

Monday, March 4, 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](mailto:hcox@mcfarlandlibrary.org) to be included as part of the meeting.
3. ACTION ITEMS
  - a. Motion to approve the minutes of the February 5, 2024 meeting.
  - b. Motion to approve the February 2024 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. Staff In-Service Day
  - b. HVAC - Hail and cottonwood screening for Condensing Unit
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](mailto:village.clerk@mcfarland.wi.us) by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

**Library Board Minutes**

*Monday, February 5, 2024 - 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 (left at 5:46 pm), Mona Nelson, Evan Richards, Ken Machtan, Staci Fritz, Karin Mandli

Members not present: Peter Sobol

Staff Present: Heidi Cox, Library Director

**2. PUBLIC APPEARANCES AND COMMUNICATION**

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**3. ACTION ITEMS**

- a. *Motion to approve the minutes of the January 2, 2024 meeting.*  
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the January 2, 2024 meeting. Motion carries 4 - 0 - 2 by acclamation, with Mona Nelson, Karin Mandli abstaining.
- b. *Motion to approve the January invoices*  
Motion by Member Karin Mandli, second by Member Evan Richards, to approve the January invoices totaling \$110,925.03 Motion carries 6 - 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. *2023 Annual Report*  
Motion by Member Evan Richards, second by Member Mona Nelson, to approve 2023

Annual Report Motion carries 6 - 0 - 0 by acclamation.

*b. Collection Development Policy*

Motion by Member Staci Fritz, second by Member Karin Mandli, to approve the Collection Development Policy Motion carries 5 - 0 - 0 by acclamation.

*c. Library Board Trustee Job Description*

The Library Board reviewed the job description and discussed adding a DEI statement. No action was taken.

**6. ADJOURNMENT**

Motion by Member Mona Nelson, second by Member Karin Mandli, to adjourn at 5:54

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

### Februaury 2024 Invoices

| Vendor                     | Sum of Amount      | Description                                           |
|----------------------------|--------------------|-------------------------------------------------------|
| AMAZON CAPITAL SERVICES    | \$560.92           | CDs, DVDs, Program Supplies, Office Supplies          |
| ARAMARK                    | \$241.32           | Mat Rental                                            |
| BLUESTAR INK LLC           | \$4,750.00         | Children's Mural Downpayment                          |
| CORPORATE BUSINESS SYSTEMS | \$461.83           | Copier Lease                                          |
| DEMCO INC                  | \$253.31           | Library Supplies                                      |
| INGRAM LIBRARY SERVICES    | \$2,888.65         | Books                                                 |
| MILWAUKEE JOURNAL SENTINEL | \$846.58           | Newspaper Subscription                                |
| NASSCO INC                 | \$954.01           | Operating Supplies                                    |
| OVERDRIVE, INC             | \$5,000.00         | Overdrive Payment (2023 Budget)                       |
| SCHILLING SUPPLY COMPANY   | \$461.89           | Operating Supplies                                    |
| SPRINGSHARE, LLC           | \$2,165.00         | Meeting room reservations & Staff Scheduling Software |
| US CELLULAR                | \$87.50            | Library Cell Phone                                    |
| <b>Grand Total</b>         | <b>\$18,671.01</b> |                                                       |

