

Monday, May 4, 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 to be included with the agenda materials.
3. ACTION ITEMS
 - a. Motion to approve the minutes of the April 6, 2025 meeting.
 - b. Motion to approve the April 2026 invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Village Committee Attendance Policy Review
 - b. Election of Library Board Officers
 - c. Quote to replace lighting in staff work areas
 - d. Adjacent County Payments
 - e. Space Needs Study Discussion
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, April 6, 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, 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 March 2, 2026 meeting.*
Motion by Member Evan Richards, second by Village Trustee Kathy Annen, to approve the minutes of the March 2, 2026 meeting. Motion carries 4 - 0 - 3 by acclamation, with Karin Mandli, Mona Nelson, Peter Sobol abstaining.
- b. *Motion to approve the March 2026 invoices*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the March 2026 invoices totaling \$26,273.61 Motion carries 7 - 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. *Strategic Plan Update*
- b. *SirsiDynix Software Demonstration*
- c. *Library Space Needs Update*

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Peter Sobol, to adjourn at 6:12

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

April 2026 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$1,831.24	Books, CDs, Office Supplies
AT&T MOBILITY II LLC	\$37.10	Library Cell Phone
AVANT GARDENING & LANDSCAPING	\$702.35	Landscape Maintenance
CORPORATE BUSINESS SYSTEMS	\$454.30	Copier lease
COX, HEIDI	\$55.45	Meeting Supplies Reimbursement
DESIGNCRAFT LLC	\$1,275.00	Search Engine Optimization
EBI INC	\$8,870.00	2025 Study Pod Purchase
FRIENDS OF THE MCFARLAND LIBRARY	\$98.51	March Book Sale CC charges
HGA	\$5,453.75	Space Needs Study
HJ PERTZBORN	\$1,385.00	4th quarter sprinkler Inspection, Sprinkler Pipe, and guage inspection
IAN'S PIZZA GARVER LLC	\$104.74	Training Expense
INGRAM LIBRARY SERVICES	\$4,078.55	Books
MCFARLAND ACE HARDWARE	\$100.95	Facilities Repair
MENARDS - MONONA	\$15.77	Facilities Repair
MICROMARKETING LLC	\$304.97	Audio Books
NASSCO INC	\$47.79	Vacuum Cleaner Hose
SCHILLING SUPPLY COMPANY	\$321.05	Operating Supplies
SMALL AXE COOPERATIVE	\$500.00	Program Fees
SOUTH CENTRAL LIBRARY SYS	\$15.00	Meeting Expense
SOUTHERN WISCONSIN BIRD ALLIANCE	\$100.00	Program Fees
US CELLULAR	\$43.75	Library Cell Phone
VESTIS LLC	\$348.15	Mat Rental
Grand Total	\$26,143.42	

