

**LIBRARY BOARD**

**Monday, October 5, 2020**

**5:15 PM**

**E.D. Locke Public Library**

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

***PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:***

<https://us02web.zoom.us/j/82422229671>

***Or by Telephone:*** +1 (312) 626-6799

***Webinar ID:*** 824 2222 9671

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION

This is an opportunity for members of the public to address the Library Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [hcox@mcfarlandlibrary.org](mailto:hcox@mcfarlandlibrary.org) to be included as part of the meeting.

3. ACTION ITEMS
  - a. Motion to approve the minutes of the September 8 meetings.
  - b. Motion to approve the September 2020 general fund and trust fund bills.
4. INFORMATION ITEMS
  - a. 2020 Budget Update
  - b. Director's Report
  - c. Monthly Statistics Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
  - a. Outdoor camera quote
  - b. 2021 Closed Dates

## 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](mailto:cassandra.suettinger@mcfarland.wi.us).



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, October 5, 2020

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Motion to approve the minutes of the September 8 meetings.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Library Board September 8 Minutes

VILLAGE OF MCFARLAND  
**Library Board Minutes**

*Tuesday, September 8, 2020 - 4:00 PM*

**1. CALL TO ORDER**

Peter Sobol called the Library Board to order at 4:00 p.m. in the McFarland Municipal Center, Community Room.

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

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 August 3, 2020 and August 17 2020 meetings.*

Motion by Evan Richards, second by Village Trustee Michael Flaherty, to approve Motion to approve the minutes of the August 3, 2020 and August 17 2020 meetings. Motion carries 6 - 0 - 0 by acclamation.

*b. Motion to approve the August 2020 general fund bills and trust fund bills.*

Motion by Village Trustee Michael Flaherty, second by Karin Mandli, to approve Motion to approve the August 2020 general fund bills and trust fund bills. Motion carries 6 - 0 - 0 by acclamation.

**4. INFORMATION ITEMS**

*a. 2020 Budget Update*

*b. Monthly Report*

**5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

*a. County Library Levy Exemption*

*b. Mobile shelving units*

Motion by Karin Mandli, second by Village Trustee Michael Flaherty, to approve the purchase of five Mobile shelving units not to exceed \$15,000. Motion carries 6 - 0 - 0 by acclamation.

c. 2021 Operating Budget

d. 2021 Capital Budget

Motion by Village Trustee Michael Flaherty, second by Member Staci Fritz, to approve 2021 Capital Budget Motion carries 6 - 0 - 0 by acclamation.

e. Library Assistant 1 Job Description

Motion by Evan Richards, second by Village Trustee Michael Flaherty, to approve updates to the Library Assistant 1 Job Description Motion carries 6 - 0 - 0 by acclamation.

f. Updated PressReader Quotation

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to approve the updated PressReader Quotation for \$7,761.60 Motion carries 6 - 0 - 0 by acclamation.

**6. ADJOURNMENT**

Motion by Ken Machtan, second by Village Trustee Michael Flaherty, to adjourn at 4:41

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 BOARD SUMMARY SHEET**

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**AGENDA ITEM:** Motion to approve the September 2020 general fund and trust fund bills.

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**ATTACHMENTS:**

1. Library Invoices - September 2020

### E. D. Public Library Invoices - September 2020

Row Labels	Sum of Amount	Description
ALL COMFORT SERVICES	\$196.00	Electrical Troubleshooting
ALLIANT ENERGY	\$1,923.16	Library Utilities
AMAZON CAPITAL SERVICES	\$626.97	Library supplies and DVDs & CDs
BAKER & TAYLOR BOOKS	\$7,334.80	Books
BOLDTRONICS, INC.	\$688.10	Lock and camera repairs
CAIN, MEGAN	\$250.00	Program Fee
CARDMEMBER SERVICES	\$797.48	Credit Card bill
CORPORATE BUSINESS SYSTEMS	\$222.94	Copier Lease
DECKER SUPPLY CO INC	\$40.20	Curbside Pickup Signs
DEMCO INC	\$220.39	Library supplies and DVDs & CDs
Department: Library		
EMBASSY CONTROLS	\$247.50	Library repair from April
ENVIRONMENT CONTROL	\$1,929.00	Janitorial Services
EUA	\$4,529.12	Consultants fee
FIRST SUPPLY LLC MADISON	\$25.16	Plumbing Supply
FRONTIER	\$127.27	Library Phone
GRAINGER INC	\$440.04	Cleaning Supplies
JEFFERSON FIRE & SAFETY	\$63.40	Fire Extinguisher Inspection
KARLS, DUSTIN	\$280.00	Program Fee
MICROMARKETING LLC	\$199.96	Audio Books
MUSIC THEATER OF MADISON	\$300.00	Program Fee
PELLITTERI WASTE	\$39.18	Shredding Fee
PREMIER PAINT & WALLPAPER	\$233.95	Paint Supplies
SOUTH CENTRAL LIBRARY SYS	\$742.28	Technology fee
TDS	\$45.07	Library Phone
WiLS	\$10,938.73	Database fees
(blank)		
<b>Grand Total</b>	<b>\$32,440.70</b>	

