

Monday, April 1, 2024

5:15 PM

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

AMENDED 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 March 4, 2024 meeting.
 - b. Motion to approve the March 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. Adjacent County Reimbursement Requests
 - b. Collection Development Policy
 - c. Lighting Controls Replacement Quotes
 - d. Closing the library April 8, 2024 from 9am - 12pm for door repair work
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, March 4, 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, 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

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3. ACTION ITEMS

- a. *Motion to approve the minutes of the February 5, 2024 meeting.*
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the February 5, 2024 meeting. Motion carries 6 - 0 - 1 by acclamation, with Peter Sobol abstaining.
- b. *Motion to approve the February 2024 invoices*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the February 2024 invoices totaling \$18,671.01. 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. *Staff In-Service Day*
Motion by Village Trustee Luke Fessler, second by Member Karin Mandli, to approve

the budget of \$513.00 from the gift fund the Staff In-Service Day. Motion carries 7 - 0 - 0 by acclamation.

b. HVAC - Hail and cottonwood screening for Condensing Unit

Motion by Member Peter Sobol, second by Member Evan Richards, to approve HVAC - Hail and cottonwood screening for Condensing Unit in the amount of \$3981. Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Staci Fritz, second by Member Karin Mandli, to adjourn at 5:44.

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

March 2024 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$454.77	DVDs, CDs, Office Supplies, Program Supplies
ARAMARK	\$241.32	Mat Rental
AUTOMATION ARTS LLC	\$2,499.08	Meeting Room AV
CORPORATE BUSINESS SYSTEMS	\$364.84	Copier Lease
DANE CO LIBRARY SERVICE	\$112.00	Funding Formula Consultant Share
ENVISIONWARE	\$2,948.40	RFID & Self Check Support
FRONTIER	\$10.05	Phone Bill
INGRAM LIBRARY SERVICES	\$2,214.96	Books
LIBRARY IDEAS LLC	\$170.85	Vox Books
MCFARLAND ACE HARDWARE	\$52.80	Facility Supplies
MENARDS - MONONA	\$77.91	Lighting Supplies
MICROMARKETING LLC	\$449.45	Audio Books
RIVISTAS LLC	\$21.10	Magazine Subscription
SCHILLING SUPPLY COMPANY	\$647.85	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$2,600.93	Overdrive Fees
STEBELTON, CHARLES	\$500.00	Program Fee
(blank)		
Total	\$13,366.31	

2024 Budget Update

REVENUES									
		Budget Amount	January Estimated	February Estimated	March Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41110	\$ 768,000.00	\$ -	\$ -	\$ -	\$ -	0.00%		
County Library Aids	43720	\$ 352,250.00	\$ 611.75	\$ 352,144.01	\$ -	\$ 352,755.76	100.14%		
Library Fines	45190	\$ -	\$ -	\$ 5.30	\$ -	\$ 5.30			
Interest	48100	\$ 2,000	\$ -		\$ -	\$ -	0.00%	17%	
Library Fees	46710	\$ 2,000	\$ 101.05	\$ 207.75	\$ 100.00	\$ 408.80	20.44%	17%	\$ 333.33
		\$ 1,124,250.00	\$ 712.80	\$ 352,357.06	\$ 100.00	\$ 353,169.86	31.41%	17%	
Expenditures									
Salaries	110	\$433,500.00	\$ 28,796.50	\$ 28,756.18	\$ 28,776.00	\$86,328.68	19.91%	25%	\$ 108,375.00
Part-time	120	\$209,000	\$ 13,999.83	\$ 15,281.70	\$ 14,641.00	\$43,922.53	21.02%	25%	\$ 52,250.00
Health Insurance	130	\$122,000	\$ 9,469.23	\$ 9,243.62	\$ 9,356.00	\$28,068.85	23.01%	25%	
Retirement	131	\$36,000	\$ 2,200.41	\$ 2,350.54	\$ 2,350.54	\$6,901.49	19.17%	25%	\$ 9,000.00
SS/Medicare	132	\$49,250	\$ 3,205.68	\$ 3,211.77	\$ 3,211.77	\$9,629.22	19.55%	25%	
Other Benefits	135	\$2,500	\$ 87.75	\$ 87.75	\$ 87.75	\$263.25	10.53%	25%	
Expense Reimbursement	141	\$ -				\$0.00	#DIV/0!	25%	
Total Personnel		\$852,250.00	\$ 57,759.40	\$ 58,931.56	\$58,423.06	\$175,114.02	20.55%	25%	\$ 213,062.50
Support Services	210	\$ 12,000	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 3,000.00
Consulting Services	211	\$ 48,750	\$ 48,532.00	\$ -	\$ 112.00	\$ 48,644.00	99.78%	25%	\$ 12,187.50
Utilities	220	\$ 40,000	\$ 5,225.42	\$ -	\$2,502.00	\$ 7,727.42	19.32%	25%	\$ 10,000.00
Communication	221	\$ 5,750	\$ 725.55	\$ 50.00	\$10.05	\$ 785.60	13.66%	25%	\$ 1,437.50
Equipment Maintenance	240	\$ 9,000	\$ 501.40	\$ 27.41	\$ 2,948.40	\$ 3,477.21	38.64%	25%	\$ 2,250.00
Facility Maintenance	242	\$ 23,250	\$ 529.50	\$ 610.19	\$ 258.90	\$ 1,398.59	6.02%	25%	\$ 5,812.50
Other Contractual Services	290	\$ -	\$ -		\$ -	\$ -	0.00%	25%	\$ 5,812.50
Total Services		\$ 138,750.00	\$ 55,513.87	\$ 687.60	\$ 5,831.35	\$ 62,032.82	44.71%	25%	\$ 40,500.00
Office Supplies	310	\$ 9,000	\$ 354.97	\$ 435.42	\$ 141.94	\$ 932.33	10.36%	25%	\$ 2,250.00
Postage	311	\$ 250	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 62.50
Dues	320	\$ 750	\$ 155.00	\$ -	\$ -	\$ 155.00	20.67%	25%	\$ 187.50
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 250.00
Training Expenses	331	\$ 3,250	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 812.50
Operating Supplies	340	\$ 5,500	\$ 461.89	\$ 954.01	\$ 132.29	\$ 1,548.19	28.15%	25%	\$ 1,375.00
Technology	342	\$ 32,000	\$ 13,994.00	\$ 2,041.56	\$ 46.50	\$ 16,082.06	50.26%	25%	\$ 8,000.00
Collection - Print	344	\$ 60,000	\$ 5,085.31	\$ 1,339.82	\$ 1,153.87	\$ 7,579.00	12.63%	25%	\$ 15,000.00
Collection - AV	345	\$ 12,500	\$ 205.72	\$ 213.67	\$ 377.42	\$ 796.81	6.37%	25%	\$ 3,125.00
Library Miscellaneous	390	\$ -	\$ -	\$ -		\$ -	0.00%	25%	\$ -
Programming	391	\$ 9,000	\$ 1,368.99	\$ -	\$ 590.88	\$ 1,959.87	21.78%	25%	\$ 2,250.00
Other Total		\$ 133,250.00	\$ 21,625.88	\$ 4,984.48	\$ 2,442.90	\$ 29,053.26	21.80%	25%	\$ 33,312.50
Total Budget		\$1,124,250.00	\$ 134,899.15	\$ 64,603.64	\$ 66,697.31	\$ 266,200.10	23.68%	25%	\$ 281,062.50

March Highlights

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

Endowment –

January 2024	February 2024	Difference	Contributions
\$190,819	\$199,170.44	\$8351.44	\$5400

Library Facilities Management

- **Electrical/Lighting**
 - I'm still working on getting a quote for the surge suppression project.
- **Shelving/Furniture**
 - I am working on gathering quotes to redesign the new book area in front of the Circulation desk.
- **Door openers** – All of the contractors are confirmed for April 8-9. We're working on signage and marketing to let people know that the entrance will be closed for those two days.
- **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.
- **Circ Assistant Vacancy** – We had 26 applicants, many with a Master's Degree. We're conducting interviews on March 28-19.
- **Integrated Library Software (ILS) Committee** - SCLS Admin decided it was time to look at different library software and make sure we're follow the right course. I'm serving on the lead committee for this process. We're investigating Sirsi/Dynix and Polaris. The two companies will be doing demos in late April and early May.

Children's Services (Heather Kent)

Programming:

- Storytime has continued with good numbers at all programs. Little Bodies Big Feelings has had to meet twice in the children's library which was an interesting challenge for the space back by the graphic novels.
- Dungeons and Dragons club met on the 5th and 19th this month. We were able to add a new player on the 19th and it was great to see the veteran players welcoming someone who was brand new to the game. They have completed their current adventure and will be heading off on another in the April meetings.
- The Revolutionary War was this month's topic for the Magic Tree House Book Club. After discussing the book, "Revolutionary War on Wednesday", we played a favorite game from colonial times – hopscotch. The craft for this month was a version of a whirligig, a favorite toy for children during that time. The teen volunteer that helped was in the Magic Tree House Book Club when it first started and wondered if they were just as wild as the current group. (The answer is yes.)

