

**Monday, April 6, 2026**

**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 attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to [librarydirector@mcfarlandlibrary.org](mailto:librarydirector@mcfarlandlibrary.org) to be included with the agenda materials.
3. ACTION ITEMS
  - a. Motion to approve the minutes of the March 2, 2026 meeting.
  - b. Motion to approve the March 2026 invoices
4. INFORMATION ITEMS
  - a. Budget Update
  - b. Director's Report
  - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
  - a. Strategic Plan Update
  - b. SirsiDynix Software Demonstration
  - c. Library Space Needs Update
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](mailto: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, March 2, 2026 - 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, Evan Richards

Members not present: Karin Mandli, Peter Sobol, Mona Nelson

Staff Present: Heidi Cox, Library Director

**2. PUBLIC APPEARANCES AND COMMUNICATION**

- a. *This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to [librarydirector@mcfarlandlibrary.org](mailto:librarydirector@mcfarlandlibrary.org) to be included with the agenda materials.*

**3. ACTION ITEMS**

- a. *Motion to approve the minutes of the February 2, 2026 meeting.*  
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the February 2, 2026 meeting. Motion carries 4 - 0 - 0 by acclamation.
- b. *Motion to approve the February invoices*  
Motion by Member Staci Fritz, second by Village Trustee Kathy Annen, to approve the February invoices Motion carries 4 - 0 - 0 by acclamation.

**4. INFORMATION ITEMS**

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

**5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- a. *Discussion of Dane County Funding Formula & Library Standards*  
This discussion was tabled until the April 2026 meeting.
- b. *2025 Year in Review*
- c. *Library space needs update*

**6. ADJOURNMENT**

Motion by Village Trustee Kathy Annen, second by Member Evan Richards, to adjourn at 6:19

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

## March 2026 Invoices

Vendor	Sum of Amount	Description
ADVANCED CHEMICAL SYSTEMS	\$600.00	Chemical Pot Analysis
AMAZON CAPITAL SERVICES	\$2,064.86	DVDs, CDs, building repairs, office supplies, program supplies
ASSOCIATED TECH SERVICES	\$1,548.56	Meeting room storage door lock repair
AT&T MOBILITY II LLC	\$37.11	Library Cell phone
AUTOMATION ARTS LLC	\$3,200.84	AV equipment
BLOCK, ROBERT	\$100.00	Program Fee
CORPORATE BUSINESS SYSTEMS	\$443.96	Copier Lease (February & March)
HAVENS PETTING FARM LLC	\$739.00	Program Fee - Deposit
HGA	\$2,950.00	Architectural Services
INGRAM LIBRARY SERVICES	\$4,740.69	Books
JM BRENNAN INC	\$8,085.78	HVAC Repair
LARSON, RON	\$75.00	Program Fee
MCFARLAND ACE HARDWARE	\$19.98	Facilities Repair
MENARDS - MONONA	\$15.77	Facilities Repair
MICROMARKETING LLC	\$39.99	Audio Books
PATTERSON, DEXTER	\$500.00	Program Fee
US CELLULAR	\$43.75	Library Cell phone
VESTIS LLC	\$329.32	Mat Rental
(blank)		
<b>Grand Total</b>	<b>\$25,534.61</b>	

Gift Fund		
Havens Petting Farm LLC	\$739.00	Program Fee - balance (will be given to them the day of the program)

