%	25%	\$ 375.00
		\$ 1,001,750.00	\$ 674,421.70	\$ 187.09	\$ 79.55	\$ 674,688.34	67.35%	25%	
Expenditures									
						\$ -			
Salaries	110	\$357,250.00	\$ 27,940.45	\$ 26,978.36	\$ 26,978.36	\$81,897.17	22.92%	25%	\$ 89,312.50
Part-time	120	\$180,750	\$ 9,818.08	\$ 9,505.19	\$ 9,505.19	\$28,828.46	15.95%	25%	\$ 45,187.50
Health Insurance	130	\$106,750	\$ 13,537.89	\$ 9,180.64	\$ 9,180.64	\$31,899.17	29.88%	25%	
Retirement	131	\$30,500	\$ 3,285.86	\$ 2,182.46	\$ 2,182.46	\$7,650.78	25.08%	25%	\$ 7,625.00
SS/Medicare	132	\$42,000	\$ 4,045.64	\$ 2,663.92	\$ 2,663.92	\$9,373.48	22.32%	25%	
Other Benefits	135	\$2,000	\$ 129.58	\$ 86.37	\$ 86.37	\$302.32	15.12%	25%	
Wage Adjustment	140	\$ 12,250		\$ -		\$0.00	0.00%	25%	\$ 3,062.50
Expense Reimbursement	141	\$ 250		\$ -		\$0.00			
Total Personnel		\$731,750.00	\$ 58,757.50	\$ 50,596.94	\$50,596.94	\$159,951.38	21.86%	25%	\$ 182,937.50
Support Services	210	\$ 42,000	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ 8,097.00	19.28%	25%	\$ 10,500.00
Consulting Services	211	\$ 46,000	##### ##	\$ -	\$ -	\$ 48,274.00	104.94%	25%	\$ 11,500.00
Utilities	220	\$ 28,000	\$ 2,995.62	\$ 3,112.82	\$2,576.56	\$ 8,685.00	31.02%	25%	\$ 7,000.00
Communication	221	\$ 2,000	\$ 167.37	\$ 163.87	\$70.49	\$ 401.73	20.09%	25%	\$ 500.00
Equipment Maintenance	240	\$ 9,000	\$ 2,621.30	\$ 239.67	\$ 117.71	\$ 2,978.68	33.10%	25%	\$ 2,250.00
Facility Maintenance	242	\$ 23,250	\$ 6,941.77	\$ 644.99	\$ 540.55	\$ 8,127.31	34.96%	25%	
Other Contractual Services	290	\$ -		\$ 25.00	\$ -	\$ 25.00	0.11%	25%	\$ 5,812.50
Total Services		\$ 150,250.00	\$ 63,699.06	\$ 6,885.35	\$ 6,004.31	\$ 76,588.72	50.97%	25%	\$ 37,562.50
Office Supplies	310	\$ 9,000	\$ 355.04	\$ 245.28	\$ -	\$ 600.32	6.67%	25%	\$ 2,250.00
Postage	311	\$ 250	.	\$ 7.86	\$ -	\$ 7.86	3.14%	25%	\$ 62.50
Dues	320	\$ 500	\$ 190.00	\$ -	\$ -	\$ 190.00	38.00%	25%	\$ 125.00
Meeting Expenses	330	\$ 1,000	\$ 8.88	\$ 15.96	\$ -	\$ 24.84	2.48%	25%	\$ 250.00
Training Expenses	331	\$ 3,250	\$ 709.00	\$ -	\$ 50.00	\$ 759.00	23.35%	25%	\$ 812.50
Operating Supplies	340	\$ 5,500	\$ -	\$ 446.87	\$ -	\$ 446.87	8.12%	25%	\$ 1,375.00
Technology	342	\$ 24,500	\$ 2,211.22	\$ 3,223.00	\$ -	\$ 5,434.22	22.18%	25%	\$ 6,125.00
Collection - Print	344	\$ 55,000	\$ 5,434.92	\$ 7,838.77	\$ 1,785.29	\$ 15,058.98	27.38%	25%	\$ 13,750.00
Collection - AV	345	\$ 12,500	\$ 282.15	\$ 667.45	\$ 446.53	\$ 1,396.13	11.17%	25%	\$ 3,125.00
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -		25%	
Programming	391	\$ 8,000	\$ -	\$ 74.08	\$ -	\$ 74.08	0.93%	25%	\$ 2,000.00
Other Total		\$ 119,750.00	\$ 9,191.21	\$ 12,519.27	\$ 2,281.82	\$ 23,992.30	20.04%	25%	\$ 29,937.50
Total Budget		\$1,001,750.00	\$ 131,647.77	\$ 70,001.56	\$ 58,883.07	\$ 260,532.40	26.01%	25%	\$ 250,437.50



