

Tuesday, January 2, 2024

5:15 PM

E.D. Locke Public Library
5920 Milwaukee St, McFarland

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
 - a. This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to hcox@mcfarlandlibrary.org to be included as part of the meeting.
3. ACTION ITEMS
 - a. Motion to approve the minutes of the December 4, 2023 meeting.
 - b. Motion to approve the December 2023 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. Collection development Policy
 - b. Public Door Upgrade Project
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, December 4, 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, Staci Fritz, Peter Sobol, Karin Mandli

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the November 6, 2023 meeting.

Motion by Member Evan Richards, second by Member Mona Nelson, to approve the minutes of the November 6, 2023 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. Motion to approve the November invoices

Motion by Member Staci Fritz, second by Member Peter Sobol, to approve the November 2023 invoices Motion carries 7 - 0 - 0 by acclamation.

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. DCLS Agreement for Extension of Library Service

Motion by Member Karin Mandli, second by Member Evan Richards, to approve the DCLS Agreement for Extension of Library Service Motion carries 7 - 0 - 0 by acclamation.

b. Meeting room AV equipment upgrade

Motion by Village Trustee Luke Fessler, second by Member Staci Fritz, to approve Meeting room AV equipment upgrade quote up to \$9,996.31 Motion carries 7 - 0 - 0 by acclamation.

c. Public Comment Policy Meeting

d. Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance

evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director's 2023 performance evaluation

Motion by Mandli, second by Fessler to enter into closed session at 5:55 pm in accordance with Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director's 2023 performance evaluation

Motion Carries on a roll call vote 7-0: Fessler - Aye, Nelson - Aye, Sobol - Aye, Mandli - Aye, Fritz - Aye, Richards - Aye.

e. Discussion and action to reconvene into Open Session from Closed Session.

Motion by Nelson, second by Fritz to reconvene into open session at 6:15 p.m.

6. ADJOURNMENT

Motion by Member Staci Fritz, second by None, to adjourn at 6:25

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

Report Criteria:

Detail report type printed

Invoice Detail.GL account = "20555110110000"-"20559200390000"

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Issue Date
10	ARAMARK	6140285531	MAT RENTAL	11/24/2023	60.33	60.33	12/07/2023
		6140289195	MAT RENTAL	12/01/2023	60.33	60.33	12/07/2023
		6140293042	MAT RENTAL	12/06/2023	60.33	60.33	12/15/2023
		6140296999	MAT RENTAL	12/15/2023	60.33	60.33	12/22/2023
Total 10:					241.32	241.32	
30	ALLIANT ENERGY/WP&L	121223	LIBRARY	12/12/2023	2,603.19	2,603.19	12/22/2023
Total 30:					2,603.19	2,603.19	
439	HJ PERTZBORN	92082	LIBRARY SPRINKLER INS	10/30/2023	370.00	370.00	12/15/2023
Total 439:					370.00	370.00	
836	SCHILLING SUPPLY COM	941635-00	OPERATING SUPPLIES	11/20/2023	500.66	500.66	12/07/2023
Total 836:					500.66	500.66	
879	SOUTH CENTRAL LIBRA	23-705	MEETING EXPENSE	12/20/2023	12.00	12.00	12/22/2023
Total 879:					12.00	12.00	
992	US CELLULAR	0619915941	LIBRARY PHONE	11/28/2023	43.75	43.75	12/15/2023
Total 992:					43.75	43.75	
1024	WALL STREET JOURNAL	0706210134	NEWSPAPER SUBSCRIP	11/08/2023	659.88	659.88	12/07/2023
Total 1024:					659.88	659.88	
1358	EBI INC	220189	OFFICE CHAIR	12/12/2023	455.95	455.95	12/22/2023
Total 1358:					455.95	455.95	
1921	FRONTIER	112223	LIBRARY PHONE	11/22/2023	123.82	123.82	12/07/2023
Total 1921:					123.82	123.82	
1975	MADISON PUBLIC LIBRA	100 121423	LOST BOOK PAYMENT	12/14/2023	36.00	36.00	12/22/2023
Total 1975:					36.00	36.00	
1989	CORPORATE BUSINESS	35379375	COPIER LEASE	11/27/2023	221.98	221.98	12/07/2023
Total 1989:					221.98	221.98	
2058	MICROMARKETING LLC	935019	AUDIO BOOKS	10/05/2023	169.42	169.42	12/15/2023
		937744	AUDIO BOOKS	11/07/2023	282.86	282.86	12/07/2023
		939040	AUDIO BOOKS	11/21/2023	131.98	131.98	12/07/2023
		939281	AUDIO BOOKS	11/20/2023	153.82	153.82	12/07/2023
		941012	AUDIO BOOKS	12/14/2023	69.98	69.98	12/22/2023