## 2024 Budget Update

| REVENUES                   |       |                       |                      |                       |                      |                         |                    |                                      |
|----------------------------|-------|-----------------------|----------------------|-----------------------|----------------------|-------------------------|--------------------|--------------------------------------|
|                            |       | Budget Amount         | January<br>Estimated | February<br>Estimated | YTD Actual           | % of<br>Budget<br>total | % to hit<br>target | amount it should<br>be to hit target |
| Property Tax               | 41000 | \$ 768,000.00         | \$ -                 | \$ -                  | \$ -                 | 0.00%                   |                    |                                      |
| County Library Aids        | 43000 | \$ 352,250.00         | \$ 611.75            | \$ -                  | \$ 611.75            | 0.17%                   |                    |                                      |
| Library Fines              | 45000 | \$ -                  | \$ -                 | \$ 5.30               | \$ 5.30              |                         |                    |                                      |
| Interest                   | 48100 | \$ 2,000              | \$ -                 | \$ 5.30               | \$ 5.30              | 0.27%                   | 17%                |                                      |
| Library Fees               | 46000 | \$ 2,000              |                      | \$ 207.75             | \$ 207.75            | 10.39%                  | 17%                | \$ 333.33                            |
|                            |       | \$ 1,124,250.00       | \$ -                 | \$ 218.35             | \$ 218.35            | 0.02%                   | 17%                |                                      |
| Expenditures               |       |                       |                      |                       |                      |                         |                    |                                      |
| Salaries                   | 110   | \$433,500.00          | \$ 28,796.50         | \$ 28,673.28          | \$57,469.78          | 13.26%                  | 17%                | \$ 72,250.00                         |
| Part-time                  | 120   | \$209,000             | \$ 13,999.83         | \$ 14,457.92          | \$28,457.75          | 13.62%                  | 17%                | \$ 34,833.33                         |
| Health Insurance           | 130   | \$122,000             | \$ 4,890.69          | \$ 4,578.54           | \$9,469.23           | 7.76%                   | 17%                |                                      |
| Retirement                 | 131   | \$36,000              | \$ 2,200.41          | \$ 1,185.70           | \$3,386.11           | 9.41%                   | 17%                | \$ 6,000.00                          |
| SS/Medicare                | 132   | \$49,250              | \$ 3,205.68          | \$ 3,084.02           | \$6,289.70           | 12.77%                  | 17%                |                                      |
| Other Benefits             | 135   | \$2,500               | \$ 87.75             | \$ 43.88              | \$131.63             | 5.27%                   | 17%                |                                      |
| Expense Reimbursement      | 141   | \$ -                  |                      |                       | \$0.00               | #DIV/0!                 | 17%                |                                      |
| <b>Total Personnel</b>     |       | <b>\$852,250.00</b>   | <b>\$ 53,180.86</b>  | <b>\$ 52,023.34</b>   | <b>\$105,204.20</b>  | <b>12.34%</b>           | 17%                | <b>\$ 142,041.67</b>                 |
| Support Services           | 210   | \$ 12,000             | \$ -                 | \$ -                  | \$ -                 | 0.00%                   | 17%                | \$ 2,000.00                          |
