VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Library Board

Monday, February 7, 2022 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Motion to approve the minutes of the January 3, 2022 meeting.
   b. Motion to approve the January invoices
4. INFORMATION ITEMS
   a. Budget Update
   b. Director's Report
   c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Job Description - Library Assistant
   b. Job Description - Adult Services Librarian
   c. Job Description - Youth Services Librarian
   d. 2021 Annual Report
   e. Library Book Lockers
6. ADJOURNMENT

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

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, January 3, 2022 - 5:15 PM

1. CALL TO ORDER

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

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

Members not present: Karin

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the December 6, 2021 Library Board meeting.*
Motion by Member Evan Richards, second by Village Trustee Michael Flaherty, to approve the minutes of the December 6, 2021 Library Board meeting. Motion carries 5 - 0 - 0 by acclamation.

b. *Motion to approve the December invoices and gift fund bills.*
Motion by Member Ken Machtan, second by Member Staci Fritz, to approve the December invoices and gift fund bills. 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. *2022 Library Director Goals*
Motion by Member Ken Machtan, second by Village Trustee Michael Flaherty, to approve the 2022 Library Director Goals Motion carries 5 - 0 - 0 by acclamation.

b. *Job Description - Reference Assistant*
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the Job Description - Reference Assistant Motion carries 5 - 0 - 0 by acclamation.

c. *Job Description - Shelver*
Motion by Village Trustee Michael Flaherty, second by Member Ken Machtan, to approve Job Description - Shelver Motion carries 5 - 0 - 0 by acclamation.

d. *Job Description - Youth Services Assistant*
Motion by Member Ken Machtan, second by Village Trustee Michael Flaherty, to

approve Job Description - Youth Services Assistant Motion carries 5 - 0 - 0 by acclamation.

e. *Kanopy Streaming Service*

Motion by Member Ken Machtan, second by Member Staci Fritz, to approve purchasing the Kanopy Streaming Service Motion carries 0 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Member Staci Fritz, to adjourn at 6:00

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

January 2022 Invoices

Vendor	Sum of Amount	Description
ALLIANT ENERGY	$2,995.62	Utilities
AMAZON CAPITAL SERVICES	$181.15	Supplies, DVDs, CDs, Books
ARAMARK	$261.65	Mat rental
BAKER & TAYLOR BOOKS	$29.59	Books
BOLDTRONICS	$85.00	Camera system repair
CARDMEMBER SERVICES	$470.18	Visa Bill
CORPORATE BUSINESS SYSTEMS	$345.81	Copier Lease
ENVIRONMENT CONTROL	$2,699.00	Janitorial Services
ENVISIONWARE	$2,479.00	Mantenance for self checks and RFID pads
FEARING'S AUDIO-VIDEO-SECURITY	$14,854.73	AV equipment and installation
FRIENDS OF THE MCFARLAND LIBRARY	$95.00	Credit card charges from Dec. book sale
FRONTIER	$70.30	Phone Bill
HJ PERTZBORN	$370.00	Sprinkler Inspection
ILLINGWORTH-KILGUST MECHANICAL	$1,264.00	HVAC repair
INGRAM LIBRARY SERVICES	$3,604.12	Books
MCFARLAND ACE HARDWARE	$151.69	Facility reapir
MICROMARKETING LLC	$124.98	Audio books
MIDWEST TAPE	$2,000.00	Hoopla
MILWAUKEE JOURNAL SENTINEL	$773.75	Newspaper Subscription
NOTARY BOND RENEWAL SERVICE	$30.00	Notary renewal
PELLITTERI	$42.82	Confidential Shredding
PREMIER PAINT & WALLPAPER	$7.18	Painting Supplies
SENSOURCE	$420.00	People counter maintenance
SOUTH CENTRAL LIBRARY SYS	$48,454.00	Technology & Software fee
TDS	$45.06	Library Phone
TODAY'S BUSINESS SOLUTIONS	$803.00	Software maintenance
WI DEPT OF FINANCIAL INSTITUTIONS	$20.00	Notary renewal
WISCONSIN LIBRARY ASSOCIATION	$140.00	Membership dues
(blank)		
Grand Total	$82,817.63	

2022 Budget Update

REVENUES							
		Budget Amount	January Actual	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41000**	$ 674,250.00		$ -	0.00%	8%	
County Library Aids	**43000**	$ 325,000.00	$ 162.01	$ 162.01	0.05%	8%	
State - COVID 19 Grants		$ -		$ -			
Library Fines	**45000**	$ -	$ 5.00	$ 5.00			
Miscellaneous Revenue	**48000**	$ 1,000		$ -			
Interest				$ -	#DIV/0!	8%	
Library Fees	**46000**	$ 1,500	$ 80.45	$ 80.45	5.36%	8%	$ 125.00
		$ 1,001,750.00	**$ 247.46**	$ 247.46	**0.02%**		
Expenditures				$ -			
Salaries	110	$357,250.00	$ 41,232.01	$41,232.01	11.54%	8%	$ 29,770.83
Part-time	120	$180,750	$ 14,637.27	$14,637.27	8.10%	8%	$ 15,062.50
Health Insurance	130	$106,750	$ 9,722.67	$9,722.67	9.11%	8%	
Retirement	131	$30,500	$ 3,285.86	$3,285.86	10.77%	8%	$ 2,541.67
SS/Medicare	132	$42,000	$ 4,045.64	$4,045.64	9.63%	8%	
Other Benefits	135	$2,000	$ 129.58	$129.58	6.48%	8%	
Wage Adjustment	140	$ 12,250		$0.00	0.00%	8%	$ 1,020.83
Expense Reimbursement	141	$ 250		$0.00			
Total Personnel		**$731,750.00**	**$ 73,053.03**	**$73,053.03**	**9.98%**	8%	**$ 60,979.17**
Support Services	210	$ 42,000	$ 2,699.00	$ 2,699.00	6.43%	8%	$ 3,500.00
Consulting Services	211	$ 46,000	########## ##	$ 48,274.00	104.94%	8%	$ 3,833.33
Utilities	220	$ 28,000	$ 2,995.62	$ 2,995.62	10.70%	8%	$ 2,333.33
Communication	221	$ 2,000	$ 145.06	$ 145.06	7.25%	8%	$ 166.67
Equipment Maintenance	240	$ 9,000	$ 2,621.30	$ 2,621.30	29.13%	8%	$ 750.00
Facility Maintenance	242	$ 23,250	$ 1,389.86	$ 1,389.86	5.98%	8%	
Other Contractual Services	290	$ -		$ -	0.00%	8%	$ 1,937.50
Total Services		**$ 150,250.00**	**$ 58,124.84**	**$ 58,124.84**	**38.69%**	8%	**$ 12,520.83**
Office Supplies	310	$ 9,000	$ 42.82	$ 42.82	0.48%	8%	$ 750.00
Postage	311	$ 250	$ -	$ -	0.00%	8%	$ 20.83
Dues	320	$ 500	$ 190.00	$ 190.00	38.00%	8%	$ 41.67
Meeting Expenses	330	$ 1,000	$ -	$ -	0.00%	8%	$ 83.33
Training Expenses	331	$ 3,250	$ -	$ -	0.00%	8%	$ 270.83
Operating Supplies	340	$ 5,500	$ -	$ -	0.00%	8%	$ 458.33
Technology	342	$ 24,500	$ 2,000.00	$ 2,000.00	8.16%	8%	$ 2,041.67
Collection - Print	344	$ 55,000	$ 3,185.99	$ 3,185.99	5.79%	8%	$ 4,583.33
Collection - AV	345	$ 12,500	$ 329.12	$ 329.12	2.63%	8%	$ 1,041.67
Library Miscellaneous	390	$ 250	$ -	$ -		8%	
Programming	391	$ 8,000	$ -	$ -	0.00%	8%	$ 666.67
Other Total		**$ 119,750.00**	**$ 5,747.93**	$ 5,747.93	**4.80%**	8%	**$ 9,979.17**
Total Budget		**$1,001,750.00**	**$ 136,925.80**	**$ 136,925.80**	**13.67%**	8%	**$ 83,479.17**