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Issue Date
Total 2058:					808.06	808.06	
2066	PELLITTERI WASTE SYS	4161309	LIBRARY SHRED	11/30/2023	58.04	58.04	12/07/2023
Total 2066:					58.04	58.04	
2082	NASSCO INC	6364811	CUSTODIAL SUPPLIES	11/29/2023	100.18	100.18	12/07/2023
Total 2082:					100.18	100.18	
9143	ORIENTAL TRADING CO	7279602780	PROGRAM SUPPLIES	11/10/2023	82.92	82.92	12/07/2023
Total 9143:					82.92	82.92	
16257	CORPORATE BUSINESS	352124	COPIER LEASE	12/12/2023	187.25	187.25	12/15/2023
		352125	COPIER LEASE	12/12/2023	38.42	38.42	12/15/2023
Total 16257:					225.67	225.67	
16509	MIDWEST TAPE	504295654	HOOPLA	08/31/2023	504.08	504.08	12/15/2023
		504431244	HOOPLA	09/30/2023	579.49	579.49	12/15/2023
		504578934	HOOPLA	10/31/2023	534.51	534.51	12/15/2023
		504722034	HOOPLA	11/30/2023	555.57	555.57	12/15/2023
Total 16509:					2,173.65	2,173.65	
16921	AVANT GARDENING & LA	20231253	LANDSCAPE MAINTENA	12/11/2023	1,041.45	1,041.45	12/15/2023
Total 16921:					1,041.45	1,041.45	
17084	AMAZON CAPITAL SERVI	13KP-FLHM-	DVDS & CDS	12/10/2023	41.95	41.95	12/15/2023
		174F-XYMK-	DVDS & CDS	11/21/2023	195.84	195.84	12/07/2023
		1FJ3-W4RV-	DVDS & CDS	12/18/2023	24.98	24.98	12/22/2023
		1FPD-46QR-	DVDS & CDS	12/04/2023	24.96	24.96	12/07/2023
		1GY9-7G4N-	DVDS & CDS	12/10/2023	19.96	19.96	12/15/2023
		1JWT-HPJ7-	DVDS & CDS	12/17/2023	40.98	40.98	12/22/2023
		1LJJ-6C7N-C	DVDS & CDS	11/27/2023	11.98	11.98	12/07/2023
		1LXV-4KQN-	PROGRAM SUPPLIES	11/27/2023	53.94	53.94	12/07/2023
		1MFW-W66C	VIDEO GAMES	11/21/2023	59.99	59.99	12/07/2023
		1NNP-PX96-	DVDS & CDS	12/18/2023	12.96	12.96	12/22/2023
		1RLK-9F47-4	RETURNED TABLET CAS	11/28/2023	67.92-	67.92-	12/07/2023
		1V6M-NVV1-	PROGRAM SUPPLIES	12/02/2023	796.72	796.72	12/07/2023
		1VDK-GFWL	PROGRAM SUPPLIES	12/14/2023	113.79	113.79	12/22/2023
		1Y4J-6JQN-	PROGRAM SUPPLIES	11/25/2023	6.69	6.69	12/07/2023
		1Y9R-CNR4-	OPERATING SUPPLIES	12/15/2023	210.02	210.02	12/22/2023
Total 17084:					1,546.84	1,546.84	
17197	FRIENDS OF THE MCFAR	122123	FTD BALANCE	12/21/2023	1,682.00	1,682.00	12/22/2023
Total 17197:					1,682.00	1,682.00	
17318	TDS	112223-VOM	LIBRARY INTERNET/PHO	11/22/2023	322.17	322.17	12/01/2023
Total 17318:					322.17	322.17	

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Issue Date
17607	LIBRARY IDEAS LLC	104816	VOX BOOKS	12/12/2023	947.40	947.40	12/22/2023
	Total 17607:				947.40	947.40	
17633	AMERICAN PRINTING	0160937-IN	BOOK MARKS	11/30/2023	350.00	350.00	12/07/2023
	Total 17633:				350.00	350.00	
17659	BARRON'S	122023	NEWSPAPER SUBSCRIP	12/20/2023	299.88	299.88	12/22/2023
	Total 17659:				299.88	299.88	
17685	INGRAM LIBRARY SERVI	63002356	BOOKS	11/16/2023	334.25	334.25	12/07/2023
		63002592	BOOKS	11/17/2023	48.52	48.52	12/07/2023
		63002971	BOOKS	11/17/2023	302.62	302.62	12/07/2023
		63003101	BOOKS	11/20/2023	292.23	292.23	12/07/2023
		63006035	BOOKS	11/28/2023	619.74	619.74	12/07/2023
		63006555	BOOKS	11/29/2023	164.76	164.76	12/07/2023
		63007718	BOOKS	12/01/2023	63.12	63.12	12/15/2023
		63008540	BOOKS	12/05/2023	257.27	257.27	12/15/2023
		63010902	BOOKS	12/12/2023	152.85	152.85	12/22/2023
		67666075	BOOKS	11/22/2023	209.44	209.44	12/07/2023
	Total 17685:				2,444.80	2,444.80	
17776	RELIABLE FLOOR CARE	27093	CARPET CLEANING	12/08/2023	8,981.27	8,981.27	12/15/2023
	Total 17776:				8,981.27	8,981.27	
17843	KANOPY INC.	KDEP-21769	STREAMING SERVICE	12/19/2023	3,000.00	3,000.00	12/22/2023
	Total 17843:				3,000.00	3,000.00	
17993	LAKEVIEW DESIGNS	92123	DINNER RENTAL	09/21/2023	1,433.45	1,433.45	12/07/2023
	Total 17993:				1,433.45	1,433.45	
18113	J. M. BRENNAN, INC	21001366	HVAC MAINTENANCE	12/18/2023	3,256.00	3,256.00	12/22/2023
	Total 18113:				3,256.00	3,256.00	
18300	DUFFY, KIERAN	112023	REFUND OF LOST BOOK	11/20/2023	25.00	25.00	12/07/2023
	Total 18300:				25.00	25.00	
18302	EILBES, ANGELA	112723	LOST BOOK REFUND	11/27/2023	27.00	27.00	12/07/2023
	Total 18302:				27.00	27.00	
18312	AUTOMATION ARTS LLC	15242	MEETING ROOM AV	12/11/2023	7,497.23	7,497.23	12/22/2023
	Total 18312:				7,497.23	7,497.23	
18314	WDI LLC	6369560	FARM TO TABLE DINNER	09/14/2023	633.20	633.20	12/22/2023
	Total 18314:				633.20	633.20	