2026 Budget Update

2026 Budget Update										
REVENUES										
		Budget Amount	January Actual	February Estimated	March Estimated	April Estimated	YTD Estimated	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41110	\$ 845,250.00	\$ 845,250.00	\$ -			\$ 845,250.00	100.00%		
County Library Aids	43720	\$ 370,750.00	\$ 9.92	\$ 694.08	\$ 369,907.00		\$ 370,611.00	99.96%		
Library Fines	45190	\$ -	\$ 4.00	\$ -	\$ 11.20	\$ 5.00	\$ 20.20			
Interest	48100	\$ 30,000	\$ 2,224.37	\$ 2,163.67	\$ -		\$ 4,388.04	14.63%	33%	
Transfers from other Act.	48500-101	\$ -	\$ -	\$ -			\$ -			
Library Fees	46710	\$ 4,000	\$ 621.90	\$ 427.36	\$ 136.15	\$ 225.90	\$ 1,411.31	35.28%	33%	\$ 1,333.33
		\$ 1,250,000.00	\$ 848,110.19	\$ 3,285.11	\$ 370,054.35	\$ 230.90	\$ 1,221,680.55	97.73%	33%	
Expenditures										
Salaries	110	\$473,000.00	\$ 32,870.69	\$ 38,348.81	\$ 37,226.90	\$ 36,104.99	\$144,551.39	30.56%	33%	\$ 157,666.67
Part-time	120	\$248,750	\$ 13,218.56	\$ 15,857.63	\$ 16,320.84	\$ 16,697.38	\$62,094.41	24.96%	33%	\$ 82,916.67
Health Insurance	130	\$139,500	\$ 6,583.11	\$ 15,588.76	\$ 14,212.84	\$ 13,768.43	\$50,153.14	35.95%	33%	
Retirement	131	\$40,750	\$ 3,358.24	\$ 3,264.80	\$ 3,190.39	\$ 3,126.28	\$12,939.71	31.75%	33%	\$ 13,583.33
SS/Medicare	132	\$55,250	\$ 4,026.78	\$ 3,856.31	\$ 3,834.25	\$ 3,805.08	\$15,522.42	28.09%	33%	
Other Benefits	135	\$2,250	\$ 73.33	\$ 81.23	\$ 113.96	\$ 114.02	\$382.54	17.00%	33%	
Total Personnel		\$959,500.00	\$ 60,130.71	\$ 76,997.54	\$74,899.18	\$73,616.18	\$285,643.61	29.77%	33%	\$ 319,833.33
Support Services	210	\$ 10,000	\$ 1,614.59	\$ -	\$ -		\$ 1,614.59	16.15%	33%	\$ 3,333.33
Consulting Services	211	\$ 50,000	\$ -	\$ -	\$ -	\$ 1,275.00	\$ 1,275.00	2.55%	33%	\$ 16,666.67
Utilities	220	\$ 42,250	\$ 3,125.39	\$ 4,247.52	\$2,790.03	\$2,711.28	\$ 12,874.22	30.47%	33%	\$ 14,083.33
Communication	221	\$ 6,500	\$ 416.87	\$ 599.44	\$406.48	\$474.26	\$ 1,897.05	29.19%	33%	\$ 2,166.67
Equipment Maintenance	240	\$ 11,500	\$ 126.08	\$ 580.97	\$ 221.98	\$ 232.32	\$ 1,161.35	10.10%	33%	\$ 3,833.33
Facility Maintenance	242	\$ 36,500	\$ 1,748.22	\$ 2,116.28	\$ 9,219.57	\$ 1,849.50	\$ 14,933.57	40.91%	33%	\$ 12,166.67
Other Contractual Services	290	\$ -	\$ -				\$ -	0.00%	33%	
Total Services		\$ 156,750.00	\$ 7,031.15	\$ 7,544.21	\$ 12,638.06	\$ -	\$ 33,755.78	21.53%	33%	\$ 52,250.00
Office Supplies	310	\$ 9,000	\$ 60.42	\$ 842.37	\$ 95.02	\$ -	\$ 997.81	11.09%	33%	\$ 3,000.00
Postage	311	\$ 500	\$ 11.43	\$ 9.92	\$ -	\$ -	\$ 21.35	4.27%	33%	\$ 166.67
Dues	320	\$ 1,000	\$ 50.00		\$ -	\$ -	\$ 50.00	5.00%	33%	\$ 333.33
Meeting Expenses	330	\$ 1,000	\$ -	\$ 18.46	\$ 15.00	\$ -	\$ 33.46	3.35%	33%	\$ 333.33
Training Expenses	331	\$ 3,500	\$ -	\$ -	\$ 167.31	\$ 104.74	\$ 272.05	7.77%	33%	\$ 1,166.67
Operating Supplies	340	\$ 6,250	\$ 157.32	\$ 451.20	\$ 321.05	\$ -	\$ 929.57	14.87%	33%	\$ 2,083.33
Technology	342	\$ 37,500	\$ 3,848.36	\$ 1,892.00	\$ -	\$ -	\$ 5,740.36	15.31%	33%	\$ 12,500.00
Collection - Print	344	\$ 60,000	\$ 10,113.60	\$ 4,069.50	\$ 5,121.13	\$ 3,342.17	\$ 22,646.40	37.74%	33%	\$ 20,000.00
Collection - AV	345	\$ 12,500	\$ 672.34	\$ 376.23	\$ 800.57	\$ 551.05	\$ 2,400.19	19.20%	33%	\$ 4,166.67
Library Miscellaneous	390	\$ -	\$ -		\$ -	\$ -	\$ -	0.00%	33%	\$ -
Programming	391	\$ 10,000	\$ 340.40	\$ 546.75	\$ 1,391.64	\$ 647.56	\$ 2,926.35	29.26%	33%	\$ 3,333.33
Other Total		\$ 141,250.00	\$ 15,253.87	\$ 8,206.43	\$ 7,911.72	\$ 4,645.52	\$ 36,017.54	25.50%	33%	\$ 47,083.33
Total Budget		\$1,257,500.00	\$ 82,415.73	\$ 92,748.18	\$ 95,448.96	\$ 78,261.70	\$ 355,416.93	28.26%	33%	\$ 419,166.67



