

LIBRARY BOARD

Monday, August 17, 2020

4:00 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.

<https://us02web.zoom.us/j/82547603354>

Or By Telephone: Dial US: +1 (312) 626-6799 Webinar ID: 825 4760 3354

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
4. INFORMATION ITEMS
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Mobile Printing Agreement
 - b. Baker & Taylor Sustainable Shelves Program
 - c. HVAC Maintenance Agreement for 2021
 - d. E. D. Locke Public Library Money Market Account
 - e. Review Village Board Goals and Objectives
 - f. PressReader Agreement
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 BOARD SUMMARY SHEET

MEETING DATE: Monday, August 17, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Mobile Printing Agreement

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E. D. Locke PaperCut, ePRINTit with kiosk and credit card



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 17, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Baker & Taylor Sustainable Shelves Program

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Sustianable shelves

Sustainable Shelves Program

Sustainable Shelves is a new service, powered by Baker & Taylor, that helps libraries responsibly remove weeded or unwanted books from their collections.



How does it work?

- Library provides Baker & Taylor with weed list
- List is valued and categorized into two groups (resale and recycle)
- Library weeds books
- Baker & Taylor arranges pick up of books at no cost
- Library is credited for collection within 30 days of receipt

Benefits:

- A simple, flexible process for libraries to get Baker & Taylor credit for weeded books quickly
- Books that are not suited for resale are responsibly recycled
- Save valuable staff time not managing book sales or researching donation options
- Generate additional funds for your library while maintaining a vibrant, circulating collection

Related Articles

[Answering the Sustainability Question](#)

[How libraries can embed this core value into their work](#)

[ALA Adding Sustainability as a Core Value of Librarianship](#)

[Libraries, Development and the United Nations 2030 Agenda](#)

[How do Libraries Further Development?](#)



Collection

Keep your collection relevant and circulating



Conservation

Reduce your library's environmental impact



Community

Reinvest in your library and impact outreach and literacy in your community

Are you interested in learning more about Sustainable Shelves? [Let us know!](#)



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 17, 2020

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DEPARTMENT: Library

CONTACT:

AGENDA ITEM: HVAC Maintenance Agreement for 2021

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Revised PMA PROPOSAL E.D. Locke Public Library
2. McFarland Library Renewal Letter 2020



REVISED PLANNED MAINTENANCE AGREEMENT RENEWAL

between

ILLINGWORTH-KILGUST MECHANICAL, INC.

and

E.D. LOCKE PUBLIC LIBRARY

July 22, 2020

Under this agreement, Illingworth-Kilgust Mechanical, Inc. will provide maintenance services as detailed on equipment and systems listed, in accordance with the schedules, terms and conditions hereinafter set forth.

These services will be provided at the following location(s):

E.D. LOCKE PUBLIC LIBRARY
5920 Milwaukee Street
McFarland, WI 53558

MS. HEIDI COX
5920 Milwaukee Street
McFarland, WI 53558
PHONE: # 608-838-9030
EMAIL: hcox@mcfarlandlibrary.org

MAINTENANCE SERVICES

These services are included as part of this Agreement Renewal

Page 2.....	Equipment List
Page 3-6	Services Provided
Page 7.....	Contact List for Madison Team
Page 8.....	Contact List for Obtaining Service
Page 9.....	Planned Maintenance Agreement
Page 10.....	General Terms and Conditions
Page 11.....	Other Services Provided by Illingworth-Kilgust Mechanical, Inc.

EQUIPMENT LIST

E.D. LOCKE PUBLIC LIBRARY- McFARLAND

Equipment Type	Manufacturer	Model	Location
Chiller	Carrier	38APD0605HA28024	Ground side of building
Air Handling Unit	Carrier	39MASTD02P2WCGXJTK	Mech. Penthouse
HW Pump	Taco	Air handler HW coil	Mech. Penthouse
Chiller	Carrier	N/A	Hung from ceiling in 2nd Mech. Room
Air Handling Unit	Carrier	N/A	Roof
HW Pump	Taco	Air handler HW coil	2nd mech. Room.
Boiler	MACH	1035	Mech. Room
Boiler Cir. Pump	Taco	Boiler pump	Mech. Room
Boiler	MACH	1035	Mech. Room
Boiler Cir. Pump	Taco	Boiler pump	Mech. Room
House Pump	Taco	House pump	Mech. Room
House Pump	Taco	House pump	Mech. Room
HW in floor Pump	Taco	In floor HW pump	Mech. Room
HW in floor Pump	Taco	In floor HW pump	Mech. Room
Computer Room Unit	Carrier	High wall unit	IT Closet
Condensing Unit	Carrier	38MHRC09A-101	Ground side of building

Services Included:

- Two (2) scheduled inspections per year
- **Same day Emergency Service guaranteed.**
- Free proposals for repairs and or replacements.
- Capital Planning assistance with HVAC replacements/projects.
- Technicians will check in & out according to customers company policy.
- Tablet wireless technology that allows a paperless service ticket.
- Web-based customer access for service call placement & status inquiry.
- Refrigerant Tracking reports kept per EPA Standards.