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Issue Date
Grand Totals:					<u>42,204.76</u>	<u>42,204.76</u>	

Report Criteria:

Detail report type printed

Invoice Detail.GL account = "20555110110000"."20559200390000"

2023 Budget Update

REVENUES								
		October Actual	November Actual	December Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41000	\$ -	\$ -	\$ -	\$ 733,000.00	100.00%		
County Library Aids	43000	\$ -	\$ -	\$ -	\$ 327,540.80	100.01%		
Library Fines	45000	\$ 13.30	\$ 1.70	\$ 1.40	\$ 58.75			
Interest	48100	\$ 1,264.32	\$ 1,200.00	\$ 1,200.00	\$ 26,272.42	1313.62%	83%	
Library Fees	46000	\$ 682.47	\$ 308.09	\$ 134.00	\$ 3,831.06	255.40%	83%	\$ 1,250.00
		\$ 1,960.09	\$ -	\$ 1,335.40	\$ 1,089,193.24	102.37%	83%	
Expenditures								
Salaries	110	\$ 31,193.77	\$ 31,193.79	\$ 46,939.50	\$395,696.03	96.51%	83%	\$ 341,666.67
Part-time	120	\$ 12,653.80	\$ 14,471.09	\$ 18,379.50	\$166,033.14	81.09%	83%	\$ 170,625.00
Health Insurance	130	\$ 9,522.04	\$ 9,522.40	\$ 9,522.04	\$109,094.29	97.41%	83%	
Retirement	131	\$ 2,539.39	\$ 2,555.40	\$ 2,565.00	\$31,353.55	92.22%	83%	\$ 28,333.33
SS/Medicare	132	\$ 3,193.80	\$ 3,332.87	\$ 3,194.00	\$39,283.54	83.58%	83%	
Other Benefits	135	\$ 90.87	\$ 90.87	\$ 90.87	\$1,073.11	42.92%	83%	
Expense Reimbursement	141				\$0.00		83%	
Total Personnel		\$59,193.67		\$80,690.91	\$742,533.66	91.61%	83%	\$ 675,416.67
Support Services	210	\$ 89.97	\$ -	\$ -	\$ 13,584.97	159.82%	83%	\$ 7,083.33
Consulting Services	211	\$ -	\$ -	\$ -	\$ 53,667.56	111.81%	83%	\$ 40,000.00
Utilities	220	\$1,870.55	\$2,570.12	\$2,603.19	\$ 35,007.78	97.24%	83%	\$ 30,000.00
Communication	221	\$536.14	\$535.83	\$93.75	\$ 5,520.57	116.22%	83%	\$ 3,958.33
Equipment Maintenance	240	\$1,185.61	\$373.58	\$225.67	\$ 7,490.40	83.23%	83%	\$ 7,500.00
Facility Maintenance	242	\$1,958.65	\$421.53	\$13,829.71	\$ 32,636.39	140.37%	83%	
Other Contractual Services	290				\$ -	0.00%	83%	\$ 19,375.00
Total Services		\$ 5,640.92	\$ 3,901.06	\$ 16,752.32	\$ 147,907.67	114.21%	83%	\$ 107,916.67
Office Supplies	310	\$ 1,267.87	\$ 2,211.15	\$ 455.95	\$ 10,189.35	113.22%	83%	\$ 7,500.00
Postage	311	\$ -	\$ 20.22	\$ -	\$ 51.23	20.49%	83%	\$ 208.33
Dues	320	\$ 247.00	\$ -	\$ -	\$ 631.00	126.20%	83%	\$ 416.67
Meeting Expenses	330	\$ -	\$ 16.50	\$ 12.00	\$ 567.04	56.70%	83%	\$ 833.33
Training Expenses	331	\$ -	\$ -	\$ -	\$ 3,392.35	104.38%	83%	\$ 2,708.33
Operating Supplies	340	\$ -	\$ 1,861.18	\$ 210.02	\$ 3,968.87	72.16%	83%	\$ 4,583.33
Technology	342	\$ 11,651.69	\$ -	\$ 12,670.88	\$ 40,495.97	140.86%	83%	\$ 23,958.33
Collection - Print	344	\$ 4,421.80	\$ 3,877.92	\$ 734.12	\$ 49,225.42	89.50%	83%	\$ 45,833.33
Collection - AV	345	\$ 1,000.31	\$ 1,440.61	\$ 1,352.59	\$ 12,315.07	98.52%	83%	\$ 10,416.67
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ 105.80	42.32%	83%	
Programming	391	\$ (4,958.66)	\$ 4,657.24	\$ 3,035.11	\$ 6,972.44	87.16%	83%	\$ 6,666.67
Other Total		\$ 13,630.01	\$ 14,084.82	\$ 18,470.67	\$ 127,914.54	103.16%	83%	\$ 103,333.33
Total Budget		\$ 78,464.60	\$ 17,985.88	\$ 115,913.90	\$ 1,018,355.87	95.71%	83%	\$ 886,666.67