Trust fund bills

None



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, October 5, 2020

**SECTION:** Staff Reports

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** 2020 Budget Update

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

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**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. 2020 Budget Update

## 2020 Budget Update

REVENUES									
		Budget Amount	July Actual	August Actual	September Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 575,750.00	\$ -	\$ -		\$ 575,750.00	100.00%		
County Library Aids		\$ 305,500.00	\$ -	\$ -		\$ 307,703.00	100.72%		
State - COVID 19 Grants			\$ -	\$ 26,707.91		\$ 26,707.91			
Library Fines		\$ 7,250	\$ -	\$ -	\$ 116.94	\$ 2,195.04	30.28%	75%	\$ 10,125.00
Miscellaneous Revenue		\$ -	\$ -	\$ -		\$ -			
Interest		\$ 10,000	\$ 70.34	\$ 61.34	\$ -	\$ 2,977.89	29.78%	75%	
Library Fees		\$ 5,000	\$ -	\$ -	\$ 1.50	\$ 1,000.35	20.01%	75%	\$ 3,750.00
		<b>\$ 903,500.00</b>	<b>\$ -</b>	<b>\$ 26,769.25</b>	<b>\$ 118.44</b>	<b>\$ 916,263.85</b>	<b>101.41%</b>		
<b>Expenditures</b>						\$ -			
Salaries	110	\$333,750.00	\$ 27,168.38	\$ 42,698.39	\$ 25,813.74	\$259,536.27	77.76%	75%	\$ 250,312.50
Part-time	120	\$164,750	\$ 9,351.07	\$ 12,515.27	\$ 7,602.41	\$89,712.18	54.45%	75%	\$ 123,562.50
Health Insurance	130	\$87,000	\$ 6,593.92	\$ 12,528.32	\$ 6,264.16	\$64,949.92	74.66%	75%	
Retirement	131	\$29,500	\$ 2,083.53	\$ 3,117.33	\$ 1,971.18	\$20,992.71	71.16%	75%	\$ 22,125.00
SS/Medicare	132	\$39,000	\$ 2,638.38	\$ 4,021.27	\$ 2,423.35	\$26,235.11	67.27%	75%	
Other Benefits	135	\$2,500	\$ 66.98	\$ 62.14	\$ 94.06	\$772.86	30.91%	75%	
Wage Adjustment	140	\$ 10,750	\$ -	\$ -	\$ -	\$0.00	0.00%	75%	\$ 8,062.50
Expense Reimbursement	141	\$ 500	\$ -	\$ -	\$ -	\$0.00			
<b>Total Personnel</b>		<b>\$667,750.00</b>	<b>\$47,902.26</b>	<b>\$74,942.72</b>	<b>\$44,168.90</b>	<b>\$462,199.05</b>	<b>69.22%</b>	75%	<b>\$ 500,812.50</b>
