VILLAGE OF MCFARLAND

Library Board

NOTICE OF PUBLIC MEETING

Monday, May 6, 2024

5:15 PM

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

AGENDA

1. CALL TO ORDER

2. PUBLIC APPEARANCES AND COMMUNICATION
   a. This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to hcox@mcfarlandlibrary.org to be included as part of the meeting.

3. ACTION ITEMS
   a. Motion to approve the minutes of the April 1, 2024 meeting.
   b. Motion to approve the April 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. Electrical system Study Proposals
   b. Children's Area mural
   c. Program Policy

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, April 1, 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

Members not present: Karin Mandli

Staff Present: Heidi Cox, Library Director

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3. ACTION ITEMS

a. *Motion to approve the minutes of the March 4, 2024 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approvethe minutes of the March 4, 2024 meeting. Motion carries 6 - 0 - 0 by acclamation.

b. *Motion to approve the March invoices*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the March invoices 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. *Adjacent County Reimbursement Requests*
Motion by Member Mona Nelson, second by Village Trustee Luke Fessler, to approve 2024 Adjacent County Reimbursement Requests

b. *Collection Development Policy*

Motion by Village Trustee Luke Fessler, second by Member Evan Richards, to approve Collection Development Policy with one change: move the sentences *"All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections.Reasonable efforts will be made to provide materials representing diverse viewpoints".* to the beginning of section Criteria for Selection. Motion carries 6 - 0 - 0 by acclamation.

c. *Ligting Controls Replacement Quotes*

Motion by Member Evan Richards, second by Member Mona Nelson, to approve ligting controls replacement quote from 1901, Inc. not to exceed $23,000. Motion carries 6 - 0 - 0 by acclamation.

d. *Closing the library April 8, 2024 from 9am - 12pm for door repair work*

Motion by Village Trustee Luke Fessler, second by Member Peter Sobol, to approve Closing the library April 8, 2024 from 9am - 12pm for door repair work Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Staci Fritz, to adjourn at 5:55

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

April 2024 Invoices

Operating and Capital Funds

Vendor	Sum of Amount	Description
1901 INC.	$360.00	Door Opener Replacement Project
AMAZON CAPITAL SERVICES	$536.18	DVDs, CDs, Office Supplies, Program Supplies
ANNE URSO	$300.00	Program Fee
ARAMARK	$180.99	Mat Rental
BILL'S KEY SHOP INC	$235.00	Door Opener Replacement Project
CORPORATE BUSINESS SYSTEMS	$359.02	Copier Lease
FRIENDS OF THE MCFARLAND LIBRARY	$292.00	Credit Card Revenues
FRONTIER	$267.87	Library Telephone (2 Months)
HARTMAN, LISA	$200.00	Program Fee
INGRAM LIBRARY SERVICES	$3,224.13	Books
LAFORCE	$16,705.00	Door Opener Replacement Project
MCFARLAND ACE HARDWARE	$36.31	Facility Repair
RACE DAY EVENTS	$820.00	5K Software
US CELLULAR	$43.75	Library Cell Phone and hotspot
VESTIS LLC	$120.66	Mat Rental
ZOOBEAN INC	$295.00	Reading Tracking App
Grand Total	**$23,975.91**	

Gift Fund

Reimbursement for Library in-Service	**$513.00**

Grand Total	**$24,488.91**

2024 Budget Update

REVENUES

		Budget Amount	January Actual	Feburary Estimated	March Estimated	April Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41110**	$ 768,000.00	$ 768,000.00	$ -	$ -		$ 768,000.00	100.00%		
County Library Aids	**43720**	$ 352,250.00	$ 611.75	$ 351,532.26	$ -		$ 352,144.01	99.97%		
Library Fines	**45190**	$ -	$ -	$ 5.30	$ -		$ 5.30			
Interest	**48100**	$ 2,000	$ 4,032.92		$ -		$ 4,032.92	201.65%	33%	
Library Fees	**46710**	$ 2,000	$ 116.70	$ 495.61	$ 182.00	$ 243.69	$ 1,038.00	51.90%	33%	$ 666.67
		$ 1,124,250.00	**$ 772,761.37**	**$ 352,033.17**	**$ 182.00**	**$ 243.69**	$ 1,125,220.23	**100.09%**	33%	
Expenditures										
Salaries	110	$433,500.00	$ 28,796.50	$ 28,756.18	$ 28,776.00	$ 28,698.74	$115,027.42	26.53%	33%	$ 144,500.00
Part-time	120	$209,000	$ 13,999.83	$ 15,281.70	$ 14,641.00	$ 144,825.50	$188,748.03	90.31%	33%	$ 69,666.67
Health Insurance	130	$122,000	$ 9,469.23	$ 9,243.62	$ 9,356.00	$ 9,018.02	$37,086.87	30.40%	33%	
Retirement	131	$36,000	$ 2,200.41	$ 2,350.54	$ 2,350.54	$ 2,374.50	$9,275.99	25.77%	33%	$ 12,000.00
SS/Medicare	132	$49,250	$ 3,205.68	$ 3,211.77	$ 3,211.77	$ 3,172.46	$12,801.68	25.99%	33%	
Other Benefits	135	$2,500	$ 87.75	$ 87.75	$ 87.75	$ 87.75	$351.00	14.04%	33%	
Expense Reimbursement	141	$ -				$ -	$0.00	#DIV/0!	33%	
Total Personnel		**$852,250.00**	**$ 57,759.40**	**$ 58,931.56**	**$58,423.06**	**$188,176.97**	**$363,290.99**	**42.63%**	33%	**$ 284,083.33**
Support Services	210	$ 12,000	$ 295.00	$ -	$ -	$ -	$ 295.00	2.46%	33%	$ 4,000.00
Consulting Services	211	$ 48,750	########## ##	$ -	$ 112.00	$ -	$ 48,644.00	99.78%	33%	$ 16,250.00
Utilities	220	$ 40,000	$ 2,502.39	$ 2,723.03	$2,694.54	$2,446.18	$ 10,366.14	25.92%	33%	$ 13,333.33
Communication	221	$ 5,750	$ 725.55	$ 374.55	$492.12	$363.90	$ 1,956.12	34.02%	33%	$ 1,916.67
Equipment Maintenance	240	$ 9,000	$ 3,237.36	$ 461.83	$ 364.84	$ 137.04	$ 4,201.07	46.68%	33%	$ 3,000.00
Facility Maintenance	242	$ 23,250	$ 529.50	$ 5,420.52	$ 379.56	$ 16,885.99	$ 23,215.57	99.85%	33%	$ 7,750.00
Other Contractual Services	290	$ -	$ -		$ -	$ -	$ -	0.00%	33%	$ 7,750.00
Total Services		**$ 138,750.00**	**$ 55,821.80**	**$ 8,979.93**	**$ 4,043.06**	**$ -**	**$ 88,677.90**	**63.91%**	33%	**$ 54,000.00**
						$ -				
Office Supplies	310	$ 9,000	$ 542.36	$ 837.68	$ 141.94	$ -	$ 1,521.98	16.91%	33%	$ 3,000.00
Postage	311	$ 250	$ 264.00	$ 20.20	$ -	$ -	$ 284.20	113.68%	33%	$ 83.33
Dues	320	$ 750	$ 155.00		$ -	$ -	$ 155.00	20.67%	33%	$ 250.00
Meeting Expenses	330	$ 1,000	$ -	$ 14.97	$ -	$ -	$ 14.97	1.50%	33%	$ 333.33
Training Expenses	331	$ 3,250	$ 799.00	$ 277.00	$ -	$ 300.00	$ 1,376.00	42.34%	33%	$ 1,083.33
Operating Supplies	340	$ 5,500	$ 461.89	$ 954.01	$ 647.85		$ 2,063.75	37.52%	33%	$ 1,833.33
Technology	342	$ 32,000	########## ##	$ (123.44)	$ 46.50	$ -	$ 16,082.06	50.26%	33%	$ 10,666.67
Collection - Print	344	$ 60,000	$ 7,351.58	$ 3,528.49	$ 2,043.30	$ 1,482.94	$ 14,406.31	24.01%	33%	$ 20,000.00
Collection - AV	345	$ 12,500	$ 205.72	$ 730.27	$ 569.00	$ 81.90	$ 1,586.89	12.70%	33%	$ 4,166.67
Library Miscellaneous	390	$ -	$ -	$ -		$ -	$ -	0.00%	33%	$ -
Programming	391	$ 9,000	$ 1,542.59	$ 15.98	$ 3,030.99	$ (1,238.92)	$ 3,350.64	37.23%	33%	$ 3,000.00
Other Total		**$ 133,250.00**	**$ 27,481.14**	**$ 6,255.16**	**$ 6,479.58**	**$ 625.92**	$ 40,841.80	**30.65%**	33%	**$ 44,416.67**
Total Budget		**$1,124,250.00**	**$ 141,062.34**	**$ 74,166.65**	**$ 68,945.70**	**$ 188,802.89**	**$ 492,810.69**	**43.83%**	33%	**$ 374,750.00**

E. D. LOCKE PUBLIC LIBRARY
McFarland, Wisconsin

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
May 2024

April Highlights

- **Village News -** Luke Fessler will give an update
- **Friends** – Staci Fritz will give an update
  - **Friends book sale –** June 7-9, 2024

Endowment –

February 2024	March 2024	Difference	Contributions
$199,170.44	$203,272.60	$4,102.16	$0

Library Facilities Management

- **Electrical/Lighting**
  - The quotes for the surge suppression project are in this month's packet.
  - The lighting controls project has been scheduled for June 19th.
- **Shelving/Furniture**
  - I am working on gathering quotes to redesign the new book area in front of the Circulation desk.
- **Door openers –** The door openers have been replaced. We just need to setup the door schedule in our door access software.
- **2024 Capital Projects –**
  - Library Reroofing – I am currently working on finding an expert to assist me with writing the specs for the RFP.
  - HVAC Controls and Server upgrade- This project is scheduled for August.
  - Scanner/Copier/Translator – No work on this yet.
- **Landscaping** – I've signed the contract for landscape maintenance with Avant.

- **Circ Assistant Vacancy** – We filled this vacancy and Alex Giltz starts the week of May 13th.
- **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 May.
- **Telephone System -** I attended the Administrator training for the village's phone system. I was able to make tweaks to everyone's phone that makes transferring a lot easier. I was also able to setup the auto attendant (commonly known as a phone tree or phone jail). This helps patrons find the information they need quicker and also helps to stop the automatic 'bot' or phishing calls that we had been getting a lot of.

Children's Services (Heather Kent)

<u>Storytime:</u>

Storytime has continued with good numbers at all programs and an increased interest in the Thursday Little Bodies, Big Feelings Program.

<u>Programming:</u>

Zumbini has been a great time with moderate attendance – which works great for the type of program it is. The current session ends on May 1st.

