

Tuesday, September 2, 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 August 4, 2025 meeting.
 - b. Motion to approve the August 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. Exemption from County Library Levy
 - b. McFarland Cemetary Records
 - c. Meeting Room Blinds Quote
 - d. Door Access Equipment Repair
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, August 4, 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: Kathy Annen, Staci Fritz, Ken Machtan, Karin Mandli, Mona Nelson, Evan Richards

Members not present: Peter Sobol

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

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

3. ACTION ITEMS

- a. *Motion to approve the minutes of the July 7, 2025 meeting.*
Motion by Member Evan Richards, second by Member Mona Nelson, to approve the minutes of the July 7, 2025 meeting. Motion carries 6 - 0 - 0 by acclamation.
- b. *Motion to approve the July 2025 invoices*
Motion by Member Staci Fritz, second by Member Mona Nelson, to approve the July 2025 invoices totaling \$11,455.06 Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

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

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. *Trustee Education*
- b. *Computer Use Policy*

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the updated Computer Use Policy with one change (the last sentence on page 3, paragraph 5 should read "*Guest passes may be issued to individuals who do not have a library card.*") Motion carries 6 - 0 - 0 by acclamation.

c. 2025 Director's Goals - Update

d. Meeting Room Policy

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the updated Meeting Room Policy. Motion carries 6 - 0 - 0 by acclamation.

6. **ADJOURNMENT**

Motion by Village Trustee Kathy Annen, second by Member Staci Fritz, to adjourn at 6:10

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 Invoices

August 2025

| Vendor | Sum of Amount | Description |
|----------------------------------|-------------------|----------------------------|
| AMAZON CAPITAL SERVICES | \$475.91 | CDs, DVDs, office supplies |
| AT&T MOBILITY II LLC | \$37.09 | Library Cell phone |
| AVANT GARDENING & LANDSCAPING | \$1,013.97 | Landscape Maintenance |
| CORPORATE BUSINESS SYSTEMS | \$380.95 | Copier Lease |
| FRIENDS OF THE MCFARLAND LIBRARY | \$29.00 | Credit Card Charge Payout |
| FRIENDS OF THE MCFARLAND PARKS | \$80.00 | Credit Card Charge Payout |
| INGRAM LIBRARY SERVICES | \$4,400.38 | Books |
| LARSON, RON | \$150.00 | Program Fee |
| MICROMARKETING LLC | \$279.97 | Audio Book |
| MID-WISCONSIN SECURITY INC | \$310.00 | Panic Button Monitoring |
| SCHILLING SUPPLY COMPANY | \$651.86 | Operating Supplies |
| US CELLULAR | \$43.75 | Library Cell phone |
| VESTIS LLC | \$241.32 | Mat Rental |
| Grand Total | \$8,094.20 | |

