

Monday, March 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 February 3, 2025 meeting.
 - b. Motion to approve the February 2025 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. Board Member Appointment Renewal
 - b. Youth Center
 - c. New Book Area Lighting Quote
 - d. ALA National Conference Attendance
 - e. Privacy of Library Records and Library Use
6. ADJOURNMENT

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, February 3, 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

2. PUBLIC APPEARANCES AND COMMUNICATION

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3. ACTION ITEMS

- a. *Motion to approve the minutes of the January 6, 2025 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the January 6, 2025 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the January invoices*
Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the January invoices totaling \$85,111.49 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. *Surveillance Camera Policy*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the Surveillance Camera Policy as presented. Motion carries 7 - 0 - 0 by acclamation.

b. Borrowing Rules Policy

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the Borrowing Rules Policy as presented. Motion carries 7 - 0 - 0 by acclamation.

c. 2025 Library Board Calendar

d. 2024 Annual Report

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the 2024 Annual Report Motion carries 7 - 0 - 0 by acclamation.

e. Neutral Current Investigation Report

Motion by Member Evan Richards, second by Member Karin Mandli, to accept the Neutral Current Investigation Report. Motion carries 7 - 0 - 0 by acclamation.

f. Hand Drier Replacement Quote

Motion by Village Trustee Luke Fessler, second by Member Staci Fritz, to approve the Hand Drier Replacement Quote from 1901, Inc. for \$2,300. Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Karin Mandli, to adjourn at 6:24 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

February 2025 Invoices

Vendor	Sum of Amount	Description
1901 INC	\$456.00	Investigation of neutral current issue
AMAZON CAPITAL SERVICES	\$691.54	CDs, DVDs, Program and Office Supplies
AT&T MOBILITY II LLC	\$37.09	Cell Phone
BAKER & TAYLOR BOOKS	\$44.84	Books
BURIAN, JENNIFER	\$28.00	Lost Item Refund
CITY OF FITCHBURG LIBRARY	\$18.00	Lost Item Payment
CORPORATE BUSINESS SYSTEMS	\$401.73	Copier Lease
DEMCO INC	\$179.25	Library Supplies
FERGUSON ENTERPRISES	\$79.47	Plumbing Supplies
FRONTIER	\$136.09	Phone Bill
INGRAM LIBRARY SERVICES	\$3,377.02	Books
JM BRENNAN INC	\$40,409.15	HVAC Server and Controls Upgrade
LUSSIER FAMILY HERITAGE CENTER	\$100.00	Program Fee - Critter Criminal Scene
MCFARLAND ACE HARDWARE	\$10.59	Facility Repairs
MICROMARKETING LLC	\$129.97	Audio Books
RUBIN, JOSH	\$50.00	Program Fee - Teen Nerf Capture the Flag
SCHILLING SUPPLY COMPANY	\$414.80	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$1,350.00	Overdrive fees
SPRINGSHARE, LLC	\$2,241.00	Software Fees
TRINITY ACADEMY OF IRISH DANCE	\$300.00	program Fees - Irish Trinity Dancers
TWO OAKS DESIGN AND CONSULTING	\$4,285.00	Investigation of neutral current issue
US CELLULAR	\$43.75	Cell Phone
VANG, NENGHER	\$200.00	Program Fee - Hmong Food and Culture
VESTIS LLC	\$241.32	Mat Rental
Grand Total	\$55,224.61	

2025 Budget Update

REVENUES								
		Budget Amount	January Estimated	February 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	\$ -	\$ 91.45	\$ 91.45	0.02%		
Library Fines	45190	\$ -	\$ 1.40	\$ -	\$ 1.40			
Interest	48100	\$ 30,000	\$ -	\$ -	\$ -	0.00%	17%	
Library Fees	46710	\$ 3,500	\$ 110.45	\$ -	\$ 110.45	3.16%	17%	\$ 583.33
		\$ 1,201,250.00	\$ 111.85	\$ 91.45	\$ 203.30	0.02%	17%	
Expenditures								
Salaries	110	\$449,000.00	\$ 39,684.16	\$ 36,620.65	\$76,304.81	16.99%	17%	\$ 74,833.33
Part-time	120	\$234,500	\$ 15,348.37	\$ 14,648.79	\$29,997.16	12.79%	17%	\$ 39,083.33
Health Insurance	130	\$144,500	\$ 5,612.84	\$ 11,832.13	\$17,444.97	12.07%	17%	
Retirement	131	\$39,000	\$ 3,146.94	\$ 2,986.62	\$6,133.56	15.73%	17%	\$ 6,500.00
SS/Medicare	132	\$52,250	\$ 4,125.70	\$ 3,817.68	\$7,943.38	15.20%	17%	
Other Benefits	135	\$2,500	\$ 81.85	\$ 163.74	\$245.59	9.82%	17%	
Total Personnel		\$921,750.00	\$ 67,999.86	\$ 70,069.61	\$138,069.47	14.98%	17%	\$ 153,625.00
Support Services	210	\$ 12,000	\$ -	\$ 1,584.60	\$ 1,584.60	13.21%	17%	\$ 2,000.00
Consulting Services	211	\$ 49,750	\$ 49,608.00	\$ 4,285.00	\$ 53,893.00	108.33%	17%	\$ 8,291.67
Utilities	220	\$ 40,000	\$ 5,113.53	\$ -	\$ 5,113.53	12.78%	17%	\$ 6,666.67
Communication	221	\$ 6,500	\$ 489.58	\$ 43.75	\$ 533.33	8.21%	17%	\$ 1,083.33
Equipment Maintenance	240	\$ 11,000	\$ 1,759.10		\$ 1,759.10	15.99%	17%	\$ 1,833.33
Facility Maintenance	242	\$ 23,250	\$ 3,250.19	\$ 166.68	\$ 3,416.87	14.70%	17%	\$ 3,875.00
Other Contractual Services	290	\$ -	\$ -		\$ -	0.00%	17%	
Total Services		\$ 142,500.00	\$ 60,220.40	\$ 6,080.03	\$ 66,300.43	46.53%	17%	\$ 23,750.00
Office Supplies	310	\$ 8,500	\$ 412.70	\$ 142.50	\$ 555.20	6.53%	17%	\$ 1,416.67
Postage	311	\$ 250	\$ -	\$ -	\$ -	0.00%	17%	\$ 41.67
Dues	320	\$ 750	\$ 150.00	\$ -	\$ 150.00	20.00%	17%	\$ 125.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	0.00%	17%	\$ 166.67
Training Expenses	331	\$ 3,250	\$ -	\$ -	\$ -	0.00%	17%	\$ 541.67
Operating Supplies	340	\$ 5,000	\$ 282.49	\$ -	\$ 282.49	5.65%	17%	\$ 833.33
Technology	342	\$ 36,750	\$ 8,752.35	\$ 2,241.00	\$ 10,993.35	29.91%	17%	\$ 6,125.00
Collection - Print	344	\$ 60,000	\$ 5,292.53	\$ 1,406.24	\$ 6,698.77	11.16%	17%	\$ 10,000.00
Collection - AV	345	\$ 12,500	\$ 699.59	\$ 158.27	\$ 857.86	6.86%	17%	\$ 2,083.33
Library Miscellaneous	390	\$ -	\$ -		\$ -	0.00%	17%	\$ -
Programming	391	\$ 9,000	\$ 825.55	\$ 438.00	\$ 1,263.55	14.04%	17%	\$ 1,500.00
Other Total		\$ 137,000.00	\$ 16,415.21	\$ 4,386.01	\$ 20,801.22	15.18%	17%	\$ 22,833.33
Total Budget		\$1,201,250.00	\$ 144,635.47	\$ 80,535.65	\$ 225,171.12	18.74%	17%	\$ 200,208.33

February Highlights

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

Endowment –

December 2024	January 2025	Difference	Contributions
\$218,421.10	\$223,124.36	\$4,703.26	\$0

• Library Facilities Management

• HVAC

- The 2nd HVAC upgrade started on January 27, 2025. The upgrade is 85% completed. We're hoping to have it completed by March 7th.

• Electrical/Lighting

- The hand driers in the restrooms have been replaced.
- Working on getting quotes and a design ready for the meeting room and the rotunda areas.

• 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 have the wording for the RFT from the architect for replacing the roof. I'm currently investigating replacement vs. repair.