- Cottage Grove storytimes are still going well on the 1st and 3rd Friday of the month. Many of the families who attend the Friday program also come to programs here at the library.
- PJ Storytime this month was a rocking good time with a music theme. Participants heard musical stories, helped with rhymes, and played instruments during the program. After storytime we had two crafts available in the children's library, xylephone pictures and rain sticks. Very glad for the two teen volunteers that helped especially when it came to cleaning up the rice from the rain sticks.
- Lego Club met on the 20th this month and each member was challenged to create a room in a giant mansion. This turned in to creating their own mansions, which was fine. We had 14 participants and two teen helpers.
- Teen Snack and Chat continued this month and Holly (our new Youth/Teen Librarian) was able to step in for the later part of the month.
- Volunteers met on Tuesday, March 19th and were introduced to Holly. This group is always so willing to help with our programs and craft prep.
- During Spring Break we decided to get a little messy in the meeting room – by hosting a spring break Messy Munchkins Friday, March 29. This program has not been held since pre-pandemic times and involves a lot of mess and fun. Little ones are encouraged to get messy playing with things like shaving cream, finger paint, and water. All the sensory play that is good for little children but that no one wants to do in their home.

Other

- On March 7th we hosted the Youth Art Month reception at the library from 5:30-7pm. The art teachers have placed student art on display in the library for the month of March and wanted a night for families to come and celebrate with the young artists. With the new picture book shelving we had a challenge for displaying the art but the teachers were able to figure out a solution that works better in the long run.
- Heather's assistant Wynn will be out until June 10th. Anna Nelson, one of the library shelvees, has volunteered to help with projects as they arise as well as being another staff member helping with PJ Storytime. Anna is a great help in the library in general and Heather is very thankful to have her help during this time.

Teen Services (Holly Wergin)

- **Programming**
 - Snack & Chat: I picked up leading Teen Snack & Chat, with pretty consistent attendance. Each week there is an option for crafting, board games, or creating sticker art; teens especially gravitate towards weekly craft opportunities.
 - VolunTeens: Heather and I led a VolunTeen meeting on March 19th to discuss opportunities to volunteer for Lego Club, Messy Munchkins, and other library programs. Teens helped make aluminum foil inserts for a children's rainstick craft, and we discussed future programming and took the time to get to know each other better.
 - Summer Programming:
 - Planned weekly repeated programming for the summer, including the continuation of Snack & Chat, as well as programs like Gaming Club, D&D, Teen Summer Camp, and Drama Camp
 - Heather helped me make contact with potential DM to lead Summer D&D
 - Began contact with school librarians for summer reading promotion and school visits in May

- Planning organized craft ideas and experiences for Teen Summer Camp. This program is focused more on organized crafts and competitions, so I'm looking into potential ideas and materials needed for each program.
- Summer VolunTeens:
 - Edited and updated the summer VolunTeen application for 2024
 - Updating past promotional materials and posters for summer VolunTeens
- **Displays**
 - Designed April book display focused on books in verse for National Poetry Month with a connection to the new Taylor Swift album releasing in April titled *The Tortured Poets Department*
 - Designed an Earth Day themed book spotlight for tiny display table in teen section

Adult Services (Sara Hendrickson)

Craft Club

- We had 12 people register for March's Craft Club, including two new faces! People had the option to create three bookmarks, or one square watercolor design of their choice. They then used Sharpies to make designs on top of the watercolors.
- Picked April's craft: Black out poetry. This will be a take and make, as the library will be closed on April 17.

Mystery Book Club

- We had 11 people attend March's book club, and another new patron joined us!
- Updated marketing and created bookmarks for April's book (*City of Dreams* by Don Winslow).

Other

- Katie's Bookmaking Workshop went really well. We had nine people attend. This was a perfect number, as the process was more involved than a typical craft club. Katie did a fantastic job planning, prepping, and leading this workshop.
- Our Community Craft Project: McFarland Caring Quilts is under way! Community members can stop by the library and pick up a quilt square kit to take home and complete. We have had multiple people take five-ten kits home. Some are even making some from their own fabric stashes and dropping them off! We have had to ask our core group of volunteers to make more kits. Our goal is to have all quilt squares made and returned to us by April 30.
- Bridge Club continues to bring in a steady stream of players. We have at least two games running at all times. We had four new people come this month. We hope to have this increase more with the return of people who go south for the winter.
- Our Wisconsin Film Festival Sneak Peek event was great! We had 16 people attend. WKOW showed up in the middle of the preview, and stayed afterward to interview the WFF lead. It made the 10 PM news, and was a featured story on their website. We hope to collaborate with the Film Festival again in the future. You can read the story from channel 27 here: [Film Festival](#)
- We had our second Bird Festival Committee meeting on March 4. Shawn Miller will be doing a "Hot Spots for Birding in McFarland" program on Thursday, May 2. McFarland Cable has graciously said they will film this program for us. Bird Festival will take place on May 11. We will be in charge of marketing and advertising for the festival, bird walks, and birding program.
- Created marketing and advertised for College Savings Program and Lesa Knollenberg Author Visit: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com. Advertised for Spanish Conversation (new program with Kelly Heasty) and Lorine Niedecker Poetry Program: Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.

Collections & Other Services:

- Attended webinars for Spring Book Club Picks, Reader's Advisory: Ideas & Practices, Advancing your Digital Library, Circulation Refresher, Summer Scares Adult Panel, Spring Graphic Novels Part 1, and Designing a Website Your Patrons Will Love.
 - Continued working on ALA class: Serving Adult Populations from A to Z.
 - Met with a patron on a weekly basis to go over Citizenship resources.
 - Met with a patron who was having trouble navigating her email.
 - Assisted patron with understanding how to update a GoFundMe page.
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E.D. Locke Public Library - Monthly Report February

	Jan-24	Feb-24	Feb-23	% change Feb 2023- Feb 2023	YTD 2024	YTD 2023	% change YTD 2023- 2024
Materials Checked Out	13,355	13,493	12,535	8%	26,848	26,533	1%
Materials Checked In	9,949	10,278	9,731	6%	20,277	20,427	-1%
Curbside Appointments	1	0	2	-100%	1	15	-93.33%
Locker Pickups	0	0	0	0%	0	0	0.00%
New library cards	51	54	58	-7%	105	100	5.00%
new materials added	451	443	464	-5%	631	978	-35.48%
Internet use	257	331	210	58%	588	461	27.55%
Average daily pick list	144	148	135	10%			
Visitor count	16,795	19,195	16,809	14%	35,990	34,693	3.74%
Wireless Internet use (#users)	1,372	1,573	1,840	-15%	2945	3612	-18.47%
Study room use	95	101	55	84%	196	111	76.58%
Meeting room use	45	48	50	-4%	93	99	-6.06%
Reference Questions Answered	353	243	330	-26%	596	763	-21.89%
Children's Program Participation	966	834	867	-4%	1800	1917	-6.10%
Teen's Program Participation	15	178	61	192%	193	119	62.18%
Adult's Program Participation	308	166	51	225%	481	110	337.27%
Volunteer hours worked	22.75	29.00	21.25	36%	51.25	44.75	14.53%



South Central Library System

1650 Pankratz Street • Madison, WI 53704

608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 4, 2024
To Library Board & Director, **McFarland (MCF)**
From Tracie Miller, South Central Library System
RE: 2024 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2023 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2025 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$123.45	Yes	No
Green	\$516.68	Yes	No
Jefferson	\$54.87	Yes	No
Rock	\$100.59	Yes	No
Sauk	\$91.45	Yes	No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2024, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2025. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 29, 2024.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.

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The **McFarland (MCF)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

|             |                                   |                                             |
|-------------|-----------------------------------|---------------------------------------------|
|             | <b>E. D. Locke Public Library</b> |                                             |
| Page 1 of 4 | Collection Development            | Revised: January 3, 2011<br>January 2, 2024 |

## 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 must be selective in acquiring new materials.~~ 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-remove~~ 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

<https://www.ala.org/advocacy/intfreedom/librarybill>

|             |                                   |                                             |
|-------------|-----------------------------------|---------------------------------------------|
|             | <b>E. D. Locke Public Library</b> |                                             |
| Page 2 of 4 | Collection Development            | Revised: January 3, 2011<br>January 2, 2024 |

Freedom to View Statement

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

## 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. Reasonable efforts will be made to provide materials representing diverse viewpoints.~~

|             |                                   |                                             |
|-------------|-----------------------------------|---------------------------------------------|
|             | <b>E. D. Locke Public Library</b> |                                             |
| Page 3 of 4 | Collection Development            | Revised: January 3, 2011<br>January 2, 2024 |

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. The Library Director is responsible for selection of all materials in the collection.

Note: Digital materials may be selected by outside consortium or organizations.

