

Monday, March 6, 2023

**5:15 PM
AGENDA**

E.D. Locke Public Library

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Motion to approve the minutes of the February 6, 2023 meeting.
 - b. Motion to approve the February invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Unpaid Leave for Myers
 - b. Fearings Meeting Room AV quote
 - c. 2022 Annual Report Review
 - d. Library Logo
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, February 6, 2023 - 5:15 PM

1. CALL TO ORDER

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

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

Members not present: Staci Fritz, Carrie Nelson, Evan Richards

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the January 2, 2023 meeting.

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the minutes of the January 2, 2023 meeting. Motion carries 4 - 0 - 0 by acclamation.

b. Motion to approve the January invoices

Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the January invoices Motion carries 4 - 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. Library Director Job Description

Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the Library Director Job Description with two changes (adding the *maintaining the facilities maintenance schedule* under the Manages Library Facilities heading and updating the signature lines) Motion carries 4 - 0 - 0 by acclamation.

b. Storage Unit Rental

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the rental of a 10'x20' Storage Unit. Motion carries 4 - 0 - 0 by acclamation.

c. HVAC engineering proposal

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the HVAC engineering proposal Motion carries 4 - 0 - 0 by acclamation.

d. Library Logo Refresh

Motion by Member Mona Nelson, second by Member Karin Mandli, to approve Library Logo Refresh Motion carries 4 - 0 - 0 by acclamation.

e. Library Closure March 16 for staff training

Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the Library Closure on March 16 for staff training Motion carries 4 - 0 - 0 by acclamation.

f. ALA Conference 2023

Motion by Member Mona Nelson, second by Member Peter Sobol, to approve Heidi Cox, Library Director attending the ALA Conference 2023 in Chicago, IL Motion carries 4 - 0 - 0 by acclamation.

g. 2022 Annual Report

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve allowing the 2022 Annual Report to be reviewed and signed by Library Board President, Ken Machtan, before being approved by the full board. Motion carries 4 - 0 - 0 by acclamation.

h. Library Table Quote

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the Library Table Quote from Emmons Business Furniture for \$865.85 Motion carries 4 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Karin Mandli, to adjourn at 6:16

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

February 2023 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$615.99	CDs, DVDs, Office Supplies
ARAMARK	\$209.32	Mat Rental
CARDMEMBER SERVICES	\$1,341.72	Visa Bill Charges
CORPORATE BUSINESS SYSTEMS	\$278.12	Copier Lease
DEMCO INC	\$831.95	Library Supplies
EBSCO INFORMATION SERVICES	\$86.53	Flitser Subscriptions
ENVIRONMENT CONTROL	\$2,699.00	Janitorial Services
FERGUSON ENTERPRISES	\$669.00	Plumbing Supplies
FILE 13 E-WASTE SOLUTIONS	\$26.50	Tech recycling
IAN'S PIZZA GARVER LLC	\$42.09	Meeting Supplies
ILLINGSWORTH-KILGUST	\$1,909.00	HVAC Maintenance
INGRAM LIBRARY SERVICES	\$3,848.08	Books
J. M. BRENNAN, INC	\$3,559.82	HVAC Repair
MCFARLAND ACE HARDWARE	\$4.17	Facilities Repair
MENARDS - MONONA	\$71.96	Facilities Repair
MICROMARKETING LLC	\$133.49	Audio Books
MILWAUKEE JOURNAL SENTINEL	\$865.80	Newspaper Subscription
OVERDRIVE	\$345.00	Ebooks and Eaudio books
PERSINGER, JACLYN	\$20.00	Lost item reimbursement
SPRINGSHARE, LLC	\$2,092.00	Scheduling software
TDS	\$283.26	Phone Bill

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Grand Total	\$19,932.80
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Gift Fund
Madison Community Fund

