

Monday, July 3, 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 June 5, 2023 meeting.
 - b. Motion to approve the June invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
 - d. Community Center
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Library Board Letter regarding Community Center
 - b. Joint Village Board and Library Board Meeting
 - c. Review Director's 2023 goals
 - d. Study Room Policy
 - e. Ukulele Policy
 - f. Wifi Hotspot Policy
 - g. Trustee Education
 - h. Approval for landscaping quotes
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, June 5, 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: Luke Fessler, Mona Nelson, Evan Richards, Ken Machtan, Karin Mandli

Members not present: Staci Fritz, Peter Sobol

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the May 1, 2023 meeting.

Motion by Member Evan Richards, second by Member Mona Nelson, to approve the minutes of the May 1, 2023 meeting. Motion carries 4 - 0 - 1 by acclamation, with Karin Mandli abstaining.

b. Motion to approve the May invoices

Motion by Member Karin Mandli, second by Member Luke Fessler, to approve the May invoices Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. Budget Update

b. Director's Report

c. Monthly Statistical Report

d. Village Community Center

The Library Board discussed submitting a letter for the public comment portion of the village board meeting in support of the one-story option. They agreed to send the letter and have Library Board President, Ken Machtan sign it.

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Space Needs Study Review

b. Endowment Mission Statement

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the updated Endowment Mission Statement. Motion carries 5 - 0 - 0 by acclamation.

c. Donations-Monetary, Memorial & Bequests Policy

Motion by Member Evan Richards, second by Member Luke Fessler, to approve the updated Donations-Monetary, Memorial & Bequests Policy Motion carries 5 - 0 - 0 by acclamation.

d. Donations – Other Policy

The Donation - Other policy was reviewed and no changes were proposed.

e. Dane County Library Services Plan of Service Review

f. SCLS Technology Agreement

Motion by Member Mona Nelson, second by Member Evan Richards, to approve SCLS Technology Agreement Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Evan Richards, second by Member Luke Fessler, to adjourn at 6:42 pm

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

June 2023 Invoices

Row Labels	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$840.72	DVDs, CDs, Supplies
ARAMARK	\$222.96	Mat Rental
AVANT GARDENING & LANDSCAPING	\$521.38	Landscaping Services
BOLDTRONICS, INC.	\$153.75	Video Camera repair
CORPORATE BUSINESS SYSTEMS	\$43.44	Copier Lease
DEMCO INC	\$231.92	Library Supplies
DESIGNCRAFT LLC	\$93.75	Logo refresh
EBI INC	\$434.24	File Cabinet
ELAN FINANCIAL SERVICES	\$694.95	Visa Charges
HAYWARD, MARK	\$375.00	Program Fee
INGRAM LIBRARY SERVICES	\$1,752.44	Books
MC FARLAND ACE HARDWARE	\$219.27	HVAC Filters
MICROMARKETING LLC	\$45.00	Audio Books
PELLITTERI WASTE SYSTEMS	\$54.20	Confidential Shredding
STATZ-PAYNTER, JAMIE	\$84.00	Program Fee
TDS	\$283.93	Library Phone Bill
Grand Total	\$6,050.95	

Gift Fund		
Tigerlily music	\$600.00	SRP Fee
Mike Lorenz	\$300.00	SRP Fee
Stuart Stotts	\$350.00	SRP Fee
Jeff McMullen	\$450.00	SRP Fee
	\$1,700.00	

