

Monday, December 2, 2024

5:15 PM

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

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
 - a. This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to hcox@mcfarlandlibrary.org to be included as part of the meeting.
3. ACTION ITEMS
 - a. Motion to approve the minutes of the November 4, 2024 meeting.
 - b. Motion to approve the November 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 Study Report
 - b. DCLS Agreement for Extension of Library Service
 - c. McFarland Youth Center
 - d. Circ Area Storage Units
 - e. Accoustic Tiles for Study Rooms
 - f. OPAC Stations
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, November 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, Staci Fritz, Ken Machtan, Karin Mandli, Mona Nelson, Evan Richards, Peter Sobol

Members not present:

Staff Present: Heidi Cox, Library Director

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 October 7, 2024 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the October 7, 2024 meeting with one change (correcting name in item 5e roll call vote from Evans to Richards) . Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the October invoices*
Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the October invoices Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

- a. *Budget Update*
- b. *Director's Report*
- c. *Monthly Statistical Report*
- d. *Community Center*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. *HVAC Controls Upgrade*
Motion by Village Trustee Luke Fessler, second by Member Mona Nelson, to approve

HVAC Controls Upgrade quote not to exceed \$90,000. Motion carries 7 - 0 - 0 by acclamation.

b. Day after Thanksgiving Holiday

Motion by Member Karin Mandli, second by Member Staci Fritz, to approve adding a holiday for the Day after Thanksgiving beginning in 2025 and removing the equivalent of one personal day from staff leave. Motion carries 7 - 0 - 0 by acclamation.

c. 2025 Library Director Goals

Motion by Member Mona Nelson, second by Member Peter Sobol, to approve 2025 Library Director Goals Motion carries 7 - 0 - 0 by acclamation.

d. 2025 Closed Dates

Motion by Member Evan Richards, second by Member Karin Mandli, to approve 2025 Closed Dates Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Staci Fritz, to adjourn at 5:57 pm.

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

November 2024 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$2,281.33	Office Supplies, DVDs, CDs
AT&T MOBILITY II LLC	\$37.09	Cell Phone
CORPORATE BUSINESS SYSTEMS	\$363.96	Copier Lease
COX, HEIDI	\$164.77	Reimbursement for Supplies
FRONTIER	\$134.58	Phone Bill
GAIL AMBROSIUS CHOCOLATIER	\$165.00	Volunteer Gift
INGRAM LIBRARY SERVICES	\$4,027.39	Books
MADISON WINDOW CLEANING	\$918.00	External Window Cleaning
MICROMARKETING LLC	\$310.08	Audio Books
MIDWEST TAPE	\$956.82	CDs
NICHE ACADEMY LLC	\$2,987.00	Software
RACHEL ARNDT CONSULTING	\$387.50	Consulting Services
SCHILLING SUPPLY COMPANY	\$604.69	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$272.07	Library Supplies
US CELLULAR	\$43.75	Cell Phone
VESTIS LLC	\$241.32	Mat Rental
WALL STREET JOURNAL	\$759.47	Newspaper Subscription
Grand Total	\$14,654.82	

Gift Fund

Madison Community Foundation \$1,000.00 Endowment Contribution

Grand Total \$15,654.82

2024 Budget Update

REVENUES									
		Budget Amount	September Actual	October Actual	November 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	\$ -	\$ -	\$ 1.05	\$ 3.00	\$ 9.35			
Interest	48100	\$ 2,000	\$ 1,286.54			\$ 20,772.28	#####	92%	
Library Fees	46710	\$ 2,000	\$ 440.19	\$ 439.09	\$ 350.00	\$ 3,781.24	189.06%	92%	\$ 1,833.33
		\$ 1,124,250.00	\$ 1,726.73	\$ 440.14	\$ 353.00	\$ 1,144,706.88	101.82%	92%	
Expenditures									
Salaries	110	\$433,500.00	\$ 33,247.90	\$ 33,326.89	\$ 33,054.40	\$360,526.98	83.17%	92%	\$ 397,375.00
Part-time	120	\$209,000	\$ 13,918.47	\$ 14,404.94	\$ 14,048.69	\$161,706.56	77.37%	92%	\$ 191,583.33
Health Insurance	130	\$122,000	\$ 10,049.59	\$ 10,049.59	\$ 10,046.59	\$102,427.94	83.96%	92%	
Retirement	131	\$36,000	\$ 2,698.27	\$ 2,688.46	\$ 2,666.09	\$29,249.47	81.25%	92%	\$ 33,000.00
SS/Medicare	132	\$49,250	\$ 3,463.03	\$ 3,506.35	\$ 3,491.61	\$38,471.88	78.12%	92%	
Other Benefits	135	\$2,500	\$ 100.19	\$ 100.19	\$ 100.19	\$996.02	39.84%	92%	
Total Personnel		\$852,250.00	\$0.00	\$64,076.42		\$693,378.85	81.36%	92%	\$ 781,229.17
			\$ -						
Support Services	210	\$ 12,000	\$ 29.99	\$ -	\$ 918.00	\$ 1,952.95	16.27%	92%	\$ 11,000.00
Consulting Services	211	\$ 48,750		\$ -	\$ 387.50	\$ 49,031.50	100.58%	92%	\$ 44,687.50
Utilities	220	\$ 40,000	\$3,689.11	\$3,142.00	\$2,264.71	\$ 33,690.88	84.23%	92%	\$ 36,666.67
Communication	221	\$ 5,750	\$530.26	\$487.97	\$43.75	\$ 5,392.28	93.78%	92%	\$ 5,270.83
Equipment Maintenance	240	\$ 9,000	\$407.65	\$372.26	\$141.98	\$ 8,615.17	95.72%	92%	\$ 8,250.00
Facility Maintenance	242	\$ 23,250	\$3,966.16	\$5,882.70	\$180.99	\$ 62,265.73	267.81%	92%	\$ 21,312.50
Other Contractual Services	290	\$ -	\$0.00		\$0.00	\$ -	0.00%	92%	
Total Services		\$ 138,750.00	\$ 8,623.17	\$ 461.02	\$ 3,936.93	\$ 160,948.51	116.00%	92%	\$ 127,187.50
Office Supplies	310	\$ 9,000	\$ 433.04	\$ 861.06	\$ 887.80	\$ 5,715.07	63.50%	92%	\$ 8,250.00
Postage	311	\$ 250	\$ 25.11	\$ -		\$ 366.93	146.77%	92%	\$ 229.17
Dues	320	\$ 750	\$ -	\$ 210.00	\$ 100.00	\$ 465.00	62.00%	92%	\$ 687.50
Meeting Expenses	330	\$ 1,000	\$ 81.28	\$ -		\$ 151.92	15.19%	92%	\$ 916.67
Training Expenses	331	\$ 3,250	\$ (325.00)	\$ 295.00	\$ 1,000.00	\$ 2,856.10	87.88%	92%	\$ 2,979.17
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ 609.00	\$ 5,382.75	97.87%	92%	\$ 5,041.67
Technology	342	\$ 32,000	\$ 1,317.99	\$ 12,416.91	\$ 3,451.84	\$ 37,958.52	118.62%	92%	\$ 29,333.33
Collection - Print	344	\$ 60,000	\$ 5,215.59	\$ 4,878.68	\$ 2,160.70	\$ 46,074.36	76.79%	92%	\$ 55,000.00
Collection - AV	345	\$ 12,500	\$ 771.99	\$ 815.37	\$ 818.20	\$ 7,148.02	57.18%	92%	\$ 11,458.33
Library Miscellaneous	390	\$ -		\$ -		\$ -	0.00%	92%	\$ -
Programming	391	\$ 9,000	\$ (1,392.53)	\$ 2,208.39	\$ 86.29	\$ 9,678.00	107.53%	92%	\$ 8,250.00
Other Total		\$ 133,250.00	\$ 6,127.47	\$ 21,685.41	\$ 9,113.83	\$ 115,796.67	86.90%	92%	\$ 122,145.83
Total Budget		\$1,124,250.00	\$ 14,750.64	\$ 86,222.85	\$ 13,050.76	\$ 970,124.03	86.29%	83%	\$ 936,875.00

2024 Budget Projections

REVENUES								
		October Actual	November Estimated	December Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41110	\$ -	\$ -	\$ -	\$ 768,000.00	100.00%		
County Library Aids	43720	\$ -	\$ -	\$ -	\$ 352,144.01	99.97%		
Library Fines	45190	\$ 1.05	\$ 3.00	\$ -	\$ 9.35			
Interest	48100	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 23,772.28	1188.61%	75%	
Library Fees	46710	\$ 439.09	\$ 350.00	\$ 350.00	\$ 4,131.24	206.56%	75%	\$ 1,500.00
		\$ 1,440.14	\$ 1,353.00	\$ 1,350.00	\$ 1,148,056.88	102.12%	75%	
Expenditures								
Salaries	110	\$ 33,054.40	\$ 33,247.90	\$ 49,871.85	\$410,319.84	94.65%	100%	\$ 433,500.00
Part-time	120	\$ 14,048.69	\$ 13,918.47	\$ 20,877.71	\$182,097.80	87.13%	100%	\$ 209,000.00
Health Insurance	130	\$ 10,049.59	\$ 10,049.59	\$ 15,074.39	\$117,505.33	96.32%	100%	
Retirement	131	\$ 2,666.09	\$ 2,698.27	\$ 4,047.41	\$33,306.69	92.52%	100%	\$ 36,000.00
SS/Medicare	132	\$ 3,491.61	\$ 3,463.03	\$ 5,194.55	\$43,623.11	88.57%	100%	
Other Benefits	135	\$ 100.19	\$ 100.19	\$ 100.19	\$1,096.21	43.85%	100%	
Total Personnel		\$63,410.57	\$63,477.45	\$95,166.08	\$787,948.96	92.46%	100%	\$ 852,250.00
Support Services	210	\$ -			\$ 1,034.95	8.62%	100%	\$ 12,000.00
Consulting Services	211	\$ -	\$ 387.50		\$ 49,031.50	100.58%	100%	\$ 48,750.00
Utilities	220	\$3,142.00	\$2,264.71	\$3,142.00	\$ 36,832.88	92.08%	100%	\$ 40,000.00
Communication	221	\$487.97	\$80.84	\$511.00	\$ 5,896.62	102.55%	100%	\$ 5,750.00
Equipment Maintenance	240	\$372.26	\$484.62	\$241.42	\$ 9,199.23	102.21%	100%	\$ 9,000.00
Facility Maintenance	242	\$5,882.70	\$9,392.66	\$15,858.00	\$ 84,259.40	362.41%	100%	\$ 23,250.00
Other Contractual Services	290				\$ -	0.00%	100%	
Total Services		\$ 9,884.93	\$ 12,610.33	\$ 19,752.42	\$ 186,254.58	134.24%	100%	\$ 138,750.00
Office Supplies	310	\$ 861.06	\$ 827.49	\$ 440.69	\$ 6,095.45	67.73%	100%	\$ 9,000.00
Postage	311	\$ -	\$ 12.87	\$ 12.87	\$ 392.67	157.07%	100%	\$ 250.00
Dues	320	\$ 210.00	\$ -	\$ -	\$ 365.00	48.67%	100%	\$ 750.00
Meeting Expenses	330	\$ -	\$ 100.00	\$ 100.00	\$ 351.92	35.19%	100%	\$ 1,000.00
Training Expenses	331	\$ 295.00	\$ 295.00		\$ 2,151.10	66.19%	100%	\$ 3,250.00
Operating Supplies	340	\$ -	\$ 604.69	\$ 500.00	\$ 5,878.44	106.88%	100%	\$ 5,500.00
Technology	342	\$ 12,416.91	\$ 4,411.82		\$ 38,918.50	121.62%	100%	\$ 32,000.00
Collection - Print	344	\$ 4,878.68	\$ 4,334.81	\$ 3,960.00	\$ 52,208.47	87.01%	100%	\$ 60,000.00
Collection - AV	345	\$ 815.37	\$ 1,227.65	\$ 595.00	\$ 8,152.47	65.22%	100%	\$ 12,500.00
Library Miscellaneous	390				\$ -	0.00%	100%	\$ -
Programming	391	\$ 2,208.39	\$ 3,483.01	\$ 500.00	\$ 13,574.72	150.83%	100%	\$ 9,000.00
Other Total		\$ 21,685.41	\$ 15,297.34	\$ 6,108.56	\$ 128,088.74	96.13%	100%	\$ 133,250.00
Total Budget		\$ 94,980.91	\$ 91,385.12	\$ 121,027.06	\$ 1,102,292.28	98.05%	100%	\$ 1,124,250.00
					\$21,957.72			

November Highlights

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

Endowment –

September 2024	October 2024	Difference	Contributions
\$219,519.69	\$212,260.41	-\$7,259.28	\$500

• Library Facilities Management

• HVAC

- Controls upgrade – the upgrade for the controls and the server are scheduled for February. The parts that are needed for the controls upgrade are on backorder. I've talked to Village Administration about rolling over the money for this project into 2025.