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
February 2022

January Highlights

- **Village News -** Mike Flaherty will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment –**The current balance of the endowment fund as of December 31, 2021 is $168,012.98
- **McFarland Community Festival –**
  - The festival board is working on a new logo and getting organized for fund raising.
- **Library Systems Report Facilities Management**
  - **New Bollards –** One of the new bollards has been vandalized. The light fixture on the top was torn off and smashed. Replacement lights have been ordered. The delivery of the replacement light fixtures has been delayed to Omicron disruptions.
  - **HVAC –**
    - **Boiler Relay** – The boiler relay for boiler #1 has been repaired.
    - **Boiler Water flow** – there is a problem with the water flow in boiler #2. Kilgust is working on troubleshooting the issue
    - **Water Temperature Sensor** – A water temperature sensor has failed in one part of the building. Kilgust is working to replace it.
  - **AV equipment**-Fearings installed the camera system in late December. I have signed the proposal to update the display and the sound system. Public Works has removed the dry erase board material and we're working to find someone to repair the wall before repainting it and having the display installed.
  - **Cleaning and replacing light bulbs –** During our last cold snap, Public Works asked if we had any indoor projects that they could work on. We had them clean the HVAC vents and replace the light bulbs that were burned out.
- **Software upgrades –** Bibliovation was upgraded on January 10th.
- **Shelver Hiring –** We have decided to delay hiring a new Shelver until the number of positive COVID cases and hospitalizations begins to fall.
- **Programming –** As of January 4th all programs have gone virtual again. Programs will remain virtual until the number of positive COVID cases and hospitalizations begins to fall.
- **New Online Resources**
  - **Kanopy –** The Kanopy streaming service is now live. Kanopy content consists of a lot of indie movies, PBS content, and documentaries. The link for the service is: https://mcfarlandlibrary.kanopy.com/ each patron gets 4 checkouts a month and a library card is needed to setup an account.
  - **Hoopla –** The Hoopla streaming service will go live soon. Hoopla content consists of movies, tv shows, ebooks, audio books, and music. Patrons will get 5 checkouts a month and a library card is needed to setup an account. I will send out more information when it's available.
- **Dane County Funding Formula Committee –** Library directors from around the county are meeting to look at the funding formula and see if there are ways to improve it. The existing formula is based mainly on checkouts of physical items. Directors are trying to figure out a way to update the formula to reflect all of the other ways we are serving our communities. It is proving to be a difficult task.
- **Bird Festival –** the first meeting of the Bird Festival committee will be held this month. The festival will be in April or early May. The makeup of the festival will be largely what it has been in the past.
- **Chamber Presentation –** Ann and I will be doing a presentation for the McFarland Chamber of Commerce on the library's business resources in August.

- **Notary Service –** Kelly has successfully completed the process to renew her Notary Public Commsission. We're going to ask more staff to become notaries so that we can offer that service to patrons for more hours during the week.
- **Employment Resources –** A digital ad campaign is running through Feb 27th statewide to remind the public of the role Wisconsin libraries can play to connect job seekers with existing programs and services. Ann has created some materials to hand out to the public on the tools that we have available. She's also created materials for the Circulation staff so they can assist people with most things when she isn't available.

Youth Services highlights (Heather Kent)

Storytime - Storytimes moved to zoom this month due to the increasing cases of Covid 19 in Dane County and McFarland community. Many families have adjusted to the virtual programming although attendance has dropped during this time.

Programming:

- Zumbini was moved to Zoom and continues to be well attended – although numbers did drop with moving the program to virtual. Session 2 continues through the first two months of February and then a new session will start.
- Magic Tree House Book Club did not meet this month. Heather put together book club to-go kits for the members to pick up and do at their leisure as well as information for the next book discussion. We will hold the meeting on zoom for February.
- Heather is going to try to bring back crafting kits for families on a more regular basis. For January there was a Groundhog's Day craft that families could pick up. She is also working on more passive programming in the library including a "I Spy" display at the children's desk.

Other

- Working on collection development – heather is introducing two new additions to the children's collection. The first is books by "A Kids Book About…" company. These are books that introduce complex concepts in an easier to understand format. The other is a book/audio player kit from Playaway. These are chapter books and a Playaway audio device. It is a nice kit for children who would like to follow along with a book while listening to the audio book.

Teen Services (Abby Seymour)

- The year started off in an unexpected way when all in-person library programs were cancelled and everything had to be shifted to virtual. Luckily, we've been done that before and we were able to do it again! As far as teen programs go, most of what I had scheduled was easily converted into being virtual. The one exception was an End of Semester Study Space event I had scheduled. The idea of this program was to have the library meeting room open and available to high school students as they prepared for finals. There would be extended hours, tables for them to use, snacks, and a few prize drawings. Obviously, this idea wouldn't work on Zoom and had to be scrapped. I hope to try it again in May around the time of AP tests.

- Snack and Chat on Mondays was by far the easiest program to make the virtual switch. Instead of teens stopping by the library after school for something to eat, they login to Zoom and we chat there instead. This does mean they need to provide their own snack, but no one seems to mind! As a reminder, when I first started doing Snack and Chat virtually, I made Snack To-Go bags that teens could pick up at the library and no one ever took one. If I felt like the teens needed them, I would try again.

- My plans for Teen Hangout on Thursdays had to change a bit when we had to go virtual. When it was looking like we could be in person, my plan was to have the meeting room open for teens to hangout in a variety of ways: play games, do crafts, use the Nintendo Switch, and generally socialize. Having the program on Zoom means I am back to figuring out a weekly activity to do with the teens. So far, we have played the game Among Us, played a few Jackbox Games, and had a trivia night. All easy and appealing activities!

- In January, I was very excited to welcome back an old program that I haven't been able to do since pre-pandemic: Teen After Hours! This was always a fun one with the biggest draw being that teens got to be in the library after closing time. Switching this program to virtual took away that draw, which was certainly a bummer, but we all adapted. The January Teen After Hours event was a Bob Ross painting night. The teens picked up a painting supply kit from the library and then we all met on Zoom. I played a Bob Ross video and we all painted along together. It certainly would have been easier and more fun in person but the teens that came still enjoyed it.

- The Teen Advisory Board met this month to talk about all thing's teen related at the library. They gave me some suggestions of what they wanted to do at Teen Hangout, we discussed future Teen After Hours ideas, and planned the Teen Newsletter. That newsletter is really the pride and joy of T.A.B.! They will sometimes argue with each other about who is going to write certain sections and will often sign up for multiple segments. They really write all the content themselves and I just put it together; I do very little to edit them. They have even been coming up with new segments to add to the newsletter.

Adult Services (Ann Engler)

Programming

- Covid restrictions continued this month with programming returning to virtual-only. Mystery Book Club met via Zoom, and someone noted the one upside to that is we were able to see each other's faces for the first time because we were all signing on from our homes without needing masks.
- We were able to switch The Battle Cap Project program to virtual and the recording's gotten a good number of views on YouTube. I was pleased to host Kurt Stapleton about his project, both on its merits and the power of his personal story as well as because he's been interviewed by local news stations and CNN.
- For craft club, I did a take and make project. Once again, people registered and then mostly failed to pick up the kits, so I may change any future take and makes to "first come, first served".
- I did have a popular "Browse the Stacks" video with nearly 50 views, which I consider a great success. Perhaps my cat's insistence on being a guest star helped.

Continuing Education - I attended several virtual book previews, a McFarland Chamber of Commerce webinar detailing their new website (I've already done the basic editing to the library's page to bring it up to date), and a webinar titled "How to Plan a Campaign to Draw People Back into Your Library". I also attended, with Heidi, a meeting with local business owner Jim Hartman to discuss his marketing strategies.

Reference and Readers Advisory

- I've been able to help a number of patrons during my weekly shifts at the reference desk in the children's area, and seeing toddlers excited about being at the library is never not fun. It's also nice to make connections with their parents (however fleeting) as parents with young children are often understandably mostly focused on children's events rather than adult programs. So, the connection with a different group of adults is valuable.
- I've also been doing a regular book bundle for a patron's husband whose physical limitations keep him from coming to the library himself. She emailed me, "I have to tell you how much we appreciate this service.

[Husband] has been mostly homebound for a few years now and tv is getting very old. His Parkinson's provides him with many limitations and his re-discovering reading is giving him a nice diversion so many thanks!"

Miscellaneous

- I put together an online resources "scavenger hunt" for staff for the opportunity to win a prize. I also attended a Hoopla onboarding meeting with Heidi. I've put out a few new bookmarks for people to take, and I've been highlighting various online resources and Libby tips and tricks on our digital displays.