Support Services	210	\$ 28,750	\$ 1,929.00	\$ 1,929.00	\$ 1,889.00	\$ 14,690.30	51.10%	75%	\$ 21,562.50
Consulting Services	211	\$ 45,000	\$ -	\$ -		\$ 44,611.96	99.14%	75%	\$ 33,750.00
Utilities	220	\$ 28,000	\$2,319.93	\$2,557.57	\$1,923.16	\$ 18,340.06	65.50%	75%	\$ 21,000.00
Communication	221	\$ 1,000	\$158.45	\$208.96	\$95.07	\$ 1,208.39	120.84%	75%	\$ 750.00
Equipment Maintenance	240	\$ 9,000	\$386.88	-\$48.54	\$142.30	\$ 4,651.20	51.68%	75%	\$ 6,750.00
Facility Maintenance	242	\$ 16,000	\$7,341.24	\$1,728.37	\$1,009.53	\$ 28,633.53	178.96%	75%	\$ 12,000.00
<b>Total Services</b>		<b>\$ 127,750.00</b>	<b>\$ 12,135.50</b>	<b>\$ 6,375.36</b>	<b>\$ 5,059.06</b>	<b>\$ 112,135.44</b>	<b>87.78%</b>	75%	<b>\$ 95,812.50</b>
Office Supplies	310	\$ 9,000	\$ 389.73	\$ 220.39	\$ 182.70	\$ 4,878.96	54.21%	75%	\$ 6,750.00
Postage	311	\$ 250	\$ -	\$ -	\$ 70.43	\$ 101.92	40.77%	75%	\$ 187.50
Dues	320	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%	75%	\$ 375.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ 16.96	\$ 183.47	18.35%	75%	\$ 750.00
Training Expenses	331	\$ 2,750	\$ -	\$ -	\$ (60.00)	\$ 1,834.76	66.72%	75%	\$ 2,062.50
Operating Supplies	340	\$ 5,500	\$ -	\$ 1,366.32	\$ 71.20	\$ 2,185.42	39.73%	75%	\$ 4,125.00
Technology	342	\$ 13,750	\$ 120.00	\$ 1,000.00	\$ 10,938.73	\$ 47,419.77	344.87%	75%	\$ 10,312.50
Collection - Print	344	\$ 55,000	\$ 2,055.20	\$ 3,784.55	\$ 4,489.92	\$ 34,499.40	62.73%	75%	\$ 41,250.00
Collection - AV	345	\$ 12,500	\$ 355.16	\$ 527.29	\$ 415.52	\$ 3,971.33	31.77%	75%	\$ 9,375.00
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -		75%	
Programming	391	\$ 8,000	\$ 712.25	\$ 351.33	\$ 1,304.91	\$ 5,186.38	64.83%	75%	\$ 6,000.00
<b>Other Total</b>		<b>\$ 108,500.00</b>	<b>\$ 3,632.34</b>	<b>\$ 7,249.88</b>	<b>\$ 17,430.37</b>	<b>\$ 100,261.41</b>	<b>92.41%</b>	75%	<b>\$ 81,375.00</b>
<b>Total Budget</b>		<b>\$904,000.00</b>	<b>\$ 63,670.10</b>	<b>\$ 88,567.96</b>	<b>\$ 66,658.33</b>	<b>\$ 674,595.90</b>	<b>74.62%</b>	75%	<b>\$ 678,000.00</b>



