

Monday, April 3, 2023

**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 6 & March 20, 2023 meetings.
 - b. Motion to approve the March invoices
 - c. Library Patron Behavior Policy during a Pandemic
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Adjacent County Payments
 - b. Library Closure May 22-May 29, 2023
 - c. Library Logo
 - d. cell phone and mobile hotspot purchase
 - e. Volunteer Policy
 - f. Storytime Policy
6. ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, March 6, 2023 - 5:15 PM

1. CALL TO ORDER

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

Members present: Evan Richards, Ken Machtan, Staci Fritz, Peter Sobol, Karin Mandli

Members not present: Mona Nelson, Carrie Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the February 6, 2023 meeting.

Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the minutes of the February 6, 2023 meeting. Motion carries 3 - 0 - 2 by acclamation, with Evan Richards, Staci Fritz abstaining.

b. Motion to approve the February invoices

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the February invoices Motion carries 5 - 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. Unpaid Leave for Myers

Motion by Member Evan Richards, second by Member Karin Mandli, to approve Unpaid Leave for Myers from March 7, 2023 to approximately May 30, 2023 Motion carries 5 - 0 - 0 by acclamation.

b. Fearings Meeting Room AV quote

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve Fearings Meeting Room AV quote not to accede \$15,504.06 Motion carries 5 - 0 - 0 by acclamation.

c. 2022 Annual Report Review

d. Library Logo

Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the Library Logo with Public Library on one line and including McFarland,

Wisconsin Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Staci Fritz, to adjourn at 6:10pm

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

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, March 20, 2023 - 5:15 PM

1. CALL TO ORDER

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

Members present: Mona Nelson, Evan Richards, Ken Machtan, Peter Sobol, Karin Mandli

Members not present: Staci Fritz, Carrie Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

4. INFORMATION ITEMS

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. HVAC Engineering report review

b. Boiler Replacement and Relief Fan quote

Motion by Member Evan Richards, second by Member Peter Sobol, to approve Boiler Replacement and Relief Fan quote. Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Evan Richards, to adjourn at 6:02 on

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 2023 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$1,461.69	Books, AV, Office Supplies
ARAMARK	\$209.32	Mat Rental
CORPORATE BUSINESS SYSTEMS	\$51.11	Copier Fees
COX, HEIDI	\$62.98	Reimbursements & Mileage
DANIELS, ELLEN	\$10.40	Reimbursements & Mileage
DESIGNCRAFT LLC	\$500.00	Farm to Table Dinner Logo
ELAN	\$260.12	Visa Charges
ENVIRONMENT CONTROL	\$2,699.00	Janitorial Services
GBR CORPORATION	\$462.50	Roof Repair
HELLWIG, WENDY	\$10.40	Reimbursements & Mileage
HJ PERTZBORN	\$416.07	Restroom repair
INGRAM LIBRARY SERVICES	\$3,730.92	Books, AV, Office Supplies
KENT, HEATHER	\$58.85	Reimbursements & Mileage
MARKS, TRACY	\$10.40	Reimbursements & Mileage
NAPA AUTO PARTS	\$22.85	Bathroom Exhaust Fan Repair
PELLITTERI	\$54.74	Shredding
PLAYAWAY PRODUCTS	\$494.91	Digital Books
PREMIER PAINT & WALLPAPER	\$62.54	Painting Supplies
PROTECTION TECHNOLOGIES	\$375.00	Fire Panel Monitoring
RACE DAY EVENTS	\$437.50	5K online support services
REINDERS	\$151.00	Sidewalk Salt
ROMICK, JESSICA	\$18.00	Lost Item Refund
TDS	\$283.26	Library Phone Bill
(blank)		
Grand Total	\$11,843.56	