| Consulting Services        | 211   | \$ 48,750             | \$ 48,532.00         | \$ -                  | \$ 48,532.00         | 99.55%                  | 17%                | \$ 8,125.00                          |
| Utilities                  | 220   | \$ 40,000             | \$ 2,502.39          | \$ 2,502.00           | \$ 5,004.39          | 12.51%                  | 17%                | \$ 6,666.67                          |
| Communication              | 221   | \$ 5,750              | \$ 364.50            | \$ 364.00             | \$ 728.50            | 12.67%                  | 17%                | \$ 958.33                            |
| Equipment Maintenance      | 240   | \$ 9,000              | \$ 66.98             | \$ 27.41              | \$ 94.39             | 1.05%                   | 17%                | \$ 1,500.00                          |
| Facility Maintenance       | 242   | \$ 23,250             | \$ 259.96            | \$ 610.19             | \$ 870.15            | 3.74%                   | 17%                | \$ 3,875.00                          |
| Other Contractual Services | 290   | \$ -                  | \$ -                 |                       | \$ -                 | 0.00%                   | 17%                | \$ 3,875.00                          |
| <b>Total Services</b>      |       | <b>\$ 138,750.00</b>  | <b>\$ 51,725.83</b>  | <b>\$ 3,503.60</b>    | <b>\$ 55,229.43</b>  | <b>39.80%</b>           | 17%                | <b>\$ 27,000.00</b>                  |
| Office Supplies            | 310   | \$ 9,000              | \$ 296.44            | \$ 435.42             | \$ 731.86            | 8.13%                   | 17%                | \$ 1,500.00                          |
| Postage                    | 311   | \$ 250                | \$ -                 | \$ -                  | \$ -                 | 0.00%                   | 17%                | \$ 41.67                             |
| Dues                       | 320   | \$ 750                | \$ 155.00            | \$ -                  | \$ 155.00            | 20.67%                  | 17%                | \$ 125.00                            |
| Meeting Expenses           | 330   | \$ 1,000              | \$ -                 | \$ -                  | \$ -                 | 0.00%                   | 17%                | \$ 166.67                            |
| Training Expenses          | 331   | \$ 3,250              | \$ -                 | \$ -                  | \$ -                 | 0.00%                   | 17%                | \$ 541.67                            |
| Operating Supplies         | 340   | \$ 5,500              | \$ -                 | \$ 954.01             | \$ 954.01            | 17.35%                  | 17%                | \$ 916.67                            |
| Technology                 | 342   | \$ 32,000             | \$ 2,500.00          | \$ 2,041.56           | \$ 4,541.56          | 14.19%                  | 17%                | \$ 5,333.33                          |
| Collection - Print         | 344   | \$ 60,000             | \$ 3,602.67          | \$ 1,339.82           | \$ 4,942.49          | 8.24%                   | 17%                | \$ 10,000.00                         |
| Collection - AV            | 345   | \$ 12,500             | \$ -                 | \$ 213.67             | \$ 213.67            | 1.71%                   | 17%                | \$ 2,083.33                          |
| Library Miscellaneous      | 390   | \$ -                  | \$ -                 | \$ -                  | \$ -                 | 0.00%                   | 17%                | \$ -                                 |
| Programming                | 391   | \$ 9,000              | \$ 481.57            | \$ -                  | \$ 481.57            | 5.35%                   | 17%                | \$ 1,500.00                          |
| <b>Other Total</b>         |       | <b>\$ 133,250.00</b>  | <b>\$ 7,035.68</b>   | <b>\$ 4,984.48</b>    | <b>\$ 12,020.16</b>  | <b>9.02%</b>            | 17%                | <b>\$ 22,208.33</b>                  |
| <b>Total Budget</b>        |       | <b>\$1,124,250.00</b> | <b>\$ 111,942.37</b> | <b>\$ 60,511.42</b>   | <b>\$ 172,453.79</b> | <b>15.34%</b>           | 17%                | <b>\$ 187,375.00</b>                 |