\$2,850.00

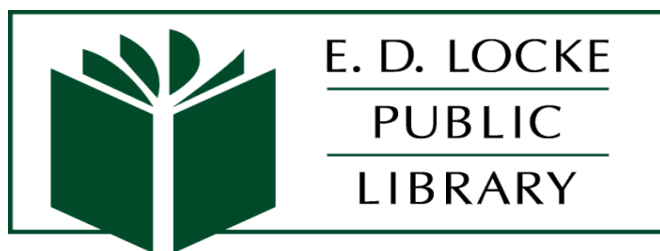
Endowment Donations

Grand Total

\$22,782.80

2023 Budget Update

REVENUES								
		Budget Amount	January Actual	February Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41000	\$ 733,000.00	\$ 733,000.00	\$ -	\$ 733,000.00	100.00%		
County Library Aids	43000	\$ 327,500.00	\$ 380.35	\$ 1,024.06	\$ 1,404.41	0.43%		
Library Fines	45000	\$ -	\$ -		\$ -			
Interest	48100	\$ 2,000			\$ -	0.00%	17%	
Library Fees	46000	\$ 1,500	\$ 228.84		\$ 228.84	15.26%	17%	\$ 250.00
		\$ 1,064,000.00	\$ 733,609.19	\$ 1,024.06	\$ 734,633.25	69.04%	17%	
Expenditures								
Salaries	110	\$410,000.00	\$ 25,825.82	\$ 25,825.82	\$51,651.64	12.60%	17%	\$ 68,333.33
Part-time	120	\$204,750	\$ 13,576.08	\$ 13,576.08	\$27,152.16	13.26%	17%	\$ 34,125.00
Health Insurance	130	\$112,000	\$ 8,822.83	\$ 8,822.83	\$17,645.66	15.76%	17%	
Retirement	131	\$34,000	\$ 2,281.95	\$ 2,281.95	\$4,563.90	13.42%	17%	\$ 5,666.67
SS/Medicare	132	\$47,000	\$ 2,870.55	\$ 2,870.55	\$5,741.10	12.22%	17%	
Other Benefits	135	\$2,500	\$ 107.62	\$ 107.62	\$215.24	8.61%	17%	
Expense Reimbursement	141	\$ 250	\$ -	\$ -	\$0.00		17%	
Total Personnel		\$810,500.00	\$ 53,484.85	\$ 53,484.85	\$106,969.70	13.20%	17%	\$ 135,083.33
Support Services	210	\$ 8,500	\$ 2,699.00	\$ 2,699.00	\$ 5,398.00	63.51%	17%	\$ 1,416.67
Consulting Services	211	\$ 48,000	##### ##	\$ -	\$ 47,673.81	99.32%	17%	\$ 8,000.00
Utilities	220	\$ 36,000	\$ 7,615.83	\$ -	\$ 7,615.83	21.16%	17%	\$ 6,000.00
Communication	221	\$ 4,750	\$ 447.08	\$ 283.26	\$ 730.34	15.38%	17%	\$ 791.67
Equipment Maintenance	240	\$ 9,000	\$ 2,693.35	\$ 278.12	\$ 2,971.47	33.02%	17%	\$ 1,500.00
Facility Maintenance	242	\$ 23,250	\$ 517.05	\$ 6,397.44	\$ 6,914.49	29.74%	17%	
Other Contractual Services	290	\$ -			\$ -	0.00%	17%	\$ 3,875.00
Total Services		\$ 129,500.00	\$ 61,646.12	\$ 9,657.82	\$ 71,303.94	55.06%	17%	\$ 21,583.33
Office Supplies	310	\$ 9,000	\$ 351.63	\$ 831.95	\$ 1,183.58	13.15%	17%	\$ 1,500.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	0.00%	17%	\$ 41.67
Dues	320	\$ 500	\$ 140.00	\$ -	\$ 140.00	28.00%	17%	\$ 83.33
Meeting Expenses	330	\$ 1,000	\$ 28.00	\$ 42.09	\$ 70.09	7.01%	17%	\$ 166.67
Training Expenses	331	\$ 3,250	\$ 346.10	\$ -	\$ 346.10	10.65%	17%	\$ 541.67
Operating Supplies	340	\$ 5,500	\$ 42.48	\$ -	\$ 42.48	0.77%	17%	\$ 916.67
Technology	342	\$ 28,750	\$ 7,232.34	\$ 2,215.62	\$ 9,447.96	32.86%	17%	\$ 4,791.67
Collection - Print	344	\$ 55,000	\$ 7,212.10	\$ 3,371.19	\$ 10,583.29	19.24%	17%	\$ 9,166.67
Collection - AV	345	\$ 12,500	\$ 1,888.91	\$ 328.11	\$ 2,217.02	17.74%	17%	\$ 2,083.33
Library Miscellaneous	390	\$ 250	\$ 105.80	\$ -	\$ 105.80	42.32%	17%	
Programming	391	\$ 8,000	\$ 298.19	\$ 242.63	\$ 540.82	6.76%	17%	\$ 1,333.33
Other Total		\$ 124,000.00	\$ 17,645.55	\$ 7,031.59	\$ 24,677.14	19.90%	17%	\$ 20,666.67
Total Budget		\$1,064,000.00	\$ 132,776.52	\$ 70,174.26	\$ 202,950.78	19.07%	17%	\$ 177,333.33



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E.D. Locke Public Library Gift Fund 2021

Beginning Balance January 1, 2021

\$40,205.48

Revenue

Donations Materials	\$ -
Donations Programming	\$ 1,070.00
Grant Programming	\$ -
Friends	\$ -
SCLS Grants	\$ -
Madison Community Foundation Grant	\$ 6,086.77
Other Donation	\$ -
Interest	\$ 597.08

Total Revenues \$ 7,753.85

Expenditures

1000 Books	\$ -
Friends Adult Materials	\$ -
Friends Juvenile Materials	\$ -
Friends Juvenile Programming	\$ 1,825.00
Friends Adult Programming	\$ -
Friends Equipment	\$ 671.77
Grant Equipment	\$ -
Grant Programming	\$ -
Madison Community Foundation Endowment	\$ 3,250.00
Donations Programming	\$ -
Donations Materials	\$ -

Total Expenditures \$ 5,746.77

Balance June 30, 2021

\$ 42,212.56



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

February Highlights

- **Village News** - Carrie Nelson will give an update
- **Friends** –
 - The March book sale will be held March 30-April 1, 2023.
 - The Friends are investigating working with a pie shop to do pie sale fundraiser
 - Barb Obst has stepped down as Friends President. I have been named the interim President until the role can be filled.
 - We rearranged the book sale room including removing the desk and adding storage shelving to make the room more efficient.
- **Endowment** –The current balance of the endowment fund as of January 31, 2023 is \$165,393
- **McFarland Community Festival** –
 - I am working with Stephanie Brassington, Emergency Services, and Village Administration on a site plan
 - The Festival Committee is looking into a new carnival vendor.
- **Library Systems Report Facilities Management**
 - **HVAC** –
 - The evaluation of the HVAC systems is underway. The final report is expected to be delivered in mid-March. I am hoping to have a boiler quote for the library board to vote on at the April meeting.
 - We're beginning to transition from Environment Control doing our cleaning to a Custodian employed by the village. Recruitment for that positions should begin in the next few weeks. Public Works is working on suppliers for cleaning supplies and procuring vacuum cleaners.
- **Strategic Planning** – The strategic planning committee completed their first meeting in early February. We're already starting to get good input from our community partners about our services.
- **Adult Services Librarian recruitment** – Sara Hendrickson started as our full-time Adult Services Librarian on February 27th. She is working on getting up to speed on how we do things.

Youth Services (Heather Kent)

Storytime:

- Storytime continued this month with great turn out. The weather didn't deter families from coming in and, on a few occasions, bring their school age children with them.
- PJ Storytime this month was a family yoga storytime. This was a chance for Heather to use the training from an online class she has been taking through PLA. Because of the weather we had lower numbers (19) but they were enthusiastic and there was very positive feedback about the format.

Programming:

- Zumbini Session 2 continued through the end of this month. We have great turn out for this program and look forward to session 3 starting in March.
- The Magic Tree House book club discussed "Vacation Under the Volcano" this month. This club meeting was a "blast" because we made volcanoes and erupted them as part of the craft. Participants also got to make Master Librarian Cards – which is the status Jack and Annie have now achieved in the books.
- D&D club was back in the swing of it this month. Thanks to a generous donation to a patron that is moving, we now have three dimensional landscapes to use during game play – which the group members love.

