

Monday, July 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 to be included with the agenda materials.
3. ACTION ITEMS
 - a. Motion to approve the minutes of the June 1, 2026 meeting.
 - b. Motion to approve the June 2026 invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Rotunda & Meeting Room Lighting Upgrade Quotes
 - b. Space Needs Study Discussion
 - c. 2027 Library Budget
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, June 1, 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 May 4, 2026 meeting.*
Motion by Member Evan Richards, second by Member Karin Mandli, to approve the minutes of the May 4, 2026 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the May invoices*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the May 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. *E. D. Locke Public Library Staffing Plan*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve E. D. Locke Public Library Staffing Plan Motion carries 7 - 0 - 0 by acclamation.
- b. *Library Space Needs Study*

6. ADJOURNMENT

Motion by Member Mona Nelson, second by Member Staci Fritz, to adjourn at 6:15

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

June 2026 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$2,346.61	DVDs, CDs, Office and Program supplies
AT&T MOBILITY II LLC	\$74.20	Library Cell Phone
AVANT GARDENING & LANDSCAPING	\$683.41	Landscape Maintenance
CHOCOLATE SHOPPE ICE CREAM CO.	\$126.15	Program Supplies
CORPORATE BUSINESS SYSTEMS	\$478.28	Copier Lease
DEMCO INC	\$115.28	Library Supplies
DON ZOLIDIS	\$100.00	Program Fee
DUKE OTHERWISE	\$475.00	Program Fee
FCI	\$188.16	HVAC Filters
HGA	\$4,867.50	Space Needs Study Fee
ILLINOIS LIBRARY ASSOCIATION	\$407.78	Program Supplies
INGRAM LIBRARY SERVICES	\$4,409.28	Books
JM BRENNAN INC	\$3,263.00	HVAC Spring Maintenance
MAGIC MORGAN AND LILIANA	\$500.00	Program Fee
MCFARLAND ACE HARDWARE	\$22.49	Facilities Repairs
MICROMARKETING LLC	\$414.79	Audio Books
MILLER AND MIKE	\$550.00	Program fees
NASSCO INC	\$360.69	Operating Supplies
SCHILLING SUPPLY COMPANY	\$454.05	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$584.28	Docking Station and Technology Fees
US CELLULAR	\$43.75	Cell Phone
VESTIS LLC	\$423.24	Mat Rental
Grand Total	\$20,887.94	

Gift Fund

National mississippi River Museum and Aq	\$734.20	Program Fee
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Grand Total **\$21,622.14**