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370	12,140	12,864	12,076	11,978	**137,706**	52%
2022	12,686												**12,686**	63%
% change month to month	63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	Curb Side Delivery Appointments													
2020				144	702	925	1490	1401	1317	1414	1490	1405	**10,288**	
2021	1431	1451	1509	1273	327	84	42	54	47	51	62	49	**6,380**	
2022	64												**64**	
	visitor count													
2020	9,068	8,496	5,278	0	0	0	0	0	0	0	0	0	**22,842**	-11%
2021	60	386	179	320	2,803	6,025	6,820	6,224	5,199	7302	7,256	6,574	**49,148**	-56%
2022	5853												**5,853**	9655%

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Internet Use														
2019	611	491	625	669	554	756	708	749	600	598	522	569	**7,452**	-10%
2020	563	591	314	0	0	0	0	0	0	0	0	0	**1,468**	-15%
2021	8	16	27	20	92	206	192	236	216	220	187	209	**1,629**	11%
2022	161												**161**	1913%
	1913%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
Wireless Internet Use (# Unique Users)														
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	1141	1178	1,258	1,408	1,175	**15,517**	-22%
2021	1,038	906	1,054	1,341	1341	1588	1,639	1,608	1677	1,533	1,501	1,507	**16,733**	8%
2022	1,357												**1,357**	31%
Reference Questions Answered														
2020	207	213	0	6	0	1	7	0	11	4	10	6	**465**	-80%
2021	0	0	0	0	190	426	377	313	236	300	293	332	**2,467**	6226%
2022	341												**341**	

Job Title	Library Assistant 1
Department	Library
Employment Status	Part-Time
Exempt/Nonexempt Status	Nonexempt
Grade	

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

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

Scope of Work

This position provides service to the public serving patrons directly and/or indirectly

Supervision

Received	Library Assistant Director
Exercised	None

Essential Job Functions

- Consistently shows a professional, courteous and helpful attitude towards all patrons, in a variety of patron service situations.
- Assists in monitoring the behavior and conduct of library patrons.
- Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fees
- Uses curbside delivery software to assist patrons in making appointments. Prepare and deliver materials to the curbside.
- Monitors and processes book bundle emails.
- Answers and routes all incoming phone calls at the circulation desk.
- Sorting, shelving, and classifying materials.
- Follows and enforces library policies, and takes action to maintain order when appropriate while safeguarding confidential and restricted information.
- Assists patrons with directional, procedural, reader's advisory, reference questions, online catalog, online databases, and computer software; refers complex questions to appropriate staff.
- Assists patrons with routine questions regarding equipment such as mobile devices, photocopier, computers, printers and self-check machines; refers complex questions to appropriate staff.
- Performs routine maintenance and corrects minor malfunctions of library equipment such a refilling paper

and toner and assisting with paper jams.
- Checks in magazines and newspapers, and maintains these collections.
- Processes and routes problem items, i.e. defective, damaged and parts missing.
- Runs automated ILS reports
- Assists with library programs and displays.
- Performs light housekeeping and sidewalk maintenance duties.
- Sterilizes equipment and workspaces; quarantines materials as recommended by the Dane County Health Department.
- May perform notary public and/or voter registration duties.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

- Two or more years of study at an accredited college, university or technical school.
- Keyboarding and general office experience.
- Computer literacy in Windows, MS Office, email, Internet and database searching, and basic computer hardware and software troubleshooting.
- General Knowledge of downloadable materials (ebooks, audiobooks, etc…) and mobile devices.
- Customer service experience.
- Two or more years of library experience is preferred.

Knowledge, Ability, and Skill

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

Knowledge of	• Understand and effectively utilize technology. • Understand and follow detailed written and verbal instructions. • Understand library policies and procedures and apply them accurately to library operations. • Use Windows operating system and manage computer files. • Search the Internet, online databases and the library catalog. • Manage an email account. • Basic proficiency in MS Office applications, and filing. • Instruct others in using email, Overdrive, the library catalog, online searching, and basic Microsoft Office Applications. • Knowledge of popular author, genres, and nonfiction subjects is helpful. • Knowledge of the Dewey Decimal System is helpful.
Ability to	• Multi-task and prioritize work. • Communicate effectively both verbally and in writing.

	• Establish and maintain effective working relationships with supervisors, coworkers, and the general public. • Solve basic arithmetic problems. • Work independently, set priorities and manage time efficiently. • Respond to varied/changing work demands and make decisions as required. • Maintain skills in the above-mentioned areas through active participation in appropriate continuing education. • Maintain a regular work schedule.
Skill in	• Oral and written communications. • Trouble shooting and problem solving. • Read and understand information in a variety of written forms.

Necessary Special Requirements

None

Physical Demands

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

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Ability to lift and carry up to 25 pounds and push a loaded book truck weighing 120 pounds.
- Ability to reach up to seven feet to retrieve and replace books with a stool as needed.

Notes:

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

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

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

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

Job Title	Adult Services Librarian
Department	Library
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	

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

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

Scope of Work

This position provides a variety of public and technical services including the development of the adult collections and the planning and implementation of adult and community programming

Supervision

Received	Library Director
Exercised	

Essential Job Functions

- Provides services in a timely, sensitive, and confidential manner, consistent with a high level of customer service. Behaves in a manner consistent with cheerfulness and optimism, and conveys the same to patrons and staff. Assures high patron and staff satisfaction in all transactions. Assures the prompt, appropriate handling of patron concerns.
- Provides patron reference, technology assistance and reader's advisory.
- Works with Director to address problems and improve services.
- Demonstrates good judgment in the interpretation of library and departmental policies.
- Oversees the selection and continued collection development of fiction and non-fiction materials for adults.
- Markets library services through Creating displays, booklists, and electronic resources that promote the collections and services of the library. Writes press releases, brochures, newsletters, content for the library website and other promotional materials
- Assists in providing periodic adult programs.
- Assists with short-term and long-term planning.

- Provides leadership in working relationships and communication.
- Fills in at circulation desk and Youth Services desk as needed.
- Assists in preparation of library budget and annual report.
- Assists in writing grants and administrating grant funds.
- Prepares statistical and narrative reports and documents.
- Attends relevant workshops and meetings.
- Interacts on a regular basis with persons in similar roles in other libraries. Actively participates in professional groups, listservs, and other means of communication and learning with similar librarians. Makes recommendations for improved services and collection management learned through these relationships to the Library Director and other staff members as appropriate.
- Makes presentations to community groups explaining library programs and services.
- Assists with social media posts and updating of the library website.
- Assists in developing library policies and procedures.
- Plans, organizes and implements special projects as assigned.
- Assists with clerical tasks.
- Provides one-on-one computer instruction and mobile device lessons as requested.
- Assists in coordinating the Summer Reading program with the Youth Services Librarians.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Insert education, degree requirements and years of experience required, including type of experience. For example: *Graduation from a college or university with a Bachelor's Degree in Human Resources Management, Business Management, Communications or related field, supplemented by at least 4 years of experience in benefits administration and human resources preferably in a local or state government setting, including some supervisory experience.*

Knowledge, Ability, and Skill

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

Knowledge of	• Thorough knowledge of professional library principles, practices, methods and administration. • Expertise in library-related technology. • Excellent customer service and interpersonal skills. • The use of standard office equipment, including computers and relevant software programs. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual

	orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status
Ability to	• Carry out tasks with a minimum of direction and supervision. • Accurately execute tasks requiring an exceptional level of detail. • Supervise and train others effectively. • Multi-task and prioritize work. • Communicate effectively both verbally and in writing. • Establish and maintain effective working relationships with supervisors, coworkers, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Trouble shooting and problem solving. • Public relations.

Necessary Special Requirements

Master's degree in Library Science preferred. Bachelor's degree required, preferably with a major in Library Science. A minimum of 3 years of progressively responsible library service required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Adjust these as needed based on the physical demands that employs filled out as part of their JAQ.**

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

Notes:

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

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance

of a reasonable accommodation to be determined by management on a case by case basis.

