VILLAGE OF MCFARLAND

Library Board

NOTICE OF PUBLIC MEETING

Monday, June 3, 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 May 6, 2024 meeting.
   b. Motion to approve the May invoices

4. INFORMATION ITEMS
   a. Budget Update
   b. Director's Report
   c. Monthly Statistical Report
   d. Community Center

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Library Planning- Expansion, Renovation, and the Community Center Branch
   b. Program Policy
   c. Quote for lighting control surge suppression
   d. Contract for Rachel Arndt

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, May 6, 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, Ken Machtan, Mona Nelson, Evan Richards, Peter Sobol

Members not present: Staci Fritz, Karin Mandli

Staff Present:Heidi Cox, Library Director

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3. ACTION ITEMS

a. *Motion to approve the minutes of the April 1, 2024 meeting.*
Motion by Member Evan Richards, second by Member Mona Nelson, to approve the minutes of the April 1, 2024 meeting with one change (correct misspelling in item 5c). Motion carries 5 - 0 - 0 by acclamation.

b. *Motion to approve the April invoices*
Motion by Member Peter Sobol, second by Village Trustee Luke Fessler, to approve the April invoices Motion carries 5 - 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. *Electrical system Study Proposals*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve Electrical system Study Proposal from Two Oaks not to exceed $4825.00 Motion carries 5 - 0 - 0

by acclamation.

b. *Children's Area mural*
Motion by Member Mona Nelson, second by Member Peter Sobol, to approve option Children's Area mural Motion carries 5 - 0 - 0 by acclamation.

c. *Program Policy*

6. ADJOURNMENT

Motion by Village Trustee Luke Fessler, second by Member Mona Nelson, to adjourn at 5:56

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

May 2024 Invoices

Vendors	Sum of Amount	Description
AMAZON CAPITAL SERVICES	$720.89	CDs, DVDs, Office Supplies
AVANT GARDENING & LANDSCAPING	$1,752.71	Landscape Maintenace
BECKER-BLEY, LANE	$29.00	Lost Book Refund
COLLABORATIVE SUMMER LIBRARY PROGRAM	$285.41	SRP Supplies
CORPORATE BUSINESS SYSTEMS	$388.76	Copier Lease
DEMCO INC	$245.06	Library Supplies
INGRAM LIBRARY SERVICES	$4,110.34	Books
MICROMARKETING LLC	$422.40	Audio Books
PENS.COM	$960.90	5K Supplies - Backpacks
PROTECTION TECHNOLOGIES	$425.00	Fire Panel Maintenance
SCHILLING SUPPLY COMPANY	$323.92	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	$718.29	RFID Tags
US CELLULAR	$43.75	Library Cell Phone
VESTIS LLC	$241.32	Mat Rental
ZEN ED WELLNESS	$175.00	Program Fees
(blank)		
Grand Total	**$10,842.75**	