2023 Budget Projection

REVENUES									
		Budget Amount	October Actual	November Actual	December 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	\$ -	\$ -	\$ -	\$ 327,540.80	100.01%		
Library Fines	45000	\$ -	\$ 13.30	\$ 1.70	\$ -	\$ 57.35			
Interest	48100	\$ 2,000	\$ 1,856.00	\$ 1,500.00	\$ 1,500.00	\$ 27,464.10	1373.21%	83%	
Library Fees	46000	\$ 1,500	\$ 682.47	\$ 308.09	\$ 330.00	\$ 4,027.06	268.47%	83%	\$ 1,250.00
		\$ 1,064,000.00	\$ 2,551.77	\$ 1,809.79	\$ 1,830.00	\$ 1,092,089.31	102.64%	83%	
Expenditures									
Salaries	110	\$410,000.00	\$ 31,193.77	\$ 31,193.77	\$ 46,939.50	\$395,696.01	96.51%	83%	\$ 341,666.67
Part-time	120	\$204,750	\$ 12,653.80	\$ 12,653.80	\$ 18,379.50	\$164,215.85	80.20%	83%	\$ 170,625.00
Health Insurance	130	\$112,000	\$ 9,522.04	\$ 9,522.04	\$ 9,522.04	\$109,093.93	97.41%	83%	
Retirement	131	\$34,000	\$ 2,539.39	\$ 2,539.39	\$ 2,565.00	\$31,337.54	92.17%	83%	\$ 28,333.33
SS/Medicare	132	\$47,000	\$ 3,193.80	\$ 3,193.80	\$ 3,194.00	\$39,156.51	83.31%	83%	
Other Benefits	135	\$2,500	\$ 90.87	\$ 90.87	\$ 90.87	\$1,073.11	42.92%	83%	
Expense Reimbursement	141	\$ 250		\$ -		\$0.00		83%	
Total Personnel		\$810,500.00	\$59,193.67		\$80,690.91	\$740,572.95	91.37%	83%	\$ 675,416.67
Support Services	210	\$ 8,500	\$ -	\$ -	\$ -	\$ 13,495.00	158.76%	83%	\$ 7,083.33
Consulting Services	211	\$ 48,000	\$ -	\$ -	\$ -	\$ 53,667.56	111.81%	83%	\$ 40,000.00
Utilities	220	\$ 36,000	\$2,000.00	\$2,570.12		\$ 31,251.35	86.81%	83%	\$ 30,000.00
Communication	221	\$ 4,750	\$492.39	\$535.83		\$ 5,383.07	113.33%	83%	\$ 3,958.33
Equipment Maintenance	240	\$ 9,000	\$1,185.61	\$373.58	\$225.67	\$ 7,345.01	81.61%	83%	\$ 7,500.00
Facility Maintenance	242	\$ 23,250	\$1,958.65	\$421.53	\$4,478.44	\$ 23,285.12	100.15%	83%	
Other Contractual Services	290	\$ -		\$0.00		\$ -	0.00%	83%	\$ 19,375.00
Total Services		\$ 129,500.00	\$ 5,636.65		\$ 4,704.11	\$ 134,427.11	103.80%	83%	\$ 107,916.67
Office Supplies	310	\$ 9,000	\$ 1,069.53	\$ 2,211.15	\$ 455.95	\$ 9,888.19	109.87%	83%	\$ 7,500.00
Postage	311	\$ 250	\$ -	\$ 20.22	\$ 220.00	\$ 271.23	108.49%	83%	\$ 208.33
Dues	320	\$ 500	\$ 247.00	\$ -		\$ 631.00	126.20%	83%	\$ 416.67
Meeting Expenses	330	\$ 1,000	\$ -	\$ 16.50		\$ 565.03	56.50%	83%	\$ 833.33
Training Expenses	331	\$ 3,250	\$ -	\$ -		\$ 3,619.35	111.36%	83%	\$ 2,708.33
Operating Supplies	340	\$ 5,500	\$ -	\$ 1,861.18	\$ 210.02	\$ 3,968.87	72.16%	83%	\$ 4,583.33
Technology	342	\$ 28,750	\$ 11,651.59	\$ -	\$ 15,066.65	\$ 42,891.64	149.19%	83%	\$ 23,958.33
Collection - Print	344	\$ 55,000	\$ 4,421.80	\$ 3,877.92	\$ 5,809.12	\$ 54,300.42	98.73%	83%	\$ 45,833.33
Collection - AV	345	\$ 12,500	\$ 1,000.31	\$ 1,440.61	\$ 5,697.61	\$ 16,660.09	133.28%	83%	\$ 10,416.67
Library Miscellaneous	390	\$ 250	\$ -			\$ 105.80	42.32%	83%	
Programming	391	\$ 8,000	\$ (5,090.73)	\$ 4,657.24	\$ 11,464.95	\$ 15,270.21	190.88%	83%	\$ 6,666.67
Other Total		\$ 124,000.00	\$ 13,299.50	\$ 14,084.82	\$ 38,924.30	\$ 148,171.83	119.49%	83%	\$ 103,333.33
Total Budget		\$1,064,000.00	\$ 78,129.82	\$ 14,084.82	\$124,319.32	\$ 1,023,171.89	96.16%	83%	\$ 886,666.67

December Highlights

- **Village News** - Luke Fessler will give an update
- **Friends** – Staci Fritz will give an update

Endowment – The total in endowment funds since 11/30/23 is \$189,840.32.

