

Monday, February 3, 2025

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 January 6, 2025 meeting.
 - b. Motion to approve the January 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. Surveillance Camera Policy
 - b. Borrowing Rules Policy
 - c. 2025 Library Board Calendar
 - d. 2024 Annual Report
 - e. Neutral Current Investigation Report
 - f. Hand Drier Replacement Quote
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, January 6, 2025 - 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

At 5:15, without objection, the Board moved to discuss item 5a first.

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 December 2, 2024 and December 9, 2024 meetings.*
Motion by Member Evan Richards, second by Village Trustee Luke Fessler, to approve the minutes of the December 2, 2024 and December 9, 2024 meetings. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the December 2024 invoices*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the December 2024 invoices totaling \$46,473.71 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. Update from Matt Schuenke and Carolyn Clow

- Update on Community Center Project.
- Overview of CIP and Library Project's inclusion in the 10 year outlook.
- Reference letter from Youth Center and work we've done to date.
- Look ahead to what the purpose of the joint meeting is on January 28th.

Village Board President Carolyn Clow and Village Administrator, Matt Schuenke gave an update to the board on the Community Center Project, CIP, and Youth Center.

b. Youth Center Discussion

c. Library Mission Statement

Without objection the Board discussed items c, d, and e together as one item.

Motion by Member Evan Richards, second by Member Peter Sobol, to approve Library Mission, Vision, and Non-Discrimination Statement. Motion carries 7 - 0 - 0 by acclamation.

d. Library Vision Statement

See Item C.

e. Library Nondiscrimination Statement

See Item C.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Mona Nelson, to adjourn at 7:08

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

January 2025 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$823.29	Program Supplies, Office Supplies, DVDs, CDs
AT&T MOBILITY II LLC	\$37.09	Cell Phone
BLUESTAR INK LLC	\$100.00	Program Fee
BOLDTRONICS INC	\$480.00	Door Access Repairs
CORPORATE BUSINESS SYSTEMS	\$441.57	Copier Lease
DEMCO INC	\$200.14	Library Supplies
EBI INC	\$4,295.20	Circ Desk Cabinets
ENVISIONWARE	\$1,317.53	Hardware Maintenance fees
FCI	\$107.24	HVAC Filters
FRIENDS OF THE MCFARLAND LIBRARY	\$445.00	CC Charges - pass through
GEE FUNNY FARM	\$500.00	Program Fee
HERALD IND & MCFARLAND THISTLE	\$102.50	Newspaper Subscription
INGRAM LIBRARY SERVICES	\$5,076.73	Books
LARSON, RON	\$75.00	Program Fee
MCFARLAND ACE HARDWARE	\$0.75	Facility Supplies and Repair
MICROMARKETING LLC	\$377.42	Audio Books
MILLER, DALLAS	\$30.00	Lost Item Refund
NASSCO INC	\$303.54	Cleaning Supplies
OVERDRIVE INC	\$5,000.00	Overdrive Fee
RELIABLE FLOOR CARE	\$2,930.72	Carpet Cleaning
SOUTH CENTRAL LIBRARY SYS	\$53,317.00	Technology Fees
STATZ-PAYNTER, JAMIE	\$96.00	Program Fee
TODAY'S BUSINESS SOLUTIONS INC	\$6,480.00	Scan EZ system
US CELLULAR	\$43.75	Cell Phone
VESTIS LLC	\$241.32	Mat Rental
VIKING ELECTRIC SUPPLY	\$586.75	Lighting Supplies
WERNER ELECTRIC SUPPLY CO	\$181.20	Lighting Supplies
WISCONSIN LIBRARY ASSOCIATION	\$150.00	Membership Dues
ZOOBEAN INC	\$771.75	Software Fee
Grand Total	\$84,511.49	

Gift Fund		
Madison Community Foundation	\$600.00	Donations one for \$100 and a 2nd for \$500

Grand Total **\$85,111.49**

2025 Budget Update

REVENUES							
		Budget Amount	January Estimated	YTD Estimated	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41110	\$ 800,750.00	\$ -	\$ -	0.00%		
County Library Aids	43720	\$ 367,000.00	\$ -	\$ -	0.00%		
Library Fines	45190	\$ -	\$ -	\$ -			
Interest	48100	\$ 30,000	\$ -	\$ -	0.00%	8%	
Library Fees	46710	\$ 3,500	\$ -	\$ -	0.00%	8%	\$ 291.67
		\$ 1,201,250.00	\$ -	\$ -	0.00%	8%	
Expenditures							
Salaries	110	\$449,000.00	\$ 39,684.16	\$39,684.16	8.84%	8%	\$ 37,416.67
Part-time	120	\$234,500	\$ 15,348.37	\$15,348.37	6.55%	8%	\$ 19,541.67
Health Insurance	130	\$144,500	\$ 5,612.84	\$5,612.84	3.88%	8%	
Retirement	131	\$39,000	\$ 3,146.94	\$3,146.94	8.07%	8%	\$ 3,250.00
SS/Medicare	132	\$52,250	\$ 4,125.70	\$4,125.70	7.90%	8%	
Other Benefits	135	\$2,500	\$ 81.85	\$81.85	3.27%	8%	
Total Personnel		\$921,750.00	\$ 67,999.86	\$67,999.86	7.38%	8%	\$ 76,812.50
Support Services	210	\$ 12,000	\$ -	\$ -	0.00%	8%	\$ 1,000.00
Consulting Services	211	\$ 49,750	\$ 49,608.00	\$ 49,608.00	99.71%	8%	\$ 4,145.83
Utilities	220	\$ 40,000	\$ 2,382.45	\$ 2,382.45	5.96%	8%	\$ 3,333.33
Communication	221	\$ 6,500	\$ -	\$ -	0.00%	8%	\$ 541.67
Equipment Maintenance	240	\$ 11,000	\$ 1,537.12	\$ 1,537.12	13.97%	8%	\$ 916.67
Facility Maintenance	242	\$ 23,250	\$ 734.26	\$ 734.26	3.16%	8%	\$ 1,937.50
Other Contractual Services	290	\$ -	\$ -	\$ -	0.00%	8%	
Total Services		\$ 142,500.00	\$ 54,261.83	\$ 54,261.83	38.08%	8%	\$ 11,875.00
Office Supplies	310	\$ 8,500	\$ 344.34	\$ 344.34	4.05%	8%	\$ 708.33
Postage	311	\$ 250	\$ -	\$ -	0.00%	8%	\$ 20.83
Dues	320	\$ 750	\$ 150.00	\$ 150.00	20.00%	8%	\$ 62.50
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	0.00%	8%	\$ 83.33
Training Expenses	331	\$ 3,250	\$ -	\$ -	0.00%	8%	\$ 270.83
Operating Supplies	340	\$ 5,000	\$ 249.51	\$ 249.51	4.99%	8%	\$ 416.67
Technology	342	\$ 36,750	\$ 771.75	\$ 771.75	2.10%	8%	\$ 3,062.50
Collection - Print	344	\$ 60,000	\$ 1,461.75	\$ 1,461.75	2.44%	8%	\$ 5,000.00
Collection - AV	345	\$ 12,500	\$ 145.28	\$ 145.28	1.16%	8%	\$ 1,041.67
Library Miscellaneous	390	\$ -	\$ -	\$ -	0.00%	8%	\$ -
Programming	391	\$ 9,000	\$ 825.55	\$ 825.55	9.17%	8%	\$ 750.00
Other Total		\$ 137,000.00	\$ 3,948.18	\$ 3,948.18	2.88%	8%	\$ 11,416.67
Total Budget		\$1,201,250.00	\$ 126,209.87	\$ 126,209.87	10.51%	8%	\$ 100,104.17



**E. D. LOCKE
PUBLIC LIBRARY**

McFarland, Wisconsin5920 Milwaukee St. • McFarland WI 53558
608-838-9030 • mcflib@mcfarlandlibrary.org**E.D. Locke Public Library Gift Fund 2024****Beginning Balance January 1, 2024**

\$44,105.02

Revenue

Donations Materials	\$ -
1000 Books	\$ -
Volunteers	\$ -
Grant Programming	\$ -
Adult Programming	\$ -
Friends	\$ -
SCLS Grants	\$ -
Madison Community Foundation	\$ 5,100.00
Other Donation	\$ 2,360.00
Interest	\$ 2,513.00