• Electrical/Lighting

- The LED tape lighting has been ordered. Installation is scheduled for early December.

• Windows

- I've asked Hellenbrand Glass for a quote to repair the center of the round window in the Youth Librarians' office. The center pane has condensation between the panes of glass especially in the morning. I've also asked them to quote adding a Low-E film to the meeting room windows to help with heat.

• 2024 Capital Projects –

- Scanner/Copier/Translator – The system will be installed in December.

• 2025 Capital Projects

- HVAC Controls and Server upgrade- This project is scheduled for February 2025.
- New Study Room – I asked libraries across the state about their experiences with the pre-built study rooms. They gave a lot of great advice on what their patrons and staff liked and didn't like. I am hoping to get our study room ordered in Q1 of 2025.
- Roofing project

• Continuing Education

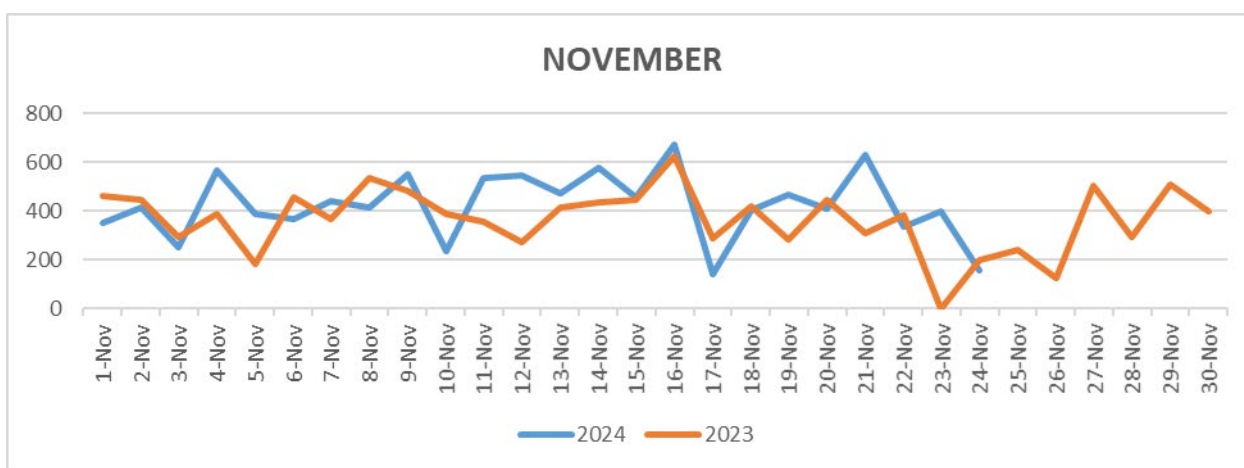
- **Emotional Intelligence for Leaders** – I am just finishing up this course through UW-Madison, School of Continuing Education. The course covers a lot of information on how to make teams happier and more efficient.
- **Creating Maawn Doobiigeng: Developing a New Classification System for a Tribal Library** – I attended a webinar about three libraries (school, public, and community college) in Michigan who stopped using the Dewey Decimal system and created their own classification system that reflected their world view and culture.

- **Blood Pressure Kit checkout** – The blood pressure kits are ready for checkout. We'll promote them heavily beginning in January 2025. We're planning to promote them on social media, digital signs, the Senior Outreach newsletter, and the Village Newsletters.
- **Library Event for donors** – I'm working on a table read (very informal play) as an event for donors and library supporters. The event will be held in spring and the play that we've chosen is *A Lion in Winter*.
- **New PCs Ordered** - New laptops and PCs have been ordered for staff and patron internet computers. We are usually on a schedule to replace a few each year. This year I replaced more than usually in case an increase in tariffs causes shortages of computer chips or equipment in the US.
- **Staff Reviews Conducted** – By the time you read this, all staff reviews for 2024 will have been conducted. Staff received an overall rating of meeting or exceeding expectations. This year no one received a needs improvement rating.

Library Circulation (Kelly Heasty)

- Assigned four Niche Academy Tutorials to Circ staff to complete by the end of January. All of the lessons were taped by Ryan Dowd and have to do with the current/future political climate and patron/staff behaviors and support.
- Completed Infosec training for month
- Investigating whether we can use LibCal for Curbside and Locker pickup – did some initial testing.
- Talked about Materials challenges with staff during staff meeting and provided them with an information checklist to keep on-hand.

NOV LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

Storytimes have continued to be very busy this month with 9:30 being the top time for people to come. With high numbers I have also added an introduction at the beginning of programming that stresses some of the “rules” including trying to keep side conversations between adults to a minimum.

Programming:

Friday November 1st (Storytime) and Friday November 15th (Zumbini) were Cottage Grove morning programs. These continue to be well attended by both Cottage Grove residents as well as McFarland residents who want Friday morning programming.

Zumbini Session 1: Kalino Finds the Music ended this month on Wednesday, November 13. Session 2: Hili and the Dance started the following week on the 20th.

D&D Club was cancelled this month due to illness.

There was no school on Friday, November 8th so we held an afternoon movie: Despicable Me 4. Families enjoyed watching the movie together and freshly popped popcorn. (I popped way more than I thought we needed and the kids polished it off!) For the movie I got out the lounge chairs the teens use for gaming and the kids LOVED it.

Magic Tree House Book Club met on Tuesday, November 12th. This month we talked about “Good Morning, Gorillas” and created gorilla pictures using charcoal sticks. This was a fun adventure in to art projects with something they haven’t used before. Amazingly, we only had one hand print on the wall....but the kids, tables, and chairs were covered. Luckily I had a teen volunteer to help me wipe surfaces down.

Graphic Novel Book Club met on Tuesday, October 15. This month we discussed “Table Titans Club”. We discussed the different characters and what changes each of them went through. Then I introduced them to Dungeons and Dragons (the game that the characters in the book play together in the book.) They were not happy about having to be done at 4:20pm – there was lots of requests that we keep going next session.

Thursday, November 21 was PJ Storytime featuring our Stuffed Animal Sleepover. This circus themed storytime had songs, rhymes, and the parachute. After the storytime there were crafts and circus activities in the library. Kids could then check their stuffed animals in for a sleepover at the library. Liz and I, after close, went around taking pictures of the stuffed animals in different parts of the library doing things. These are then put together in to a collage each child gets when they pick up their animals. In the past this would take me until 11pm or later to put everything together – Liz is such a great help that we were out of here by 9:30pm!



The day after Thanksgiving (Nov 29th) we got out the big blue blocks for a Friday Morning Block Play. Families could sign up for a 45 minute session at 9:30 or 10:30 to come play with our big blue blocks. Because of the nature of these toys, we cannot have more than 18 kids at a time. It’s always fun to see the creativity of kids and also watch how they can entertain themselves creatively building.

Liz

Lego Club met on Wednesday, November 13th. This month is Dinovember and she had participants creating dinosaurs out of Legos. She has been finding creative places to display these creations during the month. We are looking forward to offering this club twice a month starting in January.

Liz created dinosaur themed displays and activities in the library for Dinovember. Our I Spy terrarium also returned this month much to the joy of the kids.

Teen Services (Holly Wergin)

• Programming

- *Snack & Chat* - The weekly Snack & Chat program continues to go strong with a consistent 7-8 teens coming back each week. This month, we did some seasonal crafts with leaf painting and they participated in the Thanksgiving sides bracket I made for our passive program this month (see below). We also did some classic crafts like watercolor painting and button making at the request of the teens. I've also consistently played music during Snack & Chat using a Spotify playlist we have been steadily adding to, and the teens love to sing along with their favorite songs (it happens literally every single time I play music).
- *Thursday Programs* - Thursdays continue to bring some fun for teens with UnBook Club, Teen Hangout, and Teen STEAM. This month, teens in UnBook Club played a round of book-themed Jeopardy. We also played Scattergories while talking about recent reads, and I continue to see many of the same teens coming back and excited to talk about books.

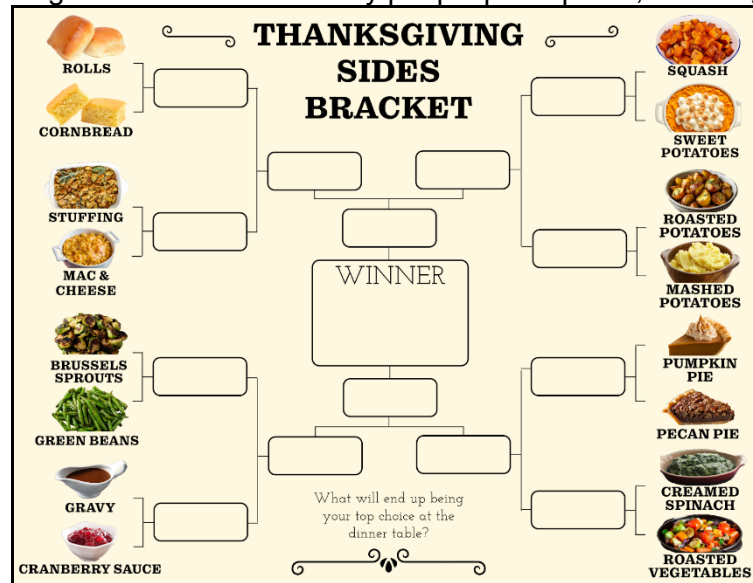
As for Teen Hangout, I have found a lot of success in having video games as an option rather than the sole focus. I often have a couple teens at different stations in the room rather than only focusing on video games, and that has made it more enjoyable and makes it easier for teens to play different games every time. Every time a new teen comes into Teen Hangout, they always mention how much fun they had and wanting to come back in the future.

Teen STEAM is always a favorite for teens, and they usually have a great time letting out their creativity with different projects. This month, I grabbed a lot of index cards and we spent the hour creating card castles. The only thing I told the teens was to create something, and they went from there. Along the way, I gave them challenges to keep it interesting, like dancing, switching positions, and building in the dark.



- *After Hours* - This After Hours was our annual Nerf Capture the Flag night with the police department coming to help! Like previous years, this program was so highly anticipated and well attended by teens, with 34 teens in total and many more on the waitlist. Everything went so smoothly, and the teens had so much fun. Throughout the night, I saw teens running around, making new friends, and talking about how cool the library is. Due to the ongoing success and anticipation for this event, I'm hoping I can turn this into a multiannual experience and host another one in the spring.
- *D&D* - D&D continues to go amazing, and participating teens always have a great time, especially with Mike Moderski as our DM. As our fall campaign comes to an end, Mike and I have discussed possibly changing the format for the spring to offer up D&D on the weekends and conduct them as one-shots instead of an ongoing campaign to, hopefully, get a more diverse audience involved in the fun.
- *VolunTeens* - Teen volunteers helped out at the library all November long, including helping with our movie day, the Nerf After Hours, PJ storytime, and other youth events throughout the month. During our monthly meeting, VolunTeens helped come up with ideas for teen kits, cut out supplies for Craft-A-Palooza, and came up with new program ideas for the spring. VolunTeens contributed 28.5 volunteer hours to the library this month.
- *Passive Program - Thanksgiving Side Bracket* - In my continued effort to add new passive programs in the teen area once a month, I created this Thanksgiving Sides Bracket activity and had it available for teen patrons to participate in throughout the month of November. As I

mentioned before, I had teens in Snack & Chat start this program so I had examples to hang up before opening to the public, and I think that helped promote the activity and get more interest. The activity had great feedback and many people participated, including the staff.



Webinars and Classes

- - Throughout November, I have attended multiple webinars and classes to build my knowledge in different areas. One of the major classes I attended was a zine-making class through the Minnesota Center for Book Arts. This 3 hour class taught me new ways to make and approach zines, as well as ideas for how I can better teach zine making in the future. One of my main goals to expand teen services is through a teen zine; this class was really helpful in giving me new ideas and examples to use in achieving that goal. Alongside this, I also attended webinars about new YA books, supporting dyslexia in libraries, and LibraryJournal Live, which was a free virtual conference discussing comic books and graphic novels.
- **Class Visits**
 - In November, I had the privilege of giving a tour of the library to a middle school class. The class had a lot of enthusiasm and excitement for the library as we went around, and I saw so much joy when I was able to help the students find books, CDs, and video games that they really wanted in the library. I heard many of these students say that they are excited to come back to the library.
- **Spring Preparations**
 - Throughout November, I have also spent some time putting together new programs for upcoming months, including an intro to crochet program in January and a *Star Wars* movie day on May 4th (Star Wars Day). Through December, I'm hoping to add more of these special programs to our spring calendar.

Adult Services (Sara Hendrickson)

Craft Club

- We had another full house for craft club! Taking inspiration from The Thank-You Project, the focus was being intentional with our thanks, and taking time to create thank you cards for our loved ones. Katie prepped all the materials, showed patrons multiple examples to get creative juices flowing, and led the craft. We worked on marketing together.

- December's craft will be painted wooden ornaments. I will be planning, prepping, and leading this month.