**Grand Total** **\$26,273.61**

## 2026 Budget Update

2026 Budget Update										
REVENUES										
		Budget Amount	January Estimated	February Estimated	March Estimated	YTD Estimated	% of Budget total	% to hit target	amount it should be to hit target	2025 Projected
Property Tax	41110	\$ 845,250.00	\$ -	\$ -	\$ -	\$ -	0.00%			\$ 845,250.00
County Library Aids	43720	\$ 370,750.00	\$ 809.92	\$ 694.08	\$ 369,907.00	\$ 371,411.00	100.18%			\$ 352,144.01
Library Fines	45190	\$ -	\$ 4.00	\$ -	\$ 11.20	\$ 15.20				\$ 6.35
Interest	48100	\$ 30,000	\$ -	\$ -	\$ -	\$ -	0.00%	25%		\$ 24,685.74
Transfers from other Act.	48500-101	\$ -	\$ -	\$ -	\$ -	\$ -				
Library Fees	46710	\$ 4,000	\$ 621.90	\$ 225.40	\$ 136.15	\$ 983.45	24.59%	25%	\$ 1,000.00	\$ 4,015.15
		<b>\$ 1,250,000.00</b>	<b>\$ 1,435.82</b>	<b>\$ 919.48</b>	<b>\$ 370,054.35</b>	<b>\$ 372,409.65</b>	<b>29.79%</b>	25%		<b>\$ 1,226,101.25</b>
Expenditures										
Salaries	110	\$473,000.00	\$ 32,870.69	\$ 38,348.81	\$ 37,226.90	\$108,446.40	22.93%	25%	\$ 118,250.00	\$ 410,592.33
Part-time	120	\$248,750	\$ 13,218.56	\$ 15,857.63	\$ 16,320.84	\$45,397.03	18.25%	25%	\$ 62,187.50	\$ 182,454.05
Health Insurance	130	\$139,500	\$ 6,583.11	\$ 15,588.76	\$ 14,212.84	\$36,384.71	26.08%	25%		\$ 117,505.33
Retirement	131	\$40,750	\$ 3,358.24	\$ 3,264.80	\$ 3,190.39	\$9,813.43	24.08%	25%	\$ 10,187.50	\$ 33,329.06
SS/Medicare	132	\$55,250	\$ 4,026.78	\$ 3,856.31	\$ 3,834.25	\$11,717.34	21.21%	25%		\$ 43,637.85
Other Benefits	135	\$2,250	\$ 73.33	\$ 81.23	\$ 113.96	\$268.52	11.93%	25%		\$ 1,096.21
<b>Total Personnel</b>		<b>\$959,500.00</b>	<b>\$ 60,130.71</b>	<b>\$ 76,997.54</b>	<b>\$74,899.18</b>	<b>\$212,027.43</b>	<b>22.10%</b>	25%	<b>\$ 239,875.00</b>	<b>\$ 788,614.83</b>
Support Services	210	\$ 10,000	\$ 1,584.60	\$ -	\$ -	\$ 1,584.60	15.85%	25%	\$ 2,500.00	\$ 1,034.95
Consulting Services	211	\$ 50,000	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 12,500.00	\$ 50,644.00
Utilities	220	\$ 42,250	\$ 3,125.39	\$ 3,373.62	\$2,790.03	\$ 9,289.04	21.99%	25%	\$ 10,562.50	\$ 37,156.16
Communication	221	\$ 6,500	\$ 416.87	\$ 236.71	\$43.75	\$ 697.33	10.73%	25%	\$ 1,625.00	\$ 2,789.32
Equipment Maintenance	240	\$ 11,500	\$ 126.08	\$ 358.99		\$ 485.07	4.22%	25%	\$ 2,875.00	\$ 8,956.03
Facility Maintenance	242	\$ 36,500	\$ 1,748.22	\$ 269.29	\$ 3,270.51	\$ 5,288.02	14.49%	25%	\$ 9,125.00	\$ 86,417.40
Other Contractual Services	290	\$ -	\$ -			\$ -	0.00%	25%		\$ -
<b>Total Services</b>		<b>\$ 156,750.00</b>	<b>\$ 7,001.16</b>	<b>\$ 4,238.61</b>	<b>\$ 6,104.29</b>	<b>\$ 17,344.06</b>	<b>11.06%</b>	25%	<b>\$ 39,187.50</b>	<b>\$ 186,997.86</b>
Office Supplies	310	\$ 9,000	\$ -	\$ 524.23	\$ 95.02	\$ 619.25	6.88%	25%	\$ 2,250.00	\$ 5,375.78
Postage	311	\$ 500	\$ (109.20)		\$ -	\$ (109.20)	-21.84%	25%	\$ 125.00	\$ 405.54
Dues	320	\$ 1,000	\$ 50.00		\$ -	\$ 50.00	5.00%	25%	\$ 250.00	\$ 155.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 250.00	\$ 451.92
Training Expenses	331	\$ 3,500	\$ -	\$ -	\$ 167.31	\$ 167.31	4.78%	25%	\$ 875.00	\$ 1,911.10
Operating Supplies	340	\$ 6,250	\$ 157.32	\$ 4,512.00	\$ -	\$ 4,669.32	74.71%	25%	\$ 1,562.50	\$ 6,273.75
Technology	342	\$ 37,500	\$ 3,848.36	\$ 1,892.00	\$ -	\$ 5,740.36	15.31%	25%	\$ 9,375.00	\$ 33,546.70
Collection - Print	344	\$ 60,000	\$ 7,537.55	\$ 2,704.60	\$ 5,121.13	\$ 15,363.28	25.61%	25%	\$ 15,000.00	\$ 52,311.95
Collection - AV	345	\$ 12,500	\$ 672.34	\$ 283.89	\$ 619.29	\$ 1,575.52	12.60%	25%	\$ 3,125.00	\$ 7,645.38
Library Miscellaneous	390	\$ -	\$ -		\$ -	\$ -	0.00%	25%	\$ -	\$ -
Programming	391	\$ 10,000	\$ 328.31	\$ 342.40	\$ 1,343.66	\$ 2,014.37	20.14%	25%	\$ 2,500.00	\$ 10,259.32
<b>Other Total</b>		<b>\$ 141,250.00</b>	<b>\$ 12,484.68</b>	<b>\$ 10,259.12</b>	<b>\$ 7,346.41</b>	<b>\$ 30,090.21</b>	<b>21.30%</b>	25%	<b>\$ 35,312.50</b>	<b>\$ 118,336.44</b>
<b>Total Budget</b>		<b>\$1,257,500.00</b>	<b>\$ 79,616.55</b>	<b>\$ 91,495.27</b>	<b>\$ 88,349.88</b>	<b>\$ 259,461.70</b>	<b>20.63%</b>	25%	<b>\$ 314,375.00</b>	<b>\$ 1,093,949.13</b>