Grand total \$7,750.95

2023 Budget Update

2023 Budget Update										
REVENUES										
		Budget Amount	March Actual	April Actual	May Estimated	June 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	100.00%		
County Library Aids	43000	\$ 327,500.00	\$ 1,443.39	\$ -	\$ -	\$ -	\$ 2,847.80	0.87%		
Library Fines	45000	\$ -			\$ -	\$ 0.60	\$ 0.60			
Interest	48100	\$ 2,000	\$ 2,316.05	\$ 2,304.26	\$ -	\$ -	\$ 10,847.63	542.38%	50%	
Library Fees	46000	\$ 1,500	\$ 562.53	\$ 304.76	\$ 288.31	\$ 164.50	\$ 1,629.33	108.62%	50%	\$ 750.00
		\$ 1,064,000.00	\$ 4,321.97	\$ 2,609.02	\$ 288.31	\$ 165.10	\$ 748,325.36	70.33%	50%	
Expenditures										
Salaries	110	\$410,000.00	\$ 29,824.18	\$ 29,824.18	\$ 31,226.37	\$ 31,217.66	\$173,744.03	42.38%	50%	\$ 205,000.00
Part-time	120	\$204,750	\$ 13,174.95	\$ 13,210.37	\$ 11,583.86	\$ 12,008.85	\$77,372.20	37.79%	50%	\$ 102,375.00
Health Insurance	130	\$112,000	\$ 5,681.08	\$ 9,533.15	\$ 9,462.11	\$ 9,462.11	\$51,784.11	46.24%	50%	
Retirement	131	\$34,000	\$ 2,538.68	\$ 2,590.74	\$ 2,485.55	\$ 2,533.67	\$14,687.16	43.20%	50%	\$ 17,000.00
SS/Medicare	132	\$47,000	\$ 3,193.52	\$ 3,143.18	\$ 3,107.03	\$ 3,143.27	\$18,346.63	39.04%	50%	
Other Benefits	135	\$2,500	\$ 53.81	\$ 90.32	\$ 84.50	\$ 103.19	\$547.06	21.88%	50%	
Expense Reimbursement	141	\$ 250	\$ -				\$0.00		50%	
Total Personnel		\$810,500.00	\$54,466.22	\$58,391.94	\$6.42	\$58,468.75	\$336,481.19	41.52%	50%	\$ 405,250.00
Support Services	210	\$ 8,500	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ -	\$ 13,495.00	158.76%	50%	\$ 4,250.00
Consulting Services	211	\$ 48,000	\$ 500.00	\$ -	\$ 1,600.00	\$ -	\$ 49,773.81	103.70%	50%	\$ 24,000.00
Utilities	220	\$ 36,000	\$2,853.22	\$3,025.95	\$0.00	\$ -	\$ 16,550.33	45.97%	50%	\$ 18,000.00
Communication	221	\$ 4,750	\$397.08	\$587.44	\$332.06	\$ 50.00	\$ 2,260.74	47.59%	50%	\$ 2,375.00
Equipment Maintenance	240	\$ 9,000	\$ 396.05	\$ 326.52	\$337.61	\$ -	\$ 4,315.62	47.95%	50%	\$ 4,500.00
Facility Maintenance	242	\$ 23,250	\$ 2,014.15	\$ 1,596.55	\$4,082.32	\$ 842.04	\$ 10,161.86	43.71%	50%	
Other Contractual Services	290	\$ -					\$ -	0.00%	50%	\$ 11,625.00
Total Services		\$ 129,500.00	\$ 8,859.50	\$ 8,235.46	\$ 9,050.99	\$ 892.04	\$ 96,557.36	74.56%	50%	\$ 64,750.00
Office Supplies	310	\$ 9,000	\$ 201.41	\$ 1,906.11	\$ -	\$ 444.38	\$ 3,855.45	42.84%	50%	\$ 4,500.00
Postage	311	\$ 250	\$ 10.41	\$ -	\$ -	\$ -	\$ 14.54	5.82%	50%	\$ 125.00
Dues	320	\$ 500	\$ 244.00	\$ -	\$ -	\$ -	\$ 384.00	76.80%	50%	\$ 250.00
Meeting Expenses	330	\$ 1,000	\$ 208.08	\$ 117.25	\$ -	\$ -	\$ 429.92	42.99%	50%	\$ 500.00
Training Expenses	331	\$ 3,250	\$ 94.40	\$ 49.00	\$ -	\$ -	\$ 874.50	26.91%	50%	\$ 1,625.00
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 42.48	0.77%	50%	\$ 2,750.00
Technology	342	\$ 28,750	\$ (13.73)	\$ 3,178.50	\$ 3,823.82	\$ -	\$ 16,091.55	55.97%	50%	\$ 14,375.00
Collection - Print	344	\$ 55,000	\$ 4,276.83	\$ 2,766.28	\$ 565.15	\$ 780.57	\$ 21,633.32	39.33%	50%	\$ 27,500.00
Collection - AV	345	\$ 12,500	\$ 1,109.89	\$ 310.52	\$ -	\$ 146.85	\$ 4,062.65	32.50%	50%	\$ 6,250.00
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ 1,707.46	\$ -	\$ 1,813.26	725.30%	50%	
Programming	391	\$ 8,000	\$ 865.94	\$ 114.49		\$ (808.51)	\$ 1,095.63	13.70%	50%	\$ 4,000.00
Other Total		\$ 124,000.00	\$ 6,997.23	\$ 8,442.15	\$ 6,096.43	\$ 563.29	\$ 50,297.30	40.56%	50%	\$ 62,000.00
Total Budget		\$1,064,000.00	\$ 70,322.95	\$ 75,069.55	\$ 15,153.84	\$ 59,924.08	\$ 483,335.85	45.43%	50%	\$ 532,000.00



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

June Highlights

- **Village News** - Luke Fessler will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** – The total in endowment funds since 5/31/2023 is \$175,230.85. We had no donations this month.
- **McFarland Community Festival** –
 - The festival committee is working on fundraising through sponsorships for this year. So far they have raised about \$3,000.
 - The permit for the festival has been submitted and is scheduled to go to the village board on July 13.
 - The Fire Department Volunteers is unable to staff the concession stand this year so we're looking for a new organization to take it over.
- **Library Facilities Management**
 - **HVAC** –
 - We have seen a vast improvement in the HVAC since the project began. The project is 90% complete. The punch list for the project is:
 - The work on the meeting room side has been delayed until the week of October 9th. The week they were scheduled to complete the work, the temperatures were forecasted to be in the 90s and they didn't want to take out the AC with it being so hot.
 - Return vents need to be installed in the YS Librarian's office. This will help improve the airflow. Right now it gets stuffy in their office.
 - The air flow and water flow testing has been completed and everything has been adjusted.
 - Outside of our boiler project we have two issues:
 - Warranty work on AHU1 GPS—the bipolar ionization has had some warranty issues and some parts need to be replaced. The parts are on order.
 - JM Brennan is looking into getting new covers for the condensing unit outside. The coils on the unit fill with cottonwood in the summer if they aren't cleaned weekly, the unit overheats and shuts down. The new covers will slow the buildup down.
 - **Janitorial Services** –
 - We've seen improvements in the cleaning since Public Works took it over. Patrons have commented how clean the rotunda looks.
 - **Outdoor spaces**
 - I requested \$5000 for some landscape improvement for shrubs and trees that won't be effected by the campus concept. Matt has given me permission to get the work completed this year.
 - I met with Avant and Public Works to come up with a plan to make snow removal easier. Public Works is going to remove the dead or damaged shrubs from around the building an Avant will be doing new plantings in the fall.
 - The HVAC Company reported that birds have created a hole in the stucco in the back of the rotunda part of the building. This can only be seen from the roof of the library. I've contacted a painter for a quote to fix and paint it.
- **Strategic Planning** –
 - The strategic Planning Committee should have a draft strategic plan by their July meeting.
- **Personnel**
 - **Library Assistant** – We had two new Library Assistants start in June. Katie is working on average of 16 hours per week. Carol is a substitute Library Assistant. Subs usually average about 10 hours per week. Both new employees are doing great.
- **ALA**- I attended ALA in Chicago from June 22-26. Some of the sessions I attended are:

- I toured the Chinatown and Independent park branches of the Chicago Public Library and the Skokie Public Library. It was interesting to see the different designs, technology used, and services each library provided.
- I met with Envisionware the vendor that we purchased our self-checks from, to learn about new technology that we might be able to use at the community center branch.
- Along with SCLS staff, I met with Bywater to demo their online catalog called Aspen. Aspen has a lot of features that would make it easier for patrons to discover materials and services that the library has to offer.
- I attended sessions on incorporating nature into building design, fundraising, and making the library a more welcoming place for neurodivergent patrons.

Youth Services (Heather Kent)



Storytimes have returned for the summer and are bigger than ever. We have had 90-100+ attending our outdoor programs at Lewis Park and our indoor programs are seeing anywhere from 60-80 (which is a little tight in our meeting room). It has been great to see everyone. Families love the outdoor option on Mondays and it's really great that we have this opportunity during the summer months.