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, October 5, 2020

**SECTION:** Staff Reports

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Director's Report

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

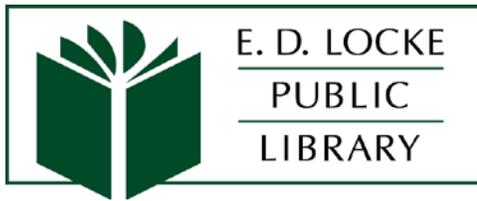
**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Director's Report September 2020



### **September Highlights**

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of August 31, 2020 is \$132,441.34
- **Friends** – The Friends meeting for September was held over Zoom. We did an overview on how library service has changed and discussed plans for 2021. The most likely scenario is that the Friends will not be able to hold a booksale in 2021. We're looking at ways to clear the room by sending books to 3<sup>rd</sup> party sellers like Baker and Taylor or Thrift Books. The library will then be able to use the space for storage or quarantining. Its space we really need.
- **Systems Report** –
  - Delivery is now up to 5 days a week. We are able to fill holds for patrons quicker.
- **Facility Management**
  - **HVAC** –
    - Nothing broke this month. I have been working on updating our maintenance plan moving forward and what settings we should be using during the pandemic.
  - **Plumbing**- The hot water heater was drained and checked. The touchless faucets are in the process of being installed.
  - **Painting** – while we've been closed, Public Works has been in and removed the shelving from the curved wall in the Children's area and repainted.
  - **Book Drop** – Public Works has closed up our in-desk book drop. When we reopen, patrons will be using the book drop in the foyer.
- **Staff Changes** – Tracy Marks has moved from Youth Services Assistant to Library Assistant I. She is filling the vacancy left by Melanie Wichern's departure. We will be rehiring for the Youth Services Assistant position when we get closer to doing in-person programming.
- **Long Range & Space Needs Planning Committee** – The committee met for the first time on August 31<sup>st</sup> and began working on what their vision is and how they'd like to proceed. Our next step is to distribute a survey to the greater McFarland Community.
- **COVID related updates** –
  - We're currently gathering information from other libraries and making plans to reopen. The first stage will be to allow people to use PCs by appointment. The earliest that could happen is the end of October. Besides logistics and training, it's also dependent on the number of cases in Dane County and McFarland.
- **Mobile shelving** – The mobile shelving has been ordered and should be here by the end of November.
- **Print Management** – The print management software has been ordered. We're currently waiting on an installation date.
- **Highlights Magazine reading program** – We're waiting to hear back from Baker and Taylor when we will be allowed to access the program.
- **Press Reader** – Press Reader is working on some issues with authentication but we're hoping to be ready to go any day.

### **Youth Services highlights (Heather Kent)**

**Storytimes** - resumed on Labor Day (pre-recorded) and are held Monday, Tuesday, Wednesday, and Saturday. Monday is a regular storytime at 9:30 am geared toward younger children. Tuesday is our virtual Baby Bounce program at 9:30 am. Wednesday is a PJ Storytime at 6:30 pm. Saturday a pre-recorded storytime is posted to Facebook at 9:30 am.

### **Fall Virtual Programming –**

- This fall we have started offering weekly craft kits that patrons can sign up for and pick up through our curbside service. On Thursday Heather posts an instructional video for this craft. These have been so popular that we have had to increase the number of kits we are offering.

- Zumbini session 1 started on Wednesday, September 16. This is a 12 week program using the musical curriculum provided by Zumbini. Heather became licensed to teach Zumbini which is a program designed to foster early development and learning through music. This program is hosted through zoom and is very entertaining to watch the little ones dance and sing away.
- Monday September 14th Heather started teaching Zumba Kids Jr which is designed for children ages 4-6. She is also teaching Zumba Kids on Friday September 18th – this program is designed for children ages 7-10. Over the summer, Heather became licensed to teach Zumba for children (and adults) in order to offer a different type of programming to engage children. Both programs are slowly growing.
- Tuesday, September 5th was the first meeting of the Time Warp Trio book club. This is replacing the Magic Tree House Book Club and is geared for children in Kindergarten through 3rd Grade. Time Warp Trio is a little funnier than the Tree House books and a little easier read. It is also a series that children are less familiar with. For this club kits are built that include the books and activities that we do together during our meetings.
- Tuesday, September 29th the first Book Explorers group met. Their first book was James and the Giant Peach. This group is focused on offering “fun” reading and activities in the kit to do together.

### **Outreach –**

- September is usually field trip time to the library but with Covid-19 we were unable to host tours. Instead, Heather did a week of virtual visits. The week of September 14th she visited each of the 4th grade classes through zoom. She shared all of the upcoming programming, some of the digital resources available, how to get a card, and how to get a book bundle. She also shared news of the fall reading program – Booktober Reading Challenge.
- Third grade teachers stopped by the library on September 24th to take pictures of different things in the library (creating a virtual community field trip for their students) and Heather did a recorded interview with one of the teachers to share during class time.

### **Other –**

- The week of September 28th Heather attended the ARSL virtual conference. This conference offered different programming ideas.
- Heather, Abby, and Ann decided to go ahead and create a October reading program called “The Booktober Reading Challenge.” We had some seriously dedicated kids this summer and some parents emailed stating that they were hoping for another challenge to drive their kids to keep reading. The Beanstack program makes it very easy to create these challenges and gives patrons ease of recording their reading.

### **Teen Services (Abby Seymour)**

The seasons are changing and so is the library world. Just as we finished the Summer Reading Program last month, we are back at it again with Fall teen programming.