**February Highlights**

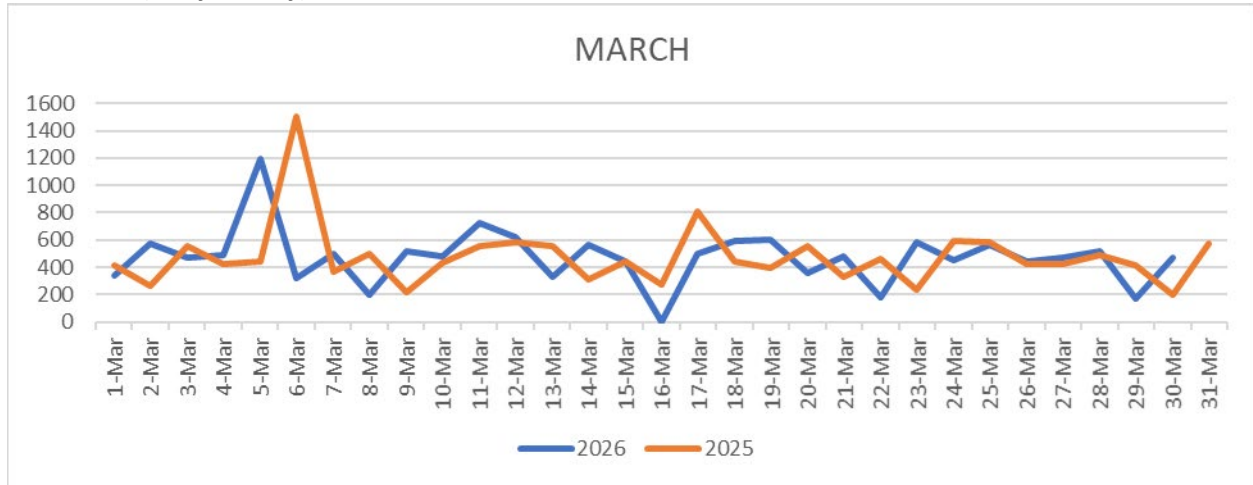
- **Village News** – Kathy Annen will give an update
- **Friends** – Staci Fritz will give an update

