VILLAGE OF MCFARLAND | **Library Board** | *NOTICE OF PUBLIC MEETING*

Monday, February 6, 2023 | **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 2, 2023 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. Library Director Job Description
   b. Storage Unit Rental
   c. HVAC engineering proposal
   d. Library Logo Refresh
   e. Library Closure March 16 for staff training
   f. ALA Conference 2023
   g. 2022 Annual Report
   h. Library Table Quote
6. ADJOURNMENT

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

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, January 2, 2023 - 5:15 PM

1. CALL TO ORDER

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

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

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the December 5, 2022 meeting.*
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the December 5, 2022 meeting. Motion carries 6 - 0 - 1 by acclamation, with Carrie Nelson abstaining.

b. *Motion to approve the December invoices*
Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the December invoices Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *Budget Update*

b. *Director's Report*

c. *Monthly Statistical Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Remote Work Policy*
Motion by Village Trustee Carrie Nelson, second by Member Peter Sobol, to approve the Remote Work Policy Motion carries 7 - 0 - 0 by acclamation.

b. *Library Meeting Room Policy*
Motion by Member Karin Mandli, second by Village Trustee Carrie Nelson, to approve Library Meeting Room Policy Motion carries 7 - 0 - 0 by acclamation.

c. *Review of 2022 Director's goal*

d. *2023 Director Goals*
Motion by Member Mona Nelson, second by Member Staci Fritz, to approve 2023 Director Goals Motion carries 7 - 0 - 0 by acclamation.

e. *Ad-hoc Strategic Planning Committee*

Motion by Member Staci Fritz, second by Member Karin Mandli, to approve the creation of the Ad-hoc Strategic Planning Committee Motion carries 7 - 0 - 0 by acclamation.

f. *Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the Library Director's 2022 evaluation*

Motion by Member Evan Richards, second by Village Trustee Carrie Nelson, to convene into Closed Session Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the Library Director's 2022 evaluation Motion carries 7 - 0 - 0 on a roll call vote.

g. *Reconvene in open session*

Motion by Member Evan Richards, second by Member Peter Sobol, to reconvene into Open Session at 7:15. Motion carries 7 - 0 - 0 by a role call vote.

6. ADJOURNMENT

Motion by Member Evan Richards, second by Member Mona Nelson, to adjourn at 7:16

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 2023 Invoices

Vendor	Sum of Amount	Description
ALLIANT ENERGY	$4,099.97	Utilities
AMAZON CAPITAL SERVICES	$2,219.62	Office Supplies & AV
ARAMARK	$156.99	Mat Rental
CARDMEMBER SERVICES	$855.36	Visa Card
CORPORATE BUSINESS SYSTEMS	$34.68	Copier Lease
DEMCO INC	$170.63	Library Supplies
ENVIRONMENT CONTROL	$2,699.00	
ENVISIONWARE	$2,602.96	Janitorial Services
FRONTIER	$113.82	Equipment Maintenance
INGRAM LIBRARY SERVICES	$4,247.94	Phone Charges
MADISON PUBLIC LIBRARY	$13.95	Books
MCFARLAND ACE HARDWARE	$7.18	Lost Item fee
MENARDS - MONONA	$27.88	Building Supplies
MICROMARKETING LLC	$50.00	Building Supplies
RIVISTAS LLC	$2,860.68	Audio Books
ROSEMARY GARFOOT PUBLIC LIBRARY	$18.00	Magazine Subscriptions
SOUTH CENTRAL LIBRARY SYS	$54,443.81	Lost Item fee
TDS	$283.26	Tech and ILS software fees
WAUNAKEE PUBLIC LIBRARY	$21.95	Phone Charges
WISCONSIN LIBRARY ASSOCIATION	$168.00	Lost Item fee
(blank)		Dues & Program Fee
Grand Total	$75,095.68	

2023 Budget Update

REVENUES							
		Budget Amount	January Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41000**	$ 733,000.00	$ -	$ -	0.00%		
County Library Aids	**43000**	$ 327,500.00	$ 380.35	$ 380.35	0.12%		
Library Fines	**45000**	$ -	$ -	$ -			
Interest	**48100**	$ 2,000		$ -	0.00%	8%	
Library Fees	**46000**	$ 1,500	$ 177.50	$ 177.50	11.83%	8%	$ 125.00
		$ 1,064,000.00	**$ 557.85**	$ 557.85	**0.05%**	8%	
Expenditures							
Salaries	110	$410,000.00	$ 12,912.91	$12,912.91	3.15%	8%	$ 34,166.67
Part-time	120	$204,750	$ 7,195.62	$7,195.62	3.51%	8%	$ 17,062.50
Health Insurance	130	$112,000	$ 4,260.44	$4,260.44	3.80%	8%	
Retirement	131	$34,000	$ 1,141.84	$1,141.84	3.36%	8%	$ 2,833.33
SS/Medicare	132	$47,000	$ 1,454.90	$1,454.90	3.10%	8%	
Other Benefits	135	$2,500	$ 53.81	$53.81	2.15%	8%	
Expense Reimbursement	141	$ 250		$0.00		8%	
Total Personnel		**$810,500.00**	**$ 27,019.52**	**$27,019.52**	**3.33%**	8%	**$ 67,541.67**
Support Services	210	$ 8,500	$ 2,699.00	$ 2,699.00	31.75%	8%	$ 708.33
Consulting Services	211	$ 48,000	########## ##	$ 47,673.81	99.32%	8%	$ 4,000.00
Utilities	220	$ 36,000	$ 4,099.97	$ 4,099.97	11.39%	8%	$ 3,000.00
Communication	221	$ 4,750	$ 283.26	$ 283.26	5.96%	8%	$ 395.83
Equipment Maintenance	240	$ 9,000	$ 2,637.64	$ 2,637.64	29.31%	8%	$ 750.00
Facility Maintenance	242	$ 23,250	$ -	$ -	0.00%	8%	
Other Contractual Services	290	$ -		$ -	0.00%	8%	$ 1,937.50
Total Services		**$ 129,500.00**	**$ 57,393.68**	**$ 57,393.68**	**44.32%**	8%	**$ 10,791.67**
						8%	
Office Supplies	310	$ 9,000	$ -	$ -	0.00%	8%	$ 750.00
Postage	311	$ 250	$ -	$ -	0.00%	8%	$ 20.83
Dues	320	$ 500	$ 140.00	$ 140.00	28.00%	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	$ 28,750	$ -	$ -	0.00%	8%	$ 2,395.83
Collection - Print	344	$ 55,000	$ 524.79	$ 524.79	0.95%	8%	$ 4,583.33
Collection - AV	345	$ 12,500	$ (2,831.89)	$ (2,831.89)	-22.66%	8%	$ 1,041.67
Library Miscellaneous	390	$ 250	$ -	$ -	0.00%	8%	
Programming	391	$ 8,000	$ 88.54	$ 88.54	1.11%	8%	$ 666.67
Other Total		**$ 124,000.00**	**$ (2,078.56)**	$ (2,078.56)	**-1.68%**	8%	**$ 10,333.33**
Total Budget		**$1,064,000.00**	**$ 82,334.64**	**$ 82,334.64**	**7.74%**	8%	**$ 88,666.67**