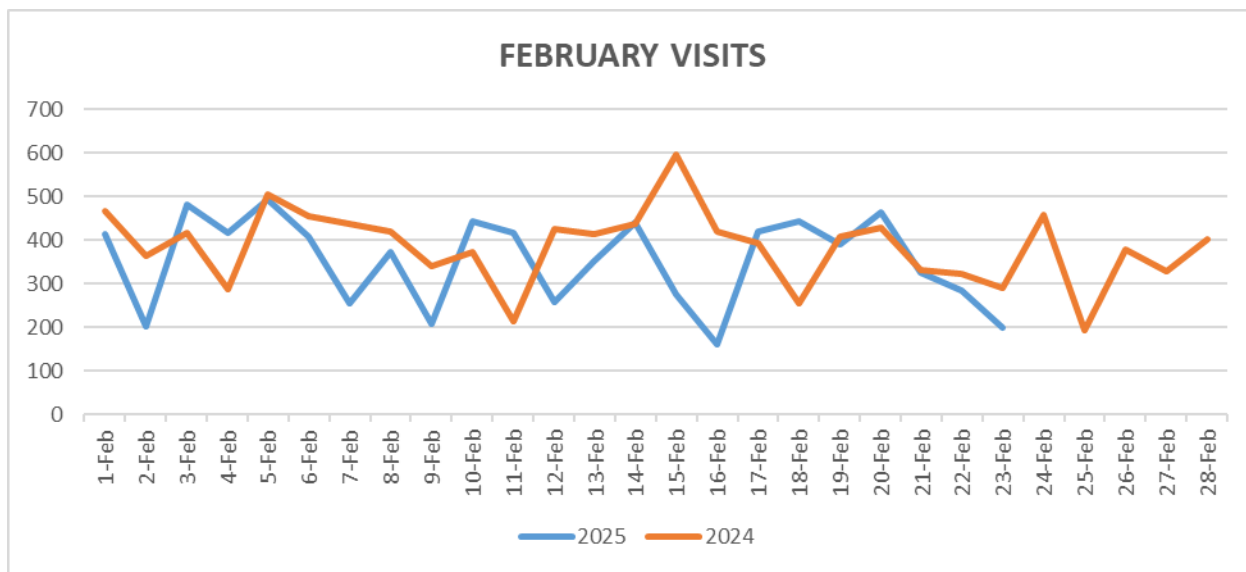
• Continuing Education

- **Materials Concern Preparedness: Leaning into the Challenge** – This webinar was presented by the Children's Book Cooperative at UW-Madison. They discussed how to handle book, program, display, etc.. Challenges with staff, the board, and the public.
- **Concept to Codification** – This webinar was presented by the Wisconsin Law Library. An attorney discussed how a law goes from an idea to a law.

- **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.
- **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.
- **Canoe Mobile** – A company called Wilderness Inquiry has a floating classroom of 10 canoes they could bring to the village. I've reached out to the Waubesa Lake Association and the Chamber of Commerce to see if they'd like to do a joint event at McDaniel Park.
- **Bird Festival** - We're busy planning the Bird Festival for May 10th. We have a new partner this year, the Natural Resources Foundation will have a booth, help promote the festival and is helping us line up speakers for the few weeks before the festival.

Library Circulation (Kelly Heasty)

- Vacation coverage for Amy
- Assisting Sara with some projects this month due to absence of her assistant: worked on African-American history month, creating slides and pulling books for display. Also, helping Sara with the Book Bracket for March. Finally, made some inquiries into how other libraries handle LOT and potential liability.
- Reconciled Petty Cash for Jan
- **Display Case:** Multi-cultural Club. Next month: Youth Art Month
- **Conversaciones en Espanol:** 7 in attendance at 2/1 meeting; 3 in attendance at 2/15 meeting
- 5 **on-line applications** for new cards received via CivicPlus form for this month.
- 5 **Notary appts** – 2 of these were reservations
- Got the appointments module of LibCal programmed to accept **Curbside pickup reservations**. Staff has been testing it.
- EZ scan installed, but not yet ready for patrons.
- Did some preliminary research into **Ebike passes**, but the company that bought BCycle appears to be closed until mid-March. Talked to Margie and a Circ staff member at S Madison branch about their program. They have run into some hiccups, but are hoping meeting with the new company this spring will help iron out the glitches. Otherwise, they may discontinue the program.



Youth Services (Heather Kent)

Programming:

- Storytimes continued to be busy this month. For the month of February the social story in Little Bodies, Big Feelings was replaced with stories about important people in African American History.
- February 7th and 21st were Cottage Grove programming days. Liz did the storytime and Heather did the Zumbini class.
- D&D club met on Tuesday, February 4th to continue our adventure hunting a mysterious creature terrorizing farmers (might be the Hodag, but they haven't confirmed it yet).

- Session 2 of Zumbini ended on February 5th and we started session 3 on the 12th. This has definitely been a highlight to caregivers with the cold temperatures.
- Magic Tree House Book Club met on Tuesday, February 11th and discussed *A Big Day for Baseball* which is about Jackie Robinson. The club members learned about why April 15, 1947 was so important. We then learned a baseball drill and created pictures of Jackie Robinson.
- Messy Munchkins continued this month on Friday, February 14th and the 28th. Attendance continues to be good for this program although dropping as the weather gets nicer. With spring on the way and many bookings in the meeting room for March, we will not continue the program in to March.
- There was no school on Friday, February 14th so we had a school age craft program with Perler Beads. Participants were able to make designs that were provided or make their own designs. This was a fun noon program that was attended by a mix of ages grades K-12.
- Graphic Novel Book Club met on Tuesday, February 18th with a good group of 3rd-5th grade kids. We discussed *Mighty Jack* and played some D&D – which seems to be what the participants want to keep going with. We will be discussing the second book in the *Mighty Jack* series next month because the first book ended on a cliff hanger and, as one kid put it, “books with an open ending stink.”
- Thursday, February 20th we went to the stars for our PJ Storytime. It was a little quieter because of school open house, but still pretty full room. We shared stories, songs, and rhymes about the stars. Our crafts were glow in the dark paintings and star projectors.



Other

- Wednesday, February 5th the Daisy Scouts came for a tour of the library and to learn about how the library and community are connected. Of course, they also got to see areas that they don't usually get to see – like the book drop.
- Thursday, February 6th Heather went to the Meriter Baby Hour at the Jeff Levy Education Center. Once in the spring and once in the fall they invite Heather to come and talk about using sign language with their babies. She also talks about the importance of early literacy and the different things libraries offer to families.

Teen Services (Holly Wergin)

- **Programming**

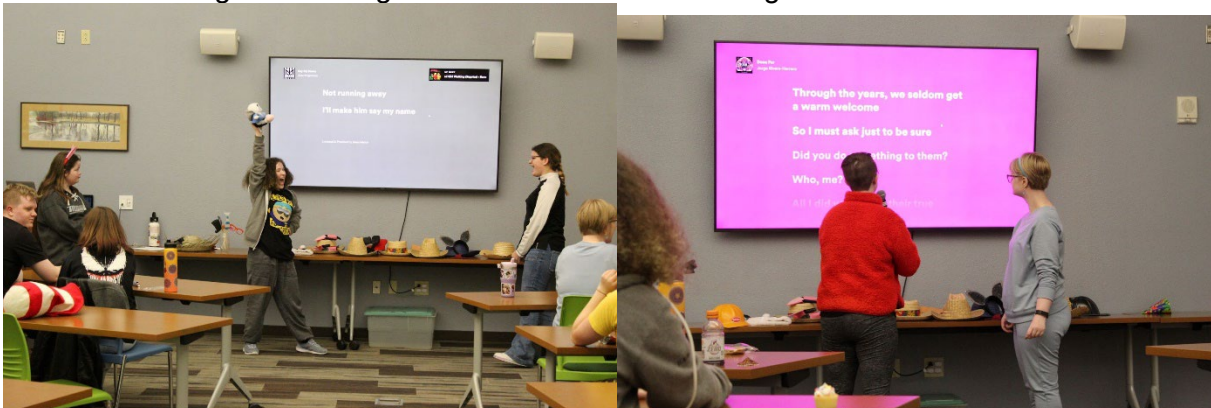
- **Snack & Chat:**

- Monday Snack & Chat has steadily grown week to week with anywhere from 8-12 teens coming in regularly. This month, weekly crafts were based on famous Black artists for Black History Month. Teens could make self portraits in Basquiat's style, abstract Valentine's cards in the style of Alma Thomas, and collages inspired by Romare Bearden. Alongside this, I also started bringing in the Switch on weeks where we don't have Teen Hangout to appeal to a wider variety of interests. Teens have really loved making paper lucky stars recently; we've been slowly filling a jar over the last few months, and a few of them have started making them in their free time since learning how to do it at the library.