## February Highlights

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

## Endowment –

| December 2023 | January 2024 | Difference |
|---------------|--------------|------------|
| \$190,643     | \$190,819    | \$176      |

## Library Facilities Management

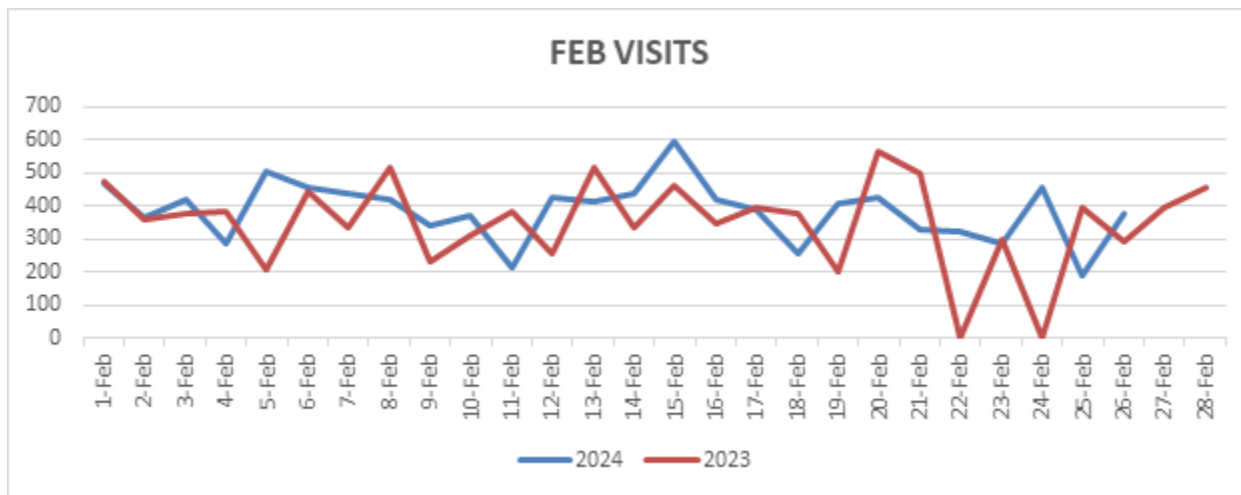
- **Electrical/Lighting**
  - I'm still working on getting a quote for the lighting control system and the surge suppression projects.
- **Shelving/Furniture**
  - Amy and Heather are working on re-categorizing the picture books for the new face out shelving. The project is about 90% complete.
- **Door 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. I think installation will be April 7-8.
- **Meeting Room AV upgrade** – The AV upgrade in the meeting room has been completed. We are working on documentation and training staff.
- **2024 Capital Projects** – The 2024 Capital Budget was approved and includes funds to reroof the library and an HVAC upgrade for the control system.
- **Plastic Recycling** – The Friends completed their goal of recycling 1000 pounds of plastic and our free bench has been ordered. The bench will be placed in front of the library by the planter.
- **Teen Librarian Vacancy** – We've recruited a new Teen Librarian. Her name is Holly Wergin. She's currently a MLIS student and will finish in May. Holly is a former high school English teacher and has completed internships with Middleton Public Library and Madison Public Library. Holly's first day will be March 18.
- **Circ Assistant Vacancy** – Sue Olsen has left employment at the library. We posted the open position on March 1<sup>st</sup> and hope to have it filled by mid-April.

## Circulation Services (Kelly Heasty)

- **OTHER:**
  - Filled in some weekend/evening shifts
  - Continue to receive on-line apps via Civic Plus – 5 in February; starting to see some requests from other communities where patrons want access to Hoopla. So far, dissuaded the few I've received and haven't heard anything further about switching to McFarland.
  - Assisting with picture book project and Amy's other duties, as needed.
  - A good portion of one day our internet was down (ATT issue affected Badgernet)
- **BOOKCLUBS:**
  - Wed afternoon book club on Feb 14, Community Room, Selection: The Perfect Horse: The Daring US Mission to Rescue the Priceless Stallions Kidnapped by the Nazis. 8 in attendance

- Soliciting member suggestions for Wed Afternoon Book Club selections from July 2024-June 2025. Members will vote in March.
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club and Fab 4 book clubs now.
- STAFF:
- § Completed all staff review meetings except Subs
- § Encouraged any interested staff in attending upcoming Circulation refresher training

#### FEB LIBRARY VISITS: TREND



#### Youth Services (Heather Kent)

Storytime - Storytimes continued this month with good attendance.

#### Programming:

Zumbini Session 3: TJ and His PJ's began this month. Registration filled up very quickly, as usual, with a small waiting list for people to join in.

Dungeons and Dragons club met on the 6th and 20th. The group is close to completing the current campaign and we are looking starting to explore where they want their characters to go to next.

The Magic Tree House book club met on Feb 13th where we discussed last month's book, Dingoes at Dinner Time and the March book, Civil War on Sunday. For our activity we played a favorite Australia Day game – the egg and spoon race. The craft explored Underground Railroad quilts – the history and artistry that went in to them. They were able to put together panels with actual patterns used to convey messages to escaping slaves traveling along the Underground Railroad.