Programming:

Zumbini Session 4: No Way Jose started on Wednesday, June 7th. This is a really fun program to do with the families. We keep the numbers lower with registration so that we have enough instruments for the children attending – and able to do the name song (over 35 kids and Heather's brain goes on the fritz)

Friday, June 9th we kicked off the summer with a concert in the Discovery Garden Park. We had over 100 people come and enjoy popcorn, face painting, yard games, and the music of Wendy & DB. Wendy always reaches out when they are in the area to see if we'd like to book them and they are a McFarland favorite. Our volunteers were able to help manage the popcorn, games, and face painting.

One of the new programs we are doing this program is aimed toward school aged children – Outdoor STEAM at Lewis Park. Every other Tuesday we meet at the Lewis Park shelter for a STEAM (Science Technology Engineering Art and Mathematics) program. For the month we had two programs – Owl Pellets and Nature Walk with Scavenger Hunt. Both had great attendance – even the Nature Walk with Scavenger Hunt where the air quality was very poor.



Our Summer Performers have been going really well with a new ticketing system for capacity. We are limiting attendance to 100 to make sure we do not break fire code and people are comfortable. On June 15th we had former circus clown Mike Lorenz – of Miller and Mike – perform his comedy act. Thursday, June 22nd musician Stuart Stotts had the kids singing along and laughing away as he performed songs and stories. June 29 magician and comedian Jeff B. McMullen performed to the joy of many young audience members.

Friday, June 23 Drama Camp started. This program is insanely popular. Sign up record this year: K-2 Registration filled in 6 minutes! With some arranging, we were able to get in as many students possible in to the programs. We even have 10 in the 6-12 group!

Other

The 5K registration and websites have gone live. As part of the start of registration, we are offering a discount to people who register before July 23.

Teen Services (Abby Seymour)

The school year has ended and the Summer Library Program is in full swing! Our annual attempts to get school-age kids to come to the library once summer break begins is off to a strong start. With programs for teens 5 days a week, there are a lot of kids coming into the library!

Just as it is during the school year, Monday is for Snack & Chat. I wanted to keep this program consistent with the school year because teens can be creatures of habit and if they're already in the habit of coming to the library for Snack & Chat on Monday afternoons, I wanted to reinforce that. Nothing is different about the summer version of Snack & Chat. Every week, I set out some snacks for the teens to enjoy and some options for things to do like the sticker poster, various card games, and some coloring sheets. It's very casual and I think teens like the flexibility of being able to come and go as they please (I don't require them to stay the full hour).

On Tuesdays, the teen event is Switch Games. This is another straight-forward program that draws a decent crowd. I set up the Nintendo Switch on the TV and have a few games ready to go. The teens come in and get to pick which game they want to play. Their selection is limited by games that take more than 4 players. When the group is large enough, the teens will have to take turns playing. This can sometimes be a challenge but overall the teens are okay with sharing. To help with the sharing challenge, I bring in the Mario Kart car for them to play with while they wait. Earlier in the year, we got a grant from TDS that allowed us to buy two race cars and I'm trying to get as much use out of them as possible. The teens greatly enjoy driving the race car (we can only do one at a time) around the room while they wait for their turn to play the game.

Dungeons and Dragons is the Wednesday event. This group required registration and it filled up within two hours. It filled so quickly partly because it's a very popular game and partly because there were only 6 spots available. I had to start a waitlist that also grew very quickly. Leading the Dungeons and Dragons group is a community volunteer—Derek Buchinger. He was recommended to us by a Board of Trustees member. There have only been two sessions but so far he seems to be a good fit for the group. He's patient with the squirrely teens and is incredibly knowledgeable about the game. The teen players are also a good mix of new players and older experienced players.

Thursday brings Summer Hangout, which has a similar name to the program during the school year, but in practice looks very different. Every week is a new, different activity for the teens to do and each week varies greatly. In my mind, this is the "main" teen event of the week. The first week of Summer Hangout was a Taste Test Challenge. At this event, I brought 6 different flavors of potato chips and put the chips on paper plates next to a number. I didn't leave out the packaging so that the teens wouldn't know what each flavor was. I had the group go around to each chip and try them. Then they would make a guess as to the flavor of the chip and they would rate it on a scale of 1-5. After everyone had time to try the chips and fill out the information, we talked about their guesses before I revealed the flavor. That made for a very fun discussion! Some of the chip flavors included ketchup, jalapeno ranch, queso, BLT sandwich, honey barbeque, and flamin' hot. The consensus overall was that one or two chips were fine to eat, but no one wanted a full bag of any of those.

The second week off Summer Hangout was a Back to Kindergarten theme. The idea was that teens got to do some of the nostalgic activities from their childhood. The first half of the program were stations they could play at like play dough, water beads, coloring pages, and finger painting. During the second half of the program, we had a storytime where I read two picture books with the teens sitting on the floor on blankets. I purposefully chose books that were for kids but I knew teens would appreciate some of the subtle humor. We ended the program with everyone's favorite gym activity: the parachute. We played a few games using the parachute but mostly the group just like making it go up and down. This was an easy program and the teens really enjoyed it, which means I hope to do it again.

The third Summer Hangout event hasn't occurred yet as I write this, but my plan is to make hydro-dipped mugs. This trending art style involves dropping some nail polish colors into a bucket full of warm water. You then take a white ceramic coffee mug and dip it into the water. The nail polish sticks to the mug in an interesting and unique swirling pattern. This will be a messy (and pungent) craft project so we plan to be on the lawn for this one.

I am thrilled to report that the summer VolunTeens (a.k.a. teen volunteers) are off to a successful start! There are twelve VolunTeens who help out at the children's desk handing out prizes, cleaning around the children's area, and prepping craft projects, as well as assisting at multiple programs. They help out at Lewis Park for Outdoor Storytime on Mondays, they assist with the toddlers in Zumbini, they hand out tickets before the Thursday afternoon performer, they do the set up and clean up for the Summer Hangout, and they wrangle the little ones at Drama Camp. It really seems to be a solid group of teens and I'm very satisfied with the work they've been showing me. They are reliable and I trust them to get the job done. It's been reassuring to know that we can lean on them when we don't have enough staff.