Dungeons and Dragons club met on the 23rd of this month. We cancelled the meeting on the 2nd due to a snow storm. The group has entered a new adventure that is part of a series written by diverse creators. The storyline does not impact their need to cause chaos regardless of plot.

Twisters on a Tuesday had our Magic Tree House group learning about a special type of little house on the prairie – the dugout. They played a hot potato as their game for the day and built covered wagons. Next month will be the last meeting of the book club for the school year.

Cottage Grove storytimes were on the 1st and 2nd Fridays of April due to staff availability. Programming in Cottage Grove is done for the spring. We will return with the 1st and 3rd Fridays in September.

We had an adventure in the library for our final PJ Storytime this spring. It was a small group due to many community events going on and the move to the 4th Thursday of the month. Still, we had fun sharing adventure stories, making binoculars, and searching for animals in our library scavenger hunt.

Lego Club met on the 24th this month. This months challenge was to build space racers taking in to consideration things like wings, rockets, boosters, etc… The participants were so happy with their designs they asked that we keep them together and display them. I have yet to figure out a location to display them safely but will think about somewhere that maybe we can do this on a more regular basis.

It was Prom at the library on Friday, April 26th with lots of dancing, balloons, cupcakes, and bubbles (of course.) We had around 75 people attend for the hour long after-hours program.

<u>Other</u>

On Thursday, April 11th Heather, Heidi, and Holly toured the McFarland Youth Center to see the facility and how it is used.

Teen Services (Holly Wergin)

Programming:

- Snack & Chat:
    - I tried new things for Snack & Chat to see what sticks. Watercolor painting is by far a favorite, and I found having background music can be really helpful for helping conversations. I tried leading JackBox games for the group, as well, which sparked some interest and fun for the teens. I've had more new teens show up

each time, with numbers steadily increasing week by week. I'm now averaging anywhere between 12-16 in attendance each week.

- Summer Reading Program Prep:
  - Set up school visits at IMMS for May 20th-24th and at the high school for the week of May 13th
  - Collaborated with RADAR coalition to setup outdoor movie night: Reserved the park shelter and made advertisement for event
  - Setup Beanstack challenge for 2024, including making new badges, editing previous reading goals, and organizing prizes and tickets
    - I added new badges for doing activities like random acts of kindness, reading or watching something with others, doing self-care tasks, and completing chores around the house.
    - Determined prizes for summer reading incentives
    - Created promotional materials for summer reading, including an events bookmark, event banners, and social media posts for different events
  - VolunTeens
    - We had a VolunTeen meeting on April 23rd with 5 volunteens, including one new member, in attendance. We discussed upcoming volunteer opportunities for Preschool Prom, Lego Club, and Magic Tree House book club. They also gave me feedback on prize ideas for Summer Reading, and potential activities for the Teen Summer Camp program. The VolunTeens did all of this while helping cut out some paper shapes for an upcoming storytime craft.
    - Opened Summer VolunTeen applications and received 10 applications for summer teen volunteers with applicants from 6th-11th grade
    - Sent out emails to new summer volunteens to find times for Summer VolunTeen orientation days

Adult Services (Sara Hendrickson)

Craft Club

- We had a take and make craft for April: Black out poetry. Katie created 20 kits for people to take, and they included directions, a sharpie, multiple pages from old books, and examples. Fourteen kits have been taken so far! We've had great feedback about the craft, too. A circulation assistant said it would be the perfect kind of craft for the bookmobile, and was going to share it with her coworkers. A

student saw the kits, and used a tutoring worksheet to create their own version. And a patron who took a kit said she doesn't like poetry, but ended up loving this craft and made three outstanding poems as well as pictures to go with them.

- Katie picked May's craft: Perler beads. She did all the marketing, planning, and prep work. We're giving patrons the option to turn their creations into key chains or magnets, too.

Mystery Book Club

- We had 8 people attend April's book club, and two more newbies attended!
- Updated marketing and created bookmarks for May's book (*The Man Who Died Twice* by Richard Osman).

Other

- Family Card Game Day (4/6) brought in two new families, as well as a few familiar faces. We had both food and monetary donations for the food pantry. With the weather getting nicer, we are anticipating that numbers might be lower for summer game days, but we will continue to offer them.
- Our College Savings Plan (4/8) was attended by six people, and as of 4/29, has had the livestream version watched by six people. It was very informative, and the patrons asked good questions about EDVEST.
- Our McFarland Caring Quilts group met on 4/12. At that point, 350 quilt squares had been completed and returned to the library. We've had around 100 more returned since then. The volunteers have begun piecing them together into quilt fronts. We've extended our due date for completed quilt squares until July 1. We're now looking at ways to display the completed quilts at the library, as well as a potential reception date for the community to come and see everyone's hard work. Katie GS and I have been so pleased with the community engagement in this project.
- Nine people attended the Lorine Niedecker Poetry program (4/19), and 33 people have viewed the livestream as of 4/29. Chuck did a fantastic job of weaving Lorine's personal life and writing life into an interactive presentation. Katie organized this program from beginning to end, including applying for and receiving the Beyond the Page grant.
- Local author Lesa Knollenberg's Program (4/25) had a full crowd of 28 people. Not only was her presentation phenomenal, she also did a reading of her first chapter. Mystery to Me Bookstore came and sold her book. Thank you Karin Mandli for suggesting her visit!
- We had our third Bird Festival Committee meeting on April 15. We finalized all tables and programs. The library is updating one of the table displays, and has almost finished processing the birding backpacks (purchased from last year's Festival raffle money). We also updated our raffle license and raffle tickets.
- Passive Programs
    - Trivia question (created by Katie): How many items did McFarland circulate in 2023? Nine people participated. Maija J was our winner. Her guess was 190,000, and our actual circulation was 158,881. She won a gift card to the McFarland Café.
- Created marketing and advertised for Bird Festival, Guided Bird Walks, Bird Festival Raffle, Birding Hot Spots in McFarland, and updated Angela Puerta marketing before advertizing: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.

- Creating marketing and links for patrons for a Melinda Meyers gardening webinar series.
- Sent adult programming information to the Thistle, the Outlook, Senior Outreach, McFarland Communications Department, 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)
        - *The Hunter* by Tana French
        - *Darling Girls* by Sally Hepworth
    - Arab American Heritage Month (created by Katie)
    - Adult Graphic Novels (created by Katie)
    - Earth Day (created by Katie)
    - Kelly and I decided to do a book bundle display for Library Week. Staff members picked three books to bundle based on whatever topic/theme/idea they wanted. Then Kelly bundled them with some library swag, and placed them on our large display in the back. Of the 16 made, 14 were checked out.
- Attended webinars/zoom meetings for APT library voucher pilot program, Badgerlink for Library Staff, author Stephen Graham Jones, Wisconsin Science Festival kick off, and Developing & Establishing Indigenous Pedagogy Collections for the Library and Classroom
- Completed the ALA class: Serving Adult Populations from A to Z.
- Met with a patron to begin editing assistance.
- Met with a patron who was having trouble with apps on her phone. Helped her update and organize apps, and showed her how to update apps in the future.
- Assisted a patron with locating finding aids for a dissertation topic.
- Katie-specific
    - Started planning a mending workshop for August
    - Started working on May craft club activity
    - Met with quilting group
    - Created trivia question contest for Library week
    - Created weekly digital signs featuring the poems of Wisconsin poets for Poetry month
    - Finished Overdrive support class

Kelly Heasty (Assistant Director)

- Filled in some weekend/evening shifts until we're fully staffed
- Commenced Spanish Language practice group with Augustine Rodriguez: 2 Saturdays/month (2 people attended on April 20 – next mtng May 4)
- Had Public Works mount Narcan O.A.K box near copy machine.
- Created new schedule with shift changes for existing staff and new shifts for incoming Library Assistant staff. Started training new Substitute Library Assistant.

- 12 applications for new cards received via CivicPlus form for this month. The amount of people applying for library cards online has steadily increased.
- Contacted Ben Becs re: filming a library ad on the lockers and curbside pick-up to promote our grab and go services.
- Reported another self-check receipt problem to SCLS help desk. (No due dates listed)
- With HC, completed set up of VM and auto-attendant for main library number.
- Updated internal map of Children's Library & Adult Library reflecting changes in shelving.

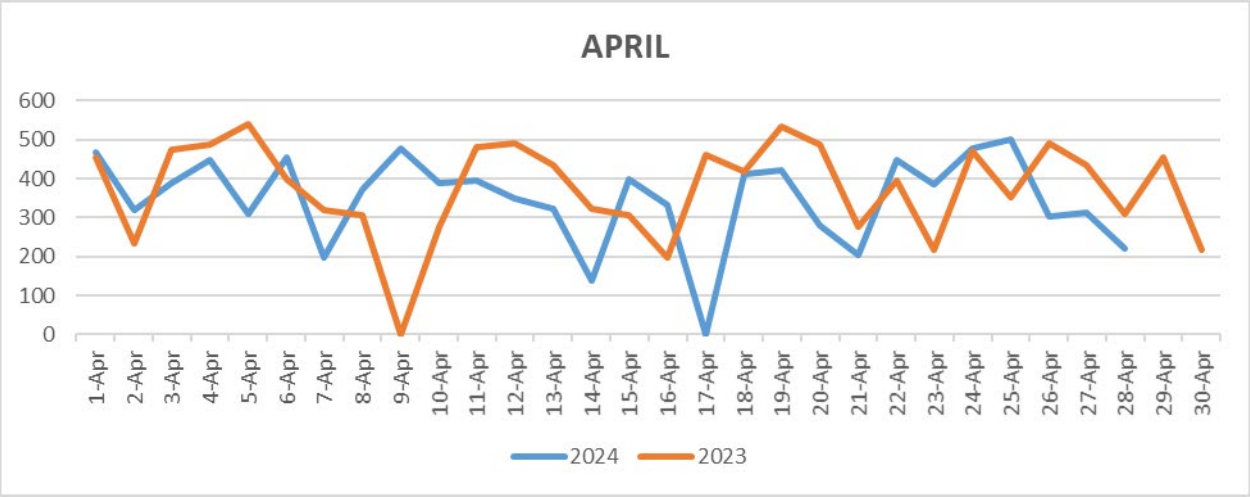
BOOKCLUBS:

- Wed afternoon book club on April 10, Community Room, Selection: The World in a Grain by Vince Beiser. 8 in attendance
- Advised Skaalen book club on selections for the rest of 2024. Resolved list and placed orders for books. Book club is now up to 20 people.
- Completed 2024/2025 order for Wed afternoon book club after tallying votes from book club members.
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club and Fab 4 book clubs now.

STAFF:

- Required staff to watch Circulation Refresher: Policies webinar: Completed.
- Reviewed Niche Academy training again and started organizing the Staff Academy site. Katie and I have reviewed a few of the videos and requested Amy to help, as well.
- Staff took approximately 7000 calls requesting eclipse glasses.