March 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 February 28, 2022 is \$160,391.70
- **McFarland Community Festival** –
 - **Couch to 5K program**- The library is partnering with Stoughton Hospital to do a Couch to 5K program. Participants will get a program to successfully train for a 5k run and support from hospital staff.
 - The committee did not meet in March.
- **Library Systems Report Facilities Management**
 - **HVAC** –
 - **Boiler Water flow** – there is a problem with the water flow in boiler #2. Kilgust is working on troubleshooting the issue
 - **Water Temperature Sensor** – A water temperature sensor has failed in one part of the building. Kilgust is working to replace it.
 - **Broken Belt** – A belt broke in the air handler on the meeting room side of the building. Kilgust was able to come out and replace it.
 - **Off-site access** – We were able to setup off site access for our HVAC controls manager. This will allow him to login to check on our system. We're hoping that this will speed resolution of issues up since he won't have to be onsite to begin trouble shooting.
 - **AV equipment**- The AV equipment has been a great addition to both the story times and the book clubs. It has made our programming much more inclusive and convenient for our patrons.
 - **Furniture Delivery**
- **Shelver Hiring** – We have selected two final candidates for the Shelving positions. We are in the process of finishing up their background checks.
- **Bird Festival** – The bird festival will be held May 14th from 9-12. We will have a Turkey Vulture name Uncle Butzie along with crafts, bird information and bird walks. The event will be held at Lewis Park.
- **Vendor Fair** – The McFarland High school is hosting a Vendor Fair on May 14th from 9-2. Even though it's the same day as the bird festival, the library is planning on having a booth at the Vendor Fair too.
- **Commendation from Gov. Evers** – We received a commendation from Governor Evers for the support that we give to our community.
- **PLA Conference** – The PLA conference was very successful. I was able to meet with vendors to discuss digital signage management, library software features, and social media advertising and printing or promotional items. There were also a lot of good sessions on DEI, disaster planning, and increasing library circulation. Some of the session were in person and some are available via a virtual portal which is available to us for a year.

Youth Services highlights (Heather Kent)

Storytime - Storytimes returned in person this month with a hybrid option. It has been great to be back in person but also to offer a virtual option to people who are unable to join us at the library. Children ages 2 and up as well as adults are required to wear masks for this program at this time.

Programming:

- Zumbini resumed in person as well as offering a hybrid option. Like storytime, it's great to be back in person.

- Magic Tree House Book Club met on March 8th and we discussed Afternoon in the Amazon and made rain sticks. This is such a great group of K-3 grade kids that have a huge enthusiasm for being part of a book club – even if they haven’t read the books.
- This month’s crafting kit was a Basketball Craft kit to celebrate March Madness by q-tip painting basketballs.