Mystery Book Club

- We had 10 people attend this month's book club. We discussed Mother-Daughter Murder Night by Nina Simon, her first novel. It was well received by almost everyone.
- Updated marketing and created bookmarks for December's book (Everyone in My Family Has Killed Someone by Benjamin Stevenson).

Other

- Family Game Day (11/9) was well attended, reaching 44 people before the day was done! We had many new faces, and many stayed for a few hours. Again, Mike Moderski and Tim Kalamarz deserve shout outs for helping us with game days.
- Chad Lewis enthralled patrons with his Gangster History of Wisconsin presentation (11/14). We had 29 people in attendance, and as of 11/25, 36 people have viewed it online. Chad did an exceptional job, and we cannot wait to have him return.
- Bridge Club continues to average 9-10 players each week, even though some snow birds have flown the coop. They appreciate our social and laid-back atmosphere.
- The McFarland Caring Quilts Reception (11/16) was wonderful. We had about 60 people stop by, and 45 of them stayed for the presentation and door prize drawing. Senior Outreach and the library are indebted to the community members who made quilt squares, and the team of volunteers who put the quilts together.
- Met with Heidi and Kelly to discuss and plan the Friends of the Library Trivia Night.
- Contacted the Wisconsin DNR to purchase more library state park passes. We had success with the passes in 2024, and look forward to collaborating with the state park system in 2025.
- Met with Katie Schofield to discuss programming for 2025. We are working with a poet to have a poetry program in April, with the DACP for a scamming program in February, and (hopefully) Chad Lewis in October.
- Created marketing and advertised for Friends of the Library December Used Book Sale, Book Donations, and Trivia Night Save the Date: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com. I also updated the Winter Clothing Drive marketing for this year's drive.
- Sent adult programming information to the Thistle, the Outlook, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

Other

- Attended webinars/zoom meetings for Booklist Adult Faves, Simon and Schuster Spring 2025 Adult Librarian Preview, Spring 2025 Fiction from Viking Penguin, and Creating Maaw'n Doobiieng: Developing a New Classification System for a Tribal Library.
- Continued SCLS Infosec Training.
- Continued weeding adult fiction collection and paperbacks.

E.D. Locke Public Library - Monthly Report October 2024							
	Sep-24	Oct-24	Oct-23	% change October 2023 - October 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	12,922	13,144	12,866	2%	139,751	135,433	3%
Materials Checked In	10,164	11,054	10,190	8%	110,183	107,501	2%
Curbside Appointments	0	0	9	#DIV/0!	8	41	-80%
Locker Pickups	1	1	0	100%	2	0	#DIV/0!
New library cards	94	55	48	13%	573	571	0%
new materials added	479	548	454	17%	3793	4120	-8%
Internet use	387	328	319	3%	3296	2775	19%
Average daily pick list	128	120	125	-4%	136	130	5%
Visitor count	22,714	20,022	19,734	1%	213,844	206,389	4%
Wireless Internet use (#users)	1,702	1,608	2,715	-69%	15449	22054	-30%
App use	2,866	2,442	2,308	5%	29683	22458	32%
Study room use	56	94	93	1%	868	863	1%
Meeting room use	61	62	57	8%	486	452	8%
Reference Questions Answered	398	354	335	5%	3148	3857	-18%
Children's Program Participation (in-person)	1176		1599	-100%		10545	-100%
Teen's Program Participation (in-person)	253	77	98	-21%	1991	1855	7%
Adult's Program Participation (in-person)	5161	119	113	5%	7101	5778	23%
Adult's Program Participation (on-line)	5	91	0	#DIV/0!	605	391	55%
Volunteer hours worked	23.25	28.25	20.5	38%	494.25	403.25	23%

McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 2, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Electrical Study Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E.D. Locke Public Library Electrical Study 120224

E.D. Locke Public Library

Electrical Study



Overview

The library has been experiencing periodic electrical faults at the lighting control panels and other connected equipment within the library. Jeremiah Prince with Two Oaks recommended an electrical study to document the existing physical infrastructure and power quality. The goal of this project is to identify system issues related to electrical surges that have been experienced and recommend corrective actions to limit the risk to downstream equipment.

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.

Utility Data

The existing building is served by an Alliant Energy owned 300kVA, 12.47/7.2 kV Primary, 208/120-3 phase secondary transformer. Alliant Energy provided demand data from 09/09/2023 to 8/8/2024. The peak demand was 104kW, 289A at 208V. The average demand is 57kW, 158A at 208V. This is well within the capacity of the 1600A main switchboard. Alliant Energy provided fault current values on the primary and secondary side of the transformer. This analysis looked at the secondary 3phase fault current of the transformer as this could have an impact on the building electrical system. The utility transformer provides a 3phase fault current value of 19,616 AIC. The main switchboard is rated for 65,000 AIC and the available fault current is not concern.

Field Observations

The library is broken up into two main power distribution blocks, the main switchboard and branch panel B. These blocks were analyzed to better understand where the power quality and faults may be originating and determine the most effective corrective measures.

The main switchboard configuration is a 120/208V, 3PH, 4W, with a 1600A fused bolted pressure switch with integral distribution circuits, branch circuit distribution and time clocks. Grounding and bonding at the service entrance is done in accordance with the NEC. No physical damage to the equipment, conductor insulation or bussing was observed. The switchboard is within normal life expectancy and replacement components (ie breakers) are commercially available.

There is an existing Leibert surge projective device (SPD) electrically connected to the main switchboard. The indicator light is green signaling the device is energized. However, there is not a counter on this device, and we are not able to determine if faults are being absorbed or the remaining capacity. The device is also located approximately 12 feet from the breaker serving it. All manufacturers recommend the breaker to be as close the protected load and the SPD to be no more than 3 feet from that breaker. The existing SPD is too far from the breaker and its unclear if protection if being provided.

Branch Panel B is a 120/208V, 3PH, 4W, with a 225A main and is connected to the main switchboard by a secondary breaker in the main distribution section. The panel is sufficiently sized to support the existing electrical demand. Grounding is done in accordance with the NEC. No physical damage to the

equipment, conductor insulation or bussing was observed. The switchboard is within normal life expectancy and replacement components (ie breakers) are commercially available.

Power Analysis

Data loggers were added to the load side of the main switch and branch panel B between September 17th and September 24th. An AEMC Model 8336 was connected to the main switch and a Fluke 1736 was added to branch panel B. During this analysis deviations in voltage, current and harmonics were reviewed.

Main Switch - AEMC Model 8336

This meter captures and stores voltage, amps, and harmonics variables. This was applied at the main to provide the most detailed view of power quality as it enters the building. Additional detailed data points are available. Below is the analysis summary.

- Voltage readings ranged from 119V to 124V.
 - The target range is $\pm 5\%$ of 120V (114V-126V). This variation is typical and within tolerance.
- Current (Amp) readings of the phase conductors ranged from 99A to 225A.
 - This is well below the 1600A capacity of the main switch.
- **Note:** Current (Amp) readings of the neutral conductor ranged from 0A to 31A.
 - It is not uncommon to have residual currents on the neural conductor. However, this is greater than expected.
 - The variation over time infers the load is cyclical. This could be mechanical equipment, server power supplies, lighting or a combination of these items.
 - Additional analysis would be needed to isolate and mitigate the voltage on the neutral.
 - Depending on where the current originates this could cause a safety issue. The neutral could be energized even if a technician opens the breaker to service a device.
- Harmonic reading across the 1st, 2nd and 3rd did not exceed 1.6%.
 - This is well below the 3% recommended threshold for each harmonic.

Branch Panel B - Fluke 1736

This meter captures and stores voltage, amps and harmonic variables. Branch panel B is the only other panel in the building that is not part of the main switchboard. Below is the analysis summary.

- Voltage readings ranged from 119V to 126V.
 - The target range is $\pm 5\%$ of 120V (114V-126V). This variation is at the upper level of the target range but within tolerance.
- Current (Amp) readings of the phase conductors ranged from 1A to 55A.
 - This is well below the 225A of the panel.
- **Note:** Current (Amp) readings of the neutral conductor ranged from 4A to 34A.
 - It is not uncommon to have residual currents on the neural conductor. However, this is greater than expected.
 - The variation over time infers the load is cyclical. This could be mechanical, server equipment, lighting or a combination.
 - Additional analysis would be needed to isolate and mitigate the voltage on the neutral.
 - Depending on where the current originates this could cause a safety issue. The neutral could be energized even if the technician opens the breaker to service a device.

- Total Harmonic Distortion reading ranged from 1.82% to 3.21%.
 - The total distortion exceeds the recommended values. This doesn't represent a critical deviation but should be investigated.
 - The harmonic spike occurred in phase A on September 20, 2024 at 3:39.
 - Harmonic deviations this small typically originate due to failing lighting ballast, computer power supplies or small electrical equipment.

Surge Protection Device Recommendations

IEEE categorizes power surges are categorized into two major categories – electrical power circuit switching and environmental causation. Surges caused by switching generally occur when large electrical loads are switching from one source to another. This can occur either external or internal to the building. Environmental causation is generally from lighting strikes. Surges can be random in nature and protecting the electrical system with a layered SPD strategy is recommended. Layering consists of protection at the service entrance and the premise electrical system. Since there is only two distribution power blocks this report recommends SPDs be installed at the service entrance and branch panel B.

Adding an SPD at the main switchboard would consist of the following scope of work:

- Provide a new 60/3 breaker in the main switchboard to serve the new SPD.
- Locate the breaker as close to the cross bus in the switchboard.
- Mount the SPD on top of the main switch.
- SPD
 - Manufacturer: Rayvoss
 - Model: RSE3
 - 120/208V-3ph, 1600A
 - Type 1
 - 200kA per mode
 - No disconnect
 - Counter
 - Audible Alarm
 - Remove the existing SPD and associated breaker.

Adding an SPD at branch panel B would consist of the following scope of work:

- Provide a new 60/3 breaker in existing panel B to serve the new SPD.
- Mount the SPD as close to the main feeder as possible.
 - Wall mount the unit below the lighting control panel.
 - Manufacturer: Rayvoss
 - Model: RSE2
 - 120/208V-3ph, 225A
 - Type 2 with filtering
 - 200kA per mode.
 - No disconnect
 - Counter
 - Audible Alarm

Summary

The existing electrical equipment and conductors are in good working condition. No physical damage was observed. The switchboard is within normal life expectancy and replacement components are commercially available. The power quality entering and within the building is of fair quality with a few anomalies.

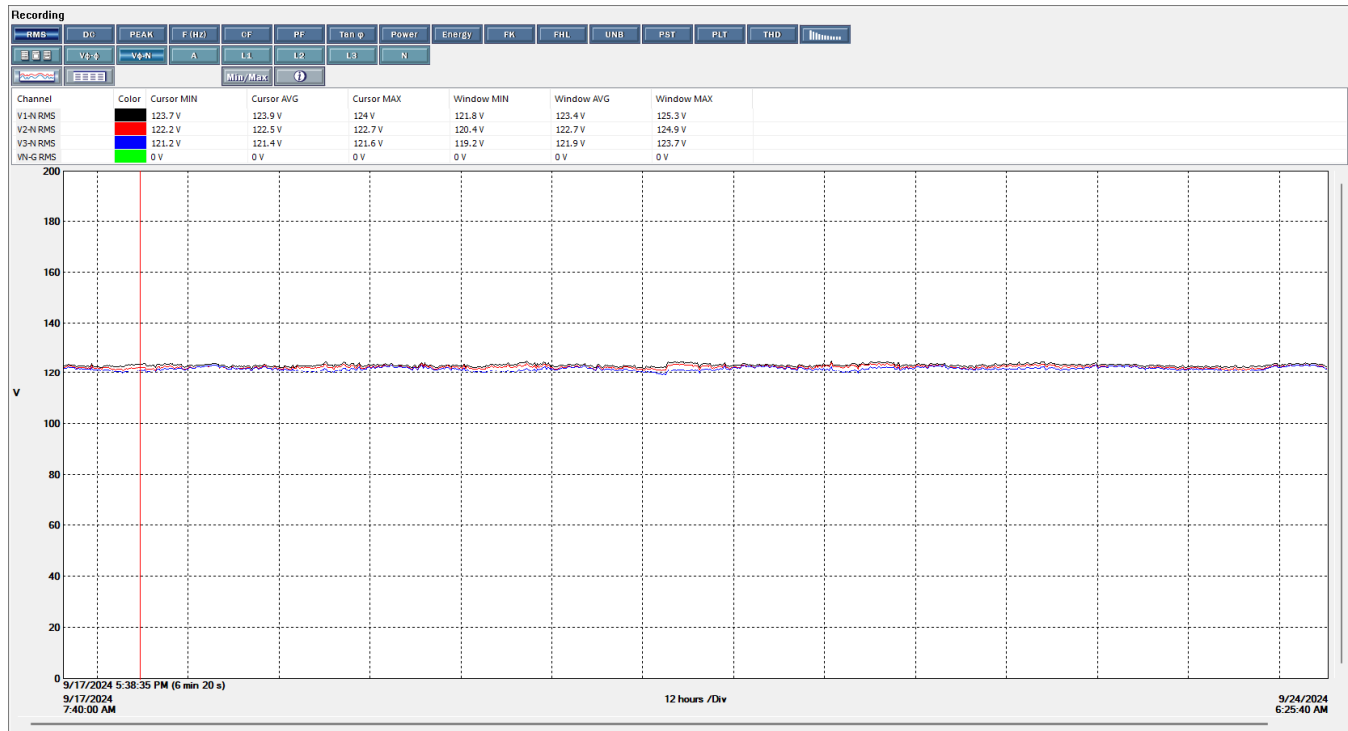
The power anomalies; neutral current and high THD should be studied to isolate the anomaly. Once isolated, strategies can be used to eliminate or mitigate it. This could involve replacing defective equipment, adding a filter strategy or isolating the device contributing to the neutral current.