APRIL LIBRARY VISITS: TREND



E.D. Locke Public Library - Monthly Report February

	Feb-24	Mar-24	Mar-23	e Mar 2023-N	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	13,493	15,057	14,717	2%	41,905	41,250	2%
Materials Checked In	10,278	11,594	11,316	2%	31,821	31,743	0%
Curbside Appointments	0	5	4	25%			#DIV/0!
Locker Pickups	0	0	0	0%	0	0	0.00%
New library cards	54	33	62	-47%	138	162	-14.81%
new materials added	443	332	575	-42%	963	1553	-37.99%
Internet use	331	329	268	23%	917	729	25.79%
Average daily pick list	148	192	131	47%	161	130	23.85%
Visitor count	19,195	23,071	22,142	4%	59,061	56,835	3.92%
Wireless Internet use (#users)	1,573	1,597	2,019	-21%	4542	5631	-19.34%
App use	2,738	3,103	2,152	44%	9010	6656	35.37%
Study room use	101	101	73	38%	297	184	61.41%
Meeting room use	48	53	54	-2%	146	153	-4.58%
Reference Questions Answered	243	205	330	-38%	801	1172	-31.66%
Children's Program Participation (in-person)	834	1340	986	36%	3140	2903	8%
Teen's Program Participation (in-person)	178	33	81	-59%	226	200	13%
Adult's Program Participation (in-person)	113	75	32	134%	268	142	88.73%
Adult's Program Participation (on-line)	53	19	0	#DIV/0!	297	0	#DIV/0!
Volunteer hours worked	29	21.5	20.5	5%	52.75	65.25	-19%

HGA

MCFARLAND COMMUNITY CENTER

Core Team Meeting April 23, 2024

WELCOME + MEETING REVIEW

MEETING AGENDA

- Schedule and Milestones *(5 min)*
- Ranking Success Criteria *(10 min)*
- Framework for Design Excellence exercise *(40 min)*
- Cost Estimate Effort Begun *(5 min)*
- Program Updates *(10 min)*
- Precedents/Imagery: Kitchens *(10 min)*
- Floor Plan Updates *(10 min)*
- Breakouts with Departments on individual department layouts
  (1 hour, 15 min ea. Dept)

SCHEDULE | WHERE WE ARE

SCHEDULE | WHERE WE ARE

Next Meeting – Proposed for Tuesday, May 7, 2024

High-level Schedule Milestones

Concept Design: March / April 2024

Conceptual Design Review Package to be issued on May 10

Schematic Design: May / June / July

SD Review Package to be issued on July 26

Design Development: August / September / October

DD Review Package to be issued on November 1

Construction Documents: November / December/ January 2025

CD Review Package to be issued on February 7, 2025

CD Review – February 2025

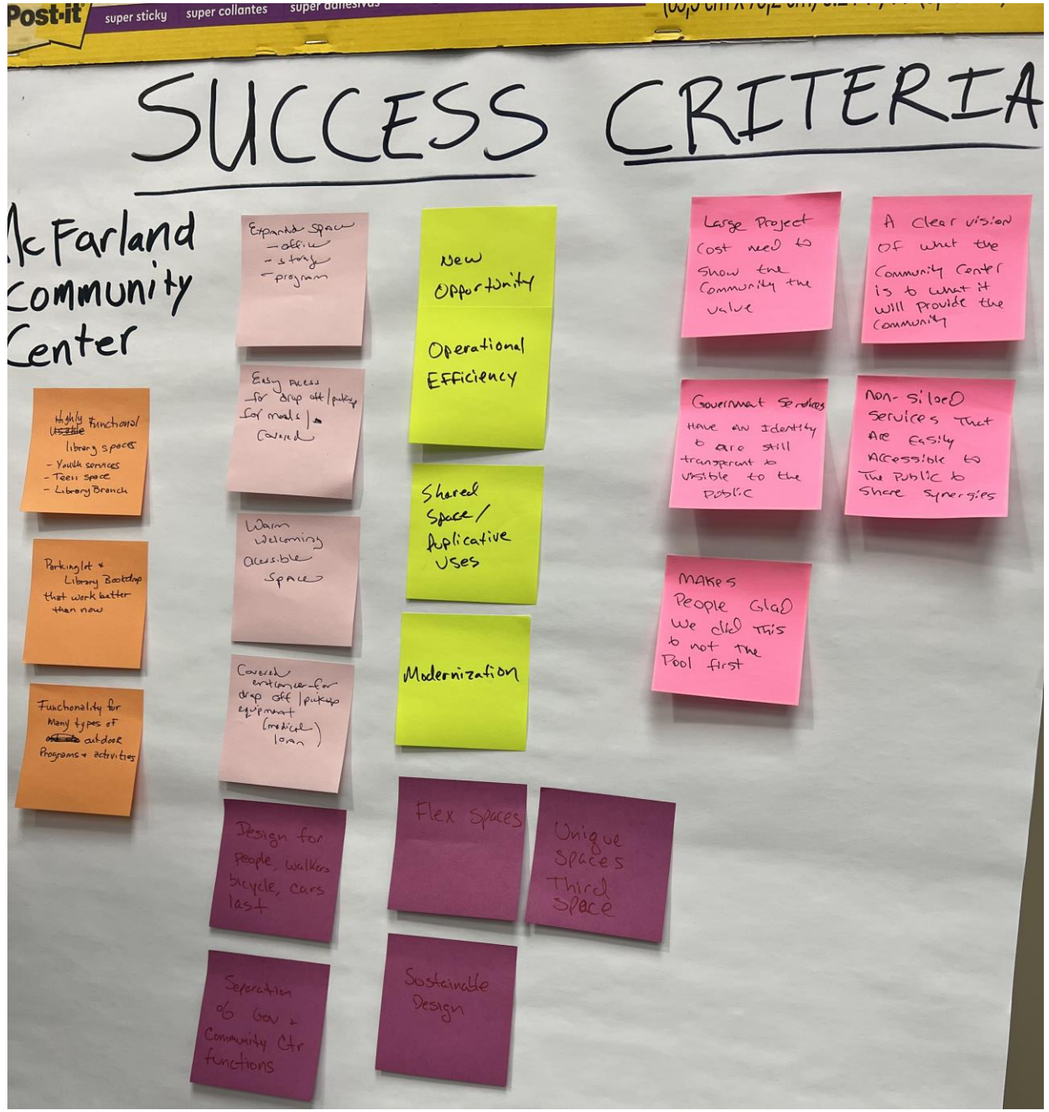
Bidding – March 2025

Start of Construction: Mid- April 2025 (16 – 18 months)

Substantial Completion: September 2026

SUCCESS CRITERIA RANKING

SUCCESS CRITERIA



- WHAT NEEDS TO HAPPEN FOR THIS PROJECT TO BE A SUCCESS?
- WHAT IS THE MOTIVATION FOR THIS PROJECT?
- WHAT ARE THE KEY DRIVERS?

SUCCESS CRITERIA

SUCCESS CRITERIA (APRIL 9)

- Spaces in the building are visible, easy to find and transparent / provide easy public access to services and programs.
- The building provides a separation of government and community center functions.
- The building should be warm, welcoming and accessible.
- There should be vibrant outdoor spaces that are designed for many types of programs.
- Provide operational efficiency with flexible spaces that can be shared by multiple groups.
- Highly functional spaces for each group/program in the building.
- Expandable space that allow offices, programs and storage to grow in the future.
- The building should provide a clear vision of what the community center is and what it provides to the community.
- The building should highlight sustainable design..
- The project must come in on budget and meet the schedule.
- The project should improve the site: provide easy access for people, bikes, and cars – including better access for the library book drop and food deliveries and pick-up.
- Create a great building that shows the community the value/need for this space / prove that this was the right building.

SUCCESS CRITERIA (APRIL 23 UPDATE)

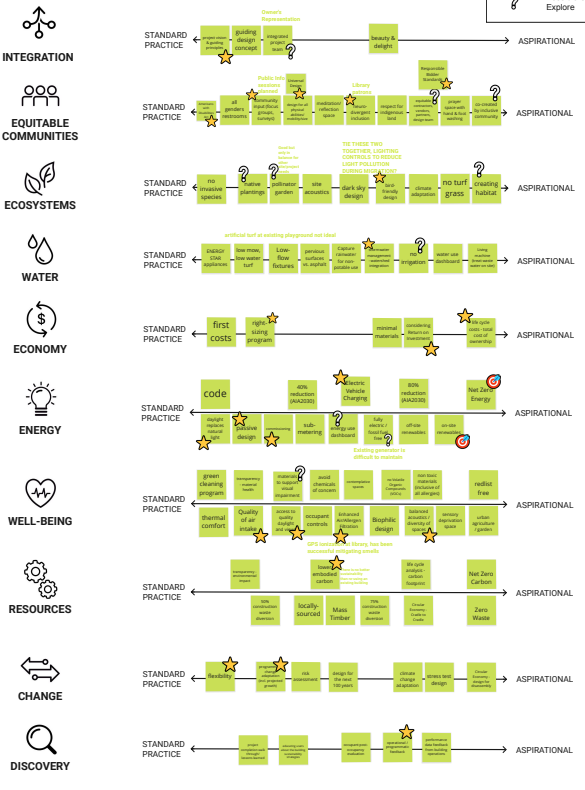
- Spaces in the building are visible, easy to find and provide community access to services and programs.
- The building should be warm, welcoming and accessible.
- Provide operational efficiency with flexible spaces that can be shared by multiple groups.
- Highly functional, technology-driven, expandable spaces that work for all users of the building and support future growth.
- The building should provide a clear vision of what the community center is and what it provides to the community.
- The building should be sustainably designed and achieve net-zero goals.
- The project should improve the site and provide vibrant outdoor spaces with easy access for people, bikes, and cars.
- Create a great building that demonstrates the value and need for this space for the community.