2024 Budget Update

REVENUES									
		Budget Amount	March Estimated	April Estimated	May 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	100.00%		
County Library Aids	**43720**	$ 352,250.00	$ -			$ 352,144.01	99.97%		
Library Fines	**45190**	$ -	$ -			$ 5.30			
Interest	**48100**	$ 2,000	$ 4,782.10			$ 16,991.72	849.59%	42%	
Library Fees	**46710**	$ 2,000	$ 335.72	$ 323.82		$ 1,271.85	63.59%	42%	$ 833.33
		$ 1,124,250.00	**$ 5,117.82**	**$ 323.82**	**$ -**	$ 1,138,412.88	**101.26%**	42%	
Expenditures									
Salaries	110	$433,500.00	$ 28,776.00	$ 28,698.74	$ 29,814.29	$144,841.71	33.41%	42%	$ 180,625.00
Part-time	120	$209,000	$ 14,068.39	$ 14,825.50	$ 14,579.43	$72,754.85	34.81%	42%	$ 87,083.33
Health Insurance	130	$122,000	$ 4,352.94	$ 9,018.02	$ 9,287.23	$41,371.04	33.91%	42%	
Retirement	131	$36,000	$ 2,299.55	$ 2,374.50	$ 2,573.70	$11,798.70	32.77%	42%	$ 15,000.00
SS/Medicare	132	$49,250	$ 3,177.11	$ 3,172.46	$ 3,259.56	$16,026.58	32.54%	42%	
Other Benefits	135	$2,500	$ 43.88	$ 87.75	$ 87.75	$394.88	15.80%	42%	
Expense Reimbursement	141	$ -		$ -		$0.00	#DIV/0!	42%	
Total Personnel		**$852,250.00**	**$52,717.87**	**$58,176.97**	**$6.42**	**$287,187.76**	**33.70%**	42%	**$ 355,104.17**
Support Services	210	$ 12,000	$ 324.99	$ -	$ -	$ 619.99	5.17%	42%	$ 5,000.00
Consulting Services	211	$ 48,750	$ 112.00	$ -	$ -	$ 48,644.00	99.78%	42%	$ 20,312.50
Utilities	220	$ 40,000	$2,446.18	$2,790.76	$2,446.18	$ 12,908.54	32.27%	42%	$ 16,666.67
Communication	221	$ 5,750	$368.30	$675.52	$535.98	$ 2,679.90	46.61%	42%	$ 2,395.83
Equipment Maintenance	240	$ 9,000	$ 3,342.28	$ 154.73	$461.83	$ 7,658.03	85.09%	42%	$ 3,750.00
Facility Maintenance	242	$ 23,250	$ 492.51	$ 17,577.63	$1,810.83	$ 25,830.99	111.10%	42%	$ 9,687.50
Other Contractual Services	290	$ -	$ -	$ -		$ -	0.00%	42%	$ 9,687.50
Total Services		**$ 138,750.00**	**$ 7,086.26**	**$ -**	**$ 5,254.82**	**$ 98,341.45**	**70.88%**	42%	**$ 67,500.00**
Office Supplies	310	$ 9,000	$ 238.91	$ 196.91	$ 343.84	$ 2,159.70	24.00%	42%	$ 3,750.00
Postage	311	$ 250	$ 4.62	$ 4.62		$ 293.44	117.38%	42%	$ 104.17
Dues	320	$ 750	$ -	$ -		$ 155.00	20.67%	42%	$ 312.50
Meeting Expenses	330	$ 1,000	$ 8.99	$ 25.77		$ 49.73	4.97%	42%	$ 416.67
Training Expenses	331	$ 3,250	$ -	$ 300.00		$ 1,376.00	42.34%	42%	$ 1,354.17
Operating Supplies	340	$ 5,500	$ 647.85		$ 323.92	$ 2,387.67	43.41%	42%	$ 2,291.67
Technology	342	$ 32,000	$ 550.50	$ 1,020.40		$ 17,606.46	55.02%	42%	$ 13,333.33
Collection - Print	344	$ 60,000	$ 2,150.92	$ 2,706.65	$ 3,472.64	$ 19,210.28	32.02%	42%	$ 25,000.00
Collection - AV	345	$ 12,500	$ 559.00	$ 285.33	$ (319.06)	$ 1,461.26	11.69%	42%	$ 5,208.33
Library Miscellaneous	390	$ -		$ -		$ -	0.00%	42%	$ -
Programming	391	$ 9,000	$ 2,310.79	$ 6.46	$ 1,496.02	$ 5,371.84	59.69%	42%	$ 3,750.00
Other Total		**$ 133,250.00**	**$ 6,471.58**	**$ 4,546.14**	**$ 5,317.36**	$ 50,071.38	**37.58%**	42%	**$ 55,520.83**
Total Budget		**$1,124,250.00**	**$ 66,275.71**	**$ 62,723.11**	**$ 10,578.60**	**$ 435,600.59**	**38.75%**	42%	**$ 468,437.50**

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Respectfully submitted,
Heidi Cox
Library Director

E.D. Locke Public Library - Monthly Report April							
	Mar-24	Apr-24	Apr-23	% change Apr 2023 - Apr 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	15,057	13,354	12,412	7%	55,259	53,662	3%
Materials Checked In	11,594	10,974	10,440	5%	42,795	42,183	1%
Curbside Appointments	5	0	1	#DIV/0!	6	20	-70%
Locker Pickups	0	0	0	#DIV/0!	0	0	#DIV/0!
New library cards	33	55	48	13%	193	210	-8%
new materials added	332	297	305	-3%	1260	1858	-32%
Internet use	329	289	234	19%	1206	963	25%
Average daily pick list	192	134	125	7%	155	129	20%
Visitor count	23,071	19,041	19,145	-1%	78,102	75,980	3%
Wireless Internet use (#users)	1,597	1,510	2,204	-46%	6052	7835	-23%
App use	3,103	2,914	1,810	38%	11924	8466	41%
Study room use	101	85	61	28%	382	245	56%
Meeting room use	53	50	52	-4%	196	205	-4%
Reference Questions Answered	205	177	294	-66%	978	1466	-33%
Children's Program Participation (in-person)	1340	995	1067	-7%	4135	3970	4%
Teen's Program Participation (in-person)	33	59	107	-45%	285	307	-7%
Adult's Program Participation (in-person)	75	95	262	-64%	363	404	-10%
Adult's Program Participation (on-line)	19	75	0	#DIV/0!	385	0	#DIV/0!
Volunteer hours worked	21.5	41	30.5	34%	114	95.75	19%