2026 Budget Update

REVENUES									
		Budget Amount	April Actual	May Actual	June 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		\$ 800.00	\$ -	\$ 371,411.00	100.18%		
Library Fines	45190	\$ -	\$ 5.00	\$ 2.10	\$ 1.00	\$ 23.30			
Interest	48100	\$ 30,000	\$ 1,960.17			\$ 8,404.15	28.01%	50%	
Transfers from other Act.	48500-101	\$ -				\$ 4,388.04		50%	
Library Fees	46710	\$ 4,000	\$ 527.74	\$ 487.76	\$ 241.65	\$ 2,442.56	61.06%	50%	\$ 2,000.00
		\$ 1,250,000.00	\$ 2,492.91	\$ 1,289.86	\$ 242.65	\$ 1,231,919.05	98.55%	50%	
Expenditures									
Salaries	110	\$473,000.00	\$ 36,104.99	\$ 54,157.48	\$ 36,104.98	\$228,082.33	48.22%	50%	\$ 236,500.00
Part-time	120	\$248,750	\$ 16,697.38	\$ 24,224.13	\$ 15,619.84	\$101,938.38	40.98%	50%	\$ 124,375.00
Health Insurance	130	\$139,500	\$ 13,768.43	\$ 14,348.70	\$ 14,348.70	\$76,557.25	54.88%	50%	
Retirement	131	\$40,750	\$ 3,126.28	\$ 4,647.79	\$ 3,078.70	\$20,666.20	50.71%	50%	\$ 20,375.00
SS/Medicare	132	\$55,250	\$ 3,805.08	\$ 5,777.57	\$ 3,914.60	\$24,699.63	44.71%	50%	
Other Benefits	135	\$2,250	\$ 114.02	\$ 175.81	\$ 123.62	\$681.97	30.31%	50%	
Total Personnel		\$959,500.00	\$73,616.18	\$103,331.48	\$73,190.44	\$452,625.76	47.17%	50%	\$ 479,750.00
Support Services	210	\$ 10,000		\$ -	\$ -	\$ 1,614.59	16.15%	50%	\$ 5,000.00
Consulting Services	211	\$ 50,000	\$ 1,275.00	\$ -	\$ (858.32)	\$ 416.68	0.83%	50%	\$ 25,000.00
Utilities	220	\$ 42,250	\$3,596.00	\$2,635.32	\$ 3,220.88	\$ 19,615.14	46.43%	50%	\$ 21,125.00
Communication	221	\$ 6,500	\$450.02	\$176.60	\$ 80.85	\$ 2,130.26	32.77%	50%	\$ 3,250.00
Equipment Maintenance	240	\$ 11,500	\$ 454.30	\$3,153.17	\$ 454.30	\$ 4,990.80	43.40%	50%	\$ 5,750.00
Facility Maintenance	242	\$ 36,500	\$ 3,287.89	\$2,150.19	\$ 1,317.93	\$ 19,980.94	54.74%	50%	\$ 18,250.00
Other Contractual Services	290	\$ -				\$ -	0.00%	50%	
Total Services		\$ 156,750.00	\$ -	\$ 8,115.28	\$ 4,215.64	\$ 48,748.41	31.10%	50%	\$ 78,375.00
Office Supplies	310	\$ 9,000	\$ 261.59	\$ 918.29	\$ 101.87	\$ 2,279.56	25.33%	50%	\$ 4,500.00
Postage	311	\$ 500	\$ 11.34	\$ -		\$ 32.69	6.54%	50%	\$ 250.00
Dues	320	\$ 1,000	\$ -	\$ -		\$ 50.00	5.00%	50%	\$ 500.00
Meeting Expenses	330	\$ 1,000	\$ 56.47	\$ -	\$ 26.10	\$ 116.03	11.60%	50%	\$ 500.00
Training Expenses	331	\$ 3,500	\$ 104.74	\$ -		\$ 272.05	7.77%	50%	\$ 1,750.00
Operating Supplies	340	\$ 6,250	\$ -	\$ 254.36	\$ 51.18	\$ 1,235.11	19.76%	50%	\$ 3,125.00
Technology	342	\$ 37,500	\$ 757.04	\$ 80.00		\$ 6,577.40	17.54%	50%	\$ 18,750.00
Collection - Print	344	\$ 60,000	\$ 4,341.55	\$ 3,455.25	\$ 2,320.89	\$ 29,421.92	49.04%	50%	\$ 30,000.00
Collection - AV	345	\$ 12,500	\$ 637.96	\$ 1,073.52	\$ 270.02	\$ 3,830.64	30.65%	50%	\$ 6,250.00
Library Miscellaneous	390	\$ -	\$ -	\$ -		\$ -	0.00%	50%	\$ -
Programming	391	\$ 10,000	\$ 937.74	\$ 2,615.82	\$ 1,910.73	\$ 7,743.08	77.43%	50%	\$ 5,000.00
Other Total		\$ 141,250.00	\$ 7,108.43	\$ 8,397.24	\$ 4,680.79	\$ 51,558.48	36.50%	50%	\$ 70,625.00
Total Budget		\$1,257,500.00	\$ 80,724.61	\$ 119,844.00	\$ 82,086.87	\$ 552,932.65	43.97%	50%	\$ 628,750.00



June Highlights

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

Endowment –

April 2026	May 2026	Difference	YTD Difference	May Contributions
\$287,984.28	\$296,011.07	\$8,026.79	\$30,807.97	\$0.00

- **Scammer issue on Facebook**
- **Library Facilities Management**
 - **HVAC**
 - Actuator for the in-floor heat in zone 2 wasn't working and was replaced on June 30th.
 - The controls software settings have been updated. JM Brennen has made many changes to make the system more reliable and fuel efficient. Some of the updates include - updating the building occupancy schedule and reducing the minimum outside that is taken in.
 - **Electrical**
 - **Electrical Updates –**
 - New lighting was installed in the staff work areas
 - The light fixture in the women's bathroom was repaired
 - The light and fans switches in the staff bathroom and the family bathroom in the children's area were replaced. Previously there was one switch for the fan and light together and now they are separated.
 - A 2nd occupancy sensor was added in the public bathrooms to stop the lights from shutting off when someone is in the restroom.
 - Additional outlets were added to the public work area along the windows on the Main St. side of the building.
 - The occupancy sensor on the mezzanine in the mechanical room was removed.
 - **Electrical System Project Updates"**
 - I had a conversation with the electrical engineer about next steps. Here's his reply. I will have more information at the library Board meeting:

One is the SPD's are doing their job and no equipment is being damaged so no need to anything else. The other is additional investigation (metering and analysis) may allow us to isolate where the transients are coming from.