**Endowment –**

January 2026	February 2026	Difference	YTD Difference	Contributions
\$265,203.10	\$284,615.27	\$19,412.17	\$19,412.17	\$16,752.49

- **Marketing plan** - We have started work on the first phase of our marketing plan which is search engine optimization. This is going through the website and making sure there's consistency, key words, and settings with the domain name and analytics are done properly.
- **Software Migration –**
  - All staff have had training on the new software on both the staff client and the new online catalog. Kelly has done a great job on training and addressing any concerns of staff. I attended a system wide meeting recently and we're ahead of many libraries on training and our staff seems very comfortable about the software change.
  - We're making plans for April 13-15 when we won't have access to any library software online. We will have access to off-line Circulation software to record checkouts. But we won't be able to check items in during that time period. Also, patrons won't be able to place holds or use the self-checks. We've been brain storming different ways to reduce stress for staff and still create a good experience for patrons.
- **Website ADA Compliance**
  - New ADA regulations for digital media have been released. We have until April 2027 to meet the requirements. The requirements relate to making screen readers work better for people with vision impairment. Requirements have to do with how pages are laid out and coded or how pictures are used.
- **Library Facilities Management**
  - **HVAC**
    - There was a leak in the in-floor heat in early December which caused the system to drain and ruined two of the circulating pumps for the boilers. The pumps have been replaced and the leak in the in-floor heat has been fixed. I spoke with JM Brennan and we tested the new pumps to make sure that if the system drains, the circulating pumps connected to the boilers would also shut down.
    - Because of the leak in the in-floor heat, I've asked JM Brennan to inspect all of the in-floor heat access panels (there are 8) to make sure everything looks like its in good shape.
  - **Electrical**
    - I've hired 1901 to do a list of small jobs around the library such as adding a few outlets, replacing a few light ballasts that Public Works couldn't get to work and adding switching to the exhaust fans in the family and staff bathrooms. Right now the fans are tied to the light switch and we've had issues with smells coming from the family bathroom in the Children's area when there are diapers in the garbage.
  - **2026 Capital Projects**
    - Space Needs Study – We held the first meeting in early February where we discussed priorities for renovation. The 3<sup>rd</sup> meeting is scheduled for April 14, 2026.
    - Rotunda Lighting Replacement
    - Digital Signage - I've contacted Grant signs to get a quote to replace our exterior sign and potentially update it with a digital sign component.

## Library Circulation (Kelly Heasty)



## Youth Services (Heather Kent)

### Storytime:

Storytimes continued this month with only one interruption when we closed due to bad weather.

We had a roaring good time at our dragon themed PJ Storytime this month. Families enjoyed stories, songs, and rhymes about dragons. After our program we had snacks and dragon crafts in the library. There is something hilarious about small children roaring around the library with dragon claws they made.



### Programming:

This month our D&D players learned about how to level up their characters and all that goes in to that. The party also headed in to a small abandoned village and near the end realized there is a dragon in the tower. We have one more session before we end for the summer so we will use the dragon encounter to end the adventure.

Zumbini session 3 has been a very energetic time. Our 9:30 class is VERY full so it's nice the 10:30 class is smaller.

Magic Tree House Book Club this month discussed *Windy Night with Wild Horses*. We learned about some of the games the children in Mongolia play, what throat singing sounds like, and created horse pictures.

Graphic Novels Book Club this month discussed *Garlic and the Vampire* and *Hilo Book 3*. The group really enjoyed *Garlic and the Vampire* so a request was made that we read the next book – *Garlic and the Witch*. I had already picked the

books for next month but added that book to the books to be discussed in May. During club meetings I offer a game and crafts and the participants always want to focus on the crafts.

Hazel, our community therapy dog, was back over spring break for children to read to. She is such a good dog and we're lucky that Julianne reached out for her to come. We will definitely have her come back this summer for more reading.



Cottage Grove programming this month was on the 6<sup>th</sup> and 20<sup>th</sup> this month. It continues to have good attendance and regular book check outs.