To mitigate the risk of future surges installing the SPDs as described above is recommended. A quote provided by 1901 Inc. on November 21st, 2024, states the cost would be \$9739.00. This quote is based on the scope of work outlined in the Surge Suppression Device Recommendations.

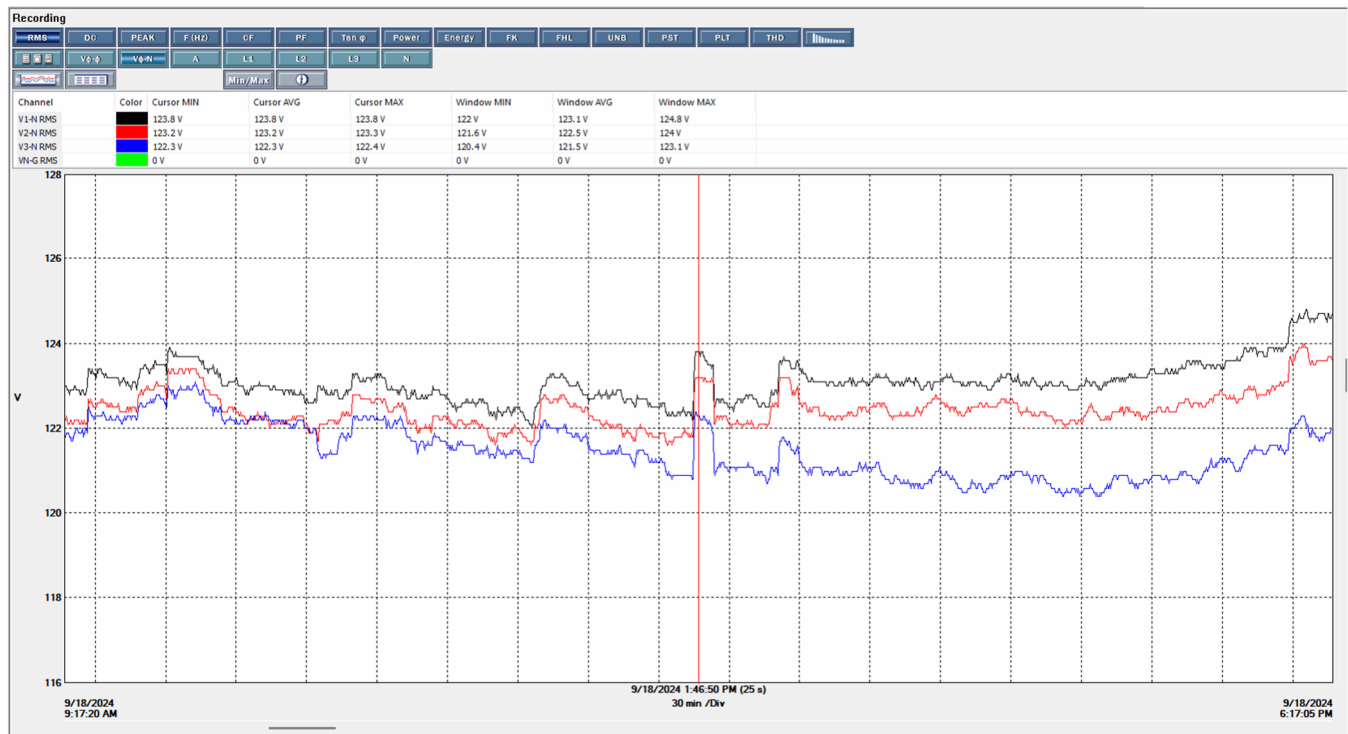
Appendix

- Main Switchboard – Voltage Variation Over 1 Week
- Main Switchboard – Voltage Variation During a Typical Day
- Main Switchboard – Current Variation Over 1 Week
- Main Switchboard – Current Variation During a Typical Day
- Main Switchboard – Harmonic Variation Over 1 Week
- Main Switchboard – Harmonic Variation During a Typical Day
- Branch Panel B – Voltage Variation Over 1 Week
- Branch Panel B – Voltage Variation During a Typical Day
- Branch Panel B – Current Variation Over 1 Week
- Branch Panel B – Current Variation During a Typical Day
- Branch Panel B – Harmonic Variation Over 1 Week
- Branch Panel B – Harmonic Variation During a Typical Day
- Main Switchboard – Photos
- Branch Panel B – Photo
- Rayvoss Surge Protection Product Information
- 1901 Quote to install 2 new SPD's.

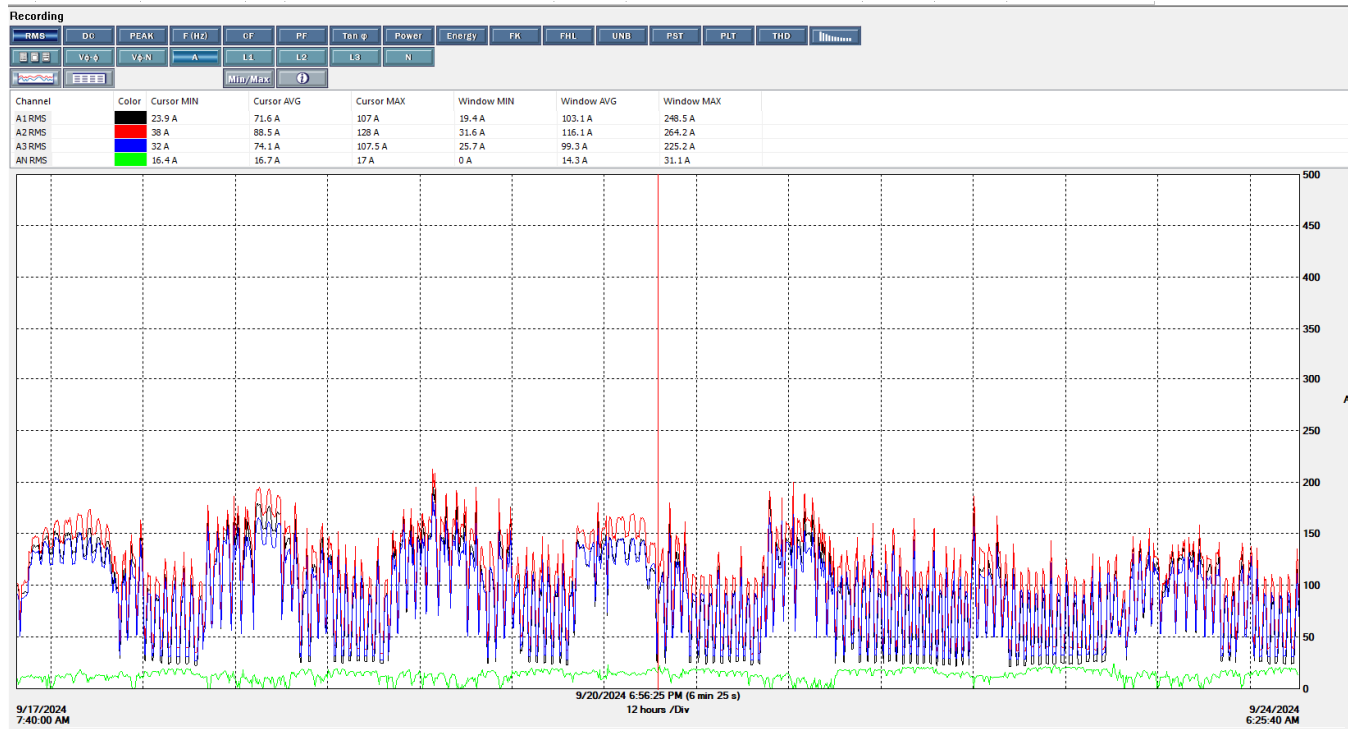
Main Switchboard – Voltage Variation Over 1 Week



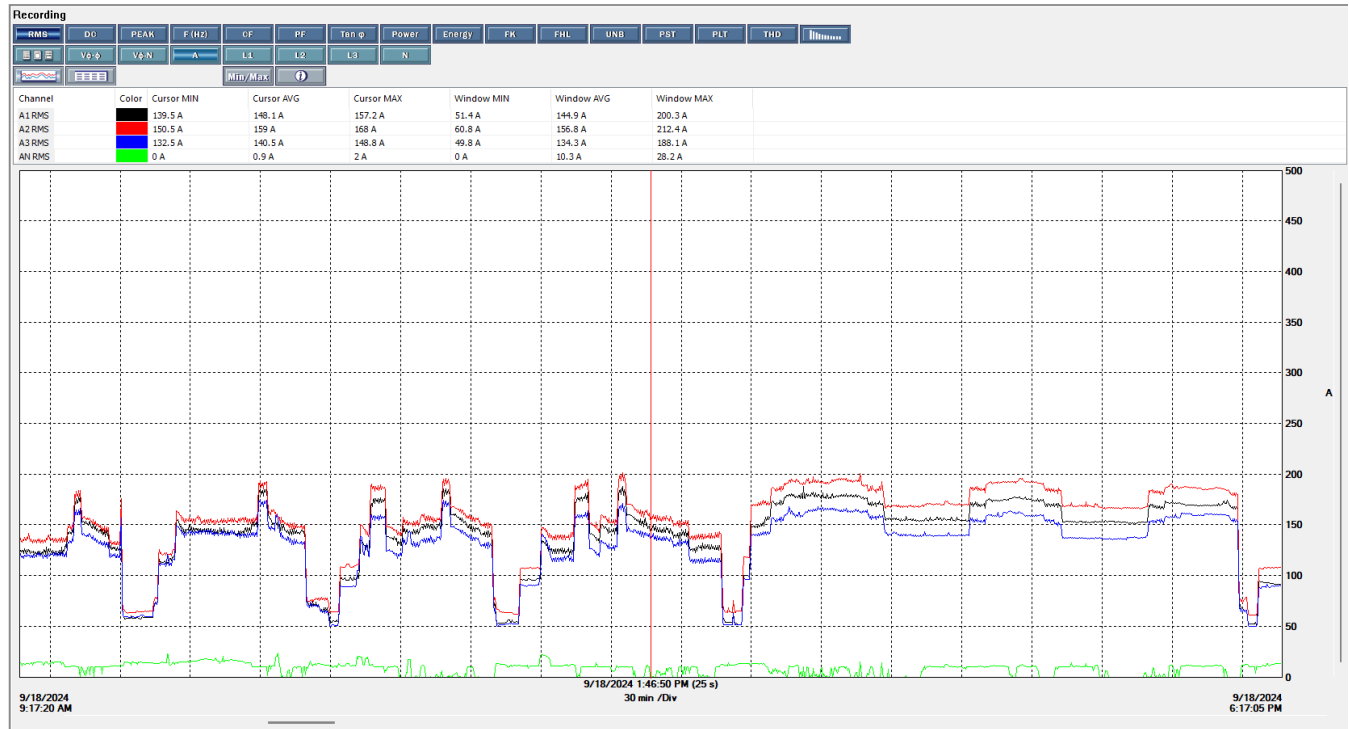
Main Switchboard – Voltage Variation During a Typical Day