2022 Budget Update

REVENUES									
		Budget Amount	October Final	November Final	December Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41000**	$ 674,250.00	$ -	$ -		$ 674,250.00	100.00%		
County Library Aids	**43000**	$ 325,000.00	$ -	$ -		$ 325,022.93	100.01%		
Library Fines	**45000**	$ -	$ 0.90		$ 17.00	$ 61.34			
Interest	**48100**	$ 1,000	$ 724.81	$ 694.87		$ 4,944.60	494.46%	100%	
Library Fees	**46000**	$ 1,500	$ 260.26	$ 142.76	$ 336.09	$ 2,744.68	182.98%	100%	$ 1,500.00
		$ 1,001,750.00	**$ 985.97**	**$ 837.63**	**$ 353.09**	$ 1,007,023.55	**100.53%**	100%	
Expenditures									
Salaries	110	$357,250.00	$ 28,116.83	$ 28,116.83	$ 44,587.31	$373,291.80	104.49%	100%	$ 357,250.00
Part-time	120	$180,750	$ 11,419.68	$ 12,051.24	$ 18,709.54	$146,781.85	81.21%	100%	$ 180,750.00
Health Insurance	130	$106,750	$ 9,180.64	$ 9,180.64	$ 13,625.36	$114,108.33	106.89%	100%	
Retirement	131	$30,500	$ 2,226.89	$ 2,232.46	$ 3,648.39	$30,801.32	100.99%	100%	$ 30,500.00
SS/Medicare	132	$42,000	$ 2,857.20	$ 2,951.38	$ 4,687.30	$39,252.85	93.46%	100%	
Other Benefits	135	$2,000	$ 107.62	$ 107.62	$ 161.43	$1,239.00	61.95%	100%	
Wage Adjustment	140	$ 12,250	$ -	$ -	$ 12,250.00	$12,250.00	100.00%	100%	$ 12,250.00
Expense Reimbursement	141	$ 250	$ -	$ -	$ -	$0.00		100%	
Total Personnel		**$731,750.00**	**$53,908.86**	**$54,640.17**	**$97,669.33**	**$717,725.15**	**98.08%**	100%	**$ 731,750.00**
Support Services	210	$ 42,000	$ 2,699.00	$ 2,699.00	$ 4,939.00	$ 34,868.00	83.02%	100%	$ 42,000.00
Consulting Services	211	$ 46,000	$ -	$ -	$ 1,775.00	$ 52,172.00	113.42%	100%	$ 46,000.00
Utilities	220	$ 28,000	$2,670.16	$3,029.55	$3,355.65	$ 35,750.93	127.68%	100%	$ 28,000.00
Communication	221	$ 2,000	$416.32	$422.76	$493.38	$ 4,685.49	234.27%	100%	$ 2,000.00
Equipment Maintenance	240	$ 9,000	$321.34	$1,131.57	$332.91	$ 7,005.22	77.84%	100%	$ 9,000.00
Facility Maintenance	242	$ 23,250	$1,787.37	$690.31	$3,936.52	$ 26,628.93	114.53%	100%	
Other Contractual Services	290	$ -				$ 0.00	0.00%	100%	$ 23,250.00
Total Services		**$ 150,250.00**	**$ 7,894.19**	**$ 7,973.19**	**$ 14,832.46**	**$ 161,110.57**	**107.23%**	100%	**$ 150,250.00**
Office Supplies	310	$ 9,000	$ 255.32	$ 270.65	$ 513.45	$ 8,378.26	93.09%	100%	$ 9,000.00
Postage	311	$ 250	$ -	$ 21.85	$ 254.08	$ 371.46	148.58%	100%	$ 250.00
Dues	320	$ 500	$ 236.00	$ -	$ -	$ 655.00	131.00%	100%	$ 500.00
Meeting Expenses	330	$ 1,000	$ -	$ 36.00	$ 107.87	$ 448.84	44.88%	100%	$ 1,000.00
Training Expenses	331	$ 3,250	$ 695.00	$ (194.79)	$ (294.28)	$ 6,773.57	208.42%	100%	$ 3,250.00
Operating Supplies	340	$ 5,500	$ -	$ -	$ 857.00	$ 2,789.18	50.71%	100%	$ 5,500.00
Technology	342	$ 24,500	$ -	$ 11,718.22	$ 6,843.30	$ 30,179.19	123.18%	100%	$ 24,500.00
Collection - Print	344	$ 55,000	$ 4,872.37	$ 6,561.13	$ 4,268.55	$ 57,152.22	103.91%	100%	$ 55,000.00
Collection - AV	345	$ 12,500	$ 1,254.53	$ 999.66	$ (562.88)	$ 9,616.22	76.93%	100%	$ 12,500.00
Library Miscellaneous	390	$ 250	$ -	$ -	$ -	$ -	0.00%	100%	
Programming	391	$ 8,000	$ (5,305.51)	$ 4,109.78	$ 445.82	$ 7,842.42	98.03%	100%	$ 8,000.00
Other Total		**$ 119,750.00**	**$ 2,007.71**	**$ 23,522.50**	**$ 11,987.09**	$ 123,760.54	**103.35%**	100%	**$ 119,750.00**
Total Budget		**$1,001,750.00**	**$ 63,810.76**	**$ 86,135.86**	**$ 124,488.88**	**$ 1,002,596.26**	**100.08%**	100%	**$ 1,001,750.00**