Total Revenues \$ 9,973.00**Expenditures**

1000 Books	\$ 666.15
Volunteers	\$ -
Friends Juvenile Materials	\$ -
Friends Juvenile Programming	\$ -
Friends Adult Programming	\$ 3,197.00
Friends Equipment	\$ -
Grant Equipment	\$ -
Grant Programming	\$ -
Madison Community Foundation Endowment	\$ 6,900.00
Donations Programming	\$ -
Donations Materials	\$ -

Total Expenditures \$ 10,763.15**Balance December 31, 2024**

\$43,314.87

January Highlights

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

Endowment –

November 2024	December 2024	Difference	Contributions
\$224,943.56	\$218,421.10	-\$6,522.46	\$1000

- **Library Facilities Management**
 - **HVAC**
 - The 2nd HVAC upgrade started this on January 27, 2025. It's expected to be complete mid-February.
 - **Electrical/Lighting**
 - The LED tape lighting has been installed. We are now looking at changing lighting in the New Books area and the meeting room.
 - Troubleshooting of Neutral current issue – the report of the findings about this issue are later in this packet.
 - **Meeting Room AV**
 - We've added the ability for staff to do wireless presentations to the meeting room.
 - **2024 Capital Projects –**
 - Scanner/Copier/Translator – The system was be installed in December. We're waiting for installation of the printer.
 - **2025 Capital Projects**
 - HVAC Controls and Server upgrade- In-progress
 - 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 – I'm working with HGA to create the language for the RFP and investigate replacement vs. repair.
- **Continuing Education**
 - **SCLS Annual Report Webinar**– SCLS does a webinar each year that goes through the annual report in detail. It's very helpful since just when you think you understand how to fill it out, the state changes it.
 - **Small Spaces, Big Opportunity: Reorganizing to Increase Circulation**– This webinar was about reorganizing library spaces to increase use and circulation. It was very interesting and we've already starting putting some ideas into practice.
- **Credit card Processing Software** – The company we currently use Allpaid has decided to almost double the transaction fees on credit card charges. We're working with the village to try to find another solution.
- **Friends of the Library Trivia Night** - We held a trivia night to benefit the Friends of McFarland Library. The evening was very successful and we raised about \$1300. Many people have asked us to do it again. Kelly and Sara helped out tremendously for this event. Kelly wrote some of the questions and coordinated large portions of the event. Sara did a lot of the promotion on social media and coordinated the registration.
- **Table Reading** – The Table Reading for library donors has been scheduled for Saturday, April 26th. The play they will be reading is *The Lion in Winter*.

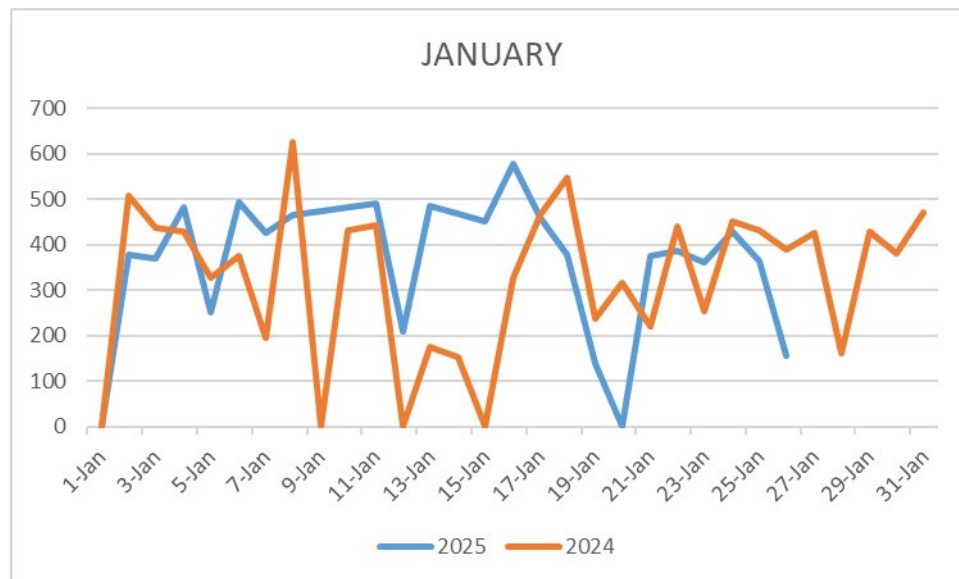
- **School District Partnership** – Aaron Tarnitzer and I are working on setting up a community reads program. We're hoping to find a book on social media and mental health for our first year's program.
- **Chamber of Commerce Partnership** – I met with the Director of the Chamber of Commerce to discuss ways we might be able to work together in the next year. We had a number of ideas for programs and collaborations.

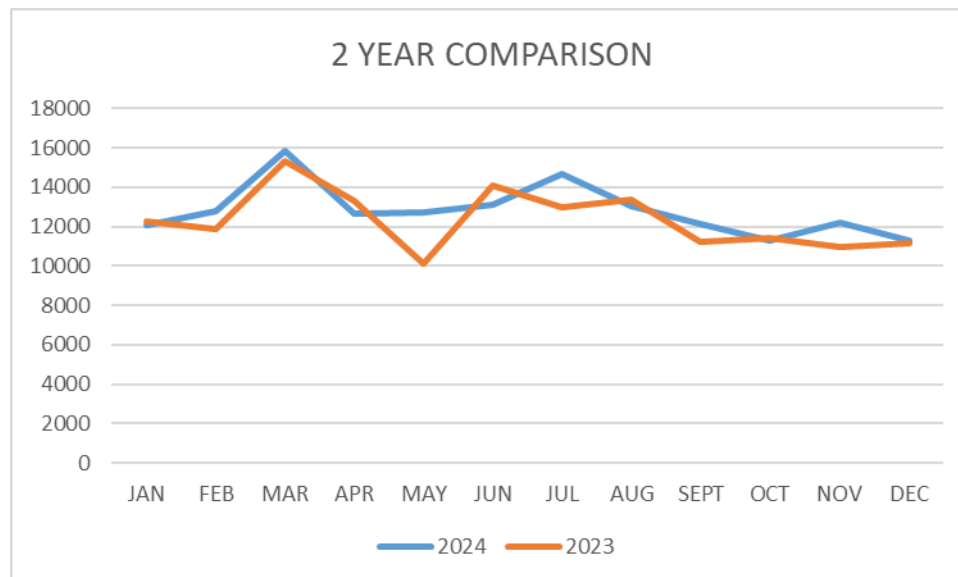
Library Circulation (Kelly Heasty)

- Display Case: Local Artist's Jewelry Collection. Next month: MHS Multi-cultural club
- Conversaciones en Espanol: 6 in attendance at 1/4 meeting; 6 in attendance at 1/18 meeting
- 8 on-line applications for new cards received via CivicPlus form for this month.
- Phones down on 1/21 most of the day and 1/22 in the morning.
- Filled in for Amy while she was unexpectedly out on sick leave for one week.
- 2 walk-in Notary appts.
- Looked into a reference question forwarded from MAD re: finding an address for a person who lived in MCF during the 80s. Unfortunately, we were not able to help the patron.
- Updated the marketing flyers in the public restrooms for January.
- EZ scan installed, but not yet ready for patrons.
- Curbside & locker pickup appointment solution (Capira no longer available after March 30): Currently working on LibCal to see if I can get it set up to handle these special pick-ups.

JAN LIBRARY VISITS: TREND

(*Closed Jan 9 & 12, last year, for weather)





Youth Services (Heather Kent)

Storytime - Storytime resumed on January 2 with Little Bodies, Big Feelings. Attendance has been steady even with very frigid temperatures.

Programming:

Friday, January 3 and Friday, January 17 were Cottage Grove mornings. Liz led the storytime on the 3rd and I taught the Zumbini Class. We will continue to have this rotation at Cottage Grove giving Liz practice for coverage that may arise at our library.

Tuesday, January 7th the D&D club met to start their next adventure. This group is very enthusiastic about the game. They completed their adventure in a mysterious museum (modeled after the old State Historical Museum) and reported back to mayor Vel (based on Vel Phillips).

Zumbini resumed on January 8th with a full house. The cold weather has really had caregivers needing the physical activity for the kids. Registration for the next session opened on 1/27 and filled very quickly.