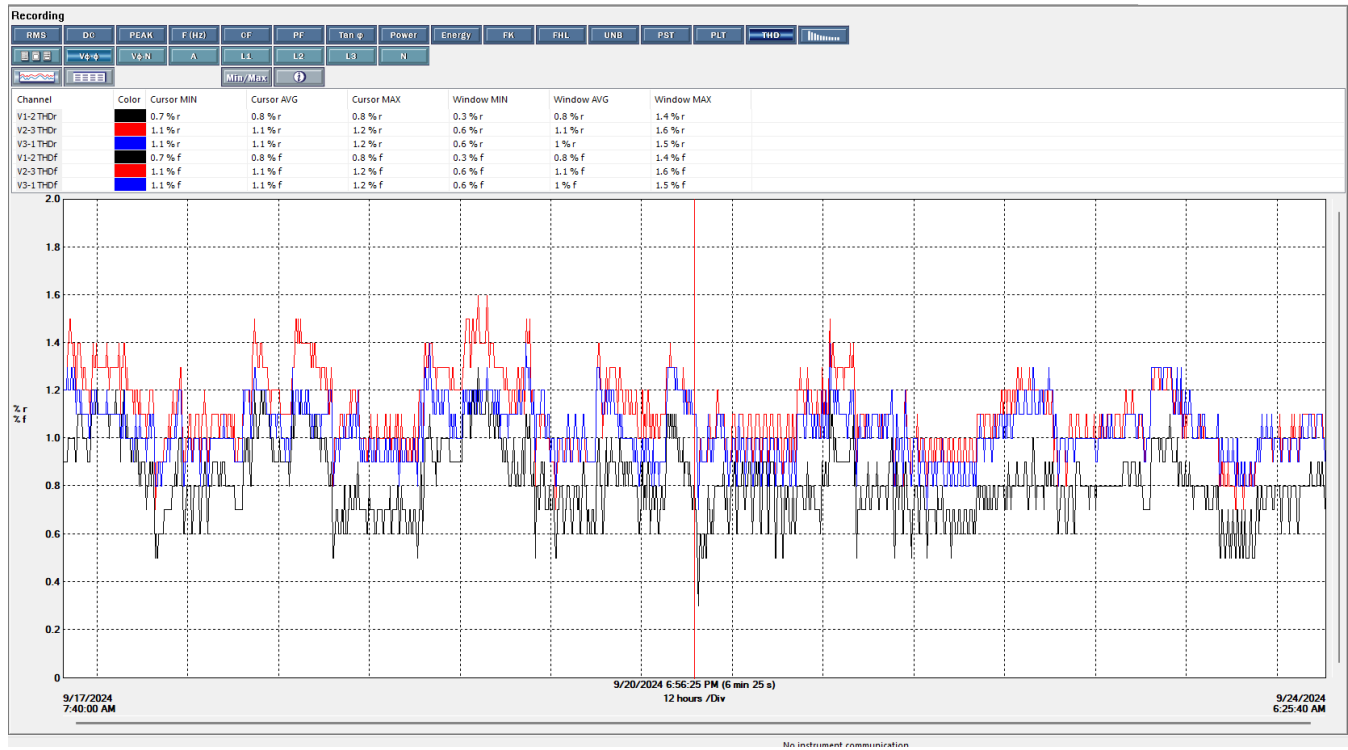
Main Switchboard – Current Variation Over 1 Week



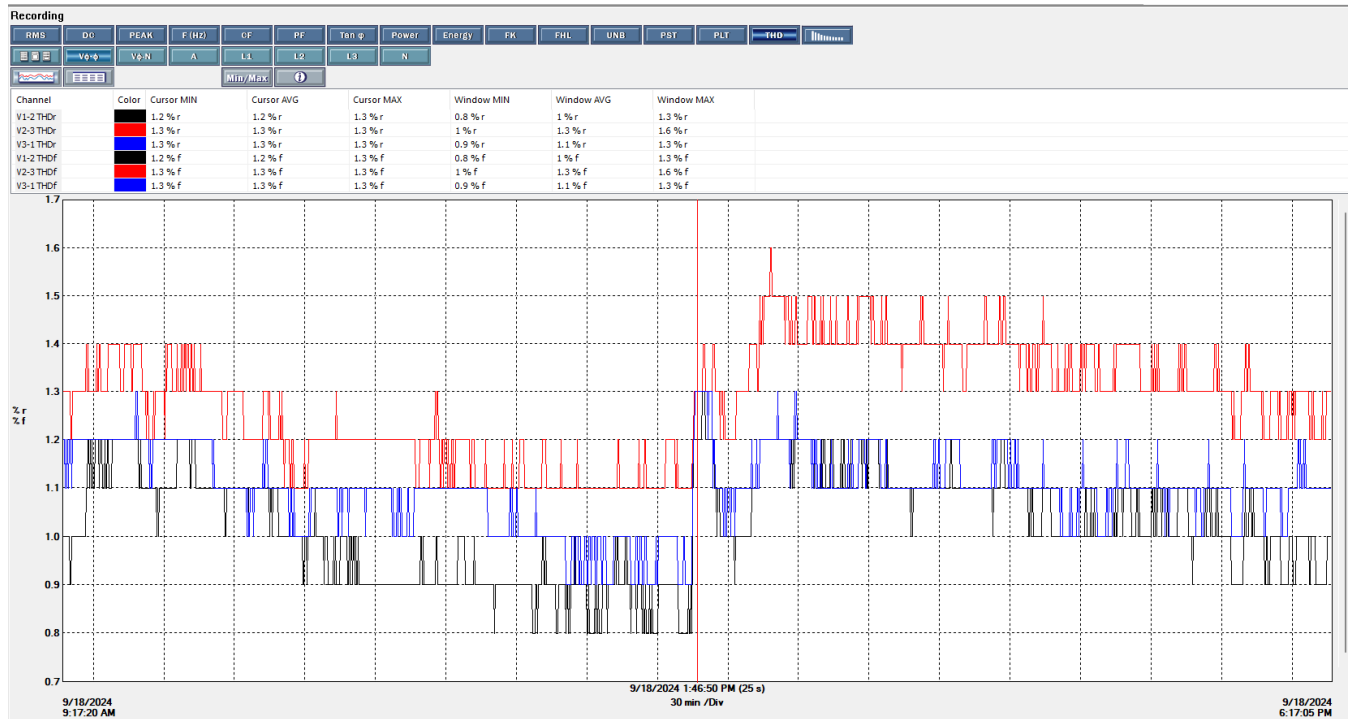
Main Switchboard – Current Variation Over Typical Day



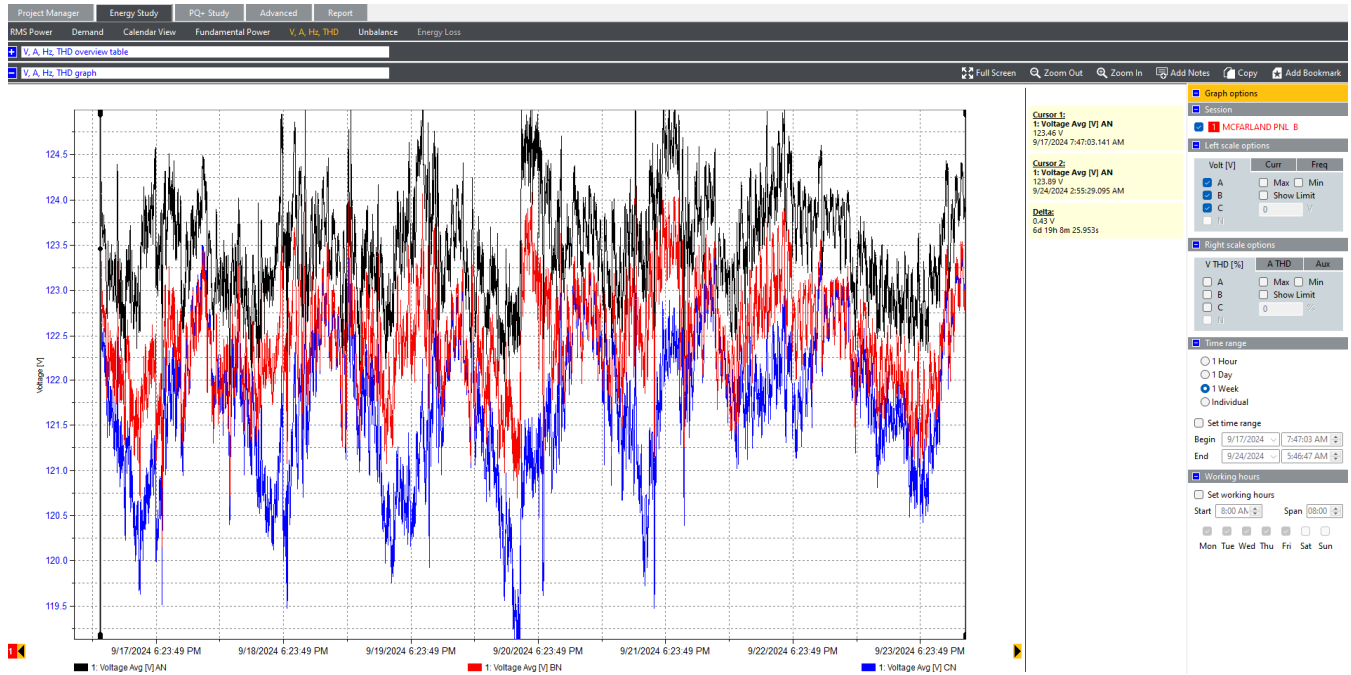
Main Switchboard – Harmonic Variation Over 1 Week



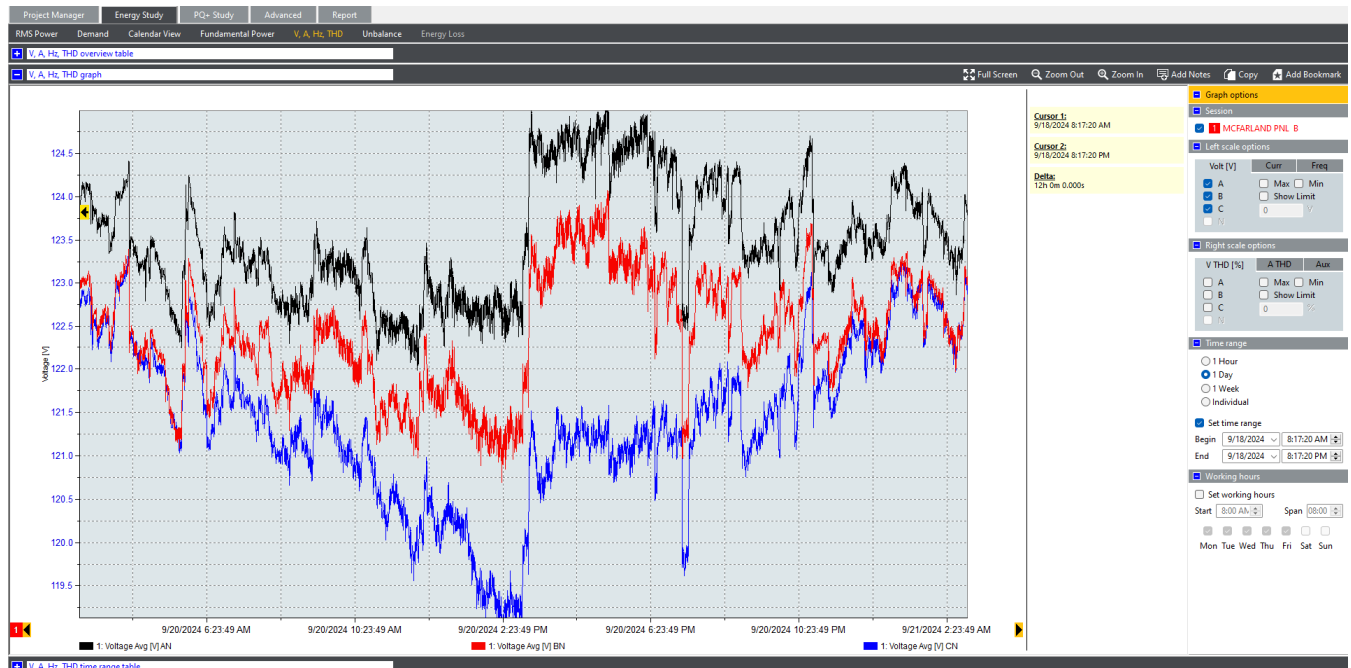
Main Switchboard – Harmonic Distortion Over Typical Day



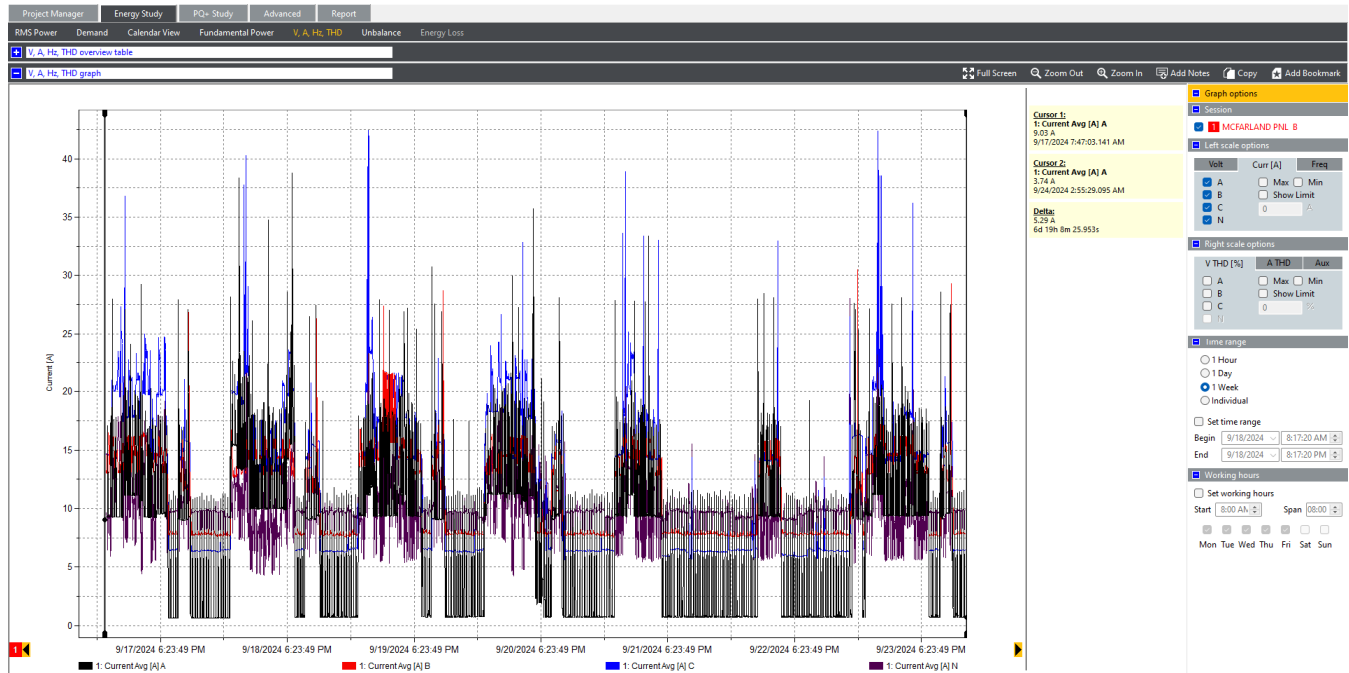
Branch Panel B – Harmonic Variation Over 1 Week