This policy details the guidelines used by the library staff to develop library programs, events, and virtual offerings and is intended to inform the public about the process, principles, and criteria used in program selection and development. These programs and events are intended to serve the community's needs for information, recreation, education, and cultural opportunities for all ages.

~~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~~ various 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.~~ Program suggestions from the public are always welcome but the final selection of programs is the responsibility of the Library Director who must balance public requests with the constraints of budget, staff, 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.~~

The library may partner with other agencies, organizations, businesses, and individuals for programs and exhibits 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 are theirs and do not necessarily represent the views 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 individual or 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 or objectionable to some..

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.~~

Program may be designed with certain age-limit parameters in consultation with 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.~~ 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 staf 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.

RE: McFarland Library Lighting Control

Erik Halverson <ehalverson@1901inc.com>

Tue 5/21/2024 2:50 PM

To:Heidi Cox <hcox@mcfarlandlibrary.org>
Cc:Steve Cieslik <scieslik@1901inc.com>;Amy Lawrence <alawrence@mcfarlandlibrary.org>

Heidi,
Yes, we can put a small surge suppressor on the lightning controller. That would cost approximately $1,000 ($500 at each location). That would only protect the panel control boards. It would be much more expensive if you wanted to protect every lighting circuit as well.

Erik Halverson | **Electrical General Foreman**
Mobile: 608.628.0182 | Office: 608.308.1901
ehalverson@1901inc.com |

1901 Inc. | 2801 Syene Road | Madison, WI 53713-3203

www.1901inc.com

Rachel Arndt Consulting, LLC
r.arndt.consulting@gmail.com
414-234-3921

Introduction

I am pleased to submit a proposal to E. D. Locke Public Library for consulting services. As the principal consultant, I am proud to offer fully customizable strategic planning solutions to meet a variety of needs and budgets. Please consider this proposal a starting point that can be tailored to your specifications. Rachel Arndt Consulting provides "no-surprises" pricing that includes relevant travel/mileage fees. Requests for services not included in this estimate or in the finalized contract will be billed at the consultant's hourly rate.

Assumptions

The following assumptions have been made to create the proposal and estimate.

- The consultant's main point of contact will be the E. D. Locke Public Library Director and Library Board Chair who will direct the work of the consultant as well as manage project timelines, and lead communication with any McFarland Municipal/Community Center planning entities.
- The consultant will provide their own laptop and technology.
- The consultant will submit a monthly itemized invoice for E. D. Lock Public Library approval.
    - Mileage/travel fees will only be charged by the consultant for travel outside of Milwaukee County.
- A formal contract will be signed by both the consultant and E. D. Locke Public Library once the scope of services is finalized.

Scope of Services & Estimate

Description of Services:

- Provide consulting services to E. D. Locke Public Library related to the McFarland Municipal/Community Center including: space and design review, project/program design, staffing models, and/or other related administrative library tasks.

Rachel Arndt Consulting, LLC
r.arndt.consulting@gmail.com
414-234-3921

Deliverables:

- Schedule and lead visits/tours to similar purposed library/community facilities.
- Provide feedback and input on architectural design.
- Design library programs and services suitable for McFarland Municipal/Community Center space(s) and community needs.
    - Include performance measures.
- Provide input and/or design for library staffing models to support operations at McFarland Municipal/Community Center.

Fees:

- $50/hour research fee (reference work, background research, meeting preparation, etc.)
- $75/hour consulting fee (general project design and feedback, phone/virtual/in-person meeting with client, attending meetings, walkthroughs, Library Board meetings)
- $100/hour facilitation fee (leading small or large group meetings, facilitating community listening sessions, facilitating internal/idea-generating meetings)
- Travel outside of Milwaukee County:
    - Mileage at current IRS reimbursement rate (2024): $0.67/mile
    - Daily lodging/travel rates from U. S. General Services Administration (meals excluded)

Billing:

Consultant will submit an itemized invoice monthly to E. D. Locke Public Library for approval and payment within 30 days of receipt.