- Merry Munchkins ended on the 17th with a wild time. The mix of messy and clean play worked really well. During this month Kelly and Abby helped cover on the Friday's that Heather was not here. This program will be put away until November when weather calls for indoor play again.
- On February 13th Mrs. Mandli's 1st grade class came down to the library to visit. The students picked a book for Heather to read and also got a quick tour of the library. It's so fun to have the classrooms come down and visit. Hopefully classes can come down in the spring to visit again and possibly check out books.
- March 3rd and March 17th Heather and Heidi went to Cottage Grove to do storytime/zumbini in the Monona State Bank community room. This has been really popular and very well attended. Additionally, many of the people who participated were new to children's programming and have since come to programming here in McFarland. Heidi has been able to get people signed up for library cards and check out materials for them.

Other

- The new materials from the TDS Cares grant have been very popular. Our Launch Pads and Tonies kits disappeared from the shelves – which is great.
- Heather has been working with Sandra Schoen to organize art drop off for Youth Art Month. Teachers are bringing in materials to display for the month of March. Because of schedule conflicts, there will not be a reception this year but there will be a scavenger hunt that visitors can do. It's so great to have the art back in the library after 3 years of having to do virtual programming.

Teen Services (Abby Seymour)

This year is already off to a quick start and teen programs have been having some highs and some lows, and the weekly snow storms have not been helping!

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. I'm happy to report that Snack & Chat has been growing in attendance! Some of the regulars are starting to bring their friends and word of mouth is spreading. Curiously, one of the most popular activities lately has been conversation topic cards. This is a box of cards that I bought off Amazon and each card has an open ended question like "what is your favorite memory from vacation?" I assumed they would be too cheesy for the teens but I was happy to be proven wrong. They love them!

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

The program on Wednesdays technically falls into the Children's Programming category: LEGO Club. This is one for kids in grades 3-5 and meets once a month. I have several bins of LEGOs that I put out on tables in the meeting room. This month, we did a building challenge called Jail Break. I put a figurine in a large box ("jail") and the kids had to build something that could help the figurine escape. This could be some kind of claw device or stairs. The only rule was that they couldn't reach their hands inside the box. As usual, their creations had varying degrees of success but I think they enjoyed working together on the challenge nonetheless.

Teen Hangout on Thursdays has seen a slight decrease in attendance this month. Every week, I have some games, including the Nintendo Switch, and a craft or other activity (like LEGOs, perler beads, watercolors, making Valentine's cards, or a sticker-by-number poster) available. The biggest draw is definitely the Nintendo Switch! Attendance has been low this month because of weather and no school days. It's been a strange month of Wisconsin weather that seems to be targeting Thursdays. It's understandable that they don't want to come to the library on a snowy day, especially if there wasn't any school.

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 March. While attendance at T.A.B. is low, it's a program I don't want to go away. I'm speaking with other Teen Librarians who have teen advisory groups to talk through 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! The February event was a Paint & Sip class. Teens registered to come to the library after closing time to paint on canvases while sipping on mugs of hot chocolate. I found an artist on Instagram who does a lot of tutorials for kids art projects and found a simple painting project she did that was right up the teens alley. It started with a black canvas and then the teens used plastic lids to create white circles. They then added detailed colors inside the white circles. When completed, it looked like colorful bubbles! I also brought extra supplies for the teens who finished quickly and wanted something else to paint. I required registration for this event so that I was sure to have enough canvases for everyone. In the end, between a few no-shows and a last minute show up, I had only 7 teens attended Paint & Sip. The program went well overall, even if the mood of the teens that night didn't match the intended calmness of a painting class.

A new event this month was an author visit! Local author Abigail Morrison reached out to me because she wanted to give a talk about creative writing and since she has written a young adult novel, she thought the talk should be geared towards teens. On the night of the event, Ms. Morrison presented on her experience making her writing dreams a reality and what she learned along the way. She covered tips like how to overcome writer's block, different ways to structure a plot, and finding time to write. Despite our very best efforts to advertise the event around the library, on social media, and directly to the schools (I emailed so many teachers), no teens came. The author's friends and family were the only ones in the audience.

Professional development for me this month included multiple meetings with other teen librarians, some of them in SCLS and some scattered around the state. At these meetings, we discussed ideas and fears regarding the Summer Reading Program. I jotted down a few ideas for programs to do this summer (like a murder mystery party) and was able to tell other librarians about my successes like Snack & Chat. Additionally, I listened to a very informative webinar called "T(w)eens: Programming, Partnership, and Burnout". There was a big focus on creating programs with teens and how not just getting their input, but also involving them with the planning process, makes them way more engaged with the library.

Lastly, using money that was donated to us by TDS, I added more board games to the circulating collection and added to the Teen Boredom Kits. Both were big projects and I'm very happy with the results! Ten new games were added that patrons can check out and play at home. They have already been flying off the shelves! A huge draw of these games is that they are more expensive than people think and therefore a lot of patrons really appreciate being able to check out the game and seeing if they like it before buying it themselves. New games include: Dixit, Betrayal at House on the Hill, Small World, Planet, Taco Cat Spelled Backwards, Sleeping Queens, Anomia, Forbidden Island, Parks, Pandemic, Azul, Ticket to Ride, and Wingspan. I also added to the Boredom Kits that teens can use while they're killing time at the library. The new Boredom Kits are two new LEGO sets, Magnet Tiles, Fidget Tracks, Rubix Cubes, and the game Sleeping Queens.

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
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	12,535											26,533	6%
% change month to month	10%	1%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	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	16,809											34,693	48%



Scope of Work

Project: 102629 - AV Updates

Project Summary

Provide and install updated audio and video equipment in the Meeting Room and Kid's Area for an updated and easier-to-use experience.