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

January Highlights

- **Village News -** Carrie Nelson will give an update
- **Friends** – Friends meet on February 7th, 2023
- **Endowment –**The current balance of the endowment fund as of December 31, 2022 is $157,700.65
- **McFarland Community Festival –**
    - The library will again be doing the 5K run/race and the Farm to Table Dinner. I am also working with the Farwell Gallery on a Public Art project for the Festival.
- **Library Systems Report Facilities Management**
    - **HVAC –**
        - JM Brennan completed their inspection of the system in late December and made a number of changes to help with the stability of the system. Since December 26th, the boilers have not gone off-line.
        - I worked with JM Brennan to submit budget numbers to the Village Administrator for the boiler replacement project.
    - **Bollard –** Public Works accidently ran into one of the bollards and we're in the process of getting it replaced.
- **Strategic Planning –** The first meeting of the strategic planning committee has been tentatively scheduled for February 9, 2023 at 5:30.
- **Adult Services Librarian recruitment –** Sara Hendrickson has accepted the offer to be our Adult Services Librarian. Sara currently works as a Library Assistant at the Fitchburg Library and is attending UW-Madison for her Masters in Library Science. Sara starts February 27th.

Youth Services (Heather Kent)

Storytime:

- Our storytimes resumed on January 2 and we have had a couple times where we were back to pre-2020 numbers.
- PJ Storytime this month was space themed and had us blasting to outer space. Families participated in the storytime program and then were able to do outer space crafts in the children's library. Next month we will be having a Family Yoga Storytime.
- Wanted to note, we have had a lot of positive feedback with the option of virtual programming offered. Both with storytimes and Zumbini we have a couple families that join weekly and other families that use the option when the weather is bad or if someone is not feeling well.

Programming:

- Zumbini Session 2 continues this month and is full energy and silliness. We have some new instruments that are a huge hit.
- The Magic Tree House book club discussed "Polar Bears Past Midnight" this month. We played the jeopardy game, tackled a snowball obstacle course, and created polar bear pictures. This group is so fun and, even though about half of them may not read the book, their enthusiasm for library programs is contagious.
- D&D club started holding meetings twice a month. This group is so fun and, if we didn't have a time limit, would play for hours on end.
- Merry Munchkins has added an element of mess this month. Every other week is a messy program – returning some of our messy play from the past program (although we haven't brought back the shaving cream…..yet)

- On January 18th Mrs. Baumann's 1st grade class came down to the library to play and have some books read to them. The class had earned a reward and wanted to come down to the library. It was so fun to have them visit and, of course, several faces were recognizable as members of the Magic Tree House Book Club.

Other

- Heather and Heidi met with Tracy Phillippi from Cottage Grove to talk about the upcoming outreach programming we will be doing in that community. We will be starting with a storytime/zumbini mix on the 1st and 3rd Friday of the month. This will be in the basement of the Monona State Bank building in Cottage Grove. As well as programming, we will be offering library book check out and library card sign-up.

Teen Services (Abby Seymour)

It's a fresh new year and teen programs have really hit the ground running! After a good break, the teens and I are getting back into a regular programming schedule.

As far as regular weekly programs go, Snack & Chat is continuing to be an after-school staple at the library. It's a simple one—all the kids do is grab a snack from me and chat with their friends for an hour. I always have some card games and board games available too. The attendance of this one ebbs and flows, the lowest being 2 teens and the higher end being 9. Many of the teens are now in the routine of walking to the library after school for Snack & Chat, which I'm told work out better for their parents as a pickup spot.

Once a month on Tuesdays brings Scribe Tribe. As a reminder, this is a creative writing program for teens. This monthly creative writing club has prompts, writing challenges and games. I want it to be a safe environment for teens to read their stories out loud, brainstorm ideas, and get feedback. Once again, no teens attended this program. I think I can officially say that this program didn't work. It's on the schedule until March so I will still follow through with the last few sessions. I will do one final push of adding this program to the school announcements, putting it on social media, and emailing a few teachers directly.

The program on Wednesdays technically falls into the Children's Programming category: LEGO Club. This is one for kids in grades 3-5 and meets once a month. I have several bins of LEGOs that I put out on several tables. This month, I challenged them to build a car out of LEGOs that could be powered by a balloon. Once they built the car, they positioned the balloon (that they just blew up) on the car and then let the air out the balloon. The idea was that the air being let out of the balloon would propel the car forward. All of the kids had varying success and all had to do some problem solving in order to make their cars move.

Teen Hangout on Thursdays is currently drawing a steady crowd. Every week, I have some games, including the Nintendo Switch, and a craft or other activity (like LEGOs, perler beads, watercolors, or a sticker-by-number poster) available. The biggest draw is definitely the Nintendo Switch! They'll most often play Mario Kart or Super Smash Brothers. I know for a fact that a few of the teens only because of the Switch, especially the ones who don't have a device of their own.