Other

- This month Stacey Meyers started as the youth services assistant. She has been a great help running the tech for our hybrid storytime (getting zoom set up, admitting attendees, etc...) She has also taken on upkeep of the I SPY display that has been a hit at the desk, creating displays, and helping with craft prep for Heather and Abby.
- March 23-25 Heather attended the Public Library Association’s Conference in Portland, Oregon. This conference offers learning and collaboration opportunities between public librarians. Some of the sessions she was able to attend include: “Teens Perspective on Positive Youth Development”, “Mundo Mondays: A Practical Guide on Teaching Cultural Literacy”, “Bringing NASA to Nevada: a Hands on Learning Partnership”, and “A Black History Month Taxonomy: Programming in Public Libraries” Each of these provided insights and ideas for expanding/improving our services at the library. She was also able to touch base with some of the vendors that we use at the library, learn about new library materials, and assess furniture options (book shelves for the children’s area)

Teen Services (Abby Seymour)

- It’s been a great month of in-person teen programs! Slowly but surely are teens finding their way back to the library and are discovering my programs. I’ve had a few successful instances of teens who happened to be at the library and see the program happening and want to join. For example, Snack & Chat on Mondays is certainly the easiest program for a teen to pop in and out of.
- The big addition to my Teen Hangout program is a Nintendo Switch! This gaming console is free to use for any teen who attends Teen Hangout, along with other activities like coloring, drawing, and other card games. I really want teens to feel like they can pick what they want to do at this program, rather than having a structured activity. So far the Switch has been a huge hit! They’re enjoying playing Mario Kart, which certainly brings out their competitive side. I asked them how they liked the new gaming chairs and their words were “a solid A minus.”
- It was quite a project to figure out how to setup the Switch with the new audio and display system in the meeting room. There’s a lot of components between the game console itself and all of the remotes that come with it. It’s been an ongoing project this month to learn how to use the new system. A big part of that was being the point person during storytimes with the virtual attendees. I learned how to connect a laptop to the cameras in the room and access Zoom so that families at home could watch storytime. I also monitored the Zoom call, admitted people, and made camera/sound adjustments. It wasn’t smooth at first but we figured out most of the bugs!
- As is true with many librarians, I really enjoy visiting other libraries and seeing their teen spaces. This month I was able to do that virtually! I attended the YSS (Youth Services Section, a division of WLA) Regional Meetup on Zoom where librarians at both the Manitowoc Public Library and the Waupaca Public Library gave attendees a virtual tour of their spaces. I particularly enjoyed seeing the teen space at Waupaca, which is in their basement and even includes a sound proof room which can be used for programming. The space had two TV’s with a PlayStation and Switch for teens to use as well as a shelf of board games that teens could play at any time. The Manitowoc library had a very impressive makerspace that included many fancy pieces of equipment. At the end of the meeting, there was a great discussion about programming ideas too.
- Another virtual meeting I attended was a WI Teen Librarians Virtual Meet-Up, which meets monthly. I get so much out of these meetings; it’s really nice to talk to other librarians who work specifically with teens like I do. The group will sometimes troubleshoot issues they are having with teens with the group but most often we talk about our teen programs, both the successful ones and the ones that don’t go as well. This month’s meeting was

mostly about the Summer Reading Program and how we shouldn't overload our schedules just for the sake of summer.

- An unexpected and unfortunate project I worked on this month was relocating the teen video games. I'm sorry to report that several Switch games were stolen off the shelf. We felt like a change had to be made to dissuade future thefts. Other libraries have their video games behind the circulation desk and patrons have to ask staff for the games they want. Though I can understand how this is effective at keeping the games safe, I feel it is too much of a barrier and would negatively affect circulation. Instead, I moved the video games to a display shelf (where the Staff Picks were) very close to the front desk. This location makes it much more difficult for potential thieves to get away with taking the games. It also has the added bonus of being more visible and opening it up to a new audience! I don't have the numbers but anecdotally I've heard that video games are getting checked out more often.
- Currently, I am preparing for the Teen After Hours program at the end of the month. With the book sale taking over the meeting room, I had to adjust my plans for this event and figure out an activity that took the group out of the meeting room and into the main library. After consulting with a fellow teen librarian, I decided to do a Choose Your Own Adventure style game that incorporated the different teen fandoms (like Harry Potter, the Marvel movies, and Star Wars). The idea is that a teen will walk up to a sign that poses a question and their answer determines where in the library they go next. For example, one of the questions about Disney villains and if they pick Ursula, they are directed to go to the Children's DVD section, but if they choose Scar from The Lion King, they have to go to the Quiet Reading Room next. I'm looking forward to the event and I think teens will really enjoy being able to run around the library after closing time.