Programming continued in Cottage Grove with Heather going the 1st and 3rd Friday of the month. She is offering storytime on the 1st and Zumbini on the 3rd. Tracy Philippi, the Cottage Grove staff, holds a coffee meet up on the days that Heather is not there.

Dragon PJ Storytime was on Thursday, February 15th. We shared stories, songs, rhymes, and crafts themed around Dragons.

Lego Club met on the 28th this month. The challenge was for members to create boats that would float across a rubbermaid filled with water. Then they needed to create one that would carry different weight cargo.

Teen Snack and Chat continued this month. At each session Heather is offering a different craft they can do while snacking and chatting. They really enjoy the perler beads as well as bracelet making.

Volunteers met on Tuesday, Feb 20th. This is a great group of teens that are ready and willing to help out with programs here at the library. Heather has asked for helpers for the after school programs as well as PJ Storytime. During the meeting she also had them put together craft kits for families to pick up at the circulation desk.

### Other

On Wednesday, February 28th Heather went to the IMMS Family Fun Night. She had a black out poetry craft for participants to do as well as information about teen programs at the library.

### **Adult Services (Sara Hendrickson)**

#### Programming:

- Craft Club
  - We switched our February craft from melted candle designs to “stained glass” votive candleholders. Updated marketing, and created a votive holder that had four design examples for patrons to use if they chose.
  - We had 16 people register for February’s Craft Club, including two brand new faces! Multiple people said how much they enjoyed this craft, as the “mod podging” and “tissue papering” were so calming. One patron even mentioned they were going to buy the same votive holders and make more stained glass votive holders at home!
  - Picked March’s craft: watercolor bookmarks. Created marketing for the craft, purchased necessary materials for the craft, and made three different examples for patrons to follow.
- Mystery Book Club
  - We had 12 people attend February’s book club, with two more newbies in the mix! We probably had one of the best discussions about the book (The Woman in the Library by Sulari Gentill) that we have had since I started leading the book club.
  - Updated marketing and created bookmarks for March’s book (The Body in the Library by Agatha Christie).
- Other
  - Family Board Games on February 10 was a hit! We had 25 people stop by; we are consistently getting more people each time. We included food pantry donations for raffle tickets this time. Three people won gift cards to local game stores. A HUGE thank you to Mike Moderski and Tim Kalamarz for continually donating their time, games, and money to this event!
  - We had Michael Hecht come and lead an art talk on Norman Rockwell on February 16. Five people attended in person, and as of today, 19 people have watched our livestream. We also had McFarland Cable record the program.

- Ron Larson's "Mystery of McFarland Place Names" was a huge hit on February 17. 36 people attended in person, and as of today, 34 people have watched our livestream. We are honored to have such a knowledgeable resident share what he has learned with us time and again. McFarland Cable was also on hand to record the event. A big thank you to Ben Becs for partnering with the library, allowing us to reach a wider audience of community members.
- On February 29, we participated in the Senior Outreach's "Wisconsin Expo." We brought books about Wisconsin, set in Wisconsin, and written by Wisconsin authors, for people to check out.
- Katie and I met with Senior Outreach and community volunteers on February 8 to discuss the community-quilting project. The volunteers were assigned various quilt square designs for which to cut pieces. They dropped them off at the library over the course of the month. I bagged and organized the material for easy distribution. I also edited and formatted an instruction guide created by Trudy Brule (community member helping spearhead this project) which will be included in each quilt square packet. The library will be the pick-up place for patrons to get a packet of materials to create a quilt square. They can also pick up the instructional document if they want to create their own square. We will reconvene in April.
- Passive Programs
  - Hid a puzzle piece in the Adult Fiction Stacks. Patron who found it received a new puzzle (donated by a patron at the beginning of the month) Prompt: Change one word in a movie title to "library" to create new movies. Hilarity ensued.
  - Prompt: List your favorite character of all time plus the book from which they live. We're seeing a lot of younger patron participation in this one!
  - Created marketing for Bookmaking Workshop, Friends of the Library Used Book Sale, Wisconsin Film Festival Sneak Peak, and Family Card Game Day: flyers, website, TV display slides, Facebook, and Instagram.
  - Sent adult programming information to the Thistle, Senior Outreach, McFarland Communications Department, Nextdoor McFarland, and McFarland's Community & Economic Development Specialist.
- Collections & Other Services:
  - New Displays (tying in online resource promotion when possible)
- Read Alike Displays (joint effort with Katie)
- Random in Death by J.D. Robb
- The Women by Kristin Hannah
- Attended webinars for Books Buzzing for Spring and Adult Faves.
- Began an ALA class called Serving Adult Populations from A to Z. This course runs from February 5 to April 29.
- Met with Hoopla representative to discuss current cost challenges due to a large increase in people using the service.
- Met with UW-Madison's Tribal Libraries and Museums manager Cassy Leepore to discuss ways we can best help patron's genealogical needs. We will be having a follow-up meeting with the Forest County Potawatomi Cultural Center sometime in the next month.
- Met with a patron on a weekly basis to go over Citizenship resources.
- Katie-specific