### Liz

Liz continues to do the Cottage Grove storytime on the first Friday of the month and the twice a month Lego club. On March 24<sup>th</sup> Liz jumped in to lead Baby Bounce while Heather was out. Everything went well and she is ready to fill in while Heather is on vacation in April.

### Other

Thursday, March 5<sup>th</sup> was the McFarland School District's Youth Art Month reception. Families could come in and meet with teachers and see their child's art that would be displayed in the library for the entire month of March. There was one musical performer in the meeting room.

March 24<sup>th</sup> Heather visited the Meriter Baby Hour group. Twice a year they have her come to talk with new parents about using sign language with their children. At the same time she talks about all the things that the library offers to families.

## **Teen Services (Holly Wergin)**

### ● **Programming**

#### ○ *Snack & Chat & Teen Hangout*

- Teens had an amazing time hanging out this month at Snack & Chat and Teen Hangout! With the weather warming up, teens have enjoyed spending a few minutes outside and then coming back in, which has been really effective in getting some energy out. I've also seen teens sharing their favorite media, including a few teens who have started reading *One Piece* together and updating me every week on how far they are and what characters they love.
- Overall, they've been having a good time, and I've seen the space be used really well to foster new friendships and support each other through the stresses of school and home.

#### ○ *UnBook Club*

- UnBook Club this month was extra relaxing with teens repurposing old jar lids to create some custom collaged fridge magnets (they really love to collage, and some of them chose to use the materials to make vision boards or just art pieces instead). I have a good group of teens who consistently love

coming back for the “YA storytime” where I read the first chapter of a YA book out loud for a portion of the program. This month, in my continued effort to encourage trying books outside of their comfort zones, I gave three reading options and they chose based on the opening sentence of the story.

- ***Teen STEAM***

- We leaned into the “A” of STEAM this month with a creative program focused on air-dry clay. Teens loved having the space to make whatever they want, and they were so focused and relaxed that some of them just wanted to sit and listen to music, while others chatted casually. This also appealed to a variety of teens, even those who are often not interested in craft programs at all, which was great to see! They created some really creative final products, including some Pokeballs, a phone stand, a little dumpling, and a cat with a leaf blanket.



- ***D&D***

- This month’s D&D session, we met in the Municipal Center due to some conflicts in the meeting room. Our session just so happened to be during Spring Break, so teens were... extra squirrely to say the least. Mike dealt with it really well, and the party members in this campaign seem really interested in where the story is going.

- ***After Hours: Murder Mystery Night***

- This month, teens got to solve a mystery... a MURDER mystery! Using a pre-made murder mystery party kit (that I edited slightly), teens were assigned random characters and had to navigate blackmail, past crimes, and secrets to solve a murder at a masquerade party. This murder mystery was based around mingling with other people, and after a little bit, teens got really into it and talked to everyone, even people they didn’t know; it was really awesome to see them open up to new people. I also laid out costume pieces and had fancy glasses for soda and lemonade to really allow the teens to get into character. They had a great time, and really got into the theatrics of it throughout the night.





- **Crochet Club**

- Crochet club continues to be a really wonderful program for returning teens. Every time I remind teens that we have a crochet club meeting coming up, they get excited that they get to go. I've had more experienced crocheters make some really amazing plushies and clothes. I've also gotten a consistent group of beginner crocheters that I've been teaching, and I've loved watching them persevere and be proud of their progress (even if there's definite frustration along the way).

- **VolunTeens**

- This month, we had 7 teen volunteers contribute 15 volunteer hours to the library for programs like Lego Club, After Hours, and PJ Storytime. We've also had some new volunteers join us this month, and they worked wonderfully with the kids!

- **Spring Break Take and Makes**

For spring break this year, I decided to put together some take and make craft kits for the teens who stayed in the area for vacation. I put together 40 kits for teens to create miniature paintings, each including a mini canvas, small paint pots, and two paint brushes. This take and make also has an added element; once teens have created a painting, they can bring it back to the library to display it in a mini art show in April. I saw a lot of excitement for these crafts from teens, and I'm excited to see what teens create!