Messy Munchkins was back this month with two mornings – January 10 and January 24. This two hour program had over 100 people attend each day. Lots of messy fun was had. It's a great opportunity for kids to have messy sensory play that parents may avoid because of clean-up.

Magic Tree House Book Club met on Tuesday, January 14th and we discussed the book *Sunlight on the Snow Leopard*. Participants learned about the snow leopard and the challenges it faces. The book also talked about the Hindu celebration of Holi so we learned a dance for Holi. Our craft this month was making snow leopard door hangers. Next month, timed with Black History Month, we will be discussing *A Big Day for Baseball* which is about Jackie Robinson.

Thursday, January 16th was PJ Storytime: Family Yoga Storytime. This is the third year having a family yoga storytime and always a fun program. The program this year used some of the material from the Bari Koral class Heather took in 2024.



Graphic Novel Book Club met on Tuesday, January 21 with a very small group. Low numbers may have been caused by the frigid temperatures and the schools being closed. We will pick up again next month.

There was no school on Friday, January 24th so we had a Weaving Workshop for ages 5 and up. Participants used cardboard looms to create woven art pieces. This program was really interesting because it appealed to all ages. We had a majority of younger kids but there were some middle school students, high school students, and two adults. All stayed for the full 1.5 hour program – which was great.

Teen Services (Holly Wergin)

- **Programming**
 - **Snack & Chat:** Consistent groups continue to come to snack & chat and have a good time while making new friends. Since video games have been so calm during Teen Hangout, I have attempted adding video games to Snack & Chat as well. It hasn't been every time, and it's a toss up on whether teens are interested in partaking on any given day, but I think it's just one more way to appeal to different teens in the area and encourage socializing with new people. As for crafts, teens have requested perler beads, origami, and beading, and I continue to hear their requests and try to give them agency in this space.
 - **Thursday Programs**
 - **UnBook Club:** UnBook Club took place immediately after New Years this month, so teens made reading goal pages for the new year. This month was also the first month we created a display in the YA section titled "Teen Librarian of the Month" where one of our UnBook Club members made a display of their favorite YA books. This event had lower attendance due to it being right after New Years, so that may be something to consider for next year.
 - **Teen Hangout:** At Teen Hangout this month, new teens have been coming back more consistently and making friends with a lot of the regulars. Like in Snack & Chat, interest seems to change day by day, so having the stations out consistently is helpful in making sure our teens have variety in their choices. Currently, I'm looking into ways we can switch it up a little bit, like using different consoles for video games, trying new video games, etc.
 - **Teen STEAM:** For Teen STEAM this month, I set up stations to make different models of paper airplanes and then put them through various tests. However, the teens who came into STEAM that Thursday needed space to rant and talk to friends, so I gave them that space and had some teens partaking in the activity, and some getting their social needs met instead.
 - **After Hours:** Teens made blanket forts of all shapes and sizes during our January After Hours. We had a lot of new teens or teens I hadn't seen in a long time at this program, with 16 teens total showing up to make blanket forts. Everyone had the space to do their own thing, with some choosing to make small forts and spend time relaxing and doing crafts, while others spent the whole time trying to make the ultimate blanket fort. At the end, I had multiple teens asking when

we would do something like this again.



- **D&D One-Shot:** This month was the beginning of our new format of doing D&D one-shots monthly. With this new shift, we also made additional changes in how we operate the campaign, including establishing table rules, making physical spell cards, and having pre-made characters. Despite some illness, I had many new teens sign up, including first time players, and they all had an amazing time. I think this format will prove to be better for the school year, and Mike (our DM) and I are talking about possibly doing a DM bootcamp to encourage teens to DM their own campaigns.
- **VolunTeens:** Our January meeting of the VolunTeens was the first month of our new meeting time; I chose this new meeting time based on a survey I sent out to current VolunTeens at the end of last year. I think it was because of this new time that we had some new teens join our meeting. This month, we began the process of creating a “teen zine” for the summer; in this, teens contribute content and art of their choosing (reviews, art, original writing, or something else they are passionate about), and we publish a zine of their work while also advertising teen summer programming.
 - 18 volunteer hours from 7 volunteers in the month of January
- **Crochet Party:** I’ve seen some interest in crocheting and other fiber arts in our teen base, and so I decided to put on this crochet event as an experimental program to gauge interest and try something new. I wanted this to be both a space for crochet-loving teens to have the materials to make new things and an opportunity to teach the basics of crochet to beginners. I’m writing this prior to the event, but currently we have 17 teens registered. About 5 of those registered are absolute beginners, and the rest are coming to have a space to crochet and meet other teens interested in crocheting. Most of the teens registered are not my program regulars.

Adult Programming:

Craft Club

- Our registration filled the day it opened! 14 patrons created pasta snowflakes by arranging, gluing, and then spray-painting various dry pastas together. We had a couple new faces who are excited to attend future craft clubs.

- February's craft is wool hand warmers. Katie will be marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 10 people attend this month's book club. We discussed *The Disappearing Act* by Catherine Steadman. It was well received by everyone, and many appreciated the red herrings that the author included along the way.
- Updated marketing and created bookmarks for February's book (*The Silent Patient* by Alex Michaelides).

Other

- Our first ever Trivia Night (1/11) was a success! 73 people attended, and Patrick Fernan did a fabulous job as MC. Many people have approached us to say how much fun they had, and they hope we do it again.
- Bridge continues to hold steady at 8-10 people per week. There has been some interest in an introduction program, and one of the Bridge players asked if he could lead it. There will be a three-week Intro to Bridge Program. The first session (1/28) had six people in attendance. They all appreciated the basic game play structure that Richard started with. All of them are interested in returning for the next two sessions. The other two dates are February 4 and 11.
- We had 11 people register for our Crafting with Jamie program (1/25). While only two showed up, those two loved the one on one assistance they received from Jamie. We look forward to having Jamie come again, when maybe not so many people get sick right before the program!
- Joe Fahey is presenting on Pompeii & Herculaneum on Jan 29. It will be live streamed for those who cannot attend in person.
- Lon Haldeman, ultra-distance cyclist and now author, is presenting on Jan 30. It will be live streamed for those who cannot attend in person.
- Katie and I met with Nengher Vang, owner of The Mekong, to discuss and plan a program at the library. He will be coming on February 24 to present on Hmong history and culture, and offer appetizer from The Mekong. We hope to have him come back again later in the year to do a cooking demonstration.
- Met with the Executive Director of McFarland's Chamber of Commerce. Discussed ways we can potentially partner with the Chamber, as well as support the Chamber's goals.
- Met with Katie Gletty-Syoen and our group of McFarland Caring Quilts volunteers. We are planning on the same community project this year due to its success. On February 18 we will meet to begin creating quilt block kits. We are also hoping to incorporate the Teens at a future date, once they have had some sewing programs under their belts.
- Reached out to Bird Festival Committee to begin the planning process. Bird Festival will be Saturday, May 10.
- Proctored a series of six exams for a student through UW-Eau Claire.
- Created marketing and advertised for Family Game Day, D&D for Adults, Intro to Bridge: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.

- Sent adult programming information to the Thistle, Senior Outreach, local bicycle shops around Madison (for Lon Haldeman's program), McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

Collections & Other Services:

- New Displays
 - Read Alike Displays (joint effort with Katie)
 - *James* by Percival Everett
 - *Wicked* by Gregory Maguire
 - *Every Tom, Dick, & Harry* by Elinor Lipman
 - *Beautiful Ugly* by Alice Feeney
 - Lunar New Year (Sara)
 - Remembering MLK Jr (Katie)
 - In Memory of Jimmy Carter (Katie)
 - Korean American Day (Katie)
 - Calm/Meditative (Katie)
 - Korean American Day (Katie)
 - Winter Reading Challenge Suggestions-Blue Cover, Award Winner, Audiobook (Katie)
- Attended webinars/zoom meetings for: Ryan Dowd's Personality Disorders: An Interview with Dr. Gregory Lester, Spring & Summer Book Club Picks, and the Wild Wisconsin Winter Web Conference (Developing a Personal Cultural Humility Toolkit; Book are Our Brand: Reinvesting in RA; Never Too Much: All About Romance In and Out of the Library; Legal Reference Sources and Strategies; Small Spaces, Big Opportunity- Reorganizing to Increase Circulation; Crucial Conversations; Embodied Communication; The Art of Giving Great Service).
- Continued SCLS Infosec Training.
- Continued weeding adult fiction collection.