2023 Budget Update

2023 Budget Update									
REVENUES									
		Budget Amount	January Actual	February Estimated	March Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41000	\$ 733,000.00	\$ 733,000.00	\$ -	\$ -	\$ 733,000.00	100.00%		
County Library Aids	43000	\$ 327,500.00	\$ 380.35	\$ 1,024.06	\$ 1,443.39	\$ 2,847.80	0.87%		
Library Fines	45000	\$ -	\$ -			\$ -			
Interest	48100	\$ 2,000				\$ -	0.00%	25%	
Library Fees	46000	\$ 1,500	\$ 228.84	\$ 80.39	\$ 222.45	\$ 531.68	35.45%	25%	\$ 375.00
		\$ 1,064,000.00	\$ 733,609.19	\$ 1,104.45	\$ 1,665.84	\$ 736,379.48	69.21%	25%	
Expenditures									
Salaries	110	\$410,000.00	\$ 25,825.82	\$ 25,825.82	\$ 29,824.18	\$81,475.82	19.87%	25%	\$ 102,500.00
Part-time	120	\$204,750	\$ 13,576.08	\$ 13,818.09	\$ 13,174.95	\$40,569.12	19.81%	25%	\$ 51,187.50
Health Insurance	130	\$112,000	\$ 8,822.83	\$ 8,822.83	\$ 5,681.08	\$23,326.74	20.83%	25%	
Retirement	131	\$34,000	\$ 2,281.95	\$ 2,256.57	\$ 2,538.68	\$7,077.20	20.82%	25%	\$ 8,500.00
SS/Medicare	132	\$47,000	\$ 2,870.55	\$ 2,889.08	\$ 3,193.52	\$8,953.15	19.05%	25%	
Other Benefits	135	\$2,500	\$ 107.62	\$ 107.62	\$ 53.81	\$269.05	10.76%	25%	
Expense Reimbursement	141	\$ 250	\$ -	\$ -	\$ -	\$0.00		25%	
Total Personnel		\$810,500.00	\$ 53,484.85	\$ 53,720.01	\$54,466.22	\$161,671.08	19.95%	25%	\$ 202,625.00
Support Services	210	\$ 8,500	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ 8,097.00	95.26%	25%	\$ 2,125.00
Consulting Services	211	\$ 48,000	##### ##	\$ -	\$ -	\$ 47,673.81	99.32%	25%	\$ 12,000.00
Utilities	220	\$ 36,000	\$ 7,615.83	\$ 3,055.33	\$0.00	\$ 10,671.16	29.64%	25%	\$ 9,000.00
Communication	221	\$ 4,750	\$ 447.08	\$ 447.08	\$0.00	\$ 894.16	18.82%	25%	\$ 1,187.50
Equipment Maintenance	240	\$ 9,000	\$ 2,693.35	\$ 562.09	\$ -	\$ 3,255.44	36.17%	25%	\$ 2,250.00
Facility Maintenance	242	\$ 23,250	\$ 517.05	\$ 1,109.75	\$ 1,184.45	\$ 2,811.25	12.09%	25%	
Other Contractual Services	290	\$ -				\$ -	0.00%	25%	\$ 5,812.50
Total Services		\$ 129,500.00	\$ 61,646.12	\$ 7,873.25	\$ 3,883.45	\$ 73,402.82	56.68%	25%	\$ 32,375.00
Office Supplies	310	\$ 9,000	\$ 351.63	\$ 951.92	\$ 75.10	\$ 1,378.65	15.32%	25%	\$ 2,250.00
Postage	311	\$ 250	\$ -	\$ 4.13	\$ -	\$ 4.13	1.65%	25%	\$ 62.50
Dues	320	\$ 500	\$ 140.00	\$ -	\$ -	\$ 140.00	28.00%	25%	\$ 125.00
Meeting Expenses	330	\$ 1,000	\$ 28.00	\$ 76.59	\$ 113.33	\$ 217.92	21.79%	25%	\$ 250.00
Training Expenses	331	\$ 3,250	\$ 346.10	\$ 385.00	\$ 31.20	\$ 762.30	23.46%	25%	\$ 812.50
Operating Supplies	340	\$ 5,500	\$ 42.48	\$ -	\$ -	\$ 42.48	0.77%	25%	\$ 1,375.00
Technology	342	\$ 28,750	\$ 7,232.34	\$ 1,870.62	\$ -	\$ 9,102.96	31.66%	25%	\$ 7,187.50
Collection - Print	344	\$ 55,000	\$ 7,212.10	\$ 6,032.39	\$ 2,704.59	\$ 15,949.08	29.00%	25%	\$ 13,750.00
Collection - AV	345	\$ 12,500	\$ 1,888.91	\$ 606.48	\$ 409.39	\$ 2,904.78	23.24%	25%	\$ 3,125.00
Library Miscellaneous	390	\$ 250	\$ 105.80	\$ -	\$ -	\$ 105.80	42.32%	25%	
Programming	391	\$ 8,000	\$ 298.19	\$ 625.52	\$ 298.42	\$ 1,222.13	15.28%	25%	\$ 2,000.00
Other Total		\$ 124,000.00	\$ 17,645.55	\$ 10,552.65	\$ 3,632.03	\$ 31,830.23	25.67%	25%	\$ 31,000.00
Total Budget		\$1,064,000.00	\$ 132,776.52	\$ 72,145.91	\$ 61,981.70	\$ 266,904.13	25.08%	25%	\$ 266,000.00