- **Summer Reading Prep**

This month, I also began dipping into organizing and prepping for summer programming and the Summer Reading Program. At the end of March, applications for Summer VolunTeens opened up. These applications are due at the end of April, and I've already seen a good amount of interest. I've also reached out to the middle and high school to set up school visit days to advertise the reading challenge and library programming. Working with the high school librarian, I also changed up how I do high school visits and, instead of individual class visits, I will have an informational table at lunch to spread the word. Lastly, I reached out to the volunteer DM I worked with last summer to come back for our Summer D&D in 2026.

## **Adult Services (Sara Hendrickson)**

### Programming:

#### Craft Club

- We had 13 people come to craft club, and they were loving their shrinky dinks! Patrons made magnets, earrings, and keychains. They really did a great job, and we had some new faces which is always great to see.

- April's craft is coloring. Katie is planning and preparing the craft and the marketing.

#### Mystery Book Club

- We had 10 people attend this month's book club. We discussed *When the Stars Go Dark* by Paula McLain. We had a fascinating conversation about the setting of the story (1990s) and the impact of less technology impacting missing persons. The most interesting part of the discussion was how the overall feeling of enjoyment of the book changed from the beginning of the conversation to the end. One patron turned to someone who hadn't finished the book and said, "you know what, don't bother finishing it; it's not worth it." That same patron had earlier said it should definitely be finished. I love our book discussions!

#### Other

- We had a Ho-Chunk traveling exhibit from March 9-April 2. This exhibit was created by the Village of Waunakee, the UW, the Ho-Chunk Nation as a way to share the history of the Ho-Chunk. We feel fortunate to have had the opportunity to display the exhibit.
- Bridge Club continues to have a steady group of 10-13 players every week. We've also had some new players join us.
- 24 people attended the second Anxious Generation discussion (2/25): parents of young kids, parents of older kids, grandparents, school staff, and library staff. There were a lot of good conversations happening amongst the patrons.
- Our Wisconsin Film Festival Sneak Preview (3/25) went well, with 19 people in attendance. Patrons who came to the preview were given a voucher good for one free movie showing of their choice. Their coordinator even gave the inside scoop on some festival details not yet known to the public. We're hoping we can partner with them again next year!
- D&D was canceled this month due to weather.
- Teal Rowe led a remarkable Japanese Tea Ceremony (3/28). It was very evident that she has a deep love and respect for Japanese culture, and has worked hard to understand the various nuances and variations of the ceremony. We had 22 people attend.
- Ron Larson, as always, led a wonderful presentation on the life of Conrad Elvehjem, McFarland's most well-known person. (3/30) 39 people attended. It was clear that Ron went above and beyond with researching this presentation.
- Reached out to multiple people regarding potential summer programming. As of now, we have Susan Carpenter coming in July for a Badger Talk on Gardening with Native Plants, and Rebecca Hopman from the Wisconsin Historical Society coming to present on Getting Started with Your Family History.

E.D. Locke Public Library - Monthly Report February 2026							
	Jan-26	Feb-26	Feb-25	% change Feb 2025 - Feb 2026	YTD 2026	YTD 2025	% change YTD 2025-2026
Materials Checked Out	12,951	12,451	12,720	-2%	25,402	26,701	-5%
Materials Checked In	10,208	9,850	10,213	-4%	20,258	20,571	-2%
Curbside Appointments	2	1	1	0%	6	0	#DIV/0!
Locker Pickups	1	0	0	#DIV/0!	1	0	#DIV/0!
New library cards	53	51	44	14%	104	89	17%
new materials added	455	427	442	-4%	882	894	-1%
Internet use	292	282	292	-4%	574	614	-7%
Average daily pick list	146	128	134	-5%	137	139	
Visitor count	19,063	20,881	17,111	18%	39,944	36,984	8%
Wireless Internet use (#users)	1,303	1,357	1,388	-2%	6435	2782	131%
App use	3,283	2,791	2,303	17%	6073	5320	14%
Study room use	115	112	86	23%	227	212	7%
Meeting room use	55	55	62	-13%	110	124	-11%
Reference Questions Answered	377	344	511	-49%	721	981	-27%
Children's Program Participation (in-person)	1011	1240	1264	-2%	2251	2527	-11%
Teen's Program Participation (in-person)	75	167	88	90%	242	159	52%
Adult's Program Participation (in-person)	135	178	156	14%	313	360	-13%
Adult's Program Participation (on-line)	0	18	448	-96%	18	705	-97%
All Ages/General Interest	0	39	0	#DIV/0!	39	0	
Volunteer hours worked	32.25	33.75	36.75	-8%	66	72	-8%