- Many of my teen programs worked so well this summer that I figured I would stay the course and keep some of the same programs. For example, we renewed the contract of Dusty Karls so that he can continue running the Dungeons and Dragons program. We have had two sessions and while I’m happy to have a few returning players, I’m thrilled to welcome some new players too. The group is now full with six players (a smaller group works best for a game like this) with players ranging from 6th grade to 12th grade.
- Other programs include Scribe Tribe, the creative writing program. That will look much the same from this summer with weekly writing prompts, free writing time, and peer reviews. The Creative Space program, formerly called Crafternoon, will also look similar with free time for teens to color, draw, or work on whatever creative craft they want while chatting with friends. The biggest difference is that I am working on implementing Crafts To-Go so that teens registered for the event can pick up a bag of craft supplies from the library and then we can all make the same craft together at the program. This will roll out in October.
- My last weekly program is Teen Hangout, formerly called Teen Thursday. On this day, teens join the Zoom call for a new group activity every week. In September, weekly events include Would You Rather questions that sparked many debates and Disney Trivia. Upcoming events in October include Weird BuzzFeed Quizzes, Jackbox Games, Mafia, and Mad Libs.

These programs are off to a bit of a slow start attendance-wise. Dungeons and Dragons has had the highest attendance in September with Scribe Tribe being the lowest. It's possible that I started these programs a bit too soon and should have waited until the teens had a few more weeks of school under their belts, especially since this is such an unprecedented school year. I emailed several teachers about these programs and all agreed to pass along the information to their students. The principal at the Indian Mound Middle School put my programs in the school announcements as well as in the school newsletter. Of course, it's on the library website and social media as well. My hope is that as the kids get more used to the school year and the weather gets colder, they will be looking for a social outlet and I hope they turn to the library.

My attempts to get books in the hands of teens is being accomplished in two ways. I am still keeping busy filling Book Bundle requests where a patron can fill out a form and I give them a stack of books based on their reading preferences. I have also started making weekly YouTube videos that spotlight a different Young Adult book. In these short videos, I give a plot summary of the book and tell my spoiler-free review. My hope is that these reader's advisory videos give patrons a sense of what books are available at the library.

### **Adult Services Highlights (Ann Engler)**

**Continuing Education** - I attended the Library Journal Day of Dialog, a Booklist webinar titled Romantic Reads for Your Shelf, an American Library Association class on building library clubs, the Library Advocacy and Funding Conference (LAFC), and the Association for Rural and Small Libraries (ARSL) Conference. All had great information that I'm looking forward to incorporating into my work.

### **Programming Highlights:**

- Introvert Book Club is going strong and we welcomed a new attendee this month. Monthly trivia has a couple core attendees, and a new player came this month.
- We partnered with SSM Health at Home to offer a "Signs Your Loved One Needs More Care" webinar, the recording of which has gotten 20 views on YouTube.
- I tried something different with Cooking Club this month and had a guest do a demo. No one came to the live Zoom meeting, but the recording that I posted on Facebook got very good response. Next month I have another guest presenter booked, which people immediately signed up for when it was announced. A series of demos and guests seems more popular than a virtual club-type program for cooking, so that is the direction I'm moving with this.
- Sept 29 we are hosting Jim Rice's Green Bay Packers history and memorabilia program.
- I created a window display of our upcoming adult events in the conference room window that faces the park and sidewalk in the hopes of reaching more people who may not regularly check our website or social media.
- A librarian reached out to me to inquire about our Introvert Book Club and cooking program, as she thought that type of "lighter" programming would be popular with her patrons, too, in the current climate. It's always nice to know our programming is getting noticed.

### **Book Bundles**

I had 19 book bundle requests as of 9/29. Trish in Circulation passed along the following comment from a patron: "I love these book bundles so much! These are my 4th kids one and my 2nd adult one. I've pretty much quit ordering things because I love the surprise!" I have fun putting bundles together, and they are a valuable insight into what patrons are interested in reading.