E.D. Locke Public Library - Monthly Report December 2024							
	Nov-24	Dec-24	Dec-23	% change October 2023 - October 2024	YTD 2024	YTD 2023	% change YTD 2023-2024
Materials Checked Out	13,322	12,549	12,650	-1%	153,073	148,518	3%
Materials Checked In	10,474	10,160	10,444	-3%	120,657	117,635	3%
Curbside Appointments	0	0	4	#DIV/0!	8	50	-84%
Locker Pickups	0	1		100%	2	0	#DIV/0!
New library cards	42	20	34	-70%	635	654	-3%
new materials added	389	347	270	22%	4529	4683	-3%
Internet use	282	274	295	-8%	3852	3349	15%
Average daily pick list	123	113	111	2%	133	128	4%
Visitor count	20,244	18,629	18,834	-1%	252,717	244,393	3%
Wireless Internet use (#users)	1,510	1,520	1,606	-6%	18479	25634	-28%
App use	2,462	449	398	11%	34561	27252	27%
Study room use	76	55	68	-24%	994	880	13%
Meeting room use	56	60	42	30%	602	551	9%
Reference Questions Answered	278	336	294	13%	3762	4151	-9%
Children's Program Participation (in-person)	1044	1213	1163	4%	14257	12771	12%
Teen's Program Participation (in-person)	102	91	87	5%	2093	2068	1%
Adult's Program Participation (in-person)	209	123	77	60%	7240	5974	21%
Adult's Program Participation (on-line)	39	0	22	-100%	644	493	31%
Volunteer hours worked	50.75	14.25	10	43%	228.25	244	-6%

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Surveillance Camera Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

This is just a review of the Surveillance Camera Policy. Staff are not recommending any changes.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Surveillance Camera Policy

	E. D. Locke Public Library	
Page 1 of 1	Surveillance Cameras ADOPTED 8/18	Approved: May 6, 2013 August 6, 2018

Introduction

The library has video surveillance cameras that are a part of the library's security system. The E.D. Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of library premises are under video surveillance and recording.

Images from the Library surveillance system are stored digitally on hardware in the Library. It is the intent of the Library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by the system software to make room for new images.

The library understands that privacy is important to patrons and staff. This policy is in force to deter public endangerment, vandalism, theft and mischief and to identify those individuals involved in such activity for law enforcement purposes

Recordings required for evidence shall be saved to a secure file and/or CD and stored in a secure environment. Such recordings will be destroyed when no longer required for evidence.

Authority to view either current or past surveillance data

The library's portion of that system may only be accessed by those so authorized by the director for bona fide technical, library, or legal reasons (see below).

Public library records

Video surveillance data are considered to be protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data:

43.30(5)(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under control of the library.

43.30(5)(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

Staff receiving a court order should follow the procedure described in the *Privacy of Library Records and Library Use* policy.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Borrowing Rules Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

Staff have recommended changes/updates to the Borrowing Rules Policy along with consolidating it with the Organizational Card Policy.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Borrowing Rules

	E. D. Locke Public Library	
Page 1 of 2	Borrowing Rules Library Card Policy	Revised: September 3, 2019

Your Library Card

Apply at the library or ~~download complete the form from on~~ the library website ~~and visit the library with your ID to pick it up. and turn it in at the circulation desk.~~ You will need to show a photo I.D. and proof of your current address.

In most circumstances, a new library card will be issued only if no immediate family member or person living in the same residence as the new patron ~~has fines and/or damage charges over \$20.00 or any lost material charges.~~

Library cards are honored at all Adams, Columbia, Dane, Green, Portage, Sauk and Wood county public libraries.

Lost cards cost \$1.00 to replace

Limited Use

In special circumstances, a Limited Use card may be issued, at the discretion of the Library Director or the Director's designee. These special situations include:

- Patrons who have abused their privileges and are slowly being re-integrated into the system.
- Children whose family members have accrued large fines and are unable to check out materials because of this.
- Children whose family members have accrued large fines, and whose family members are using the child's card to check out adult materials.
- Children who do not have a custodial parent or guardian present but have written permission from their custodial parent or guardian and are with a caregiver.

The parameters of Limited Use cards are as follows:

- Limit of three items checked out at a time.
- Limit of two holds at a time.
- ~~Lower circulation and holds block threshold; \$10.00 in fines instead of \$20.00~~
- Six-month expiration instead of four years.

Loan Periods

7 days: videos, DVDs

14 days: kits, magazines, new adult fiction, software, and music CDs

28 days: books, audiobooks, Large Print Books

	E. D. Locke Public Library	
Page 2 of 2	Borrowing Rules	Revised: September 3, 2019

Renewals

Most items can be renewed for ~~an two~~ additional loan periods, providing no one else has a hold on them.

Limits:

The library system places a total limit of 100 items checked out at any one time on an individual's library card.

Fines

Fines are not charged on most materials except:

\$1.00 per day for out of system interlibrary loans (including juvenile items). Staff are not exempt from this fine.

\$1.00 per day special collection equipment (wifi hotspots, ukuleles, etc...)

Interlibrary Loans

Patrons may use our Interlibrary Loan service to request items that are not available through LINKCat/~~Koha~~ **Bibliovation**. A written ILL request form must be filled out. Ask a librarian for assistance at the circulation desk.

Requests for interlibrary loan items are limited to 4 per month or 20 per year.

Organizational Cards

An Organization Card is issued in the name of an organization, agency or school with a physical location within the Village of McFarland. Organizations outside the Village of McFarland should apply directly to their home libraries. This service is offered as a courtesy to the staff of the organization. The Organization allows the staff to borrow materials from the E.D. Locke Public Library in order to support the clientele or mission of that organization.

Using the Organization Card allows the individual to protect his/her personal library card from fines and fees which might be due to professional situations out of their control. Some examples of organizations that might be interested in an Organization Card include: staff of nursing homes or assisted living facilities who borrow materials for residents and teachers who borrow materials to use with their students.

Organization Card Limits:

The same library rules (overdue fess, renewals, loss of borrowing privileges etc..) which apply to an individual apply to the users of an Organization Card.

The borrowing limits for an Organizational Card are limited to 200 checkouts.

The board or individual which has fiscal authority and responsibility for the organization will be held responsible for any fines and fees charged against this card.

These cards will be issued for one year. Renewals are possible as long as organizations remain in good standing and in business.

Only one card will be issued to any organization. The organization will be responsible for all borrowed materials.

Organization Card Procedure

In order to receive an Organization Card, a brief letter of request on organizational letter head must be submitted along with a completed application.

The head of the organization must sign an application form and supply acceptable identification for the organization and a list of authorized individuals.

Temporary Cards

Patrons staying in the area on a temporary basis (for example, visiting for the summer or working in the area for a short time) can be issued a card for the length time that they are staying here. Patrons wanting a card must:

- Show proof of their temporary address
- Show proof of their permanent address
- Fill out a library card application form

Staff will then determine how long the patron will be in the area, and set the expiration date accordingly. Staff will put a note in the patron record with the reason for the temporary card. (For example: Patron only lives in the area June 1 to August 31).