- **Thursday Programs**

- **UnBook Club:** Since UnBook club happened before Valentine's Day this month, we spent our time making bouquets of flowers out of book pages. The teens have really been taking to origami recently, and so this craft was received really well. We talked about recent reads, and one of our members created a display for Teen Librarian of the Month with their favorite books.
 - **Teen STEAM:** This month, teens combined art and math to explore weaving both with paper and cardboard looms. In particular, we focused on kente cloth, a traditional Ghanaian fabric made from weaving strips of cloth together to make vibrant patterns. To incorporate more information about kente in the program, I created a short slideshow of information and examples that I had looping on the TV; I chose to go this route instead of going through the information lecture-style to give the teens a break from what they may experience at school.
 - **Teen Hangout:** Teen Hangout has been going well with more consistent teens returning to hangout with friends. Recently, some of the teens have become interested in playing a story-based video game on the Switch rather than a group fighter. They involve the whole room in helping make decisions as to where they travel next, what they should name certain characters, etc.; it has been a really unique group experience that I think we could continue to pursue in the future in different ways.

- **After Hours:** This month, teens came in to sing together at a Karaoke Party. This program was something that the VolunTeens have been requesting to do again for months, and so I happily obliged. I played songs through Spotify and used a microphone to make their performance more magical. I also brought out some costume pieces, like hats and sunglasses, so teens could have fun performing however they'd like to. The teens easily filled the time and probably had enough songs left over to fill 2 more hours. This could easily be done again in the future, and I am thinking about doing more karaoke at our Late Night Lock-In at the end of the summer.



- **D&D One-Shot:** We had another full house for our Saturday One-Shots, and the teens have been consistently getting better at listening to the DM, working together, and helping each other

out. We had one teen at this campaign who only had played once and was a little confused in places, and the teen sitting next to them was eager to help them figure out what they needed to do throughout the campaign. The time flew by, and I think this format of one-shots has been working really well.

- *VolunTeens*: Our VolunTeens meeting happened in the middle of a snowstorm, but we had quite a few teens attend and a couple of new teens came who were interested in volunteering. The teens spent their time separating Legos for the next Lego club challenge and weighed in on some future programming decisions.
- *Basic Sewing Program*: I teamed up with RSVP and the McFarland Caring Quilts sewing group to make a sewing program for intergenerational interactions. For this first program, we did basic hand-sewing techniques with the intention of making a stuffed animal. This first program was mainly a way to gauge interest in doing future sewing programs with adult sewing volunteers, and I think we saw that quite a few teens enjoy sewing and had a good time learning from our adult volunteers. We are hoping to do a similar program in the future with sewing machines.
- *Self-Defense Classes*: Hunter from Infinity Martial Arts collaborated with the library to lead two self-defense classes (one for families, and one for teens). In lieu of payment, Hunter asked participants to bring in an item for the food pantry. Despite a wave of illness that caused a couple of cancellations, we had a pretty good turnout and families and teens alike expressed how much they learned from the program. Hunter is hoping to do more classes in the future, and families have already expressed that they would love to do this again.
- **Webinars and meetings**
 - Power Up! Conference
 - This web-based conference is for youth services librarians and leadership. I attended webinars about innovative youth programs, identifying community needs, play-based learning, and more. I found the webinars very informative and helpful in making me rethink ways I can approach getting feedback and organizing teen programs.
 - IFLS webinar: A Community For All: Disability Inclusion in Libraries
 - This is the first of a two-part webinar series focusing on how libraries can be more inclusive to patrons with disabilities. This first webinar focused on ableism and common barriers to inclusion that patrons with disabilities face in the library space. I particularly found the section on evaluating books for disability representation helpful.
- **Family Fun Night**: On February 27th, I had a table for the library at IMMS's Family Fun Night. I brought along a craft where families could make magnets from old bottle caps and cutouts from magazines and books. I also brought with me information about the library and our current programs for families to take home.

Adult Programming (Sara Hendrickson)

Programming:

Craft Club

- We had 20 people sign up for craft club this month, and due to sickness and life, 11 people showed up. Katie did a fantastic job of preparing this craft. Liz Schwinn, our youth services assistant, led the program after Katie also got sick. It was a successful team effort! Patrons chose the shape of their hand warmers, sewed them using one of a couple of quickly taught stitches, and filled them with rice and lavender. They turned out really well, and Liz, being an expert at sewing, was able to help patrons in ways I could not.
- March's craft is dot art on canvas. I will be in charge of marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 12 people attend this month's book club, with two new faces. We discussed *The Silent Patient* by Alex Michaelides. It featured an unreliable narrator, which we didn't know until the very end. The discussion was fascinating: we started by saying we enjoyed the book, and by the end, we all disliked it because of the main character.
- Updated marketing and created bookmarks for March's book (*The Curious Incident of the Dog in the Night-Time* by Mark Haddon).
- Joe Fahey presented on Pompeii & Herculaneum on Jan 29. 18 people attended in person, and 47 people watched the live stream. As of this report, 73 people have viewed the live stream.
- Lon Haldeman gave an amazing presentation on Jan 30. 11 people attended in person, and 39 people watched the live stream. As of this report, 440 people have viewed his program!!
- The Department of Agriculture, Trade, and Consumer Protection presented on Common Scams & Fraud (2/6). We had 20 people attend, with 2 others watching the live stream. As of this report, the live stream has been viewed 21 times.
- Our Introduction to Bridge went well, and expanded to a fourth session. 8 people attended Session 2 (2/4), 8 people attended Session 3, and 5 people attended Session 4. We are grateful to Richard Gschwend for leading this program. He is open to doing it again in the future.
- Our first D&D for Adults Session occurred this month (2/17), and we had four people sign up. We've just had a fifth person register, and she will join us in March. Andrew Schwinn did a great job getting the group started, and they all seem excited for this first campaign.
- Nengher Vang filled us with knowledge and food at his Hmong Americans in Wisconsin program (2/24). 19 people attended, and 3 people watched via the live stream. There was great audience participation in the Q&A part of the program, and many said they were excited to eat at The Mekong.
- Ron Larson will be presenting on the Four Turning Points in McFarland's History on Feb 27. The program will be live streamed and recorded.
- The McFarland Caring Quilts volunteers met to begin cutting fabric for quilt square kits. We will again be a pick-up/drop off location for quilt square kits and completed quilt squares. I began organizing the patterns and printing off directions for the kits.
- Met with a patron a couple of times for some in depth technology support.
- Created marketing and advertised for the Friends Used Book Sale, April Poetry Contest, quilt fabric donations for McFarland Caring Quilts: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.
- Sent adult programming information to the Thistle, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.
- Began working on a Tournament of Tones, a book version of March Madness, with Kelly. We will have multiple ways for patrons to vote each round, and keep track of winners on a large paper bracket at the front desk. We will also have a book display of the books involved in the bracket for people to check out.

E.D. Locke Public Library - Monthly Report January 2025							
	Dec-24	Jan-25	Jan-24	% change January 2024 - January 2025	YTD 2025	YTD 2024	% change YTD 2024-2025
Materials Checked Out	12,549	13,981	13,355	4%	13,981	13,355	5%
Materials Checked In	10,160	10,358	9,949	4%	10,358	9949	4%
Curbside Appointments	0	0	0	#DIV/0!	0	8	-100%
Locker Pickups	1	0	0	#DIV/0!	0	3	-100%
New library cards	20	45	51	-13%	45	51	-12%
new materials added	347	452	234	48%	452	234	93%
Internet use	274	322	257	20%	322	257	25%
Average daily pick list	113	144	145	-1%	144	145	-1%
Visitor count	18,629	19,873	16,795	15%	19,873	16,795	18%
Wireless Internet use (#users)	1,520	1,394	1,372	2%	1394	1372	2%
App use	449	463	444	4%	463	444	4%
Study room use	55	78	95	-22%	994	880	13%
Meeting room use	60	62	45	27%	62	45	38%
Reference Questions Answered	336	470	353	25%	470	353	33%
Children's Program Participation (in-person)	1213	1263	966	31%	14257	12771	12%
Teen's Program Participation (in-person)	91	71	15	373%	2093	2068	1%
Adult's Program Participation (in-person)	123	204	113	81%	7240	5974	21%
Adult's Program Participation (on-line)	0	257	59	336%	644	493	31%
Volunteer hours worked	14.25	35.25	20.75	70%	228.25	244	-6%

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Board Member Appointment Renewal

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Youth Center

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: New Book Area Lighting Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Public Library Fiction Book Lighting Upgrade - 1901 Electrical Proposal
2. 148411 MCFARLAND PUBLIC LIBRARY NEW FICTION LAYOUT 2025JAN30
3. cml-specsheet-04-14-21

Web: www.1901inc.com

Phone: 608.308.1901
Fax: 608.273.9654



Mailing Address:

2801 Syene Road
Madison, WI 53713-3203

DATE: February 7, 2025

QUOTE DIVISION: Electrical

TO: Heidi Cox

RE: McFarland Public Library Fiction Book Lighting Upgrade

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
- Provide (1) 4' wall wash pendant light
- Provide and install (1) 8' wall wash pendant light
- Move (2) can lights
- Remove (1) pendant light
- Patch & paint repair not included
- Coordinate shutdowns with Heidi Cox
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

TOTAL ELECTRICAL BASE PRICE:

\$3,487.00

Exclusions:

- 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.