System Overview

System Description

- Meeting Room
 - Functionality Description: Provide and install a new QSC 7" touch screen for control of the system. Per customer request we will re-program the microphone to be always on and un-muted. Fearing's will also install 2 new rack fans in the rack cabinet for quieter and more efficient operation.
 - Source Devices:
 - Existing HDMI wall input.
 - Existing Blu-ray player.
 - New ScreenBeam Wireless Presenter.
 - Displays:
 - Existing display in Meeting Room.
 - Audio:
 - Existing audio inputs.
 - New RDL wall plate with 3.5mm and RCA inputs for customer music source.
 - Conferencing:
 - Existing conferencing equipment.
 - Control System(s):
 - A 7" QSC touch screen will be installed in place of the current controller. The touch screen will have an easy-to-use user interface for display control and volume control.
 - Equipment Location:
 - New headend equipment will be installed in the existing rack.

System Description

- Kids Area
 - Functionality Description: Provide and install a new 55" display for use with a customer provided Apple TV and a feed from the Meeting Room. We will put a Transmit and Receive ethernet-to-HDMI balun set in to send the signal from the Meeting Room to the Kid's Area display. *Fearing's will provide the Cat6A Shielded cabling, but the cabling will be run by a customer-provided electrical contractor from the camera location in the Meeting Room to the display in the Kid's Area.
 - Source Devices:
 - Content from meeting room. *This will be a direct connection from the camera in the Meeting room. The feed from the meeting room will only show the camera.
 - Customer-provided Apple TV.
 - Displays:
 - A Sony 55" 16/7 rated display will be installed on a tilt mount in the Kid's Area. *The customer will be responsible for providing a 120V duplex power outlet at a height coordinated with Fearing's prior to installation.
 - Audio:
 - The display's built-in speakers will be used for content audio in the space.
 - Control System(s):
 - Control of the display will be done from the remote provided with the display.
 - Equipment Location:
 - Customer provided apple TV and Balun Receiver will be installed behind the display.

Installation Exclusions – The following work is **not included in our Scope of Work**

- Any necessary ceiling modifications for the projector and screen including T-Bar refinishing.
- Ceiling tile replacement and or repair.
- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration.
- All millwork (moldings, trim, cut outs, etc.).
- Furniture modifications (table cuts, credenza cuts, etc.).
- Painting and patching.
- Permits (unless specifically provided for and identified within the contract).

Client Responsibilities

- Providing all required permits and passes for Fearing's personnel.
- All AC power, including power cabling, equipment, receptacles, floor boxes, risers, conduit between risers, raceways, etc., will be furnished, installed and made available at Fearing's required locations by others.
- All Network configurations including IP addresses are to be provided, operational and functional before integration begins. Fearing's will not be responsible for testing the LAN connections.
- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration.
- There is a temporary secure storage area for equipment during a multiple-day integration.
- Meeting all milestone dates agreed upon in the initial Client Coordination meeting (below)
- Scheduling all necessary employees for system training.
- For VOIP projects, customer to fill out VOIP worksheets prior to installation or additional labor, trips or other costs may be billable to customer due to delays and additional time needed to implement.
- Motorized 2 man lifts capable of safely reaching install area to be provided by customer if needed for installation for Fearing's sole use during installation and testing. If customer cannot provide lifts, Fearing's can provide them for an additional cost.
- For customer provided switches, switches must be provided prior to rack installation and must also be pre-configured or additional labor, trips or other costs may be billable to customer due to delays and additional time needed to implement.
- If required or recommended, customer to provide blocking or backing for displays or other heavier wall or ceiling mounted devices. If required or recommended, customer to provide blocking or backing for displays or other heavier wall or ceiling mounted devices.
- Customer is responsible for all copyright authorizations on any content provided to Fearing's for the purpose of Fearing's creating customer content.

- Lighting, including ambient lighting, can greatly effect both projection systems and camera systems and their perceived quality. Lighting directly and indirectly shining on a projection screen can wash out the image. Fearing's recommends zoning the lights in the room if needed, so that lighting hitting the screen is reduced to greatly increase picture quality. Also, for cameras, good lighting is critical for a high quality picture. Portable or specialized directional lighting is highly recommended, especially when dealing with cameras and projection screens in the same space. Lighting modifications to accommodate are the customer's responsibility unless otherwise noted. Please speak with your Fearing's account manager or engineer for further information.

Assumptions – if these prove false a Change Order will be required

- There is sufficient accessibility and space in ceiling area for infrastructure support hardware.
- Any owner furnished equipment shall be available to display and test system audio/video connections and will integrate with the purchased equipment and system(s).
- Any owner-furnished equipment shall be in good working order. Cost to repair or replace defective equipment shall be in addition to the proposed cost herein.
- This proposal, if applicable, is based upon the re-utilization of existing cabling and/or equipment, which is assumed to be in proper operating condition. In the event that it is determined that the existing cabling and/or equipment is not in proper operating condition, Fearing's will submit a proposal for the additional costs to furnish and install new cabling and/or equipment where required.
- All above ceiling cable runs are assumed to have an unobstructed path from end to end unless otherwise noted. Any walls, beams, etc. discovered during the installation process necessitating additional unplanned labor and time will result in a change order with additional costs.
- If consumer grade flat panel displays (TVs) are specified by the end user as part of the integration project and they prove to be defective or incompatible with the proposed system, a return charge of \$ 350.00 per TV will be assessed to correct the problem.
- There is ready access to the building / facility and the room(s) for equipment and materials.
- This proposal is based on a continuous work cycle, with no delays, performed during normal working hours. Monday through Friday, excluding company holidays.
- Work is to be performed at E.D. Locke Public Library, McFarland, WI.
- Document review / feedback on drawings / correspondence will be completed by the Customer within two business days.
- In developing a comprehensive proposal for equipment and integration services Fearing's Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure and site conditions for installation. If any of the conditions we have indicated in the Site Survey form are incorrect or have changed for your particular project or project site, please let your Sales Representative know as soon as possible. Conditions of the site found during integration effort which are different from those documented may have an effect on the price of the system solution, integration or services. To ensure that you have an accurate

proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

- The documented Change Control process will be used to the maximum extent possible – the Client will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders.
- Manufacturer equipment latest firmware updates will be performed during the course of the installation. No Manufacturer firmware will be incorporated after Substantial Completion (equipment/room available for Client's functional use) has been achieved. Further firmware updates are the Client's responsibility or Fearing's can be contracted on a time and materials basis to perform further updates. It should be noted that a firmware update on one piece of equipment may require other items to be updated as well in order to maintain system integrity and optimum functionality.
- Customer to provide a location for disposal of component packaging as well as misc. job waste/scraps.
- The projector and or camera mount is a standard mount. In rare occasions buildings and/or ceilings may vibrate causing the projector or camera to vibrate, causing the image on the screen to move. This is a rare occurrence, but in the event it would occur on this project additional expense could be incurred to resolve the issue. The proposal is based on the assumption that there is no building or structure vibration that would affect the installed solutions.
- This proposal is based on Fearing's standard wage rates and is assumed to NOT be a Prevailing Wage project. If applicable it is the customers responsibility to obtain a prevailing wage rate determination prior to creation of a Bid or RFP and notify Fearing's of such determination so it is accounted for in proposing the project. In the event it is determined that prevailing wage applies after the proposal is approved and work begins the customer will be responsible for any additional expenses associated with the difference in wage cost. Fearing's will create a change order and with the additional charges and submit to the customer for payment. The customer will be liable for the additional expenses for up to seven (7) years if a government audit determines Prevailing Wage was applicable after the project is complete.

Implementation Standards

Fearing's will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

Project Management: Fearing's shall coordinate:

- Developing a project schedule (with Client* and Fearing's milestones).
 - Client Purchase order receipt
 - Client Coordination meeting*
 - Design Validation*
 - Equipment Order
 - Equipment Receipt / on site
 - IT connectivity (IP addresses, WAP, etc.)*
 - Room/Raceways Ready*

- Implementation and Integration complete
- Commissioning
- Substantial Completion*
- Client Training*
- Transition to Service / Support
- Staging equipment and materials at shop and installation site.
- Submittals of operator manuals of all equipment documentation.
- Installation supervision.
- Change Order Management (External and Field-Directed)
- Substantial Completion (room available for use)
- Completion of final punch list items.

On-Site Installation shall include:

- Pulling, bundling and terminating audio and control cables.
- Installing structural systems for audiovisual equipment.
- Software/hardware testing.
- Adjusting and balancing audio gain as required.
- Assuring the finished system meets the design criteria and functions per the design concept.
- Site cleanup and disposal, etc.
- Completion of final punch list items.

Amendments of Design or Contract:

- Any changes made to the design of the system or the contractual agreements in implementation or functionality will require a “Contract Change Order” form signed by an authorized decision maker for the Client.
- Any price changes that should follow an amendment will be reflected on the final bill unless otherwise stated or agreed upon by Fearing's and the client.
- It is understood by the Client that any changes made may affect delivery time tables and work schedules.

Knowledge Transfer (Training)

This is geared specifically towards the end-user / operator. The purpose of this knowledge transfer is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system. Areas covered include the following if applicable:

- Equipment and system overview
- Equipment operation and function
- Equipment start up, stop, and shut Down
- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation

- Discussion and documentation relating to system processor and its control applications
- Powering up, powering down AV system via control system
- Manual operation of display systems, audio system and all other related components
- Use/operation of patch panels, when and where to be used
- Who to call when help is required

Important Notes Due to Current Events and Market

- A credit card processing fee of 3% of the payment will be assessed when a credit card is used to make payments of over \$5,000.
- Quotes over 15 days - or - projects sold within the 15 days but have a delayed start date may be subject to price increases based on the cost of materials and/or labor rising.
- Due to the impacts that the COVID-19 pandemic continues to have on the supply chain, raw material shortages, and manufacturer delays and price increases, Fearing's Audio Video & Security must share the mitigation of unexpected price increases with its clients if any equipment, parts, or materials has a price increase between proposal signing and receipt of equipment. We appreciate your understanding in these unprecedented times.
- Minimizing price potential increases: The customer may, at the time of proposal signing, provide the down payment and authorize the immediate purchase of the equipment included in the proposal. Fearing's will order the equipment upon receipt of the down payment which will lock in the pricing. NOTE: For some manufacturers, the equipment warranty begins at the time that Fearing's receives the product from its supplier. In such cases when a customer has an equipment failure where the warranty period has expired based on the equipment delivery to Fearing's but has not expired based on the project completion date, Fearing's will do everything in its power to negotiate an extension to the warranty period but cannot guarantee it will be successful. In such cases where Fearing's is not successful in obtaining a warranty extension, the customer would be responsible for all costs associated with the repair.

Project: 101629

Total: \$15,504.06

Print Date: 01/19/23

Accepted By: _____ Date: _____

Print Name: _____

Sincerely,

Erik Muchka – Account Executive



FEARING'S

AUDIO • VIDEO • SECURITY

Fearing's Satellite & Sound Inc
 Dba Fearing's Audio Video Security
 722 Walsh Road, Madison, WI 53714
 Phone (608) 443-2595 Fax (608) 443-2597
 www.fearings.com

**** Proposal ****

Print Date: **1/19/2023**

Project Number: 102629

Original date: **01/05/2023**

For :

E.D. Locke Public Library
 AV Updates

**** Proposal ** to:**

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

 Tel: 608-838-9030

Project Site:

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

Mfr-Part No.	Qty	Description	Unit Price	Extended
~Meeting Room~				
QSC-TSC-70-G3	1	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting		
QSC-QIO-ML2X2	1	QSYS 2 Mic/Line In 2 Out Expansion Box, 1U-1/4W, PoE or 24VDC		
Luxul-AMS-1816P	1	18-Port Gigabit PoE+ L2/L3 Managed Switch		
ScreenBeam-1100P	1	4K App-Free Wireless Presentation System		
Strong-SR-SHELF-FI	1	Fixed Rack Shelf 1U		
XED-1U				
Cool	1	Cabinet Vent Fan Package (Pair) With Variable Power Supply		
Components-PK-CV1				
-WHT				
RDL-D-CIJ3	1	Consumer Input Jacks, RCA and 3.5mm to Mono Balanced		
WattBox-WB-400-VC	1	Power Conditioner w/Safe Voltage, 12 Outlets - 4320J, 2		
E-12		EMI/RFI		
WattBox-WB-PWR-IE	1	Male Power Cord with 3-Prong IEC Socket - 10 Ft.		
C-10FT-BLK				
Binary-B3-STEREOM	1	B3 Series 3.5mm Mini Stereo to Dual RCA Male - 6.5 Ft (2		
INIRCA-2	M)			
Binary-B6-4K2-2	1	6.5ft HDMI 4K Ultra HD Premium Cable		
SKYWALK-SKL3210	2	Cat6 Ethernet Patch Cable (10ft / Black)		
K				
WINDY-22/2	300	22 ga 2 Conductor Shielded Cable-Plenum		
Shield-Plenum				
Bulk-CAT 6 PL WH	300	Cat 6 Plenum - White		
~Children's Room~				
Sony-FWD55X81CH/	1	55" 4K HDR LED Display - 600 Nit		
AL				
Strong-SM-T-L	1	Large Tilt Mount for 36-80 in. Flat-Panels		
WattBox-WB-200-CE	1	Mounted Power Conditioner, 4 Outlets - 2160J, EMI/RFI		
-4		Filtration		

Mfr-Part No.	Qty	Description	Unit Price	Extended
Crestron-HD-TX-4KZ-101-1G-W	1	DM Lite 4K60 4:4:4 Transmitter for HDMI Wallplate		
Crestron-HD-RX-4KZ-101	1	DM Lite 4K60 4:4:4 Receiver for HDMI, RS-232, and IR Surface Mnt		
Binary-B6-4K2-1	2	Binary B6 Series 4K Ultra HD 1M(3.3ft) HDMI Cable		
WINDY-22/2 Shield-Plenum	200	22 ga 2 Conductor Shielded Cable-Plenum		
Bulk-CAT6A SHIELD PLENUM	300	CAT6A Shielded Plenum		
WINDY-SEN-111S08 080090H34	4	RJ45 Cat6/6A Shielded Connector		
	1	Miscellaneous Cables, Connectors, Equipment, Etc.		
	1	Shipping		
		Equipment and Installation		15,504.06

50% Downpayment, monthly progress billing thru Project completion

This ** Proposal ** is Valid for 15 Days.

Signature: _____ Date: _____

Erik Muchka, Account Executive

1/19/2023

DbA Fearing/Es Audio Video Security

Project: 102629

Project Total: \$15,504.06



Standard Warranty Statement

Fearing's Audio Video Security Warranty Coverage:

- ✓ Fearing's provides a one-year warranty on all products we sell.
- ✓ Fearing's provides one-year of free on-site labor to repair manufacture defects.
- ✓ Fearing's supports the life of all manufacturer warranties.
- ✓ Fearing's also provides a one-year warranty on our workmanship.
- ✓ Advancement replacement and equipment loans available for your convenience.

Fearing's warranty coverage does not cover the following situations:

- Damaged equipment due to Acts of God or Nature.
- Equipment abuse or misuse as deemed by the manufacturer authorized repair technician.
- Equipment that has been attempted to be repaired by unauthorized personnel or those other than Fearing's or authorized manufacturer repair technicians.
- Manufacturer's shipping costs incurred under warranty are the responsibility of equipment owner.



Our Guarantee



Because you want to get the most out of your new technology, Fearing's guarantees that you will be able to use it confidently by providing initial comprehensive training, along with ongoing supplemental training for the first year.



About Fearing's Audio Video Security

Wisconsin based, family owned, technology company specializing in audio, video, security & automation for the commercial and industrial markets.

Why Fearing's? When you're looking for a technology solution, you want a partner that "delivers a great customer experience and a superior project outcome every time". That's what Fearing's does every day. We call it "Make a Difference". It's our people, our Core Values, and a simple 3-Step Process that drive this.

Simple 3-Step Process:



Our Mission:

"To deliver a great customer experiences and a superior outcome every time".

Mission Accomplished:

- ✓ Now celebrating 25 years in business
- ✓ Over 3,500 customers served
- ✓ 96% customer satisfaction rating, we can prove it because we measure it.

"I'm confident Fearing's will provide your project the same level of expertise and service my businesses have enjoyed over the years." **Todd Nelson, President of Kalahari Resorts**

What We Do:



Audio

- Audio Conferencing
- Performance Sound Systems
- Business Paging System
- Sound Masking
- Background Music
- Assisted Listening



Video

- Video Conferencing
- Presentation Systems
- Video Walls
- Digital Signage
- Interactive Displays
- Room Scheduling
- IP Video
- Projection Systems



Security

- Video Surveillance
- Access Control
- Intrusion Alarms
- Intercom Systems
- Gunshot Detection
- Home Security



IT

- Structured Cabling
- Cell Repeater Systems



Automation

- Creston Automation
- Q-SYS Automation

YEAR IN REVIEW

YOUR PUBLIC LIBRARY
2022



217,349

VISITORS TO THE LIBRARY



616

PROGRAMS
OFFERED



12,658

PROGRAM
ATTENDANCE



187,676

WIFI Sessions



17,599

Electronic Collection
Retrievals



43,972

WEBSITE VISITS



229

Curbside Pickups

4,118



Items added



159,101

ITEMS
WERE CHECKED OUT



16,525

E-BOOKS
CHECKED OUT

6,758

ACTIVE
BORROWERS



727

NEW CARDHOLDERS



E. D. LOCKE
PUBLIC
LIBRARY

McFarland E.D. Locke Public Library

5920 Milwaukee St.

McFarland, Wisconsin 53558 | (608) 838-9030

mcfarlandlibrary.org/



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-23)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

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 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library E.D. Locke Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Heidi	3b. Head Librarian Last Name Cox	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 03/31/2027
6a. Street Address 5920 Milwaukee St.	6b. Mailing Address or PO Box 5920 Milwaukee St.	7. City / Village / Town McFarland	8a. ZIP 53558	8b. ZIP4 8962	9. County Dane
10. Library Phone Number 6088389030	11. Fax Number	12. Library E-mail Address of Director hcox@McFarlandLibrary.org			
13. Library Website URL www.mcfarlandlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 17,820	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