### 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.

|             |                                   |                                             |
|-------------|-----------------------------------|---------------------------------------------|
|             | <b>E. D. Locke Public Library</b> |                                             |
| Page 4 of 4 | Collection Development            | Revised: January 3, 2011<br>January 2, 2024 |

### Reconsideration of Library Materials

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

- Request for reconsideration of material in the collection must be submitted to the Library Director on a form provided by the Director. A form is required for each item of concern.
- The Library Director will respond to the request in writing within two weeks of submission.
- If the requester wishes to appeal the Director's decision, the requester should so inform the Director. The Library Board will review the request and decision at a subsequent Library Board meeting.
- The subject of a request shall not be reconsidered again within three years of the initial decision.
- Requests for reconsideration of items similar to or the same as those previously reconsidered may be rejected by the Library Director as redundant.

## 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.

Web: [www.1901inc.com](http://www.1901inc.com)

Phone: 608.308.1901  
Fax: 608.273.9654



Mailing Address:

2801 Syene Road  
Madison, WI 53713-3203

DATE: March 20, 2024

QUOTE DIVISION: Electrical

TO: Heidi Cox

RE: McFarland Public Library

We are pleased to offer our quotation for the **Electrical** work based on the following scope of work:

**Including:**

- Provide labor and material to upgrade the lighting control system.
- Remove and replace (2) lighting control panels.
- Interconnect both lighting control panels
- Provide and install (1) touch pad lighting control station.
- Provide programming and a end-user training session.
- Coordinate shutdowns with Heidi Cox
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

**TOTAL ELECTRICAL LIGHTING CONTROL BASE PRICE:**

**\$22,461.00**

**Exclusions:**

- Mounting and adjusting auto operators by others
- Push plates by others
- Sales Taxes
- Overtime

Please call the undersigned if we can be of any assistance. We look forward to working with you on this project.

Sincerely,  
1901 INC.

*Erik Halverson*

Erik Halverson  
Electrical General Foreman  
[ehalverson@1901inc.com](mailto:ehalverson@1901inc.com)  
608-628-0182

# ARCHITECTURAL DIMMING PANEL - MAIN/SECONDARY

## | LCAP32M/S | LCAP44M/S

High capacity forward phase dimming capabilities LCAP44x up to 48 loads per panel – up to 30,720 watts @ 120V; 70, 912 watts @ 277V

LCAP32x up to 24 loads per panel – up to 15,360 watts @ 120V; 35, 456 watts @ 277V

Many combinations of dimming and switching available – forward phase, reverse phase, relays

Multiple levels of secure network access to the system



Panel includes terminal blocks for simple field wiring

Space allocated for adding emergency lighting relays

Adding a BACnet® enabled controller allows the panel to be part of a BACnet system

Powerful controller (LCAP32M or LCAP44M) offers integration using RS232, RS485, and Ethernet

Also listed as emergency lighting and power equipment

Auto backup: full project file and 52 week updates on included microSD card



## Description

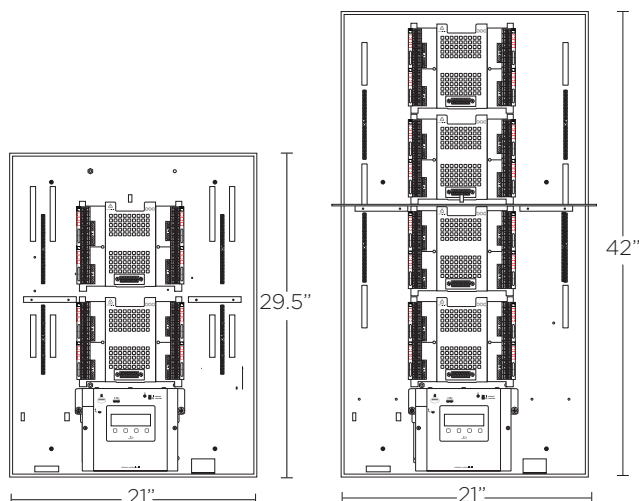
The LCAP series of lighting control panels provides modular pre-configured architectural dimming and integration options for a wide range of commercial market applications. The UL listed LCAPxxM/S series offers the highest amperage dimming and switching options of any in the LCAP line. Whether it's forward phase dimming, reverse phase dimming, or 20 amp switching the LCAPxxM/S series offers a robust option. In addition, the dimming curve for each dimming channel can be independently customized for starting and stopping points as well as linearity. This patent pending technology is exclusive to Legrand and allows for smooth dimming and consistent lighting when using mixed lighting types and brands. The included processor and networking capability provide an ideal platform for integration with Equinox touchscreen interfaces, plug load, emergency lighting, shades, and climate control.

## Operation

Using Legrand's powerful Design Center software tool, the controller in the LCAP32M or 44M can be easily configured with unlimited scenes and schedules. Also, using the Design Center software driver library and built-in controller RS232, RS485, and Ethernet ports, the LCAP32M or 44M can be programmed to integrate third party devices. Our Equinox touchscreens and extensive line of keypads provide intuitive interfaces for controlling both lighting and integrated systems including shading, comfort, and A/V. Adding occupancy, daylight, contact sensors, as well as plug-load management, can deliver an energy code compliant solution.

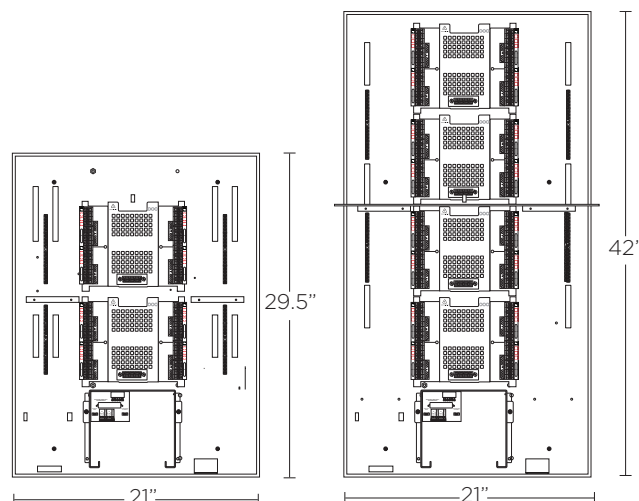
Using a BACnet enabled controller provides the ability for the BMS system to have control and get feedback of lighting loads, tasks and occupancy status to be controlled by the BMS platform (Building Management System).

|         |  |                   |  |
|---------|--|-------------------|--|
| PROJECT |  | LOCATION/<br>TYPE |  |
|---------|--|-------------------|--|



LCAP32M FRONT VIEW

LCAP44M FRONT VIEW



LCAP32S FRONT VIEW

LCAP44S FRONT VIEW

## Highlights

Our controllers, combined with Design Center programming software, not only offer a comprehensive architectural dimming solution, but also provide precise automation of lighting and other related systems. The ability to utilize conditional programming using if-then-or statements can provide control beyond the scope of ordinary lighting control systems. In addition, the ability of Architectural Dimming controllers to integrate with the Digital Lighting Management (DLM) system provides advanced control capabilities for the entire facility.