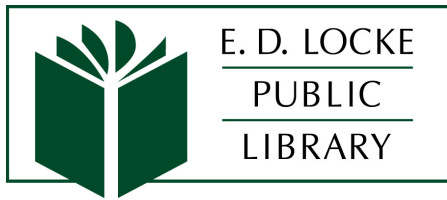
Additionally, I've been maintaining all of the library's social media sites. I've been posting many reminders about events, pictures from programs, library updates (like the internet outage), and so much more. Keeping a schedule of things like what event registration needs be posted when and how far in advance to post reminders without clogging people's feeds has been quite the job. There is so much information to share and I'm learning to be intentional about what we put out into the world.

Adult Services (Sara Hendrickson) Programming:

Programming:

- We had 16 people sign up for craft club. Patrons made paper dahlia flowers.
- The first yoga session in a series of three occurred on June 12. Zen Ed Wellness is leading the series. The first session was Chair Yoga.

- Bridge Club had three times as many people come on June 15 than usual!
- The first Family Board Game Day since 2019 took place on Saturday, June 17. We had seven people show over the course of the day. Our next Game Day is in August.
- Dawn Cogger's author visit had 29 people in attendance. Mystery to Me sold copies of her book, and asked her to sign the remaining copies for their bookstore.
- The second yoga session occurred on June 26th. Attendance doubled from the first session.
- Zen Ed Wellness led a Stress Busters class on June 27. We had seven people in attendance. While attendance was smaller than anticipated, Nisa and Sara commented that it allowed patrons more confidence to speak freely about their concerns and questions regarding stress, and appreciated the ability to have more candid conversations.
- Created marketing for Ron Larson's Cemetery walks, Recliner to 5K kick-off with Stoughton Health, and our special weekend card making craft program for July 22: flyers, website, TV display slides, Facebook, and Instagram.
- Wrote a grant for a PLA Digital Literacy Workshop Incentive, supported by AT&T. We got it! It is \$6,000 to be used for in-person or online workshops for DigitalLearn training materials. This will allow us to serve seniors in McFarland who are now going to the Goodman Center in Madison.
- Met with Katie Gletty-Syoen from Senior Outreach to discuss collaborative quilting project similar to Threads of Resilience. A community project to create blankets for seniors that are homebound.
- Supported multiple patrons with technology and/or reference related questions. A notable example is a married couple who have newly immigrated to McFarland from Africa and native French speakers. I helped them with their computer skills and got them started on English as a Second Language classes online.



5920 Milwaukee St. ♦ McFarland, WI 53558
(608)838-9030 ♦ mcflib@mcfarlandlibrary.org

June 5, 2023

Village of McFarland Board of Trustees
Village of McFarland Municipal Center
5915 Milwaukee Street
McFarland, WI 53558

RE: ENDORSEMENT OF OPTION ONE FOR MCFARLAND COMMUNITY CENTER

Dear President Clow and Trustees:

It is our understanding you will be making funding and construction decisions on a possible McFarland Community Center in the very near future. We very much appreciate inclusion of space for a branch library in both plan options, given our space restrictions at the current E.D. Locke McFarland Public Library.

We are respectfully requesting the Village Board adopt Option One (no second story) for the following reasons:

- Proposed debt levels the village will incur, due to this project and the very expensive Public Safety Building, will likely extend the time frame for any library expansion beyond what we believe will currently be a minimum of ten years;
- Competition for limited future funding from other taxing entities such as the school district and Dane County could also delay a library expansion;
- Reduced overall public funding if an economic recession occurs;
- Increasing village tax bills, and the taxpayers' ability to pay, is a growing concern we hear expressed in the village; and,
- A dwindling of public support for all village spending after the final cost of both the Public Safety Center and Community Center projects is realized by McFarland taxpayers.

As you may know, the current library was designed and built with the plan that a second story could be added in the future as space requirements increased. It has taken us nearly twenty years to reach the point of needing substantially more space and we believe the Community Center will likely face the same growth pattern.

At that point, an additional story could be added similar to what is planned for the library-which we know already has enormous support and usage from the community. A new Community Center has yet to show how well it will be received by the public.

Thank you for your attention to this request.

Sincerely,

E.D. Locke McFarland Public Library Board of Trustees

Ken Machtan, Library Board President

Staci Fritz, Library Board Citizen Member

Evan Richards, Library Board Vice
President

Mona Nelson, Library Board Citizen
Member

Peter Sobol, Library Board
Secretary/Treasurer

Luke Fessler Library Board – Village Board
Liaison

Karin Mandli, Library Board - School
Liaison

	E. D. Locke Public Library	
Page 1 of 2	Group Study Rooms	Amended: February 6, 2017

Purpose of Rooms

2 study rooms are available to the public free of charge for the purposes of small group study and discussion.

Rules of Conduct

- Messy craft projects are not allowed, i.e. use of paints, non-washable markers, glue, etc.
- Office supplies cannot be requested from library staff.
- Rooms must be thoroughly cleaned up after use.
- Disregard of these guidelines may result in users being asked to leave the library or users having their study room privileges suspended.
- Rooms are for use by no more than 6 individuals at a time.
- Users must be 12 years of age or older. If under 12 years, user must be accompanied by a responsible adult.
- Rooms are not intended for larger group pursuits, including social activities, or sales, club and business meetings.
- No for-profit activities are permitted, with the exception of paid tutoring.
- Users are required to adhere to all library rules and regulations.
- Cell phones, food and drink are allowed in study rooms.
- Noise must be kept to a minimum.
- Study room furniture must not be rearranged, and furniture may not be brought in or removed from the rooms. If additional chairs are needed, ask at the Circulation desk.
- Items may not be affixed to the walls.
- Materials may not be stored in the rooms before or after using them.

	E. D. Locke Public Library	
Page 1 of 2	Group Study Rooms	Amended: February 6, 2017

Study Room Reservations and Hours Available

One of the study rooms is available for reservations. The first priority for scheduling of the study room is reserved for Library or Village services and programs. Walk-in patrons may use the study room if no reservation has been made.