The Teen Advisory Board met this month to discuss teen programming. They weighed in on future events and gave feedback about previous programs. They also doled out assignments for the next T.A.B. newsletter, which will come out in early February. While attendance at T.A.B. is low, it's a program I don't want to go away. I'm in the beginning stages of working on a rebrand to make the group more focused on volunteering.

The true highlight of this month and every month was the Teen After Hours event! At the January event, teens got to play Mario Kart Live: Home Circuit. This game involves two race cars that are remote controlled by a Nintendo Switch. This is a program I only ever allowed myself to dream about because the cost of the cars and the extra Switch (each car

needs its own controller) was so high. That's why I was so happy and grateful that a generous donation from TDS made it possible! The twelve teens who attended this program worked together to make a race track that went throughout the library. The track weaved through the stacks, went under tables, and even included a ramp that the teens made out of cardboard. Then, two teens at a time (one on each car) could race each other on the track in the library. Overall this was a successful program! None of the teens had their own Mario Kart race car at home and were thrilled to be able to try it out. There were a few minor technology issues that were a bit frustrating but the teens were resilient and we worked through it. Also, I was very happy with the teens not making a fuss about sharing! I know all of them would've liked to play with the cars longer but none of them complained.

aAfter taking down my display of holiday and winter themed YA books, I wanted to change it up and make a display of books that wasn't just eye-catching, but also interactive. Inspired by an Instagram post (@EpicReads), the display was called "Guess the Book Based on a Boring Description". In only a sentence or two, I wrote a really boring and simplistic summary of a popular YA book, a description that doesn't necessarily make the book sound appealing. For example, the description I used for The Fault in Our Stars by John Green said, "Two sick kids go to a meeting and then they talk about their favorite author." Doesn't sound like a very fun read, does it? Then I printed off each description and cut them down to be the size of the book cover. The piece of paper completely covered the front of the book which added to the interactive element. Passerby's could read the boring description, try to guess the book, and then lift the piece of paper to reveal the answer!

Adult Services (Ann Engler)

Programming

I've continued to run Mystery Book Club and Adult Craft Club, and both are going well as always. I happen to enjoy the programs personally, but I believe it is good for the library that there did not need to be a break in two monthly, popular programs with loyal followings after I transitioned roles. It's been my experience that getting a new monthly program off the ground is tough!

Notably, for last month's craft club, a patron who saw we were going to do paper quilling contacted me and volunteered her time, tools, and expertise to team teach the program. She did a wonderful job helping people and it was great to have an experienced quiller there. She noted she's retired and would be happy to help with craft clubs in the future—she gave me a list of the arts and crafts she does and she's a prolific crafter!

I'm working on setting up the 2023 McFarland Bird Festival kickoff planning meeting for February. Even though the event is in May, in order to secure bird-related groups and speakers, we need to move quickly because their schedules fill up fast during the spring migration period.

Collection Development

I've continued to order adult materials (fiction, DVDs, music, and large print) so that patrons will have the latest books and other items available to them. I will be sorry to say goodbye to this task as it is one of my favorite librarian duties, but I look forward to passing along the tips and tricks I've learned to the new librarian.

Other

I've continued to do library displays, mainly on the shelf end caps and the large octagonal display. I also recently went through a large, generous donation of recent hardcover titles to decide which to add as Lucky Day copies, regular copies, or place in the book sale room.

After the new adult services librarian starts and gets settled, I look forward to seeing how I can best support the library in my new role.

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2010			20,145	17,969	17,348	22,658	21,981	21,285	18,419	17,098	17,186	16,487	**190,576**	
2011	18,688	17,676	21,033	19,166	17,990	22,347	22,025	21,152	17,764	18,747	19,186	17,643	**233,417**	22%
2012	20,085	19,772	19,648	18,376	17,509	22,581	24,803	22,454	18,443	19,422	18,008	16,856	**237,957**	2%
2013	19,496	17,673	19,758	17,975	16,239	19,184	23,010	20,732	17,047	17,461	16,908	15,523	**221,006**	-7%
2014	17,554	15,557	18,410	17,083	15,376	18,854	20,995	19,171	16,343	16,466	15,195	15,661	**206,665**	-7%
2015	16,248	15,227	17,650	15,866	14,925	19,286	19,889	18,534	16,593	16,940	15,690	14,781	**201,629**	-2%
2016	16,183	16,051	17,058	17,012	15,731	19,796	19,891	18,863	16,581	16,052	15,477	15,233	**203,928**	1%
2017	15,915	15,309	17,438	15,586	16,002	19,340	19,407	19,256	15,896	16,909	15,056	14,894	**201,008**	-1%
2018	16,397	14,760	16,712	15,434	15,321	18,732	18,739	18,402	14,440	15,138	14,525	13,707	**192,307**	-4%
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	**187,193**	-3%
2020	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	**90,754**	-52%
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	12,362	14,023	13,121	12,498	15,731	15,213	15,322	13,172	12,700	12,895	12,124	**161,847**	18%
2023	13,998												**13,998**	10%
% change month to month	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	New Library Cards													
2011	43	45	52	43	39	82	54	41	0	44	36	35	**514**	
2012	44	45	62	37	32	70	48	63	41	59	35	19	**555**	
2013	39	25	34	28	38	59	47	42	43	30	32	18	**435**	-22%
2014	42	40	31	35	34	74	77	37	53	42	38	34	**537**	23%
2015	42	55	47	32	38	71	54	52	50	31	31	24	**527**	-2%
2016	36	37	40	48	42	84	76	97	50	34	36	20	**600**	14%
2017	46	46	46	37	45	95	44	65	60	37	35	41	**597**	-1%
2018	41	45	49	39	44	88	66	51	49	52	28	30	**582**	-3%
2019	45	40	41	57	41	85	88	47	35	54	49	30	**612**	5%
2020	45	43	28	10	11	11	10	11	23	14	4	16	**226**	-63%
2021	17	14	12	8	32	104	59	56	86	36	29	26	**479**	112%
2022	47	41	45	57	60	113	97	58	73	57	50	29	**727**	52%
2023	42													
	-11%	193%	275%	613%	88%	9%	64%	4%	-15%	58%	72%	12%		
	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	39	23	22	20	12	11	11	4	8	10	5	**229**	
2023	13												**13**	
	visitor count													
2022	11,264	12,148	15,779	13,842	16,998	24,974	22876	23,756	21654	18657	18404	16997	**217,349**	342%
2023	17,884												**17,884**	59%