Safety is our First Priority:

- All our Service technicians hold **OSHA 30 cards**.
- Our Madison location has over **937** days since our last recordable.
 - **That's 2.5 years or 255,000 hours**
- Our vehicle fleet averages about **100,000 miles a month or 1,000,000 miles with a 0 at fault accident rating for last year.**
- Certified ASSE 12000 Infection Control Risk Assessment (ICRA) company
- TRIR Rate: 3-year average-**1.7**
- DART Rate: 3-year average-**.39**

Commitment to the Environment:

In July 2009, Illingworth-Kilgust Mechanical became qualified as an MSCA (Mechanical Service Contractors of America) Green STAR contractor. As an MSCA Green Star contractor, we successfully met or exceeded all of the qualification criteria.

We are proud of this achievement as qualification requirements are stringent and **we are the only commercial mechanical construction and HVAC systems service company in the state of Wisconsin to earn this achievement.**

Services Included

AIR HANDLING UNIT

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

INSPECTION (SPRING, FALL)

- Inspect fan wheels and clean as needed
- Inspect inlet screens
- Inspect fan sheave wear
- Check fan sheave alignment
- Inspect fan spring isolation
- Inspect flexible fan connections where applicable
- Inspect starter and contact surfaces
- Tighten all electrical connections
- Measure motor amps / volts
- Inspect damper linkages
- Test damper motor operation
- Check condition of coils
- Clean condensate pans
- Inspect air filters
- Check for gas leaks as needed
- Check for unusual noises / vibrations
- Inspect cabinetry / hardware conditions
- Report deficiencies and potential problems to the customer

Services Included

AIR COOLED CONDENSING UNIT

Illingworth-Kilgust Mechanical, Inc. will perform one (1) scheduled inspections per year and (2) coil cleanings the tasks to be performed are as follows:

PREPARE ALL EQUIPMENT FOR COOLING SEASON (SPRING)

- Lubricate all points as needed
- Check drive belts and pulleys; change belts as needed
- Check refrigerant charge, superheat and subcooling
- Check compressor amp draws
- Report deficiencies and potential problems to the customer

Services Included

BOILERS

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

START-UP INSPECTION (FALL)

- Test relief valve, low water control and water feed valve
- Test high limit and operating controls
- Lubricate all motors and bearings
- Inspect gas valves and regulators
- Test flame safeguard control system
- Clean burner ignition switches
- Test and clean burners
- Clean sight glass and check water flow valve as needed
- Clean combustion blower as needed
- Check and record blower motor rating and amperage draw
- Test unit controls and pressure control
- Check condensate float valve, return pump and tank as needed
- Report deficiencies and potential problems to the customer

MIDSEASON INSPECTION (WINTER)

- General check of all boiler controls and functions to ensure proper and efficient operation
- Test and adjust burner efficiency using combustion analyzer
- Test high limit and operating controls
- Report deficiencies and potential problems to the customer

Services Included

CIRCULATING PUMPS

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (SPRING, FALL)

- Lubricate motors per manufacturers recommendation
- Inspect pump coupling and alignment
- Inspect seals and gaskets
- Check vibration pads and motor mounts; adjust as needed
- Inspect hand valves and check valves
- Clean external surfaces as needed
- Inspect starters and starter contactors
- Tighten down electrical connections
- Report deficiencies and potential problems to the customer

Services Included

DUCTLESS SPLIT SYSTEM

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (FALL, SPRING)

- Test power supply
- Check volts / amperage of compressors
- Inspect starters and contact surfaces
- Check operating temperatures
- Check refrigerant charge
- Inspect belts and replace one (1) time a year
- Adjust belts and pulleys per manufacturers specifications
- Test all safety controls
- Test all operating controls
- Tighten all electrical connections
- Lubricate motors / bearings if necessary
- Check for unusual noises / vibrations
- Inspect for refrigerant / oil leaks
- Clean and inspect condensate drains and drain pans
- Check structural integrity of unit
- Check cabinetry / hardware conditions
- Report deficiencies and potential problems to the customer

SERVICE CONTACT LIST

NORMAL BUSINESS HOURS**7:00 a.m. to 4:00 p.m.**

SERVICE DISPATCHERS

Service Phone (24 / 7)

Cathy Pitzl / Liz Jackson / On-Call**(608-)852-8999****(414) 476-6850****www.illingworth-kilgust.com**