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		
19b. Number of winter weeks	52		
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year	52		
19f. Total hours per year for this location	3,380		

	PUBLIC SERVICES COVID-19	
--	---------------------------------	--

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	No
Electronic Library Cards issued during COVID-19	No
Reference Service During COVID-19	No
Outside Service During COVID-19	No
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

	COVID-19 CLOSURES	
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Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
-------------------------------------	--

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION

		a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	↓	54,382 57,983	↓ 3,593 4112
2. Electronic Books <i>E-books</i>	↑	173,449 172,182	
3. Audio Materials	↓	3,656 3,787	219 ↑ 183
4. Electronic Audio Materials <i>Downloadable</i>	↑	71,568 67,575	
5. Video Materials	↓	8,091 8,199	306
6. Electronic Video Materials <i>Downloadable</i>	↑	1,232 575	
7. Other Materials Owned <i>Describe</i> Kits, software, Die Cuts, Board Games, equipment	↑	360 339	
8a. Electronic Collections <i>Locally Owned or Leased</i>	↑	12 11	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	↑	1 0	
8c. Electronic Collections <i>Provided through BadgerLink</i>	—	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	↑	76 74	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		109	

III. LIBRARY SERVICES

1. Circulation Transactions		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
159,652 ↑ 135,377	79,203 ↑ 146,516	73,960 ↓ 75,847	53,069 ↑ 54,946
		Method for Counting ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>
Integrated Library Systems (ILS)			
WISCAT			
Other (includes OCLC, manual tracking or other methods)			
3. Number of Registered Users		4. Reference Transactions	5. Library Visits
a. Resident	b. Nonresident	a. Method	a. Method
4,424 ↑ 4,293	2,334 ↓ 2,399	b. Annual Count	b. Annual Count
c. TOTAL		Actual Count	Actual Count
6,758		4,367 ↑ 2,467	217,349 ↑ 49,146
d. Overdue Fines			
No			
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	a. Method	b. Annual Count
17	15	Actual Count	Actual Count
		2,803 ↑ 18,29	187,676 ↑ 137,961
8. Website Visits		9. Electronic Collection Retrieval	
43,972 ↑ 34,442		a. Local	b. Other
		16,260 ↓ 19,559	1,216 ↑ 0
		c. Statewide	d. Total
		123 ↓ 146	17,599
10. Uses of Electronic Materials by Users of Your Library		e. Uses of Children's Electronic Materials	
a. E-Books	b. E-Audio	d. Total Uses of Electronic Materials	
16,525 ↑ 16,316	18,491 ↑ 15,514	36,161	2,881 ↓ 3,170
c. E-Video			
1,145 ↑ 6			

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous view:

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General
Number of Programs	323 $\uparrow$ 228	67 $\downarrow$	134 $\downarrow$ 141	92 $\downarrow$ 75	
Total Attendance	6,394 $\uparrow$ 5393	3,692	1,558 $\downarrow$ 624	1,014 $\downarrow$ 332	

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	General
Number of Programs	187 $\uparrow$ 128	64	116 $\uparrow$ 62	82 $\uparrow$ 22	
Total Attendance	5,484 $\uparrow$ 3706	3,599	1,491 $\uparrow$ 292	$\uparrow$ 977 $\downarrow$ 146	
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	-1	-1	449		
Total Attendance	-1	-1	11,551		

11i. Describe the library's in-person programs: story time, craft club, book clubs, children's performers, live music, history walks, teen snack ar

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General
Number of Programs	136 $\uparrow$ 160	3	18 $\downarrow$ 79	10 $\downarrow$ 53	-1
Total Live Virtual Attendance	910 $\uparrow$ 1685	93	67 $\uparrow$ 332	37 $\downarrow$ 486	-1
Total views of live programs that were recorded and posted for asynchronous viewing	0 $\downarrow$ 2900	0	0 -	217 $\downarrow$ 340	-1

12g. Which platforms does the library use to host the library's live, virtual programs: Zoom Webinar, Face Book Live, YouTube

12h. 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

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General
Number of Programs	2 $\uparrow$ 9	3 $\downarrow$	11 $\downarrow$ 29	7 $\uparrow$ 12	-1
Total Pre-Recorded Program Views	110 $\uparrow$ 2065	112	52 $\downarrow$ 134	79 $\uparrow$ 353	-1

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube

13h. Describe the library's pre-recorded programs: book talks, story times, SRP Performers, music, Birding field trip.

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. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Kenneth	Machtan	5312 Falling Leaves Ln	McFarland	53558	ken.machtan@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.com
4. Staci	Fritz	5304 Sure Ave.	McFarland	53558	stacifritz@gmail.com
5. Carrie	Nelson	5211 Autumn Ln	McFarland	53558	cnelson@mcfarland.wi.us
6. Evan	Richards	2473 Waubesa Hill Rd.	McFarland	53558	erichards@evanrichards.com
7. Peter	Sobol	5205 Broadhead St.	McFarland	53558	peter.sobol@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
7					

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

\$532,324

2. Employee Benefits Include maintenance, security, plant operations

\$185,402

3. Library Collection Expenditures

a. Print Materials

\$56,462 ↓

b. Electronic Materials

\$20,076

\$19,567 ↓

c. Audiovisual Materials

\$11,290

\$9,616 ↓

d. All Other Library Materials

— \$0

Subtotal 3

\$85,645

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

Provider	Amount	Provider	Amount
SCLS - ILS & Technology	\$48,274		

Subtotal 4

\$48,274

5. Other Operating Expenditures

\$146,269

↑ \$151,478

6. Total Operating Expenditures Add 1 through 5

\$1,003,123

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

Grants for Education

\$816

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		\$0	\$0
b. State		\$0	\$0
c. Municipal	New Furniture and AV equipment ↓	\$43,000 \$31,763	\$78,062 \$21,763
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$31,763	\$21,763