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 6, 2026

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Strategic Plan Update

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. ED Locke Strategic Plan 2024\_2029 Working Copy

# E. D. Locke Public Library

## 2024 - 2029 Strategic Plan

### **Goal 1) The Library's collections, programs, and services reflect the needs of the community.**

- Develop a library service model for outreach, community engagement and satellite or express library.
- Create library outreach kit for community events.
- Expansion of youth and teen programming.
  - Working on forming plans to absorb the youth center – Complete. This project has fallen through and we'll not longer be taking over the Youth Center.
  - Expanded Lego club from once a month to twice a month. - March 2025
  - Worked on cross training staff to take over story time and youth programming when Heather isn't available. – Done. Liz is taking over kid's programming when Heather is away. Spring 2026.
  - Holly added Crochet club and a Teen Steam program in 2026.
- Adult programming appeals to community interests and connects patrons to library materials and collections.
  - Ongoing - Caring Quilts Program- A partnership with Senior Outreach, volunteers make quilts that are then given to seniors in the community who are having difficulties.
  - January 2025 Lon Halderman Author Visit. Lon cycled across the country and is really well known in the cycling community. We had very high attendance in person and online.
  - Ongoing – various presentations on McFarland History.
  - Fabric Flower Making - August 2025
  - Eagles & Ospreys – July 2025
  - Thriving in the 2<sup>nd</sup> Half of Life – August 2025
  - US Foreign Policy Conversation – September 2025

- Conversaciones de Espanol (Spanish Conversations) allows people to gather and practice their Spanish. Ongoing
- Wisconsin Film Festival Sneak Peek (March 2026)
- Japanese Tea Ceremony (March 2026)
- Conrad Elvehjem: His Life and Legacy (March 2026)
- Partnered with the McFarland School District for a community book club. We read *The Anxious Generation*.
- Pilot all-age programming to appeal to broader audiences and interests.
  - July 1, we had an all-ages Comic creation program. Teens and families attended. July 1, 2025
  - Game Board Days – Multiple occurrences
  - Some drop-in crafting programs for all ages – Spring 2025
  - Crochet and knit program for all ages – January 2025
  - Family & Teen Self Defense – February 2025
  - Trinity Irish Dancers March 2025
  - Poetry Contest and Reception April 2025
  - All Ages Poetry Contest and Reception April-May 2026
- Establish and use diversity, equity, and inclusion criteria for collections, programs, services, displays, and book recommendations.
- Seek grants and partnerships to support library efforts for diversity, equity, and inclusion.

Description	Date
Grant from DEI committee for: <ul style="list-style-type: none"> <li>- Native American Basket Weaving</li> <li>- Hmong Food and culture</li> <li>- Native American Food Tasting</li> <li>- Native Art</li> </ul>	Throughout 2025
Beyond the Page Grants for:	

Forward Theater Monologues: Guilty Pleasures	October 2025
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- Partnered with community members for an on-going Spanish Conversation program. Both native speakers and English speakers have attended.
- Facilitate community dialogue to gather information and data on community needs.
  - The library services on the McFarland Community Response Team which meets monthly to discuss community social service needs.
- Establish a communication plan for effectively sharing library marketing materials to reach specific audiences for programs and services.
  - Meeting with Design Craft in October 2025 to discuss how to market more effectively.
    - Working on Search Engine Optimization, Social Media Optimization, and a mailer that will go out in spring of 2026.
- Expand collection with a *Library of Things*, made up of library-loaned objects, gadgets, tools, games, or kits.

Description	Date
Disc Golf	Spring 2025
Pickle Ball Sets	Spring 2025
Roku Boxes	Fall 2025
Portable CD Player	Fall 2025
Portable DVD player	July 2025
Portable Cassette Player	July 2025

- Collaborate with the school district to participate in leveled literacy challenges that support readers at all developmental stages.