## Applications

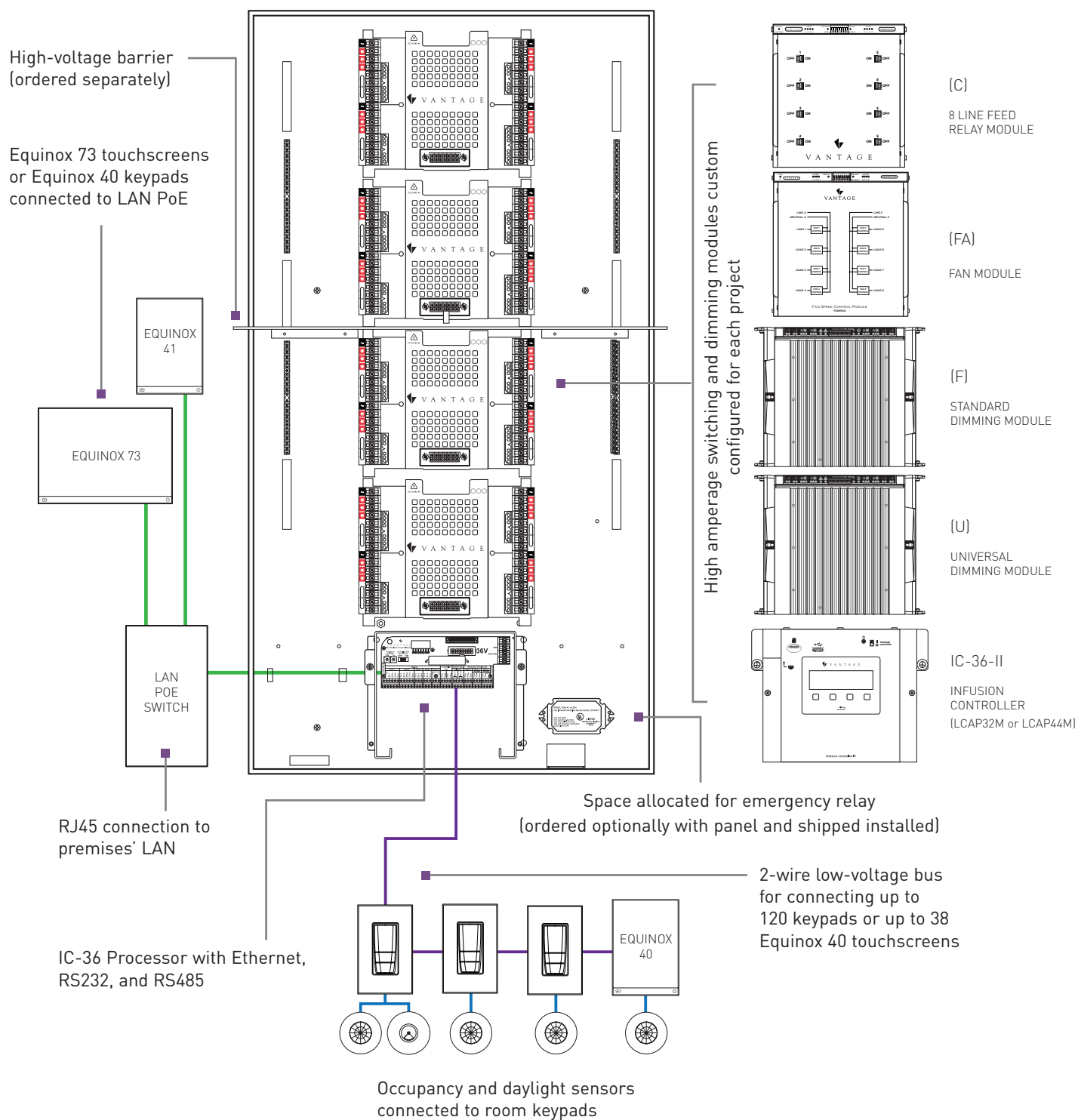
The LCAP32M/S and 44M/S are designed for medium to large spaces requiring control of up to 48 separate line voltage lighting circuits. The built-in integration and networking capabilities in the LCAP32M and LCAP44M mean that spaces with shades and comfort control needs can easily be met using this panel. Adding an Equinox 41 or 73 touchscreen to the project allows the facility manager or end user to create, change, and manage scenes, schedules, and user profiles.

## Features

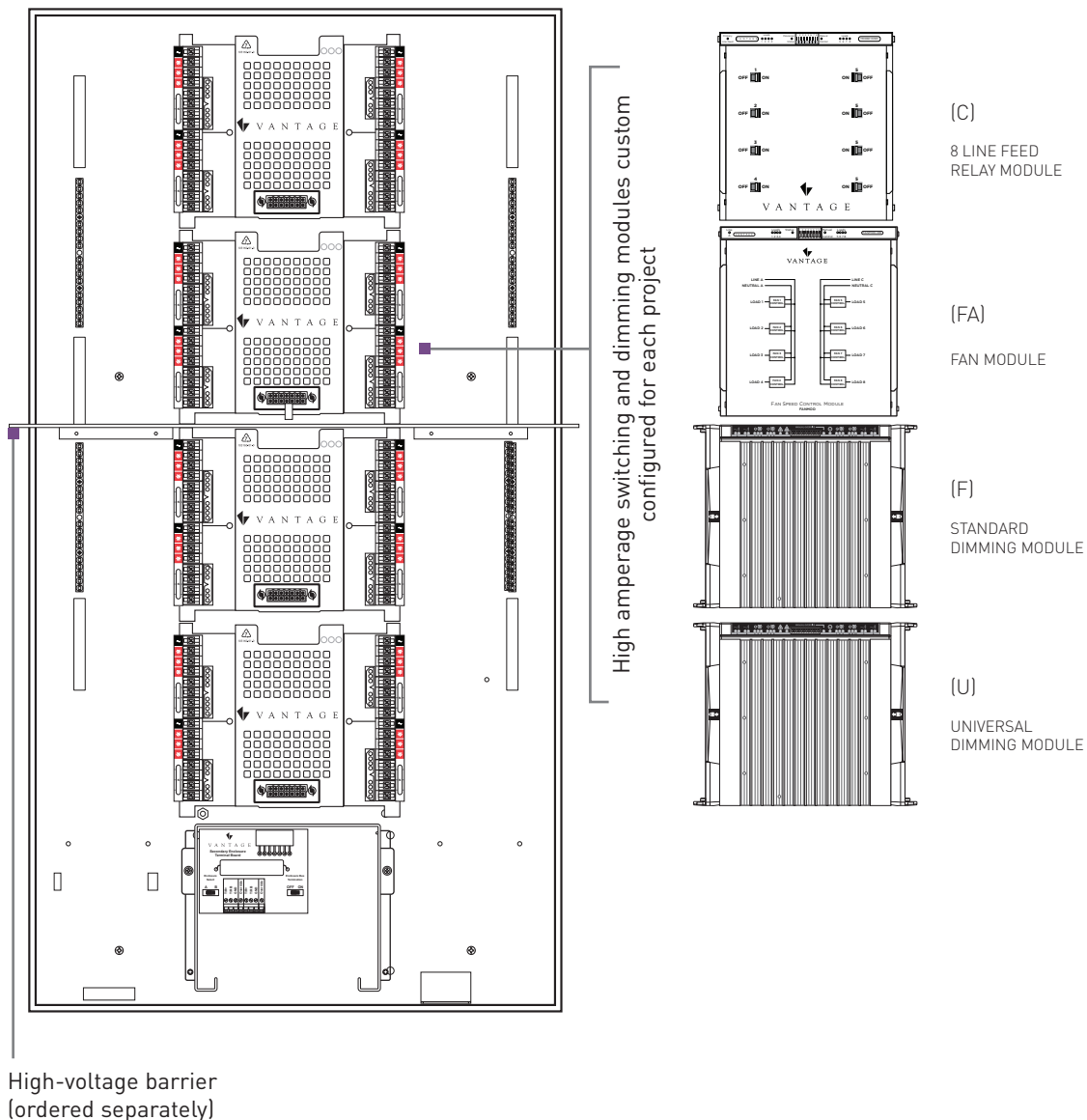
- Modular, pre-configured solution from the factory. Just connect line voltage and load wires
- System is expandable using other LCAP series primary or secondary panels
- Can be configured with additional emergency rated relays for emergency lighting
- When connected to the premises' LAN the panel can be remotely programmed
- Low-voltage 2 wire station bus for connecting keypads can extend up to 4,000 ft.\*
- Connects to DLM systems for a whole building control solution
- Ability to integrate plug load
- DMX-DALI supported with additional hardware (see DMX-DALI-GW)
- Daylight and occupancy sensors are connected to keypads or contact input stations. No power packs needed
- Dimmers have programmable start/stop and dimming curve adjustment features to customize dimming linearity
- Forward phase and universal dimmers, SDM12 and UDM08 each have 65kA ratings
- Simple programming from a single software solution – Design Center
- LCAP32M and LCAP44M include controller, add up to six LCAP32S or LCAP44S panels for expansion of dimming and load control capabilities; network additional controllers for further scalability
- BACnet option available through a BACnet enabled controller

\* See controller specifications for limitations

## System Diagram - Main



## System Diagram - Secondary



## Dimensions (LxWxD)

### LCAP32M/S

|              |                                                  |
|--------------|--------------------------------------------------|
| Enclosure    | 32.0" x 24.0" x 4.575"<br>81cm x 61cm x 12cm     |
| Panel insert | 29.5" x 21.0" x 4.175"<br>75cm x 53.3cm x 10.6cm |
| Door         | 32.0" x 24.0" x .75"<br>81cm x 61cm x 2cm        |

### LCAP44M/S

|              |                                                     |
|--------------|-----------------------------------------------------|
| Enclosure    | 44.5" x 24.0" x 4.575"<br>113cm x 61cm x 12cm       |
| Panel insert | 42.0" x 21.0" x 4.175"<br>106.7cm x 53.3cm x 10.6cm |
| Door         | 44.25" x 24.0" x .75"<br>112.4cm x 61cm x 2cm       |

## Specifications

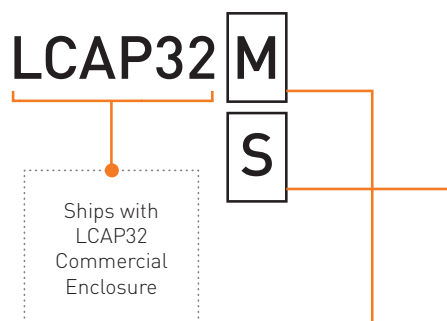
Delivered as a complete unit with enclosure