ACCOUNT REPRESENTATIVE

Office Phone #

Cell Phone #

Email

Brian Hoffman**608-852-8981****608-577-3051****BpHoffman@IKMechanical.com**

FIELD SUPERVISOR

Cell Phone #

Email

Scott Cassady**(608) 628-5951****SCassady@IKMechanical.com**

SERVICE REQUESTS

For your service needs, call our dispatch line to speak to a live person 24 hours a day, 7 days a week

Service Dispatch Phone # **(608) 852-8999** or (414) 476-6850

We will qualify the service request with specific questions to ensure proper response

To the best of your ability, please provide:

- Customer Name
- Location
- Authorizing Name
- Phone Number
- Reason for call
- Urgency of Request
- Purchase Order
- Any special instructions

Example of electronic service ticket the customer will receive from our tablet technology.



Illingworth-Kilgust

Mechanical

An EMCOR Company

Milwaukee Location: 11217 W Becher Street, West Allis, WI 53227

Phone (414)476-5790 Fax (414)476-0916

Madison Location: 6950 Gisholt Drive, Madison, WI 53713-4828

Phone (608)222-9196 Fax (608)222-3339

SERVICE ORDER#

Page 1 of 1

Location	Service Rpt #	Agreement / Type
Address	Service Date	Technician
City	Customer #	Skill Level
State	Customer PO	Union
Contact	Cust Phone	Service Complete
Zip	Sales Rep	Visit Complete

Problem Description: TS(Troubleshoot Issue) server room is warm

Visit Resolution: Unit was off on high head pressure alarm. Chemically cleaned condenser coils twice. Looks like it is dirty from nearby burner oven exhaust. Changed customer supplied filters and checked belts. Restarted unit. Unit began cooling and space cooled down to setpoint and no alarms on unit.

LABOR			
Hours	Billable	Agreement/Nonbillable	Type (Internal Use)

Allocation of charges is subject to change based on management review of the actual agreement coverage if applicable.

Visit Approved By:	
--------------------	--

Signed By:

Date:

Time:

PLANNED MAINTENANCE AGREEMENT RENEWAL

Illingworth-Kilgust Mechanical, Inc.'s Planned Maintenance Agreement is the base agreement and is included in all maintenance programs offered. Under this agreement renewal, Illingworth-Kilgust Mechanical, Inc. will provide a total of number **(2)** inspection(s) per year at the following intervals:

- o SPRING INSPECTION
- o FALL INSPECTION

This agreement is effective **July 31, 2020 through June 1, 2021**. Either party may cancel with a 30-day written notification prior to the end of the current term.

Illingworth-Kilgust Mechanical, Inc. agrees to provide the scheduled services for which the customer agrees to pay **\$3,672.00** + applicable tax, per year, to be invoiced in advanced, in **two (2)** installments of **\$1,836.00** + applicable tax.

***This agreement will continue at an annual increase of 4% per year until cancelled by either party.

Repairs will be handled separately from the maintenance agreement. When repairs are identified by the Illingworth-Kilgust Mechanical, Inc. technician, owner will take responsibility or authorize Illingworth-Kilgust Mechanical, Inc. to perform the repair.

Extra services performed upon purchaser's approval will be billed at our special contract rates in effect. This rate changes June 1st of each year based on the union contracts. There are no additional hidden charges incurred above and beyond this preferred rate.

Submitted by: *Brian Hoffman*
Brian Hoffman
Illingworth-Kilgust Mechanical, Inc.

Purchaser's Acceptance

Purchaser : _____

Signature : _____
Name : _____
Title : _____
Date : _____
PO # (if applicable) : _____

Seller's Acceptance

Seller : Illingworth-Kilgust Mechanical, Inc.

Signature : _____
Name : Brian Hoffman
Title : Service Sales Account Manager
Date : _____