Patrons must show proof of their addresses after each expiration date in order to renew their card.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2025 Library Board Calendar

PREVIOUS ACTION:

ISSUE SUMMARY:

This is a draft calendar for the 2025 meeting dates. Some dates need to be shifted because of religious or legal holidays.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2025 Library Board Calendar

2025 Library Board Calendar

Monday	6	January	• Approve Library Director Goals.
Monday	3	February	• Annual Report Approved. • Nominating Committee Appointed.
Monday	3	March	• Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.
Monday	7	April	• Appointments of new board members made by the municipality. • Review Director/Strategic Plan Goals
Monday	5	May	• New board member terms begin. • Board officers elected.
Wednesday 5:15 (Shavuot)	4	June	
Monday	7	July	• Director provides board with preliminary recommendations for budget priorities for coming year. • Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year. • Due date for providing prior year usage and expenditure statistics to county; Budget and funding request approved for upcoming year. • Discuss joint Trustee meeting. • Review Director/Strategic Plan Goals
Monday	4	August	• Discussion of needed trustee continuing education.
Tuesday 5:15 (Labor Day)	2	September	• Apply for exemption from next year's county library levy. • Board representatives attend municipal budget hearings to explain and advocate for budget.
Tuesday 5:15 (Sukkot)	14	October	• Trustee continuing education session held during meeting. • Municipality approves library appropriation. • Dates Closed • Review Director/Strategic Plan Goals
Monday	3	November	• Budget revised, if necessary, based on actual funding approved. • Library policies reviewed and revised if necessary.
Monday	1	December	• Director Presents Draft of 2026 Goals. • Library policies reviewed and revised if necessary. • Vacation Carry Over – approval • Review Director/Strategic Plan Goals

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2024 Annual Report

PREVIOUS ACTION:

ISSUE SUMMARY:

This is the 2024 annual report that will be submitted to Dane County, the South Central Library System, and the Department of Public Instruction.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. final unsigned

**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-25)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2024**INSTRUCTIONS:** Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION

1. Name of Library E.D. Locke Public Library		2. Public Library System South Central Library System			
3b. Head Librarian First Name Heidi	3c. Head Librarian Last Name Cox	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 03/31/2027	
6a. Street Address 5920 Milwaukee St.	6b. Mailing Address or PO Box 5920 Milwaukee St.	7. City / Village / Town McFarland	8a. ZIP 53558	8b. ZIP4 8962	9. County Dane
10. Library Phone Number 6088389030	11. Fax Number	12. Library E-mail Address of Director hcox@McFarlandLibrary.org			
13. Library Website URL www.mcfarlandlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 17,820	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	65	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,380	0	0

		II. LIBRARY COLLECTIONS			
				a. Number Owned / Leased	b. Number Added
1. Books in Print				56,363	3,095
2. Physical Subscriptions				98	
3. Physical Audio Materials				3,544	123
4. Physical Video Materials				8,155	243
5. Other Physical Materials				446	
6. Total Physical Items in Collection				68,508	
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books		Yes	Yes	No	
8. E-serials		Yes	Yes	No	
9. E-audio		Yes	Yes	No	
10. E-video		Yes	No	No	
11. Research Databases		Yes	No	Yes	
12. Online Learning Platforms		Yes	No	Yes	
		III. LIBRARY SERVICES			
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
163,059	82,096	4,395	70,388	58,310	
			Method for Counting ILL Transactions	Total ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
15,453	10,397	22,843	2,003	2,810	50,696
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
4,837	2,597	7,434	No	Actual Count	3,762
7. Library Visits			8. Uses of Public Internet Computers		
a. Method	b. Annual Count			9. Uses of Public Wireless Internet	
Actual Count	252,717			a. Method	b. Annual Count
				Actual Count	187,989

	LIBRARY PROGRAMS AND ATTENDANCE	
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Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	269	68	108	116	1
Total Attendance	9,985	4,272	2,184	2,230	5,000

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	508	54	0	29	
Total Attendance	13,847	9,824	0		
Total Program Views				644	

Describe the library's in-person programs:

Story Time, Craft Club, Book Clubs, McFarland Community Festival, Bird Festival, End of Summer Bash, Author Visits, Teen Snack and Chat, Drama Camp, Presenters, History Tours, Silent Santa

Which platforms does the library use to host the library's live, virtual programs:

Describe the library's live, virtual programs:

Which platforms does the library use to host the library's pre-recorded programs:

YouTube

Describe the library's pre-recorded programs:

Local History, Financial Information, Author Visits, Music

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Kenneth	Machtan	5312 Falling Leaves Ln	McFarland	53558	ken.machtan@gmail.com
2. Mona	Nelson	6309 Mourning Dove Dr	Mc Farland	53558	mona.nelson@rocketmail.c
3. Karin	Mandli	5804 Aspen Ct	McFarland	53558	karin_mandli@mcfarland.k
4. Staci	Fritz	5304 Sure Ave.	McFarland	53558	stacifritz@gmail.com
5. Luke	Fessler	6409 Fox Run	McFarland	53558	Lfessler@mcfarland.wi.us
6. Evan	Richards	2473 Waubesa Hill Rd.	McFarland	53558	erichards@evanrichards.org
7. Peter	Sobol	5205 Broadhead St.	McFarland	53558	peter.sobol@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
7					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	McFarland	\$768,000
Subtotal 1		\$768,000

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$349,919

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$132		
Green	\$532		
Jefferson	\$1,428		
Rock	\$53		
Sauk	\$80		
		Subtotal 2b	\$2,225

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$475		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
		Subtotal 3	\$475

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Village of Cottage Grove	\$800		
		Subtotal 5	\$800

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$8,814

7. All Other Operating Income

\$24,631

8. Total Operating Income Add 1 through 7

\$1,154,864

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$800,750

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES				
Report operating expenditures from all sources. Do not report capital expenditures here.				
1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations		
\$618,984		\$204,671		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$53,295	\$18,708	\$9,391	\$0	\$81,394
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider	Description	Type	Amount	
Overdrive Statewide Pool	SCLS Overdrive	Contract	\$6,346	
Overdrive Magazines	SCLS Overdrive Magazines	Contract	\$429	
Overdrive Advantage	SCLS Overdrive Advantage	Contract	\$599	
ILS and Technology Services	SCLS ILS & Tech	Contract	\$48,532	
Subtotal 4			\$55,906	
5. Other Operating Expenditures				\$193,909
6. Total Operating Expenditures Add 1 through 5				\$1,154,864
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				
VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT				
1. Capital Income and Expenditures by Source of Income				
Do not report any expenditures reported above. Provide a brief description of any expenditures.				
Source	Brief Description of Expenditure	Revenue	Expenditure	
a. Federal		\$0	\$0	
b. State		\$0	\$0	
c. Municipal	Shelving, Copier, AV Equipment, Computers, Printers, Security system	\$57,989	\$57,989	
d. County		\$0	\$0	
e. Other		\$0	\$0	
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue		Total Expenditure
\$0	\$0	\$57,989		\$57,989
VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD				
1. Total Amount of Other Funds at the End of Year				\$311,439
IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY				
1. Total Amount of Section IX Funds at End of Year				\$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

[illegible]

	X. STAFF (cont'd.)	
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b. Other Paid Staff See *Instructions*

[illegible]

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
3.00	3.00	6.00	6.05	12.05

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			66,407
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	39,261	26,698	65,959
3. Circulation to Nonresidents Living in Another County in the Library System	147	50	197
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	76	131	207
5. Circulation to All Other Wisconsin Residents	38	6. Circulation to Persons from Out of the State	6
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Columbia	39	f. Rock	0
b. Dodge	0	g. Sauk	2
c. Green	9	h.	
d. Iowa	0	i.	
e. Jefferson	131	j.	
XII. TECHNOLOGY (Not included in 2024 Report)			

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	1	3	4
Total Self-Directed Activity Participation	1,892	1,366	102
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	11	0	19
Total Self-Directed Activity Participation	585	0	3,945
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Heather	Kent	hkent@mcfarlandlibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Sara	Hendrickson	shendrickson@mcfarlandlibrary.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Kenneth Machtan	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Heidi Cox	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The E.D. Locke Public Library Board of Trustees hereby states that in 2024 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤

Kenneth

Machtan

COMMENTS

SECTION II

8a. Did the library provide access to e-serials purchased solely by the library?

Flipster Titles--2025-01-23

Flipster, New York Times, Washington Post--2025-01-23

10a. Did the library provide access to e-video purchased solely by the library?

Hoopla and Kanopy--2025-01-23

11a. Did the library provide access to research databases purchased solely by the library?

Data Axle--2025-01-23

12a. Did the library provide access to online learning platforms purchased solely by the library?