Reservations may be made up to two weeks in advance. Reservations may be made in person, by phone call to the Circulation Desk, **or on-line**. Reserved rooms will be held 10 minutes past their reservation time. Patrons who are unable to keep their reservation are asked as a courtesy to call the Circulation Desk and let the library know. Repeated no-shows may lose their study room privileges. Users may reserve a study room no more than once a week.

Use of study rooms must be arranged at the Circulation desk. Users must sign in on the signup sheet.

Study rooms have a one hour time limit. Patrons may continue to use the room if no one is waiting.

Room must be vacated 5 minutes prior to library closing.

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Page 1 of 2	Group Study Rooms	Amended: February 6, 2017

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- Users are required to adhere to all library rules and regulations.
- Cell phones, food and drink are allowed in study rooms.
- Noise must be kept to a minimum.
- Study room furniture must not be rearranged, and furniture may not be brought in or removed from the rooms. If additional chairs are needed, ask at the Circulation desk.
- Items may not be affixed to the walls.
- Materials may not be stored in the rooms before or after using them.

	E. D. Locke Public Library	
Page 1 of 2	Group Study Rooms	Amended: February 6, 2017

Study Room Reservations and Hours Available

One of the study rooms is available for reservations. The first priority for scheduling of the study room is reserved for Library or Village services and programs. Walk-in patrons may use the study room if no reservation has been made.

Reservations may be made up to two weeks in advance. Reservations may be made in person, by phone call to the Circulation Desk, **or on-line**. Reserved rooms will be held 10 minutes past their reservation time. Patrons who are unable to keep their reservation are asked as a courtesy to call the Circulation Desk and let the library know. Repeated no-shows may lose their study room privileges. Users may reserve a study room no more than once a week.

Use of study rooms must be arranged at the Circulation desk. Users must sign in on the signup sheet.

Study rooms have a one hour time limit. Patrons may continue to use the room if no one is waiting.

Room must be vacated 5 minutes prior to library closing.

	E. D. Locke Public Library	
Page 1 of 1	Ukulele	Approved: August 6, 2018

The purpose of this policy is to ensure appropriate use the Ukuleles.

Checkout

Any patron 18 and over, with a library card in good standing (no outstanding fines or lost items) may check out one of the ukuleles. The ukuleles can be borrowed for 14 days with no renewals. ~~Patrons must present their library card, a photo ID, current contact information and sign a borrower agreement before checking out a ukulele.~~ Only one instrument per card can be checked out at one time.

Return

Ukuleles must be returned during open hours, directly to a staff member at the Circulation Desk of the E.D. Locke Public Library. The ukulele may not be returned to the book drop, to any other library, or left unattended at the Circulation desk. If the kit or its accessories are lost, stolen, or damaged the patron to whom the kit is checked out to will be held responsible for all costs, including replacement. All components of the ukulele must be returned for the item to be considered Checked-In.

The E. D. Locke Public Library does not accept instruments purchased by customers in lieu of payment.

Holds

Holds may not be placed on any of the ukuleles.

	E. D. Locke Public Library	
Page 1 of 2	Wi-Fi Hotspot	Revised and adopted : September 6, 2016

The purpose of this policy is to ensure appropriate use the Wi-Fi Hotspot.

About the Wi-Fi Hotspot

The Wi-Fi Hotspot made available from the E.D. Locke Public Library can be checked out and used to connect a device (lap top, cellphone, tablet, etc...) to the internet. The hotspot will work in any area in the United States where there is Sprint cell phone coverage.

Checkout

Any patron 18 and over, with a library card in good standing (no outstanding fines or lost items) may check out the hotspot. The hotspot can be borrowed for 14 days with no renewals. Overdue hotspots will be turned off and deactivated if they are not returned by their due date.

Be advised that the hotspots are an open wireless connection and the Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. Hotspot users should refrain from online activity that violates federal, state, or local laws.

Return

Hotspots must be returned during open hours, directly to a staff member at the Circulation Desk of the E.D. Locke Public Library. The hotspot may not be returned to the book drop or to any other library. All components of the hotspot must be returned for the item to be considered Checked-In.

Do not attempt to clean or make repairs, adjustments or alterations of any kind to the Hotspot.

Holds

Holds may not be placed on the hotspot.

	E. D. Locke Public Library	
Page 2 of 2	Wi-Fi Hotspot	Revised and adopted : September 6, 2016

Fines and Replacement Costs

Fines for the Wi-Fi hotspot are \$1 per day with a maximum fine of \$10. Patrons are responsible for loss or damage to the hotspot or any of its contents and could be assessed a fee based on the damage. If a hotspot is lost, please contact the E.D. Locke Public Library immediately at 608-838-9030.

The replacement fee for the hotspot and accessories is \$100 which will be charged to your library account.

If the patron loses a component of the hotspot the charges will be as follows:

- Hotspot \$85
- Case: \$15
- Cord: \$5
- Power Supply: \$5
- Battery: \$5

Information Tracked

Your information is not tracked by the library or the service provider.

Filtering

Internet content filter is not provided through the E.D. Locke Public Library hotspot. Parents/Guardians are responsible for monitoring what their children access via the hotspot.

Library Board Training Opportunities

Trustee Training Week <https://www.wistrusteetraining.com/>

- Monday, August 21 - [No More Neutral: How to Use Marketing to Position Your Library in Challenging Times](#) with Angela Hursh
 - On top of everything else they need to do, libraries increasingly find themselves at the center of controversy. The American Library Association reports a substantial increase in the number of book bans and challenges in 2022 (double the number of reports from 2021). Oftentimes, the library's efforts to create collection and service policies that fulfill its mission statement of inclusion are the focus of these challenges. These attacks cost money, lower morale, and reduce productivity amongst the staff. They also threaten the very existence of libraries. But libraries do have some power, and it comes in the form of promotion. In this session, you'll learn marketing tactics you can use now to clarify your library's policies, solidify your library's positions, and clearly communicate your mission, vision, and values. And you'll hear tactics to use to rally community and stakeholder support if your library should face such a challenge.
- Tuesday, August 22 - [Wisconsin Library Law](#) with Kris Turner
 - Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.
 - [Wisconsin Library Law Survey](#): What ideas for topics or questions do you have for Kris?
- Wednesday, August 23 - [Nurturing Your Library Culture](#) with Jeannie Dilger
 - Culture is all around us – it's the water for the fish!