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

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

Job Title	Youth Services Librarian
Department	Library
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	

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

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

Scope of Work

This position provides a variety of public and technical services including the development of the youth collections and the planning and implementation of youth programming (ages 0-10)

Supervision

Received	Library Director
Exercised	Youth Services Assistant

Essential Job Functions

- Plans, organizes and implements library services and programs for children ~~and young adults.~~
- Selects materials for purchase and maintains the collections of materials for children.
- Provides in-depth reference and reader's advisory service to children ~~and young adults.~~ Assists with reference and reader's advisory service for adults and young adults.
- Maintains working relationship with school librarians. Conducts library tours and class visits at the library. Provides services and visits to schools, as requested. Collaborates with school staff to facilitate joint school/library community events.
- Promotes youth services through flyers, news releases, the website and other types of publicity. Promotes other library services, as requested.
- Compiles statistical information regarding youth services.
- Advises the library director in regard to policies and procedures related to youth services; writes reports and recommendations, implements decisions.
- Serves on library system committees if assigned by director.
- Supervises and trains youth services staff, either paid or volunteer.

- Coordinates with and supports Young Adult Librarian with respect to goals, programming and resources.
- Provides back-up assistance at the circulation desk.
- Performs light housekeeping duties, as needed.
- ~~Coordinates meeting room reservations.~~
- ~~Performs other related work as assigned by director.~~
- ~~Performs other duties as assigned.~~
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Insert education, degree requirements and years of experience required, including type of experience. For example: *Graduation from a college or university with a Bachelor's Degree in Human Resources Management, Business Management, Communications or related field, supplemented by at least 4 years of experience in benefits administration and human resources preferably in a local or state government setting, including some supervisory experience.*

Knowledge, Ability, and Skill

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

Knowledge of	• Thorough knowledge of professional library principles, practices, methods and administration. • Expertise in library-related technology. • Excellent customer service and interpersonal skills. • The use of standard office equipment, including computers and relevant software programs. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status
Ability to	• Multi-task and prioritize work. • Communicate effectively both verbally and in writing. • Assign and supervise the work of others; motivate employees to work toward common goals**.** • Establish and maintain effective working relationships with supervisors, coworkers, vendors, and the general public.
Skill in	• Oral and written communications.

	• Strategic thinking and decision making. • Trouble shooting and problem solving. • Public relations.

Necessary Special Requirements

Master's degree in Library Science preferred. Bachelor's degree required, preferably with a major in Library Science. A minimum of 3 years of progressively responsible library service required.

Physical Demands

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Notes:

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Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library	2. Public Library System
E.D. Locke Public Library	South Central Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
Heidi	Cox	Grade 1	Regular	03/31/2022

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
5920 Milwaukee St.	5920 Milwaukee St.	McFarland	53558	8962	Dane

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director
6088389030		hcox@McFarlandLibrary.org

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
www.mcfarlandlibrary.org	0	0	0

17. Does the library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?
No	No

20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?	22. DUNS Number *Nine digits*
17,820	No	945628167

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	65	47	0
19b. Number of Winter Weeks	36	16	0
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year	36	16	0
19f. Total Hours per year for this location	2,340	752	0

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COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	Yes	268
1bvi. describe "another method of reference service": Book bundles(reader's advisory bundles) & Craft Kits		
1c. hosting virtual programming or recorded content	Yes	
1d. offering curbside pickup	Yes	6,380
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	14,114
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

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ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	Yes	
2f. describe "augmenting in another way": Web only library cards to provide access which didn't require signed applications or photo ID		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	Yes

COVID-19 CLOSURES

Initial date closed due to COVID-19	2020-03-18
First date reopened following initial COVID-19 closure	2021-05-01
Additional building closure and reopening dates, please describe	

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II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	57,983	4,112
2. Electronic Books *E-books*	172,182	
3. Audio Materials	3,787	183
4. Electronic Audio Materials *Downloadable*	67,575	
5. Video Materials	8,199	384
6. Electronic Video Materials *Downloadable*	575	
7. Other Materials Owned Kits, software, board games, equipment	339	
8a. Electronic Collections *Locally owned or leased*	11	
8b. Electronic Collections *Purchased by library system or consortia*	0	
8c. Electronic Collections *Provided through BadgerLink*	63	
9. Total Electronic Collections *Local, regional, and state*	74	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	109	

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III. LIBRARY SERVICES

1. Circulation Transactions		
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)
135,377	66,516	

2. Interlibrary Loans (ILL)

Method for Counting ILL Transactions: Categorized ILL Transactions

Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)	Items Loaned to Other Libraries *Provided to*	Items Borrowed from Other Libraries *Received from*
Integrated Library System (ILS)	75,870	54,911
WISCAT		
Other (includes OCLC, manual tracking, or other methods)		35
Total	75,870	54,946

3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
4,293	2,359	6,652	Actual Count	2,467	Actual Count	49,148

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count
17	15	Actual Count	1,629	Actual Count	16,733

8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
39,442	19,559		166	19,725

10. Uses of Electronic Materials by Library Users				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
16,318	15,514	6	31,838	3,170

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LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	228	141	75		444
Total Program Attendance	5,393	624	632		6,649
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

In-Person Programs and Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	128	62	22		212
Total Program Attendance	3,708	292	146		4,146

Describe the library's in-person programs:	story time, craft club, book clubs, children's performers, live music, history walks, teen snack and chat, teen craft clubs, teen gaming.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	100	79	53		232
Total Live Virtual Program Attendance	1,685	332	486		2,503
Total Views of Live Programs Recorded for Asynchronous Viewing	12,900	0	340		13,240

Which platforms does the library use to host the library's live, virtual programs:	Zoom Webinar, Face Book Live, YouTube
Describe the library's live, virtual programs:	Story Time, Author Readings, cooking club, D&D, craft club, book clubs, exercise classes.

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	9	29	12	50
Total Pre-recorded Program Views	2,085	136	353	2,574

Which platforms does the library use to host the library's pre-recorded programs:	YouTube
Describe the library's pre-recorded programs:	book talks, story times, SRP Performers, NYE Show, music, Birding field trip.

DRAFT

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT 1. Peter	Sobol	5205 Broadhead St.	McFarland	53558	peter.sobol@gmail.com
2. Mona	Nelson	6309 Mourning Dove Dr	Mc Farland	53558	mona.nelson@rocketmail.com
3. Karin	Mandli	5804 Aspen Ct	McFarland	53558	karin_mandli@mcfarland.k12.wi.us
4. Staci	Fritz	5304 Sure Ave.	McFarland	53558	stacifritz@gmail.com
5. Michael	Flaherty	5604 Chestnut Ln	McFarland	53558	mike.flaherty@mcfarland.wi.us
6. Kenneth	Machtan	5312 Falling Leaves Ln	McFarland	53558	ken.machtan@gmail.com
7. Evan	Richards	2473 Waubesa Hill Rd.	McFarland	53558	erichards@evanrichards.org
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

7

DRAFT

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service ***Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
Village	McFarland	$626,250
	Subtotal 1	$626,250

2. County

a. Home County Appropriation for Library Service — Subtotal 2a: $324,872

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	$213		
Green	$1,082		
Jefferson	$188		
Rock	$1,261		
Sauk	$505		
	Subtotal 2b		$3,249

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grants	$475		$0
	$0		
b. Funds Carried Forward from Previous Year	$0	c. Other State Funded Program	
	Subtotal 3		$475

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
e-rate reimbursement	$2,310
Subtotal 4	$2,310

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
	$0		
	Subtotal 5		$0

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*	7. All Other Operating Income	8. Total Operating Income *Add 1 through 7*	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*
$0	$2,124	$959,280	$674,250	Yes

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VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages *Include maintenance, security, plant operations*	2. Employee Benefits *Include maintenance, security, plant operations*
$489,889	$167,154

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
$62,199	$20,078	$11,290		$93,567

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
SCLS - ILS & Technology	$46,183		

Subtotal 4	$46,183
5. Other Operating Expenditures	$146,269
6. Total Operating Expenditures *Add 1 through 5*	$943,062
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal		$43,000	$38,062
d. County			
e. Other			

2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
$0	$0	$43,000	$38,062

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year: $40,233

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year: $0

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X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	$91,475	40.00				
Youth Services Librarian	MLS (ALA)	$54,954	40.00				
Assistant Director	Librn. no-MLS	$58,905	40.00				
Adult Services Librarian	MLS (ALA)	$53,423	40.00				
Tech Services Supervisor	Librn. no-MLS	$44,631	40.00				
Teen Services Librarian	Librn. no-MLS	$49,462	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant	Other	$115,714	122.00				
Shelver	Other	$7,076	15.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
3.00	3.00	6.00	4.30	10.30

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XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

55,990

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	28,952	26,240	55,192
3. Circulation to Nonresidents Living in Another County in the Library System	67	285	352
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	119	299	418

5. Circulation to All Other Wisconsin Residents	6. Circulation to Persons from Out of the State
28	0

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
Actual	No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	159	f. Rock	0
b. Dodge	3	g. Sauk	48
c. Green	71	h.	
d. Iowa	0	i.	
e. Jefferson	296	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?

