

Monday, June 1, 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 May 4, 2026 meeting.
 - b. Motion to approve the May invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. E. D. Locke Public Library Staffing Plan
 - b. Library Space Needs Study
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, May 4, 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

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.

Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the April 6, 2026 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. Motion to approve the April 2026 invoices

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve Motion to approve the April 2026 invoices 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. Village Committee Attendance Policy Review

b. Election of Library Board Officers

Motion by Member Karin Mandli, second by Village Trustee Kathy Annen, to approve re-election of Library Board Officers as presented: Ken Machtan, Library Board President; Evan Richards, Vice President; Peter Sobol, Treasurer/Secretary Motion carries 7 - 0 - 0 by acclamation.

c. Quote to replace lighting in staff work areas

Motion by Member Karin Mandli, second by Member Staci Fritz, to approve the Quote from 1901, Inc. to replace lighting in staff work areas not to exceed \$5,074. Motion carries 7 - 0 - 0 by acclamation.

d. Adjacent County Payments

Motion by Member Staci Fritz, second by Member Evan Richards, to approve SCLS requesting on behalf of the E. D. Locke Public Library the 2026 Adjacent County Reimbursements. Motion carries 7 - 0 - 0 by acclamation.

e. Space Needs Study Discussion

6. ADJOURNMENT

Motion by Village Trustee Kathy Annen, second by Member Karin Mandli, to adjourn at 6:43.

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

May 2026 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$2,285.39	Books, DVDs, CDs, Office Supplies
AVANT GARDENING & LANDSCAPING	\$615.66	Landscaping
CORPORATE BUSINESS SYSTEMS	\$416.47	Copier Lease
COX, HEIDI	\$47.28	Meet Supply Reimbursement
DEMCO INC	\$229.85	Library Supplies
ENVISIONWARE	\$2,386.80	Equipment Maintenance
HGA	\$5,531.25	Space Needs Study
HJ PERTZBORN	\$145.00	Quarterly Sprinkler Inspection
INGRAM LIBRARY SERVICES	\$3,587.24	Books
MCFARLAND ACE HARDWARE	\$90.62	Facility Repairs
MENARDS - MONONA	\$47.45	Facility Repairs
MICROMARKETING LLC	\$139.98	Audio Books
PELLA WINDOWS & DOORS OF WI	\$175.00	Facility Repairs
PREMIER PAINT & WALLPAPER	\$362.11	Facility Repairs
RACE DAY EVENTS	\$973.75	5K Software
SCHILLING SUPPLY COMPANY	\$254.36	Library Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$60,316.54	Technology Fees
US CELLULAR	\$43.75	Library Cell Phone
VESTIS LLC	\$208.89	Mat Rental
ZEN ED WELLNESS	\$130.00	Program fees
Grand Total	\$77,987.39	