FRAMEWORK FOR DESIGN EXCELLENCE VISIONING SESSION

Framework for Design Excellence

McFarland Community Center

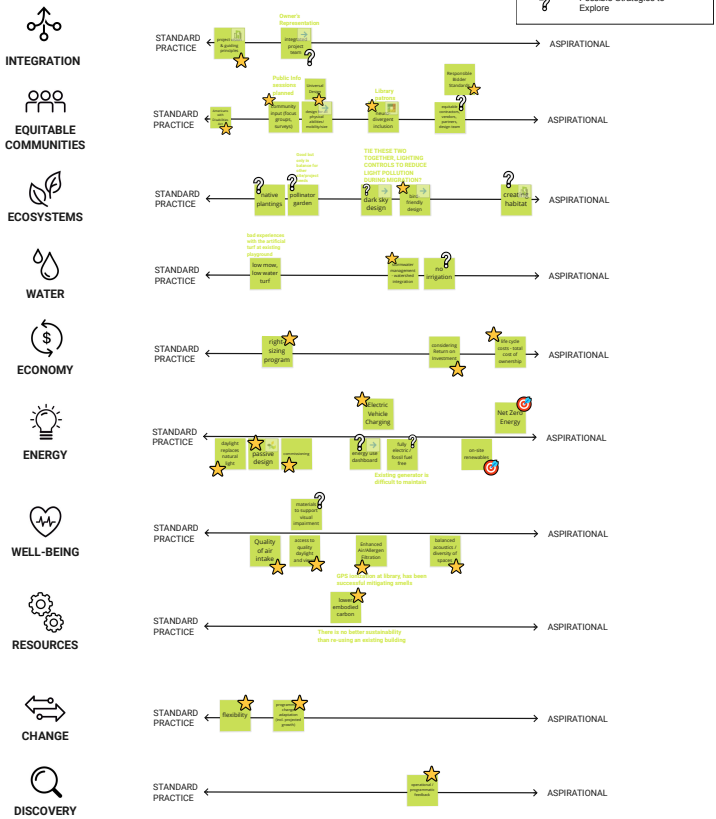
Created 4/23/2024



Framework for Design Excellence

McFarland Community Center (Simplified)

Created 4/23/2024



COST ESTIMATING PROCESS IS KICKED OFF

HGA COST ESTIMATING PROCESS IS KICKED OFF

Initial Areas Under Question or of Concern:

- Interiors
- MEP: HVAC
- Low-Voltage Systems: Audio/Visual
- Site Work
- Contractor Markup %
- Design & Construction Contingency %
- Escalation
- “Soft Costs” like Furniture, Fixtures, & Equipment

PROGRAM

PROGRAM : ADMINISTRATION

Program Space	Quantity	No. of Occupants	NSF/space	Total NSF
ADMINISTRATION				
Admin: Positions				
Village Administrator	1		200	200
Deputy Village Administrator	1		200	200
Clerk	1		180	180
Finance	1		180	180
Human Resources	1		180	180
Admin	1		64	64
Admin	1		64	64
Admin	1		64	64
DEI strategeist	1		180	180
Total Admin Positions				**1,312**

PROGRAM : ADMINISTRATION

Admin: Support Spaces				
Waiting	1		250	250
Absentee Voting Enclosed Area				
Storage	1		170	170
Voting Storage	1		200	200
File Storage	1		200	200
Zoom Room / Phone Booth	1		80	80
Vehicle Garage	1			1300
Parking				
Total Admin Support Spaces				**2,200**

Restrooms				
Gender Neutral	1		70	70
Gender Neutral	1		70	70
Total Restrooms				**140**

PROGRAM : ADMINISTRATION

Communictions: Positions				
Communications Manager	1		120	120
Media Producer	1		120	120
Comms Future Position TBD	1		64	64
Comms Future Position TBD	2		64	128
Comms Future Position TBD	1		64	64
Comms Future Position TBD	1		64	64
Total Communications Positions				**560**

Communications: Support Spaces				
Control Room	1		150	150
Production Storage	1		120	120
Work Area	1		120	120
Production Studio	1		300	300
Server Room	1		100	100
IT Closet	2		80	160
Editing	1		120	120
Storage	1		200	200
Total Communictions Support Spaces				**1,270**

TOTAL ADMINISTRATION	**5,482**

COMMUNITY DEVELOPMENT & ECONOMIC DEVELOPMENT				
Positions				
Director	1		180	180
Community Development Specialist	1		120	120
Building Inspector / Contractor	1		120	120
Commercial Elec Inspector I	1		64	64
Associate Planner	1		120	120
Planner/Zoning Administrator	1		120	120
Building Inspector II	1		64	64
Community Development Clerk (admin)	1		64	64
Open Workstation	1		64	64
Total Positions				**916**
Support Spaces				
Waiting	1		200	200
Files/Reception	1		600	600
Medium Conference Room	1		200	200
Total Support Spaces				**1,000**
TOTAL COMMUNITY& ECONOMIC DEVELOPMENT				**1,916**

PROGRAM : LIBRARY / YOUTH SERVICES

LIBRARY/YOUTH SERVICES

Library/Youth Spaces				
Express Library	1		1200	1200
Storage Room	1		150	150
Work Center Office for Staff	1		300	300
Librarian Offices	2		180	360
Quiet Reading Room	1		320	320
Quiet Room (special needs)	1		320	320
Kitchen/Demo Kitchen	1		300	300
Programming Areas	1		850	850
Total Library/Youth Spaces				**3,800**

TOTAL LIBRARY/YOUTH SERVICES	**3,800**

TOTAL Net SF : DEDICATED SPACES	**16,278.00**
TOTAL Net SF: GENERAL SHARED SPACES	**24,580.00**
TOTAL Net SF: COMMUNITY CENTER + VILLAGE	**40,858.00**
TOTAL GROSS SF (35% grossing factor)	**55,158.30**

PROGRAM : SENIOR OUTREACH

Program Space	Quantity	No. of Occupants	NSF/space	Total NSF
SENIOR OUTREACH				
Case Management				
Director Office	1	1	180	180
Staff Person	1	1	120	120
Volunteer/Outreach Office	1	1	120	120
Case Manager	2	1	180	360
Conference Room (6 People)	1	6	180	180
Admin Assistant	1	1	80	80
Total Case Management				**1,040**

PROGRAM : SENIOR OUTREACH

Nutrition Program				
Dining	1	50	1000	1000
Dining Storage	1		200	200
Nutrition Office	1	1	180	180
Storage	2		200	400
Pantry/Storage	1		300	300
Laundry	1		100	100
Commercial Kitchen	1		500	500
Volunteer Space/Meal Prep	1	2	300	300
Total Nutrition Program				**2,980**

PROGRAM : SENIOR OUTREACH

Health and Wellness				
Coordinator	1		180	180
Loan Closet	1		300	300
Area to clean/sanitize equip	1		100	100
Storage	1		100	100
Restroom	2		80	160
Waiting	1		100	100
Telehealth	1		120	120
Total Health and Wellness				**1,060**
TOTAL SENIOR OUTREACH				**5,080**

PROGRAM : COMMUNITY CENTER SHARED SPACES

Program Space	Quantity	No. of Occupants	NSF/space	Total NSF
SHARED SPACES: COMMUNITY CENTER				
Loading	1		200	200
Indoor Lounge Area	1		700	700
Waiting	1	1	80	80
Classroom	1		1000	1000
Exercise	1		1000	1000
Exercise Storage	1		200	200
Craft Room	1		650	650
Treatment Room	1		150	150
Meeting Room for 220-250	1		2200	2200
Indoor Recreation Space (Fire Truck Garage)	1		7000	7000
TOTAL Net SF : Shared Community Center				**13,180**

PROGRAM : VILLAGE SERVICES SHARED SPACES

Program Space	Quantity	No. of Occupants	NSF/space	Total NSF
SHARED SPACES: VILLAGE SERVICES				
Conference Room A	1		500	500
Medium Conference Room	1		300	300
Village Board/Community Room	1		2000	2000
Shared Work Room	1		300	300
Break Room	1		200	200
Mothers Room	1		100	100
TOTAL Net SF : Shared Village Services				**3,400**
SHELL SPACE				
Shell Space	1		8000	8000
TOTAL SHELL SPACE				**8,000**
TOTAL GENERAL SHARED SPACES				**24,580**

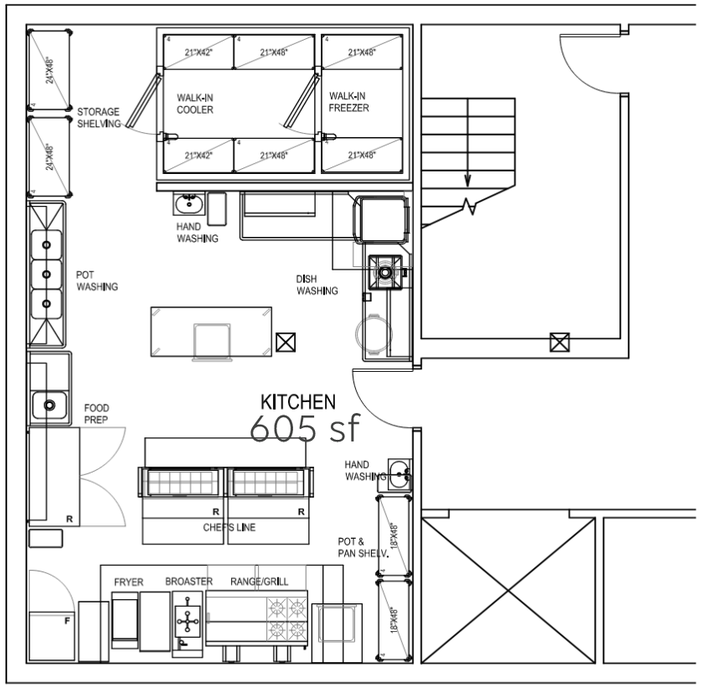
PROGRAM SUMMARY

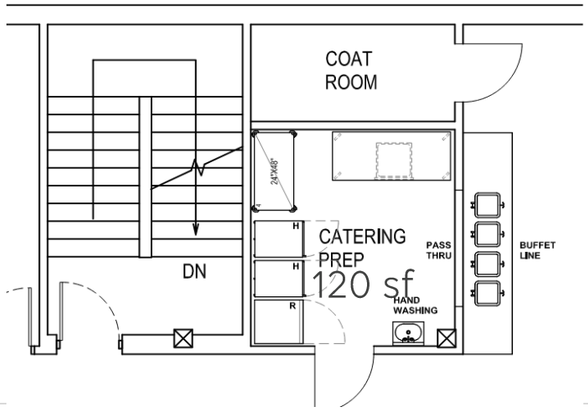
PROGRAM	NSF
Administration	5,482.00
Community & Economic Development	1,916.00
Library/Youth Center	3,800.00
General Shared Use	24,580.00
Senior Outreach	5,080.00
TOTAL NSF	40,858.00
BUILDING GROSSING FACTOR	35%