Yes

2. Library type of Internet connection *Mark all that apply*

- [x] a. State TEACH line
- [ ] b. Other broadband connection *Local cable, telco, community network, etc.*

3. Library use of Internet filtering software or service

- [x] a. Yes, on all Internet workstations
- [ ] b. Yes, on some Internet workstations
- [ ] c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Self-directed Activities				
Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Heather	Kent	hkent@mcfarlandlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Ann	Engler	aengler@mcfarlandlibrary.org

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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*
A check (X) or a mark in the checkbox indicates compliance with the requirement.

☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].

☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].

☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].

☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].

☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]

☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].

☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].

☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].

☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].

☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].

☒ The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature *or designee*	Name of President or Designee *Print or type*	Date Signed
➢	Peter Sobol	
Library Director / Head Librarian Signature	Name of Director / Head Librarian *Print or type*	Date Signed
➢	Heidi Cox	

DRAFT

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County: Dane

The E.D. Locke Public Library *Name of Public Library* Board of Trustees hereby states that in 2020 the South Central Library System *Name of Public Library System / Service*

☒ **did** provide effective leadership and adequately met the needs of the library.

☐ d**id not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14*), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature *or designee*	Name of President or Designee *Print or type*	Date Signed
➢	Peter Sobol	

COMMENTS

SECTION_I
11. Fax No.
We don't accept incoming faxes.--2022-01-27
Limited service winter hours open per week
The reason there are hrs for limited service and none for staff only is that we added computer and copier service by appointment on January 2nd, 2021.--2022-01-27

reference service provided via another method (e.g., online service or form)
the reason for the decrease is that when we reopened to the building to the public, patrons chose to ask their reference questions in person instead of through email.--2022-01-27
offering curbside pickup
The reason for the decrease is that we reopened to the public on May 1, 2021 and patrons wanted to browse the shelves to select materials instead of placing holds.--2022-01-27
increasing the concurrent or monthly borrowing limits for electronic materials purchased locally
The reason for the decrease is because we didn't increase the current or monthly borrowing limits for electronic materials purchased locally in 2021.--2022-01-27
increasing the number of electronic materials and holdings purchased locally
The reasons for the decrease is that we didn't increase the number of electronic materials and holdings purchased locally in 2021.--2022-01-27
SECTION_II
8a. Electronic Collections (Locally owned or leased)
Overdrive Magazines, AtoZ Food America AtoZ World Travel, Press Reader, Flipster, NYT Online, Novelist Plus, Transparent Languages, Ancestry , Consumer Reports, Creative Bug, Data Axel Reference Solutions--2022-01-28
SECTION_III
Total Annual Circulation
The circulation is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
Total Items Loaned (provided to)
The circulation is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
Total Items Received (borrowed from)
The circulation is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
5b. Library Visits
The count is higher this year because we were open for full service beginning May 1, 2021.--2022-01-28
SECTION_VI
a. Print Materials
We spent more on print materials because we were underspent in other areas so we weeded and updated our collection.--2022-01-31
b. Electronic Materials
Some of the demand for electronic items for children when down after we reopened our regular hours and we decided not to renew some materials.--2022-01-31
c. Audiovisual Materials
We spent more on AV because there was more demand for it once we were open our regular hours.--2022-01-31

DRAFT

Response requested: ARPA award for external smart storage lockers

Vicki Teal Lovely <vickiteal@scls.info>

Thu 1/13/2022 11:36 AM

To: Ryan Claringbole <ryan@mononalibrary.org>; Suzann Holland <sholland@monroepubliclibrary.org>; Erin Foley <efoley@adamscountylibrary.info>; Heidi Cox <hcox@mcfarlandlibrary.org>; Bridget Roberts <bridget@springgreenlibrary.org>; Wendy Rawson <wendy.rawson@fitchburgwi.gov>; Svetha Hetzler <shetzler@sunlib.org>; Heidi Oliversen <holiversen@scls.info>

1 attachments (8 MB)

221317 South Central (WI) Library System SmartAxess System (1).pdf;

Greetings,

You are receiving this email because your library was included in the ARPA grant for external smart lockers. As of right now, the units that we have for consideration are a 10-door SmartAxxes System. This is the same unit that the Reedsburg Public Library has in place. The cost of the unit is approximately $19,000 and the cost includes a one year warranty and service contract. As part of the grant, we will also include a SIP connection to LINKcat so that we can work on integrating the SmartAxxes software with LINKcat. I have attached the quote so that you can see the full details about the product. We at SCLS are very excited about this grant as it will not only provide additional access to materials for your patrons, but for patrons from neighboring communities as well.

At this point in the process, I would like to request final confirmation that your library will participate in this grant. Please review the following library participant requirements and let me know if you wish to participate no later than Friday, January 18.

Library participant requirements:

- SCLS Network Services participants will be responsible for an increase in annual network costs of approximately $145 to $165.
- Libraries are also responsible for providing cabling and power--SCLS will provide consultation on this (there is a possibility that there will be some other funds to support this work, but we are not yet certain about that)
- Libraries should locate these in or just outside of the library and must have accessibility to the SCLS network. These should be in a covered location. Please note: if a library is planning on locating these outside of the library building, cabling costs may be higher than if the locker is located inside the building, for example in a lobby.
- SCLS is exploring the possibility of providing SIP integration, but each library will be responsible for the configuration and support of the units. SCLS will assist as we are able.
- Libraries will be responsible for service costs, and primary support will be through the vendor. After the first year, libraries may work with the vendor on the support agreement that works best for them. The options provided by the vendor are included below. I have highlighted a section that indicates they will push updates if they have access to the network free of charge even if the library does not have a service contract. SCLS will need to assess this possibility, so more details about that will be coming.

  *LEID has a 1-year full Warranty. Unlike other manufacturers, our service contracts are OPTIONAL.
  • We will always answer the phone when you have a technical question about our lockers whether you have a service contract or not. If you allow us access to your network, we can push software updates to your kiosk free of charge. We want our reputation to be that of delight to our customers.
  • Our service contracts run from:
  • Ala carte (pay as you go for parts and service); to
  • Technical Service over the phone and 25% discounts on parts; to

- Annual Preventative Maintenance Trip, 24/7 over the phone, and 25% off on parts.

I look forward to hearing from each of you regarding this exciting opportunity.

Vicki

--
Vicki Teal Lovely

Helping our member libraries provide the best possible service to the public.

Technology Services Coordinator
South Central Library System
Madison, WI
vickiteal@scls.info
(608)242-4713
Help Desk (608)242-4710
Twitter: vickiteal
Blogs:
http://scls.typepad.com/link2koha/
http://scls.typepad.com/scls_technology/

South Central Library System
'SmartAxess' Library System

Title: Library Hold Lockers

Prepared for:

South Central Library System
Attention: Heidi Oliversen
Circulation Services Consultant
Heidi@scls.info

South Central Library System
Helping Libraries Serve the Public

Presented by:
Peter M. Kujawski
pkujawski@leidproducts.com
m (603) 289-6001

Fed Tax ID: 20-3852343
Duns: 830292665
Cage: 5L3Q8

COVER

Presented by:

Heidi Oliversen
South Central Library System
702 Industrial Drive
West Salem, WI 54669-1328

October 13, 2021

Dear Heidi,

LEID Products is pleased to submit a proposal for the library's remote lockers. LEID has been designing and producing library hold lockers specifically for outdoor use for over 16 years. Our system may be the only true ADA compliant system on the market. Proposals that include 'towers' where the doors at the top and bottom in this type of locker system are out of the reach of people with disabilities. Our systems offers a true no-touch solution utilizing your cards.