April Highlights

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

Endowment –

February 2026	March 2026	Difference	YTD Difference	March Contributions
\$284,615.27	\$271,113.69	-\$13,501.58	\$5910.59	\$650

- **Software Migration –**
 - The software migration went well. There are still some issues with learning how the software works and creating new efficiencies. Kelly has done a great job training staff and staff have done a great job troubleshooting issues.
- **Website ADA Compliance** – The deadline for ADA compliance for our website has been pushed from 2027 to April 2028. We'll be working on updating our website soon to meet that deadline.
- **Library Facilities Management**
 - **HVAC**
 - Transition to new staff – Our long-time HVAC service people Dave Gundlach and Greg Reible have decided to retire. We're working with JM Brennen on meeting new staff and setting expectations.
 - Spring Preventative Maintenance – Our spring HVAC maintenance will be scheduled for May. They will also be checking all of the in-floor heat manifolds at this time.



- **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.
- **Landscaping**
 - The McFarland Garden Club has donated and planted hostas in the planter outside of the Long St. Entrance. Volunteers will be watering them until they are established.

- **Fire Equipment Inspections** – The inspection of the sprinkler system internal pipe and check valve system has been completed and we passed without any issues. This inspection takes place every five years.

- **Flag Pole Light** – The light for the flag pole was damaged during snow plowing after the April snow storm. The fixture was over 20 yrs old and isn't manufactured any longer. We're working on getting a replacement and getting it installed. We have taken the flag down until we can get the new light installed since we don't have enough staff to put it up at sunrise and take it down at sunset each day.
- **Window Issue** – We discovered that one of the windows in the Adult Fiction area had a leak during the severe storms we had in April. Pella was out to inspect and recaulk the window.
- **2026 Capital Projects**
 - Space Needs Study – We held the first meeting in early February where we discussed priorities for renovation. The 4th meeting is scheduled for May 15, 2026.
 - Rotunda & Meeting Room Lighting Replacement – I've started getting quotes for these two projects. I'm hoping to have this on the agenda for discussion and approval at the July meeting
 - 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.

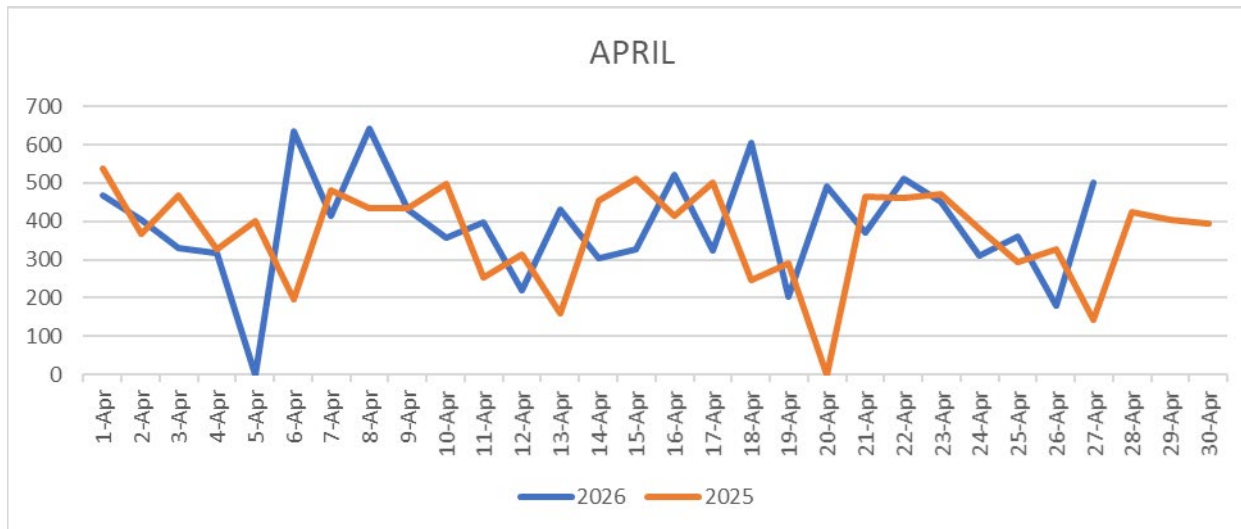
Library Circulation (Kelly Heasty)