With the knowledge the SPD's are doing their job. To start I would recommend is to get a quote from 1901 Inc. and myself for metering for (1) month simultaneous at each panel. The events are happening with some regularity. When there is an event I can stop-by and read that data and make a recommendation on where to move the meter within the panel. 1901 would move the meter until the transients are isolated.

My thinking is getting the quotes compiled would allow us to determine is it worth the cost to find cause of the transients or replace the SPD's when they are expended. Keeping in mind those SPD's have a 10-year warranty. Also any new mechanical or lighting upgrades could reduce these instances.

- **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.
- **Staff**
 - **Library Assistant recruitment** – we received 40 applications for the Library Assistant (Circ) recruitment. We are hoping to begin interviews the week of July 6th.
 - **Adult Services Assistant Resignation and Recruitment** – Katie S. resigned from the position of Adult services Library Assistant. We’re hoping to be able to recruit from the applications we received for the Library Assistant applications.

Library Circulation (Kelly Heasty)

PERSONAL TRAINING/EDUCATION:

- Completed Infosec (Cyber Security) training

MAGAZINES & NEWSPAPERS:

- Tracy created a workflow document for serials and had Maggie and I test it. It works well, so I asked her to create a new folder with instructions for staff so that they can process serials we receive on weekends.
- I also had Jodie run through the new workflow document and she had no problems, so she is now able to process serials again.

OTHER notable items:

- Transferred Problem Items to staff and provided them with work flows. Appears to be working fine.
- SCLS added another pick list run for the afternoon/evening. Amy & I agreed to instruct staff to do it, if time allows when Maddie in, but not when Oliver is the shelver (similar to what we were doing before the migration)
- Reconciled Petty Cash for June
- **1 Locker pick-up;** no curbside pick-ups.
- **7 Notary** actions
- **Display Case:** Summer: summer reading prizes
- **Conversaciones en Espanol:** 9 at first mtng of the month & 6 at 2nd meeting
- **9 on-line applications** for new cards received via CivicPlus form for this month.
- Lucero Torres-Manzanares (from our Community Resource team) was transferred to a different division of Human Services, but her supervisor and a new contact will be joining our July meeting.
- Beer Tent Trivia/Community Fest: Unfortunately, Patrick Fernan will be out of town that Friday, but Paul Gregg (MHS Choir director) agreed to fill in again.

- Worked on MCF Hold shelf account before vacation and reconciled a few of the older issues. Just waiting on Goodman branch to respond re: a shelf check on one item.
- Wrote up workflow instructions for Holly so she can follow up on the Display Items report and the Trace items. She will be doing this, at least monthly, or more often as item allows.

BOOKCLUBS:

- Wed afternoon book club: 6/10: Fahrenheit 451 by R Bradbury. Unfortunately, only 4 of us attending, as dangerous storms came through area right at 2pm. July: Marsh King’s Daughter by Karen Dionne. We may try to discuss Fahrenheit 451 for those that missed the meeting, right at the beginning on the July meeting.
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club, Fab 4 book clubs, AB Book Club & McF 50501 BC now.

STAFF:

- Open position posted. 40 apps received.
- Staff summer reading was posted and is under way.

Youth Services (Heather Kent)

Storytime:

Summer time storytimes started back up on June 1 with over 100 people coming to Lewis Park. People really love the opportunity to gather outdoors for storytime. Even when it rains, which it did on June 8, we had around 80 people in the shelter. Storytimes at the library on Tuesdays are also really busy with around 80 people attending each week.

This year we also are offering PJ Storytime’s – one in June and one in July. For June we celebrated Summerween (Summer Halloween) wearing costumes, sharing summerween stories, and trick or treating in the library.



Programming:

Zumbini started back up on June 10 with two very full classes. It’s fun to see some faces that haven’t been able to make it during the school year.

Friday, June 5th was our kick-off celebration featuring Havens Mobile Petting Farm, food trucks, and yard games. The weather decided to behave itself for the two hours of this program. Families enjoyed petting and feeding animals as well as running around the playground.



Thursday, June 11th we had our first family performer – Duke Otherwise. It's been a while since he has come to our library and it was great to have him back. His music is always fun and there were a few fans in the audience who were able to get requests in.