- Consultant will use quarter-hour billing increments.
- Consultant will include dates and brief description of activities.

Timeline: Until project reaches completion or with 60 days' notice that services are no longer needed.

References: *available upon request*

RACHEL ARNDT **CONSULTING LLC**
2715 E. Newberry Blvd. Milwaukee, WI 53211 · (414) 234-3921
r.arndt.consulting@gmail.com

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

This Professional Services Agreement (this "Agreement") is made and entered into as of the **4th** day of **June**, **2024** (the "Effective Date"), by and between **E. D. Locke Public Library** (the "Client") and **Rachel Arndt Consulting LLC** (the "Contractor").

WHEREAS, the Client wishes to obtain the professional services of the Service Provider; and,

WHEREAS, the Service Provider has the knowledge, skill, and capability to perform such services for the Client.

THEREFORE, in consideration of the foregoing, the parties, intending to be legally bound, hereby agree to the following:

AGREEMENTS

In consideration of the recital and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- **Contractor Responsibilities; Fees.** Contractor will perform the Services to the reasonable satisfaction of Client. Assuming such satisfactory performance, the Client shall pay Contractor the amount set forth on Attachment A within 30 days following the completion of the Services by check issued to **Rachel Arndt Consulting LLC**. Contractor is an independent contractor and shall be solely and personally responsible for all federal, state, and local taxes, contributions, and other liabilities with regard to such payments.

- **Term.** The term of this Agreement shall be from the date of this Agreement until completions of the Services and payment therefor by the Client. Except for material breach of the Agreement by the other party, this Agreement may only be terminated by either party with 60 days' notice. The Client may immediately terminate this Agreement upon the death or incapacity of the Contractor.

- **Ownership of Work Product.** Contractor hereby retains all right, title, and interest in any reports, documents, performances, or other copyrighted materials created by Contractor for the Client pursuant to this Agreement, including all copyrights, renewals, and extensions thereof. Client may use or publish these materials and must include Contractor copyright notice.

- **Relationship**. The parties hereto are independent contractors. Nothing in this Agreement shall be understood or construed to create or imply any relationship between the parties in the nature of any joint venture, employer/employee, principal/agent or partnership. Contractor shall in no way become an employee of the Client pursuant to this Agreement. Neither party shall have the authority to nor shall either party attempt to create or assume any obligation by or on behalf of the other party.

- **Expenses**. Except as expressly provided to the contrary in this Agreement, all expenses incurred by the parties shall be the sole responsibility of the party who ordered the service or incurred the particular expense.

- **Miscellaneous.** This Agreement may not be assigned without the written consent of the other party. Contractor's services are personal in nature and may not be assigned or delegated to any other person. This Agreement represents the entire Agreement between the parties and supersedes any prior oral or written understandings with respect to the Services. This Agreement may only be amended by an agreement signed in writing by all the parties hereto. Upon execution, this Agreement will be a valid and binding obligations of each party and enforceable in accordance with its terms.

CONTRACTOR

Signed by: Rachel L Arndt

Title: Principal, Rachel Arndt Consulting LLC

Name: Rachel L. Arndt

Date: 5/30/2024

CLIENT

Signed by:_____

Title:_____

Name:_____

Date:_____

ATTACHMENT A

DESCRIPTION OF SERVICES:

- Provide consulting services to E. D. Locke Public Library related to the McFarland Municipal/Community Center including: space and design review, project/program design, staffing models, and/or other related administrative library tasks.

REQUIRED DELIVERABLES:

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- Provide feedback and input on architectural design.
- Design library programs and services suitable for McFarland Municipal/Community Center space(s) and community needs.
  - Include performance measures.
- Provide input and/or design for library staffing models to support operations at McFarland Municipal/Community Center.

PAYMENT FOR SERVICES: *Itemized invoice submitted monthly with payment details.*

- $50/hour research fee (reference, background research, meeting preparation, etc.)
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- Travel outside of Milwaukee County:
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  - Daily lodging/travel rates from U. S. General Services Administration (meals excluded)

DATE(S) FOR SERVICES: Begins June 4, 2024; as timeline dictates

DATE FOR FINAL COMPLETION OF SERVICES: Continues until project completion