Village of McFarland
Position Description
Library Director

Classification Title: Library Director | **Department: Library**
Reports To: Library Board | **FLSA: Exempt**
Date Revised: May 2012 | **Union: None**

POSITION SUMMARY –

Distinguishing Characteristics of the Class

Develops, administers, supervises and coordinates the work of the library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Library Board of Trustees (hereafter known as Board).

Supervision Received

- Receives policy direction from the Library Board, and administrative direction from the Village Administrator.
- ~~Exercises direct and indirect supervision over all library staff.~~

Supervision Exercised

- Exercises direct and indirect supervision over all library staff and volunteers

~~Supervises Technology Services Assistant and Adult Volunteers.~~

DESCRIPTION OF WORK

Essential Duties and Responsibilities

Works with the Library Board and Library Systems

- Provides administrative support to the Board and attends all Board meetings.
- Prepares ~~Assists in preparing~~ agendas, ~~and arranges for~~ minutes, and board packets for ~~each to be taken at~~ Board meetings.
- ~~Compiles and mails Board packets in advance of each meeting.~~
- Researches, compiles and distributes background materials for agenda items.
- Keeps the Board informed of issues and problems relating to the library, and presents options and recommendations for dealing with those issues.
- Assists and promotes continuing education of Board members, and orients new members.

- Prepares state annual report for review and approval by the Board.
- Participates in South Central Library System meetings, committees and training.
- Participates in Dane County librarian meetings and activities.
- Ensures that system contracts are signed and submitted on a timely basis.

Manages Public Services

- Helps develop and oversee a variety of services designed to meet the needs of a diverse public, including the lending of a wide variety of materials to users of all ages, reference and information services, readers advisory, user instruction, public programming, provision of public meeting spaces and access to electronic information.
- Operates the library under a philosophy of service which puts the needs of library users first, and responds to those needs in a positive, helpful and friendly manner.
- Ensures library accessibility to everyone in the community, including individuals with various types of disabilities.
- Works with the McFarland Community Festival board to plan the McFarland Community Festival.

Manages Collection Development & Technical Services

- Selects or directs the selection of a collection of library materials that meets the needs of a diverse public, based on a collection development policy approved by the Board.
- Reviews collection development policy regularly to make sure it is consistent with current practice and otherwise up-to-date.
- Oversees and participates in the acquisition, processing and cataloging of library materials.
- Oversees and participates in the circulation of library materials, using a shared automation system.
- Oversees the sharing of materials with other libraries in the shared system and in the state through outer-library loan.

Manages Library Technology

- Manages the library's website.
- ~~Assists the Board in developing technology plans.~~
- Supervises replacement of computers on a scheduled basis and other equipment as needed.
- Ensures documentation of equipment is kept up-to-date.
- Ensures electronic equipment and network connections are well-maintained.
- Stays current with library technology trends, and explores and implements new applications.

Manages Personnel

- Hires, schedules, assigns, trains, supervises, evaluates, coaches and disciplines library employees .
- Enforces personnel policies established by the Board.
- ~~Assists the Board in developing and revising job descriptions for library positions.~~
- Assists the Board in developing job descriptions for new positions.
- Carries out tasks related to personnel in compliance with state and federal laws.
- Trains other staff members and facilitates their continuing education.
- Holds regular staff meetings and ~~in-services.~~ staff training
- Acts as custodian of library employees' confidential personnel files.
- Acts as custodian of library records.

Manages Budget and Finances

- Assists the Board in developing an annual budget for the next fiscal year.
- Presents and justifies the annual budget to the Board and Village officials.
- Manages the library's budget so that expenditures stay within the approved budget.
- Submits general and trust fund bills to the Board for approval each month.
- Maintains accurate and up-to-date financial records.
- Explores cost-saving measures and alternative revenue sources.
- Applies for grants when feasible.

Develops Policies and Procedures

- Assists the Board in developing library policies.
- Ensures that day-to-day library services and operations are carried out under policies approved by the Board and the library system, and under procedures which have been developed by the staff to implement these policies.
- Ensures that policies and procedures result in library services that are fair, consistent, in compliance with local, state and federal laws, and in the public's interest.
- Ensures that policies and procedures are kept up-to-date.

Plans for the Library's Future

- Plans for improvements in library services, with the understanding that the role of the library and its services will be constantly changing and evolving.
- Assists the Board in developing a long-range or strategic plan for the library, in conjunction with the library community.
- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.

Advocates and Promotes the Library

- Stays informed about, and involved in, the local community.
- Coordinates effective advocacy and public relations activities with library staff, the Board, the Friends of the McFarland Library, and library users.

- Assists with fundraising activities.

Manages the Library's Facility

- Oversees the care and maintenance of the library facility and grounds.
- Coordinates maintenance activities with library staff, other Village departments and outside contractors.
- Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.
- Assesses space needs.
- Ensures that ADA requirements for the library space are being met.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, ~~typewriter, adding machine,~~ calculator, telephone, copy machine, ~~fax machine,~~ motor vehicle, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Environment is a busy public library whose patrons represent a socially, culturally and economically diverse community.
Position may require working some evenings and weekends

TECHNICAL REQUIREMENTS

Knowledge of

- Library science theories, principles and objectives, including intellectual freedom, copyrights, patron confidentiality, censorship and other library ethical issues.
- Wisconsin laws regarding public libraries and open meetings.
- Library system and county requirements.
- Collection management and development procedures, including selection, acquisitions and weeding.
- Cataloging and classification.
- Effective management principles and techniques.
- Staff training techniques.
- Current library trends and developments.
- Current technology as it applies to public libraries.
- Internet searching and current library print and online reference sources.
- Word processing, spreadsheets, online files, email and social networking.
- Online automation systems, preferably the library's current system.
- Public relations procedures and customer service techniques.