In 2022, library science graduates looking for jobs ranked a positive, healthy workplace culture as being an even more important attribute than salary. A toxic workplace culture can impact mental health, decrease productivity, and lead good employees to leave for other jobs. Join Library Director Jeannie Dilger for a look at what culture is, why it's important, and how to support the director and staff in creating or revising a culture statement. We'll talk about setting the tone with policies, decision-making, and hiring and evaluating the director. Learn how the work you do as trustees can influence the culture throughout the library.

- Thursday, August 24 - [LGBTQ-Inclusive Trusteeship](#) with Ray Lockman
 - Ray Lockman (they/them) will equip Wisconsin trustees and library directors to be queer- and trans-inclusive advocates for their library communities. Participants will

learn helpful language and practical tips before we put our new skills to work by grappling with tough real-world scenarios.

- Friday, August 25 - [Elected Officials are People, Too](#) with Lori Fisher
 - Strong relationships with your elected officials are key to library advocacy. Learn how to connect with your electeds (and their staffs) and consistently demonstrate the value of your library, whether you are a library Trustee/board member, Friends of the Library, affiliated with a library Foundation, or are a library staff member. Find out valuable tips, whether you are making your first contacts, or continuing longstanding relationships.

United for Libraries

The Department of Public Instruction has purchased library related webinars through United for Libraries and ALA. You should have received two emails from them discussing upcoming webinars and how to get signed up for an account. Let me know if you have any questions.



Proposal

Avant Gardening and Landscaping, Inc.

Client Name: McFarland Library
Project Name: McFarland Library 2023 Plantings
Jobsite Address: 5920 Milwaukee Street McFarland, Wisconsin 53558
Estimate ID: 3983144BK
Date: Jun 22, 2023
Billing Address: 5920 Milwaukee Street McFarland, Wisconsin 53558

Avant Gardening and Landscaping, Inc. ("AG&L") and the above named client ("Client") agree to the terms contained in this Proposal and the attached Conditions of Sale included with this proposal. Upon signatures of both parties, and receipt of the 40% down payment, the Proposal is a binding contract (the "Contract").

THIS PROPOSAL IS VOID IF 40% DOWN PAYMENT IS NOT RECEIVED AFTER 30 DAYS. WE IMPOSE A SURCHARGE ON CREDIT CARDS THAT IS NOT GREATER THAN OUR COST OF ACCEPTANCE.

Two Planting Areas - See Photos

\$1,989.48

Crew will furnish and install 8 - #1 container Karl Foerster Grass, 11 - #1 container Early Bird Oriole Daylily and 9 - #1 container Summer Beauty Allium per the attached photos. Plants will be mulched and watered one time as part of this agreement. Any debris created will be removed and disposed of.

Notes:

Public Works will remove Junipers.

This install will be done later in season to help reduce watering need during the summer.

Subtotal	\$1,989.48
Taxes	\$109.42
Estimate Total	\$2,098.90

CONDITIONS OF SALE

PAYMENT SCHEDULE & TERMS:

1. 40% Down payment required prior to Avant Gardening and Landscaping, Inc. (AG&L) scheduling or commencing work.
2. Work will be scheduled upon receipt of signed contract and 40% down payment as schedule and weather permits.
3. Work will be billed as completed in full or in part and invoiced twice each month. Payment to AG&L from Client is due upon receipt of invoice.

3055 Siggelkow Road

McFarland, WI 53558

McFarland Library 2023 Plantings [3983144BK]

p. 608-838-2054

f. 608-838-6485

www.avantgardening.com

email: avant@avantgardening.com

Page 1 of 3

4. Work set forth in the Landscape Project Proposal to be completed by _____ or as weather permits (referred to as "Completion").
5. Remaining amount due upon Completion unless otherwise agreed upon. In the event payment is not made when due, Client shall pay reasonable attorney fees and other costs of collection incurred by AG&L in its efforts to collect all unpaid amounts.
6. Upon Completion, Client will have 10 days to notify AG&L in writing of any work that Client believes is not complete, after which all changes for such work will be due and payable. The parties will endeavor to resolve all disputes over completed work in a timely and reasonable fashion.
7. A finance charge will be assessed on all accounts 30 days or more past due at the monthly rate of 1.5% (annual rate of 18%).
8. Plants subject to availability. Plant prices subject to change.
9. AG&L will not be responsible for damage to transmission facilities including but not limited to natural gas, electric, telephone, cable television, septic and any other such service not visible or marked. AG&L will be responsible for contacting "Digger's Hotline" to locate utilities on Client's property prior to landscaping site work. It is Client's responsibility to mark all utilities not marked by "Digger's Hotline".
10. AG&L will not be responsible for (a) subsurface drainage or hydrostatic water pressure, (b) settling around foundation walls, gas or electric lines, or water valves, (c) property stakes not visible or marked.
11. Client is responsible for the work of all parties other than AG&L (including the general contractor and other subcontractors, if any) including, (a) the plans from which such parties work, (b) clean-up of construction debris, (c) delays caused by such parties, including without limitation, subcontractors, and (d) quality and completeness of such parties' work.

ADDITIONAL CHARGES FOR UNANTICIPATED SITE CONDITIONS:

In the event unanticipated site conditions (defined below) are encountered with the work to be performed under this Contract, any additional work, time or materials and any associated added costs shall be an addition to the Contract price. Unanticipated site conditions are defined as the existence or occurrence of any object or condition which could not, after examination of the surface of the site, be reasonably anticipated in advance of its discovery including, without limitation, (a) rocks, stumps, utilities, cisterns, pavement, concrete, springs, wet conditions, unstable ground, and (b) work quality or timeliness of any other workers on the job site which results in additional time spent or materials used by AG&L.

CHANGES IN DESIGN OR SCOPE OF WORK

After signing the Contract, Client may request changes to be performed under the Contract. If the changes are acceptable to AG&L, the parties sign a change order to reflect any changes in the nature or scope of the Contract and any adjustments to the price arising from the requested change the parties will endeavor to sign a change order prior to performance of any additional work. If the parties fail, for any reason, to sign a change order, Client agrees to pay AG&L a price equal to labor time (\$100 per hour per laborer), plus mobilization, plus materials used (collectively, the "Output"), plus 25% of the Output for overhead and administration.