2025 Budget Update

| 2025 Budget Update | | | | | | | | | | |
|----------------------------|-----------|------------------------|----------------------|---------------------|---------------------|---------------------|------------------------|-------------------|-----------------|-----------------------------------|
| REVENUES | | | | | | | | | | |
| | | Budget Amount | May Actual | June Actual | July Actual | August Estimated | YTD Estimated | % of Budget total | % to hit target | amount it should be to hit target |
| Property Tax | 41110 | \$ 800,750.00 | \$ - | \$ - | \$ - | | \$ 800,750.00 | 100.00% | | |
| County Library Aids | 43720 | \$ 367,000.00 | \$ - | \$ - | \$ - | | \$ 367,810.00 | 100.22% | | |
| Library Fines | 45190 | \$ - | \$ - | \$ 15.00 | \$ 2.90 | \$ 1.00 | \$ 25.30 | | | |
| Interest | 48100 | \$ 30,000 | \$ 2,103.01 | \$ 1,708.49 | | | \$ 14,659.33 | 48.86% | 50% | |
| Transfers from other Act. | 48500-101 | \$ - | \$ - | \$ - | | | \$ - | | | |
| Library Fees | 46710 | \$ 3,500 | \$ 456.14 | \$ 259.00 | \$ 463.22 | \$ 225.25 | \$ 3,073.23 | 87.81% | 67% | \$ 2,333.33 |
| | | \$ 1,201,250.00 | \$ 2,559.15 | \$ 1,982.49 | \$ 466.12 | \$ 226.25 | \$ 1,188,817.86 | 98.97% | 67% | |
| Expenditures | | | | | | | | | | |
| Salaries | 110 | \$449,000.00 | \$ 55,477.96 | \$ 36,938.30 | \$ 36,672.06 | \$ 37,485.30 | \$310,311.38 | 69.11% | 67% | \$ 299,333.33 |
| Part-time | 120 | \$234,500 | \$ 23,009.80 | \$ 15,911.81 | \$ 15,445.65 | \$ 14,740.16 | \$128,532.82 | 54.81% | 67% | \$ 156,333.33 |
| Health Insurance | 130 | \$144,500 | \$ 18,221.20 | \$ 11,833.61 | \$ 11,833.61 | \$ 5,221.33 | \$88,179.15 | 61.02% | 67% | |
| Retirement | 131 | \$39,000 | \$ 4,484.65 | \$ 3,011.48 | \$ 2,974.03 | \$ 2,861.33 | \$25,406.33 | 65.14% | 67% | \$ 26,000.00 |
| SS/Medicare | 132 | \$52,250 | \$ 5,876.74 | \$ 3,935.90 | \$ 3,882.63 | \$ 3,879.84 | \$33,340.96 | 63.81% | 67% | |
| Other Benefits | 135 | \$2,500 | \$ 252.82 | \$ 178.12 | \$ 178.12 | \$ 19.74 | \$1,201.87 | 48.07% | 67% | |
| Total Personnel | | \$921,750.00 | \$107,323.17 | \$71,809.22 | \$70,986.10 | \$64,207.70 | \$586,972.51 | 63.68% | 67% | \$ 614,500.00 |
| Support Services | 210 | \$ 12,000 | \$ - | \$ 59.98 | \$ - | \$ - | \$ 1,704.56 | 14.20% | 67% | \$ 8,000.00 |
| Consulting Services | 211 | \$ 49,750 | \$ - | \$ - | \$ 145.85 | \$ - | \$ 54,038.85 | 108.62% | 67% | \$ 33,166.67 |
| Utilities | 220 | \$ 40,000 | \$5,526.52 | \$ - | \$3,582.25 | \$3,359.98 | \$ 22,876.93 | 57.19% | 67% | \$ 26,666.67 |
| Communication | 221 | \$ 6,500 | \$543.80 | \$ 439.20 | \$805.03 | \$0.00 | \$ 4,003.00 | 61.58% | 67% | \$ 4,333.33 |
| Equipment Maintenance | 240 | \$ 11,000 | \$392.60 | \$ 831.05 | \$191.27 | \$319.78 | \$ 7,381.94 | 67.11% | 67% | \$ 7,333.33 |
| Facility Maintenance | 242 | \$ 23,250 | \$6,801.03 | \$ 5,826.55 | \$4,317.25 | \$490.99 | \$ 40,724.90 | 175.16% | 67% | \$ 15,500.00 |
| Other Contractual Services | 290 | \$ - | \$ - | \$ - | \$ - | \$0.00 | \$ - | 0.00% | 67% | |
| Total Services | | \$ 142,500.00 | \$ 13,263.95 | \$ 7,156.78 | \$ 9,041.65 | \$ 4,170.75 | \$ 130,730.18 | 91.74% | 67% | \$ 95,000.00 |
| Office Supplies | 310 | \$ 8,500 | \$ 416.61 | \$ 268.73 | \$ 1,028.78 | \$ 45.97 | \$ 5,265.79 | 61.95% | 67% | \$ 5,666.67 |
| Postage | 311 | \$ 250 | \$ 22.75 | \$ 14.62 | \$ 175.31 | \$ - | \$ 249.16 | 99.66% | 67% | \$ 166.67 |
| Dues | 320 | \$ 750 | \$ - | \$ - | \$ - | \$ - | \$ 150.00 | 20.00% | 67% | \$ 500.00 |
| Meeting Expenses | 330 | \$ 1,000 | \$ - | \$ - | \$ 18.46 | \$ - | \$ 73.84 | 7.38% | 67% | \$ 666.67 |
| Training Expenses | 331 | \$ 3,250 | \$ (1,029.62) | \$ 380.00 | \$ 1,488.50 | \$ - | \$ 3,161.05 | 97.26% | 67% | \$ 2,166.67 |
| Operating Supplies | 340 | \$ 5,000 | \$ 282.02 | \$ 465.54 | \$ 53.58 | \$ 651.89 | \$ 3,037.37 | 60.75% | 67% | \$ 3,333.33 |
| Technology | 342 | \$ 36,750 | \$ 80.00 | \$ 2,556.96 | \$ 95.99 | \$ - | \$ 14,955.70 | 40.70% | 67% | \$ 24,500.00 |
| Collection - Print | 344 | \$ 60,000 | \$ 5,744.75 | \$ 3,011.09 | \$ 5,383.64 | \$ 2,879.10 | \$ 38,015.02 | 63.36% | 67% | \$ 40,000.00 |
| Collection - AV | 345 | \$ 12,500 | \$ (822.91) | \$ 519.18 | \$ 741.73 | \$ 319.31 | \$ 3,903.17 | 31.23% | 67% | \$ 8,333.33 |
| Library Miscellaneous | 390 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | 67% | \$ - |
| Programming | 391 | \$ 9,000 | \$ 1,995.23 | \$ 414.22 | \$ 2,465.06 | \$ 141.61 | \$ 9,779.19 | 108.66% | 67% | \$ 6,000.00 |
| Other Total | | \$ 137,000.00 | \$ 6,688.83 | \$ 7,630.34 | \$ 11,451.05 | \$ 4,037.88 | \$ 78,590.29 | 57.37% | 67% | \$ 91,333.33 |
| Total Budget | | \$1,201,250.00 | \$ 127,275.95 | \$ 86,596.34 | \$ 91,478.80 | \$ 72,416.33 | \$ 796,292.98 | 66.29% | 67% | \$ 800,833.33 |

August Highlights

- **Village News** – Kathy Annen will give an update
- **Friends** – Staci Fritz will give an update