We have published a buyer's guide packed with useful information garnered from Directors who have been dealing with the same challenges your library undoubtedly is or was during the Pandemic. You and your colleagues can download a copy of our Buyer's Guide. Please also note:

- ***All of our systems come with turnkey Installation, training, and full one-year warranty.***
- ***ADA Compliance*** – Our systems are ADA compliant.
- ***Weather Resistance*** – Our engineers say the reason for our clearances above ground is needed is to ensure that books are protected against water or snow accumulation, or rain splash back in addition to the ADA compliance as noted above.
- ***Longevity*** – Our base material is stainless steel which is powder coated to increase its longevity.
- ***Made in the USA*** –
    - All of our major suppliers are in the USA. You would be keeping money in our country by placing an order with LEID, a ***Michigan*** Company, where the lockers are designed, engineered and the systems are assembled.

Our systems are modular, come in multiple sizes and are easy to expand or add different the same or different sized lockers. Our systems come with an all LCD screen for ease of cleaning and disinfecting. The SmartAxess system's attributes will make it easy to expand if it proves popular and can easily be moved if a move or new construction dictate.

This proposal is for an outdoor system that will be located at your discretion. We look forward to working with you to continue to serve the great patrons of the South Central Libraries.

Sincerely,

Peter M. Kujawski

President
Mobile: (603) 289-6001 pkujawski@LEIDProducts.com

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Pima County AZ showing the 30-door system & 5 door larger lockers 21

LEID Experience, LEID Core Competencies and SmartAxess Introduction

SmartGuard™ and **SmartAxess™ Secure Asset Control Systems from LEID Products**, are the most advanced biometric and electronically accessible locker, cabinet and sensitive item storage systems available, providing built-in asset management/inventory control software and RFID tracking. SmartGuard storage systems are available with varying degrees of security ranging from a Biometric Access Control System (BACS™) including fingerprint, iris or facial scanning, to the 'Access.it' System utilizing touchpad, keypad and/or card reader for access verification. Our systems allow for restricted authorized self-service pick-up and drop-off of items with electronic chain of custody reporting, controlled 24/7 through remote, web-based management and monitoring software. Pass-thru and non-pass-thru SmartGuard™ electronic cabinets/lockers are available in multiple size and configuration options. The BACS and Access.it Systems are proven inventory control and asset management systems used to secure and track critical inventory including high end equipment, evidence, medical supplies/narcotics, sensitive corporate /government materials, and library materials. LEID Products is backed by the engineering and organizational strength as a division of Patti Engineering, Inc. Patti Engineering is a leading supplier of innovative automation and process improvement services for manufacturing.

Core Competencies

- **Software and access control** technology developed with in-house engineering staff including validation and testing
- **Control systems integration** expertise for various technologies- biometrics (fingerprint & iris scanning), keypad, card readers, RFID, barcode
- **Cabinets/Lockers**- High-quality all-galvanized steel construction, 16-gauge sides, shelves and frame, welded frame with riveted assembly, electronic rotary latch locks on doors, spring-loaded front doors automatically open when unit is accessed, manual override on doors, optional rear door for pass-through installation
- **Access Control Options** – Biometric, keypad, and/or card reader
- **RFID Tracking**- Optional installation of UHF RFID chips on sensitive items that can be 'tuned' in for various read distances that can be polled rapidly to account for inventory at all times while in storage. The RFID technology also allows for fast efficient 'hot bunking' inventory control

Proposition:

Cities, towns, and universities want to sustainably increase access to more patrons, including 24/7 coverage, improve social distancing without adding bricks and mortar. SmartAxess Library Systems from LEID Products, consisting of locker banks with electronic LCD access systems. Patrons can pick up their materials to lockers outside of the Library's main entrance 24/7, or inside schools, or at commercial stores or public facility locations. Patrons can use their card or are given a temporary pass code to access the hold lockers at the library or remotely, to access up to three door locations.

Remotely located lockers banks allow Library access for patrons not near or able to visit the library itself or not able to visit the library during normal hours. The SmartAxess Kiosk provides secure pass code authorization and access to the locker containing a patron's book or materials.

Increased productivity and efficiency

- Staff can efficiently load the lockers with the books the patrons want on regular schedules. Using RFID tracking and integrated computer processor and software, issue and return can be automated.
- Patrons get what they want, when they want it. Librarians spend more time serving more patrons remotely.
- SmartAxess allow patron access without the need for additional library staff.

Increased reliability and accuracy (with fewer resources)

- Patrons can order their materials online to be delivered to the remote locker most convenient to them.

Improved accountability

- Most modern chain of custody tracking of assets or books
- RFID tracking can support rolling inventory report

Increased Reach:

- Offer a "new location anywhere" when budget will not allow for new branch.

SmartAxess Electronic Access Cabinets can be installed practically anywhere – in malls and retail facilities, school campuses, commuter stations, and other locations. SmartAxess Electronic Access Cabinets can be sized and tailored for unique applications and locations.

"*Quincy Public Library loves LEID lockers. They are easy to use for staff and patrons*." Bobbi Mock,

Budget and Cost Scenarios: In compliance with your request, in this proposal we will address these scenarios:

- One -10 Door System
- Six – 10 Door Systems
- Nine - 10 Door Systems
- Increasing it to 15 would not decrease the price below the nine due to the installations being separate and the associated transportation costs.

The pricing for this scenario includes:

  - Equipment/Materials
  - Shipping
  - Labor
  - Services
  - Training
  - Annual Support and maintenance
  - Administrative Fees
  - Travel
  - Warranty – 1 year
  - Service Contract – 2d year

- There are no subcontractors involved in this project. You have only on company to contact, from order to installation to training to warranty and service support.

References: We proudly provide this list of references to demonstrate that we have provided outdoor library hold lockers of similar work, scope duration and size. In addition, as judged by librarians, LEID products has received the Modern Library Awards Platinum Award (https://www.secureassetcontrol.com/leid-wins-platinum-in-2020/ and 2021) for quality, reliability, durability and customer service.

1. Ann Arbor District Library, Len Lemoire, Facilities Manager, 734 327-4281, llemorie@aadl.org

2. Gary Byker Memorial Library, Hudsonville MI, Melissa Huisman, Library Director, 616 669-1255 mhuisman@hudsonville.org

3. Grand Ledge Area District Library, Lise Mitchell, Director, 989620-5118, director@gladl.org

4. Quincy Public Library: Quincy, IL, Roberta "Bobbi" Mock, Manager of Circulation and Delivery Services, rmock@quincylibrary.org 217 223-1309x203

5. Carver County Minnesota, Bob Lincoln, Library Systems Administrator, blincoln@co.carver.mn.us, 6122838364.

6. Pickerington Public Library, Pickerington, OH, Tony Howard, Director, thoward@pickeringtonlibrary.org, 614 8374104x222

7. Jessamine County Library, Nicholasville, KY, David Powell, Director of IT and Technology Librarian 8598853523, dpowelll@jesspublib.org

8. Athens County Public Library, Laura O'Neil, 740 805-0385, loneil@myacpl.org

9. Barrington Area Library, Vicki Rakowski, 847 382-1300x4000, vrakowski@balibrary.org

10. Fairfield County District Library, Becky Schaade, 740 653-2745x100, bschaade@fcdlibrary.org

11. Tuscarawas County Public Library, Michelle McMorrow Ramsell, 330 364-4474, mramsell@tusclibrary.org

12. City of St. Paul Public Library, Lisa Motschke, Director, 6512667059, Lisa.Motschke@ci.stpaul.mn.us

SmartAxess System Representative Work Flow:

Enrollment via the Remote Web Interface

1. Patron requests items from library
2. Librarian collects the requested items
3. Librarian registers the patron's card/code in system and assigns them locker(s)
4. Courier goes out to the locker pickup site
5. Courier logs into the system and presses the "Dropoff" button which opens all newly assigned lockers waiting for items
6. Courier deposits the items into the opened locker locations
7. Courier closes the locker locations
8. Library can optionally send patron an email saying that the items are ready for pickup and provide some basic instructions
9. Patron arrives at locker pickup site and scans their library card (or enters code manually)
10. Locker system automatically opens the locker location(s) with their items
11. Patrons closes the locker locations

Direct enrollment via the LCD Touch Screen

1. Patron requests items from library
2. Librarian collects the request items
3. Courier takes items out to the locker pickup site
4. Courier logs into the system and registers the patron's card/code in system and assigns them locker(s)
5. Courier presses the "Dropoff" button which opens all newly assigned lockers waiting for items
6. Courier deposits the items into the opened locker locations
7. Courier closes the locker locations
8. Library can optionally send patron an email saying that the items are ready for pickup and provide some basic instructions
9. Patron arrives at locker pickup site and scans their library card (or enters code manually)
10. Locker system automatically opens the locker location(s) with their items
11. Patrons closes the locker locations

LEID Proposal Summary:

The Library requested a proposal for the design, fabrication, and installation of a turnkey system including labor, material, and equipment to provide, install and maintain a self-service library holds kiosk. LEID calls these our SmartAxess library systems. The SmartAxess library system can act as a stand-alone system or can be optionally integrated into a library's ILS using the industry standard SIP 2 protocol or connecting information to the Cloud through a cloud hosting service. The authorized users will access system via LCD screen with a code provided by the library or by barcode card reader (which will be a pre-assigned compartment). Remote administrative functions can be conducted through a web browser (given network connection provided).