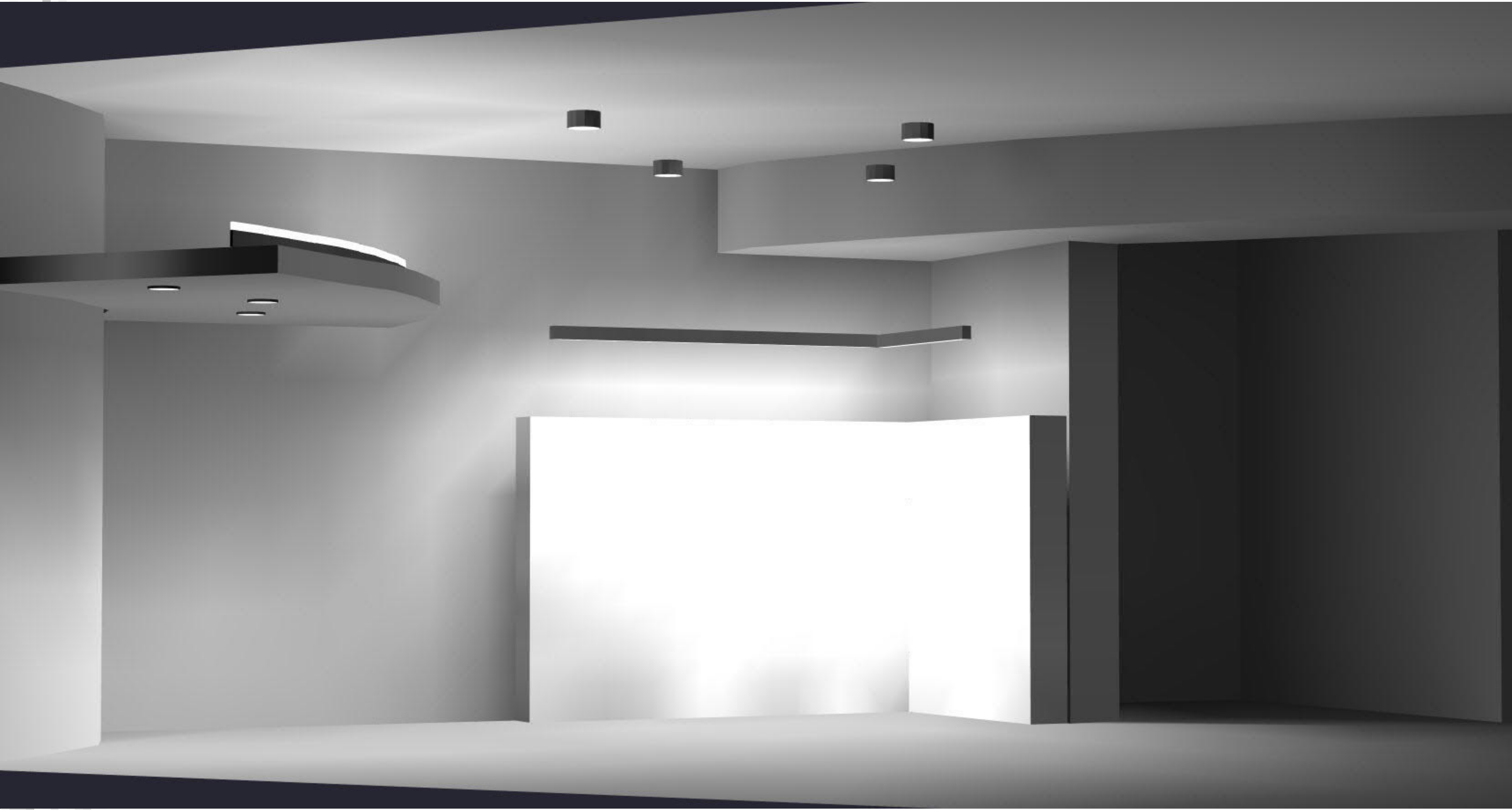
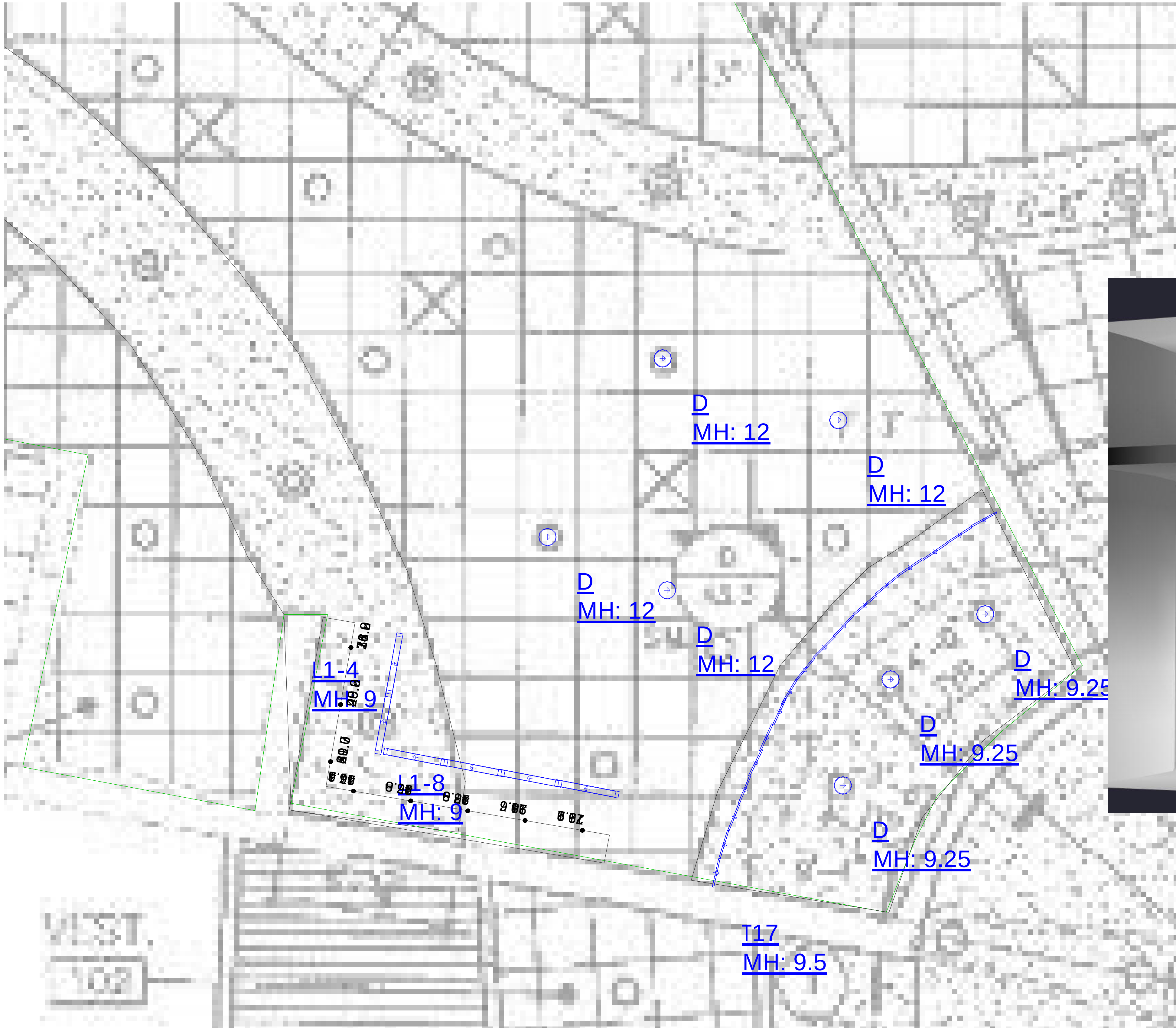
Erik Halverson

Erik Halverson
Electrical General Foreman
ehalverson@1901inc.com
608-628-0182

#	Date	Comments
Revisions		

Drawn By: MB	Project #:135876
	Date:1/30/2025
	Scale:1/2"=1'-0"

PHOTOMETRIC FLOOR PLAN	MCFARLAND PUBLIC LIBRARY, NEW FICTION MCFARLAND, WI
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Luminaire Schedule							
Symbol	Qty	Label	Manufacturer	Description	Arrangement	LLF	Luminaire Lumens
	7	D	LITHONIA	LBR8 ALO2 (1000LM) SWW1 (3500K) AR LSS WD 80CRI	Single	0.900	1186
	1	L1-4	ALW	CMLS-S4-MED-80-3500K-0/10V/S-LENS-XX-UNV	GROUP	0.900	N.A.
	1	L1-8	ALW	CMLS-S8-MED-80-3500K-0/10V/S-LENS-XX-UNV	GROUP	0.900	N.A.
	1	T17	KELVIX	SW3S-204IN-RGBW-HZ-E-S-IP68	GROUP	0.900	N.A.