TOTAL PROGRAM AREA (GSF)	55,158.30

PRECEDENTS | KITCHEN

PRECEDENTS | COMMERCIAL KITCHEN



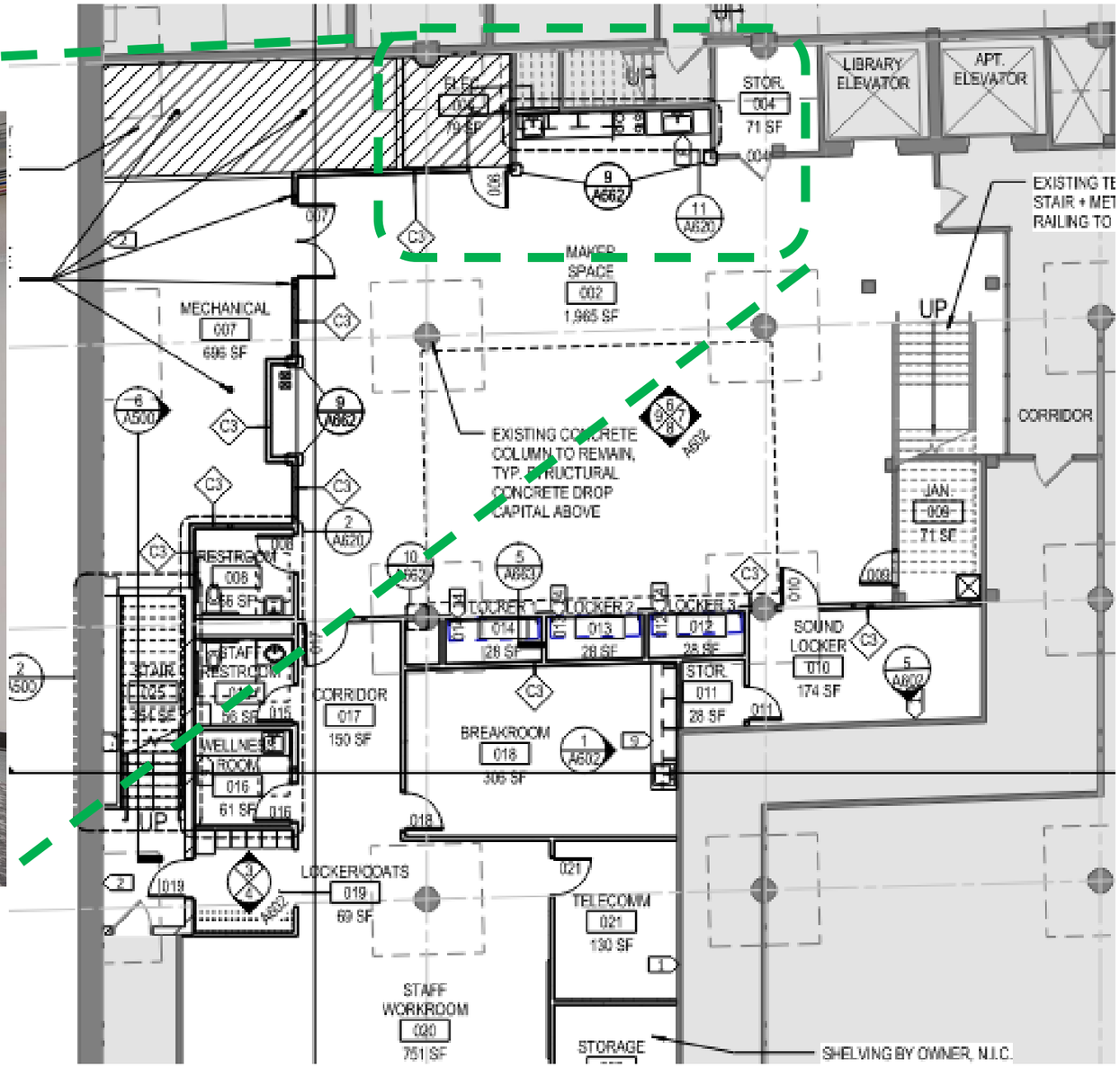


PRECEDENTS | DEMO KITCHEN – CLASSROOM

PRECEDENTS | DEMO KITCHEN

PRECEDENTS | COMMERCIAL KITCHEN

PRECEDENTS | COMMERCIAL KITCHEN



PRECEDENTS | DEMO KITCHEN / CAFE

PRECEDENTS | DEMO KITCHEN - LOBBY

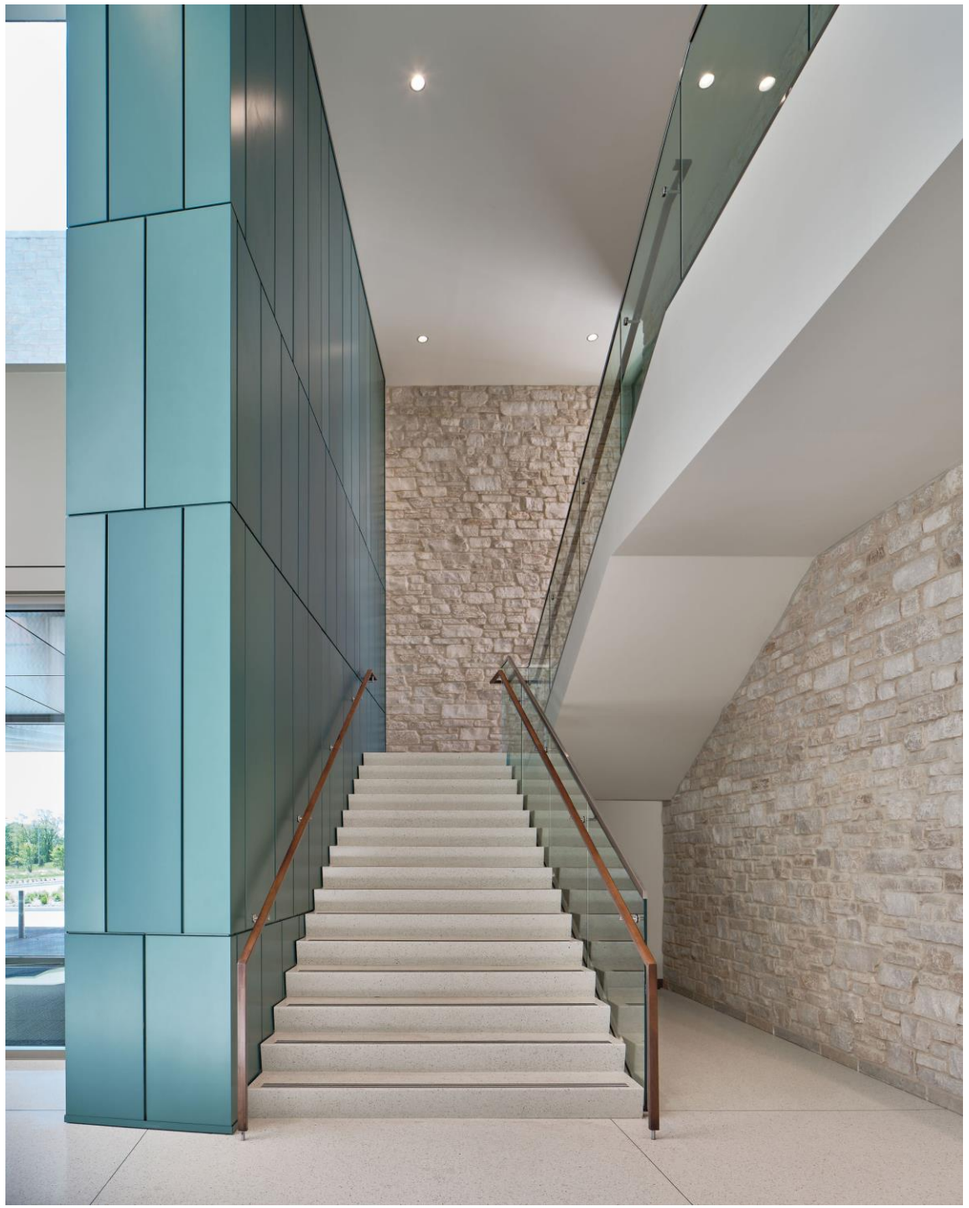
PRECEDENTS | DEMO KITCHEN – CLASSROOM & EVENT