GENERAL TERMS AND CONDITIONS

1. Upon execution of this agreement, it shall become effective and remain in force from year to year unless cancelled. Except as otherwise provided in this Agreement, either party may cancel this Agreement by giving the other party written notice not less than 30 days prior to the anniversary date.
2. Service will not be provided under the Agreement unless any payments due Illingworth-Kilgust Mechanical are current.
3. This Agreement does not include the maintenance, repair or replacement of: recording or portable instruments, electrical disconnect switches, casing or cabinets, ductwork, insulation, gas lines, domestic water lines, refrigerant, asbestos, nonmoving parts of heating, cooling and ventilating equipment, such as ductwork, boiler shell, tubes and refractory material and other like items. Damage from freezing, corrosion, electrolysis, drain stoppage, or plumbing beyond equipment is not covered.
4. Purchaser agrees to furnish safe and free access to all equipment covered by this Agreement for the purpose of executing the terms of this Agreement.
5. Seller shall not be required to furnish any items of equipment or services as are recommended or required by insurance companies, governmental or other authorities.
6. Seller shall not be liable for any utility service connected to or essential to the operation of the equipment, nor for failure thereof, nor shall he be liable for damages sustained to the equipment due to failure thereof. Seller specifically shall not be responsible for damages sustained through power failures, low voltage conditions, lightning, single phasing or other electrical abnormalities.
7. This Agreement does not cover damage to, or loss of property, occasioned by Purchaser's improper operation or misuse of the equipment, or by fire, explosion, flooding, the elements, strikes, labor troubles, vandalism, riots or civil commotion or by any other cause beyond Seller's control.
8. The services to be performed under the Agreement are not a guarantee against obsolescence or normal wear; nor shall inspections be construed as an approval or guarantee of the condition of the equipment or system design and performance.
9. In the event any alterations, additions, adjustments or repairs are made by others without Seller's written consent, Seller may, at its option, immediately terminate this Agreement.
10. This Agreement, including pages 1 through 11 contains the entire Agreement, and the parties hereby agree that no conditions, understandings, agreements, modifications, alterations or amendments will be recognized or enforceable unless made in writing and signed by both parties hereto.
11. This proposal is made contingent upon the work addressed herein not being adversely affected, either directly or indirectly, by the COVID-19 pandemic and/or the Corona virus, and is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract, that any (i) schedule issues (including, but not limited to, delays, access issues, or allowed work hours/off-hours work), (ii) overtime hours, or (iii) additional protocols, altered working conditions, or extra costs relating thereto, that arise as a result of the COVID-19 pandemic or Corona virus will entitle contractor to an equitable adjustment for time for performance and costs.
12. Any (i) schedule issues (including, but not limited to, delays, access issues, or allowed work hours/off-hours work), (ii) overtime hours, or (iii) additional protocols, altered working conditions, or extra costs relating thereto, that arise, either directly or indirectly, as a result of the COVID-19 pandemic or Corona virus will entitle contractor to an equitable adjustment for time for performance and costs.

Seller agrees that during the life of this Agreement it will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age or national origin and will include a similar provision in any sub-contracts entered into for the performance hereof.

ILLINGWORTH-KILGUST MECHANICAL CAPABILITIES

SERVICES & CAPABILITIES

Environmental Control Systems

- Customized Maintenance Programs
- Preventive/Predictive

HVAC (Heating, Ventilating, Air Conditioning)

Medical Gases

Piping (Industrial)

Plumbing/Installations

- Interior & Exterior Site Utilities
- Medical Gas Systems
- 3D CAD & Modeling
- Backflow Preventer Testing
- Solar Systems

Refrigeration

Sheet Metal

Temperature & Process Controls

- Testing, Adjusting & Balancing
- On-site Operations
- Mobile Services

Additional Services

- Building Automation Services & Integration
- Commission & Start-up
- Design/Build

MARKETS

Biotech/Healthcare

- Hospitals/Laboratories/Dialysis

Commercial

- Multi-Unit Residential
- Office Buildings/Real Estate
- Retail

Education

Manufacturing/Industrial

Public/Government

Technology

- Data Centers/Telecommunication

ADVANTAGES/BENEFITS

Over 35 years of experience

Certifications

- Flamebar Installation
- Flammable Liquid Storage Tank
- National Environmental Balancing Bureau (NEBB)
- Air & Water Balancing and Commissioning
- Certified welding
- Refrigerant Reclamation
- OSHA Safety
- LEED Accredited (Green Building Counsel)
- BIM (3D CAD Design)
- MSCA (STAR) Contractor Certified

State-of-the-art Prefabrication

Remote Monitoring

24/7/365 Mobile Service



Illingworth-Kilgust

Mechanical

An EMCOR Company



87 W. Beltline Hwy. • Madison, WI 53713
(608) 255-6902 • Fax (608) 255-2001

July 8, 2020

Heidi Cox
McFarland Library
5920 Milwaukee St.
McFarland, WI 53558
Phone: 608-838-9030
Email: hcox@mcfarlandlibrary.org

Dear Heidi,

Your Service/Maintenance Agreement has or will soon expire.

- The current agreement amount is \$3,934.00 billed in (2) equal installments of \$1,967.00 plus applicable tax.
- For the next year the agreement amount will be \$3,934.00 billed in (2) equal installments of \$1,967.00 plus applicable tax.
- - Additional work to be done at a preferential rate of \$120.00/hr.
 - Overtime service work to be performed at a preferential rate of \$180.00/hr.

Please sign, date & return this renewal agreement to continue HVAC service for upcoming year.