E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
April 2023

March Highlights

- **Village News** - Carrie Nelson will give an update
- **Friends** –
 - The March book sale was held March 30-April 1, 2023.
- **Endowment** –The current balance of the endowment fund as of February 28, 2023 is \$164,812.10
- **McFarland Community Festival** –
 - I am working with Stephanie Brassington, Emergency Services, and Village Administration on a site plan.
 - Sponsorship letters for the 5K and festival were mailed out the week of March 27th.
- **Library Systems Report Facilities Management**
 - **HVAC** –
 - I attended the Village Board meeting on March 28th and answered questions about the HVAC report and upcoming project. They approved the larger loan amount. The quotes are signed and JM Brennan is working on getting a permit from the village and ordering equipment. Staff will be meeting with Dave Gundlach from JM Brennan to begin working on what needs to be moved, covered, etc... in the back area during installation.
 - **Janitorial Services** –
 - There is a delay in the hiring of the part-time custodian. As a result, I have extended the contract with Environment Controls through May 31st.
 - **Painting**
 - Public works painted the foyer and touched up the blue wall in the meeting room.
 - **Roof**
 - We had a small roof leak in the back work area. We're continuing to monitor the roof and I am working on a plan for the roof replacement.
 - **Outdoor spaces**
 - A small sink hole has developed near the storm sewer in the parking lot. I've reported it to Public Works and they will be investigating the cause and repairing it within the next week.
 - The cap on the planter outside the library as come apart and we've ask Public Works to repair it.
 - Public Works is also working on signage for the Oak tree in the park. They are working on designing and installing a sign on the pump house.
- **Strategic Planning** – The strategic planning committee completed their first meeting in early February. We're already starting to get good input from our community partners about our services.
- **Personnel**
 - Village Personnel Manual – The village is currently rewriting the personnel and compensation and benefits manuals. I've read the draft copies of the manuals and after talking it over with village admin, we've decided that the library should have it's own manual. There are too many areas where policies don't apply to us, the chain of authority is different, or the policy is different. We'll be adding language to the village's manual that will say that the village's manual will apply to the library staff unless the library board passes their own policy. That will cover us until our manual can be written and passed. It will also cover us in the future for any gaps between when the village passes a new policy and the library board passes the policy.
 - Staff Training
 - Autism Awareness– The Autusim Society of South Central Wisconsin held an in-service training for us during our March staff meeting. It was very insightful and helped us make some small changes to serve our patrons better.

- Delivery Tour – staff toured the library delivery system headquarters. It was interesting to see how items are organized and move through our state. We even picked up some tips to make our delivery more efficient.
- CPR – We’ve scheduled CPR training for staff on October 19th.
- Staff recruitment
 - Shelver – Both of our Shelves are graduating from High school this year and they have both said they would like to continue working for a while. But to ensure continuity of service, we’re hiring another shelve that will start in May or early June. Items in the sorting room get back logged quickly when there are two new shelves.
 - Library Assistant – Trish Cremeens has decided to resign. We’re currently recruiting to fill her position.
- **Statistics** – The March statistics won’t be available for this packet. I keep track of our daily stats and as of March 30, 2023 there have been 13,400 visitors to the main part of the library. That’s an increase of more than 4,000 over March 2022. On 12 days in March, we had over 500 visitors. There are usually only have 3-4 days per month that we reach that number during the school year.

Youth Services (Heather Kent)

Storytime:

The attendance to our 4 storytime programs each week has increased this month – with the average attendance on Monday (in each session) being around 48 people. Baby programming has been growing this month where we have around 20-25 people attend.

After the presentation by the South Central Wisconsin Autism Society, Heather decided to create a Storytime Sensory Toolkit for our storytime programming. This kit includes tools like ear muffs, pop-its, a weighted lap pad, and fidget toys. This kit is in the back of the room and parents are welcome to grab tools when they need them.