LIMITED GUARANTEE

NURSERY STOCK: All woody nursery stock supplied and planted by AG&L is guaranteed for one year from planting, such that all woody nursery stock that dies during the one year period will be replaced, not more than one time, at no charge to Client. Herbaceous nursery stock (perennials) is not guaranteed by AG&L.

CONSTRUCTION: AG&L may replace any retaining walls, patios, walks, steps, timber work, and ponds constructed by AG&L for a period of one year from the date such work is completed, at the sole discretion of AG&L.

1. The establishment of lawn depends upon the care given after seeding and sodding and therefore is not guaranteed by AG&L.
2. All "replaced nursery stock" will not be covered by a guarantee. Plants not planted by AG&L are not covered by guarantee. Herbaceous stock (annuals, perennials, bulbs) will not be covered under the guarantee.
3. Under no circumstances will AG&L be responsible for damage to landscape installations caused by negligence, vandalism, animals, washouts, severe weather or disaster, natural or otherwise over which AG&L has no control.
4. ALL GUARANTEES ARE VOID IF PAYMENT IS NOT MADE AS SPECIFIED.

WORK QUALITY

THIS SECTION IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT A REPRESENTATION OR WARRANTY:

CONSTRUCTION: AG&L will use only quality materials and proven methods in the construction of retaining walls, patios, walks, steps, timber work and ponds. AG&L will guarantee such construction for a period of 1 year from the date such work is completed, in the opinion of AG&L.

GRADING & LAWN WORK: AG&L will finish grade to ensure complete drainage free of pot holes, knolls or other irregularities and remove surface rocks and other debris. AG&L will sow first quality grass seed or install freshly cut densely rooted sod.

NURSERY STOCK: AG&L will supply quality nursery stock that is healthy and true to cultivar.

CARE AND MAINTENANCE PROCEDURES

THIS SECTION IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT A REPRESENTATION OR WARRANTY:

LAWNS-WATERING: New lawns must have constant moisture until well established. Client must water as often as necessary to keep the soil damp. Use a fine spray until the ground is wet at least 2 or 3 inches deep or until it starts to gather on the surface. Never let it run off. Light sprinkling can be harmful.

LAWNS-FERTILIZING: A newly seeded or sodded lawn should not be fertilized for at least 6 months of growing time. Afterwards Client should fertilize the lawn at least twice a year in early Spring and early Autumn.

LAWNS-MOWING: Client shall mow the lawn as soon as the grass is 3" in height, setting the mower at 2½"-3" and mow often enough to keep the grass within that range.

NURSERY STOCK-WATERING: Initially, Client should check soil moisture to a depth of 6" every 3 days for the first 4-6 weeks. During Spring and Autumn when the temperatures are lower and there is more rain, Client should water 1-2 times per week. Summer plantings may require watering 2-3 times per week. The lawn must receive 1" of rain before a watering can be skipped.

WATERING TIPS: (a) In the event of heavy clay soil or cool, rainy weather water half as often. (b) In the event of sandy, gravelly soil or very hot weather, Client is advised to water twice as often. (c) In the event of late fall planting, Client is advised to continue watering the lawn in the Spring.

LIEN NOTICE

As required by the Wisconsin construction lien law, AG&L hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned AG&L, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. AG&L agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien AG&L is duly paid.

Estimate authorized by: _____

Company Representative

Signature Date: _____

Estimate approved by: _____

Customer Representative

Signature Date: _____

McFarland Library Plant Photos



Karl Foerster Grass



Daylily 'Early Bird Oriole'



Allium 'Summer Beauty'

McFarland Library 3 Grasses



4 Daylilies

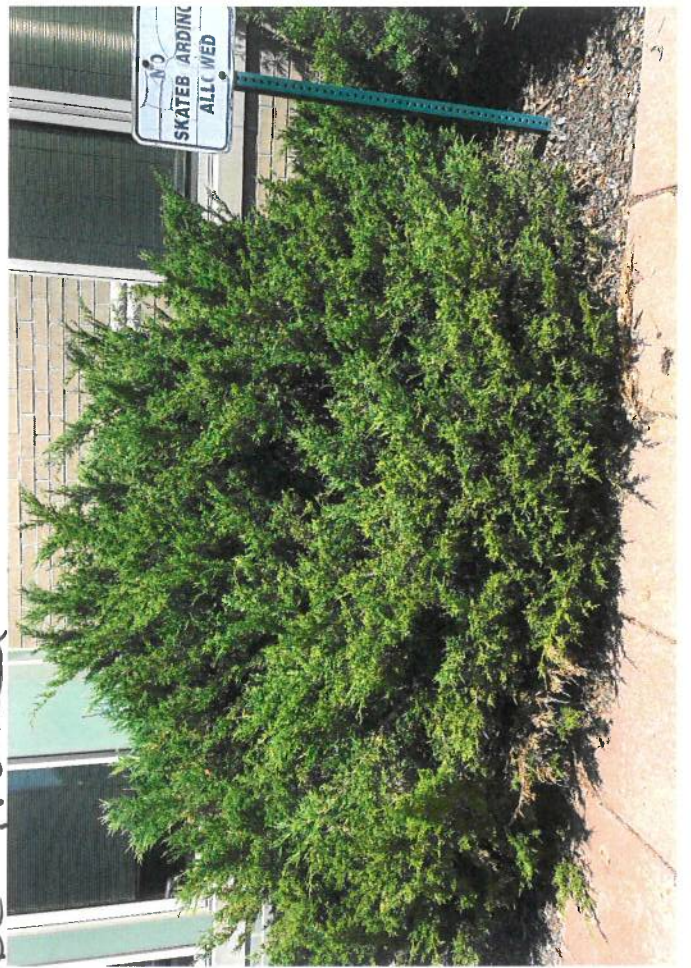
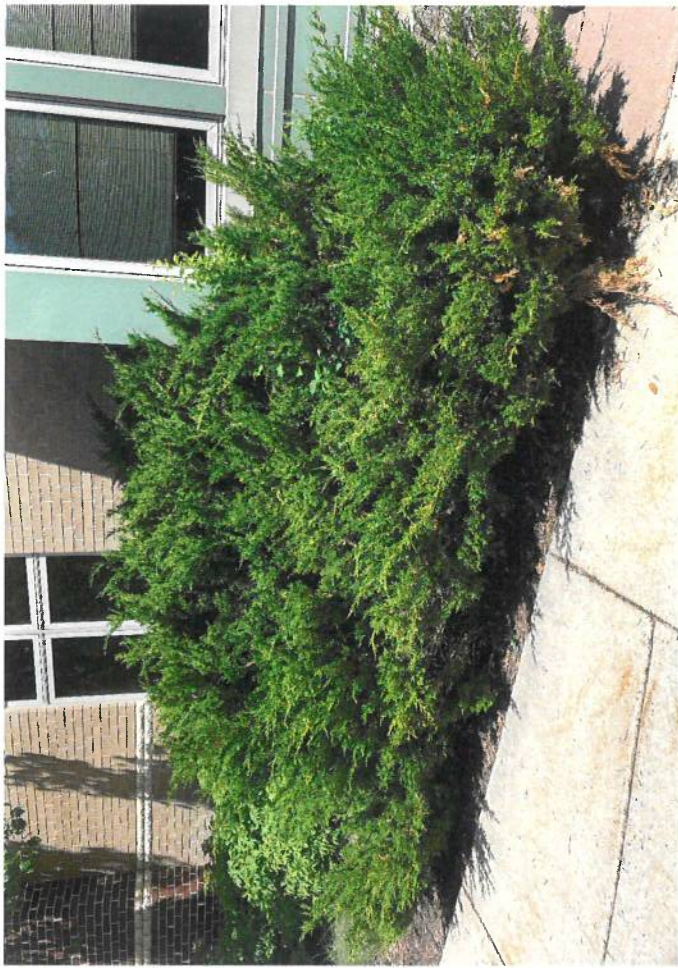
4 Geranium