### **Social Media**

### **Technical Services (Amy Lawrence)**

- Cataloging and processing new materials

- Assisted with updating website and social media with COVID-19 related changes, information, and expanded online resources
- Appointment scheduling, patron reference questions, and other circ duties as needed
- Attended webinars:
  - Productivity and Technology
  - Technology, Service, and Constant Change
  - Mind the Gap: How to Navigate Your Way Across the Digital Divide
  - Towards a Mindful Practice in Library Work
- Created Google form and email blast to contact patrons about expiring cards

### **Circulation Services Highlights (Kelly Heasty)**

Curbside Delivery - Curbside delivery continues to go well. We are working on streamlining craft kit pickup process so that it is less confusing for staff and patrons. Since we don't want the finished craft returned to the library, we don't check the craft materials out to the patrons. This can create some confusion among staff and patrons about how to pick the items up. We are currently looking at a way to put the materials outside on the picnic table and allow patrons to pick them up within a time limit instead of trying to schedule them for curbside appointments.

### **PREP for COMPUTER APPOINTMENTS/COPY MACHINE APPTS/EXPRESS LIBRARY**

We will be meeting next week with Circ staff to go over process for starting computer appt/copy machine service in October.

- Reviewing plans made in June for library reopening and updating as needed.

### **NEW PATRONS**

28 requests for cards received:

- Issued 13 WEB only cards + 7 full service cards.

### **MEETINGS:**

With Comm & Tech today to discuss making a publicity & information video for curbside service.

### **TRAINING:**

- Rewrote & updated Circ Assistant training documents.
- Trained new Circ Assistant
- Trained Circ Assistant Sub on curbside pickup

### **CUSTOMER SERVICE/PHONE ASSISTANCE DURING REDUCED STAFFING**

- Book bundles: 75 (through 9/29 a.m.)
- 42 craft kits delivered + SLP prizes + 11 Zumbini kits + 5 Book club kits
- Curbside pick-up numbers: 1317 scheduled appointments (through 9/29/20)

### **BIBVATIONS AND CIRCULATION SERVICES:**

- We had a large quantity of patron accounts expiring Oct 1. We ran a report to identify the patrons involved and Amy sent out a mass mailing and a form to complete with updated information to those with email addresses. In this way, we hoped to be able to address the renewals a little at a time rather than have everyone call at one time.

EDUCATION:

- Attending the Association for Rural and Small Libraries virtual conference the week of 9/28- at least one program each day this week.
- Started watching Ryan Dowd's seminar "COVID: How to deal with problem behaviours related to COVID-19"
- Watched SCLS Intro & Phishing course on cybersecurity

---Heidi Cox, Library Director



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, October 5, 2020

**SECTION:** Staff Reports

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Monthly Statistics Report

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Monthly Stats

# E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
<b>Checkouts</b>														
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	187,193	-3%
2020	15,553	14,583	8,833	625	3,370	4,391	6,820	7,687	7,966				69,828	-52%
% change month to month	0%	-2%	-45%	-96%	-76%	-75%	-65%	-57%	-44%	-100%	-100%	-100%		
<b>Returns</b>														
2019	26,917	26,165	27,579	26,961	26,206	27,755	31,480	31,020	27,055	27,333	26,111	13,891	318,473	-6%
2020	11,450	10,971	5,744	1,757	3,839	4,315	4,677	7,554	5,464				55,771	
	-57%	-58%	-79%	-93%	-85%	-84%	-85%	-76%	-80%	-100%	-100%	-100%		
<b>Curb Side Delivery Appointments</b>														
2020				144	702	925	1490	1401	1317				5,979	
<b>New Materials Added</b>														
2019	391	457	472	524	622	332	454	459	416	460	663	338	5,588	2%
2020	595	602	182	195	510	325	362	325	625				3,721	-10%
<b>Wireless Internet Use (# Unique Users)</b>														
2019	1,266	1,301	1,533	1,627	1,677	1,833	1,862	1,788	1,828	1,654	1,409	2,177	19,955	17%
2020	2,019	1,910	1,606	804	866	974	1,178						9,357	-16%
	59%	47%	5%	-51%	-48%	-47%	-37%	-100%	-100%	-100%	-100%	-100%		
<b>Children's Program Participation</b>														
2019	841	1316	1393	1479	1590	2146	1842	563	1841	1851	1273	1372	17,507	13%
2020	865	1237	8320	19927	12578	15038	12833	9757						621%
<b>Teen Program Participation</b>														
2019	4	12	15	13	21	54	11	0	34	70	95	5	334	109%
2020	27	46	6	6	10	42	74	61					272	109%
<b>Adult event Participation</b>														
2019	156	90	40	246	282	69	97	15	72	102	85	62	1,316	-5%
2020	86	162		33		75	33	145	86				620	-17%
<b>E-Books</b>														
2019	967	823	987	946	1320	997	1115	1114	726	1117	1078	1034	12,224	42%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
<b>2020</b>	1289	1198	1446	1650	1445	1404	1506	1483	1447				<b>12,868</b>	43%
	33%	46%	47%	74%	9%	41%	35%	33%	99%	-100%	-100%	-100%		
	<b>E-Audio</b>													
<b>2019</b>	847	873	878	894	942	1040	1018	1060	1350	1126	1014	1000	<b>12,042</b>	42%
<b>2020</b>	1233	1168	1563	1182	1299	1258	1232	1205	1231				<b>11,371</b>	28%
	46%	34%	78%	32%	38%	21%	21%	14%	-9%	-100%	-100%	-100%		
	<b>Total Overdrive</b>													
<b>2019</b>	1814	1696	1865	1840	2262	2037	2133	2174	2076	2243	2092	2034	24266	
<b>2020</b>	2522	2366	3009	2832	2744	2662	2738	2688	2678	0	0	0	24239	35%
	<b>New Overdrive Patrons Registered</b>													
<b>2019</b>	28	19	32	35	32	25	29	27	22	24	22	29	<b>324</b>	27%
<b>2020</b>	33	18	49	64	33	32	28	16	17				<b>290</b>	16%
	<b>Book Bundles</b>													
<b>2020</b>					63	119	81	112	75					