Endowment –

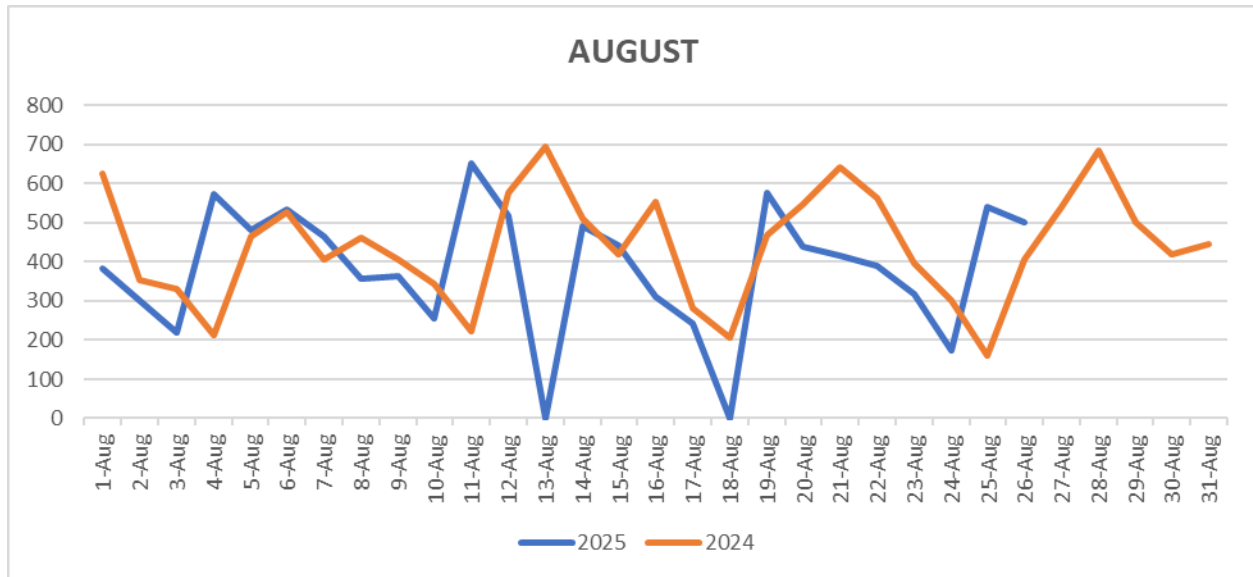
| June 2025 | July 2025 | Difference | YTD Difference | Contributions |
|--------------|--------------|------------|----------------|---------------|
| \$227,859.20 | \$230,138.96 | \$2,279.18 | \$7,014.60 | \$0 |

- **Staffing –**
 - We’re working on transitioning one of our subs to the regular staff schedule and hiring an additional sub. We hope to have everyone in place by mid-October.
- **Library Facilities Management**
 - **HVAC**
 - The inducer motor in boiler #2 has been replaced and it is fully operational again.
 - **Electrical/Lighting**
 - Working on getting quotes and a design ready for the meeting room and the rotunda areas.
 - Surges – Two Oaks is working on setting up an other period of monitoring to figure out what is causing the surges. It’s still suspected that it has something to do with the AC units. We’re working with Greg Reible on HVAC controls and 1901 to on August 29th to test the system.
 - **Door Locks**
 - Both of the front entrances have had issues with the doors unlocking properly. The issue has been traced to a problem with getting power to the latches. We’re working ATS to get them operational again.
 - **2025 Capital Projects**
 - HVAC Controls and Server upgrade-Done
 - 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 Q4 of 2025.
 - **Self-Check Replacement**
 - Envisionware has called end of life on our current self-checks. SCLS is working with them to potentially extend their life. They will probably need to replace them in early 2027. I’ve been doing research comparing the Envisionware and Bibliotheca self-checks to make sure that we get the best value for the price. I am currently reviewing proposals from both companies.
 - **Scan EZ installation** – The new equipment has been installed and staff have been trained. We’re slowly training patrons on how to use the system.
 - **Digital Signage Software** – We’re currently looking at a new solution for our digital signs from Bibliotheca. Their solution is called Unifi+ and does many of the same thing our current software does. It is much cheaper than our current solution and could integrate with other library technology.
 - **Program/Meeting Streaming Software** – our AV equipment isn’t working for streaming programs. We’re working with Automation Arts to update and streamline our equipment.

Library Circulation (Kelly Heasty)

- **Conversaciones en Español:** 6 in attendance at 8/2 meeting; 4 in attendance at 8/16 meeting.
- **4 Notary appts** – two by appt.
- Created Local History category trivia questions and sent to P. Fernan for his feedback.

AUGUST LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime - Storytimes were on break for the month of August and will resume with Baby Bounce on September 2.

Programming:

- During the month of August we had one regular program, Blocks and Bricks, on Monday mornings. This program rotated between using the large blue blocks and our Lego blocks.
- End of Summer Bash was on Thursday, August 28th from 5:30 -7:30 and featured music from the Krause Family Band. Families celebrated in the park while enjoying free ice cream, face painting, food trucks, and yard games. This is always a great way to end our summer library programming.

Liz

Liz ran the Blocks and Bricks programs on Monday mornings. She has also been working on the passive programming for the desk for the month of September.