Calculation Summary						
Label	CalcType	Units	Avg	Max	Min	Avg/Min
NEW FICTION LONG WALL_Side_2	Illuminance	Fc	40.83	97.0	12.2	3.35
NEW FICTION SHORT WALL_Side_1	Illuminance	Fc	43.02	95.9	18.2	2.36

1. STANDARD REFLECTANCE OF 80/50/20 UNLESS NOTED OTHERWISE.
2. NOT A CONSTRUCTION DOCUMENT- FOR DESIGN PURPOSES ONLY.
3. STANDARD INDOOR CALC POINTS @ 30" AFF UNLESS NOTED OTHERWISE.
4. STANDARD OUTDOOR CALC POINTS @ GRADE UNLESS NOTED OTHERWISE.
5. EGRESS CALC POINTS @ 0'-0" AFF.
6. PHOTOMETRICS ARE ESTIMATED LIGHTING CALCULATIONS.
7. VIKING ELECTRIC ASSUMES NO RESPONSIBILITY FOR INSTALLED LIGHT LEVELS DUE TO FIELD CONDITIONS.
8. VIKING ELECTRIC NOT RESPONSIBLE FOR FINAL REVIEW OF CODE REQUIREMENTS.



COMMALITE

CML | SUSPENDED, WALL, CEILING

STANDARD SIZES

3.25" Shade - Suspended & Stem Mounting (6in.-30in. stems)
Configurable in straight run sections

LAMPING

LED - 80/90 CRI - 2700K/3000K/3500K/4000K
Output Options: LOW/MED/HI/DECOR/BIOS/Tunable White/RGB/RGB+W
Dimming down to 0%

FINISH

18 standard finishes available at no extra charge
RAL classic colors, TCI / Tiger Drylac catalog colors, and custom color match also available

CONSTRUCTION

Extruded 6061 Aluminum

SPECIFYING FOR WELL™?

See page 5 for recommended options that contribute to meeting the WELL Building Standard™





PRODUCT SUBMITTAL WORKSHEET

SAMPLE PRODUCT CODE

CMLSM.6.2 — S5 — MED/90/3500 — 0/10V/0% — LENS — AL — UNV — EMB/1 — OS/1
1 2 3 4 5 6 7 8A 8B

1. BASE MODEL (CHOOSE ONE UNDER A, B, & C, AS NECESSARY)

A. MOUNT

- ☐ **S** Suspended Mount
☐ **SM** Stem Mount (Wall Only)

B. STEM LENGTH*

- ☐ **6** 6" Arms
☐ **12** 12" Arms
☐ **18** 18" Arms (incl. tiebacks)
☐ **24** 24" Arms (incl. tiebacks)
☐ **30** 30" Arms (incl. tiebacks)

C. J-BOX*

- ☐ **2** 2" J-Box (by ALW)
☐ **4** 4" J-Box (by others)

*Stem Length and J-Box sections not applicable for Suspended Mount (S)

2. LENGTH (ENTER LENGTH IN FEET)

■ **S__** Individual/Straight Run Section (enter length over 2ft, ex. S5)

*Lengths are nominal and may vary based on lamping and other specification selections. Consult ALW when exact lengths are required.

*Longest uninterrupted length is 8'. For longer continuous runs a joiner with a suspension point and power drop will be provided for each section.

3. LED LAMPING (CHOOSE ONE UNDER A & C)

A. OUTPUT

- ☐ **LOW**
☐ **MED**
☐ **HI**
☐ **TUNE** (2700K-6500K, 80CRI)
☐ **DECOR**
☐ **RGB**
☐ **RGBW** (White Chip: 3500K, 80CRI)

B. CRI¹

- ☐ **80**
☐ **90**
☐ **BIOS*** (STATIC BIOS)
☐ **BIOSD*** (DYNAMIC BIOS)

C. CCT²

- ☐ **2700K** (90 CRI Only)
☐ **3000K**
☐ **3500K**
☐ **4000K**

DELIVERED LUMENS (LM/FT)	WATTS (W/FT)	EFFICACY (LM/W)
See pages 6-7 for complete details.		Up to 108 lm/W

¹CRI Not applicable for DECOR, TUNE, RGB, or RGBW lamping.

²2700K is not available in BIOS options. CCT Not applicable for TUNE, RGB, or RGBW lamping.

*Static BIOS SkyBlue® 490nm LED is always on. Dynamic BIOS SkyBlue® 490nm LED can be tuned out with most LED driver and dimmer combinations. See pages 7-8 for details.

4. DRIVER³ (CHOOSE ONE .STD, DECOR, TUNE & RGB(W) TABLE INDICATES COMPATIBLE LED LAMPING)

	STD/BIOS ⁴	DECOR	TUNE	RGB(W)	
☐ 0/10V/S	●	●	●		0-10V dimming down to 5% (Standard Dimming — Down to 10% for DECOR and TUNE lamping)
☐ 0/10V/1%	●	●	●		0-10V dimming down to 1%
☐ 0/10V/0%	●	●	●		0-10V premium dimming down to 0%
☐ ECOSYS1	●	●			(LDE1) Lutron Hi-lume 1% EcoSystem LED driver with Soft-on, Fade-to-Black dimming technology
☐ TSERIES⁵			●		Lutron T-Series Tunable White Class 2 LED Driver (For use with Lutron Quantum Control Systems)
☐ DALI	●	●	●		DALI flicker-free dimming down to 0%(Down to 1% for Lutron Vive Lighting Control System)
☐ DMX	●	●	●	●	DMX flicker-free dimming down to 0%

³Driver specifications provided upon request.

⁴Lutron Vive Control Systems is compatible only with STD lamping. See more information for compatible Driver under 'Sensor Options'.

⁵For use with TUNE Lamping. Lutron T-Series Driver is not compatible with Lutron Vive Lighting Control System.

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CML — SPECIFICATIONS
SUSPENDED, WALL, CEILING

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5. LENS

☐ **LENS** Lightweight, HT (High Transmission) integral lens

6. FINISH (CHOOSE ONE. SEE PAGE 9 FOR LARGER SWATCHES AND ADDITIONAL INFORMATION)

STANDARD FINISHES

ALUMINUM

☐ **AL** ☐ Anodized Aluminum

BASIC POWDER COAT

☐ GW	☐ Gloss White
☐ SW	☐ Satin White
☐ AW	☐ Antimicrobial Satin White
☐ TW	☐ Textured Matte White
☐ TB	☐ Textured Matte Black

METALLIC POWDER COAT

☐ SG	☐ Silver Gray
☐ CG	☐ Charcoal Gray
☐ CU	☐ Copper
☐ BR	☐ Brass

SATIN ANODIZED EFFECT POWDER COAT

☐ CS	☐ Clear Silver
☐ OB	☐ Oil-Rubbed Bronze
☐ DB	☐ Dark Bronze
☐ SB	☐ Satin Black

GLOSS POWDER COAT (80-95% GLOSS)

☐ GO	☐ Orange (RAL 2003)
☐ GR	☐ Red (RAL 3020)
☐ GM	☐ Magenta (RAL 4010)
☐ GB	☐ Blue (RAL 5015)

SPECIAL ORDER FINISHES

☐ **RAL**____ Specify RAL Classic Color (Ex: RAL 3003) - Most RAL Colors are available for powder coat. See www.alwusa.com/finishes

☐ **CAT**____ Specify Catalog Colors - Specify colors from the [Tiger Drylac](#) and [TCI](#) catalogs

☐ **CCM**____ Custom Color Match - Specify a custom powder coat color match

7. VOLTAGE (CHOOSE ONE)

☐ **UNV** Universal Voltage (120VAC-277VAC)

☐ **347** 347 Volt (Driver options may be limited. Not available with EMB)

8. ADDITIONAL OPTIONS (OPTIONAL — CHOOSE ONE UNDER A, B, AND ANY UNDER C, IF DESIRED)

A. EMERGENCY OPTIONS

☐ **EMB**/___⁶ Emergency Battery (indicate QTY — each battery powers 4ft. section @ 1492lm. Not available in 347V)

☐ **EMC**/___⁶ Emergency Circuit (indicate QTY of 4ft sections to be illuminated by emergency circuit)

⁶For fixtures under 4ft in length, entire fixture will be illuminated with a proportional lumen output. Consult ALW for more details.