2026 Budget Update

2026 Budget Update									
REVENUES									
		Budget Amount	March Estimated	April Estimated	May Estimated	YTD Total	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41110	\$ 845,250.00			\$ -	\$ 845,250.00	100.00%		
County Library Aids	43720	\$ 370,750.00	\$ 369,907.00		\$ -	\$ 370,611.00	99.96%		
Library Fines	45190	\$ -	\$ 11.20	\$ 5.00	\$ -	\$ 20.20			
Interest	48100	\$ 30,000	\$ -			\$ 4,388.04	14.63%	42%	
Transfers from other Act.	48500-101	\$ -				\$ 4,388.04			
Library Fees	46710	\$ 4,000	\$ 136.15	\$ 527.74	\$ -	\$ 1,713.15	42.83%	42%	\$ 1,666.67
		\$ 1,250,000.00	\$ 370,054.35	\$ 532.74	\$ -	\$ 1,226,370.43	98.11%	42%	
Expenditures									
Salaries	110	\$473,000.00	\$ 37,226.90	\$ 36,104.99	\$ 36,104.99	\$180,656.38	38.19%	42%	\$ 197,083.33
Part-time	120	\$248,750	\$ 16,320.84	\$ 16,697.38	\$ 16,414.48	\$78,508.89	31.56%	42%	\$ 103,645.83
Health Insurance	130	\$139,500	\$ 14,212.84	\$ 13,768.43	\$ 13,754.20	\$63,907.34	45.81%	42%	
Retirement	131	\$40,750	\$ 3,190.39	\$ 3,126.28	\$ 3,088.68	\$16,028.39	39.33%	42%	\$ 16,979.17
SS/Medicare	132	\$55,250	\$ 3,834.25	\$ 3,805.08	\$ 3,774.82	\$19,297.24	34.93%	42%	
Other Benefits	135	\$2,250	\$ 113.96	\$ 114.02	\$ 113.96	\$496.50	22.07%	42%	
Total Personnel		\$959,500.00	\$74,899.18	\$73,616.18	\$73,251.13	\$358,894.74	37.40%	42%	\$ 399,791.67
Support Services	210	\$ 10,000	\$ -		\$ -	\$ 1,614.59	16.15%	42%	\$ 4,166.67
Consulting Services	211	\$ 50,000	\$ -	\$ 1,275.00	\$ -	\$ 1,275.00	2.55%	42%	\$ 20,833.33
Utilities	220	\$ 42,250	\$2,790.03	\$3,596.00	\$2,635.32	\$ 16,394.26	38.80%	42%	\$ 17,604.17
Communication	221	\$ 6,500	\$406.48	\$450.02	-\$148.82	\$ 1,723.99	26.52%	42%	\$ 2,708.33
Equipment Maintenance	240	\$ 11,500	\$ 221.98	\$ -	\$2,803.27	\$ 3,732.30	32.45%	42%	\$ 4,791.67
Facility Maintenance	242	\$ 36,500	\$ 9,219.57	\$ 3,432.89	\$1,832.15	\$ 18,349.11	50.27%	42%	\$ 15,208.33
Other Contractual Services	290	\$ -				\$ -	0.00%	42%	
Total Services		\$ 156,750.00	\$ 12,638.06	\$ -	\$ 7,121.92	\$ 43,089.25	27.49%	42%	\$ 65,312.50
Office Supplies	310	\$ 9,000	\$ 95.02	\$ 261.59	\$ 356.23	\$ 1,615.63	17.95%	42%	\$ 3,750.00
Postage	311	\$ 500	\$ -	\$ 11.34	\$ -	\$ 32.69	6.54%	42%	\$ 208.33
Dues	320	\$ 1,000	\$ -	\$ -	\$ -	\$ 50.00	5.00%	42%	\$ 416.67
Meeting Expenses	330	\$ 1,000	\$ 15.00	\$ 56.47	\$ -	\$ 89.93	8.99%	42%	\$ 416.67
Training Expenses	331	\$ 3,500	\$ 167.31	\$ 104.74	\$ -	\$ 272.05	7.77%	42%	\$ 1,458.33
Operating Supplies	340	\$ 6,250	\$ 321.05	\$ -	\$ 254.36	\$ 1,183.93	18.94%	42%	\$ 2,604.17
Technology	342	\$ 37,500	\$ -	\$ 757.04	\$ -	\$ 6,497.40	17.33%	42%	\$ 15,625.00
Collection - Print	344	\$ 60,000	\$ 5,121.13	\$ 4,341.55	\$ 2,809.51	\$ 26,455.29	44.09%	42%	\$ 25,000.00
Collection - AV	345	\$ 12,500	\$ 800.57	\$ 637.96	\$ 88.83	\$ 2,575.93	20.61%	42%	\$ 5,208.33
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	42%	\$ -
Programming	391	\$ 10,000	\$ 1,391.64	\$ 937.74	\$ 1,670.68	\$ 4,887.21	48.87%	42%	\$ 4,166.67
Other Total		\$ 141,250.00	\$ 7,911.72	\$ 7,108.43	\$ 5,179.61	\$ 43,660.06	30.91%	42%	\$ 58,854.17
Total Budget		\$1,257,500.00	\$ 95,448.96	\$ 80,724.61	\$ 85,552.66	\$ 445,644.05	35.44%	42%	\$ 523,958.33



May Highlights

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

Endowment –

March 2026	April 2026	Difference	YTD Difference	April Contributions
\$271,113.69	\$287,984.28	\$16,870.48	\$22,781.18	\$0