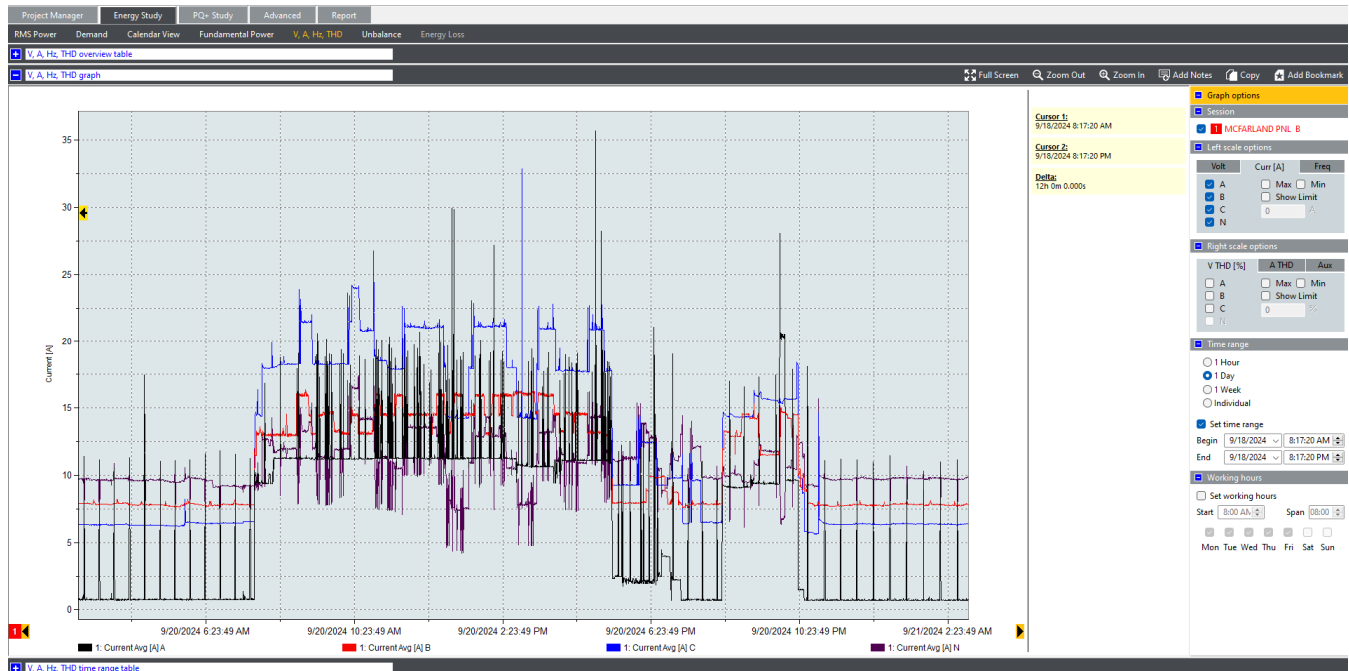
Branch Panel B – Harmonic Distortion Over Typical Day



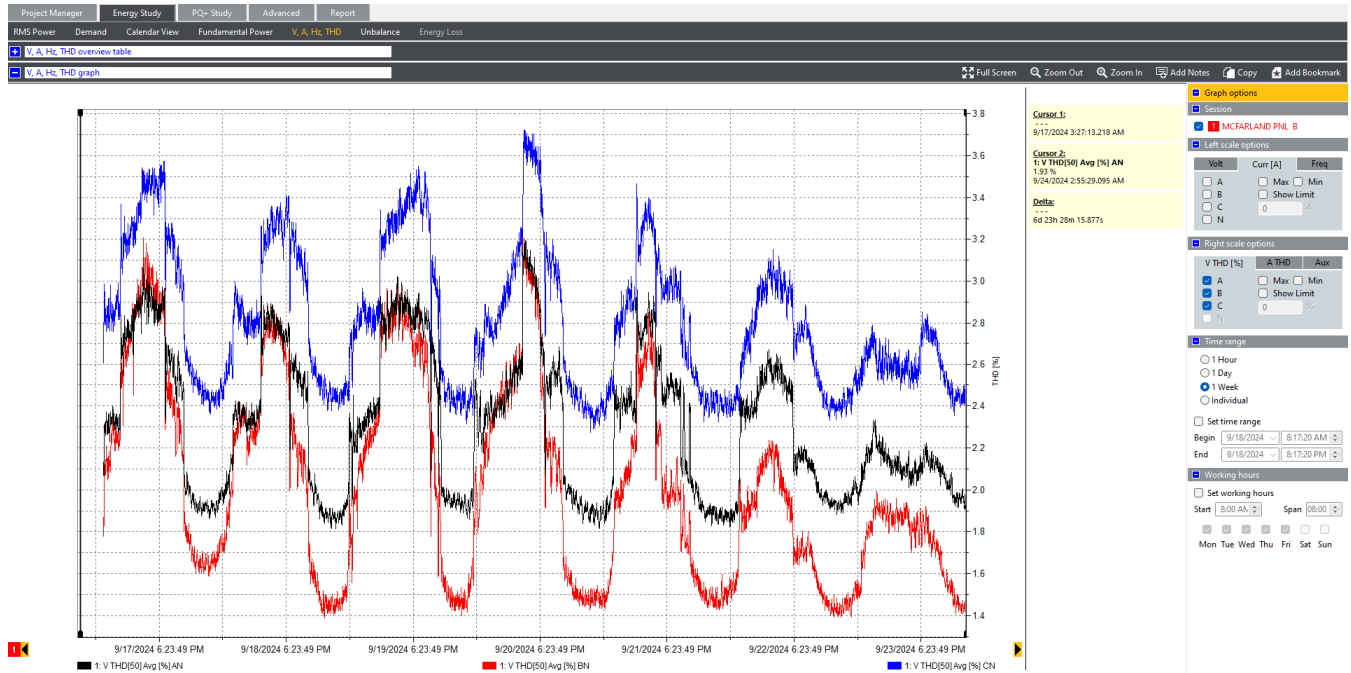
Branch Panel B – Harmonic Variation Over 1 Week



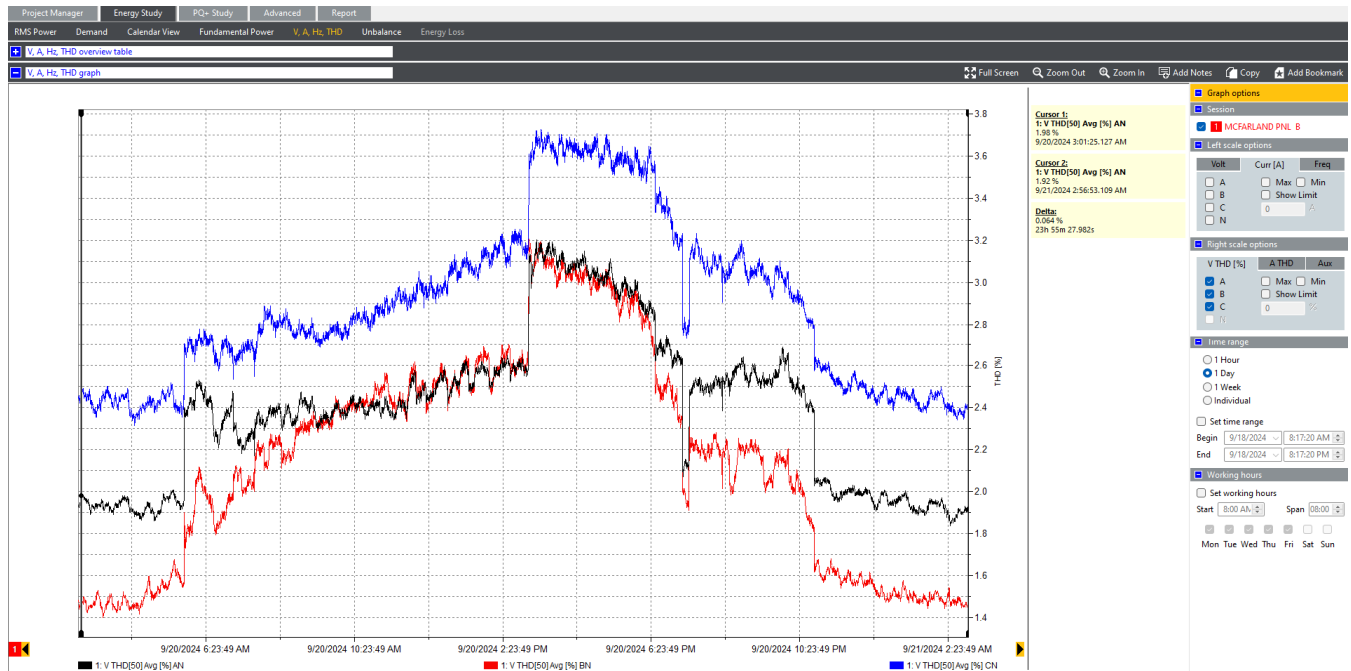
Branch Panel B – Harmonic Distortion Over Typical Day



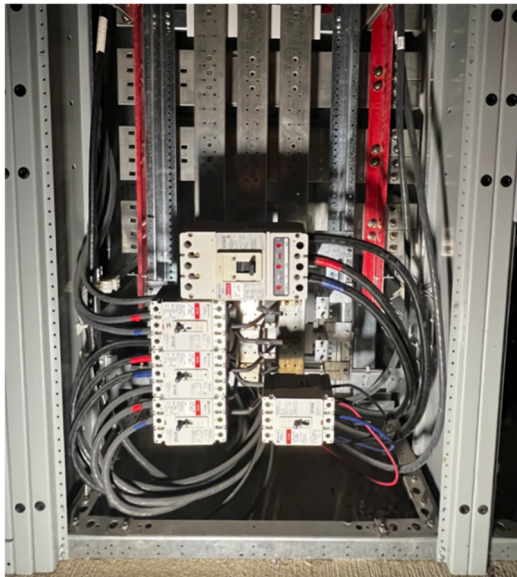
Branch Panel B – Harmonic Variation Over 1 Week



Branch Panel B – Harmonic Distortion Over Typical Day



Main Switchboard



Distribution Section



Main Switch Section

Branch Panel B





About RSE Surge Protection:

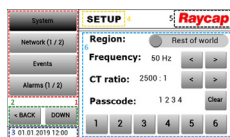
Raycap's RSE Series is comprised of three product lines, each designed and engineered to fit specific customer applications. Using Raycap's unique stacked MOV design, the RSE line offers a more robust Surge Protective Device (SPD), with lower let through voltages and higher surge current capacities in a smaller footprint. Available at three different levels, RSE protection is versatile and can be tailored to the needs of a specific installation. The series ranges from 25kA per mode up to 200kA per mode with 20kA I-nominals and 200kA Short Circuit Current Ratings (SCCRs). The products feature many options including on-board event counters with time & date stamps; full color LCD touch screen display with real time voltage/current power quality monitoring; event log with time & date stamp; user settable alarm thresholds; ability to check percent protection remaining and HTTP or SNMP communication links.

About Strikesorb / Rayvoss Protection

Raycap's patented Strikesorb technology is integrated into the Rayvoss systems. Strikesorb incorporates a single, heavy duty, distribution grade metal oxide varistor (MOV) disk, assembled under pressure in an environmentally sealed aluminum casing. This unique design provides very low internal contact resistance, excellent thermal management of the MOV and uniform distribution of the surge current over the total area of the protection element, thus resulting in an extremely high energy handling capability combined with very low let through voltages. Strikesorb's patented design minimizes the effects of ageing and completely eliminates the risk of catastrophic failure, explosion or fire, which are common in conventional surge protection devices. With Strikesorb components ranging in size from 40mm (140kA per mode) to 80mm (200kA per mode), Rayvoss systems provide the first line of defense in protecting any facility from the higher amplitude transients propagating from outside sources (i.e. lightning, utility, etc.).