Authorization Signature

Date

Print Signature

If you have any questions or would like to discuss this further please feel free to contact me directly.

If you no longer wish to have the service performed please call or email Cheryl Kruger at (608) 255-6902 / Cherylk@harkerheating.com

Sincerely,

Todd Barsness
Commercial Preventative Maintenance Coordinator
Harker Heating & Cooling, Inc.
Office: (608)-255-6902
toddb@HarkerHeating.com

HARKER Heating & Cooling, Inc. 87 W. Beltline Hwy. Madison, WI 53702 Office 608-255-6902 – Fax 255-2001



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 17, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: E. D. Locke Public Library Money Market Account

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 17, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Review Village Board Goals and Objectives

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020-2021 McFarland Strategic Plan Annex 08122020 mgs

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

All goals should be consistent with the Village Mission statement and vision statement.

A. Goal: Develop a multi-generational community center to serve seniors, youth, and families.			
Strategies (i.e. - Objectives)			
(1) Assess future community/senior center(s) space needs and design features and address indoor and outdoor activities and planned expansion areas. (2) Identify and engage a broad spectrum of residents, including seniors, youth, adults, and community partners in all aspects of the community center planning process. (3) Identify operational issues, challenges, and fiscal impacts associated with the development and construction of a community center.			
Action Steps:	Cost	Timeline	Assignment
i. Create RFP to hire consultant for plan and design.	\$50,000	October 2020	Administrator
ii. RFP Scope of Services will address items (1) - (3) above.	N/A	October 2020	Administrator
iii. Solicit proposals and select consultant.	N/A	January 2021	Administrator Municipal Center Depts
iv. Consider committee/group representation for review and input.	N/A	January 2021	Administrator Village Board
v. Study financial impact including borrowing, fund balance, and other sources/uses.	\$2,500	Duration	Administrator Municipal Center Depts
vi. Draft and prepare plan for VB to consider acceptance to move to design.	N/A	September 2021	Administrator Municipal Center Depts
(4) Build the community/senior center.			
Action Steps:	Cost	Timeline	Assignment
i. Complete Design	\$300,000	March 2022	Administrator
ii. Bid Project/Hire Contractor	\$25,000	April 2022	Administrator
iii. Construct Facility	\$5,000,000	May 2022	Administrator

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

B. Goal: Plan for and align physical facilities and open space to support future service delivery, quality of life and infrastructure needs.

Strategies (i.e. - Objectives)

(1) Plan, design, and construct a standalone public safety facility for fire, EMS, police, and court services.			
Action Steps:	Cost	Timeline	Assignment
i. RFP to hire firm to plan, design, and bid facility.	N/A	December 2019	Administrator
ii. Solicit proposals and select consultant.	N/A	February 2020	Administrator Fire & Rescue Police
iii. Study financial impact.	\$2,500	October 2020	Administrator
iv. Develop Plan - Phase 1	\$132,000	October 2020	Administrator Fire & Rescue Municipal Court Police
v. Complete Design - Phase 2	\$406,000	April 2021	
vi. Bid Project - Phase 3	\$22,000	May 2021	
vii. Proceed to construction following award of contract.	\$15,000,000	June 2021	Administrator
(2) Improve current Village facilities, including maintenance enhancements, and identify new systems to promote sustainability.			
(3) Develop a long-range Facilities and Infrastructure Master Plan to support future growth with an implementation schedule and funding plan to address construction and maintenance costs.			
Action Steps:	Cost	Timeline	Assignment
i. Develop and Advance new Technology through GIS	\$15,000	March 2021	Community Development Public Works
ii. Complete Sustainability Plan	\$25,000	May 2021	Community Development
iii. Design/Build parking lot to support Brandt Park and Lower Yahara River Trail.	\$200k	June 2021	Public Works
iv. Develop plan for digital archiving project, building recommendations into future budget(s).	TBD	September 2021	Administration
v. Develop Inventory and Improvement Needs of All Village Facilities, Infrastructure	TBD	December 2021	Public Works
vi. Update 5 Year CIP for Improvement Needs of All Village Facilities, Infrastructure	TBD	December 2021	Administrator Public Works
(4) Develop a central Village plaza to connect the Library with the planned community/senior center.			
Action Steps:	Cost	Timeline	Assignment
i. Develop Plan - Phase 1	\$25,000	2023	Library Municipal Center Depts
ii. Complete Design/Bid - Phase 2	\$100,000	2024	Public Works
iii. Construct Project - Phase 3	\$1,000,000	2025	Public Works
(5) Partner with the Library Board to plan for and support future library facility improvements.			
Action Steps:	Cost	Timeline	Assignment
i. Collaborate with Library Board on their space needs planning.	None	March 2021	Administrator Library
ii. Integrate Library space needs planning into Community Center planning.	None	September 2021	Administrator Library
iii. Build proposed Library improvements into CIP.	None	December 2021	Administrator Library

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

C. Goal: Promote responsible growth, increase economic development, and retain existing businesses.

Strategies (i.e. - Objectives)

- (1) Enhance commercial and retail uses in the downtown area.
- (2) Improve the mix of commercial development along Highway 51.
- (3) Develop incentives for business growth, such as incubator programs and tax increment financing districts (TIF) districts.
- (4) Identify areas for expanding commercial and industrial development.
- (5) Improve business retention and recruitment efforts.