Transparent Languages--2025-01-23

SECTION III

3b., E-serial Circulation

Overdrive 5442

Flipster 349

Washington Post 969

New York Times 3986--2025-01-23

3c., E-audio Circulation

Overdrive 20,602

Hoopla 2,241--2025-01-23

3d., E-video Circulation

Kanopy 2003--2025-01-23

6b. Reference Transactions

Decrease due to staff vacancies in 2024 which effected staffing of service desks.--2025-01-23

7b. Library Visits

Increase in visitor count could be due to increases in programming and promotion.--2025-01-24

9b., Wireless Internet Uses

We don't know why there was a decline in wireless internet usage.--2025-01-24

11., In-Person Off-Site General Interest Programs

Estimated attendance at the McFarland Community Festival which is a library program.--2025-01-29

15., In-Person Off-Site General Interest Program Attendance

Estimated attendance at the McFarland Community Festival which is a library program.--2025-01-28

Total General Interest Synchronous Programs

McFarland Community Festival--2025-01-29

General Interest Synchronous Program Attendance

Estimated attendance at the McFarland Community Festival which is a library program.--2025-01-29

Other Library Funds

Additions

Donations and Interest--2025-01-25

Subtractions

Pass through for Endowment donations and Program Fees.--2025-01-25

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Neutral Current Investigation 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 Neutral Current Investigation 012925 (1)

E.D. Locke Public Library

Neutral Current Investigation



Overview

A result of the E.D. Locke Public Library Electrical Study was neutral high currents (amps) on Panel B were observed. This study investigated the source of the neutral currents and provides a corrective action to remove or mitigate them from the electrical system.

Statement of Work

- Two Oaks worked with 1901 Inc. to identify the source of the neutral currents observed as part of the electrical study.
- This work will include onsite observations and troubleshooting with the electrician.
- Provide written recommendations to mitigate the high current on the neutral.

Field Observations

The observations noted below were performed on January 14, 2025. The testing procedure identified each neutral and its associated phase conductors. The library was wired using shared neutrals which means that multiple phase conductors use a single neutral as return path. This is code compliant but not a recommended best practice for commercial buildings. For each unique neutral a clamp type meter was used to measure the total neutral current while all the phase conductors were energized. After that load was noted, the load(s) were removed by opening the circuit breaker noting the current on the neutral. Through this process there were three outstanding contributions to the neutral current identified below, ranked in order of importance and suggested repair.

1. Electric Hand Dryers in the Men's and Women's restrooms
 - a. Each hand dryer contributed approximately 18 amps to the neutral when in operation. This is the largest contribution and was removed from service after testing.
 - b. The hand dryer requires a 208V power source but is wired with a 120V power source.
 - i. This is not installed properly, code compliant and is safety risk.
 - c. Recommendation: Replace the hand dryers with one rated for 120V.
 - i. Xlerator or Dyson Air Blade V are commonly used in commercial applications. See appendix for product sheet.
2. The cylindrical light fixtures at the top of the main round lobby space.
 - a. Cumulatively they contribute approximately 7 amps to neutral when in operation.
 - b. Based on the As-Built Electrical Manual, the light fixture was originally lamped (bulbs) with metal halide lamps which required ballast.
 - c. LED retro-fit lamps have been installed in the fixture. It is unclear if the ballast was removed as part of the retro-fit or if only the lamps were replaced.
 - i. If the ballast were not replaced, they can contribute high neutral currents.
 - d. Recommendation: The cost to completely re-build a fixture is often the same or more than replacement. In this application it is recommended to replace them with a new LED cylindrical luminaire.
 - i. See appendix for suggested fixture and with performance specifications.
3. The wall mounted light fixtures around the round portion of the main lobby space.
 - a. Cumulatively they contribute approximately 7 amps to neutral when in operation.
 - b. Based on the As-Built Electrical Manual, the light fixture was originally lamped (bulbs) with fluorescent lamps which required ballast.
 - c.

- d. Similar to the cylindrical fixtures these have been retro-fitted with LED lamps and not clear if the ballast were replaced.
- e. Recommendation: Similar to the cylinder fixture, it is recommended to replace it with a new wall mounted sconce.
 - i. See appendix for suggested fixture and with performance specifications.

Summary

Replacement of these components will provide a safer electrical system. The hand dryers present a personal safety risk and compromise the electrical system. They are currently placed out of service but replacement is recommended.

Appendix

- Hand Dryer Example Product Sheets
- Cylindrical Fixture Products Sheets
- Wall Mounted Fixture Product Sheets



XLERATOR® HAND DRYERS

Fastest, most powerful automatic dryers in the business. They really work!

- Maintenance-free, hard-wired.
- Energy efficient.
- Variable speed and heat.
- **H-8046** – 208-277 volts. For buildings requiring higher voltage or when installing multiple dryers on one circuit.

XLERATOR® 110-120 VOLT HAND DRYERS						2 YEAR WARRANTY		
MODEL NO.	DESCRIPTION	VOLTS	AMPS	DRY TIME	DIMENSIONS H x W x D	PRICE EACH		ADD TO CART
						1	2+	
H-1927	Black / White	110-120	12.2	8 seconds	12 x 13 x 7"	\$625	\$580	Specify Color
H-4529	Textured Graphite					625	580	1 ADD
H-3887	Stainless					850	800	1 ADD

XLERATOR® 208-277 VOLT HAND DRYER						2 YEAR WARRANTY		
MODEL NO.	DESCRIPTION	VOLTS	AMPS	DRY TIME	DIMENSIONS H x W x D	PRICE EACH		ADD TO CART
						1	2+	
H-8046	White	208-277	6.2	8 seconds	12 x 13 x 7"	\$625	\$580	1 ADD

LOW VOLTAGE AND HIGH VOLTAGE TECHNICAL SPECIFICATION

Electrical

Input voltage: Low voltage = 100–120V, High voltage = 200–240V
Frequency: 100–115V at 50/60Hz, >115–120V at 60Hz; 200–240V at 50/60Hz
Standby power consumption: Less than 0.5W
Motor specification: 1000W, digital V4 brushless motor
Motor switching rate: 5,500 per second
Motor speed: 83,000rpm
Amp: Dedicated hand dryer circuit required. Reference NEC/local electrical code for loading: 9.09A at 110V , 4.54A at 220V
Heater type: None

Construction

Fascia: Polycarbonate
Back plate mounting bracket: ABS/PBT Plastic
Exterior screw type: Anti-tamper $\frac{4}{25}$ " (4mm) Pin-Hex
Water ingress protection to IP24
Net weight: 6.32lbs / 2.86kg

Filter

Sealed HEPA filter (glass fiber and fleece prelayer)
Captures 99.97% of particles as small as 0.3 microns

Operation

Touch free capacitive sensor activation
Hand dry time measurement: 12 seconds (measurement based on NSF P335 to a measurement of 0.1g residual moisture)
Sound power level: 79dB(A)
Sound pressure level @ 2m: 63dB(A)*
Operation lock-out period: 30 seconds
Airspeed at aperture: 420mph at Low voltage, 430mph at High voltage
Maximum altitude: 9,842 feet / 3,000 meters
Operating airflow: up to 5.3 gallons/sec and up to 42.38CFM
Operating temperature range: 32°–104°F / 0°–40°C

Logistics

Unit barcode:
Sprayed Nickel – Low voltage: 885609009933, High voltage: 885609009797
White – Low voltage: 885609009896, High voltage: 885609009179
Packaged weight: 9.52lbs / 4.32kg
Packaged dimensions:
Height 5 $\frac{3}{4}$ " (145mm) × Width 17 $\frac{7}{8}$ " (455mm) × Depth 10 $\frac{3}{4}$ " (274mm)
Pallet quantity: 56

Standard warranty

5 year parts (self-service)



Product range (Select one)

HU02 Sprayed Nickel

Part number/SKU

- ☐ Low Voltage: 307174-01
☐ High Voltage: 307172-01

HU02 White

Part number/SKU

- ☐ Low Voltage: 307173-01
☐ High Voltage: 307171-01



Accreditations

Carbon Trust, NSF International
ADA compliant
Contributes to LEED certification
Contributes towards satisfying Feature W08 under the WELL Building Standard™