- Migration to S/D complete. Still to do: Complete problem item documentation for staff. I'm handling problem items for now. Complete Serials receiving documentation. Tracy & I are handling magazines. We've both received magazine in SD and haven't had any notable problems. Current issue: inaccurate hold notices that went out to patrons on 4/22. Still causing confusion today.
- **Display Case:** Apr/May: Birdfest. I am back in charge of the Display case until Nicole can handle Circulation workload
- **Conversaciones en Espanol:** 13 at first mtng of the month & 7 at 2nd meeting
- **6 on-line applications** for new cards received via CivicPlus form for this month.

BOOKCLUBS:

- Wed afternoon book club: April 4/8: Go As a River by Shelley Read. 12 in attendance.
May: West with Giraffes by Lynda Rutledge. Completed voting for new year. Started placing holds in SD for first two months (July & Aug)
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club, Fab 4 book clubs, AB Book Club & McF 50501 BC now.

APRIL LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

April was another busy time for storytimes. Ms Heather took the opportunity on April 6th to do a special Tartan Day storytime – talking about Scotland and showing the kids some Scottish Highland Dancing.

PJ Storytime’s theme this month was Music and we played our instruments making a lot of noise. Our crafts included making two different types of noise makers. We will be taking a break for May but families were happy to hear that this year we will be offering PJ Storytime during the summer.



Programming:

Because of Heather being on vacation, the D&D club didn’t meet this month. They have one more meeting in May before taking a break for the summer.

Zumbini session 3 continues to be a crazy time with very enthusiastic participants.

We had a special treat on Wednesday, April 8th when Madison Ballet came to do a Ballet Storytime. The room was packed with around 122 people. The artists who came brought to life the Book Giraffes Can’t Dance and then did a small dance class with the children. This was awesome and hopefully we can do something like this again in the future with them.



Magic Tree House Book Club this month discussed Hurry Up Houdini. They learned about Harry Houdini, tried their hands at playing jacks, and created a rabbit popping out of a hat craft.

There was no school on Friday, April 17th so we had a Labubu Painting Party. All ages were welcome to register for this program. Because of the weather, we had fewer people attend but those that made it out had a fun time – and got home before the storms started again.

Graphic Novels Book Club this month discussed Hilo Book 4 and Illustra Book 1. The Hilo books have become very popular with the club members. There are several kids that immediately want to start reading the next month's book during our meetings – which is great. We made perler bead creations for this month's craft.

Friday, April 24th was the preschool event of the year – Preschool Prom! We had quite the crowd (96!) in the meeting room for an hour of dancing, cheering, and play. There were bubbles, glow sticks, the parachute, and balloons.



Cottage Grove programming this month was on the 3rd and 17th this month. This was our last month until the fall session begins. We've had great attendance at these programs over the course of the year.

Liz

Liz continues to do the Cottage Grove storytime on the first Friday of the month and the twice a month Lego club. She jumped in to cover storytimes and Magic Tree House Book Club while Heather was on vacation and did a fabulous job.

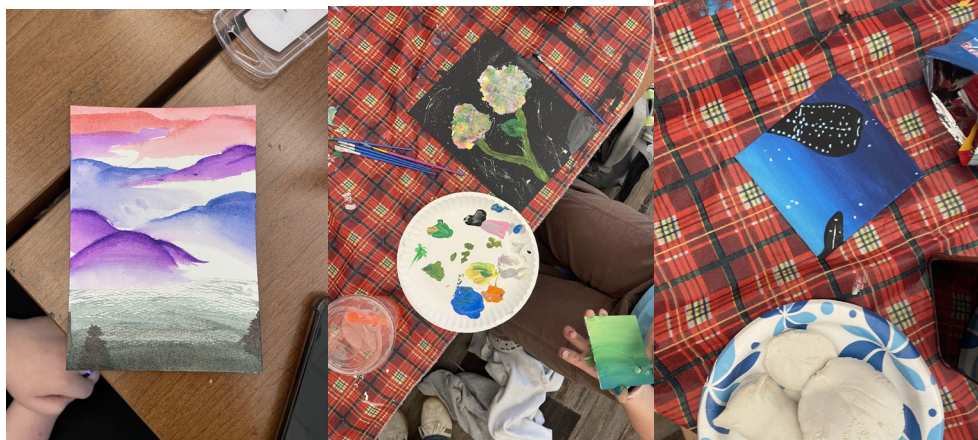
Teen Services (Holly Wergin)