Action Steps:	Cost	Timeline	Assignment
i. Conduct Affordable Housing Study, Gap Analysis.	\$25,000	June 2021	Community Development
ii. Develop TID #6 Project Plan as TID #3 Overlay.	\$25,000	October 2021	Community Development
iii. Establish new Downtown redevelopment plan.	\$50,000	December 2021	Community Development
iv. Conduct update to East Side Neighborhood Growth Plan commercial development feasibility including all newly annexed properties.	\$50,000	December 2021	Community Development
v. Consider Department staffing and resource allocation to assist planning, zoning, GIS, sustainability, and other core services.	TBD	Duration	Administrator Community Development
vi. Evaluate code revisions for commercial uses.	TBD	Duration	Community Development
vii. Consider property acquisition where appropriate.	Case by Case	Duration	Administrator
(6) Promote Village history and heritage using statues, murals, music, special programming, etc.			
(7) Create a public art program that enriches the community and enhances the local quality of life.			
Action Steps:	Cost	Timeline	Assignment
i. Consult with local historians and artists to plan for mural on Well #1.	N/A	June 2021	Administrator
ii. Partner with local groups on implementaton of historical mural.	\$5,000	September 2021	Administrator
iii. Consult public, groups, and artists to plan for public art at "Conversation Corner"	N/A	December 2021	Administrator
iv. Develop Public Art Inventory and archive through digital story boards.	TBD	Duration	Administrator Community Development
v. Partner with Historical Society to creat Original Programming about local history.	N/A	Duration	Comm & Tech
(8) Evaluate, recommend, and consider changes to committee structure and meeting structure where applicable and appropriate.			
Action Steps:	Cost	Timeline	Assignment
i. Inventory current structure, review current code as background.	None	September 2020	Administration
ii. Detail, discuss, and advance desired revisions to format and structure including comparable analysis.	None	December 2020	Administration
iii. Prepare ordinance changes as needed to align with accepted revisions.	\$2,500	January 2021	Administration
iv. Review process for appointments and implement any desired revisions.	None	February 2021	Administration
v. Conduct necessary marketing, outreach, and education to reach broad demographic, especially within communities of color.	None	March 2021	Administration Comm & Tech

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

D. Goal: Improve the safety and well being of Village residents, businesses, and visitors.

Strategies (i.e. - Objectives)

(1) Evaluate staffing models and organization structure to meet future public safety service delivery needs.			
Action Steps:	Cost	Timeline	Assignment
i. Study the future inclusion of a multi-disciplinary Case Manager within the Village to assist Police, Fire/Rescue, and Senior Outreach in alternative emergency response and followup.	N/A	June 2021	Administrator Fire and Rescue Police Senior Outreach
ii. Review and consider recommendations from the Public Safety Analysis.	Case by Case	Duration	Fire and Rescue Police
iii. Intergovernmental cooperation between like Departments.	TBD	Duration	Fire and Rescue Police
iv. Create long term staffing plans, identify efficiencies.	TBD	Duration	Fire and Rescue Police
(2) Prioritize community-based policing practices and identify areas for extended outreach and program development.			
Action Steps:	Cost	Timeline	Assignment
i. Creation of a Diversity and Inclusion Committee.	None	November 2020	Administrator
ii. Committee to assist Staff in implementation of Resolution #2020-14 Action Plan.	\$10,000	November 2021	Administrator
iii. Committee and Staff to prepare and publish annual report on these initiatives.	None	December 2021	Administrator
iv. Review policies and procedures on use of force and align with allowable best practices.	\$5,000	Duration	Police
v. Research, advise, develop, train, etc. on Community Based policing best practices	TBD	Duration	Police
vi. Utilization of Community Restorative Court (CRC).	None	Duration	Police
(3) Enhance pedestrian safety for walkers and bicyclists throughout the community, including areas of Highway 51 that go through the Village.			
Action Steps:	Cost	Timeline	Assignment
i. Identify and pursue off-road pedestrian improvements.	\$200,000	June 2021	Public Works
ii. Review opportunities for pedestrian safety enhancements.	\$25,000	September 2021	Police
iii. Work with WisDOT on Environmental Document for USH 51.	TBD	Duration	Administrator Public Works
(4) Promote the concept of a healthy community in an integrated way; from policy to planning and development.			
Action Steps:	Cost	Timeline	Assignment
i. Research best practices to integrate healthy living	TBD	2022	Community Development Senior Outreach
ii. Document best practices most suited for Village.	TBD	2022	Community Development Senior Outreach
iii. Draft healthy community policies.	TBD	2022	Community Development Senior Outreach
iv. Train staff on best practices for health living.	TBD	2022	Community Development Senior Outreach