Advanced Monitoring Benefits

Raycap's Advanced Monitoring option combines power quality monitoring and surge protection into a single package. The device can monitor voltage, current, frequency, power factor, kW, kVAR, and kVA. It also includes an event log with time & date stamp for power quality anomalies that are user settable with adjustable thresholds. The monitoring can communicate via http or SNMP.

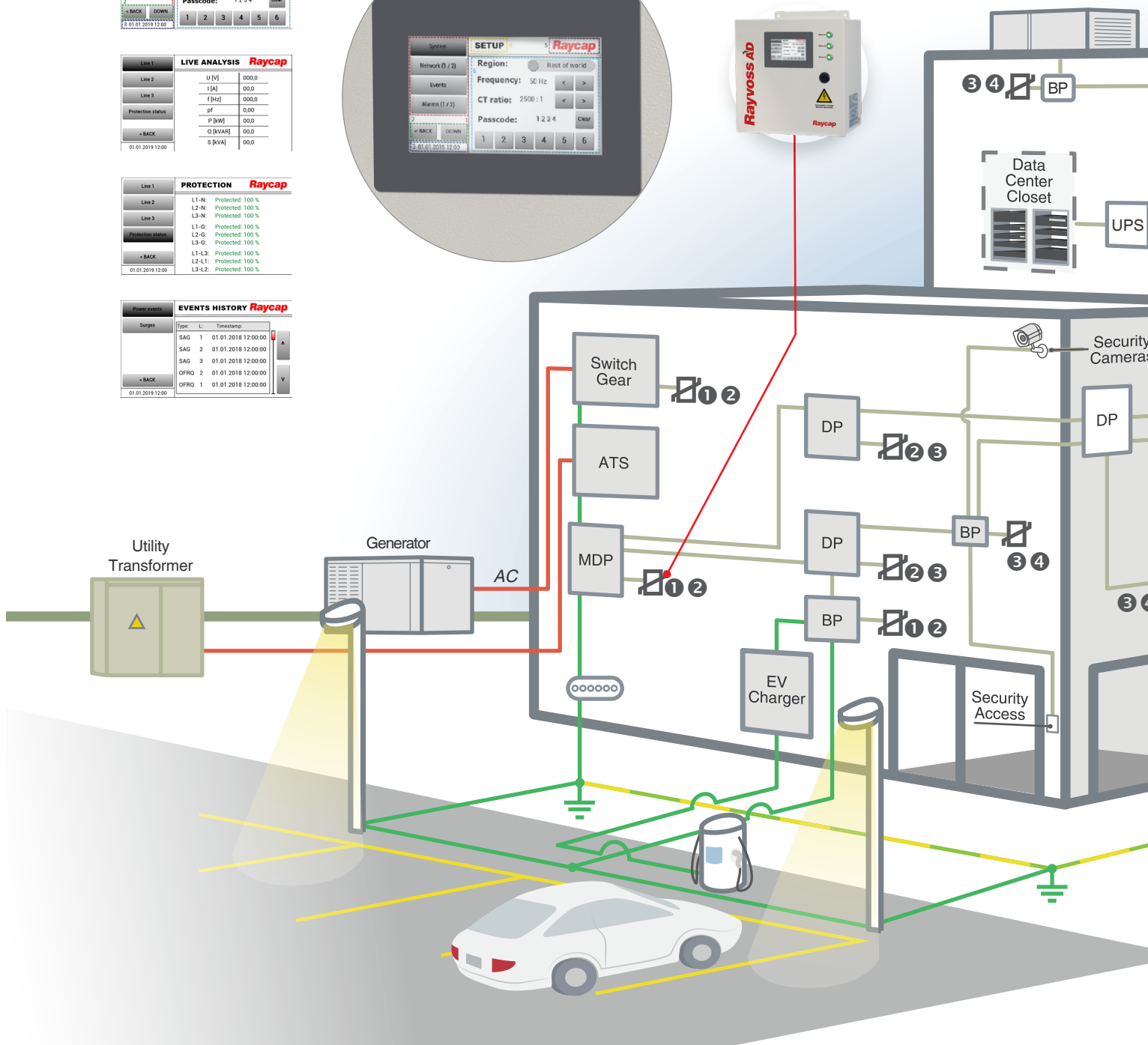


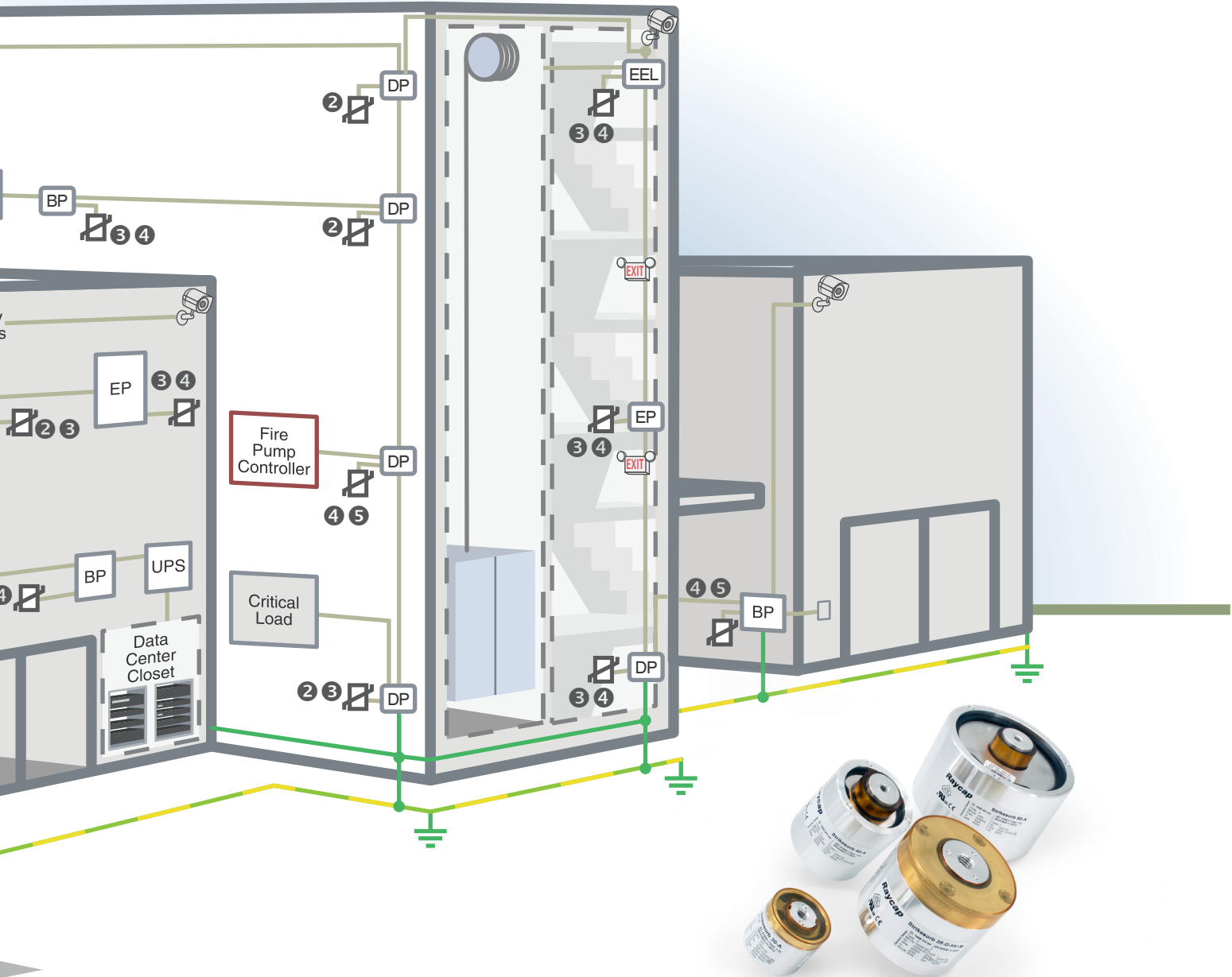
LIVE ANALYSIS Raycap	
Line 1	U [V] 000.0
Line 2	I [A] 00.0
Line 3	f [Hz] 000.0
Protection status	pf 0.00
	P [kW] 00.0
	Q [kVAR] 00.0
	S [kVA] 00.0

PROTECTION Raycap	
Line 1	L1-N: Protected: 100 %
Line 2	L2-N: Protected: 100 %
Line 3	L3-N: Protected: 100 %
Protection status	L1-G: Protected: 100 %
	L2-G: Protected: 100 %
	L3-G: Protected: 100 %
	L1-L2: Protected: 100 %
	L2-L3: Protected: 100 %
	L3-L1: Protected: 100 %

EVENTS HISTORY Raycap	
Surge	Type: L Timestamp:
SAG	1 01.01.2018 12:00:00
SAG	2 01.01.2018 12:00:00
SAG	3 01.01.2018 12:00:00
OFRO	2 01.01.2018 12:00:00
OFRO	1 01.01.2018 12:00:00

Rayvoss AD Protection Monitoring





Adding effective lightning or transient voltage surge protection to your operation is easy using Raycap's RSE or Rayvoss SPD products. Raycap's industrial surge protection lines and technologies provide solutions for all low voltage AC power protection challenges, and can meet the operational or ROI demands of any customer. Raycap's commitment to bringing advanced surge protection technologies is seen in the wide variety of high performance SPDs (Surge Protective Devices) they bring to market, including their unique patented Strikesorb® technology

Industrial-grade surge SPDs from Raycap are your best defense against power surges of any type. These devices are appropriate for every low voltage commercial and industrial power application including building infrastructure, wind, solar, telecommunications, and transportation.



		Rayvoss 80mm	Rayvoss 40mm	RSE-3	RSE-2	RSE-1
Application of product on this guide		①	②	③	④	⑤
IEC Class I Direct Lightning Strike (10/350µs) Withstand	25kA	✓				
	12.5kA	✓	✓			
Passed UL 3-Cycle Test		✓	✓			
IEEE C62.11 Life Expectancy Testing (250, 2ms Square-wave impulses)		✓	✓			
Solid Aluminum Bus Construction		✓	✓			
Repetitive Impulse (life Cycle) Testing	600 direct lightning strikes (10/350µs)	✓	✓			
	5000 10kA 8/20µs	✓	✓	✓	✓	✓
TOV Ride-through (Double line overvoltage for 7,200 cycles)		✓	✓			
Strikesorb Technology		✓	✓			
MOV Pill Stack Technology				✓	✓	✓
EMI/RFI Filtering				Optional	Optional	
UL 1449 20kA I-nominal Rating		✓	✓	✓	✓	✓
UL 1449 Type Designation	Type 1			✓	✓	✓
	Type 2	✓	✓	✓	✓	
200kA UL Short Circuit Current Rating (SCCR)		✓ *	✓ *	✓	✓	✓
10 Year Warranty		✓	✓	✓	✓	✓
Connection Method	In Line (2-Port)	✓	✓			
	In Parallel (1-Port)	✓	✓	✓	✓	✓
NEMA 4 Metal Enclosure		✓	✓	✓	✓	
Disconnect Switch		Breaker Fed	Breaker Fed	Optional		
Surge Current Rating (mode/phase)	Up to 200kA/400kA	✓		✓	✓	
	Up to 140kA/280kA		✓			
	Up to 50kA/100kA					✓
Real Time Voltage and Current Power Monitor		Optional	Optional	Optional		
Embedded Web Page or SNMP Communication		Optional	Optional	Optional		
User settable alarms and thresholds		Optional	Optional	Optional		
Event Counter with Time & Date Stamp		Optional	Optional	✓	Optional	
Surge Counter		Optional	Optional	✓	Optional	
Audible Alarms		Optional	Optional	✓	✓	Optional
Dry Contacts		✓	✓	✓	✓	Optional
LEDs		✓	✓	✓	✓	✓

*With an appropriate rated breaker

Web: www.1901inc.com

Phone: 608.308.1901
Fax: 608.273.9654



Mailing Address:

2801 Syene Road
Madison, WI 53713-3203

DATE: November 21, 2024

QUOTE DIVISION: Electrical

TO: Jeremiah Prince

RE: McFarland Public Library Surge Investigation SOW

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

Including:

- Provide labor and install surge protectors to help prevent damage to electronic equipment.
- De-energize main electrical service and install new 60A 3 pole breaker in main electrical switchboard as close to main breaker as possible.
- De-energize and install Panel B and install new 60A 3 pole breaker as close to main breaker as possible.
- Provide and install (1) Raycap RSE3 208V 3PH 1600A Surge Suppressor as close to 60A breaker as possible.
- Provide and install (1) Raycap RSE2 208V 3PH 225A Surge Suppressor as close to 60A breaker as possible
- Coordinate shutdowns with Heidi Cox.
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

TOTAL ELECTRICAL BASE BID PRICE: \$9,739.00

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
608-628-0182

McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 2, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: DCLS Agreement for Extension of Library Service

PREVIOUS ACTION:

ISSUE SUMMARY:

The Agreement for Extension of Library Service is approved each year. It lays out what the responsibilities are for the local library and the county. It also lists our funding for the next year.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. DCLS Agreement

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **McFarland Library Board** (hereinafter "the local Library Board") serving the municipality of McFarland.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 28, 2025 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$299,222. This sum represents
 - a. The net payment due after averaging use and cost data from 2019, 2022 and 2023: \$183,559
 - b. Subtraction of Central Service Costs: \$11,974
 - i. *Administrative: \$1,979*
 - ii. *Delivery: \$3,621*
 - iii. *Outreach: \$6,375*
 - c. Cross-municipal usage adjustment: \$127,637

McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 2, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: McFarland Youth Center

PREVIOUS ACTION:

ISSUE SUMMARY:

Shawn Miller, the President of the Youth Center Board sent this letter to the Village Board. The Village Board will be discussing the letter at their December 10th meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MYC - Letter to Village Board - 2024.10.28

October 28th, 2024

Village of McFarland Board of Trustees
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558

Dear McFarland Village Board of Trustees:

We, the McFarland Youth Center (MYC) Board of Directors, thank the Village Board for the opportunity to give our annual update at the October 22nd Village Board Meeting. The opportunity to share the MYC mission, programming, partnership and future outlook with the Village of McFarland was appreciated! It was also great to hear the supportive comments from some of the MYC parents.