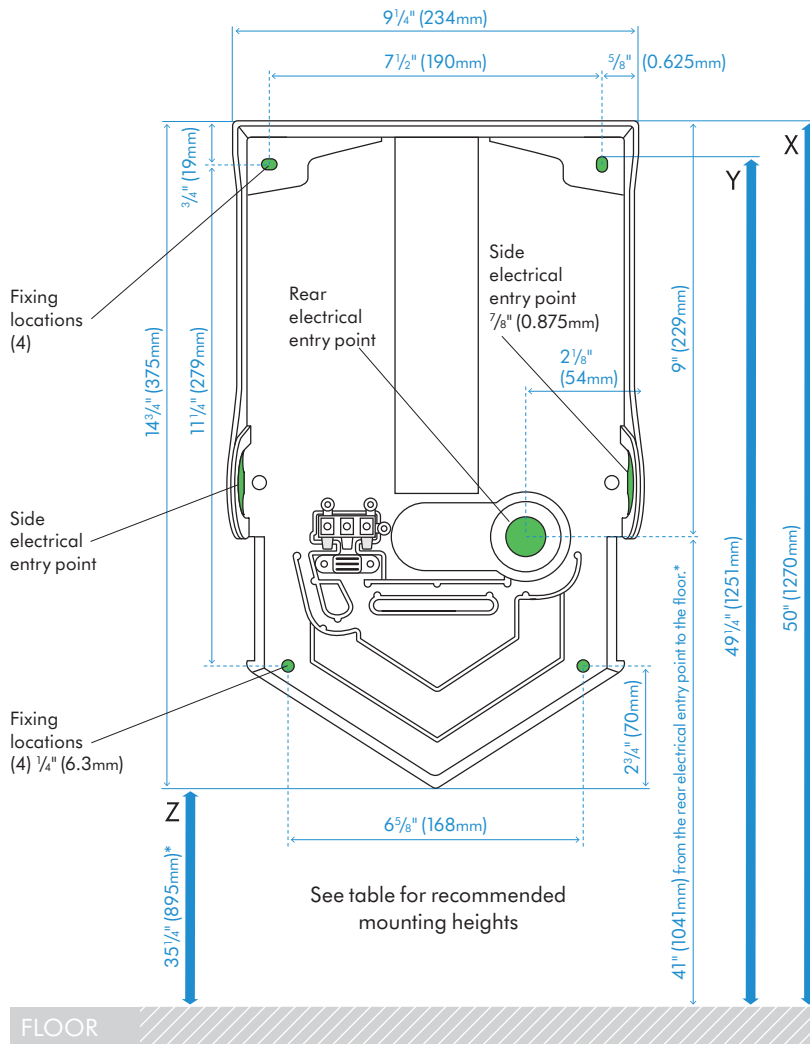
The Carbon Reduction Label is the registered trade mark of the Carbon Trust. The NSF logo is the registered trade mark of NSF International. International WELL Building Institute™ and the related logo are trademarks used with permission from the International WELL Building Institute™.

*Sound pressure measured at 6.56 feet (2 meters) distance, in a semi-anechoic chamber.

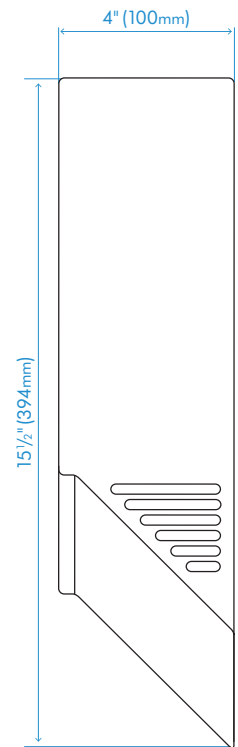
For more information, please contact Dyson:
1-888-397-6622 | design@dyson.com | www.dyson.com



REAR ELEVATION



SIDE ELEVATION



Machine fascia shown above in Side Elevation.

All dimensions shown in inches (+/- 3/16")
and in millimeters (+/- 5mm).

Holes indicated in green area are measured to the center of the hole.

Machine dimensions

Height 15½" (394mm) × Width 9⅞" (234mm) × Depth 4" (100mm)

Minimum clearance

8 ¹¹/₁₆" (220mm) clearance either side and 1 ³/₁₆" (30mm) above machine.

Recommended installation heights from floor

Adult	X 50" (1270mm)	Y 49 1/4" (1251mm)	Z 35 1/4" (895mm)
Wheelchair/child	X 48 3/4" (1238mm)	Y 48" (1219mm)	Z 34" (863mm)

Rear cable entry point from floor

Adult	41" (1041mm)
Wheelchair/child	39 ³ / ₄ " (1009mm)

*Please look into local guidelines for ADA compliance.

LANCE 6

ARCHITECTURAL GRADE OUTDOOR WALL LUMINAIRE

SPECIFICATION SHEET
WHITE UP & DOWN

Housing

Diameter : Ø6.4" | Height : 20" | Weight : 15.2 lbs

Material

Housing: Extruded Aluminum

Lens: Tempered Glass

Power Input

Downlight: 30W, 50W | 120-277V

Uplight: 30W, 50W | 120-277V

Lumen Output

Downlight: 3,005 lm (30W), 5,010 lm (50W)

Uplight: 3,005 lm (30W), 5,010 lm (50W)

Dimming

Standard 0-10V: Dims to 10%

Superior 0-10V: Dim to 1%

DMX: High resolution dims to 0.1%

Color Quality

CRI 85, CRI 93

Rated Life

> 100,000 Hours (L70)

Finish



Black



White



Gray



Bronze

Color Temperature



2700K



3000K



3500K



4000K

Optics



40°



60°



Wide

Warranty

5 Year limited warranty

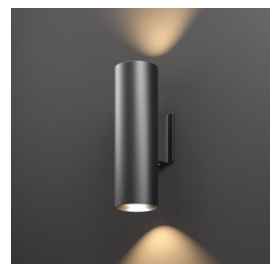
Listing



Designed for Timeless Exteriors

This 6-inch round wall mount cylinder boasts an impressive lumen range of 6,010 to 10,020 lm, providing exceptional illumination while making a bold architectural statement.

The IP65 rated Lance 6 ensures durability and reliability in all outdoor environments, making it the ideal choice for accentuating architectural features and enhancing outdoor facades.



METEOR

meteor-lighting.com

SPECIFICATION

PROJECT NAME

DATE

CATALOG #

QUANTITY

The product configurator function on this page works only with the latest version of Chrome or Adobe Acrobat Reader.

LA6	MODEL	LANCE 6		
	WATTAGE	60 Downlight: 30W Uplight: 30W	80¹ Downlight: 50W Uplight: 30W	100¹ Downlight: 50W Uplight: 50W
	CCT / CRI	278 2700K / CRI 85 309 3000K / CRI 93 408 4000K / CRI 85	279 2700K / CRI 93 358 3500K / CRI 85	308 3000K / CRI 85 359 3500K / CRI 93
UNV	VOLTAGE	UNV 120 – 277V		
	DIMMING	NOD Non-Dimming	STVS Standard 0-10V dims to 10% Single (Up/Down Together)	STVD Standard 0-10V dims to 10% Dual (Up/Down Separately)
		SPVS Superior 0-10V dims to 1% Single (Up/Down Together)	SPVD Superior 0-10V dims to 1% Dual (Up/Down Separately)	DMXD² DMX dims to 0.1% Dual (Up/Down Separately)
	BEAM ANGLE	Downlight 40 40°	60 60°	WD³ Wide
		Uplight 40 40°	60 60°	WD³ Wide
	FINISH	BLK Black BRZ Bronze	WHT⁴ White	GRY Gray
	ACCESSORIES	FW^{5,6} Forward Throw	WW^{5,7} Wall Wash 20°	LL^{5,7} Linear Lens
	RATING	OUT⁸ Outdoor	NAT⁹ Natatorium Rated	MAR¹⁰ Marine Finish

 CLEAR FORM¹ Option not compatible with DMX² DMX does not feature XLR or RJ45 sockets; connections are hard-wired using three DMX wires³ Please factor in change in lumen output with WD -12%⁴ Option is not compatible with Marine Rating⁵ Please factor in change in lumen output of -20%⁶ Not compatible with 60° and WD option⁷ Not compatible with WD option⁸ Outdoor Rating: Coating and wiring will be changed to high UV resistant and corrosion resistant materials for long-term operation in outdoor environments⁹ Natatorium Rating: Coating and sealant will be changed to high corrosion resistant materials to prevent damage from long-term exposure to chlorine vapors¹⁰ Marine Rating: Uses high corrosion-resistant materials for the coating and sealant to prevent damage from long-term exposure to saltwater environment

TECHNICAL DETAILS

Electrical

- Downlight: 3,005 lm (30W), 5,010 lm (50W)
- Uplight: 3,005 lm (30W), 5,010 lm (50W)
- Power Input: Universal (120/277V)
- Operating Temperature: 14°F~104°F
- Surge Protection: Built-in is 2.5KV
- Power Factor Greater than 0.9