- **Programming**

Snack & Chat & Teen Hangout

- Teen Hangout and Snack & Chat continue to be great outlets for teens to relax and find new friends. Some highlights from this month include:
 - A heated PSA from one teen about the need to wear a bicycle helmet (which I fully endorsed)

- Continued sentiments about how horrible Labubus are
- A single teen continuously requests the entire soundtrack of both *Walking with Beasts* and *Walking with Dinosaurs*, which is all orchestral music with a slightly eerie tone, and I have to barter with him about breaking up the music with song requests from other teens
- One teen bought a pack of bells on Amazon and proceeded to give every teen in the room a bell - it was hell on Earth.
- Some pictures of art made at Snack & Chat are below:



UnBook Club

- For UnBook Club this month, we made shrinky dink versions of our favorite book covers and talked about recent reads. One teen is currently reading through *House of Leaves* (which is a tome of a book) and spent most of the time reading off their favorite passages. It was really fun to see some of their favorite books in miniature form, and they were very into the shrinky dink craft.

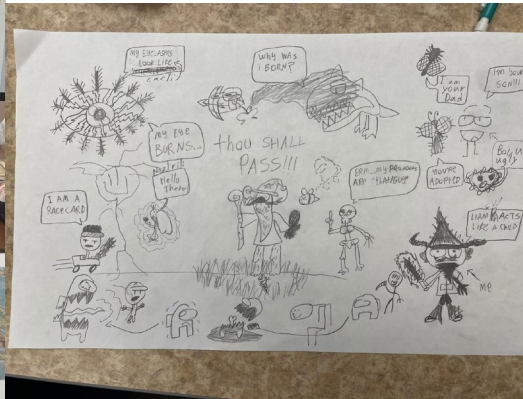
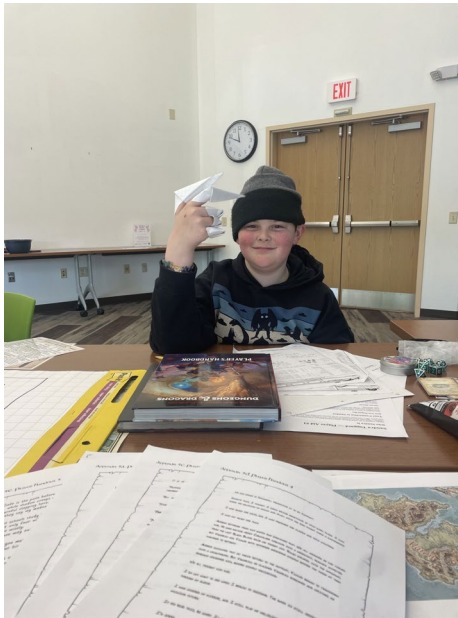
Teen STEAM

- Our April STEAM session was based around one thing: Peeps! Teens got to be Peep scientists and did a few different activities with different Peeps, including:
 - A Peep taste test where they used their senses to observe the Peeps color, smell, and taste to determine what it was trying to replicate (there were 8 different flavors, and they had a ball with this)
 - A Peep floating experiment where they were tasked with trying to make a Peep sink in water by trying different methods (because, if you didn't know, Peeps float in water due to the air pockets in marshmallows)
 - A Peep parachute construction where they competed to create the best parachute to protect their Peep from a high fall. I put out various materials and gave them a time limit, and they really had a blast creating the parachutes and watching a lot of failed parachute tests



D&D

- This month's D&D session is our second to last for the spring, and they are really enjoying the story so far. The teens are silly and definitely mess around within the game, but they are doing well in progressing forward and listening to the DM.
- They've also really enjoyed playing with scrap paper while they play, as evidenced by some of the creations below:



After Hours: Library Egg Hunt

- Unfortunately, we had to postpone this month's After Hours due to the severe storms that came through. We rescheduled the event for Friday, May 8th, so stay tuned to hear how it goes then!