PRECEDENTS | LOBBY

PRECEDENTS | LOBBY

PRECEDENTS | LOBBY

PRECEDENTS | LOBBY



PRECEDENTS | LOBBY

PRECEDENTS | LOBBY

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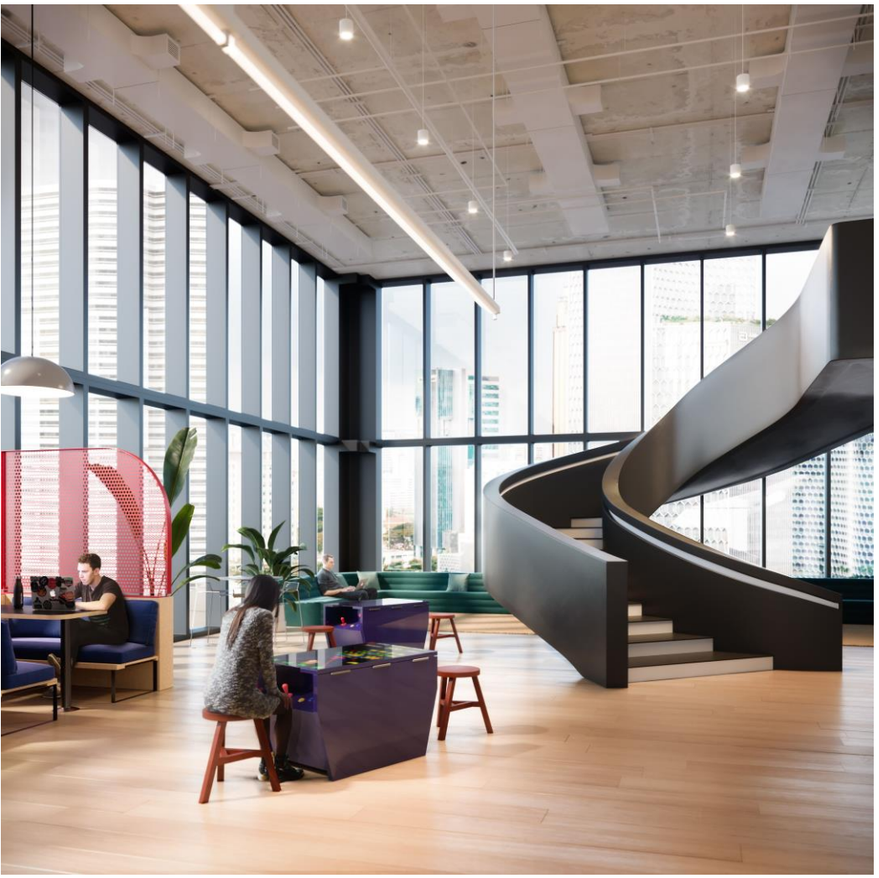
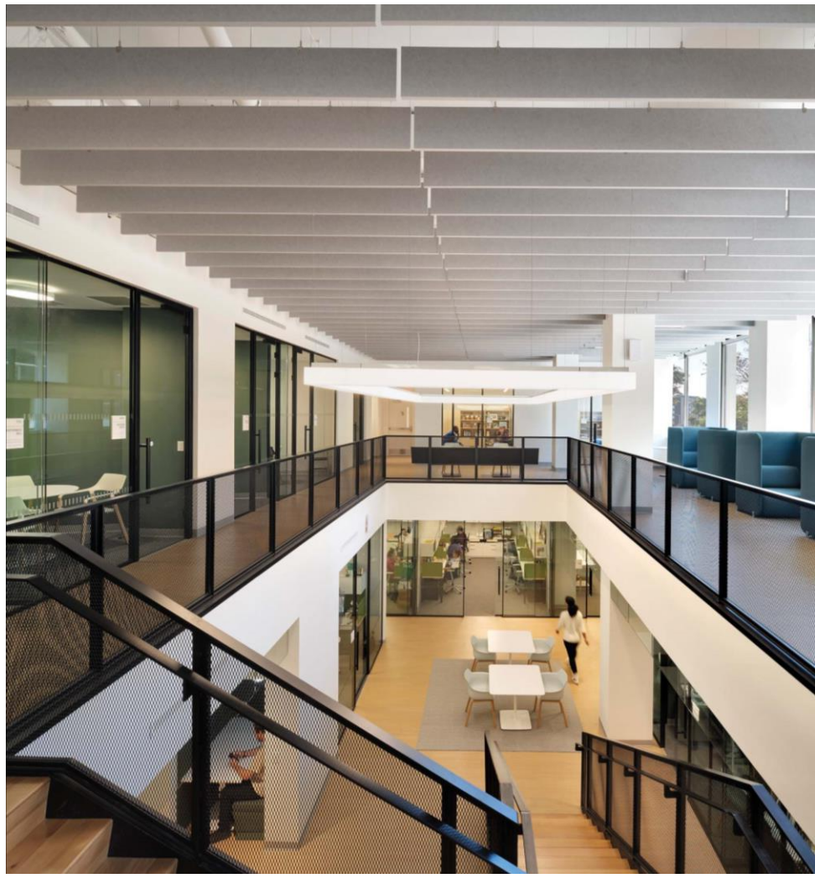
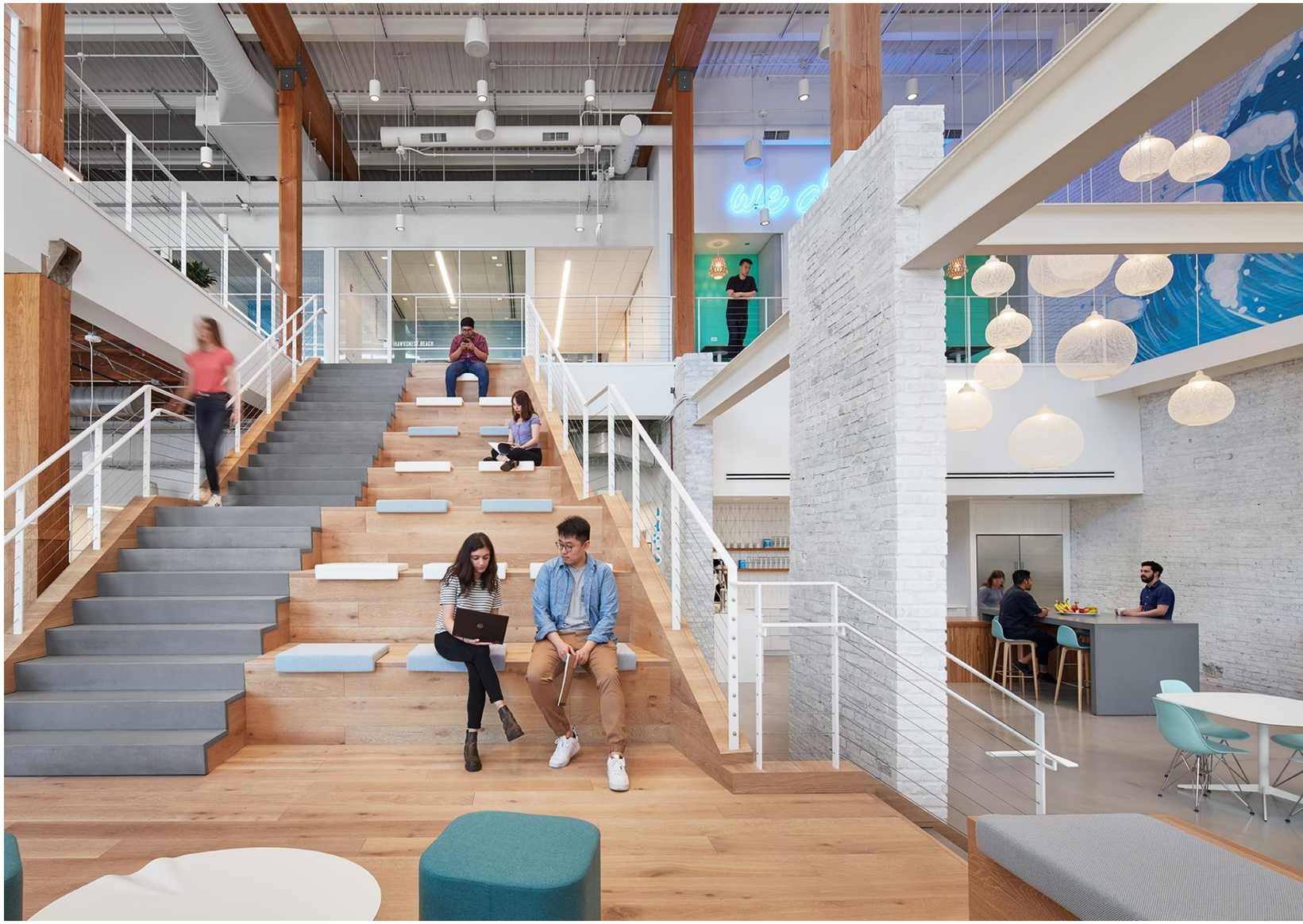




PRECEDENTS | REC SPACES

PRECEDENTS | REC SPACES



PRECEDENTS | REC SPACES

PRECEDENTS | REC SPACES

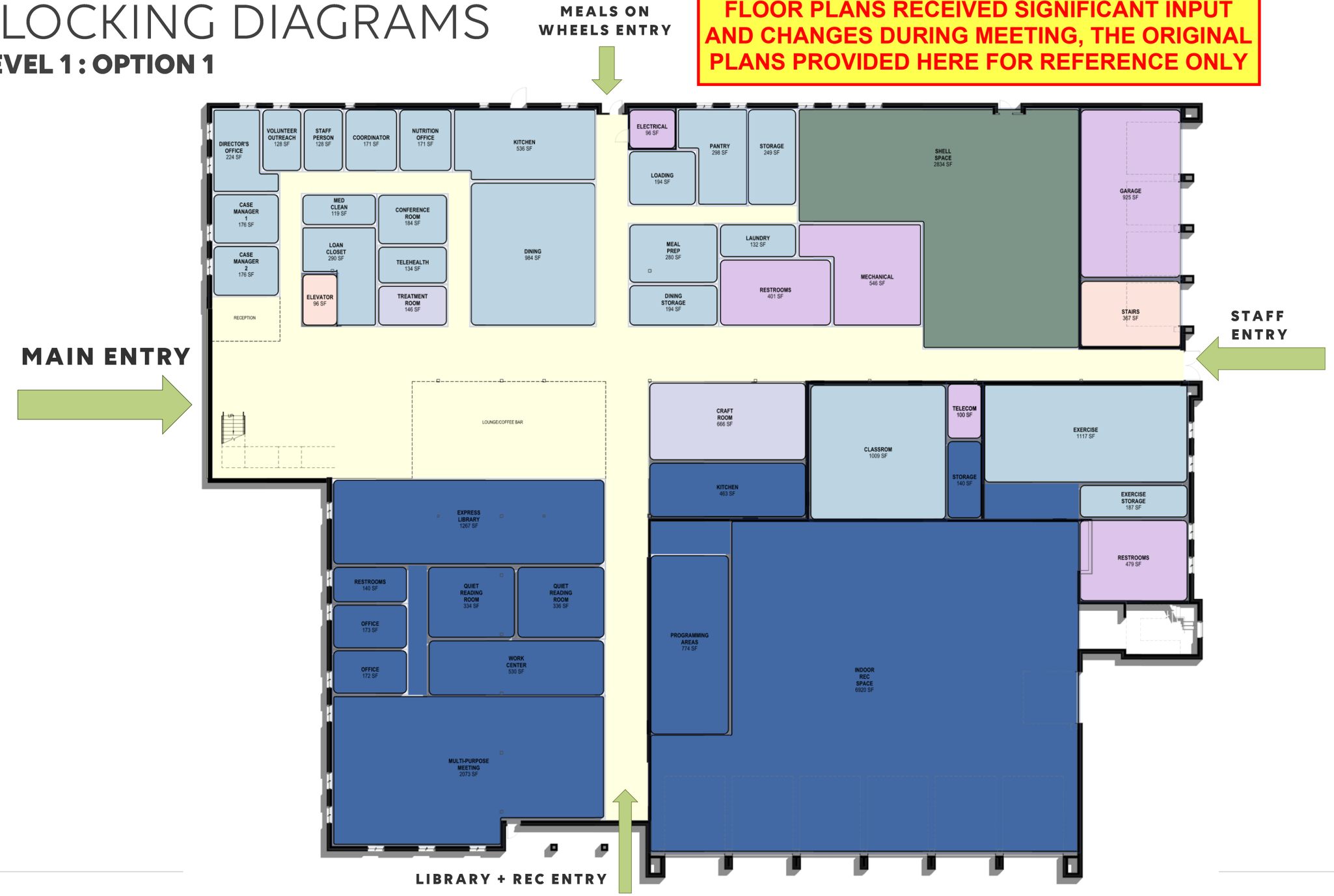
PRECEDENTS | REC SPACES

PLANNING SCHEMES

BLOCKING DIAGRAMS

LEVEL 1 : OPTION 1

FLOOR PLANS RECEIVED SIGNIFICANT INPUT AND CHANGES DURING MEETING, THE ORIGINAL PLANS PROVIDED HERE FOR REFERENCE ONLY



SENIOR OUTREACH

LIBRARY / YOUTH CENTER

ADMIN

COMMUNITY DEV.