Library Facilities Management

- **HVAC** –
 - We have seen a vast improvement in the HVAC since the project began. The project is 98% complete. The punch list for the project is:
 - JM Brennan found that they needed to upgrade the HVAC server software to get the communications between the servers and the boiler sensors to start working. This has been completed. They should be able to get the boilers online by the end of the week.
 - Outside of our boiler project we have two issues:
 - 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.
 - The condenser is telling the solenoid to turn on all of the time which is causing them to burn out.
- **Electrical/Lighting**
 - I'm still working on getting a quote for the lighting control system and the surge suppression projects.
- **Shelving/Furniture**
 - Amy and Heather are working on re-categorizing the picture books for the new face out shelving. The shelving should be delivered in mid- January.
 - The benches will be sent out for reupholstering on 11/29. We should have them back by the end of the year.
- **Door openers** – I am working with LaForce and Boldtronics to update the door openers on our front doors so that the lockers can be used before and/or after hours. The quotes are included in your packet.
- **Changes to online resources** - The use of PressReader had decreased significantly after they stopped making the Milwaukee Journal Sentinel available. We're discontinuing our PressReader subscription as of January 1st and adding the Washington Post, Morningstar investment information, and Newspaper Archive for the same cost.
- **Plastic Recycling** – I am working with the Friends on a plastic recycling project. Once we collect and drop off 1000 pounds of plastic, we'll receive a free bench. We started this project in October and already have just over 500 pounds of plastic.
- **Teen Librarian Vacancy** – Abby Seymour has taken a job at the Oregon Public Library. We're currently reviewing the job description and the needs for different services for youth. We're hoping to advertise in early January and have someone on board in February.
- **Heather's Santa Story Time** – 150-200 people attended Heather's storytime on Dec. 21st. I was there as an additional staff person to help manage the crowd. We had 150 people in the meeting room and foyer. Another 50 or so stayed in the kids area and did crafts during the story time portion because the room was so crowded. Santa stayed until every child had an opportunity to tell him what they wanted for Christmas.



Circulation Services (Kelly Heasty)

PERSONAL TRAINING/EDUCATION:

- Completed Crisis Management Class
- Trained in the village's financial software so that I can be a backup for Heidi

OTHER:

- Visited Stoughton to see their EZ scan/fax equipment
- Continue to receive on-line library applications via Civic Plus – average 1-2/week.

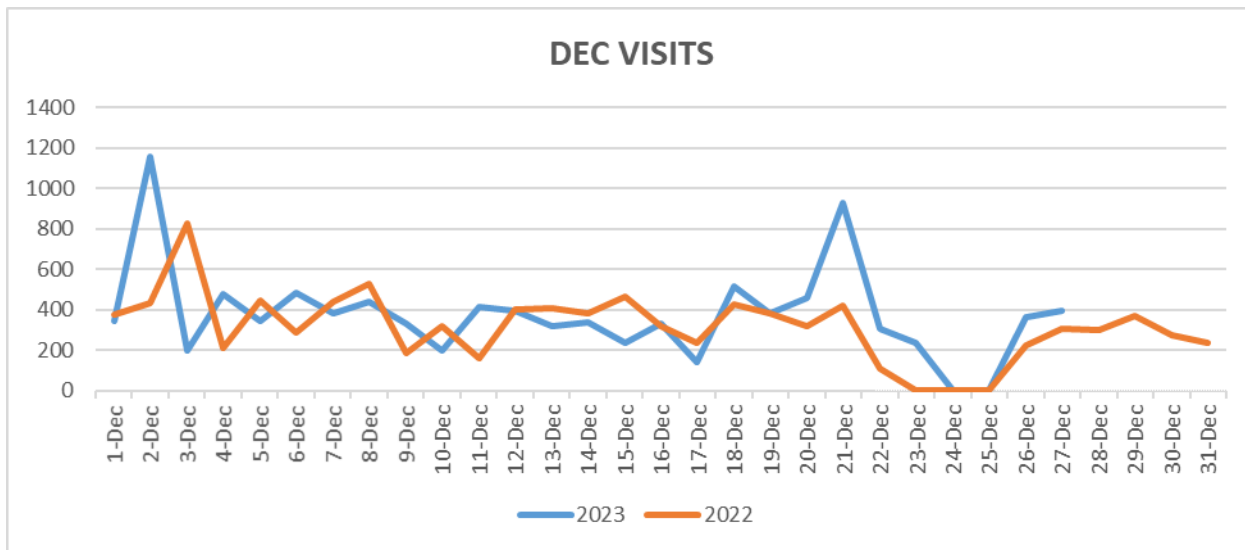
BOOKCLUBS:

- Wed afternoon book club on Dec 13, Community Room, Selection: Buster by Caleb Zane Huett, 8 people in attendance.
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club and Fab 4 book clubs now.

STAFF:

- Completed Substitutes performance evaluations. Just need to schedule meetings with all staff.

DEC LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

Storytimes continued this month with a break Dec 25th through Jan 1st. We have had great turn out at all of sessions with some crazy numbers at the 9:30 session on Mondays (average attendance is around 65 people).

Programming:

Saturday, December 2nd was the annual Winter Craftpalooza. This crafting event had stations around the library featuring crafts for all ages. During the two hour event we had around 200 people come through.



Zumbini Session 2: Hili and the Dance continued this month with lots of enthusiasm. One of the grandparents shared a picture from one of the classes during our lullaby time:



Dungeons and Dragons club met twice this month and the Dec 19th session was a special one-shot winter adventure for the group members who were able to attend.

The Magic Tree House book club this month discussed the book “Tigers at Twilight.” We did a TABATA workout (where you have a lot of activity with a 10 second break in between) that had us moving like animals. The craft for this book was a STEAM craft where they had to build a tree climbing monkey.