We are writing today to formally express our desire to continue forward to transition MYC's operations to the Village of McFarland. Although the Community Center project is currently paused, we still feel it is in all parties best interest to continue planning and ultimately finalize a transition plan on a schedule to be determined.

The MYC Board of Directors would like to propose the ***date for the final transition to be July 1st of 2026***. Being approximately 20 months from today, we feel this date should provide ample planning and training time. July 1st also coincides with several MYC funding and financial cycles. Since this date occurs in the summer months when MYC is typically less busy than the school-year, it would provide some needed breathing-space to allow for a measured transition implementation.

We propose to work together with Village Staff to achieve the transition reflected in the timeline below:

- Phase 1 (4/1/2025) - Youth Center History & Operational Pillars
- Phase 2 (6/1/2025) - Programming
- Phase 3 (7/1/2025) - Staffing & Governance
- Phase 4 (9/1/2025) - Financial
- Phase 5 (2/1/2026) - Public Relations with Community
- Phase 6 (4/1/2026) - Training Plan for Implementation
- Official Transition (7/1/2026)

Finally, we would like to suggest that the working-group for the transition (MYC Board members and Village Staff), get paired with a liaison Village Board member so that a report on our transition status be shared with the entire Village Board at regular intervals, quarterly?

Thank you again for your support *with these* transition matters. If possible, We would like to formally present this transition plan at the December 10th Village Board meeting and take any feedback or questions the Village Trustees may have.

Kind regards,

The McFarland Youth Center Board of Directors

McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 2, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Circ Area Storage Units

PREVIOUS ACTION:

ISSUE SUMMARY:

This quote is for three storage units that would be located behind the Circ Desk. We would store our growing Library of Things items in them. Library of Things items include: Blood Pressure Monitoring Kits, Disk Golf sets, Pickle Ball sets, Ukuleles, Watts meters, and more.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCFARLAND LIBRARY - HON STORAGE UNITS BEHIND CIRCULATION DESK (1)
2. Class-ifi-Brochure-H6002 pg 4

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Madison WI 53716
608-469-4933

Sales Contact: MARYANNE MICHAELIS 608-469-4933

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Prepared For: **E.D.Locke Public Library**

Page 1 of 2
11/26/2024
2:52:20PM

McFarland Public Library
5920 Milwaukee Street
McFarland WI 53558
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
Tag:									
1	1			USE UW CONTRACT # 23-5665	\$0.00	\$0.00	\$0.00	\$0.00	
2	2	HON	HESCO3H3WS	COMBO - 24"H LOCKER + 1H CUBBY - 3-WIDE	\$3,204.00	\$6,408.00	\$3,204.00	\$6,408.00	
			.C	Standard					
			.D	With Door					
			N	Integral Pull					
			L	Standard Lock					
			.S	Solid					
			\$(P1)	P1 Paint Opts					
			.P8T	Titanium					
			.NA	Match Case					
			\$(P1)	P1 Paint Opts					
			.P8T	Titanium					
			\$(L1STD)	Grd L1 Standard Laminate					
			.H	Bourbon Cherry					
3	1	HON	HESCO3H3WS	COMBO - 24"H LOCKER + 1H CUBBY - 3-WIDE	\$2,692.00	\$2,692.00	\$2,692.00	\$2,692.00	
			.C	Standard					
			.N	Without Door					
			.S	Solid					
			\$(P1)	P1 Paint Opts					
			.P8T	Titanium					
			.NA	Match Case					
			\$(P1)	P1 Paint Opts					
			.P8T	Titanium					
			\$(L1STD)	Grd L1 Standard Laminate					
			.H	Bourbon Cherry					

EBI List Sell W Tags W Options

Prepared For: **E.D.Locke Public Library**

Page 2 of 2
11/26/2024
2:52:20PM

McFarland Public Library
5920 Milwaukee Street
McFarland WI 53558
608-838-9030

Job:
PO Number:
By: Maryanne Michaelis
Notes:

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
4	1		D & I	RECEIVE, DELIVER AND INSTALL	\$0.00	\$0.00	\$0.00	\$0.00	
				INCLUDED IN CONTRACT					
Tag Subtotals:						\$9,100.00		\$9,100.00	
Total List:						\$9,100.00	Total Sell:	\$9,100.00	

Authorized Customer Signature:_____

Printed Name / Title:_____

Date:_____

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Options

Doors



Conceal belongings with doors. Available on all Lockers, Combos, and Tote Storage.

Slotted End Panels



Maximize storage with slotted panels for hanging Fuse™ accessories.

Hanging Accessories



Hang Fuse hooks, side saddles, and hot files on slotted end panels for quick access to items.

Trays For Tote Storage



3"H, 6"H, and 12"H trays, sold in sets of 2, allow for additional storage customization in Totes.

Bookcases



4-Shelf
57 3/8"H



3-Shelf
44 1/4"H



2-Shelf
31 1/2"H
Double-sided
option available



1-Shelf
18 3/4"H
Double-sided
option available

Command Stations



Left Wardrobe
57 3/8"H



Right Wardrobe
57 3/8"H

Cubbies



4-High x 3-Wide
57 3/8"H



3-High x 3-Wide
44 1/4"H



2-High x 3-Wide
31 1/2"H
Double-sided
option available



1-High x 3-Wide
18 3/4"H
Double-sided
option available

Lockers

Optional doors available.



3-Wide
57 3/8"H



3-Wide
44 1/4"H



3-Wide
31 1/2"H



2-Wide
57 3/8"H



2-Wide
44 1/4"H



2-Wide
31 1/2"H

Combos

Optional doors available.



3-Wide
57 3/8"H



3-Wide
44 1/4"H



2-Wide
57 3/8"H



2-Wide
44 1/4"H

Tote Storage

Trays sold separately. Optional doors available.



3-Wide
57 3/8"H



3-Wide
44 1/4"H



3-Wide
31 1/2"H



2-Wide
57 3/8"H



2-Wide
44 1/4"H



2-Wide
31 1/2"H

McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 2, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Accoustic Tiles for Study Rooms

PREVIOUS ACTION:

ISSUE SUMMARY:

The library's study rooms are quite busy and they are not soundproof. The acoustic tiles would both help to buffer the noise from outside the room and help with confidential discussions within the rooms.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCFARLAND LIBRARY - ECOUSTIC WALL TILES - STUDY ROOMS
2. UNIKA VAEV - DRIFT ECOUSTIC WALL TILES

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Prepared For: **E.D.Locke Public Library**

Page 1 of 1
11/26/2024
1:41:17PM

McFarland Public Library
5920 Milwaukee Street
McFarland WI 53558
608-838-9030

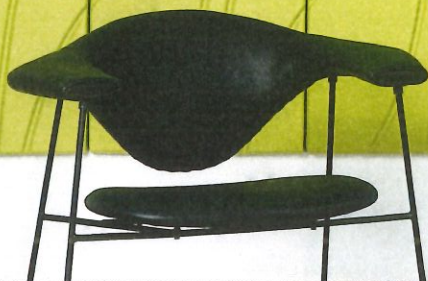
Job:
PO Number:
By: Maryanne Michaelis
Notes:

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
Tag:									
1	1			USE UW CONTRACT #23-5665	\$0.00	\$0.00	\$0.00	\$0.00	
2	1	HON	HUVDRWT	Drift Ecoustic Wall Tile - 8/Box	\$3,790.00	\$3,790.00	\$1,788.88	\$1,788.88	
			\$(A)	Grd A Fab					
			.EF	Ecoustic Felt					
			39	Sky					
3	1	HON	HUVDRWT	Drift Ecoustic Wall Tile - 8/Box	\$3,790.00	\$3,790.00	\$1,788.88	\$1,788.88	
			\$(A)	Grd A Fab					
			.EF	Ecoustic Felt					
			67	Green					
4	1		D & I	RECEIVE, DELIVER AND INSTALL	\$0.00	\$0.00	\$0.00	\$0.00	
				INCLUDED IN CONTRACT					
Tag Subtotals:						\$7,580.00		\$3,577.76	
Total List:						\$7,580.00	Total Sell:	\$3,577.76	

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____



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ecooustic® Drift

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, December 2, 2024

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: OPAC Stations

PREVIOUS ACTION:

ISSUE SUMMARY:

We currently have three online public access catalog (OPAC) stations near the circ desk. We would like to get rid of the large furniture that we currently have and move to more streamlined furniture. We would also like to move the OPACs to locations throughout the adult side of the building. We think patrons will find it more convenient to be able to look up items near the shelves. I don't have the exact pricing from the vendor yet. I am hoping to have that in time for our meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. opac and self-check stations - 3 Branch



(<https://3branch.com/wp-content/uploads/2020/01/cook-aspen-opac-3.jpg>)

Home (<https://3branch.com>) / skware tables (<https://3branch.com/collection/skware-tables/>) / opac and self-check stations

opac and self-check stations

opacs and self-check stations

Customize with tech, storage, and wire management features.

Add to Wishlist

Standard product details:

Wire-management leg

Welded steel table frames with adjustable glides

Available in brushed stainless steel or powder-coated finishes.

The worksurface is 1" thick and is flush with the frame (approximately 1/16" overhang).

1/4" reveal between frame and top

Standard laminates include Wilsonart, Formica, Pionite and Nevamar

Optional:

Shelves and/or storage

Power/data and wire management accessories

Dividers and privacy screens

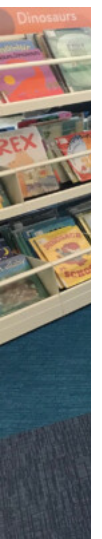
Casters available on certain items

Quartz, solid surface, wood veneer, and other worksurface materials are also available.

brochure
(<https://3branch.com/wp-content/uploads/2023/04/skware-table-collection-brochure-v6.pdf>)

finishes
(<https://3branch.com/wp-content/uploads/2021/04/skware-finishes-v6.pdf>)

Opac and self-check tables with tech and storage features.



gallery

			Skware - C
	Skware - OPAC table, Waunakee		(https://3branch content/upload: opac.jpg)
skware opac, schauburg		(https://3branch.com/wp-content/uploads/2020/11/waunakee-opac.jpg)	Skware - OI
	(https://3branch.com/wp-content/uploads/2024/09/IMG_73: scaled.jpg)	Skware - OPAC, MI City	(https://3branch content/upload: opac.jpg)
Skware - Self check tables	(https://3branch.com/wp-content/uploads/2020/11/mi-city-opac.jpg)	Skware - table, l	
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	Skware - OPAC, Lake Villa	Skware - modes	
Skware - OPAC, Caille		(https://3branch content/upload: Skware-OPAC-4.	
	(https://3branch.com/wp-content/uploads/2020/01/lake-villa-skware-opac.jpg)		
	(https://3branch.com/wp-content/uploads/2020/11/3branch Skware-OPAC-Caille.jpg)		

 Email: info@3branch.com(mailto:info@3branch.com)

 Toll free: 877 899 9902(tel:8778999902)

 Fax: 847 291 3901

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 Ave, (https://www.google.com/maps/place/797+Glenn+Ave,+Wheeling,+IL+60090/data=!4m2!3m1!1s0x880fb9Wheeling,sa=X&ved=2ahUKewjMiq_C48btAhXHLs0KHRuRDiwQ8gEwAHoECACQAQ)
Illinois
60090

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Full Name	Email
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Organization Name

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Questions and comments

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discovery activity table collection (<https://3branch.com/discovery-activity-collection/>)