- **Software Migration –**
 - Staff are still figuring out the quirks of the new system. There have been a lot of changes in the workflow for us. Each checkout is taking longer because of the number of clicks to get to different screens and the time it takes to figure problems out. We used to run the picklist for holds twice a day but now we only run it once a day so it has changed what staff does during the day. We also don't have all of the statistical reports yet. SCLS is still working on writing and testing them.
- **Library Facilities Management**
 - **HVAC**
 - Spring Preventative Maintenance – Our spring HVAC maintenance was scheduled for May. We're working on getting it scheduled ASAP. They will also be checking all of the in-floor heat manifolds at this time.
 - Actuator for the in-floor heat in zone 2 isn't working and will be replaced.
 - The yearly maintenance for the controls (software) system has been completed. I'm working on scheduling a meeting with our account rep and the controls programmer to go over the proposed changes to the system.
- **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.
 - The flag pole light, the small jobs, and the work area fixture replacement will all take place June 19th.
 - I've reconnected with the electrical engineer we hired last year to see what our next steps are. We're still getting some surges but nothing consistent. I expect to get a recommendation from him before our July meeting.
 - **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. I'm hoping to have this for the July or August meeting.

Library Circulation (Kelly Heasty)

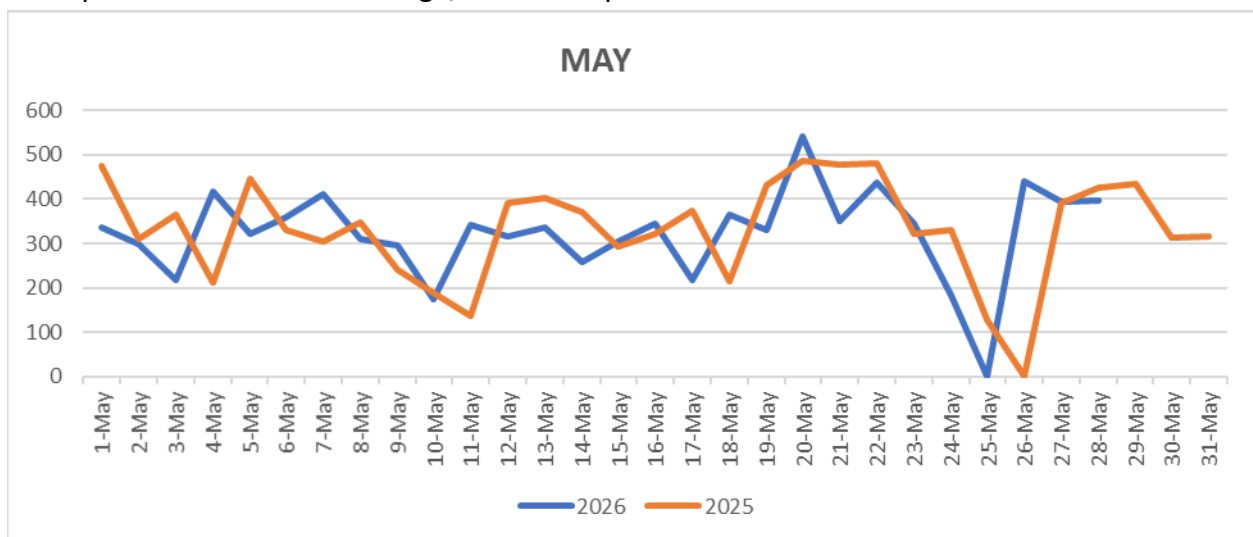
- New staff copy machine installed
- No locker pick-ups or curbside pick-ups.
- 10 **Notary** actions
- **Display Case:** Last half of May: asked Sara & Katie to display previous craft club projects. June: Summer reading prizes
- **Conversaciones en Espanol:** 8 at first mtng of the month & 7 at 2nd meeting
- **17 on-line applications** for new cards received via CivicPlus form for this month.
- Tim at SCLS working on Outstanding Credit/Refund report for me (us).

BOOKCLUBS:

- Had to do some rearranging of book club holds. For Skaalen, in particular, we've had 2 instances where the book they had chosen became suddenly popular and we had to bring in the following month's selection and swap for the current month's selection.
- Additionally, had to move unsuspend dates forward on all the book clubs, since titles are coming in much more slowly than they did previously (due to 1 pick list a day and other issues related to S/D).
- Wed afternoon book club: 5/13: West with Giraffes by Linda Rutledge. 14 in attendance. June: Fahrenheit 451.
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club, Fab 4 book clubs, AB Book Club & McF 50501 BC now.

STAFF:

- Staff member resignation received on 26th. Filled shifts out to end of July. Sent job posting to Andrea with question about current wage, before it's posted.



Youth Services (Heather Kent)

Storytime:

There is a break in storytimes for the month of May as we prepare for the summer library program.