500 Books Before Middle School	Launches fall 2025
500 Books Before Graduation	Launces Spring 2026

Collaboration on Community Read with school District	Winter 2026

**Goal 2) The Library is recognized as a valuable community contributor.**

- Community engagement and event participation showcases the library prominently.
- The library actively participates in community decisions and engages municipal leaders about library plans, assets, and benefits.
  - Ken and I met with all of the newly elected village board members. May 2025
  - Heidi did a space needs presentation to the Village Board February 2026
- Engage library users and supporters in library awareness and advocacy.
  - Added information about federal funding to library newsletter and website May 2025
  - Added advocacy information to the library website May 2025
  - Participated in the Speak up for libraries program from SRLAW.
  - Currently working to get our Library System and Dane County Library System more involved in advocacy March 2026.

**Goal 3) The Library cultivates and expands strong community support.**

- Reinvigorate Friends of the Library through membership growth.
- Establish priorities for Library Finance Committee.
  - Restarted committee meetings in February 2026
- Continued growth of library endowment.
- Seek sponsorship opportunities to underwrite programs or provide technology or equipment.
- Develop patron feedback mechanism.

**Goal 4) The Library leverages technology, new tools, and services to benefit library staff and patrons.**

- Launch and evaluate reservation software for library spaces.
  - We are currently using LibCall from Springshare Spring 2025.
- Evaluate and pilot express, self-service, or off-hours services for patron convenience.

- After hours Lockers allow for pickup of materials before the library opens or after it's closed.
  - Curbside Pick-up = the convenience of picking up materials without leaving your car.
- Assess alternatives to current library copy/print/fax and translation technologies.
  - We purchased the ScanEZ to augment or replace the current public copier.
- Utilize library technology such as push notifications, the library website, search engine ads, and social media accounts to identify and reach the specific audiences that use these technologies.
- Explore hands-on technology teaching opportunities for library users, especially older adults.
- Explore feasibility of digital signage on exterior of library.

**Goal 5) The Library pursues improvements to the library building and internal spaces which are necessary to enhance library collections, programs, and services.**

- Investigate shelving alternatives and reorganize current collections to gain efficiency, visibility, and accessibility.
  - Purchased new picture book shelving in spring 2024. Reused the old shelving to expand the Large Print collection, Teen collection, and book displays.
  - This is one of the elements of the Space Needs Study Update that we started in early 2026.
- Explore alternate sites for library programs or services through satellite or express locations.
  - We have been using the parks for various programs in the summer months.
- Evaluate early literacy center (ELC) equipment for children's area.
  - Have requested to replace the AWE stations in the kids area. – Update – we decided against replacing the AWE stations in the kid's area. There has been too much fighting over the computers. We're going to be creating an arts and crafts section instead.
- Identify areas to align safety and security protocols and language with other municipal departments and school district.
  - We will begin working on creating a disaster plan for the library in fall 2025.
    - April 2026 – we're waiting for the village to complete their disaster plan.
- Using the findings from 2022 facilities study and ongoing facility maintenance reports, determine library expansion and funding plans.
  - Any immediate improvements should be incorporated into library expansion to maximize budget investment.
  - Priority placed on programming space, meeting and study rooms, and overall flexibility.
  - Include dedicated teen space.
  - Perform an efficiency review of staff work spaces.

**Goal 6) The Library uses a continuous growth model for the professional development and management of library staff.**

- Evaluate staff alignment to ensure organizational structure meets library service needs.
  - We're currently evaluating our needs and priorities to submit to the Villages future staffing plan. (March 2026).
- Staff receive relevant continuing education on best practices, service improvements, and library technology.
  - Staff have been trained on our new software Sirsi Dynix (March-April 2026)
- Perform systematic policy/procedure review.
  - We are currently reviewing and redesigning the policy manual.
- Hold yearly in-service for all library staff
  - In-service for all staff held on November 19, 2025.
  - Next in-service for all staff will be September 2026

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 6, 2026

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** SirsiDynix Software Demonstration

**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, April 6, 2026

**SECTION:** Business

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**CONTACT:**

**AGENDA ITEM:** Library Space Needs Update

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None