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

↑

\$42,702

\$40

IX. TRUST FUNDS

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

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)	\$95,602	40.00				
Youth Services Librarian	MLS (ALA)	\$57,955	40.00				
Assistant Director	Librn. no-MLS	\$62,136	40.00				
Adult Services Librarian	MLS (ALA)	\$55,370	40.00				
Tech Services Supervisor	Librn. no-MLS	\$49,982	40.00				
Teen Services Librarian	Librn. no-MLS	\$51,717	40.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Circulation Assistant	Other	\$135,020	133.00				
Shelver	Other	\$6,862	12.00				
Tech Services Assistant	Other	\$7,290	8.00				

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
3.00	3.00	6.00

b. All Other Paid Staff (FTE)

Include maintenance, plant operations, and security

3.83

c. Total Library Staff (FTE)

9.83

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

↑ 64,506 \$ 5599

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 34,432	↓ 24,240 29,303	63,735
3. Circulation to Nonresidents Living in Another County in the Library System		↓ 67 131	↑ 265 169	300
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		↓ 119 84	↑ 299 337	421
5. Circulation to All Other Wisconsin Residents	50		6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	Actual		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(1)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
	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	↓ 130 30	f. Rock	↓ 0 12
b. Dodge	3 0	g. Sauk	↓ 48 18
c. Green	76 121	h.	
d. Iowa	↓ 0 0	i.	
e. Jefferson	296 325	j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection Mark all that apply	3. Is the library CIPA compliant?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	Yes

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 (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	7 -		↓ 3
Total Self-Directed Activity Participation	2,035 ↑ 1427		↓ 99
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	11 ↑ 10		18
Total Self-Directed Activity Participation	159 ↑ 344		2,194

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
Kelly	Heasty	kheasty@mcfarlandlibrary.org

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 Kenneth Machtan	Date Signed 2/20/23
Library Director / Head Librarian Signature ➤ 	Library Director / Head Librarian Print or type Heidi Cox	Date Signed 2/20/23

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 Board of Trustees hereby states that in 2022 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above 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.

XV. 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

➤ 

Kenneth

Machtan

2-20-23

COMMENTS

SECTION_I

Standard winter hours open per week

We resumed our normal schedule and had no hours of reduced service in 2022.--2023-01-24

Standard number of winter weeks

We resumed our normal schedule and had no hours of reduced service in 2022. Our summer schedule is the same as our winter schedule.--2023-01-24

Public Services During COVID-19

Our building didn't close during 2022 due to COVID-19--2023-01-24

Electronic Library Cards Issued During COVID-19

Our building didn't close during 2022 due to COVID-19--2023-01-24

Reference Service During COVID-19

Our building didn't close during 2022 due to COVID-19--2023-01-24

Outside Service During COVID-19

Our building didn't close during 2022 due to COVID-19--2023-01-24

External Wi-Fi Access Added During COVID-19

Our building didn't close during 2022 due to COVID-19--2023-01-24

External Wi-Fi Access Increased During COVID-19

Our building didn't close during 2022 due to COVID-19--2023-01-24

Staff Re-Assigned During COVID-19

Our building didn't close during 2022 due to COVID-19--2023-01-24

SECTION_II

2. Electronic Books (E-books)

Overdrive = 173,356

Hoopla = 93--2023-01-25

4. Electronic Audio Materials (downloadable)

Overdrive = 71,206 Hoopla = 362--2023-01-25

6. Electronic Video Materials (downloadable)

Hoopla = 108

KANOPY = 1124

As of September 1, 2022 Overdrive videos were no longer available.--2023-02-14

SECTION_III

5b. Library Visits

We have new people counters that count entry from the front entrance instead of the gate counts into the circulation part of the library.--2023-01-30

Uses of E-Books By Users of Your Library

Overdrive 16,148

Hoopla 3377--2023-01-30

Uses of E-Audio by Users of Your Library

Overdrive 17,087

Hoopla 362 audio books

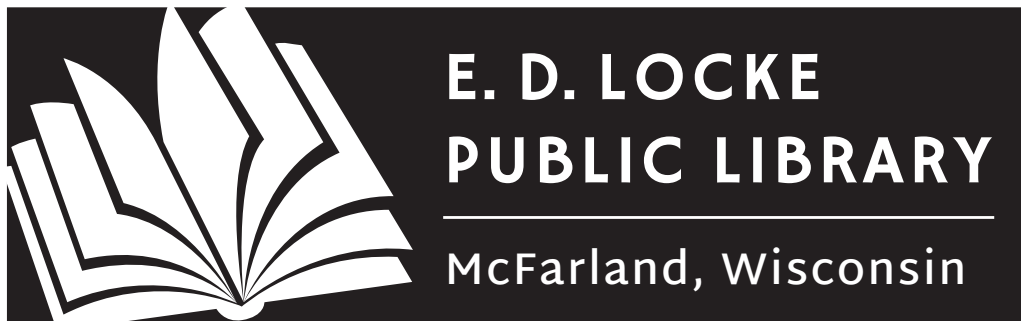
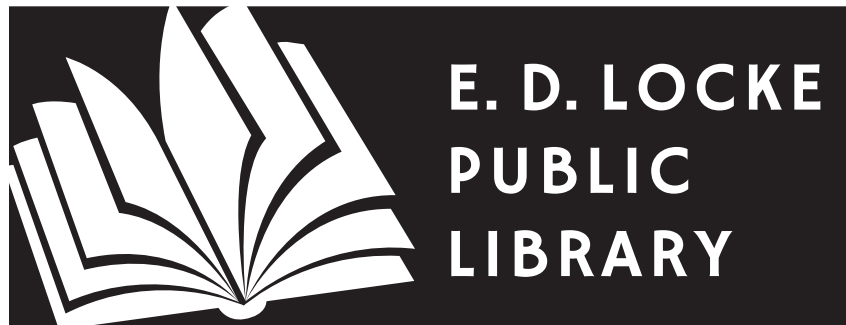
Hoopla 42 music--2023-01-30

Uses of E-Video by Users of Your Library

Overdrive 3

Hoopla 18

Kanopy 1124--2023-01-30





**E. D. LOCKE
PUBLIC
LIBRARY**



**E. D. LOCKE
PUBLIC LIBRARY**

McFarland, Wisconsin