Crochet Club

- Crochet club this month was all about the sillies; teens really spent a lot of time giggling rather than working on projects, but that is fine by me! One of the beginner crocheters I've been teaching since November finally finished her first project, and she was really proud of herself (as was I). This program is one I will definitely be continuing in the fall, and I will try and experiment and see if there are ways I can incorporate it into our summer programming since the teens who attend have expressed a lot of

sadness that it's pausing for an extended period.

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!
- We have received 30 Summer VolunTeen applications this year! We've got a lot of returning volunteers as well as some promising new applicants, and I'm excited about the team we can put together for this summer 😊

- **100 Books Before Graduation**

Part of this month has been fleshing out the 100 Books Before Graduation program as my goal is to have this completed before summer so teens can sign up for both the summer reading challenge and 100 Books Before Graduation at the same time (plus, I can use school visits to promote the new program). I've created handouts, the Beanstack page, and I'm hammering out the details of prizes. While my VolunTeens think that 100 books is too easy, I think this will be a program to encourage larger literacy for teens of all reading levels.

- **Summer Reading Prep**

To continue to prepare for summer reading, I've been putting together the Beanstack page for the summer reading challenge whilst consulting VolunTeens about prize ideas. This year, I think we are going to be doing themed mystery baskets for grand prizes rather than specific items. I've noticed teens really enjoy mystery items, and this way I can cater prizes to what actually interests the teens who win them.

I've also put together advertisements for summer programs and the summer calendars. I'm also compiling our next edition of the Teen Zine for the summer, which, similar to last year, will have an overview of summer programming and promote the summer reading challenge.

Adult Services (Sara Hendrickson).

Programming:

Craft Club

- We had 5 people attend craft club this month; it occurred during the week of bad weather, so it's understandable that numbers were lower than typical. Patrons enjoyed an evening of calm coloring.
- May's craft is garden markers. Katie is planning and preparing the craft and the marketing.

Mystery Book Club

- We had 12 people attend this month's book club. We discussed *Death at Greenway* by Lori Rader-Day. Those who enjoy historical fiction liked this book a bit more than the rest. Many people commented that they wished the author's note was at the front of the book, explaining the historical significance and real-life connections to the story. Many thought the setting and plot were unbelievable, and were shocked when the author's note revealed how much of the story was true.
- Updated marketing and created bookmarks for May's book (*One of Us Is Lying* by Karen McManus).

Other

- Bridge Club continues to have a steady group of 10-13 players every week, with one week of 15 players! We continue to have new patrons attending each week.
- Bob Block's Wisconsin POW Camps presentation (4/8) was so good! 23 people attended, and 8 watched the live stream. He provided significant historical information about POW camps worldwide, as well as true stories from many Wisconsin camps. Patrons were already asking me when we would be having him return in the future. As of this report, 22 people have watched the live stream.
- Know Your Village: Part 1 (4/10) had 9 people in attendance. Stephanie Brassington's first guest was Matt Schuenke, Village Administrator. Community members focused their questions on village development, the Hwy 51 road construction, and the village's goals and vision for the future. The next session is April 30, and village board members will be the guests.
- Family Game Day (4/11) had 21 people drop in to play games. A majority of those people stayed the whole four hours, which is atypical. We'll be taking break from game days until September.
- D&D (4/20) went well. 7 people attended, and our DM Andrew did a great job of keeping the story moving.
- We were honored to have Dexter Patterson visit us (4/23)! Dexter is the co-founder of the BIPOC Birding Club of Wisconsin, has a podcast called Bird Joy, is known in social media circles as @WiscoBirder, and recently published his first book *Birds of the Great Lakes*. Joy emanates from him as he speaks! 25 people attended, and 7 people checked in to the live stream. As of this report, 12 people have viewed the live stream. Ink Cap Books from Stoughton came to sell his book; they sold all but one copy! Dexter and I chatted about future partnerships with the library. He is a faculty member of UW-Madison's Department of Life Sciences Communication, and they are looking to do more things with the community.
- Connected with UW-Extension to plan our first "field trip" program to their Teaching Garden in July. Reached out to and planned a 2-session yoga series with ZenEd Wellness for June. Connected with Chad Lewis for a December program on Winter Legends & Lore.
- Beyond the Page has been letting libraries know when they have potential programs to coincide with America250. We were lucky enough to nab Pao Lor, a Hmong refugee and author. He is the Associate Dean of the School of Education at UW-La Crosse. He will be coming to the library in September.
- Created marketing and advertised Birding by Ear, Family LEGO Day, Friends of McFarland Library Used Book Sale: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.
- Sent adult programming information to the Leader Independent, Channel3000, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