- Nonprofit fundraising activities.
- Library budgeting and accounting processes.
- Public library programming for children, teens and adults.

Ability to

- Organize people, processes and tools in a public library setting.
- Supervise and evaluate the work of employees in diversified library activities.
- Establish and maintain effective and harmonious working relationships with employees, other agencies and organizations, and the general public.
- Solve problems and maintain composure in stressful work situations.
- Motivate and inspire employees.
- Communicate effectively, verbally and in writing, with individuals and large and small groups.
- Develop and carry out programs and services.
- Compile statistics and reports.
- Articulate visions and implement plans.
- Evaluate and facilitate frequent changes in services, policies, workflow, building and technology.
- Move the library forward within the constraints of available resources.
- Be innovative yet practical, and use good judgment.
- Assess and respond to community needs and interests.
- Present a positive image of the library to all stakeholders.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- PLANNING AND ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- ABILITY TO COMPREHEND AND FOLLOWINSTRUCTIONS: Effectively follow

verbal and written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- BOOKKEEPING SKILLS: Knowledge of, and the ability to perform, basic bookkeeping functions.
- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals and bulletins.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

- Masters degree in Library Science (MLS) or Library and Information Science (MLIS) from an ALA-accredited institution is required.
- Experience as a librarian in an increasingly responsible supervisory and/or administrative position is preferred.
- Experience in public services and with the public is required.

CERTIFICATION AND LICENSING REQUIREMENTS

- Current Wisconsin Grade 1 Certification or eligibility is required.
- Valid Wisconsin driver's license or evidence of equivalent mobility is required.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. The 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.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description.

_____ _____

Employee Signature Library Director Signature

Updated: 4/2014

Offsite storage unit

Items that will be stored:

- Shelving
- Furniture
- Off season items

10’x12’ climate controlled storage unit

$190/mth = $2,280/year

January 4, 2023

Mrs. Heidi Cox
Library Director
E.D. Locke Public Library
5920 Milwaukee Street
McFarland, WI 53558

Re: HVAC Systems Study
JDR Proposal No. P220416R

Dear Heidi:

Thank you for the opportunity to submit an engineering proposal for the HVAC Study for the E.D. Locke Public Library located in McFarland, WI.

This proposal is based on the following assumptions and as outlined in the following scope of services:

General Project Information:

- Project includes review, evaluation, and recommendations related to the HVAC systems serving the E.D. Locke Public Library. The library totals approximately 17,000 SF and originally designed to double in size with the addition of a second floor.
    - JDR will consider this future expansion as part of the review and recommendation scope of this study.
- This proposal is based upon the existing set of drawings furnished by E.D. Locke Public Library dated February 7, 2005, HVAC conditions report prepared by others, discussions with you/JM Brennan, and a preliminary site visit conducted on December 21, 2022.
- Engineering services shall include a study/facility assessment of the existing HVAC systems currently installed and serving the facility. The deliverable associated with this proposal includes an evaluation of the existing HVAC systems and recommendations for repair, modification, and/or replacement.
- The JDR Engineering Design Team is proposed to consist of the following staff:
    - Robb Stone PE, LEED AP (Principal) – Project Manager
    - Nick Cleaver, PE – HVAC Engineer
    - Brian Elmer – HVAC Engineer

General Design Services shall include the following:

- Conduct review of existing documents (if available) to understand the systems and existing design.
- Conduct site survey(s) to review existing conditions.
- Attend up to (3) three review meetings either virtually or on site in McFarland.
- Provide a final review copy of the study (95%) to the owner's representatives for review and comment prior to the final issuance.
- Communicate and coordinate with owner's service contractor, JM Brennan, as required to understand ongoing maintenance, performance, and operational issues.

HVAC Design Services shall include the following:

- JDR will prepare computer simulated heating/cooling peak load calculations utilizing Trace 700 load simulation software.
    - Independent load calculations will be prepared to allow evaluation of the existing equipment sizing, air distribution, boiler capacity, etc.

- Heating Plant Evaluation:
  - Boiler sizing will be evaluated based upon the heat load calculations prepared as part of this study.
  - JDR will make recommendations related to boiler sizing, pump sizing, boiler room piping, pumping configuration, etc.
  - JDR will discuss and make recommendations related to future expansion of the facility and the related provisions for increasing heating plant capacity.
  - JDR will review capacity of heating equipment including the central air handling unit, vav box reheat coils, and terminal heating equipment.
  - JDR will review and make recommendations, where appropriate, related to the in floor radiant heating system.
- Air-Handling System Evaluation:
  - Air-handling system sizing will be verified against the heating/cooling loads prepared as part of this study.
    - The building is currently equipped with two (2) air-handling systems.
      - One (1) serves most of the building and is an indoor AHU with VAV boxes equipped with hot water reheat.
      - One (1) serves the large meeting room and lobby. This unit is a single zone, indoor AHU.
  - Recommendations will be made, as required, for modification to the existing supply air distribution.
  - JDR will review the existing outside air, return air, and relief air systems and duct configuration.
    - This includes recommendations to address the non-functional return fan.
- Temperature Controls:
  - JDR will review the current systems operation and sequences with the library's service contractor.
  - JDR will make recommendations for current and future modifications to the sequences of operation to improve operation and efficiency of the systems.
- Energy conservation will be a primary focal point of this study combined with improved building operation, comfort, and control.