B. SENSOR OPTIONS (DEFAULT QUANTITY IS 1 SENSOR PER 8FT, INDICATE ALTERNATE QUANTITY IF DESIRED)

☐ **FCJS**/___⁷ Lutron® Vive remote RF wireless fixture control (Lutron Part: FCJS-ECO or FCJS-010)

☐ **FCJS/S**/___⁷ Lutron® Vive remote RF wireless fixture control + daylight/occ sensor (Lutron Part: FCJS-ECO or FCJS-010, & FC-Sensor)

☐ **ENLGH**T/___⁸ Enlighted® remote connected lighting smart sensor (Enlighted Part: SU-5S-H) (occupancy, daylight, networking, and more)

☐ **OS**/___ 0-10V remote occupancy sensor

☐ **PH**/___ 0-10V remote photocell/daylight sensor

⁷Lutron® Vive remote sensors are compatible with the following drivers: 0/10V/S, 0/10V/1, 0/10V/0 driver or ECOSYS. Vive Sensors are not compatible with the Lutron T-Series Tunable White Driver. Programming required by Lutron Commissioner.

⁸Enlighted® sensors are compatible with the following drivers: 0/10V/S, 0/10V/1, 0/10V/0. Programming required by Enlighted Commissioner. Additional Enlighted sensor families included IoT Sensors and Enlighted One Sensors are also available as a custom order but not available as a QuickShip option. Contact Customer Support for more information.

C. ADDITIONAL OPTIONS (COMPATIBLE ONLY WITH SUSPENDED MOUNT)

☐ **COMBO** Combination 4.5" canopy at power feed locations to accommodate both power cord & suspension mount hardware.

☐ **SB** Seismic Bracing

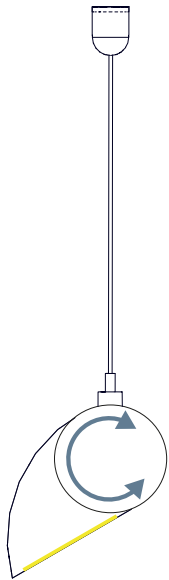
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CML – SPECIFICATIONS SUSPENDED, WALL, CEILING

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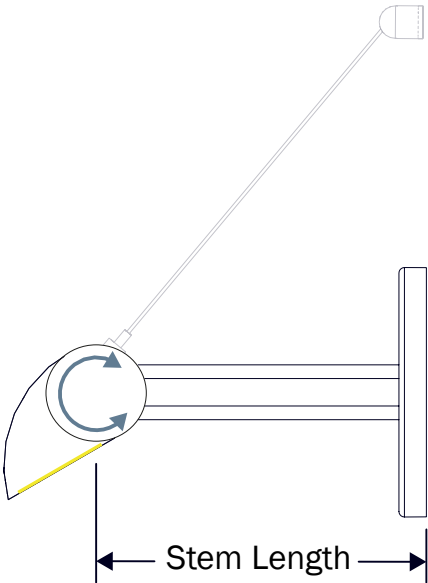


MECHANICAL DIAGRAMS – MOUNTING & DIMENSIONS

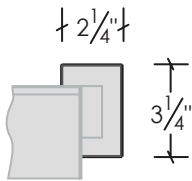


CMLS
SUSPENDED

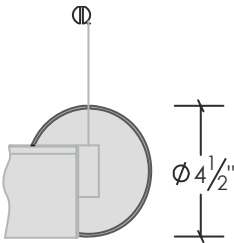
THE FIELD-ADJUSTABLE
LIGHTCHANNEL ROTATES UP TO
330°



CMLSM
WALL (SHOWING TIE BACKS)



JBOX2
(2-1/4" CANOPY WITH INTEGRAL SPLICE BOX PROVIDED BY ALW)



JBOX4
(4-1/2" CANOPY WITH INTEGRAL SPLICE BOX; BY OTHERS)



SPECIFYING FOR THE WELL BUILDING STANDARD™ - WELL™

ALW is committed to providing the highest quality luminaires for a multitude of applications, with many versatile lighting solutions that contribute to satisfying the WELL Building Standard. WELL is currently transitioning from WELL V1 to WELL V2. Below is a quick guide to assist you in specifying appropriate product configurations for WELL V2 features. Links to official WELL standards can be found here: [WELL V1](#) & [WELL V2](#).

CIRCADIAN LIGHTING DESIGN

WELL V2: FEATURE L03

The Circadian Lighting Design feature requires projects to provide users with appropriate exposure to light for maintaining circadian health and aligning the circadian rhythm with the day-night cycle.

To conform to these requirements, the project must meet one of the following 4 light level options (a, b, c, or d) below. These light levels are measured on the vertical plane at eye level of the occupant. The light levels are achieved at least between the hours of 9 a.m. and 1 p.m. and may be lowered after 8 p.m. at night.

DESIGNING WITH ELECTRIC LIGHT ONLY	DESIGNING WITH BOTH ELECTRIC LIGHT & DAYLIGHT	POINTS
a. At least 150 EML [136 melanopic equivalent daylight D65]	b. The project achieves at least 120 EML [109 melanopic equivalent daylight D65] with electric light and at least 2 points in Feature L05: Enhanced Daylight Access	1
c. At least 240 EML [218 melanopic equivalent daylight D65]	d. The project achieves at least 180 EML [163 melanopic equivalent daylight D65] with electric light and at least 2 points in Feature L05: Enhanced Daylight Access	3

Choose from a BIOS Static or BIOS Dynamic light engine to assist in a healthy, circadian lighting design. CCT, CRI, Luminous Flux Multipliers, and Melanopic Ratios are shown below for easy specification.

CIRCADIAN LIGHTING DESIGN (3PT MAX)	BIOS STATIC (BIOS)			BIOS DYNAMIC (BIOSD)			HOW TO SPECIFY
CCT	3000K	3500K	4000K	3000K	3500K	4000K	1. Select BIOS or BIOSD for LED LAMPING 2. Select the appropriate Lumen OUTPUT 3. Select the appropriate CCT
CRI / R9	83 / 80+	83 / 80+	83 / 80+	83 / 80+	83 / 80+	83 / 80+	
LUMINOUS FLUX MULTIPLIER	0.95	0.98	1.00	0.95	0.98	1.00	See BIOS LED Lamping and Performance Details at the back of this spec sheet for lumen outputs, COI index values, and other additional information.
MELANOPIC RATIO (R)*	0.70	0.80	0.90	0.74	0.83	0.95	

ELECTRIC LIGHT QUALITY - PART 1: COLOR RENDERING QUALITY + PART 2: FLICKER

WELL V2: FEATURE L07

Using light sources that have characteristics similar to daylight, including high color rendering and minimal flicker can improve comfort and well-being of users in a space and contribute to creating a healthy environment.

Part 1: Each luminaire must meet one of the following requirements (a or b) for regularly occupied spaces.

Part 2: Each luminaire must meet the IEEE 1789-2015 Standard Recommended Practice to manage flicker.

PART 1 - ENSURE COLOR RENDERING QUALITY (1PT MAX)	COMPLIANT	VALUE	HOW TO SPECIFY
a. CRI > 90	✓	CRI = 93 - 95	• Select 90 (90CRI) for LED LAMPING
b. CRI > 80 with R9 > 50	✓	CRI = 83, R9 > 90	• Select BIOS or BIOSD for LED LAMPING
c. IES Rf ≥ 78, IES Rg ≥ 100, -1% ≤ IES Rcs, h1 ≤ 15%	No	-	-
PART 2 - MANAGE FLICKER (1PT MAX)	COMPLIANT	VALUE	HOW TO SPECIFY
Meets IEEE 1789-2015 Standard Recommended Practice	✓	Modulation = 1% Flicker Frequency = 120 - 2000Hz	• Select 0/10V/S, 0/10V/1%, ECOSYS1, DALI or DMX for LED DRIVER

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SUSPENSION MOUNTING



CEILING HARDWARE

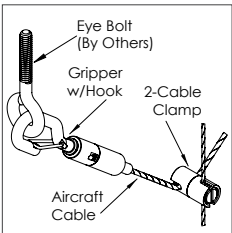
- (1) 4.5" canopy per power feed location,
- (1) bullet mount,
- (1) 8' aircraft cable
- (1) 2" canopy (for use with T-bar mounting) per suspension point



COMBO CANOPY

Choose option COMBO to specify 4.5" canopies at feed locations with power feed and aircraft cable suspension mounting.