Other

On Tuesday, August 19th Heather went to the Meriter Education Center to talk with new parents about using sign language with their infants to communicate. They have her come once in the summer and fall to talk with the families. This is also an opportunity to talk with families about all that the library offers to the community.

more families stayed for the entire movie rather than leaving early, which was great to see! I heard a lot of thank yous from kids and adults alike, and I know there's a lot of appreciation for having this unique program once a summer.



- **August Take and Makes:** In the second week of August, due to the lack of programming, I put out some Take and Make boba tea kits in the teen area to hopefully give some local teens something to do. I put together 22 kits which included tapioca pearls, milk tea packets, sugar, a boba straw, and instructions on how to put it all together. These kits were extremely popular and were gone in less than a week; I also had multiple people come to the desk asking when we would do them again! I will definitely consider doing this take and make again in the future, or possibly having a Boba Making program if at all possible!



- **Passive Programs:** The puzzles for board games raffle has continued throughout August with two more raffle winners completing puzzles to win a brand new board game! After doing this program for the last few months, I think having a raffle like this for teens was really valuable and gave an automatic thing for teens to do when visiting the library. I will definitely think about how I can incorporate something like this into next year's program.

I also offered new sticker polls in the teen area every couple of weeks. The most recent one is a poll where patrons vote on which color (red, blue, green, or yellow) matches which school subject (math, english, history, and science). There was a lot of heated debate between both patrons and staff, and I've seen at least a couple of teens have playful arguments about the answers while in the library.

- **Fall Program Planning:** My main job in August was putting together plans for fall programming. The new programs I added last year at this time, STEAM, Fall D&D, and UnBook club, are staying for the time being along with my other normal programming, Snack & Chat, Teen Hangout, and VolunTeens. My goal, as always, is to offer diverse programming and experiences at the library every month. This is part of the reason I'm also looking into additional programs beyond September, including a crochet club and possibly an anime/ manga club. These programs may not be monthly depending on room availability, but both of these programs have been requested by teens, and I will try to honor their wishes the best I can.

I've also been working with outside speakers for some upcoming events. On September 11, Mark Mastalski will be hosting a seminar on college admissions for older teens and their parents. Mark is an independent educational consultant with experience in helping those interested in higher education with finding the right school, writing admissions essays, and applying for scholarships. We're hoping this could turn into a series to help with various parts of the admissions process, but we're using this first session to gauge interest before proceeding.

In preparation for the Wisconsin Science Festival, I've also booked a Badger Talk with Mel Reusche from the Wisconsin Geological and Natural History Survey. Given that the theme for this year's festival is "Rock and Roll," Mel will be giving a brief talk about the geological history of Wisconsin, and then allow kids to interact with fossils and rocks found in Wisconsin.

Volunteering:

Although August programming was paused for the most part, Summer VolunTeens still had volunteer opportunities throughout August. VolunTeens could assist with the Monday Blocks and Bricks program, Outdoor Movie Night, and End of Summer Bash. I also offered up the option for summer volunteers to put together displays for our "Teen Librarian of the Month" reading selections. In total, we had 10 volunteers contribute 43 volunteer hours to the library this month.

Adult Services (Sara Hendrickson)

Craft Club

- We had 14 people attend craft club. Patrons got wild with their creative painting skills, turning their terracotta pots into wonderful, useful works of art.
- September's craft is making postcards. Katie is in charge of marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 12 people attend this month's book club. We discussed *My Sister the Serial Killer* by Oyinkan Braithwaite. One person really liked the book, the rest felt there were no likable characters. However,

the overall discussion was great, focusing on generational trauma and the impact it had on the story arc and the characters' decisions.

- Updated marketing and created bookmarks for September's book (*Before She Disappeared* by Lisa Gardner).
- Led Kelly's Wednesday Afternoon Book Club (*Night Watch* by Jayne Anne Phillips) for her on 8/13. It won a Pulitzer Prize in 2024, and was a bit of a controversial choice. Our discussion focused on the Trans-Allegheny Lunatic Asylum, the Wilderness Battle of the Civil War, as well as t. Patrons were split on their overall enjoyment of the book, with graphic scenes and the stream of consciousness writing style polarizing people's critiques.

Other

- Bridge Club had anywhere from 8 to 12 players attend each week. There's some interest in another Bridge Class, where players can learn some of the more intricate bidding rules. We're hoping to have something run this fall.
- While we only had 6 gamers come to Family Game Night (8/6), those in attendance had a great time! Our first batch of donated games from Mike Moderski and "I'm Board" were available for use. We look forward to a couple more game days this fall.
- LaDon Satterlee and Diane Manning did a fabulous job leading our Fabric Flower Pots (8/9) program. Registration filled within a few days, and 14 people attended. The ladies not only brought all the supplies, but they also took the time to coordinate people's "flower pot" with fabric and buttons. I have a feeling we'll be bringing LaDon and Diane back for another program!
- We had a group of 6 for Thriving in the 2nd Half of Life (8/13), and those who did not attend missed out on a great presentation. ZenEd Wellness had patrons focus changing mindsets, finding their passion, and letting go of things outside of their control. It's always a joy to have ZenEd come to E.D. Locke!
- D&D (8/18) had another session, with 8 people in attendance. Andrew continued to do a good job of adapting to the direction in which the players take the campaign.
- We didn't quite know what to expect for our first Puzzle Competition (8/19), but it was fantastic! Registration filled up in a day and a half, with 29 people attending. Most teams were made up of 3 or 4 players. The first team finished in 52 minutes. Even the teams who didn't finish said they had a blast, and cannot wait for us to have another puzzle competition. Woohoo!
- Created marketing and advertised for Family Game Day, Fall Guided Bird Walks, Ron Larson's Community Festival Walking Tours, and the September Used Book Sale: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com. Updated 50-50 Raffle and Donate Books! Marketing.
- Sent adult programming information to the Thistle, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