Programming:

- Monday, May 4th we celebrated Star Wars with an afterschool crafting session. Kids were able to build their own light sabers, create porgs, and make their own Grogu (baby Yoda) paper bag puppet.
- D&D club met for the last time and faced an adventure that Ms. Heather created. There was lots of laughs as they faced many different puzzles in a “Tower of Terror”. The club will take a break for the summer and be back in the fall.
- Magic Tree House Book Club met on Tuesday, May 12th to discuss A Perfect Time for Pandas. They learned about Two Person Stride – a two person game played by children in China that encourages cooperation and coordination. Our craft this month was a pompom bellied panda.
- Graphic Novels Book Club met one last time on Tuesday, May 19th. We talked about the 5th Hilo book and Garlic and the Witch. Many of the participants admitted to reading the complete Hilo series. We talked about how Garlic and the Witch isn’t action packed and how one might call it a “cozy” graphic novel. This group is so fun because we offer crafts and activities – but a lot of times the participants want to read during club (while also doing crafts and snacking). For our last club I brought in books from our graphic novel collection and everyone checked out at least one.
- Wednesday, May 20th we had the Utka Ensemble come and present their Storybook Music Project. This was a program provided by Beyond the Page. Three musicians and a narrator shared Wanda Gag’s book “Nothing At All” – where the characters and parts of the story had different classical musical themes played.



Teen Services (Holly Wergin)

Programming

D&D

- This month was our last session for the Spring D&D campaign, and we ended with a bang. Our party really loved the ending (some of them even asked our DM for copies of the battles so they could re-use them in their own future campaigns). Mike, as always, was wonderful, and he is excited to keep DMing at the library when fall rolls around. For this summer, we will have a different volunteer from the high school (who is also, funny enough, named Mike) to lead our Summer 2026 campaign.

After Hours: Library Egg Hunt

- Our postponed April After Hours occurred this May with no sign of a tornado to ruin everything again. Teens had a great time chilling and playing board games while I and some teen volunteers hid 200 eggs around the library for one big egg hunt. At the request of the teens, we did part of our search with the lights on and parts in darkness to add some difficulty. In the eggs were candies, temporary tattoos, bouncy balls, and other small prizes. There was also one golden egg that came with a special prize: a container of Peeps! While doing this in May definitely left something to be desired in terms of the teens' energy, they still had a good time and found almost all of the eggs by the end of the night. (The rest were found by shelvers over the next couple of days)

School Visits

With May comes school presentations to promote the Summer Reading Program. This year, I started with visiting this high school, but I approached it a little differently this year. In order to meet the needs of the high school students better, I decided to work with the school librarian to set up a promotional table during lunch periods rather than doing sit-down presentations. Over two days, I attended the high school lunch periods with our mini button maker, free stickers, and handouts to promote summer reading and our new 100 Books Before Graduation program. The button maker was a big hit, and teens had a great time putting together their own custom buttons while listening to my spiel about summer reading. I had a lot of nice feedback and reactions to being there during lunch, and I think this method resulted in teens having a much more positive experience with the library.

For the middle schools, I continued the tradition of doing school presentations for each of the English classes. During these presentations, I go over Beanstack and how to track reading minutes, prizes, summer programs, and I also used these presentations as an opportunity to promote the new 100 Books Before Graduation program. I always like to do an activity during these presentations, and this year I decided to use presentations to create a communal piece of art. At each of my presentations, I put out Post-it notes, crayons, and pencils at each of the student's tables and during my presentations, they could draw whatever they wanted on the Post-it. I collected all of these Pos-its and I'm going to use them to create a nature-themed mural in the teen area. Not only does this connect to our summer reading theme "Plant a Seed, Read," but it also encourages the middle schoolers to come to the library to see their little piece of art hung up. This proved to be a really effective activity for keeping their hands busy while I talked, and I had a lot of teens come up to me after my presentation to proudly show off what they drew. Again, a really positive experience overall!

Class Visit - 18-21 year old class

In May, I hosted a class visit for the 18-21 year old Transition Program at the high school. This group comes to the library all of the time, and one of their teachers approached me so we could start doing some crafting visits at the library once every couple of months. Each time, I give them three different craft stations and guide them through how to do each of the crafts, including cleaning up at the end. May's crafts were rock painting, friendship bracelets, and button making. This group is so kind, and they had a lot of fun making these crafts and showing them off as they went. A lot of them decided to use this time to make gifts for their loved ones, as well. These visits have been really positive, and I always hear from their teacher how much they rave about them when they get back to school.