UTILITARIAN

SHELL SPACE

SHARED COMMUNITY CENTER

SHARED VILLAGE SERVICES

BLOCKING DIAGRAMS

LEVEL 1 : OPTION 2

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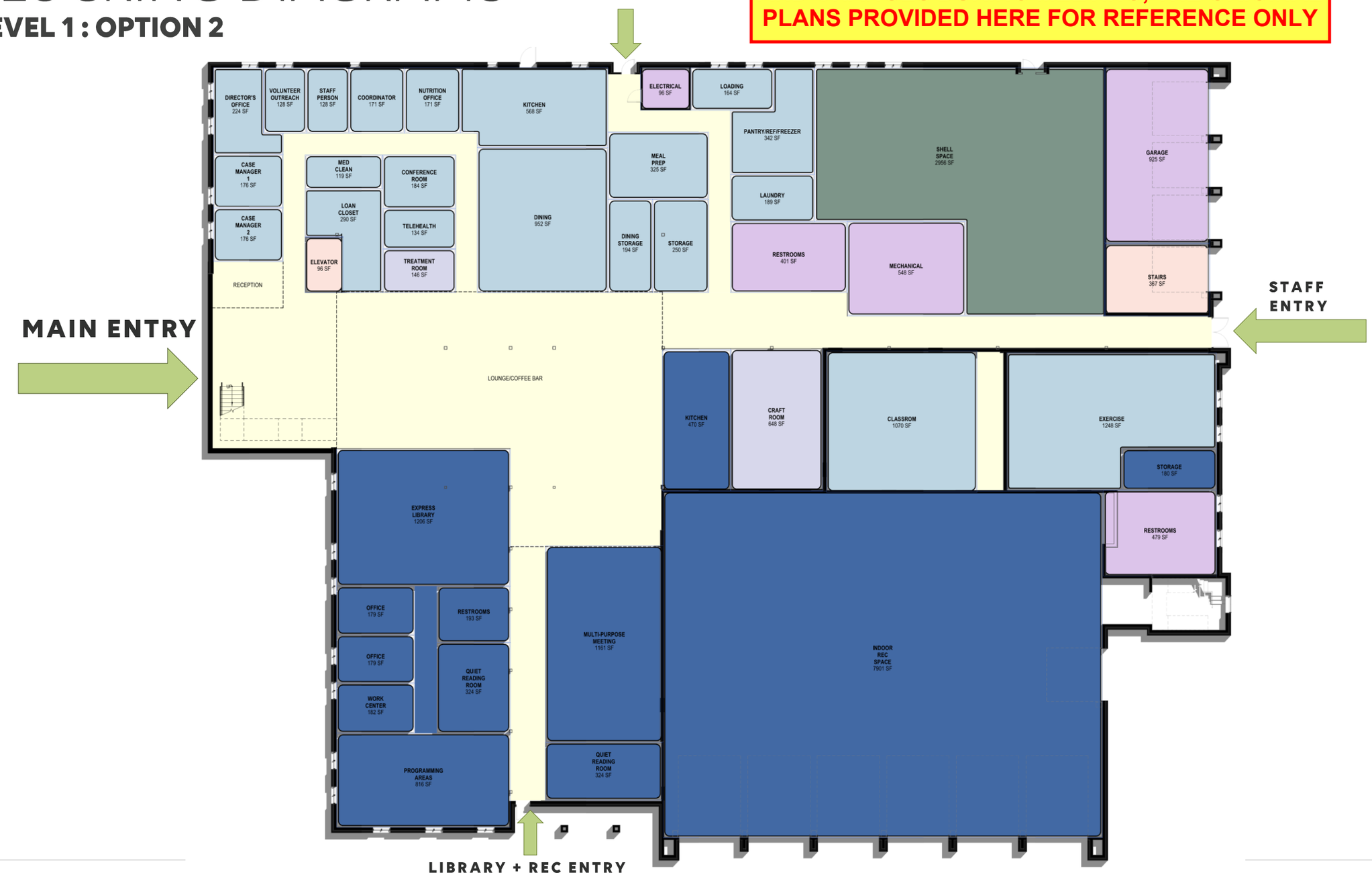


SENIOR OUTREACH

LIBRARY / YOUTH CENTER

ADMIN

COMMUNITY DEV.

UTILITARIAN

SHELL SPACE

SHARED COMMUNITY CENTER

SHARED VILLAGE SERVICES

BLOCKING DIAGRAMS

LEVEL 2 : OPTION 1

FLOOR PLANS RECEIVED SIGNIFICANT INPUT AND CHANGES DURING MEETING, THE ORIGINAL PLANS PROVIDED HERE FOR REFERENCE ONLY

SENIOR OUTREACH

LIBRARY / YOUTH CENTER

ADMIN

COMMUNITY DEV.

UTILITARIAN

SHELL SPACE

SHARED COMMUNITY CENTER

SHARED VILLAGE SERVICES

HGA

E.D. Locke Public Library
Electrical Study
Proposal

twooaksdesign.net

April 25, 2024

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

Two Oaks Design and Consulting is pleased to submit the following proposal for Professional Services to perform and electrical study at the E.D. Locke Public Library located at 5920 Milwaukee Street, McFarland, WI 53558.

Overview

The below statement of work (SOW) will focus on the electrical distribution systems as identified below. The project will provide an Electrical Study to identify system issues related to electrical surges that have been experienced and recommend corrective actions to limit the risk. In addition, the as-built documentation will be analyzed for accuracy and discrepancies noted.

Statement of Work

- Provide an analysis of the surge suppression system and recommend corrective action.
- Provide a budget estimate for each corrective action.
- Perform an onsite visual inspection of the current installed electrical equipment.
- Note existing conditions and identify discrepancies between the as-built documentation.
- Review the outdoor area lighting and provide corrective action.

Deliverables

- Written report narrating:
    - The issues and corrective action related to surge suppression.
        - Budget estimate for corrective actions
    - Existing electrical distribution and discrepancies between as-built documentation. Identify installation deficiencies based on current code and installation practices.

Assumptions and Clarifications

- Review of any systems that are not outlined above.
- Testing, scheduling or coordination of work by other trades.
- Maintenance forecasting.
- Re-design/engineering of existing systems if required is not included but available under a separate statement of work.
- Drawing and submittal updates are not included but can be provided under a separate SOW.
- Live diagnostics of existing electrical equipment is excluded.

Project Extended Budget

- $3,325

Terms

The terms of our proposal are as follows:

- Invoices are due 30 days after the receipt of the invoice.

We are interested in embarking on this project with you. We will work together and adapt/adjust this framework as appropriate. We are looking forward to developing this relationship and a successful project.

Two Oaks Design and Consulting, LLC

Jeremiah Prince – Founder/Design Engineer
608-239-0907
jprince@twooakdesign.net

April 29, 2024

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

Re: Electrical Systems Study
JDR Proposal No. P240106

Dear Heidi:

Thank you for the opportunity to submit an engineering proposal for the Electrical Study for the E.D. Locke Public Library located in McFarland, WI.

This proposal is based on the following assumptions and as outlined in the following scope of services:

General Project Information:

- Project includes review, evaluation, and recommendations related to the Electrical surge suppression system serving the E.D. Locke Public Library.
- Engineering services shall include a study/facility assessment of the existing Electrical surge suppression system currently installed and serving the facility. The deliverable associated with this proposal includes an evaluation of the existing Electrical system, recommendations for repair, modification, and/or replacement, and the associated cost estimates.
- This proposal is based on the email dated 3/27/2024 with regards to concerns related to surge suppression in the facility as follows;
    - Provide an analysis of the surge suppression system and recommend corrective action.
    - Provide a budget estimate for each corrective action.
    - Perform an onsite visual inspection of the current installed electrical equipment.
        - JDR to solicit the assistance of 1901/Erik Halverson as part of the onsite exploration. Compensation for 1901 has been included in this proposal.
    - Note existing conditions and identify discrepancies between the as-built documentation.
- The JDR Engineering Design Team is proposed to consist of the following staff:
    - Mike Klubertanz, DE, LC (Partner) – Project Manager
    - Brian Fuller, P.E. – Senior Electrical Engineer

General Design Services shall include the following:

- Conduct review of existing documents (if available) to understand the systems and existing design.
- Conduct site survey(s) to review existing conditions.
- Attend virtual meetings with Library Staff.
- Provide a final review copy of the study (95%) to the owner's representatives for review and comment prior to the final issuance.
- Communicate and coordinate with owner's service contractor, 1901, Inc., as required to understand ongoing maintenance, performance, and operational issues.

Assumptions:

- Copies of existing drawings (if available) will be furnished for reference.
- Proposal excludes final engineering design. A separate proposal can be provided to include final design documents suitable for state plan review, competitive bidding, and construction. Proposal will be based upon final direction determined following this study phase.

We propose to provide engineering services at the following lump sum fee:

***Electrical*.....$ 5,260**

I will be the project manager. Please contact me with all information concerning the project schedule, meeting dates, requests for information, and project directives.

The following Project related expenses are included in the base fee proposal:

- Expense of plotting and reproduction of Drawings and Specifications and other documents associated with the Project.

The JDR Engineering, Inc. Standard Terms and Conditions (copy attached) should be considered a part of this proposal. If this proposal and these terms and conditions are acceptable, please sign and return one copy.

JDR Engineering requires a signed proposal, contract, or written authorization to proceed prior to performing services on projects. The undersigned individuals acknowledge that they are authorized to sign on behalf of and bind their respective employers to the terms and conditions of this agreement.

Please note that the proposed engineering fees contained in this proposal are valid for 60 days from the date of this proposal.

Please call me if you have any questions regarding our proposal. We look forward to working with you on this project.

Sincerely,

JDR ENGINEERING, INC.
CONSULTING ENGINEERS

Michael J. Klubertanz, DE, LC
Partner – Director of Electrial Engineering
mjk

Attachment: Standard Terms and Conditions

ACCEPTED BY:

_____
(Signature)

_____
Name (please print)

_____
Title (please print)

JDR ENGINEERING, INC.: TERMS AND CONDITIONS

1. **Services.** JDR Engineering, Inc., a Wisconsin corporation ("JDR"), will perform the services set forth in its proposal attached hereto, for the benefit of the party named therein (the "Client"), which provides that these Terms and Conditions are made a part thereof.

2. **Compensation.** In consideration of the services performed by JDR, Client shall pay JDR as provided in the proposal. Client is responsible for reimbursable expenses incurred, including, but not limited to, travel, mileage, printing and CAD services.

3. **Access to Site.** Unless otherwise stated, JDR will have access to the site for activities necessary for the performance of the services. JDR will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.

4. **Terms of Payment.** Invoices will be sent no more often than monthly for the services performed and the expenses incurred for this job, during the preceding monthly period. Client should pay the full amount of the invoice within 30 days of the invoice date. If Client fails to make any payment due JDR within 30 days of the invoice date, the amount due JDR shall include a finance charge at the rate of 1.5% per month, calculated from the 30th day after the date of the invoice. Client will pay JDR's reasonable expenses of collection, including without limitation, attorneys' fees and court costs.

5. **Indemnification.** Client shall, to the fullest extent permitted by law, indemnify and hold harmless JDR, its officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under the proposal, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of JDR.

6. **Force Majeure.** JDR shall not be liable for any loss or damage due to failure or delay in rendering any service called for under the proposal resulting from any cause beyond JDR's reasonable control.

7. **Independent Contractor.** It is agreed between the parties that employment by Client of construction contractors, or subcontractors to construct work and perform maintenance constitutes them independent contractors and as such they are completely responsible to Client for the performance of their contracts, and maintaining the construction schedules. It is further agreed that these construction organizations are solely responsible for the methods and detailed sequences of construction and for safety precautions incident thereto. The presence of a JDR project manager at the work site will not relieve the construction contractor of these responsibilities.

8. **Information for the Sole Use and Benefit of Client.** All opinions and conclusions of JDR, whether written or oral, and any plans, specifications or other documents and services provided by JDR are for the sole use and benefit of Client and are not to be provided to any other person or entity without the prior written consent of JDR. Nothing contained herein shall create a contractual relationship with or a cause of action in favor of any third party against either JDR or Client.