| E.D. Locke Public Library - Monthly Report July 2025 | | | | | | | |
|--|--------|--------|--------|------------------------------|----------|----------|------------------------|
| | Jun-25 | Jul-25 | Jul-24 | % change May 2024 - May 2025 | YTD 2025 | YTD 2024 | % change YTD 2024-2025 |
| Materials Checked Out | 14,271 | 15,015 | 15,427 | -3% | 95,848 | 98,957 | -3% |
| Materials Checked In | 10,736 | 11,961 | 12,728 | -6% | 75,283 | 76,803 | -2% |
| Curbside Appointments | 0 | 0 | 1 | #DIV/0! | 3 | 8 | -63% |
| Locker Pickups | 1 | 0 | 0 | #DIV/0! | 2 | 1 | 100% |
| New library cards | 109 | 90 | 44 | 51% | 428 | 368 | 16% |
| new materials added | 296 | 408 | 527 | -29% | 2865 | 2525 | 13% |
| Internet use | 341 | 442 | 334 | 24% | 2442 | 2211 | 10% |
| Average daily pick list | 124 | 138 | 133 | 4% | 141 | | |
| Visitor count | 25,968 | 26,641 | 25,430 | 5% | 153,281 | 147,371 | 4% |
| Wireless Internet use (#users) | 1,796 | 1,830 | 1,432 | 22% | 11911 | 10623 | 12% |
| App use | 2,604 | 2,756 | 3,218 | -17% | 2753 | 21435 | -87% |
| Study room use | 88 | 128 | 85 | 34% | 833 | 603 | 38% |
| Meeting room use | 53 | 62 | 58 | 6% | 419 | 338 | 24% |
| Reference Questions Answered | 408 | 501 | 444 | 11% | 3217 | 2070 | 55% |
| Children's Program Participation (in-person) | 2476 | 1549 | 1660 | -7% | 9664 | 7808 | 24% |
| Teen's Program Participation (in-person) | 164 | 219 | 198 | 11% | 1533 | 1274 | 20% |
| Adult's Program Participation (in-person) | 110 | 177 | 103 | 72% | 1009 | 1116 | -10% |
| Adult's Program Participation (on-line) | 1 | 37 | 52 | -29% | 840 | 509 | 65% |
| All Ages/General Interest | 980 | 30 | 0 | -79% | 2098 | 0 | |
| Volunteer hours worked | 127 | 148.75 | 144.25 | 3% | 451.25 | 401 | 13% |


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 2, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Exemption from County Library Levy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2026 exemption resolution template
2. 2026 minimum appropriations

Resolution Requesting Exemption from Dane County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city/village of McFarland meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017; RES 149 2023-2024) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city/village of McFarland will appropriate in 2025 and expend in 2026 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city/village of McFarland hereby requests of the Dane County Board of Supervisors that the city/village of McFarland be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
herold@dcls.info

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

[dcl-directors] Preliminary 2026 minimum appropriations

From Tracy Herold via dcl-directors <dcl-directors@warden.wiscnet.net>

Date Tue 8/5/2025 3:42 PM

To dcl-directors email list <dcl-directors@warden.wiscnet.net>

 1 attachment (493 bytes)

ATT00001.txt;

Greetings,

I just ran the 2026 minimum appropriations for libraries based on the preliminary equalized values posted on August 1. I'll update these numbers with the final report that comes out on August 15.

Per 2025 DOR DaneCo EqVal

| | EXEMPT LIBS | 2025 Eq Val | 2026 Min App | 2025 App | Diff |
|-----------------|--------------------|--------------------|---------------------|-----------------|-------------|
| Villages | Belleville | 335,260,000 | \$109,341 | \$283,800 | \$174,459 |
| | Black Earth | 211,972,300 | \$69,132 | \$163,556 | \$94,424 |
| | Cambridge | 294,400,500 | \$96,015 | \$95,000 | -\$1,015 |
| | Cross Plains | 639,262,100 | \$208,487 | \$307,800 | \$99,313 |
| | Deerfield | 336,381,500 | \$109,706 | \$181,650 | \$71,944 |
| | DeForest | 1,930,701,500 | \$629,673 | \$768,273 | \$138,600 |
| | Marshall | 401,502,000 | \$130,945 | \$189,000 | \$58,055 |
| | Mazomanie | 248,730,300 | \$81,120 | \$101,275 | \$20,155 |
| | McFarland | 1,698,520,200 | \$553,950 | \$800,750 | \$246,800 |
| | Mount Horeb | 1,226,401,700 | \$399,975 | \$530,057 | \$130,082 |
| | Oregon | 2,031,867,500 | \$662,666 | \$1,136,777 | \$474,111 |
| | Waunakee | 3,404,605,600 | \$1,110,367 | \$1,296,331 | \$185,964 |
| Cities | Fitchburg | 6,285,547,800 | \$2,049,948 | \$2,403,472 | \$353,524 |
| | Madison | 47,882,294,800 | \$15,616,171 | \$21,563,477 | \$5,947,306 |
| | Middleton | 4,846,722,400 | \$1,580,694 | \$1,662,061 | \$81,367 |
| | Monona | 2,027,116,700 | \$661,117 | \$944,229 | \$283,112 |
| | Stoughton | 1,947,811,000 | \$635,253 | \$711,285 | \$76,032 |
| | Sun Prairie | 5,899,027,200 | \$1,923,889 | \$2,096,300 | \$172,411 |
| | Verona | 4,367,658,000 | \$1,424,453 | \$1,372,581 | -\$51,872 |