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Model                             | LCAP32M/S and LCAP44M/S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Weight                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>LCAP32M/S</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Enclosure                         | 30 lbs. (13.61 kg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Panel insert                      | M - 23 lbs. (10.43 kg) S - 20 lbs. (9.07 kg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Door                              | 15.5 lbs. (7.03 kg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>LCAP44M/S</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Enclosure                         | 41 lbs. (18.59 kg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Panel insert                      | M - 18.7 lbs. (8.48 kg) S- 15.4 lbs. (7.12 kg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Door                              | 20.7 lbs. (9.38 kg)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Mounting                          | Surface                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Ambient operating humidity        | 5-95% non-condensing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Ambient operating temperature     | 32-104°F [0-40°C]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Cooling                           | Convection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Controller battery backup         | Disk battery CR2032, 3V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Power requirements                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Input voltage                     | 120V 60Hz for controller, 120/277V for dimming modules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Interior capacity                 | <b>LCAP32M</b> <ul style="list-style-type: none"> <li>- Up to 24 forward phase or 16 reverse phase loads at 120/277V 20A each channel<br/>See SDM12-EM and UDM08-EM cutsheets for more information</li> <li>- Up to 16 universal phase loads at 120/277V 6A each channel<br/>See UDM08-EM cutsheet for more information</li> <li>- Up to 24 relay latching loads at 120V or 277V 20A each channel<br/>See MDR8CW301 cutsheet for more information</li> <li>- Up to 16 fan loads at 120V 2A each channel<br/>See FANMOD cutsheet for more information</li> </ul> <b>LCAP44M</b> <ul style="list-style-type: none"> <li>- Up to 48 forward phase or 32 reverse phase loads at 120/277V 20A each channel<br/>See SDM12-EM and UDM08-EM cutsheets for more information</li> <li>- Up to 32 universal phase loads at 120/277V 6A each channel<br/>See UDM08-EM cutsheet for more information</li> <li>- Up to 32 relay latching loads at 120V or 277V 20A each channel<br/>See MDR8CW301 cutsheet for more information</li> <li>- Up to 24 fan loads at 120V 2A each channel<br/>See FANMOD cutsheet for more information</li> </ul> |
| Processor (in LCAP32M or LCAP44M) | IC-36-II<br>See IC-36-II cutsheet for more information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Warranty                          | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## System Compatibility

InFusion

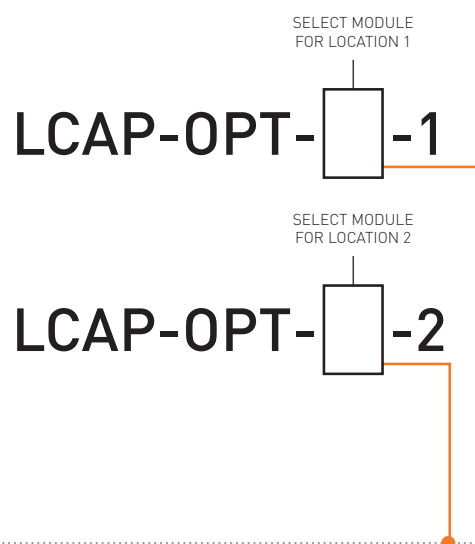
### Ordering Key for LCAP32M/S



LCAP32**M** - Architectural Dimming Panel - **Main**  
2 module capacity main panel with  
controller terminal board

LCAP32**S** - Architectural Dimming Panel - **Secondary**  
2 module capacity secondary panel with  
secondary terminal board

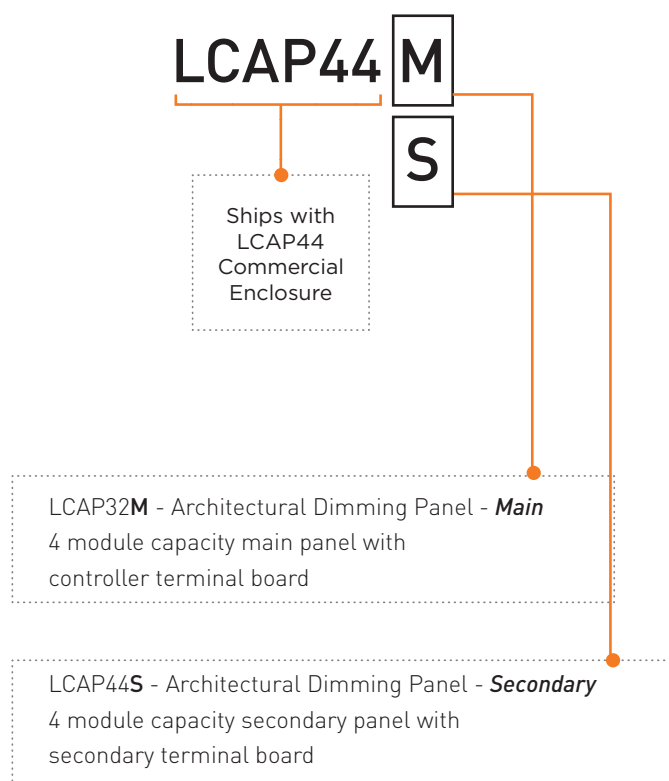
### Part #s for Modules/Module Placement



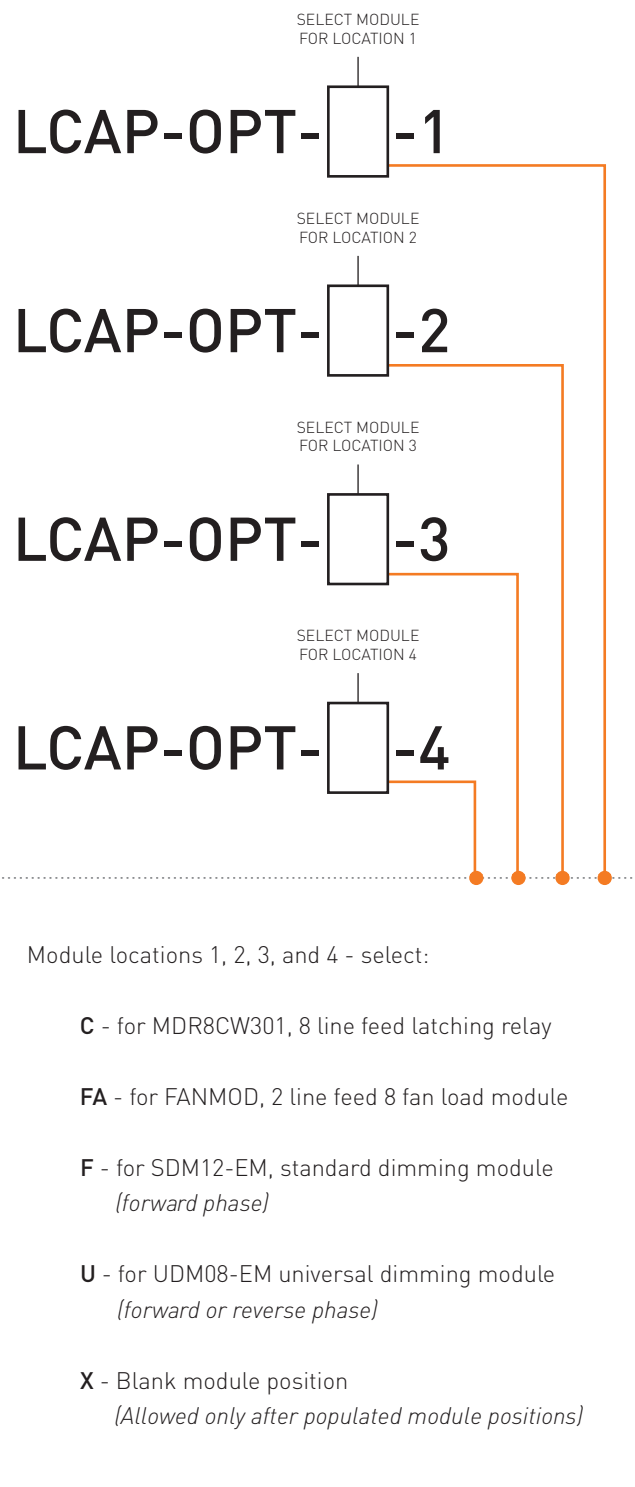
Module locations 1 and 2 - select:

- C** - for MDR8CW301, 8 line feed latching relay
- FA** - for FANMOD, 2 line feed 8 fan load module
- F** - for SDM12-EM, standard dimming module  
(forward phase)
- U** - for UDM08-EM universal dimming module  
(forward or reverse phase)
- X** - Blank module position  
(Allowed only after populated module positions)