Requirements: The library requested a proposal for a 10 door system.

Detailed information regarding what is covered within the warranty/service: Included in this proposal.

- Electrical and data needs: Included in this proposal.
- Weather Resistant: Our systems are designed to be weather 'resistant.' We have systems successfully installed and operating in hurricane prone areas, extreme cold weather climates, and in heavy rain prone areas such as the Northwestern U.S. We recommend overhead cover for the kiosk. This proposal does not include any shelter construction or site work.

SmartAxess Video:

(https://www.youtube.com/watch?v=R4fhXXlOPdM)

Explanation of Product:

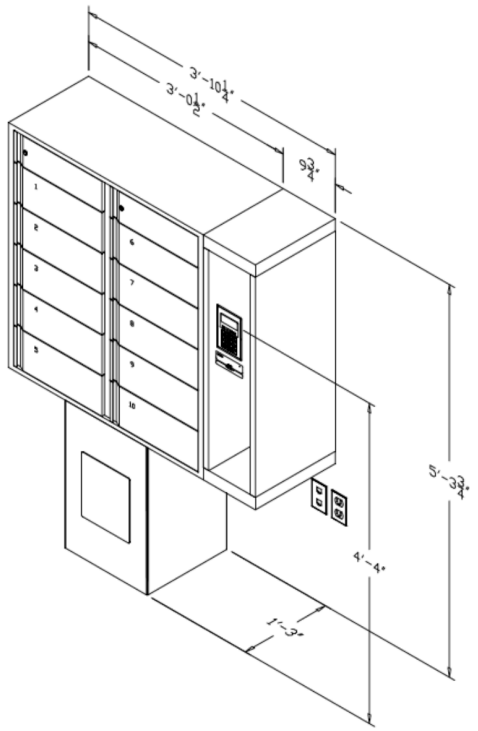
1. Technical Specifications. See also page 19. Electrical and network requirements as defined below.
2. Dimensions as shown in the drawing. Each locker is as shown in the drawing below with a compartment size of 16.5”Wx6.5”Hx14.5”D. Our systems are modular, larger door modules can be easily attached. The above size has been proven effective for most library needs.
3. Safe and Secure Storage: The cabinets are all steel construction with 16-guage sides, shelves, and frame. The frame is welded with riveted assembly. The doors are 16-guage steel with automotive strength electronic rotary latch locks on the doors that are spring loaded to automatically open when the authorized patron accesses the system. There is a manual override on the doors or they all can be opened at once for the currier to place the book therein.
4. Receipt: The patron swipes her or his library card or enters their code into the kiosk to retrieve the books that were ordered through the library’s system and delivered by currier to a specific door or sequence of doors. The door automatically springs open.
5. Staff Workflow: Orders received at the main branch are processed and prepared for distribution. Doors are assigned to the individual by computer at the main branch. Libraries have typically chosen their own method and timing of distribution based upon patrons’ needs, time of year, weather, and library procedures.
6. Backlog: Typically, libraries using our SmartAxess systems know their patrons’ needs and give them ample but not excessive time to retrieve, their books or other library materials. Times can be adjusted to prevent back up. Our systems are designed to be modular. More lockers can be added easily.
7. The courier’s card opens all doors quickly or by bank of doors. The staff courier can quickly load each compartment with the books ordered by the patron into the authorized compartment issued by the main office. The courier then closes all remaining open doors.
8. Libraries using our systems have used bar code scanning, code entry, RFID reader access or even fingerprint reader to authorized access. The system quoted herein will accept bar code or manual code entry.

9. Remote Access Functionality:
    a. Custom banner messages can be displayed
    b. Web Managed Interface with sortable and searchable event log reporting
    c. Accessible via Wi-Fi access point or via LAN/ internet on any modern browser
    d. Management:
        i. List of Locations
        ii. Authorized User assigned to location with name and code
        iii. Any and All Locations can be selected and opened
        iv. Locations can be opened and assigned a user code or be locked out
        v. Event log at the kiosk or remote computer
        vi. Allows high number of users.
        vii. Couriers can access and be managed through the system
10. Connection Methods: Wi-Fi or LAN
11. Safety Standards and Certifications: Our systems have been accepted for use and are being used by the Department of Defense, Department of Homeland Security, Law Enforcement Agencies, libraries and universities throughout the US. We were selected in 2020 by the Modern Library Awards at the Platinum Award level based upon: Quality, Functionality, Competitiveness; and Product Satisfaction. These ratings were provided by librarians based upon over 16 years of experience.
12. Expansion: Completely modular. New lockers can easily be added to existing systems. New remote locations can be added and networked.
13. Marketing: As described above, the screen can be loaded with a banner message. Signage or vinyl wrapping can be applied at an additional charge.
14. Service Plan: The first year is covered by the warranty. We offer second year and beyond service plans as described below and priced out in the pricing schedule.
15. Training is included.
16. Examples of our systems can be found at our website: https://www.secureassetcontrol.com/libraries-schools-universities/

Configuration and System Drawings:

Based on the current solicitation the following equipment and services will be provided.

System Design and Dimensions: 10-Door System and Graphic:



- *1 wirelessly accessed, web enabled controller with LCD interface w/ card reader in the computer kiosk*
- *1 [LKR-10D-MD] 10 Door Medium Lockers with pedestals w/ 24" pedestal*
- *1 wireless router*
- *1 barcode reader*

Freight – local / common carrier (inside delivery)

All systems would have:

LCD Touch Screen and Bar Code Reader to be located at the center of the kiosk

Patrons will access the system via the reader or entering a PIN code.
*LCD 52” center off finish floor w/ card reader or ADA 45” center off finish floor
The power requirement (120VAC / 15amp dedicated circuit) and Ethernet network connection (if required) is the responsibility of the customer*. Shown for pictorial purposes above as stand alone. Recommend placement behind the pedestal.

Customer Responsibilities:

- Receive truck delivery of ‘SmartAxess’ equipment (common carrier / inside delivery).
- All requirements of installation – Placement of 120 VAC 15A power outlets and Cat5e RJ45 data port (if not using WIFI) mounting hardware for desired location/placement; etc.
- Provide two working library (patron) cards within two weeks of PO, IT person information (to ensure correct card format).
- Provide network connectivity between all locker sites and main library
- Although there are many systems installed in the open throughout the US, LEID recommends an overhead cover of 18 inches in depth above the kiosk to prevent the direct impingement of precipitation.

SmartGuard SmartAxess
SECURE ASSET CONTROL

Project Summary & Pricing:

Project: **221317**	**SmartAxess Self-Service Library Holds System Powered by LEID**	
ITEM	DETAILS	QTY
KIO-SA-SM/MD SmartAxess Small/Medium Kiosk	• 7" LCD for SM/MD Locker • Includes SmartAxess software license • Wireless Router	1
(RDR-BAR) Barcode Reader	• Barcode reader	1
(LKR-10D-MD) 10 Door Medium Locker	• 10 door medium locker • 24-inch-high pedestal for locker • **Color TBD**	1
(LKR-TRM-R-MD) Right-Hand Trim Panel	• Medium Locker Trim Panel – Right • **Color TBD**	1
(LKR-TRM-L-MD) Left-Hand Trim Panel	• Medium Locker Trim Panel – Left • **Color TBD**	1
Freight	Local / common carrier w/ inside delivery	Incl.
Installation & onsite training	Installation and onsite training 1 trip	Incl.
Optional: 2nd year service plan**	2nd year service plan for 1 site	Incl.
ITEM		Total Price
Total for equipment, freight, training, and optional service plan		**See Table***

	*Total System Cost	**Total System Cost w/o Service Contract	Cost per System	Cost per System w/o Service Contract
One-10 Door SmartAxess Systems	$24,197	$23,250	$24,197	$23,250
Six 10-Door SmartAxess Systems	$116,589	$110,851	$19,431	$18,475
Nine 10-Door SmartAxess Systems	$173,147	$164,526	$19,238	$18,280

LEID has a 1-year full Warranty. Unlike other manufacturers, our service contracts are ***OPTIONAL*.