Please reach out with any questions or concerns.

Thanks,
Tracy

Tracy Herold, Director, Dane County Library Service
1874 S Stoughton Rd., Madison
herold@dcls.info
608-266-6388
Pronouns: she/her/hers
Be kind & be inquisitive.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 2, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: McFarland Cemetary Records

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: Tuesday, September 2, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Meeting Room Blinds Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCFARLAND LIBRARY - SOLAR SHADES

EBI

Madison WI 53716
608-469-4933

Sales Contact: MARYANNE MICHAELIS 608-469-4933



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

Page 1 of 1
8/12/2025
12:43:22PM

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

Job:
PO Number:
By: Maryanne Michaelis
Notes:

| Line # | Qty | Mfg | Part Number | Part Description | List | Ext List | Sell | Ext Sell | Sell - % |
|-----------------------|-----|-----|-------------|------------------------------|--------|----------|--------------------|------------|----------|
| Tag: | | | | | | | | | |
| 1 | 1 | | | USE SWF QUOTE # 6985587 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 2 | 3 | | | SWF SOLAR SHADES | \$0.00 | \$0.00 | \$1,225.93 | \$3,677.79 | |
| | | | | CROSSHATCH R100 | | | | | |
| | | | | WHITE / FOG C7914 | | | | | |
| | | | | INSIDE MOUNT NO VALANCES | | | | | |
| | | | | RIGHT CONTROLS | | | | | |
| | | | | 117 WIDE X 152 LONG | | | | | |
| 3 | 1 | | | RECEIVE, DELIVER AND INSTALL | \$0.00 | \$0.00 | \$850.00 | \$850.00 | |
| | | | | REMOVE EXISTING SHADES | | | | | |
| Tag Subtotals: | | | | | | \$0.00 | | \$4,527.79 | |
| Total List: | | | | | | \$0.00 | Total Sell: | \$4,527.79 | |

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 2, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Door Access Equipment Repair

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. ATS_-_ASI.005951.v2.23



McFarland Public Library - Entrance door replacement strikes

Quote # 005951 Version 2

Prepared for:

McFarland Public Library

Heidi Cox
hcox@mcfarlandlibrary.org

Prepared by:

ATS - Madison

Burt Boldebuck
bboldebuck@atswi.com

Corporate Office

510 Maine Street, 7th Floor
Quincy, IL 62301
Office: (844) 222-2280 | Fax: (217) 222-2292

Michigan Office

330 East Maple Road, Suite S
Troy, MI 48083
Office: (248) 952-8936

Milwaukee Office

10010 West Schlinger Ave
West Allis, WI 53214
Office: (414) 476-4200

www.ATSWI.com



Monday, August 18, 2025

McFarland Public Library
Heidi Cox
5920 Milwaukee Street
McFarland, WI 53558-8962
hcox@mcfarlandlibrary.org

Dear Heidi,

Thank you for the opportunity to present you with quote "[McFarland Public Library - Entrance door replacement strikes 005951](#)." We would love to take a moment to give you a brief history of our company.

History

Associated Technical Services Inc., specializes in protecting commercial and residential customers with the latest products and technologies in the security, alarm, and video system industry. We also are highly skilled in providing commercial sound solutions such as Licensed Background Music, PA systems for venues large and small, as well as Drive-thru-Intercom Systems.

And we do it better than anyone else!

In June 2016, Alarm Systems Inc. of Quincy, Illinois acquired ATS. This union brings even more expertise and capabilities to our customers. Alarm Systems Inc. has been recognized as a Platinum Certified Integrator which is Honeywell's highest level of certification. Platinum certification acknowledges an integrator's dedication to investing in training and certification of Honeywell products and services for its sales staff, engineers and technicians. It is a distinction reserved for security integrators that demonstrate the highest level of expertise and commitment in Honeywell's enterprise level systems and products.

In June 2020, Alarm Systems, Inc. acquired a Healthcare Systems provider in Troy, Michigan. This expanded ASI's expertise to include Nurse Call, Mobile Communications, Wander Management and Real Time Location services. This solidified our service line up as a one call solution to meet any of our customers' needs.

Why do customers choose Associated Technical Services Inc.?

The Best People: Alarm Systems Inc. brings along a UL certified central station and answering service for your home and business requirements. From our Management team, technical staff and sales people, all ATS employees are experienced, knowledgeable and have received extensive training. Their knowledge of products and best practices is unsurpassed and their dedication to customer service is exceptional.