## Ordering Key for LCAP44M/S



## Part #s for Modules/Module Placement



## Ordering Information

| Catalog #                                | Description                             | Voltage          | Zones                                                                                            |
|------------------------------------------|-----------------------------------------|------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> LCAP32M         | Architectural Dimming Panel - Main      | 120/277V 50/60Hz | Up to 24 dimming zones                                                                           |
| <input type="checkbox"/> LCAP44M         | Architectural Dimming Panel - Main      | 120/277V 50/60Hz | Up to 48 dimming zones                                                                           |
| <input type="checkbox"/> LCAP32S         | Architectural Dimming Panel - Secondary | 120/277V 50/60Hz | Up to 24 dimming zones                                                                           |
| <input type="checkbox"/> LCAP44S         | Architectural Dimming Panel - Secondary | 120/277V 50/60Hz | Up to 48 dimming zones                                                                           |
| <input type="checkbox"/> BACNET-IP-IC    | BACnet enabled controller               |                  | See InFusion Controller BACnet Protocol Implementation Compliance Statement for more information |
| <input type="checkbox"/> VA-RRU-1-120V   | Emergency Shunt Relay                   | 120V             |                                                                                                  |
| <input type="checkbox"/> VA-RRU-1-277V   | Emergency Shunt Relay                   | 277V             |                                                                                                  |
| <input type="checkbox"/> VA-EPC-DFS-120V | Emergency Lighting Surface Mount Switch | 120V             |                                                                                                  |
| <input type="checkbox"/> VA-EPC-DFS-277V | Emergency Lighting Surface Mount Switch | 277V             |                                                                                                  |
| <input type="checkbox"/> COM-HV-BARRIER  | High-Voltage Barrier                    |                  |                                                                                                  |

## EQUINOX 73 LCD TOUCHSCREEN

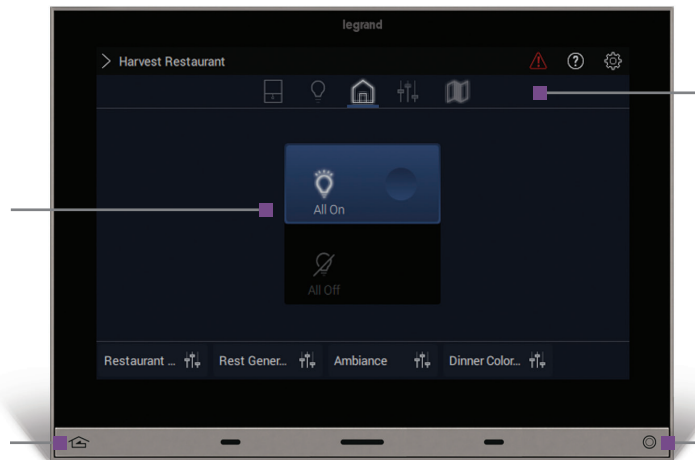
## EQ73-LCAP

Hardwired, always-connected, always-on multi-system dashboard (showing lighting, shade, and divide and combine status via on-screen widgets)

Simple single-button control of the entire space using the room button

Glass-to-edge aesthetic and graphical user interface

Home button returns to the main dashboard, no matter where you are in the on-screen navigation



Access favorite scenes, lighting loads, or shades quickly from the main screen. Swipe left or right to access more favorites

Five main widgets simplify the control of a space or the entire project – lighting, shades, scenes, divide and combine, main screen/room button

Three levels of user access controlled by passwords

Additional widgets for schedules, events, and scenes are easily created or modified from the touchscreen or app

Programmable tactile switch can provide traditional “on” or “off” function, personalized scene control, etc.

## Description

Equinox 73 is a high bright LCD touchscreen that is always on and always available. The touchscreen provides immediate control and status of lighting and shades in a room or in an entire building, depending on level of system access of the user. The prominent room button provides simple control of all the lighting in a single room. Navigation to more powerful control functions is intuitive and supported by a simple help system. The user interface has been designed to provide functional consistency between the Equinox touchscreens and the Equinox apps for mobile phones and tablets. Navigate to a specific widget or setting for more specific control functions. For example, the Equinox 73 room view offers immediate status and control of day-to-day functions. With the right level of access, the settings menu allows for advanced functions, like scene setting and modification, schedules, and event functions.

## Highlights

A 7” LCD touchscreen truly sets Equinox 73 apart. With a larger screen, users are able to view multiple scenes and have access to room divide and combine functionality. The full screen also allows for the user to easily navigate in full screen and edit modes. And since all Equinox products maintain a consistent, sleek appearance, Equinox 73 looks beautiful on the wall. This touchscreen gives the user ultimate control over their environment by allowing them to edit or create new scenes. Within the setting menu, there are options for changing or creating new functionality based on the needs and desires of the end user.

## Operation

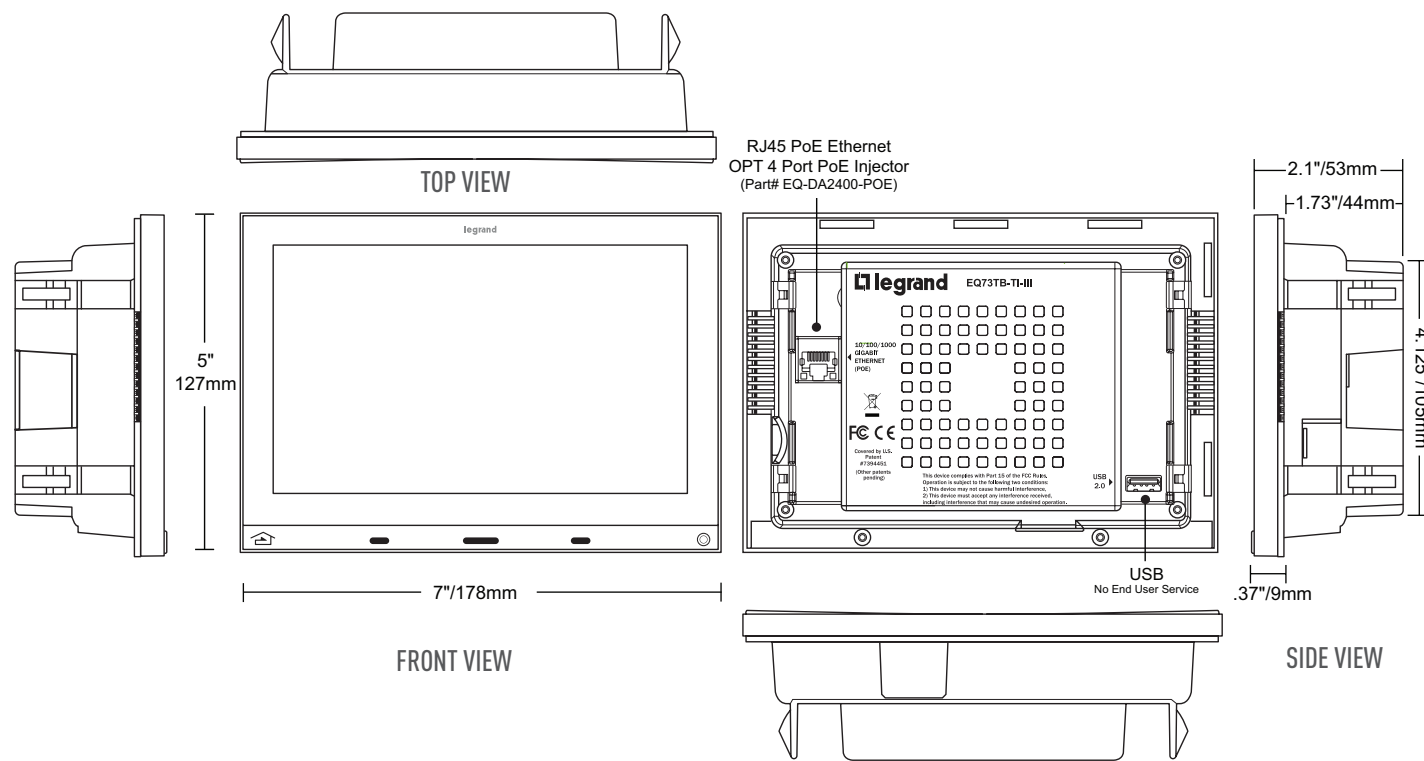
Utilizing the combined power of InFusion and Design Center software, Equinox 73 can be auto-configured with subsequent configuration delivered through Design Center or on the Equinox 73 screen. The predefined graphical environment allows installers and programmers to efficiently create intuitive screens that are consistent with the entire user environment. The common graphical user interface, with swipe and touch, consolidates Equinox 73’s consistency with mobile tablets and phones. With the settings menu, users are given the ability to personalize their experience. The touchscreen gives users the ultimate power by allowing them to schedule, edit, and prioritize the control functions that matter most to them.