The March PJ storytime was a little later this month (4th Thursday) and right before Spring Break – which may be why the numbers were down a little bit. We shared stories, songs, rhymes, and activities around Nocturnal Animals.

Programming:

Zumbini Session 3 started this month. We have a LOT of people in this session but it doesn’t seem too overwhelming (for the most part) This definitely is still the most popular children’s program during the week.

The Magic Tree House book club discussed “Day of the Dragon King” this month. We had a scavenger hunt in the library as our activity and the craft involved participants creating name acrostics on “bamboo booklets” – stringed together popsicle sticks that resemble the bamboo books used in ancient China.

D&D club met twice this month and the group is on track to finish the campaign they are on by the time we end for the summer.

For spring break Heather offered two afternoon programs. Monday we had an afternoon movie where we watched Strange World and snacked on popcorn. The participants really liked the nest chairs.



Tuesday there was a special spring break session of D&D which had 4 very enthusiastic players. They had fun going through a module from the new Golden Vault book.

Programming at Cottage Grove has been going well and Tracy (the coordinator) let Heidi and Heather know that in the fall they will be able to have programming every Friday.

Other

Youth Art Month has been going really well. There has been definite increases in foot traffic as families come to see the art in the library.

Teen Services (Abby Seymour)

Teen programs have been going very well, as of late! Attendance at my programs have been increasing as the teens coming regularly are starting to bring along more and more friends. Word of mouth is powerful!

As far as regular weekly programs go, Snack & Chat is continuing to be an after-school staple at the library. It's a simple one—all the kids do is grab a snack from me and chat with their friends for an hour. I always have some card games and board games available too. In addition to games like Uno, Cards Against Humanity, and the conversation cards, I also have a sticker poster they can work on. This is a giant sheet of paper with letters on it that include stickers that correlate with the letters. As the stickers are added, an image is revealed. The group is almost done with the one that they started in January. As soon as they are, I plan on hanging it in the teen section.

I have officially canceled the last session of Scribe Tribe (the creative writing club). The attendance continued to be nonexistent so it was time to pull the plug. A few teens had asked for this program last year but then those people never attended. I think this was a good idea in theory but the timing was wrong. I would definitely try it again in the future.

The program on Wednesdays technically falls into the Children's Programming category: LEGO Club. This is one for kids in grades 3-5 and meets once a month. I have several bins of LEGOs that I put out on tables in the meeting room. This month, we had two building challenges. For the first one, I posed this challenge: make something that would hurt to step on. Obviously, every LEGO hurts when being stepped on, but I asked them to think outside the box! The second challenge was to create something vertically. Usually they build something flat on the table but this time they had to stand their LEGO board upright and build something vertically. Some of them used the board like an easel and made a picture out of LEGOs, while other took advantage of gravity and made a maze that you could drop a marble into.

Teen Hangout on Thursdays has also been remaining steady. As always, the biggest draw is getting to play the Nintendo Switch. The teens who have been coming regularly have been requesting the game Five Nights at Freddy's. This is a

single player game but they have been good about taking turns and don't seem to mind just watching. In addition to the Switch games, I have been bringing along the Mario Kart race cars to let the teens play with those. We were able to purchase those remote controlled cars with a grant from TDS at the beginning of the year and they are such a big hit. I also put out a craft for those who don't want to play Switch games. Crafts this month included origami and collaging with scrapbook paper.

The Teen Advisory Board met virtually this month to discuss teen programming. Mostly the group discussed assignments for the next T.A.B. newsletter, which will come out in early April. Rebranding T.A.B into a new group that focuses on volunteering ("VolunTeens") is currently in the works. VolunTeens will start out as being a volunteer group in the summer and will transition into being a group that meets regularly during the school year.

As always, everyone looks forward to the Teen After Hours event! At the time of this being written, the event hasn't happened yet so I can't speak to its success. This month, the teens will be playing Ultimate Spoons, a game I used to play at summer camp. Spoons is a fast paced card game that involves trying to get a certain set of cards while passing your discard cards to the person next to you. When you get the correct set of cards (a set of Queens, for example), you have to grab a spoon that is in the center of the table. The trick is that there is not enough spoons for every player so if you don't grab a spoon in time, you're out. The plan is to play a few rounds of the game like that before I kick it into high gear. The "ultimate" part of Ultimate Spoons means that instead of having the spoons to grab within arm's reach on the table, I am instead going to hide the spoons in the library. This means that the teens get to do their favorite activity: run in the library. When I'm deciding activities for my After Hours events, I always try to go for something active and take advantage of a closed library. The teens love it and it's a memorable time for them.