Programming continued in Cottage Grove this month with good attendance. This was the last month that Heather will be going every week. In January she will be going on the 1st and 3rd Friday of the month with no visit to the Glen Grove Apartments.

Saturday, December 16th we held our second annual Silent Santa event. This event is a special program designed for children with sensory issues, are neuro-divergent, or just cannot go to more public Santa events. Families were able to schedule a 15 minute slot for their children to visit with Santa. This program was promoted with the schools as well as the Autism Network of South Central Wisconsin.



Mike Moderski was a rock star because he did the Silent Santa program and then came back the following week to our PJ Storytime as Santa. We had at least 152 people attend this program. Halfway through the program Santa arrived to read a story, share letters he received here at the library, and sing songs with the kids. Afterward, families were able to have pictures with Santa and visit. There were also snacks and crafts in the library.



Other

Heather continues to work on the picture book project in preparation for the new shelving to arrive.

On Wednesday, December 27th Heather was a “celebrity judge” for the Cottage Grove Library Program’s Lego Competition at Grace Coffee. This program was for children ages 7-14.

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	14,717	12,412	10,573	15,193	15,367	15,186	12,586	12,866	13,085		148,518	-1%
% change month to month	10%	1%	5%	-5%	-15%	-3%	1%	-1%	-4%	1%	1%	-100%		
Curb Side Delivery Appointments														
2020				144	702	925	1490	1401	1317	1414	1490	1405	10,288	
2021	1431	1451	1509	1273	327	84	42	54	47	51	62	49	6,380	
2022	64	39	23	22	20	12	11	11	4	8	10	5	229	
2023	13	2	4	1	1	3	3	1	4	9	5		46	
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	22,142	19,145	16,238	24,741	24,138	23,701	21,857	19,735	19,170		225,560	13%

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Wireless Internet Use (# Unique Users)													
	Study Room Use													
2019	67	66	81	115	87	102	153	107	71	76	121	95	1141	12%
2020	108	71	49	0	0	0	0	0	0	0	0	0	228	7%
2021	1	1	1	1	17	44	89	70	60	44	66	78	472	107%
2022	34	54	54	42	44	45	84	60	46	58	62	48	631	34%
2023	56	55	73	61	54	63	96	110	63	93	88	46	858	36%
	65%	2%	35%	45%	23%	40%	14%	83%	37%	60%	42%	-4%		
	Notary Services													
2018										3	3	4	10	
2019	2	3	1	0	4	3	1	4	3	5	6	1	33	
2020	3	0	0	0	0	0	0	0	0	0	0	0	3	
2021	0	0	0	0	0	0	0	0	0	0	0	0	0	
2022	0	0	0	0	1	0	0	0	0	0	0	1	2	
2023	5	3	3	0	2	2	2	3	2	0	1	1	24	

	E. D. Locke Public Library	
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Objectives

E.D. Locke Public Library acquires and makes available materials which inform, educate, entertain and enrich people's lives. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current bestseller lists. Within the framework of these broad objectives, selection is based on community needs, from those expressed and those from community demographics and evidence of areas of interest. Allocation of the materials budget will also be determined by usage indicators and objectives for collection development.

New formats will be considered for the collection when, by industry report and evidence from local requests, the library learns that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item and the Library's ability to acquire and handle the items will also be factors in determining when a format will be added to the Library's collection. Similar considerations will influence the decision to delete a format from the collection.

The Library's goal is to provide a diverse McFarland community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority, or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content, but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. The Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or legal guardian. The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statement. The Library also subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publishers Council.

Library Bill of Rights

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf>

Freedom to View Statement

	E. D. Locke Public Library	
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<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

Freedom to Read Statement

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- Need for added material in subject areas
- Availability through outer-library loan
- Physical limitations of the library building
- Relevance to community needs
- Budgetary considerations
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness
- Relation to existing collections
- Statement of challenging, original or alternative point of view
- Special needs of library patrons for materials in accessible formats

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship or value to humanity. Others are selected to satisfy the informational, recreational or educational interests of the community.

While the Library works closely with the education programs within the area's education facilities, the Library does not have the resources to add textbooks to the collection.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

	E. D. Locke Public Library	
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Selection tools include professional journals, publishers' promotional materials and reviews from reputable sources. Purchase suggestions from library patrons are welcome and are given serious consideration.

Responsibility for Selection

Selection of all materials will be the responsibility of the professional librarians who operate within the framework of policies determined by the Library Board, and based on the above criteria. **Because the Library Director must be able to answer to the Library Board and the general public for actual selections, the Director has the authority to reject or select any item contrary to the recommendations of staff.**

Digital materials may be selected at the consortium or state level.

Collection Maintenance, Replacement and Weeding

Professional library staff regularly review materials in the collection to ensure that they continue to meet patrons' need. Materials that are worn, obsolete, or unused, as well as old editions or unnecessarily duplications, are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Materials are not automatically replaced. Decisions are made on need, demand, budget and selection criteria.

Gifts

The Library accepts gifts of new or gently-used materials. Gifts must meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use or disposition. Appraisal of gifts for tax purposes is the responsibility of the donor.

When the Library receives a monetary gift to purchase materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Library staff, in accordance with the needs and selection policies of the Library, will make selection of specific titles.

Special collections and memorial collections will not be shelved separately. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

Reconsideration of Library Materials

The Library recognizes that some materials are controversial and that any given item may

	E. D. Locke Public Library	
Page 4 of 4	Collection Development	Revised: January 3, 2011

offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the goals set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered, except for the purposes of protecting the materials from theft or damage.