- Continued planning bookmaking craft for March 2
  - Worked with Sara to plan Lorine Niedecker poetry event, reaching out to "Friends of Lorine Niedecker" group to do a program in April
  - Started Beyond the Page grant to fund Poetry event
  - Created marketing for: A to Z World Travel, Kanopy (Black History Month collection), Transparent language, curbside pick-up & Quilt kit pick-up
  - Looked into Blackstone Media as a digital audiobook option
- 

Overheard at the library:

***"I just know that when you're in a pinch, go to your local library"***

## E. D. Locke Library Statistics

|                          | Jan    | Feb     | March   | April   | May     | June    | July    | Aug     | Sept    | Oct     | Nov     | Dec     | YTD     | % Change |        | Circ per \$ | 70%       |                                                                                     |  |
|--------------------------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|--------|-------------|-----------|-------------------------------------------------------------------------------------|--|
| <b>Checkouts</b>         |        |         |         |         |         |         |         |         |         |         |         |         |         |          |        |             |           |                                                                                     |  |
| 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%      | 15,126 | \$ 6.18     | \$ 4.33   |  |  |
| 2023                     | 13,998 | 12,535  | 14,717  | 12,412  | 10,573  | 15,193  | 15,367  | 15,186  | 12,586  | 12,866  | 13,085  | 12,650  | 161,168 | 0%       | 15,062 | \$ 8.07     | \$ 5.65   |  |  |
| 2024                     | 13,355 |         |         |         |         |         |         |         |         |         |         |         | 13,355  | -5%      | 1,248  | \$ 841.82   | \$ 589.27 |                                                                                     |  |
| % change month to month  | -5%    | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |         |          |        |             |           |                                                                                     |  |
| <b>New Library Cards</b> |        |         |         |         |         |         |         |         |         |         |         |         |         |          |        |             |           |                                                                                     |  |
| 2022                     | 47     | 41      | 45      | 57      | 60      | 113     | 97      | 58      | 73      | 57      | 50      | 29      | 727     | 52%      |        |             |           |                                                                                     |  |
| 2023                     | 42     | 58      | 62      | 48      | 34      | 69      | 83      | 62      | 65      | 48      | 49      | 34      | 654     | -10%     |        |             |           |                                                                                     |  |
| 2024                     | 51     |         |         |         |         |         |         |         |         |         |         |         |         |          |        |             |           |                                                                                     |  |
|                          | 21%    | 41%     | 38%     | -16%    | -43%    | -39%    | -14%    | 7%      | -11%    | -16%    | -2%     | 17%     |         |          |        |             |           |                                                                                     |  |
| <b>visitor count</b>     |        |         |         |         |         |         |         |         |         |         |         |         |         |          |        |             |           |                                                                                     |  |
| 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  | 18,838  | 244,398 | 12%      |        |             |           |                                                                                     |  |