Friday, June 12th was the first day of Drama Camp and it's quite the group this year. The only class that is not full is the 1st and 2nd grade group – which is actually a good thing because it gives us more opportunity to help the younger students along. 3rd-5th is full of beans and had quite the waiting list. For the first time ever, the Teen group was the first group to fill – which is a first. (Ms. Holly did a great job recruiting the kids this year!)

Tuesday, June 6th was our first Outdoor STEAM Program where we explored plant science. Participants were able to create a hydroponic planter out of a plastic bottle, explored photosynthesis (with mixed results), and made chlorophyll prints.

Science Heroes came on June 18th. This was an interactive science program for all ages and included a lot of audience volunteering. There theme was to “dig a little deeper” in to things we usually overlook.

There was a lot of laughing in the meeting room on Thursday, June 25th when Miller and Mike came to perform for our families. It has been a while since we have had the duo here and they are still hilarious.

Tuesday, June 30th was our second Outdoor STEAM program where we studied airplane science – using paper airplanes. Participants were also able to decorate a fly balsa wood airplanes.

Liz

Liz was able to step in and cover for Heather while she visited the schools at the beginning of the month – handling the crowds with a smile and good cheer.

Other

Heather visited McFarland Primary School and Waubesa Intermediate School to talk about the summer reading program and library programs. It's always fun to see the kids and remind them that there is always fun to be had at the library.

The library 5k registration has opened up. We have received donations from a hand full of businesses.

Teen Services (Holly Wergin)

Snack & Chat

Summer Snack & Chat is, you guessed it, just like Snack & Chat but during the summer! In June, I had a lot of new faces join us for Snack & Chat and enjoy just chilling in the AC. At one point, I had a new kid who came in by himself and he seemed a little shy, so I offered to play chess with him and he opened up really quickly. At the end of the program (after he beat me at chess), he told me that he is definitely coming back, and that he wanted

to come to other programs as well. I've seen him a couple of times since then, and it's always awesome to see how programs like this can open up opportunities for teens to open up and find a support network.

Group Gaming

Tuesdays in June and July means Group Gaming, where teens come in to play board games, card games, and video games. While I still have my set of rules from last summer to keep the peace, I've noticed a lot more camaraderie this time around in terms of how our more competitive players approach video games. We've also had the opportunity to try out some different video games, including a game called *Untitled Goose Game* which the teens really loved. I've also noticed more teens coming in with their own video games just to share with others, and, even if they can only observe, I've seen teens really enjoy just watching someone else play their game. I'm still thinking of ways we can shake things up in this program, but teens still seem to have a lot of fun with this simple format.

Dungeons & Dragons:

As always, we have a summer D&D campaign going this summer in June and July. Sessions meet every Wednesday, and we have 6 players (some new, some returning) joining us each week. Our volunteer DM from last summer, Mike, is once again leading our campaign, and the teens seem to already love how he approaches the game. We have a good mix of ages this time around, everywhere from brand new 6th-graders to incoming juniors, and despite the age difference, they are getting along great. At our first session, one of our new, younger members said "this is gonna be a great campaign" and "this is probably the funniest campaign I've ever been a part of," which really shows how much fun they're having with it. That said, our DM still needed to bring a gavel from home to rein everyone in just to get through sometimes, but at least they're having fun!

Teen Summer Camp:

Teen Summer Camp is back this summer with new activities every Thursday in June and July. For June, we provided materials for teens to make their own beaded plants, we hosted a "Guess that Soda" program, and to end the month, we had a pride party! Our Beaded plants workshop was packed with returners and new faces alike, and everyone had a great time using beads and wire to create a plant that will last forever. One teen even went a little rogue and created a "beaded plant" that looked like a flaming bomb (from a book he really enjoyed).



At our “Guess that Soda” program, teens went through three different rounds of blind taste tests where they tried to taste the differences between brands, identify the difference between name brand and generic, and guess some mystery flavored limited-edition sodas. In total, teens tried 19 (!) different sodas (and most of them went on to say that they would not drink soda for a loooooong time afterwards), and only one teen managed to get all of them correct.



Lastly, our pride party was all about celebrating pride month. I chose to add this as an activity since so many of our local teens were sad that Pride at the Park was not happening this year, and I thought this was a gap that could be filled. Teens made their own pins, including pronoun pins and pride flag pins. Teens also could DIY a pride flag safety pin using seed beads. I also created pride trivia, including a “guess that queer icon” section, that went over facts about the history of pride. The biggest hit was face painting where teens could paint pride flags on their faces; this quickly devolved into painting rainbows on hands and arms as well, but they all had fun. This program really encouraged teens to get to know each other and find community, as well as learn about some important milestones in queer history.