<u>Assumptions:</u>

- Copies of existing drawings (if available) will be furnished for reference.
- Commissioning services are not included in this proposal.
- Cost estimating is not included and assumed to be provided by others.
- Proposal excludes final engineering design. A separate proposal can be provided to include final design documents suitable for state plan review, competitive bidding, and construction. Proposal will be based upon final direction determined following this study phase.

We propose to provide engineering services at the following lump sum fee:

HVAC**.....*****$ 11,500***

I will be the project manager. Please contact me with all information concerning the project schedule, meeting dates, requests for information, and project directives.

The following Project related expenses are included in the base fee proposal:

- Expense of plotting and reproduction of Drawings and Specifications and other documents associated with the Project.
- Expense of transportation in connection with the Project (including vehicle mileage).

The JDR Engineering, Inc. Standard Terms and Conditions (copy attached) should be considered a part of this proposal. If this proposal and these terms and conditions are acceptable, please sign and return one copy.

JDR Engineering requires a signed proposal, contract, or written authorization to proceed prior to performing services on projects. The undersigned individuals acknowledge that they are authorized to sign on behalf of and bind their respective employers to the terms and conditions of this agreement.

Please note that the proposed engineering fees contained in this proposal are valid for 60 days from the date of this proposal.

Please call me if you have any questions regarding our proposal. We look forward to working with you on this project.

Sincerely,

JDR ENGINEERING, INC.
CONSULTING ENGINEERS

Robert C. Stone Jr, PE, LEED-AP
Principal
rcs

Attachment: Standard Terms and Conditions

ACCEPTED BY:

(Signature)

Name (please print)

Title (please print)

JDR ENGINEERING, INC.: TERMS AND CONDITIONS

1. **Services.** JDR Engineering, Inc., a Wisconsin corporation ("JDR"), will perform the services set forth in its proposal attached hereto, for the benefit of the party named therein (the "Client"), which provides that these Terms and Conditions are made a part thereof.

2. **Compensation.** In consideration of the services performed by JDR, Client shall pay JDR as provided in the proposal. Client is responsible for reimbursable expenses incurred, including, but not limited to, travel, mileage, printing and CAD services.

3. **Access to Site.** Unless otherwise stated, JDR will have access to the site for activities necessary for the performance of the services. JDR will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.

4. **Terms of Payment.** Invoices will be sent no more often than monthly for the services performed and the expenses incurred for this job, during the preceding monthly period. Client should pay the full amount of the invoice within 30 days of the invoice date. If Client fails to make any payment due JDR within 30 days of the invoice date, the amount due JDR shall include a finance charge at the rate of 1.5% per month, calculated from the 30th day after the date of the invoice. Client will pay JDR's reasonable expenses of collection, including without limitation, attorneys' fees and court costs.

5. **Indemnification.** Client shall, to the fullest extent permitted by law, indemnify and hold harmless JDR, its officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under the proposal, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of JDR.

6. **Force Majeure.** JDR shall not be liable for any loss or damage due to failure or delay in rendering any service called for under the proposal resulting from any cause beyond JDR's reasonable control.

7. **Independent Contractor.** It is agreed between the parties that employment by Client of construction contractors, or subcontractors to construct work and perform maintenance constitutes them independent contractors and as such they are completely responsible to Client for the performance of their contracts, and maintaining the construction schedules. It is further agreed that these construction organizations are solely responsible for the methods and detailed sequences of construction and for safety precautions incident thereto. The presence of a JDR project manager at the work site will not relieve the construction contractor of these responsibilities.

8. **Information for the Sole Use and Benefit of Client.** All opinions and conclusions of JDR, whether written or oral, and any plans, specifications or other documents and services provided by JDR are for the sole use and benefit of Client and are not to be provided to any other person or entity without the prior written consent of JDR. Nothing contained herein shall create a contractual relationship with or a cause of action in favor of any third party against either JDR or Client.

9. **Insurance.** Where Client requires that project construction contractors or subcontractors provide liability insurance, Client shall require such contractors or subcontractors to name JDR as an additional insured. Client shall require contractors and subcontractors to submit certificates evidencing proof of such coverage directly to JDR at 5525 Nobel Drive, Fitchburg, Wisconsin 53711.

10. **Patents.** JDR shall not conduct patent searches in connection with its services under the proposal and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in the proposal or these Terms and Conditions shall be construed as a warranty or representation that anything made, used or sold arising out of the services performed under the proposal will be free from patent or copyright infringement.

11. **Termination of Contract.** Either party may at any time, upon seven days' prior written notice to the other party, terminate the work described in the proposal. Upon such termination, Client shall pay to JDR all amounts owing under the proposal for all work performed up to the effective date of termination, plus reasonable termination costs. Reasonable termination costs shall include, but not be limited to, the cost of terminating any contracts, leases or other obligations incurred by JDR in connection with the services set forth in the proposal.

12. **JDR's Right to Suspend its Services.** In the event that Client fails to pay JDR the amount due on any invoice within 60 days of the date of the invoice, JDR may, after giving seven days' written notice to Client, suspend its services until payment in full for all services and expenses is received.

13. **Instruments of Service.** JDR's Instruments of Service, which include drawings, specifications and other documents prepared by JDR, are for use solely with respect to this project, and unless otherwise provided, JDR shall be deemed the author and initial owner of these documents. Upon JDR's receipt of full payments as required herein, the Owner shall receive ownership of the property rights in the Instruments of Service, except that copyright rights shall remain vested in JDR. JDR grants Client, a nonexclusive license to reproduce and use JDR's Instruments of Service, and to make changes, corrections or additions to the Instruments of Service, solely for purposes of constructing, using and maintaining this project, provided that Client shall comply with all obligations, including prompt payment of sums when due. Subject to Client's compliance with such obligations, such license shall extend to those parties retained by Client with respect to the project. If and upon the date JDR is adjudged in default hereunder, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting Client to authorize others to reproduce and use JDR's Instruments of Service, and to make changes, corrections or additions to the Instruments of Service, solely for purposes of completing, using and maintaining the project. In the event Client and JDR fail to agree on terms for any subsequent agreement needed for completion, use or maintenance of the project, JDR shall be deemed to be in default hereunder for purposes of the foregoing sentence.