The Best Technology: From a wireless residential security system, a fully integrated Honeywell Pro-Watch® security system, background music for an office, to a state-of-the-art sound system for a stadium, school, or church, we provide smart, effective solutions for any need, to suit any budget.

The Best Products: ATS uses the best names in our industry, such as Honeywell, 3M, and DMX, to name a few. Quality products from these exceptional companies assure you of reliability and performance.

The Best Service: We don't just install systems. We service, monitor, and maintain them, so you can be confident that your property and people are secure. At ATS, we consider your system "our" system and take a personal and professional interest in its success.

Whatever your security need, Associated Technical Services Inc. is your solution.
We combine superior products, creative thinking and advanced technology [to ensure your complete satisfaction](#).



Scope of Work

ATS to Provide:

1. Labor to install components.
2. Provide two (2) electronic strikes for both sides of exterior front entry doors on the Long Street side entrance doors. Transfer power from power assist panic bars over to the new HESS electronic strikes.
3. Provide two (2) electronic strikes for both of sides of the exterior front entry doors on the Milwaukee Street side entrance doors. Transfer power from power assist panic bars over to the new HESS electronic strikes.
4. All wiring associated with the electronic release to the new strikes into door frames and to the new locks.

Customer to Provide:

1. Uninterrupted Access to Workspace

Access Control Equipment and Installation

| Product Description | Quantity |
|--|----------|
| Equipment including, cables, J-hooks, Beam Clamps, Cable Pathway, Connectors, etc. | 2 |
| Subtotal: \$1,080.00 | |

Electronic Locks and Installation

| Product Description | Quantity |
|--|----------|
| Contract Labor Door Prep, Installation, and door modifications to the two outer banks of doors | 2 |
| Subtotal: \$4,155.00 | |



McFarland Public Library - Entrance door replacement strikes

Prepared by:

ATS - Madison
Burt Boldebuck
608-807-8030
bboldebuck@atswi.com

Prepared for:

McFarland Public Library
5920 Milwaukee Street
McFarland, WI 53558-8962
Heidi Cox
(608) 838-9030
hcox@mcfarlandlibrary.org

Quote Information:

Quote #: 005951
Version: 2
Delivery Date: 08/18/2025
Expiration Date: 08/27/2025

Quote Summary

| Description | Amount |
|---|-------------------|
| Access Control Equipment and Installation | \$1,080.00 |
| Electronic Locks and Installation | \$4,155.00 |
| Total: | \$5,235.00 |

Prices shown in this proposal are based on current manufacturer pricing and market conditions at the time of quote. All taxes, shipping, handling, and applicable fees are additional and may apply.

We reserve the right to adjust pricing if costs increase due to factors beyond our control, including but not limited to:

- New or modified government tariffs or import duties
- Manufacturer pricing changes
- Product discontinuations or substitutions

In the event of such changes, the final invoice will reflect any necessary adjustments. We will notify you promptly should these changes occur. All quotes are valid for 15 days from the Delivery Date, regardless if stated elsewhere. We also reserve the right to cancel orders due to pricing or other clerical errors.

ATS - Madison

Signature: _____
 Name: Burt Boldebuck
 Title: Senior Account Manager
 Date: 08/18/2025

McFarland Public Library

Signature: *Heidi L Cox*
 Name: Heidi Cox
 Date: 8/18/2025



Quote Disclaimer

Prices are estimated with information available at the time of the estimate.

Any substantive changes will result in a change order for time and materials needed. Estimates are prepared for non-prevailing wage labor unless noted. Additional charges will apply if prevailing wage is required but not included in the estimate. It is the responsibility of the customer to include this requirement prior to accepting the estimate and the beginning of work.

Customer acknowledges by signing this estimate, that there may be changes needed if the original scope is exceeded or changed. All work to be performed during normal business hours 7am-5pm Mon-Fri, anything outside of those hours will be considered overtime and billed accordingly. Any changes to the proposal due to the work of other contractors or requests by Building or Electrical Inspectors will be done on a time and material basis and are not included in this estimate.

Changes made by customer, information unknown or omitted at the time of the estimate, or requirements by a local authority are the responsibility of the customer. Any such changes will be billed accordingly. By acknowledging this estimate you, the Customer, agree to pay associated charges for any additional change orders.

Terms & Conditions

SALES TAX: Sales taxes are included with the pricing of the proposal / contract unless otherwise indicated.

SHIPPING & HANDLING: All Shipping & Handling Charges are included in this proposal / contract if detail or not. No additional Shipping & Handling Charges will be billed beyond the price of this agreement unless on in advance by the customer.

MODIFICATIONS: Sales proposal / contract modifications are possible pending technical evaluation, and could lead to an increase / decrease in the total proposal / contract price. Any additional equipment or services required by any Authority Having Jurisdiction (AHJ), property leasing agent or manager, owner's representative, or other interested authorized 3rd party are not covered by the scope of this proposal and will require a change order or revised proposal / contract in order to be included in the project. Labor for installation of any additional equipment or services will be included in the change order or revised proposal / contract.