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

D. Goal: Improve the safety and well being of Village residents, businesses, and visitors (CONTINUED).

Strategies (i.e. - Objectives)

- (5) Enhance Community communication and presence through the Communications Plan which includes the use of a broad range of electronic mediums to reach residents, businesses, and the general public alike.

Action Steps:	Cost	Timeline	Assignment
i. Upgrade and develop new website platform.	\$25,000	January 2021	Comm & Tech
ii. Develop new model for consolidating information for capital and development projects.	None	January 2021	Comm & Tech
iii. Create information GIS layers that depict interactive mapping for capital and development projects.	TBD	June 2021	Community Development
iv. Utilize Communications and Technology Committee to review performance of Communications Plan and market its ongoing use.	None	Duration	Comm & Tech

E. Goal: Improve Community connectivity along pedestrian and vehicular corridors.

Strategies (i.e. - Objectives)

- (1) Improve, maintain, and enhance bike/walking path connections throughout the Village and in cooperation with neighboring municipalities and government agencies.

Action Steps:	Cost	Timeline	Assignment
i. Study new amenities and improvements to support trail development, internal and external.	\$10,000	February 2021	Community Development Public Works
ii. Implement trail opportunities following study and plan.	\$100,000	October 2021	Public Works
iii. Maintain existing network as applicable.	Varies	Duration	Public Works

- (2) Partner with neighboring municipalities to provide all forms of public transportation within and outside of the Village.

Action Steps:	Cost	Timeline	Assignment
i. Collaborate with neighboring municipalities to extend public transportation.	TBD	September 2021	Administrator
ii. Develop cost sharing and fare models.	TBD	December 2021	Administrator
iii. Review Options with Board, Public, Staff.	\$25,000	December 2021	Administrator

- (3) Enhance and increase access to the lakefront and waterways.

Action Steps:	Cost	Timeline	Assignment
i. Study and evaluate the feasibility of water access within Lewis Park.	\$10,000	June 2021	Public Works
ii. Identify options to add access points.	None	Duration	Public Works
iii. Estimate Costs of increasing access points.	TBD	Duration	Public Works
iv. Review funding sources to add access points.	None	Duration	Public Works
v. Develop long range funding plan to add access points.	TBD	Duration	Public Works

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

F. Goal: Support the development of active and passive recreational amenities that appeal to all age groups and abilities.

Strategies (i.e. - Objectives)

(1) Develop new and diverse park system amenities for indoor and outdoor use that are not currently offered in our Community.			
Action Steps:	Cost	Timeline	Assignment
i. Plan, Design, and Construct Pickleball Court with supporting amenities as applicable.	\$300k-\$600k	May 2021	Public Works
ii. Design/Build Playground Improvements within aged or under utilized existing park.	\$50k-\$100k	July 2021	Public Works
iii. Review Opportunities for Public/Private Partnerships.	TBD	Duration	Administrator Public Works
iv. Conduct surveys and public input sessions where feasible.	Case by Case	Duration	Administrator Comm & Tech
(2) Dedicate resources to enhance existing parks and green spaces throughout the Village.			
Action Steps:	Cost	Timeline	Assignment
i. Create inventory of all active and passive uses on a park by park basis, create interactive web based platform.	None	March 2021	Comm & Tech Public Works
ii. Prepare annual maintenance plan to address current need and make recommendations on future needs.	None	June 2021	Public Works
iii. Collaborate to bring together funds and resources to enhance system.	Case by Case	September 2021	Public Works
iv. Generate budget requests to address higher maintenance priorities as funds are available.	Case by Case	September 2021	Public Works
(3) Evaluate the costs and benefits of an outdoor aquatic facility, including construction and operation.			
Action Steps:	Cost	Timeline	Assignment
i. Conduct public input session on planning level improvements.	None	October 2020	Administrator
ii. Evaluate options for finalizing a location.	None	November 2020	Administrator
iii. Work with Consultant to finish planning for outdoor aquatic improvements.	\$25,000	December 2020	Administrator
iv. Study financial impact of capital/operating cost implications, determine funding parameters, extent of referendum question if desired.	None	June 2021	Administrator
(4) Partner with the School District to expand recreational opportunities for families.			
Action Steps:	Cost	Timeline	Assignment
i. Evaluate feasibility for Village led recreational services.	TBD	Duration	Administrator
ii. Inventory existing public and private recreational opportunities.	None	Duration	Public Works
iii. Research additional recreational offerings for families.	None	Duration	Public Works
iv. Estimate costs for additional activities.	Case by Case	Duration	Administrator Public Works
v. Partner with the School District to jointly fund and offer additional offerings.	TBD	Duration	Administrator Public Works

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

F. Goal: Support the development of active and passive recreational amenities that appeal to all age groups and abilities (CONTINUED).