# E. D. Locke Library Statistics

|                                     | Jan | Feb | March | April | May   | June  | July  | Aug   | Sept  | Oct   | Nov   | Dec   | YTD          | % Change |  | Circ per \$ | 70% |
|-------------------------------------|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|----------|--|-------------|-----|
| <b>Study Room Use</b>               |     |     |       |       |       |       |       |       |       |       |       |       |              |          |  |             |     |
| <b>2022</b>                         | 34  | 54  | 54    | 42    | 44    | 45    | 84    | 60    | 46    | 58    | 62    | 48    | <b>631</b>   | 34%      |  |             |     |
| <b>2023</b>                         | 56  | 55  | 73    | 61    | 54    | 63    | 96    | 110   | 63    | 93    | 88    | 68    | <b>880</b>   | 39%      |  |             |     |
| <b>2024</b>                         | 95  | 81  |       |       |       |       |       |       |       |       |       |       | <b>176</b>   | 59%      |  |             |     |
|                                     | 70% | 47% | -100% | -100% | -100% | -100% | -100% | -100% | -100% | -100% | -100% | -100% |              |          |  |             |     |
|                                     |     |     |       |       |       |       |       |       |       |       |       |       |              |          |  |             |     |
| <b>Reference Questions Answered</b> |     |     |       |       |       |       |       |       |       |       |       |       |              |          |  |             |     |
| <b>2022</b>                         | 341 | 330 | 353   | 326   | 304   | 401   | 372   | 395   | 317   | 418   | 427   | 383   | <b>4,367</b> | 77%      |  |             |     |
| <b>2023</b>                         | 433 | 330 | 409   | 294   | 312   | 443   | 382   | 369   | 282   | 335   | 268   | 294   | <b>4,151</b> | -5%      |  |             |     |
| <b>2024</b>                         | 353 |     |       |       |       |       |       |       |       |       |       |       |              | -18%     |  |             |     |

Staff In-Service/Appreciation Day

|                  |                  |
|------------------|------------------|
| Morning Training | \$ -             |
| Lunch            | \$ 285.00        |
| Art Class        | <u>\$ 228.00</u> |
|                  | \$ 513.00        |



|    |                          |         |                                     |
|----|--------------------------|---------|-------------------------------------|
| TO | E D Locke Public Library | DATE    | 1-5-2024                            |
|    | 5920 Milwaukee St        | PROJECT | Condenser Cottonwood Hail Screening |
|    | McFarland, Wi, 53558     | ATTN    | Heidi Cox                           |

SUBJECT TO THE FOLLOWING PROVISIONS AND CONDITIONS LISTED ON THIS PAGE AS WELL AS ANY OTHER ATTACHED PAGES,

**J.M. BRENNAN, INC. PROPOSES:**

**Project:**

Install Cottonwood and Hail screening on large condensing unit on ground

**To provide labor and material as follows:**

Provide and install Cottonwood Filter screens on condenser coils  
Startup and verify operation.

Base bid ..... \$ 3,981.00

Excludes:

All work to be performed during the hours of 7:00 am -3:30pm

Thank you for this opportunity.

Terms of Payment CASH 30 DAYS NET

Work completed and billed in one month is due and payable on the 30th day of the following month. Balance due within thirty days following completion of job and final billing. This proposal is subject to written acceptance within thirty days of its date. There are no representations, promises, warranties, agreements, or understandings not expressed herein. All prices subject to additional applicable sales tax.

Respectfully submitted,

J.M. Brennan, Inc.

ACCEPTED THIS \_\_\_\_\_ DAY, 20\_\_\_\_

BY Dave Gundlach (SEAL)

BY \_\_\_\_\_ (SEAL)

Dave Gundlach  
HVAC Service Fitter/Service Sales  
[dgundlach@jmbrennan.com](mailto:dgundlach@jmbrennan.com)  
Mobile: 608-712-6143

# Cottonwood Filter Screens

## Stop Airborne Debris at its Point of Entry



- ~ Increase Operational Efficiency
- ~ Reduce Maintenance Time and Effort by up to 75%
- ~ Reduce Energy Costs by up to 30%
- ~ Save \$Thousands in Downtime and Lost Productivity!