PLACING AN ORDER: Associated Technical Services, Inc. requires a signed proposal / contract to be submitted before any work orders can be scheduled. This must include a Social Security or Federal Tax ID Number. Once signed by customer, the sales proposal also serves as the binding project contract. Purchase Orders are not required but strongly recommended. Change Orders will be provided by Associated Technical Services, Inc. and will require a signature by the customer before they will be included in the project.

BILLING TERMS: Standard – Installations less than \$1,500.00 requires 100% Deposit at the time of the initial order. All Installations greater than \$1,500.00 requires a deposit of 50% at the time of the initial order with the balance due at the time of completion. Any other Billing Terms must be agreed on in writing by Associated Technical Services, Inc. at the time of the initial order or these Standard Billing Terms will apply.

WARRANTY: All equipment is warranted by the manufacturer(s). We guarantee all installation work to be free of defects for a period of one year from installation date. This warranty does not apply to components which have been subject to abuse, misuse, negligence, accidents, acts of GOD, act of war or to which any modifications, alterations, or repairs have been made or attempted by anyone other than Associated Technical Services, Inc. employees. Warranty is void if other equipment and / or components are installed or modifications are made to the system not provided by Associated Technical Services, Inc. Programming changes required after 60 days of commissioning of the system will be billable at the current billable rate. Non-warranty repairs requested by the Purchaser will be subject to Associated Technical Services, Inc. then current rate.

COMMISSIONING OF AN INSTALLATION: Any installation is considered to be complete when customer signs-off on installation or work order. Commissioning of any system requiring inspections from Local, State, or Federal officials, must be scheduled with Associated Technical Services, Inc. at least two (2) days prior to the inspection date and time. This should be scheduled with Associated Technical Services, Inc. Project or Operations Manager assigned to your project. System and Equipment training should also be scheduled with your Associated Technical Services, Inc. Project or Operations Manager. Factory training at the manufacturer is not included unless priced as a line item in the quotation / contract.

SERVICE & FINANCE CHARGES: 5% service / financing charge per month will be added to all amounts not paid by the 10th day of each progress billing cycle. A 5% service / financing charge per month will be added to all amounts not paid 15 days following final invoice date (final invoice date is that date which the final invoice is presented to customer). Accounts over 30 days past due may be turned over for collections. Service charges, legal fees, and / or court costs will be added to the balances placed for collections. Nonpayment of this quotation / contract voids the warranty. Nonpayment or service agreement voids warranty and voids certifications with any applicable local, state, federal jurisdictions, and / or applicable insurance policies (i.e. Factory Mutual).

ALARM MONITORING SERVICES: Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Associated Technical Services, Inc. standard alarm monitoring services agreement.

CUSTOMER RESPONSIBILITIES: Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling materials, light, water, heat, heat tracing, electrical services, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall properly notify Company of any malfunction in the Covered System(s) which comes to the Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising there from.

Customer may further be required to:

- Supply required schematics and drawings unless they are to be supplied by Associated Technical Services, Inc. in accordance with this Agreement:
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Associated Technical Services, Inc. as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and / or services provided under this agreement.

PAYMENT TERMS: Standard – Installations less than \$1,500.00 requires a 100% Deposit at the time of the initial order. All Installations greater than \$1,500.00 require a deposit of 50% at the time of initial order, with balance due at completion of the installation. Any other Billing Terms must be agreed on in writing by Associated Technical Services, Inc. at the time of the initial order or these Standard Billing Terms will apply.

WORK SCHEDULE: This proposal is based on using standard labor rate schedule during normal business hours of 8 AM to 5PM Monday through Friday, exclusive of Holidays.

PRICES: Prices are based on the device counts and project listed in the proposal. Any adjustments to device quantity or scope will be noted on an approved and signed change order.



PROPOSAL PRICES:The proposal prices are good 30 days from the proposal date unless noted by an ATS representative.

WORK STOPPAGES:Delays caused by the customer, an Act of God, customer work stoppage or any situation beyond the control of ATS will result in a negotiated redeployment and /or remobilization fee. The standard remobilization fee is \$1500.00 per ATS Technician, per day.

STANDARD INSTALLATION:This proposal is based on all areas being available and clear for installation of the proposed equipment and/or wiring. This proposal is based on a standard installation. Any unforeseen building construction issues or extraordinary installation requirements may incur additional charges. These charges or changes will be noted on an approved change order.

EXTRAORDINARY INSTALLATION:Extraordinary installation requirements may include, but are not limited to: concrete filled door frames, not noted on the proposal, asbestos or other environmental "Hot Zones" not noted or brought to the attention of ATS, unusual work hours outside of normal business hours. Local safety requirements or additional safety training required by the customer that was not brought to the attention of ATS personnel or included in the ATS proposal from the project outset. All conduits, conduit boxes, A/C power connections, core drilling and concrete penetrations, unless noted on the proposal, are to be supplied by the customer or the Electrical Contractor on the project and are not included in the prices submitted by ATS. If noted on the proposal that electrical work, as noted, is to be supplied by ATS, this work will be subcontracted to a Licensed Electrician and included in the proposal. Fire wall penetrations and all permits are the responsibility of the Electrical or General Contractor.

ALARM MONITORING:If alarm monitoring, of any type, is part of the attached proposal. A standard alarm monitoring contract is required to be executed, prior to work commencement.