Professional development for me this month included multiple meetings with other teen librarians, many of them in SCLS and some scattered around the state. At these meetings, we discussed ideas and fears regarding the Summer Reading Program. In one meeting, we shared ideas about what to do during school visits to promote the SRP. In another meeting, librarians gave tips to a librarian dealing with problematic teen behavior. I am in full planning mode and getting details locked down for the Summer Reading Program so it was very helpful to be able to talk things through with other teen librarians.

Adult Services (Sara Hendrickson)

Programming

- Craft Club –
 - Attended Ann's March craft to get a feel for McFarland's craft program
 - Planned both April and May craft clubs: Sharpie-Dyed Tile Coasters for April and Tin Can Makeovers for May.
- Met with a McFarland resident to organize a one-off craft program for Saturday, May 6. She created "book nooks" for some family members, and thought it would be a fun craft for others to do, too. She will be providing the unique materials that while we provide general supplies.
- Communicated with Ron Larson to plan four cemetery walking tours for July, August, and September.
- Met with a McFarland resident to resurrect "Family Board Game" days. The goal is to have it once every four months, the second Saturday of that month.
- Working on creating a "Family Card Game" day to expand the idea of family games. The goal is to have it once every four months, the second Saturday of that month. With board games and card games, this should give us a family game day of some variety every other month.
- Planning on some one-off card game tutorials leading up to the first "Family Card Game" day. The goal is to teach some basic games (Garbage, Golf, Spoons, etc.) that children as young as five can learn, so these games can then be an option on game day.
- Planned a free COVID-19 vaccine clinic for Saturday, April 15, after reaching out to Public Health Dane County & Madison.
- Began creating an adult reading challenge on Beanstack for the Summer Reading Program. Summer 2023's theme "Find Your Voice!" has very little geared toward adult, so creating the challenge has been more involved.

- Met with Katie GS from Senior Outreach to discuss ways in which we can collaborate for future programs.

Training & Other Services

- This is my first foray into adult services. Therefore, I spent much time familiarizing myself with how things work at McFarland. I've watched webinars and had Zoom meetings for:
 - Ingram (book ordering)
 - LibraryAware (marketing tool)
 - Overdrive (e-resources)
 - Drupal (website)
 - Beyond the Page (DEI focus and programming grants)
 - Booklist (upcoming books)
 - Learned (and still learning) how to use library publications and the SCLS purchase alert to make purchasing decisions (it is a surreal feeling spending so much money on books!)
 - Created two book displays for the upcoming month of April: Poetry and Gardening.
 - Familiarized myself with running weeding reports, which in turn helps me understand our collection needs.
 - Created a document to help staff answer Kindle Fire questions. There have been issues with Kindles and the Libby app. The eventual goal is to include troubleshooting items in the document pertaining to other online resources we offer: Hoopla, Kanopy, New York Times, and Pressreader.
 - Wrote my first library board report 😊



South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718

608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 8, 2023
To Library Board & Director, **McFarland (MCF)**
From Tracie Miller, South Central Library System
RE: 2023 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 2022 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 2024 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$131.84	Yes	No
Green	\$531.75	Yes	No
Jefferson	\$1,428.26	Yes	No
Rock	\$52.74	Yes	No
Sauk	\$79.10	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, 2023, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2024. 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 21, 2023.**

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



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**E. D. LOCKE  
PUBLIC LIBRARY**

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McFarland, Wisconsin



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**E. D. LOCKE  
PUBLIC LIBRARY**

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McFarland, Wisconsin



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PUBLIC LIBRARY**

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McFarland, Wisconsin



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**E. D. LOCKE  
PUBLIC LIBRARY**

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McFarland, Wisconsin

### **Smart phone and mobile hotspot purchase**

We've had issues in the past on nights and weekends when Library staff need to contact a manager or "person in charge" when there's an illness or a facility issue. They would routinely text staff starting with me and working their way through the org chart. This method has caused delays in resolving issues. We'd like to order one smart phone that an "on-call" person would have and circ staff would only have to call one number. The phone could also be used for teching patrons how to use online resources such as Libby/Overdrive, PressReader, Flipster, our mobile app, etc....