Strategies (i.e. - Objectives)

(5) Develop individual park master plans that prioritize future developments, including a new Community Park.			
Action Steps:	Cost	Timeline	Assignment
i. Complete Master Plan for Community Park including feasibility for domed athletic structure.	\$25,000	December 2020	Public Works
ii. Complete Master Plan for McFarland Park.	\$25,000	December 2020	Public Works
iii. Complete Master Plan for Special Needs Park.	\$27,000	December 2020	Public Works
iv. Consider master planning services for parks within the system.	Case by Case	Duration	Administrator Public Works
v. Build phased improvements from completed master plans into 5 year CIP.	None	Duration	Administrator Public Works
(6) Expand and develop programs to promote greater use of the lakefront, wetland conservancy, and waterways.			
Action Steps:	Cost	Timeline	Assignment
i. Prepare plan for utilization of programmable space at McDaniel Park.	TBD	March 2021	Administrator
ii. Review and evaluate new programs that promote waterfront use within Village.	TBD	Duration	Public Works
iii. Review costs, and public/private partnerships for programs that promote waterfront.	TBD	Duration	Public Works



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 17, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: PressReader Agreement

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E.D. Locke PressReader Quote
2. Monthly Stats



Baker & Taylor Subscription Quote

Customer Name: E.D. Locke Public Library (McFarland)	
Library Contact:	Fees & Term:
Name: Heidi Cox	Platform Fee:
Title: Director	Subscription: 12 month
Email: hcox@mcfarlandlibrary.org	Total Price: \$6,930
Tel: 608-838-9030	Package: Unlimited Access
Street Address: 5920 Milwaukee St.	
City: McFarland	
State, Zip: WI 53558	

☐ **Customer agrees to Fees & Term**

Signed: _____

Name: _____

Title: _____

Date: _____

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change		Circ per \$
NYT Online																
Onsite Sessions					24	52	46						122			\$4.67
Page Views					37	91	90						218			\$2.61
Off-Site Codes Redemed					7	4	5						16		\$570.00	\$35.63
Reference USA (# of searches)																
2019	52	132	110	189	93	70	47	75	69	126	91	85	1,139		\$708.71	\$0.62
2020	136	84	29	41	21	76							387		\$744.15	\$1.92
Creative Bug																
2019									4	1	3	8	16		\$1,000.00	\$62.50
2020	15	9	3	7	6	7							47		\$1,000.00	\$21.28
Consumer Reports																
Pageviews 2019	200	271	306	343	357	311	350	325	488	488	75		3,514	978%	\$450.00	\$0.13
Pageviews 2020	345	425	158	550	596	653	368						3,095	45%	\$472.50	\$0.15
Ancestry Plus																
Searches 2019	185	116	127	72	48	41	58	64	179	15	106	60	1,071	505%	\$79.52	\$0.07
Searches 2020	50	178	141	0	0	0	0						369	-14%	\$83.50	\$0.23
Transparent Languages																
2019	0	9	0	22	40	19	13	18	27	24	4	0	176		\$71.37	\$0.41
2020	0	0	24	2	15	7	2						50		\$71.37	\$1.43
Novel List Plus																
Record Views 2019	170	165	67	68	28	88	1	2	0	6	23	1	619	256%	\$187.28	\$0.30
Record Views 2020	36	43	53	3	1149	2952	606						4,842	725%	\$196.54	\$0.04
Flipster																
2015	40	21	11	11	29	21	13	15	24	26	19	8	238			
2016	20	33	21	38	29	21	35	22	38	23	18	30	328	38%		
2017	14	20	12	17	21	18	7	25	11	13	16	14	188	-43%		
2018	28	18	11	12	7	21	19	13	21	17	24	23	214	14%		
Downloads 2019	30	35	40	30	24	27	25	44	35	29	42	31	392	83%		
OnlineViews 2019	31	24	30	3	41	67	9	26	26	20	13		290		\$ 246.00	\$0.85
Downloads 2020	22	7	15	23	19	9	8						103	-50%	\$ 2,300.00	\$9.02
OnlineViews 2020	4	0	23	29	44	37	15						152	58%		