Our screens are environmentally-friendly and specifically engineered for all makes and models of high-volume, high-velocity air movement systems. Cottonwood Seed, Lint, Insects, Leaves, Pine Needles, Pollen, Dust, Paper and Wrappers, Birds/Feathers, Construction Debris, and other airborne matter are all prevented from entering cooling towers, condenser coils and other HVAC Systems.

- HD COMMERCIAL & INDUSTRIAL VINYL COATED POLYESTER MEDIA W/ NON-STICK SURFACE FOR EASY CLEANING WITH BROOM, BRUSH, LEAF BLOWER OR GARDEN HOSE
- FINE MESH GRADE FOR STATIC PARTICLE ATTRACTION
- MOLD & MILDEW RESISTANT
- FLAME RESISTANT (SELF EXTINGUISHING)
- QUICK RELEASE FASTENERS FOR EVERY APPLICATION
- WILL NOT TEAR OR RUN
- ENVIRONMENTALLY FRIENDLY (EARN LEED CREDITS)
- SIZES TO FIT EVERY AIR INTAKE OPENING
- FILTER LIFE UP TO 15 YEARS



Chiller / Condenser Filters



RTU Filters & Hail Guards



Cooling Tower Filters



Dry Cooler Filters



Louver & AHU Intake Filters

### FOR CONDENSERS, AIR COOLED CHILLERS AND DRY COOLERS

- Prevents coils and fins from clogging
- Significantly reduces need for coil cleaning, helping reduce damage caused by power washing and cleaning chemicals.
- Helps prevent compressor failure.
- Reduces energy – fans and compressors run shorter periods of time to reach set temperature.
- Helps optimize cooling efficiency.
- Helps prevent hail damage – when used with hail-guard feature.
- Coil filters available for residential, commercial and industrial units

### FOR AIR HANDLING UNITS AND LOUVER APPLICATIONS

- Optimizes life of internal air filters up to 60%. (Pleated filters, bag filters, box filters)
- Protects louver actuators.
- Diffuses snow, helping prevent snow build-up and damage to internal filters. (Dual Ply Configuration).
- Contributes to the improvement of indoor air quality.

These products are protected under one or more of the following U.S. and foreign patents: 5,370,722 • 5,529,593 • 6,197,077 B1 • 2170244 95904185.6-2113 • 7,323,028 B2 • 7,842,116 B2 • 7,416,577 B2 08,726,954 B2 • 9,561,456 • 9,827,521 B2 • 9,827,522 B2 • 10,040,149 B2 GB2510786B • Other Patents Pending

### FOR COOLING TOWER APPLICATIONS CHILLERS AND DRY COOLERS

- Improves cooling tower efficiency by increasing laminar airflow
- Helps increase evaporative capacity of the fill, reduces water temperature at the sump by up to 1 degree Fahrenheit – saving \$ thousands in energy costs.
- Prevents all types of clogging.
- Prevents sludge build-up in water basins and fill.
- Helps fight bacterial growth *including Legionella*
- Increases efficacy of water treatment chemicals by reducing organic debris.
- Eliminates downtime due to fouling and clogging.

**Air Solution**  
C O M P A N Y

WEST CHESTER, OH  
TEL: 800-819-2869 | FAX 513-860-9785

[WWW.AIRSOLUTIONCOMPANY.COM](http://WWW.AIRSOLUTIONCOMPANY.COM)

FARMINGTON HILLS, MI  
TEL: 800-819-2869 | FAX 248-473-5666

Air Intake Filters are manufactured by: The Newway Company dba/ Air Solution Company, West Chester, OH