- We will ***always*** answer the phone when you have a technical question about our lockers whether you have a service contract or not. If you allow us access to your network, we can push software updates to your kiosk free of charge. We want our reputation to be that of delight to our customers.
- Our service contracts run from:
- Ala carte (pay as you go for parts and service); to
- Technical Service over the phone and 25% discounts on parts; to
- Annual Preventative Maintenance Trip, 24/7 over the phone, and 25% off on parts.

Payment Terms, Delivery, Tax ID, Duns, Cage Code:

This proposal is subject to LEID Products Standard Terms and Conditions (PE document #SA.008.01). Quoted pricing is valid for a period of 30 days.

LEID Terms: 50% Up front:
50% Upon Shipment
Fed Tax ID: 203852343
Checks payable to LEID Products

Duns: 830292665

Cage: 5L3Q8

Lead time: 12 weeks After Receipt of Deposit

Delivery FOB :

4610 South Biltmore Lane
Madison, WI 53718
plus up to 14 sites in SCLS
https://www.scls.info

LEID Products strives to make sure that you, as our customer, are satisfied with our product and services. Please feel free contact us by phone or email if you have any questions regarding this proposal.

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Proposal Acceptance

Email Purchase Order to: pkujawski@LEIDProducts.com cc: accounting@LEIDProducts.com

Or Authorize (*if PO not available*): _____
Signature

_____ _____ _____
Print Name *Title* *Date*

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Fields below MUST BE completed before order can be processed.

~~~~~~

SHIP TO:

Address:

_____

City: _____ State: ____, Zip:_____

Contact Person (Name): _____ Phone # _____

Email: _____

INVOICE: **if appliable, attach copy of Sales Tax Exemption Certificate*

Make Invoice out to (name):

_____

Address:

_____

COLOR SELECTION: _____

TOTAL PRICE: $ _____ Circle and Initial beside price on Project Summary & Pricing Page, and return with order.
~~~~~~

Warranty and Technical Support Terms:

Included Warranty:

- **1 year from date of installation**
- **2nd Year starts 1st day after Warranty period.**

Support Terms:

- LEID Products will provide Emergency and Holiday support per the solicitation through local contractors if so awarded the Contract.

LEID Products provides:

- Provide technical support from the LEID Auburn Hills, MI facility:
- Within 24 hours of receiving a phone call from a representative of the purchaser or the customer during business day, LEID will respond and be ready to troubleshoot the problem.
- Within 48 hours of receiving a phone call from a representative of the purchaser or the customer during non-business day, LEID will respond and be ready to troubleshoot the problem.
- The phone support hours and all other engineering support provided locally from the LEID facility is included under this contract without additional charges. This contract includes support for keeping the supported system in working order per the applicable Functional Specification, or the project quote document. Software development for new functionality is not included under this contract as a term of warranty or extended service.
- A representative of the purchaser or the customer will be able to contact the on-call engineer via the LEID 24 hour answering service.
- Provide onsite engineering support at LEID's discretion if the issue cannot be resolved by remote connection and customer onsite assistance (evaluation components may be shipped to customer for testing as well before onsite assistance is required).
- For all out of warranty replacement components provided by LEID, there will be a 25% deduction off list price, plus shipping charges.
- LEID will keep a log of the service reports for all reported incidents at the customer's facility. The log will be available for review when requested by a representative of the purchaser or the customer.

SmartGuard™ SmartAxess™
SECURE ASSET CONTROL

Specifications:

FEATURES

Multiple Authentication Methods
- Pin Code
- Barcode
- RFID Card/Badge
- Magstripe Card

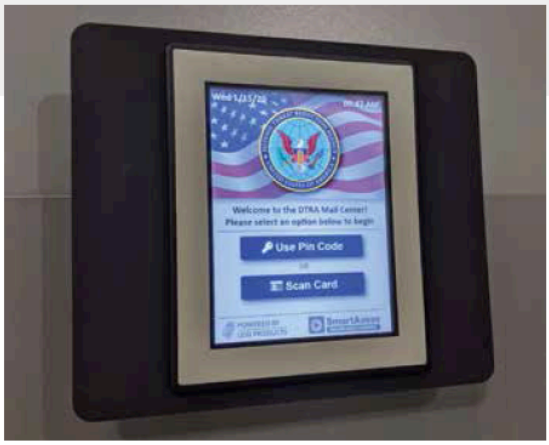
Touch Interface Kiosk
- Industrial panel mount computer
- Full-color LCD display
- IP65 rated weather-resistant screen
- Customizable welcome message
- Customizable images and logos
- Encrypted User Data

Multiple Location Operating Modes
- Pick-up Mode
  - > Users can be assigned locker locations to pick-up items
  - > Locations can be assigned expiration time to flag
  - > Examples
    - After-hours pick-up
    - Mailbox pick-up
    - Online order pick-up
    - Evidence Pick-up
- Drop-off Mode
  - > Users can drop off items in a locker compartment for pick-up from a courier
  - > Examples
    - Library book return
    - Evidence drop-off
- Temporary Storage Mode
  - > Users can temporarily store items in a secure location
  - > No pre-assigned users necessary
  - > User can pick their pin number or scan a card/badge
  - > Examples
    - Secure cell phone storage (optional integrated charging)
    - Secure weapon storage

Web Management Interface
- View system status, pull log reports, assign users, manage system settings
- Accessible via any modern web browser
  - > Microsoft Edge, Google Chrome, or Mozilla Firefox
- Accessible via embedded Wi-Fi access point
  - > Requires Wi-Fi addon
- Accessible via Customer Network
  - > Requires customer-provided local network connection at locker site
- Accessible via Internet
  - > Requires customer-provided internet connection at locker site

Multiple locker sites can be networked together to share user and event log data

Users can self-report issues with items to system administrators



SMARTAXESS LOCKERS

- Typical library configuration – (1 or 2)-10 door banks with secure access touchpad mounted in an adjoining kiosk
- Pass-thru (built into library) or non pass-thru (remote) configurations available
- Weather-resistant 16 AWG Galvanized Steel construction suitable for outdoor/remote applications
- Powder coated for long term durability
- Available in custom colors
- Heavy duty rotary locks for reliability

Modern Library Awards 2020 & 2021 & Buyer's Guide:

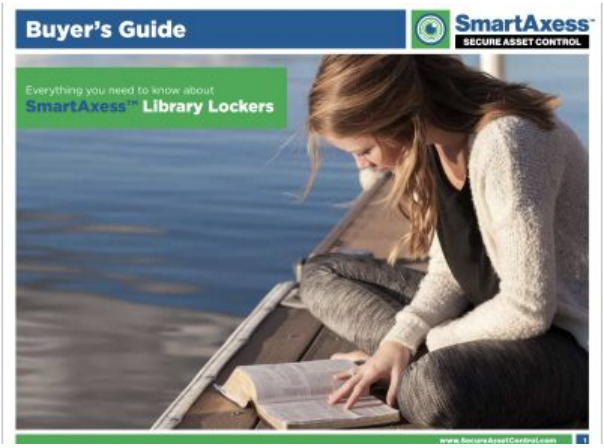
https://www.secureassetcontrol.com/leid-wins-platinum-in-2020/

As Announced on 1/14/2020 LEID won Platinum in 2021

Your library can continue to deliver books and materials to your patrons, 24/7, while maintaining social distancing during the COVID-19 pandemic. "No contact" service is here thanks to SmartAxess™ Library Systems.

https://www.secureassetcontrol.com/libraries-schools-universities/

Buyer's Guide:



https://www.secureassetcontrol.com/libraries-schools-universities/

Pass Through Example: Ann Arbor MI Library System

Installed in a Curtain Wall

Pima County AZ showing the 30-door system & 5 door larger lockers