Adult Services (Sara Hendrickson)

Programming:

Craft Club

- We had 14 people attend craft club this month. Patrons designed and painted a few garden markers using wooden paint sticks
- June's craft is seed bombs. Katie is planning and preparing the craft and the marketing.

Mystery Book Club

- We had 13 people attend this month's book club. We discussed *One of Us Is Lying* by Karen McManus. This book is YA, which made many people wary about the high school setting. However, everyone ended up enjoying it. Some even said they loved it, and felt bad for going into the book with a biased opinion.
- Updated marketing and created bookmarks for June's book (*The IT Girl* by Ruth Ware).

Other

- Bridge Club continues to have a steady group of 10-13 players every week.
- Know Your Village: Part 2 (4/30) had 10 people in attendance. Stephanie Brassington's guests were members of the village board.
- Know Your Village: Part 3 (5/15) had 9 people in attendance. Stephanie Brassington's guest was Heidi Cox, director of E.D. Locke. People asked questions about programs and specific collections, and Stephanie helped start conversations around collection development.
- Liz Schwinn (Youth Services Assistant) and myself ran a Family LEGO Day (5/16) for the first time. We had 31 people stop by to build with LEGO and Duplo bricks! We learned a few things, and look forward to partnering again in the future.
- D&D (5/18) went well. 6 people attended, and our DM Andrew did a great job of keeping the story moving.
- Brenna Marsicek from the Southern Wisconsin Bird Alliance led a program called Birding by Ear (5/21), and it was fantastic! We had 12 people attend, with 3 people watching the live stream. Not only did she teach people tricks to recognize certain calls, she took us outside to practice our listening skills.
- Small Axe Cooperative returned for another thrilling Wisconsin Wills 101 program (5/21). 18 people attended, and 6 people tuned in to the live stream. Attorneys Marin and Kennedy discussed the basics of a will, including why we should have one, who should be involved, etc. They did a great job of answering people's questions, and pivoting their discussion based on what the audience needed.
- Ron Larson, beloved local historian extraordinaire, reached out to discuss two programs, both of which would have ties to America250. Ron will be doing a Veteran Cemetery walk and a presentation on the history of the US Postal Services. Dates and times are TBD.
- Met with Kelly Heasty to begin planning our next Puzzle Competition. We had a lot of positive feedback after last year's competition, and look forward to doing it again in August.

Collections & Other Services:

- Met with Becky Brent, Partnerships Manager for Library Speakers Consortium, to discuss their author visit online resource.
- Attended an in-person meeting of SCLS Adult Services librarians regarding programming ideas.
- Prepared Beanstack for the Adult Summer Reading Program and collected prizes.

E.D. Locke Public Library - Monthly Report April 2026							
	Mar-26	Apr-26	Apr-25	% change April 2024 - April 2025	YTD 2026	YTD 2025	% change YTD 2024-2025
Materials Checked Out	14,452	12,063	13,111	-9%		54,179	-100%
Materials Checked In	11,517	10,241	10,977	-7%		42,725	-100%
Curbside Appointments	0	0	0	#DIV/0!		3	-100%
Locker Pickups	2	0	0	#DIV/0!		1	-100%
New library cards	44	NA	41	#VALUE!		186	-100%
new materials added	479	NA	309	#VALUE!		1678	-100%
Internet use	440	420	351	16%		1316	-100%
Average daily pick list	120	102	194	-90%		151	-100%
Visitor count	24,881	21,476	19,832	8%		82,097	-100%
Wireless Internet use (#users)	1,543	1,550	1,850	-19%		6617	-100%
App use	3,046	2,679	2,607	3%		1833	-100%
Study room use	129	121	125	-3%		436	-100%
Meeting room use	72	66	64	3%		249	-100%
Reference Questions Answered	347	337	444	-32%		1879	-100%
Children's Program Participation (in-person)	1267	1403	1218	15%	5038	5011	1%
Teen's Program Participation (in-person)	71	91	77	18%	404	338	20%
Adult's Program Participation (in-person)	179	165	125	32%	657	570	15%
Adult's Program Participation (on-line)	14	49	0	#DIV/0!	68	705	-90%
All Ages/General Interest	310	43	32	34%	392	808	-51%
Volunteer hours worked	37.75	21	46	-54%	136	101.75	34%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 1, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Space Needs Study

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None