Responsibility for reading, viewing and listening to library materials, as well as the use of the Library by children, rests with their parents or legal guardians. At no time will library staff act *in loco parentis*. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

South Central Library Patrons requesting that an item be removed, relocated, relabeled and/or restricted from the collection may complete a Statement of Concern about Library Resources form.

Procedures for Request for Reconsideration

~~Any person expressing an objection to or concern about library materials should receive respectful attention from the staff member first approached.~~ The review of questioned materials will be treated objectively and as an important matter. ~~General acceptance of the materials will be checked by consulting authoritative lists and critical reviews in light of the library's selection policy. Passages will not be taken out of context, and the material will be evaluated in its entirety.~~

The following steps will be used when dealing with an individual requesting that an item be reconsidered.

- A Statement of Concern about Library Resources form should be obtained from the Library **Director** and filled out by the complainant. One form per item must be used.
- ~~• There are three possible steps to follow, depending on the outcome of each step.~~
- ~~• The first step is meeting with the Librarian who is responsible for the collection.~~
- ~~• If agreement is not reached in the first step, the second step is a meeting with the Library Director and the Librarian who is responsible for the collection.~~
- ~~• If agreement is not reached in the second step, the complainant is referred to the Library Board.~~
- The Director will respond in writing to the complainant within 14 days with a decision regarding the resource in question.

- In the event of an appeal on the decision of the Library Director the inquiry will be placed on the agenda of the next regular meeting of the E. D. Locke Public Library Board with the Library Board serving as the final arbiter. The Library Board's decision is final.
- After a decision, the resource in question shall be not reconsidered for three calendar years.

Previous Reconsideration Requests

Requests to reconsider materials which have previously undergone the reconsideration process, will be referred to the Library Director. Repeated or redundant requests by an individual or group to reconsider materials with differing titles but similar content will be restricted. If the Library Director concludes that a request may be redundant, he/she will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.

In the event that a complainant charges that a particular item is not protected under the First Amendment of the Constitution of the United States of America, the burden of proof rests with the complainant.

Door Opener Project

LaForce (door openers)	\$ 16,761.00
Boldtronics	\$ 2,273.00
Bill's Keyshop	\$ 1,500.00
1901 (Electricians)	\$ 1,500.00
Total	\$ 22,034.00

QUOTE

2602 Agriculture Drive
Madison, WI 53718
Questions: (608) 222-2424

QUOTE NUMBER	425111QU
QUOTE DATE	12/7/2023
CUSTOMER REQUISITION	
MODE OF DELIVERY	Pickup branch
CUSTOMER	11094
CONTACT	

SOLD TO	VILLAGE OF MCFARLAND P O BOX 110 MC FARLAND, WI 53558-0110 USA
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SHIP TO	VILLAGE OF MCFARLAND P O BOX 110 MC FARLAND, WI 53558-0110 USA
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JOB *** LIBRARY - UPDATED 12/7/23

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.625	1	REFERENCE	ELECTRIFY INTERIOR VESTIBULE DOORS		
1.969	1	HDW	7100-36 121NL 630 MECHANICAL EXIT DEVICE (KEY "RIM CYLINDER" TO BE PROVIDED BY LIBRARY)		
2.141	1	HDW	7100-36 630 MECHANICAL EXIT DEVICE		
2.313	2	18128	9400-12/24VDC-630 ELECTRIC STRIKE		
3.000	2	17675	DL-2 DOOR CORD / LOOP 18" LONG WITH METAL END CAPS		
4.000		INSTRIP	INSTALL TRIP CHARGE		
5.000		INSTALL	INSTALLATION OF MATERIAL		
5.500	1	REFERENCE	_____		
5.750	1	REFERENCE	LOBBY TO LIBRARY - NEW AUTOMATIC OPERATOR		
6.000	1	HDW	LCN 4642 TBWMS AL - AUTOMATIC EQUALIZER (CLOSER-BASED) AUTOMATIC OPERATOR - MATERIAL ONLY		
7.000		INSTALL	INSTALLATION OF MATERIAL		
7.500	1	REFERENCE	_____		
7.750	1	REFERENCE	EXTERIOR PANIC BAR PARTS & SPARES		
8.000	6	HDW	YALE 60-7000-7502-999, DOGGING ASSEMBLY		
PLEASE NOTE: THE "P"-TYPE, SOLENOID-DRIVEN ELECTRIC LATCH RETRACTION DEVICES THAT YOU HAVE AT YOUR LIBRARY HAVE BEEN DISCONTINUED. THE OLDER-, HIGHER-CURRENT SOLENOID-DRIVEN DEVICES ARE CONSIDERED DISCONTINUED / SPECIAL-ORDER-ONLY, AND HAVE BEEN REPLACED WITH A MODERN, LOWER-CURRENT MOTORIZED-ELECTRIC-LATCH-RETRACTION UNIT. THESE NEW UNITS RUN ON 24V, NOT YOUR CURRENT SYSTEM'S 40V. ALL THIS IS TO SAY, THAT IN ORDER TO REPLACE THIS SPECIFIC EXIT DEVICE WITH NEW, WE WOULD NEED TO REPLACE IT, *AND* THE DEVICE NEXT TO IT (ASSUMING THAT THEY'RE BOTH CONNECTED TO THE SAME POWER SUPPLY), AND THE POWER SUPPLY, ALL AT THE SAME TIME. THIS WOULD BE CLOSE TO \$3000 IN MATERIALS, WITHOUT INSTALLATION LABOR. WHILE I KNOW THAT REPLACING THE DEVICE WAS YOUR PREFERENCE, I'VE OFFERED A PARTS-ONLY PRICE					