## Applications

Equinox 73, running on an LCAP InFusion system, is the perfect addition to any project requiring advanced lighting or shade control. With its ability to access and control lighting and shades via on-screen widgets, Equinox 73 is a necessity for those who wish to simply and intuitively control spaces. When the requirements of the space indicate the need for control of all lighting types, shades, graphical control of CCT or RGBW lighting, or complex divide and combine control, Equinox 73 should be a primary consideration. The 7” touchscreen also makes Equinox 73 ideal for working in the full screen and edit modes, so users who desire this feature should include Equinox 73 in their solution. Applications may include hospitality, retail, education, healthcare, common areas, classrooms, conference rooms, and other multi-use spaces.

|         |  |                   |  |
|---------|--|-------------------|--|
| PROJECT |  | LOCATION/<br>TYPE |  |
|---------|--|-------------------|--|

## Equinox 73 Illustration at Various Angles

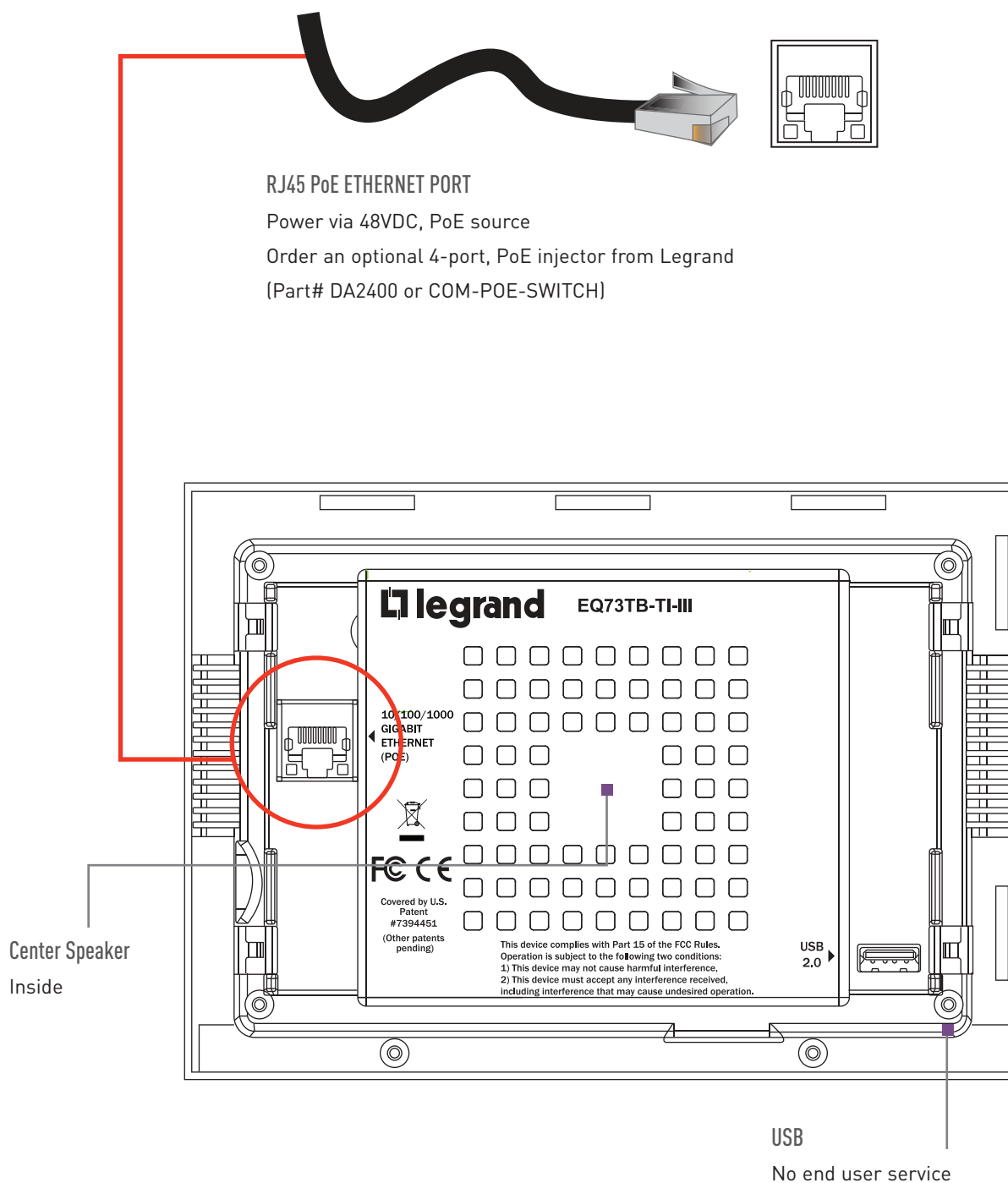


Please reference local and NEC codes for appropriate electrical and communication install methodology

## Features

- 7" LCD touchscreen
- Titanium TrimLine II frame; black glass-to-edge surface aesthetic
- Unique graphical and widget-based graphical user interface
- Aesthetically identical to other Equinox products
- Ambient light sensor for auto day/night backlighting
- Each Equinox device includes one software license for the Equinox app
- Motion sensor for screen on or dim or to initiate a task
- Simple home screen for intuitive control of the room
- Easily access 90% of system control from the main screen
- Tap, swipe, press, and hold to navigate
- Aesthetic and user interface consistency with Equinox 41 and tablet apps (Android and iOS)

## Wiring and Powering Diagram



## Specifications

|                               |                                                                       |
|-------------------------------|-----------------------------------------------------------------------|
| Model                         | EQ73-LCAP                                                             |
| Weight                        | 1.6 lb (725.75g)                                                      |
| Display                       | Active matrix color LCD                                               |
| Display size                  | 7" diagonal                                                           |
| Display resolution            | 1024 x 600 pixels                                                     |
| Hard buttons                  | Left - home / right - programmable                                    |
| Power                         | PoE                                                                   |
| Surge suppression             | Yes                                                                   |
| Sound option                  | Adjustable volume level - touch interaction                           |
| Wiring connections            | Communication: Ethernet RJ45<br>Power: PoE/PoE+                       |
| Addressing                    | Self addressing through software                                      |
| Finishes                      | Trim: titanium<br>Touchscreen: black glass                            |
| Glass surface                 | Chemically strengthened                                               |
| Ambient operating temperature | 32°F - 95°F [0°C - 35°C]                                              |
| Ambient operating humidity    | 5-95% non-condensing                                                  |
| Certification                 | CE, FCC, RoHS                                                         |
| Licensing                     | Each Equinox device includes one software license for the Equinox app |

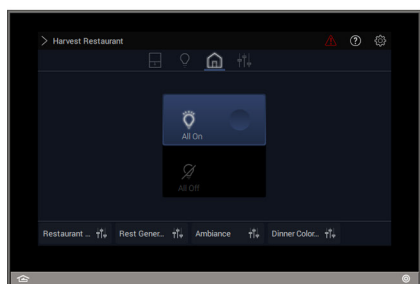
## System Compatibility

InFusion

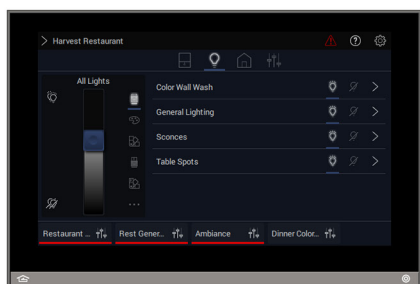
Design Center 3.9.2.590 or higher

## Equinox 73 Widget Options

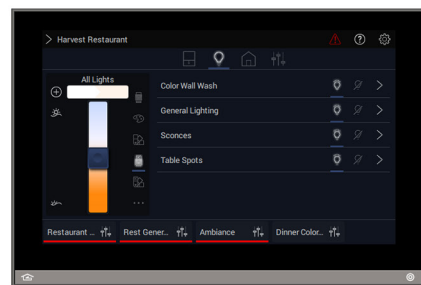
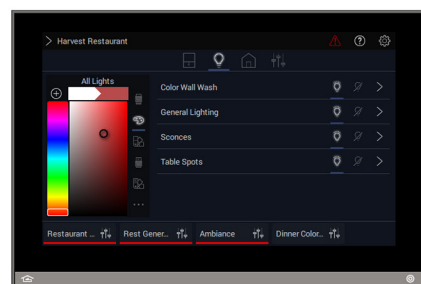
Main Screen/Room Button