Collections & Other Services:

- Met with a patron for laptop and email assistance.
- Proctored seven exams for college students.

E.D. Locke Public Library - Monthly Report March 2026							
	Feb-26	Mar-26	Mar-25	% change Feb 2025 - Feb 2026	YTD 2026	YTD 2025	% change YTD 2025-2026
Materials Checked Out	12,451	14,452	14,367	1%	39,854	41,068	-3%
Materials Checked In	9,850	11,517	10,213	11%	31,575	31,748	-1%
Curbside Appointments	1	0	1	#DIV/0!	3	8	-63%
Locker Pickups	0	2	0	100%	3	1	200%
New library cards	44	44	56	-27%	148	145	2%
new materials added	427	479	442	8%	1361	1369	-1%
Internet use	282	440	292	34%	1014	965	5%
Average daily pick list	128	120	134		131	137	
Visitor count	20,881	24,881	25,281	-2%	64,825	62,265	4%
Wireless Internet use (#users)	1,357	1,543	1,388	10%	4203	4767	-12%
App use	2,791	3,046	2,303	24%	9119	8011	14%
Study room use	112	129	86	33%	422	333	27%
Meeting room use	55	72	62	14%	356	333	7%
Reference Questions Answered	344	347	511	-47%	1068	1435	-26%
Children's Program Participation (in-person)	1240	1267	1264	0%	3518	3745	-6%
Teen's Program Participation (in-person)	167	71	88	-19%	313	261	20%
Adult's Program Participation (in-person)	178	179	156	15%	492	445	11%
Adult's Program Participation (on-line)	18	14	448	-97%	34	705	-95%
All Ages/General Interest	39	310	0	#DIV/0!	349	776	
Volunteer hours worked	42.5	37.75	26.75	41%	115	98.75	16%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 4, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Village Committee Attendance Policy Review

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, May 4, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Election of Library Board Officers

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, May 4, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Quote to replace lighting in staff work areas

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Public Library LED Lighting Replacement - 1901 Electrical Proposal

Web: www.1901inc.com

Phone: 608.308.1901
Fax: 608.273.9654



Mailing Address:

2801 Syene Road
Madison, WI 53713-3203

DATE: April 29, 2026

QUOTE DIVISION: Electrical

TO: Heidi Cox

RE: McFarland Public Library LED light replacement

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

Including:

- Provide labor and material to replace (QTY. 20-25) 2'X4' LED lights
- Lights are used and are onsite.
- Includes recycling of lamps and ballasts on existing fixtures
- Coordinate shutdowns with Heidi Cox
- If approved, this work is planned for Juneteenth 6/19/26.
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

ADD ALTERNATE: Provide 0-10V dimming. Includes L.V. dimming wiring and associated UL 924 Relay

TOTAL ELECTRICAL BID PRICE:	\$3,276.00
ALTERNATE BID PRICE	\$1,798.00

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


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 4, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Adjacent County Payments

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCF2026



South Central Library System

1650 Pankratz Street • Madison, WI 53704
608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: February 27, 2026
To Library Board & Director, **McFarland (MCF)**
From Tracie Miller, South Central Library System
RE: 2026 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2025 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2027 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?
Columbia	\$133.12	Yes No
Green	\$102.40	Yes No
Jefferson	\$604.17	Yes No
Rock	\$15.36	Yes No
Sauk	\$61.44	Yes No

1. Please indicate **above** whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO IN THE TABLE ABOVE**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2026, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2027. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 24, 2026.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.

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The **McFarland (MCF)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

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

**MEETING DATE:** Monday, May 4, 2026

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Space Needs Study Discusssion

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None