Canopy finish is always white. Contact ALW for alternate colors.



SEISMIC BRACING

Add-on hardware includes cable gripper with hook, 2-cable clamp and specified length of aircraft cable per suspension point.

PERFORMANCE DETAILS – LED LAMPING

OUTPUT	DELIVERED LUMENS (LM/FT)	WATTS (W/FT)	EFFICACY (LM/W)	CRI OPTIONS	CCT OPTIONS
LOW ⁵	660	6.1	108	80 90	3000K 3500K 4000K
MED ⁵	900	8.5	106		
HI ⁵	1150	10.7	107		
DECOR ⁵	330	3.1	106		
TUNE ^{6,7}	WW: 430, CW: 460	4.2/ Channel	WW: 102, CW: 110	90+	2700K-5700K
RGB ⁷	140	5	28	N/A	N/A
RGBW ⁷	RGB: 140 W: 220	5	RGB: 28 W: 44	80+ (White Chip)	

⁵Performance calculations are based on data at LOW output at 80 CRI and 3500K. MED and HI calculations are extrapolated values.

⁶Performance calculations are extrapolated estimates for mid-range CCTs. Cooler and warmer CCTs with provide lower delivered lumens (i.e. lower lm/W, higher W/lf).

⁷DMX driver recommended; controller not included.

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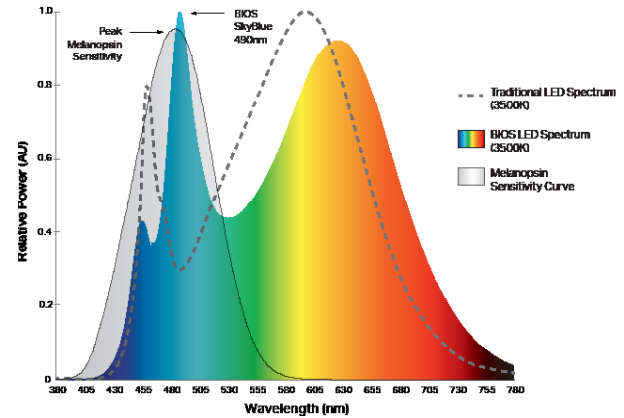


BIOS OVERVIEW



BIOS SkyBlue® technology is designed to provide the specific circadian stimulus required to improve overall sleep by **featuring a distinct peak in the 'skyblue' spectral power at 490nm**. Unlike traditional white LEDs, BIOS SkyBlue® makes it possible to achieve **high EML (Equivalent Melanopic Lux) and Melanopic/Photopic ratios** without harsh CCTs or high, glare-inducing light levels.

BIOS light engines are available in **Static** or **Dynamic** options for use with a variety of applications. In Static light engines, the SkyBlue 490nm signal always remains on while the fixture is powered. Dynamic options include a dynamic board and Bio-Dimmer module to allow the user to dim-out the SkyBlue 490nm signal during night time hours.



	BIOS STATIC (BIOS)	BIOS DYNAMIC + BIO-DIMMING™ (BIOSD)
DESCRIPTION	490nm SkyBlue light signal always remains on while the fixture is powered.	Dynamic light engine with Bio-Dimming add the ability to fine-tune and dim-out the 490nm SkyBlue signal during night time hours or as desired.
TYPICAL APPLICATIONS	Environments typically occupied only during daylight hours (6am - 8pm) such as offices and schools.	Environments occupied for a 24-hour period such as hospitals, security facilities, behavioral health facilities, factories, etc.
CONTROLS & DIMMING*	Works with any standard dimming controls (0-10V, Dali, EcoSystem, ELV, Triac, DMX, Wireless, etc.). BIOS melanopic ratio remains constant as you dim down the light intensity.	Works with any standard dimming controls (0-10V, Dali, EcoSystem, ELV, Triac, DMX, Wireless, etc.). BIOS SkyBlue® LED can be dimmed-out using a standard control/dimmer.

*No unique wiring instructions required. However, Dynamic + Bio-Dimming™ option must be set up properly during initial startup to the desired light level setpoint. See installation guide for details.

BIOS LED LAMPING DETAILS (STATIC OR DYNAMIC)

OUTPUT	DELIVERED LUMENS (LM/FT)	WATTS (W/FT)	EFFICACY (LM/W)	CRI OPTIONS
LOW ¹⁹	660	6.1	Up to ~108	82+
MED ¹⁹	900	8.5		
HI ¹⁹	1150	10.7		

BIOS LED PERFORMANCE DETAILS

CCT	CRI (Ra) Static BIOS Dynamic BIOS	CRI (R9) Static BIOS Dynamic BIOS	DAYTIME M/P RATIO ²⁰ Static BIOS Dynamic BIOS	NIGHTTIME M/P RATIO ²¹ Static BIOS Dynamic BIOS	COI ²² Static BIOS Dynamic BIOS
3000K	82	94	0.70	0.70	3.0
	83	90	0.73	0.45	3.3
3500K	83	91	0.80	0.80	3.1
	83	90	0.84	0.50	3.1
4000K	83	91	0.90	0.90	3.1
	83	90	0.95	0.55	3.1

¹⁹Performance calculations are based on LM-79 test of BIOS 4000K, MAX output. MIN, LOW, MED and HIGH calculations are extrapolated values.

²⁰Melanopic to photopic (M/P) ratios are used to help calculate equivalent melanopic lux (EML) values which is the metric used for circadian lighting in the WELL™ Building Standard.

²¹Static LED nighttime M/P ratios remain the same as daytime M/P ratios as BIOS SkyBlue® always remains at full output.

²²BIOS SkyBlue® meets the Cyanosis Observation Index (COI) requirements for visual assessment of cyanosis, providing a COI up to 3.3.

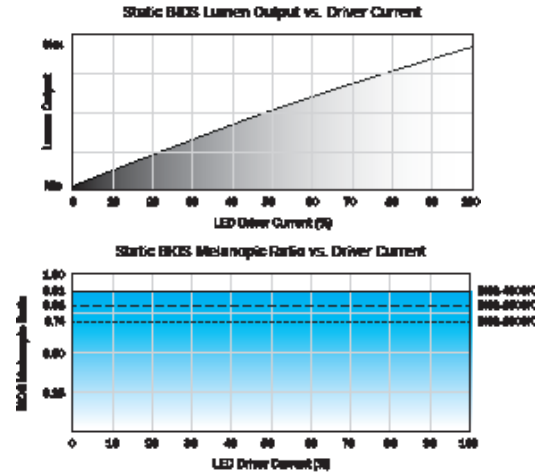
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BIOS STATIC DIMMING CONTROL CHARACTERISTICS

DIMMER SETTING	LIGHT OUTPUT* (BIOS SKYBLUE® + WHITE LED)	
100%* (Full On)	100%	BIOS + White LED Intensity Dimming
99% - 51%	Linear Dimming 99% - 51%	
50%	Linear Dimming 50%	
49% - 0%	Linear Dimming 49% - 0%	

BIOS SkyBlue® LED
and White LED dim
with a 1-to-1 ratio.



*While melanopic ratio remains constant, dimming/reducing light output will have an overall impact on Equivalent Melanopic Lux (EML). That is because $EML = \text{Vertical Lux} * \text{melanopic ratio}$. Therefore, if you reduce light levels by dimming the LEDs, you will reduce your effective EML, even when the melanopic ratio stays constant.