Adult Services (Ann Engler)

Programming

- In-person craft club was extremely popular this month. Whether people are excited to get back to in-person events, or there was an untapped desire for needle-felting projects in the community, the March 16 session and wait list filled up so quickly that I scheduled a bonus session on March 22, which was also very well attended. Check out our Facebook or Instagram pages for some of the finished projects.
- We've been hosting a display this month called The Legendary Exhibition, which highlights the achievements of women of color in STEM fields. We're one of several Dane County libraries hosting pieces of the exhibit for Women's History Month. The display includes a "passport" listing the other host libraries and encouraging people to visit them all.
- In-person Zumba had great attendance and was a lot of fun. The HVAC was malfunctioning at the time, so we joked it was "hot Zumba" because the room was so warm. A definite advantage to holding Zumba in the community room as opposed to a park is the level footing. A participant who noted she is retired said she would love to see programming like this or yoga at 10:00 AM, which I am unable to do because the room is booked for children's programming. I'd love to offer more daytime programming for seniors and other adults who may not wish to attend evening programs, but it is very difficult to book the only room we have for programs during the day except for a narrow window in the early afternoon.
- That being said, I am taking advantage of the community room's lack of children and teen programming on Fridays by rolling out a weekly Scrabble game at 10:00 AM on Fridays. Fridays can be iffy for programming, but I'm hopeful I'm not the only person who would enjoy starting their weekend out with some Scrabble and library books.
- Blind Date with a Book was popular and elicited positive feedback from several patrons; even those who found their "date" to be a dud enjoyed the experience. One person emailed me to say "I just loved this idea and had fun with it! I shared it with lots of people and even wrapped up 4 books of my own to share with my sisters! They loved it!"
- I've been busy planning events for April and beyond, so watch our events calendar for some fun happenings!

Technology

- I updated our version of the LINKcat mobile app to include hoopla, Kanopy, and Libby, updated the library's description to link to our events calendar, mobile printing, & online resources, and described some of our services. This description page is what any person using the app, not just our patrons, would see if they click on "Nearest LINKcat libraries" and selected our page, so I didn't want to neglect that marketing opportunity.
- The new online community room reservation system, LibCal, is ready to go. It is a very configurable system, so it took a while to sort through the embarrassment of options, but I believe this will streamline the reservation process for patrons and for myself as the person who handles them. It was quite time-consuming in the "before times", and involved a lot of back and forth to find acceptable times. There are some other helpful features in LibCal, like the ability to add "padding" to a booking that blocks off the room for setup and tear-down without changing the start time of the event (trying to do this on the Google calendar led to a lot of confusion, but not having padding led to numerous interruptions of library programs and meetings), patrons can cancel their events via a link in the confirmation emails they get instead of calling and/or not canceling them at all, and more. I will be moderating reservations to ensure the room is being used appropriately, and the emails for room bookings that need attention to go my email as well as the mcflib email account for when I am out of the office.
- I've added a mini calendar widget to our internal staff page so staff can see what's scheduled in the room at a glance. I also created a training video for staff and written instructions for staff and patrons.
- I set up a calendar so staff can reserve the internal-only meeting room. Once staff is comfortable with the changes, we can roll out online reservations for the Culver's study room, too, if desired. LibCal has so many options! So, so many options.

Marketing

- I'm continuing to work through our marketing plan tied to the marketing grant funds we received. We've had excellent results with paid Facebook ads so far. I look forward to sharing a full report once the grant project is complete.

---Heidi Cox, Library Director



South Central Library System

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

Date: March 10, 2022
To Library Board & Director, **McFarland (MCF)**
From Tracie Miller, South Central Library System
RE: 2022 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2021 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2023 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?
Columbia	\$775.34	Yes No
Dodge	\$14.63	Yes No
Green	\$380.35	Yes No
Jefferson	\$1,443.39	Yes No
Sauk	\$234.06	Yes No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2022, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2023. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 22, 2021.**

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date