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, October 5, 2020

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Outdoor camera quote

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Libaray extra side camera 08302020

# **BOLDTRONICS, INC.**

655 Post Road  
Madison, Wisconsin 53713

Phone (608) 271-8979

Fax (608) 274-5111

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August 30, 2020

Heidi Cox, Director  
Village of McFarland Public Library  
5920 Milwaukee Street  
McFarland, WI 53558

Ms. Cox,

Enclosed is the information you requested for additional camera on the north side of the Library. This should cover the area for your drive up, curbside pick-up service and employee safety due to the new COVID-19 restrictions.

## **Library cameras**

- 1 ExacqVision. 2 year camera licenses
- 1, AXIS, P1435-LE, 2, MP, w/IR, 3-10 mm lens with remote focus and zoom  
(Final interior location TBD)
- 1, AXIS, wall mounted back box
- 1, Cable, Hardware, connectors kit's
- 1, Labor to Set Up, Install and Program

Your cost for the additional cameras would be: \$1,623.00

We warrant that our installation shall be good and workmanlike and shall be free from defects for a period of twelve (12) months. Such warranty shall not extend to any damage caused by you, your employees, your customers or the general public, whether intentionally or through negligent acts or omissions. Upon installation of the equipment shown above, we will also transfer to you any accompanying manufacturers' warranties. This proposal is valid for 30 days and does not include State or Local tax. Unused or returned products are subject to a 15% restocking fee. Terms are net 30 days, upon completion of work. Clerical errors are subject to correction. Past due accounts will be assessed a monthly finance charge of 1.5% per month.

I appreciate the opportunity to provide you this price quote. Please feel free to contact me at (608) 271-8979 with any questions you may have. As one of the largest electronic security providers in the area, **BOLDTRONICS, INC.** looks forward to working with and serving you.

Sincerely,

Burt Boldebuck  
President – **BOLDTRONICS, INC.**

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, October 5, 2020

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** 2021 Closed Dates

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Closed Dates 2021

## Closed Dates 2021

Friday, Jan. 1, 2021

**Martin Luther King Jr. Day Monday, January 18 2021**

Sunday April 4, 2021

Memorial Day Monday, May 31, 2021

Independence Day Sunday, July 4, 2021

Labor Day Monday September 6, 2021

Thanksgiving Thursday, November 25, 2021

Christmas Eve Friday, December. 24, 2021

Christmas Day Saturday, December 25, 2021

New Year's Eve Saturday, Dec 31, 2021 (@ 5:30)

Sunday, Jan. 1, 2022