LED Features

- Color Temperature: 2700K, 3000K, 3500K, 4000K
- CRI 85, CRI 93
- Long lasting LED luminaire tested under TM21 lumen maintenance L70 @ 100,000 Hrs

Optics

- Precision molded high transmittance clear PC lens
- Beam Angle: 40°, 60°, Wide

Advanced Dimming

- Proprietary VX Driver™ is incorporated to all dimming options for video flicker-free lighting
- Standard 0-10V: Dims to 10%
Single Dimming (Controls Up/Down together)
Dual Dimming (Controls Up/Down separately)
- Superior 0-10V: Dim to 1 %
Single Dimming (Controls Up/Down together)
Dual Dimming (Controls Up/Down separately)
- DMXD: High resolution dims to 0.1%
(Supports ANSI E1.20 RDM protocol)
(Controls Up/Down separately)

Housing

- Diameter: Ø6.4"
- Height: 20" (50W), 22" (100W)
- Material: Extruded Aluminum, Tempered Glass
- Weight: 15.2 lbs (50W), 16.7lbs (100W)

Warranty

- 5-year limited warranty

Listing

- ETL Wet Location Listed
- CE
- FCC
- IP 65

PERFORMANCE SUMMARY*

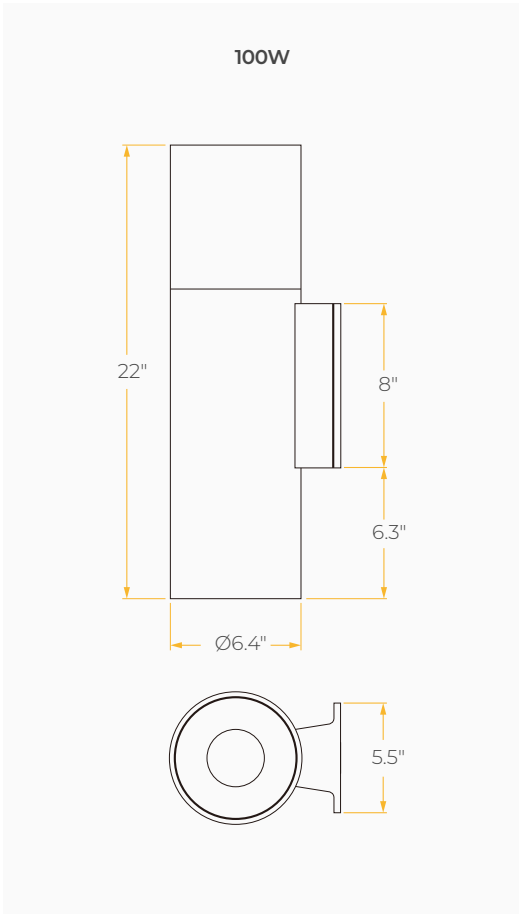
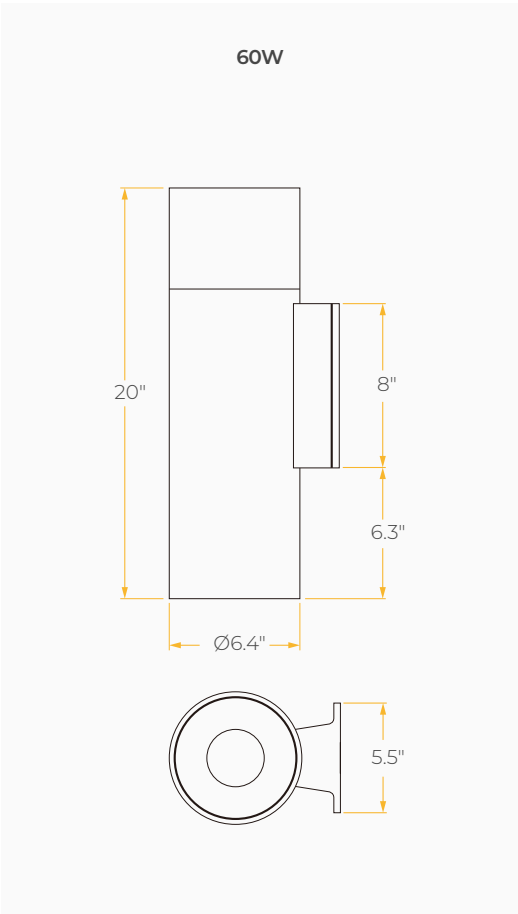
Delivered Lumens				
CCT/WATTAGE	2700K	3000K	3500K	4000K
30W DOWN	2,660lm	2,890lm	2,960lm	3,005lm
30W UP	2,660lm	2,890lm	2,960lm	3,005lm
50W DOWN	4,435lm	4,810lm	4,930lm	5,010lm
50W UP	4,435lm	4,810lm	4,930lm	5,010lm

Current Consumption		
WATTAGE / VOLT	120V	277V
60W	0.55A	0.24A
80W	0.73A	0.32A
100W	0.92A	0.4A

*Tolerance ±8%

*For specifications requiring a CRI of 93, apply a 0.75 multiplier to the lumen output values listed.

DIMENSIONS





**EVERGREEN
LIGHTING**

ARM MOUNT

SPN-ARM-15"-48W-9-WF-DIM-30K

SPECIFICATION FEATURES

Date
06-12-19

PROJECT:

SPECIFIER:

Dimensions 15" W x 11" H x 17" E

Lamps 48 watts of LED- 3000K

Material Aluminum

Finish STD Powdercoat TBD

Lens White Frosted Acrylic

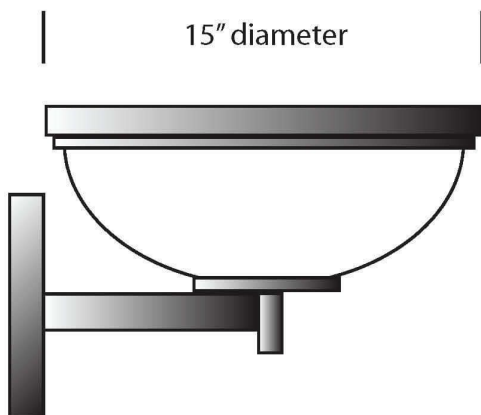
Label Damp Location

Voltage 120 / 277

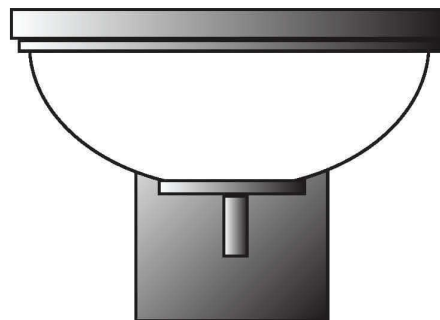
Description ARM Mount

4,320 lumens with 0 to 10 volt dimming

Open top



Side view



Front view

Concept drawings are not to scale.

EVERGREEN LIGHTING WWW.EVERGREENLIGHTING.COM

1379 Ridgeway St. Pomona, CA 91768 PHONE: (909) 865-5599 FAX: (909) 865-5539

MADE IN USA ● Information appearing hereon is proprietary and confidential and may not be used without the permission of Evergreen Lighting.



MADE IN USA

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Hand Drier Replacement Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

This quote is for replacement hand driers for the restrooms in the lobby. The current hand driers we have were not installed properly and were found to be the largest contributor to the neutral current issue in the report. Instead of reinstalling 20 year old driers, it's recommend that we replace them with more energy efficient hand driers.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Public Library Hand Dryers - 1901 Electrical Proposal (1)

Web: www.1901inc.com

Phone: 608.308.1901
Fax: 608.273.9654



Mailing Address:

2801 Syene Road
Madison, WI 53713-3203

DATE: January 30, 2025

QUOTE DIVISION: Electrical

TO: Heidi Cox

RE: McFarland Public Library Hand Dryers

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

Including:

- Provide labor and material to install (2) 120V Electric Hand Dryers
- Provide (2) Xlerator XL-BW Commercial Hand Dryers
- Figures for re-working electrical feed.
- Coordinate shutdowns with Heidi Cox
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

TOTAL ELECTRICAL BASE PRICE:

\$2,300.00

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