Staff are going out into the community more to provide library services. We would like a more robust wifi hotspot so we can provide more services off-site.

Apple iphone 12 cost: \$.01

Wifi hotspot cost: \$.01

Month costs

2GB of data per month to be shared between the smart phone and the wifi hotspot: \$42.50

Cost per year: \$510

The phone would have unlimited phone minutes and messaging.

|             |                                                                      |                           |
|-------------|----------------------------------------------------------------------|---------------------------|
|             | <b>E. D. Locke Public Library</b>                                    |                           |
| Page 1 of 2 | <b>Appendix A - Library Patron Behavior Policy during a Pandemic</b> | Approved: January 4, 2021 |

These guidelines were created with guidance from the Dane County Public Health Department, Wisconsin Department of Health Services, the Centers of Disease Control and Prevention, and the Wisconsin Department of Public Instruction, Libraries Division. This policy remains in effect until one or all of these entities declare there is no longer a need to maintain modified services to the public.

If you have COVID-19 or have a fever or symptoms of COVID-19, do not enter the library. If someone in your household has COVID-19 or has symptoms of COVID-19, do not enter the library during your quarantine. If you display COVID-19 symptoms in the library, you may be asked to leave.

Physical distancing of a minimum of six feet must be maintained in the library by all people who are not in the same family, except in cases when physical distancing is not feasible or appropriate.

Due to physical distancing recommendations, socializing and collaborating in the library is not allowed at this time. You may be asked to leave the library if you congregate with another person or group for more than a brief greeting.

Due to physical distancing recommendations and potential for community spread of COVID-19, people are discouraged from sitting and staying in the library for extended periods except for use of public computers.

A maximum number of people are allowed in the building at any given time. You may be informed that you have to wait to enter the building or that you may need to finish your visit, so we can maintain this threshold. You may be asked to leave the library if you have been here for an extended period of time, to allow for others to enter.

Children under 14 years of age may be asked to be accompanied by a supervising adult, particularly if the child is unable to conform to physical distancing while visiting the library.

Patrons and staff are required to cover their nose and mouth with a cloth covering or mask in the library per the state's and/or Dane county mask mandate. If you don't have a mask the library can provide you with one. If you cannot wear a mask for health reasons and are not at the library for a computer appointment, we ask you to pick up items using our curbside delivery service.

Library staff and hired cleaners strive to keep the library sanitized and cleaned on a regular schedule. We cannot guarantee the library is a germ-free environment, and ask that you determine if the public library is a safe place for you and your family during this global pandemic.

Violation of these guidelines may result in a person being asked leave the library.

This policy supersedes any sections of previously approved Library Board policies which conflict with anything described above.

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|-------------|-----------------------------------|-------------------------------------------------|
|             | <b>E. D. Locke Public Library</b> |                                                 |
| Page 1 of 2 | Volunteers                        | Reviewed: January 6, 2014<br>Updated: 4/12/2021 |

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

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

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

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

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

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

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

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

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

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

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

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|             | <b>E. D. Locke Public Library</b> |                                                 |
| Page 2 of 2 | <b>Volunteers</b>                 | Reviewed: January 6, 2014<br>Updated: 4/12/2021 |

## Adult Volunteers

Adult Volunteer assistance with regular staff duties is limited to the pick list, straightening, shelf reading, and processing materials. Volunteers will not receive training in the Library's circulation system nor will they be allowed access to the staff login of BiblioVations. Volunteers will not be allowed access to non-public areas of the library when not volunteering.

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

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

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

## Youth Volunteers

- The minimum age to volunteer at the E.D. Locke Public Library is having finished 5<sup>th</sup> grade. No minor 17 years old or younger shall be permitted to perform activities in any occupation determined to be "particularly hazardous" under the FLSA. Outside of hazardous or potentially hazardous duties, the FLSA permits minors to perform most other types of work.

Parental Consent: Volunteers under the age of 18 must have documented parental consent.  
~~The parent or legal guardian must sign the Library Youth Volunteer Waiver Form.~~

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|             | <b>E. D. Locke Public Library</b> |                         |
| Page 1 of 1 | <a href="#">Storytime Policy</a>  | Reviewed April 12, 2021 |

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

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

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

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

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

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