9. **Insurance.** Where Client requires that project construction contractors or subcontractors provide liability insurance, Client shall require such contractors or subcontractors to name JDR as an additional insured. Client shall require contractors and subcontractors to submit certificates evidencing proof of such coverage directly to JDR at 5525 Nobel Drive, Fitchburg, Wisconsin 53711.

10. **Patents.** JDR shall not conduct patent searches in connection with its services under the proposal and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in the proposal or these Terms and Conditions shall be construed as a warranty or representation that anything made, used or sold arising out of the services performed under the proposal will be free from patent or copyright infringement.

11. **Termination of Contract.** Either party may at any time, upon seven days' prior written notice to the other party, terminate the work described in the proposal. Upon such termination, Client shall pay to JDR all amounts owing under the proposal for all work performed up to the effective date of termination, plus reasonable termination costs. Reasonable termination costs shall include, but not be limited to, the cost of terminating any contracts, leases or other obligations incurred by JDR in connection with the services set forth in the proposal.

12. **JDR's Right to Suspend its Services.** In the event that Client fails to pay JDR the amount due on any invoice within 60 days of the date of the invoice, JDR may, after giving seven days' written notice to Client, suspend its services until payment in full for all services and expenses is received.

13. **Instruments of Service.** JDR's Instruments of Service, which include drawings, specifications and other documents prepared by JDR, are for use solely with respect to this project, and unless otherwise provided, JDR shall be deemed the author and initial owner of these documents. Upon JDR's receipt of full payments as required herein, the Owner shall receive ownership of the property rights in the Instruments of Service, except that copyright rights shall remain vested in JDR. JDR grants Client, a nonexclusive license to reproduce and use JDR's Instruments of Service, and to make changes, corrections or additions to the Instruments of Service, solely for purposes of constructing, using and maintaining this project, provided that Client shall comply with all obligations, including prompt payment of sums when due. Subject to Client's compliance with such obligations, such license shall extend to those parties retained by Client with respect to the project. If and upon the date JDR is adjudged in default hereunder, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting Client to authorize others to reproduce and use JDR's Instruments of Service, and to make changes, corrections or additions to the Instruments of Service, solely for purposes of completing, using and maintaining the project. In the event Client and JDR fail to agree on terms for any subsequent agreement needed for completion, use or maintenance of the project, JDR shall be deemed to be in default hereunder for purposes of the foregoing sentence.

14. **Estimated Costs.** Any "estimated costs" contained in the proposal, represents JDR's best judgment as a design professional familiar with the industry. It is recognized, however, that neither JDR nor Client has control over the costs of labor, materials or equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, JDR cannot and does not warrant or represent that bids or negotiated prices will not vary from the cost estimates prepared by JDR.

15. **Payments Marked "Paid In Full".** JDR may accept letters, checks, or other types of payments showing "payment in full" or using other language to indicate satisfaction of Client's debt, without waiving any of its rights to receive full payment hereunder. Satisfaction of Client's debt for less than the full amount requires a written agreement, signed by one of JDR's authorized employees.

16. **Governing Law.** The attached proposal and these Terms and Conditions shall be governed by the laws of the State of Wisconsin.

17. **No Assignment.** Neither party shall assign its rights, interests or obligations under the proposal or these Terms and Conditions without the express written consent of the other party. Any assignment made without such written consent shall be void; however, such consent shall not be unreasonably withheld.

18. **No Waiver.** The failure of either party to enforce, at any time, the provisions of the proposal or these Terms and Conditions shall not constitute a waiver of such provisions or the right of JDR or Client at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

19. **Services to be Furnished by Client.** Client shall, at no cost to JDR:
    a. Provide all data and information in its possession as may be required by JDR to perform the services set forth in the proposal.
    b. Provide access to the work site so that JDR's employees may perform the work under the proposal without interference.
    c. Designate a person to act as its representative, who shall have complete authority to transmit instructions, receive information, and interpret and define its policies and decisions with respect to the services under the proposal.

d. Give prompt notice to JDR should it observe or otherwise become aware of any defect in the services provided by JDR.
e. Furnish to JDR, prior to any performance by JDR, a copy of any engineering, design, and construction standards, which it shall require, JDR to follow in its performance of services under the attached proposal.

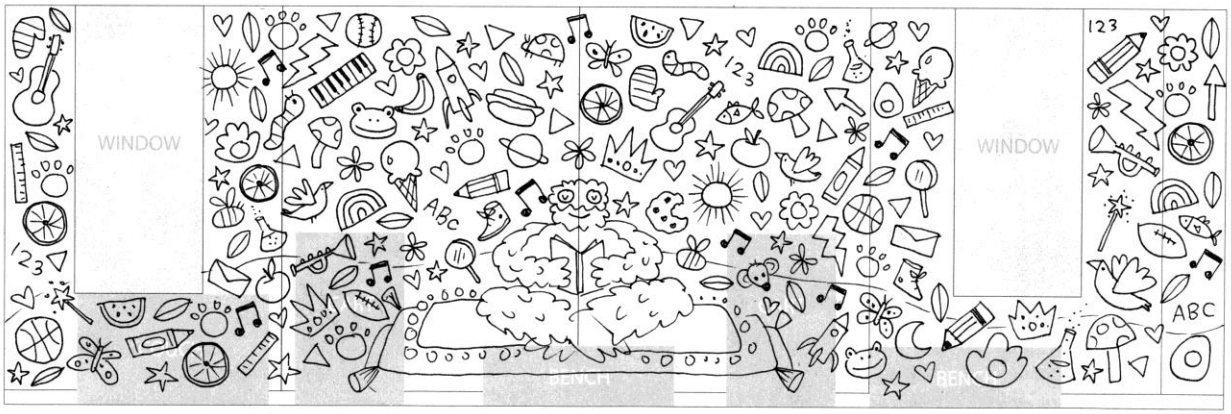
20. Certificates, Guarantees, and Warranties. JDR shall not be required to execute any document that would result in JDR certifying, guaranteeing or warranting the existence of any conditions.

21. Limit of Liability. JDR will perform its professional services hereunder by the exercise of due care and skill in accordance with applicable professional standards for services of this type under these circumstances. To the fullest extent permitted by law, the total liability, in the aggregate, for JDR and JDR's officers, directors, partners, employees, agents, and independent professional associates and consultants, and any of them to Client and anyone claiming by, through, or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or these Terms and Conditions and the proposal from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or breach of warranty of JDR or JDR's officers, directors, partners, employees, agents, and independent professional associates and consultants, or any of them, shall not exceed the total limit of the fee proposed by JDR for these services.

22. Lien Notice. 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 THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH 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/HER LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

23. Entire Agreement. The attached proposal and these Terms and Conditions, upon their acceptance by Client, shall constitute the entire and integrated understanding between the parties and supersede all prior and contemporaneous negotiations, representations and agreements, whether written or oral, with respect to the subject matter herein. These Terms and Conditions and the proposal may not be amended by Client issuing a purchase order containing additional contradictory terms. The attached proposal and these Terms and Conditions may be amended only by written instrument signed by JDR and Client.

* * *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New Non-Fiction
New Fiction
ALMOST EVERY-THING
Picture Books

EXPLORE
DISCOVER
DREAM

WINDOW
WINDOW

The E. D. Locke Public Library, in accordance with its mission and vision, offers programs and events to people of all ages in the McFarland community for informational, recreational, educational, and cultural opportunities.

The library seeks to include a variety of programming options in different formats (for example: in-person, virtual, passive, etc…) representing a diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives.

This policy serves to provide library staff with guidelines to assist in the development of library programs, events, and virtual offering. It is also intended to inform the public about principles and criteria by which programs are selected.

Planning and Implementation

Selection and planning of library programs and virtual offerings is the responsibility of the staff of the E. D. Locke Public Library. Selection and planning of library programs and exhibits will be based on the interests and needs of the community and is subject to staff, budget, and space availability.

The public may recommend programs, events, virtual offerings, or partnerships. The director retains the authority to reject or approve any recommendations.

The library may partner with other agencies, organizations, businesses, and individuals provided the programs and exhibits are compatible with the Library's mission and vision.

Library sponsorship of a program does not constitute an endorsement of the content of the program or exhibit. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the E. D. Locke Public Library.

Library Programs must be non-commercial in nature. While organizations, business, and individuals may offer their expertise on topics of interest at no charge, they may not actively promote themselves during a program. Information about the organization may be made available by request or on a table for participants. Presenters may not actively solicit participants' contact information.

Performers, presenters, and exhibitors may be allowed to sell items that are directly related to the event such as books or music recordings with advance permission from the staff member planning the event or the library director.

All library programs must be open to the public at no charge, unless they are a fundraiser for the E. D. Locke Public Library or the Friends of the McFarland Library. Only library sponsored or cosponsored programs may involve monetary solicitation, sale of items, or fundraising activities.

The E. D. Locke Public Library recognizes that some programs may be deemed in appropriate or offensive by some patrons. Library programs will not be excluded topics solely on the grounds that they may be controversial.

Outreach Programming

Outreach programming will be developed with consideration for the principles of accessibility, equity, and inclusiveness, and will contribute to extending the library's safe, supporting, and welcoming environment beyond the physical library facility. While reasonable accommodations will be made to ensure outreach programs are accessible to all who wish to attend and participate, access to and availability of facilities and services at a partner location outside of the library are subject to that partner's policies and procedures and facility or service accessibility and availability.

All outreach programming held outdoors is weather dependent and may be postponed, rescheduled, relocated, or cancelled, sometimes with minimal notice. Rescheduling an outreach program is dependent on staff and facility availability.

Attendance

Attendance at programs may be drop-in, registration, or ticketed. Registration and tickets will be made available on a first-come, first-served basis. In the case of tickets, patrons must pick tickets up in person. Staff are unable to hold tickets for patrons who call into the library. Attendance at drop-in programs may be limited when safety or the success of a program requires it.

Program may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.

Participants consent to be photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.

To request sign language interpretation or other accommodation, please contact the library at least two weeks before the event.

Virtual Programs and Events

In order to reach the greatest number of patrons, the library may offer virtual programs. Virtual options for in-person programs are offered at the discretion of library staff. Virtual options maybe limited depending on library staffing or the preferences of the performer.

Patrons attending library virtual programs are expected to adhere to the E. D. Locke Public Library Appropriate Patron Behavior Policy while in attendance. Failure to do so during may result in their immediate removal from the program. Depending on the severity of the violation, individuals may also be banned from attending some or all future library virtual programs.

Patrons are required to use their own equipment to attend library virtual programs. While the E. D. Locke Public Library will make an effort to use a virtual platform that will be compatible with a wide array of hardware and operating systems, the Library makes no guarantee that every patron will be capable of accessing library programming virtually using their own equipment or internet connection. While the library will make a reasonable effort to ensuring the digital security of its virtual events, patrons attending understands that all online activity comes with some risk and agrees the library is not liable for emotional or financial damages that may result from attending a library virtual program.