QUOTE

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			HERE, TO REPLACE THE HEX DOGGING PORTION WHICH IS WORN. IF YOU WOULD PREFER A QUOTE TO REPLACE BOTH DEVICES, AND THE POWER SUPPLY, PLEASE LET US KNOW, AND WE WILL REVISE YOUR QUOTE. LEAD TIME: 2-4 WEEKS.		
8.500	1	REFERENCE	_____		
8.750	1	REFERENCE	VESTIBLE TO LOBBY - NEW AUTOMATIC OPERATOR		
9.000	1	HDW	LCN 4642 TBWMS AL - AUTOMATIC EQUALIZER (CLOSER-BASED) AUTOMATIC OPERATOR - MATERIAL ONLY		
10.000		INSTALL	INSTALLATION OF MATERIAL		
LEAD TIME IS 11-13 WEEKS (HOLIDAYS). ALL WIRING, INTEGRATION, SUPPLY- AND CONNECTION OF HIGH-VOLTAGE CURRENT IS TO BE BY OTHERS (OWNER'S ELECTRICIAN). ALL WIRING, INTEGRATION, SUPPLY- AND CONNECTION OF LOW-VOLTAGE CURRENT IS TO BE BY OTHERS (OWNER'S SECURITY PROVIDER). LA FORCE TO INSTALL LATCHING EXIT DEVICES IN PLACE OF THE EXISTING "DUMMY BARS". THESE NEW EXIT DEVICES WILL COME EQUIPPED WITH HEX (ALLEN KEY) DOGGING, AND ELECTRIC LATCH RETRACTION, WHICH WILL ALLOW FOR THESE DOORS TO LATER BE INCLUDED ONTO THE OWNER'S SECURITY SYSTEM (THIS INTEGRATION WORK TO BE BY OTHERS).					
RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.					
Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days. A transaction fee of 3% will be charged on all payments made via credit card, which is not greater than our cost of acceptance. This quotation is subject to the Terms and Conditions found at http://laforceinc.com/terms-conditions/, which are incorporated in full by this reference. The Terms and Conditions will be sent by mail to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.				FREIGHT	\$0.00
				SUBTOTAL	\$16,761.00
				SALES TAX	\$0.00
				TOTAL	\$16,761.00
				PAY TERMS: NET 30	

QUALIFICATIONS

- Quote is valid for 30 days from date of quotation unless otherwise stated herein.
- Past due accounts are subject to a service charge of 1.5% per month on the unpaid balance.
- This offer is conditioned upon approval of credit by LaForce on the purchaser.
- No sales, use or other taxes included unless otherwise stated herein in writing.
- See attached qualifications and terms for this project.
- Federal project note: Federal Contractor vaccine mandate compliance not available.

QUOTE

Thank you for this opportunity to quote your needs. Please sign and return this quote and attached qualifications or send a written purchase order, and we will proceed with your order. LaForce, Inc. is not able to accept verbal purchase authorizations at this time. We look forward to working with you. If you have any questions, or need further information, please give me a call.

Thank You,

MIKE MORSE
Email: Mike.Morse@laforceinc.com
Phone: 608-222-2424

MIKE MORSE
Email: Mike.Morse@laforceinc.com
Phone: 608-222-2424

Quote Number: 425111QU

Authorized By: _____

Company: _____

Date: _____

BOLDTRONICS, INC.

655 Post Road
Madison, Wisconsin 53713

Phone (608) 271-8979

December 11, 2023

Heidi Cox, Director
Village of McFarland Public Library
5920 Milwaukee Street
McFarland, WI 53558

Heidi,

Enclosed is the information you requested for additional door at the library. This would be the same reader and equipment used throughout the library.

Because of the location and brick walls, the card reader will have to be surfaced mounted with channel molding running up the wall to the ceiling.

We should also be there when the door vendor is replacing the existing doors and related hardware in order to get the necessary cables into the door s and frame.

1, additional door for the access control system

- 1, Brivo, 2 Door Control board
- 1, HID I Class R-40 Card Reader
- 1, Surface mounted wall box and channel molding to ceiling
- 1, Door contacts
- 1, Cable wiring, (2, 22/6, and 1,18/2 conductor cables) and installation kit up to 300'

Your cost for the door addition would be: \$2,273.00.

Note: All of the door hardware, locks and auto opener shall be provided by others. If the door locks require a special high output power supply for the crash bars, it should be provided by the door hardware suppliers.

We warrant that our installation shall be good and workmanlike and shall be free from defects for a period of twelve (12) months. Such warranty shall not extend to any damage caused by you, your employees, your customers or the general public, whether intentionally or through negligent acts or omissions. Upon installation of the equipment shown above, we will also transfer to you any accompanying manufacturers' warranties. This proposal is valid for 30 days and does not include State or Local tax. Unused or returned products are subject to a 15% restocking fee.

Terms are net 30 days, upon completion of work. Clerical errors are subject to correction. Past due accounts will be assessed with a monthly finance charge of 1.5% per month.

I appreciate the opportunity to provide you with this price quote. Please feel free to contact me at (608) 271-8979 with any questions you may have. As one of the largest electronic security providers in the area, **BOLDTRONICS, INC.** looks forward to working with and serving you.

Sincerely,
Burt Boldebuck
President – **BOLDTRONICS, INC.**

Accepted By: _____ Title: _____ Date: _____