5 Grasses

7 Daylilies

5 Geranium



Junipers to be Pruned





Service Proposal

Avant Gardening and Landscaping, Inc.

Client Name: McFarland Library
Project Name: McFarland Library 2023 Additional Maintenance Services
Jobsite Address: 5920 Milwaukee Street McFarland, Wisconsin 53558
Billing Address: 5920 Milwaukee Street McFarland, Wisconsin 53558
Estimate ID: 2153856BK
Date: Jun 22, 2023

Please check the 'Approved' box beside all services you wish included in your seasonal service package.

Approved?	Service Description	Per Visit Price
☐	Juniper Pruning Crew will prune back Juniper groupings as much as possible, getting off of the building, reduce height and off of the sidewalks as much as possible. All debris created will be removed and disposed of.	\$1,202.18
☐	Dormant Pruning of Viburnums During the dormant season, 8 Viburnums will be cut to the ground. All debris created will be removed and disposed of.	\$1,041.45

Note: Add 5.5% Sales Tax to the above totals and 40% down payment required on all contracts.

Maintenance Terms & Conditions

TERMS

Billing and Payment:

Billing will be generated weekly for the month's service, except for mowing service, billings will be generated on the 1st of every month. Payment terms are Net 10 days unless other arrangements have been made. Your bill will reflect services for your scheduled day unless weather delays your service. Automatic \$15.00 late fees will be assessed monthly on all accounts when payment is not received by the due date. If there are circumstances that will delay payment, please call our office and let us know. We impose a surcharge on credit cards that is not greater than our cost of acceptance.

Scheduling:

Work shall be scheduled upon receipt of the signed contract and down payment. The actual start date is affected by current workload, weather and product availability. Avant Gardening & Landscaping, Inc. shall not be responsible for any delays due to causes beyond our control, including but not limited to accidents, fires and weather.

Collection:

If we do not receive payment in full by the 30th of the month (20 days past the due date); you will be assessed a late fee of 20%. If we don't receive payment by 45 days, then service will be halted. Client shall pay reasonable attorney fees and other costs of collection incurred by AG&L in its efforts to collect unpaid amounts.

Contractor Initials: _____ Customer Initials: _____

3055 Siggelkow Road
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email: avant@avantgardening.com

GUARANTEE

Extra Services:

Any extra service (ex. Dethatch, aeration, landscape, shrub trimming) requested will be invoiced separately from your normal monthly lawn service invoice. **No extra services will be provided if your account is past due.**

Cancelling Services:

In order to cancel your services, Avant Gardening & Landscaping, Inc. must be notified in writing and be given at least fifteen (15) days notice. You will be liable for costs incurred in ordering products and/or a restocking fee.

Customer Satisfaction:

The customer has the duty to inspect the property within three (3) days after work has been completed. Notice of reasonable dissatisfaction must be given to Avant Gardening & Landscaping, Inc. within this time. Avant Gardening & Landscaping, Inc. will have ten (10) days to correct such work at no additional cost. Failure to notify Avant Gardening & Landscaping, Inc. shall constitute a waiver of any claim against the dissatisfaction. We strive to give you excellent service and your satisfaction is very important to us.

Nursery Stock

Avant Gardening & Landscaping, Inc. will supply quality nursery stock that is healthy and true to cultivar. All woody nursery stock supplied and planted by Avant is guaranteed for one year from planting. All nursery stock that dies during this one year period will be replaced, one time only, at no charge to the owner. All replaced nursery stock will not be covered by a guarantee. In case of negligence, rodents or vandalism, this guarantee is not valid.

Lawns:

The stand of grass and quality of your lawn depends upon the care given after seeding or sodding and therefore cannot be guaranteed by contract. However, we will guarantee only the best available products are used for the installation of your turf grass areas. Guaranteed stand and extended maintenance are available at additional cost. Please ask your representative for details.

Conditions of the Guarantee:

Avant Gardening & Landscaping, Inc. cannot be responsible for damage done to any of our installations caused by vandalism, negligence, or disasters, natural or otherwise, over which Avant Gardening & Landscaping, Inc. has no control.

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____

**Prices shown do not include tax. Applicable taxes will be added to invoice(s).*

Contractor Initials: _____ Customer Initials: _____

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