BIOS DYNAMIC + BIO-DIMMING™ DIMMING CONTROL CHARACTERISTICS

DIMMER SETTING	BIOS SKYBLUE® LED	WHITE LED	LIGHT OUTPUT	
100%* (Full On)	100%	100%	100%	Bio-Dimming
99% - 51%	100% - 0%	100%	100% - 90%	
50%	NO BIOS	100%	~90%	White LED Intensity Dimming
49% - 0%	NO BIOS	100% - 0%	Linear Dimming 90% - 0%	

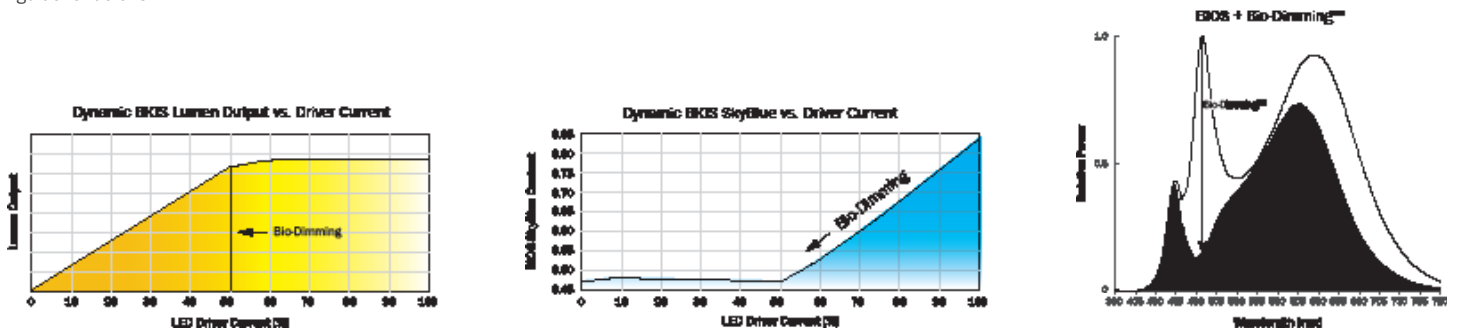
BIOS SkyBlue® maintained for
maximum circadian impact.

Light output remains relatively
constant.

BIOS SkyBlue® removed to
provide minimal circadian
impact.

White LED output dims linearly.

*No unique wiring instructions required. However, Dynamic + Bio-Dimming™ option must be set up properly during initial startup to the desired light level setpoint. See installation guide for details.



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STANDARD FINISHES

Standard finishes are available at no additional charge.

ALUMINUM



Anodized
Aluminum

BASIC POWDER COAT



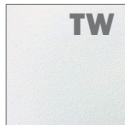
Gloss
White



Satin
White



Antimicrobial
Satin
White



Textured
Matte
White



Textured
Matte
Black

METALLIC POWDER COAT



Silver
Gray



Charcoal
Gray



Copper

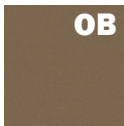


Brass

SATIN ANODIZED EFFECT POWDER COAT



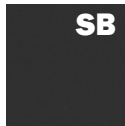
Clear
Silver



Oil-Rubbed
Bronze



Dark
Bronze



Satin
Black

GLOSS POWDER COAT (80-95% GLOSS)



Orange
RAL 2003



Red
RAL 3020



Magenta
RAL 4010



Blue
RAL 5015

SPECIAL ORDER FINISHES*



RAL CLASSIC COLORS (80-95% GLOSS): RAL_ _ _ _

Most RAL Classic Colors are available for a minimum setup fee. On your specification submittal choose your RAL color by entering the 4-digit RAL code (Ex: RAL 3003). See www.alwusa.com/finishes



CUSTOM COLOR MATCH: CCM_ _ _ _

Custom powder coat color matching is available for a premium setup fee. Consult ALW for additional information.



CATALOG COLORS: CAT_ _ _ _

The complete range of powder coat colors from [Tiger Drylac](#) and [TCI](#) catalogs are available for a minimum setup fee. Consult ALW for a catalog color you would like to specify.

*An individual setup fee will apply to each unique Special Order Finish per purchase order.
(ex: RAL 5023 and RAL 2008 are specified for multiple line items on a purchase order. 2x setup fees will apply)

SS081021



ADDITIONAL OPTIONS & SPECIFICATIONS

ELECTRICAL PERFORMANCE

Class 2 LED remote drivers. $L_{70} > 54,000$ hours.
80+ CRI. Luminous flux +/- 5%.

LENS

Lightweight HT (High Transmission) flexible lens. Integral on Commalite units, 93% efficient.



LENS

HOUSING

100% recyclable, extruded architectural grade 6061 aluminum with a 0.08" minimum wall thickness.

SAFETY & REGULATORY

ETL Listed (U.S. & Canada). Suitable for dry or damp locations.
Conforms to UL std. 1598, Luminaires
Certified to CSA std. C22.2#250.0:2008 Ed. 3+G1;G2.

OPERATING CONDITIONS

Luminaire should be installed and operated ONLY in dry or damp locations where the ambient temperature ranges from -4 °F to 122 °F (-20 °C to 50 °C). Luminaire operation in environments outside the listed temperature range voids the warranty AND may damage the product or adversely impact lamp life, lumen output and color consistency.

WARRANTY

Limited 5-year warranty. Details: alwusa.com/warranty

POWER CABLES

Power cables come standard in a transparent sheathing to match steel aircraft suspension cables. Please contact customer support if custom cables are required for your application. Power cables cannot be swapped in the field as it will void the ETL Safety Listing and Product Warranty.



CONTROLS, SENSORS, & LED DRIVER

ALW lighting fixtures are intended for use with a wide range of sensors, lighting controls, LED drivers, and building management systems. Our component portfolio is continually expanding to adopt to the latest technologies and specification needs. We currently support integration with Lutron, Enlighted, EldoLED, nLight, Osram, Philips, and more. If there's a component or system needed that you don't see on the spec sheet please contact ALW customer support today so we can review your requirements.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: ALA National Conference Attendance

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Sample Budget Worksheet_2025 ALA Annual Conference and Exhibition

2025 ALA Annual
Philadelphia
Conference

Item	Estimated cost
Registration	\$ 430.00
Airfare	\$ 400.00
Mileage	\$ -
Other method of transport	
Taxi/rideshare/shuttle from home	\$ -
Taxi/rideshare/shuttle to hotel	\$ 50.00
Taxi/rideshare/shuttle to airport	
Taxi/rideshare/shuttle to home	
Hotel	\$ 1,800.00
Breakfasts	\$ 90.00
Lunches	\$ 90.00
Dinners	\$ 180.00
	\$ 3,040.00

al Conference & Exhibition ia - June 26-30, 2025 ce Budget Worksheet
Notes
Number of nights: 6 Sharing a room?
Number of days x cost allowed by your institution
Number of days x cost allowed by your institution
Number of days x cost allowed by your institution

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 3, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Privacy of Library Records and Library Use

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Privacy of Library Records and Library Use

	E. D. Locke Public Library	
Page 1 of 4	Privacy of Library Records and Library Use	

E.D. Locke Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the E.D. Locke Public Library Board supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- with the consent of the individual library user, or
- by court order, or
- to custodial parents or guardians of children under the age of 16, or
- to persons acting within the scope of their duties in the administration of the library or library system, or
- to other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library user's name, physical image, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the five exceptions provided by Section 43.30 (see above).

	E. D. Locke Public Library	
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Rules to be followed by library staff

As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:

- disclosure to staff members of E.D. Locke Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
- disclosure as authorized by the individual library user
- disclosure to custodial parents or guardians of children under the age of 16 [ss. 43.30(4)] (see below for handling of requests from custodial parents or guardians)
- disclosure pursuant to court order (see below for handling of different types of court orders)
- if someone's life or safety is at risk, library records may be released to appropriate individuals or officials without a court order [1].

Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.

Library staff is not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

Handling requests from custodial parents or guardians of children under the age of 16

Requestor must be the child's "custodial parent," defined as any parent other than a parent who has been denied periods of physical placement with a child under s 767.24(4). The Library staff will request identification. If the requestor is the parent or guardian listed on the child's library record and the requestor resides at the same address, the staff may provide the requested information; otherwise the staff will obtain a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under s 767.24(4).

The staff may then grant the request or refer the request to the Library Director or designee.

	E. D. Locke Public Library	
Page 3 of 4	Privacy of Library Records and Library Use	

The Library staff will attempt to satisfy the request as soon as practicable and without unreasonable delay. In most cases this will be at the time of the request. If there is a question of the requester's guardianship, the staff person may delay the request until review by the Library Director and / or Library Board. If the Library staff denies a request, the requester can appeal in writing to the Library Board.

Normal photocopy/printing charges will be assessed to the requester for copies of records provided.

Handling of court orders

[Note: All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

If a law enforcement officer (or anyone else) brings a **subpoena** directing library staff to produce library records:

Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.

The library director or the highest-ranking staff person should ask the municipal attorney (or library counsel) to review the subpoena.

If the subpoena has any legal defects, require that the defects be cured before records are released.

If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.

Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a **search warrant**:

A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.

	E. D. Locke Public Library	
Page 4 of 4	Privacy of Library Records and Library Use	

Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)

Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

If FBI agents bring a court order in the form of a **search warrant issued under the Foreign Intelligence Surveillance Act (FISA)**:

A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.

It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).