14. **Estimated Costs.** Any "estimated costs" contained in the proposal, represents JDR's best judgment as a design professional familiar with the industry. It is recognized, however, that neither JDR nor Client has control over the costs of labor, materials or equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, JDR cannot and does not warrant or represent that bids or negotiated prices will not vary from the cost estimates prepared by JDR.

15. **Payments Marked "Paid In Full".** JDR may accept letters, checks, or other types of payments showing "payment in full" or using other language to indicate satisfaction of Client's debt, without waiving any of its rights to receive full payment hereunder. Satisfaction of Client's debt for less than the full amount requires a written agreement, signed by one of JDR's authorized employees.

16. **Governing Law.** The attached proposal and these Terms and Conditions shall be governed by the laws of the State of Wisconsin.

17. **No Assignment.** Neither party shall assign its rights, interests or obligations under the proposal or these Terms and Conditions without the express written consent of the other party. Any assignment made without such written consent shall be void; however, such consent shall not be unreasonably withheld.

18. **No Waiver.** The failure of either party to enforce, at any time, the provisions of the proposal or these Terms and Conditions shall not constitute a waiver of such provisions or the right of JDR or Client at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

19. **Services to be Furnished by Client.** Client shall, at no cost to JDR:

a. Provide all data and information in its possession as may be required by JDR to perform the services set forth in the proposal.
b. Provide access to the work site so that JDR's employees may perform the work under the proposal without interference.
c. Designate a person to act as its representative, who shall have complete authority to transmit instructions, receive information, and interpret and define its policies and decisions with respect to the services under the proposal.
d. Give prompt notice to JDR should it observe or otherwise become aware of any defect in the services provided by JDR.
e. Furnish to JDR, prior to any performance by JDR, a copy of any engineering, design, and construction standards, which it shall require, JDR to follow in its performance of services under the attached proposal.

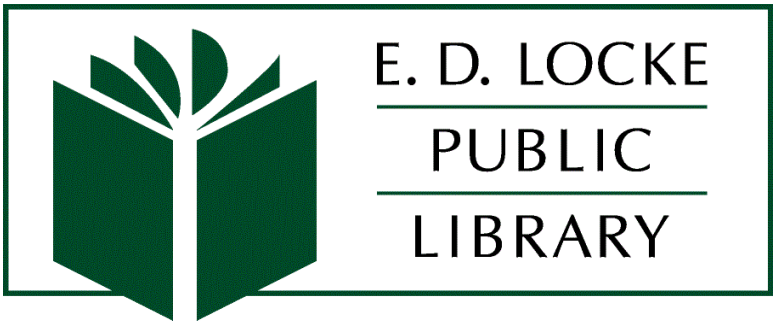
20. **Certificates, Guarantees, and Warranties.** JDR shall not be required to execute any document that would result in JDR certifying, guaranteeing or warranting the existence of any conditions.

21. **Limit of Liability.** JDR will perform its professional services hereunder by the exercise of due care and skill in accordance with applicable professional standards for services of this type under these circumstances. To the fullest extent permitted by law, the total liability, in the aggregate, for JDR and JDR's officers, directors, partners, employees, agents, and independent professional associates and consultants, and any of them to Client and anyone claiming by, through, or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or these Terms and Conditions and the proposal from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or breach of warranty of JDR or JDR's officers, directors, partners, employees, agents, and independent professional associates and consultants, or any of them, shall not exceed the total limit of the fee proposed by JDR for these services.

22. **Lien Notice.** AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND HIS/HER LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

23. **Entire Agreement.** The attached proposal and these Terms and Conditions, upon their acceptance by Client, shall constitute the entire and integrated understanding between the parties and supersede all prior and contemporaneous negotiations, representations and agreements, whether written or oral, with respect to the subject matter herein. These Terms and Conditions and the proposal may not be amended by Client issuing a purchase order containing additional contradictory terms. The attached proposal and these Terms and Conditions may be amended only by written instrument signed by JDR and Client.

* * *



Refreshing the logo and defining an overall brand to be more welcoming and fun looking, especially given that children and teens are an important subset of the Library's target audience.

a. Consider adding the word "McFarland" as a more consistent brand presence within your logo.
b. Add a tagline.
c. Consider the addition of a secondary brand color.
d. Build social media and web display frames that feature logo ids
e. updated the brand guide

$1600

EBI
5265 Femrite Road
Madison WI 53718
608-469-4933

Sales Contact:Maryanne Michaelis 608-469-4933

EBi EMMONS BUSINESS INTERIORS
Your Space. Our Business.
Complete Office of Wisconsin

Prepared For: **E.D.Locke Public Library**

McFarland Public Library
5920 Milwaukee Street
McFarland WI 53558
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

12/19/2022
3:34:25PM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
Tag:									
1	1	JSI	LI4242-29	Lincoln Square Table-42d x 42w x 29h	$1,209.00	$1,209.00	$785.85	$785.85	35.00
			W	Veneer Top Material					
			CH1	Cherry Wood Species					
			BBM	Bourbon Medium					
			S	Straight Wood Leg					
			CBAA	Corner Block with 3"h Arch Apron					
			E	Radius Edge					
2	1		D & I	Receive, Deliver and Install	$0.00	$0.00	$80.00	$80.00	0.00
				During Regular Hours					
				Tag Subtotals:		$1,209.00		$865.85	
				Total List:		$1,209.00	**Total Sell:**	$865.85	

Authorized Customer Signature:_____

Printed Name / Title:_____

Date:_____