Lighting Widget

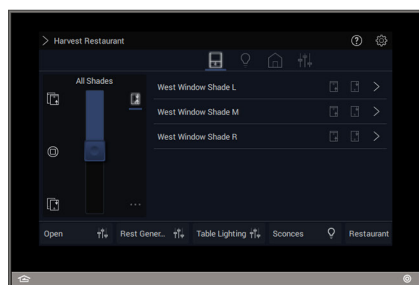


Lighting Widget with CCT and Color Control

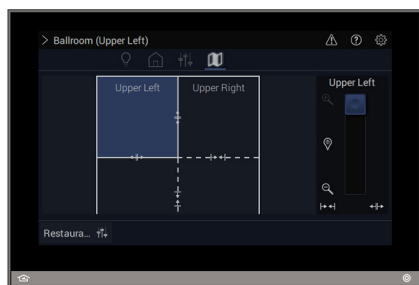


## Equinox 73 Widget Options

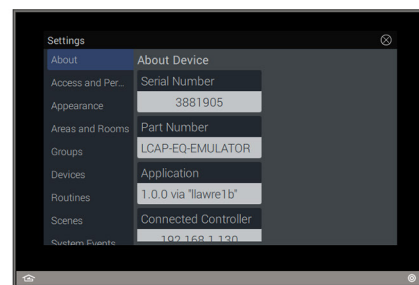
### Shade Widget



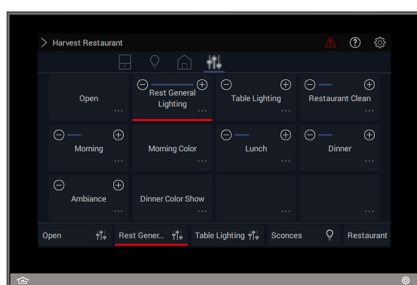
### Divide and Combine



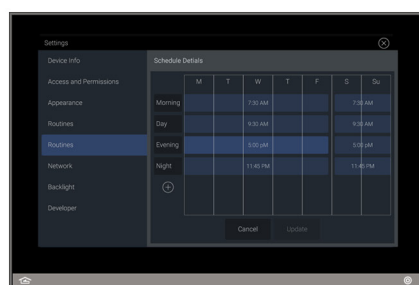
### Settings



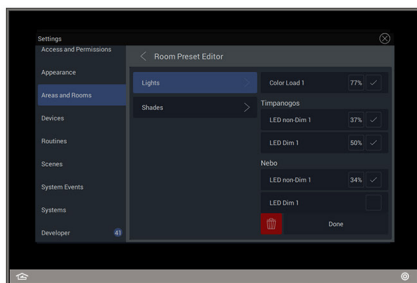
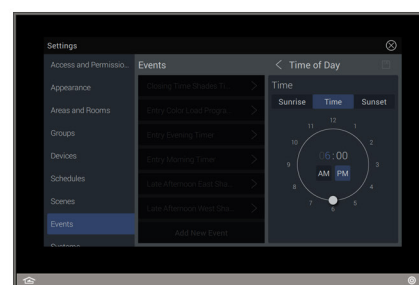
### Scene Widget



### Schedules Widget



### Events Widget



## Ordering Information

| Catalog #                               | Description                                  | Voltage                                   |
|-----------------------------------------|----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> EQ73-LCAP      | Equinox 73 LCD Touchscreen                   | PoE                                       |
| <input type="checkbox"/> EQ73ST-INSTALL | Equinox 73 LCD Standard Install Kit          |                                           |
| <input type="checkbox"/> EQ73RE-INSTALL | Equinox 73 LCD Retrofit Install              |                                           |
| <input type="checkbox"/> EQ-APP-5       | Equinox 1-5 App License SD Card              |                                           |
| <input type="checkbox"/> EQ-APP-10      | Equinox 1-10 App License SD Card             |                                           |
| <input type="checkbox"/> EQ-APP-X       | Equinox Unlimited App License SD Card        |                                           |
| <input type="checkbox"/> DA2400         | 4 Port PoE Injector                          | 48VDC PoE                                 |
| <input type="checkbox"/> COM-POE-SWITCH | Fast Ethernet POE switch, 8 port, 4 port POE | 48V, 1.25A, provided with plug in adaptor |



**Commercial  
Industrial  
Residential**

1513 Emil St., Madison, WI. 53713

Phone: 608-256-2983 Fax: 608-256-2012

## PROPOSAL FOR ELECTRICAL WORK

August 9, 2023

E.D. Locke Public Library  
5920 Milwaukee St.  
McFarland, WI 53558  
Attn. Heidi

### **Re: McFarland Public Library 5920 Milwaukee St. McFarland, WI**

We hereby propose to furnish all labor and material necessary to provide the following electrical installation in accordance with the specifications listed, and subject to the conditions of contract stated on the last page of this proposal.

#### **We Propose: Install a new lighting control panel**

##### **TO INCLUDE:**

- Install a new lighting control panel by Intelligent Lighting controls to replace the existing system without to many changes in wiring or switching
- Remove the old panel and relays
- Programming of the new panel
- Factory tech to do start up
- Owner's training
- Work to be done during normal hours Monday thru Friday 6 am to 4 pm
- Lighting control panel to keep programming for up to 3 months with no power

##### **NOT INCLUDED:**

- Service call to diagnose the issues

The price for the work described above will be: **\$14,590.00**

**OPTION #1- Install a surge protector for the lighting control panel ADD: \$470.00**

Payment terms: Balance due upon completion of contract and invoicing.

**\*\*If any additional electrical work, not covered by this proposal, were ordered by the electrical inspector, there would be an additional charge for that work.**

We hope this proposal meets with your approval. Please call if you have questions.  
Thank you for calling Hill Electric.

Accepted by \_\_\_\_\_  
Customer

By Aaron Ramberg  
Estimator/Project Manager

Date \_\_\_\_\_

Hill Electric requires a signed and dated copy of this proposal and attached Conditions of Contract returned to us before any work can begin.

This proposal is void if not accepted in writing within 30 days after this date.



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#### CONDITIONS OF CONTRACT

**Wiring Standard** – All workmanship and materials are to comply with the requirements of the National Electrical code and the applicable local ordinances and the electrical plans and specifications applicable to the job.

**Scope of Work** – Unless specifically stated otherwise in this proposal, the scope of work covered by this proposal is limited to that work specifically covered by the electrical drawings and the electrical section of the specifications.

**Lighting Fixtures** – Unless it is specifically included in the electrical drawings and the electrical section of the specifications or specifically stated in the proposal, the furnishing and installing of electrical lighting fixtures and lamps is not included in this proposal.

**Additional Work or Charges** – Additional work or charges may be ordered in writing by the customer at any time, for which the customer agrees to pay in addition to the contract price named herein at a price agreed upon or at our regular rates for time and material work.

**Written Orders** – The electrical contractor shall receive written orders for all additional work or charges signed by an authorized person before proceeding with such extra work or charges.

**Payments of Additional Work or Charges** – Payments for additional contracts to the original contract shall be made under the same terms and conditions as are embodied in the original contract.

**Contract Payments** – The electrical contractor shall not be required to proceed with the installation of the work if the payments applying on same have not been made as specified in the contract. Terms of payment on all invoices are Net 30 days, with current interest rates listed on each invoice for balances extending beyond these terms.

**Unavoidable Interruptions** – It is hereby mutually agreed that the electrical contractor shall not be held responsible or liable for any loss, damage or delay caused by fire, strikes, civil or military authority or any other cause beyond his control.

**Charges to the Electrical Contractor** – The electrical contractor shall not be liable for any charges for temporary wiring, electrical energy, heat, job cleanup, hoisting, job telephone, job office or storage space, etc., unless specifically so stated in this proposal.

**Liquidated Damages** – The electrical contractor shall not be liable of any charges for liquidated damages resulting from delay in completion of the work caused by factors beyond his control.

**Transfer of Title** – If the customer disposes of the real estate by sale or otherwise, the full amount remaining unpaid on this contract becomes due at once and payable within 48 hours after date of such proposal.

**Arbitration** – Any controversy or claim arising out of or relating to this contract or the breach thereof, shall be settled by arbitration, in accordance with the rules of the American Arbitration Association. Judgement upon the award rendered may be entered in the highest court of the forum, state or federal, having jurisdiction. Any costs incurred obtaining judgement or collection costs of any kind are the responsibility of the customer incurring the debt.

**Lien Rights** – As required by the Wisconsin Construction Lien Law, Contractor hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned contractor are those who contract directly with the owner or who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnishing labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. Contractor agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

Initializing this form constitutes affirmation of understanding of the contract and these conditions. \_\_\_\_\_



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**CONDITIONS OF SUBCONTRACT**  
**AFFIRMATIVE ACTION REQUIREMENTS SUBSECTION**

**City of Madison AA ARTICLES OF AGREEMENT**

**ARTICLE I** - The contractor shall take affirmative action in accordance with the provisions of this contract to insure That applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex or national origin and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship insofar as it is within the control of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this contract.

**ARTICLE II** - The contractor shall in all solicitations or advertisements for employees placed by or on behalf of the contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex or national origin.

**ARTICLE III** - The contractor shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice to be provided by the City advising the labor union or workers representative of the contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

**ARTICLE V** - The contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the contract compliance requirements. The contractor agrees to submit the model affirmative action plan for public works contractors in a form approved by the Affirmative Action Division Manager.

**ARTICLE VI** - The contractor will maintain records as required by Section 39.02(9)(f) of the Madison General Ordinances and will provide the City's Division of Affirmative Action with access to such records and to persons who have relevant and necessary information, as provided in Section 39.02(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

**ARTICLE VII** - In the event of the contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action Provisions of this contract or Sections 39.03 and 39.02 of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

1. Cancel, terminate or suspend this contract in whole or in part.
2. Declare the contractor ineligible for further City contracts until the Affirmative Action requirements are met.
3. Recover on behalf of the City from the prime contractor 0.5 percent of the contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the contract price, or five thousand dollars (\$5,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime contractor from recovering the amount of such damage from the noncomplying subcontractor.

**ARTICLE VIII** - The contractor shall include the above provisions of this contract in every subcontract so that such provisions will be binding upon each subcontractor. The contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

**ARTICLE IX** - The contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this contract and shall document all good faith efforts. (In federally funded contracts the terms "DBE, MBE, and WBE" shall be substituted for the term "small business" in this article.)