Drama Camp:

Teen Drama Camp started off with a bang this year as we had our teen section fill up quickly! As with previous summers, Heather and I work together to lead acting exercises and practice our play for the finale performance. The group is a good mix of returning Drama Camp kids and teens new to the program, and it's been great to see the returning kids lead the charge and show that it's okay to be silly and act dramatic. I've slowly seen some of our teens open up, which has been awesome! I'm excited to see how they progress as we continue to work towards the grand finale.

Reading Program

The Teen Summer Reading Program is in full swing, and we have 145 readers currently signed up for the challenge! About 1/5 of those who signed up have already finished the challenge, and I've seen a lot of teens bonding over what they're reading and how much they've logged during summer programs. I've also seen an uptick in teens using the friends feature on the Beanstack app to challenge each other to log more hours, which has been really cool.

Alongside summer reading, I've had so much interest in the 100 Books Before Graduation program as well! Since June 1st, we've had 93 teens join the challenge, and a lot of them are telling me how motivated they've been to read as many books as possible this summer to add to their challenge. Overall, I've seen a lot of avid reading and excitement about the programs this year!

Summer VolunTeens

This summer, we have 17 Summer VolunTeens helping us with summer programs and handing out summer reading prizes. Throughout June, our VolunTeens have contributed 105 volunteer hours helping with programs like Outdoor Storytime, Zumbini, Teen Summer Camp, Drama Camp, and also working desk shifts to hand out prizes for summer reading. This is the most amount of VolunTeens I've worked with over the summers I've been here, and this is a really

great group. They are not only friendly to each other, but they are so helpful with patrons of all ages and they're doing an amazing job at helping us keep summer reading program going.

Adult Services (Sara Hendrickson)

Programming:

Craft Club

- Stormy weather kept our craft club numbers to 8. Patrons enjoyed using pulp paper, native Wisconsin seeds, and cookie cutters to create seed paper.
- July's craft is potato prints on tote bags. 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 *Marion Lane and the Midnight Murder* by T.A. Willberg. It's mixture of Fantasy and Historical Fiction intermingling with the mystery, and was not the overall group's cup of tea. A couple people enjoyed it enough to put the rest of the series on hold, but for most, it was not liked (you win some, you lose some).
- Updated marketing and created bookmarks for July's book (*The IT Girl* by Ruth Ware).

Other

- Bridge Club continues to have a steady group of 10-13 players every week. We are in the library proper for the summer months due to special summer reading programming.
- Our Poetry Reception (5/27) had a great turn out of 30 people. All but one of our winners was able to attend and receive their prizes in person. A huge thank you to Janet Stutz for spearheading this and gifting us the funds to make this event possible.
- Know Your Village: Part 4 (5/28) had 7 people in attendance. Stephanie Brassington's guest was Brian Redman, McFarland Chief of Police.
- D&D (6/15) went well. 7 people attended. We are planning on wrapping up the campaign this month, and starting a new campaign in August or September.
- We were lucky enough to have Rebecca Hopman, Genealogy Services Librarian for the Wisconsin Historical Society, present on the Fundamentals of Family History (6/16). We had 14 people in attendance, and 12 people have watched the live stream. Rebecca not only discussed how to start a family project, but also shared a plethora of resources available to Wisconsin residents. It was a great program!
- Know Your Village: Part 5 (6/18) had 12 people in attendance. Stephanie Brassington's guest was Alberto Quiroga, McFarland's Municipal Judge.
- ZenEd Wellness is back this summer with a focus on yoga. Our first class was chair yoga (6/23). 6 people participated, including two people who had never tried yoga before! The second class was mat yoga (6/30). 5 people participated. We always enjoy having ZenEd Wellness come to E.D. Locke.
- Know Your Village: Part 6 (6/25) had 7 people attend. Stephanie Brassington's guest was Lee Igl, McFarland's Public Works Director.
- Katie and I met with Molli Pauliot to discuss details of Indigenous embroidery program scheduled for October.

- Coordinated with Caring Quilt Crew to get more quilt square kits. Contacted Trudy Brule to discuss some quilt square snafus.

Collections & Other Services:

- New Displays
 - While You're Waiting Read Alike Displays (Sara & Katie)
 - *Whistler* by Ann Patchett
 - *Our Perfect Storm* by Carley Fortune
 - *Mad Mabel* by Sally Hepworth
 - *Land* by Maggie O'Farrell
 - Pride Fiction (Katie)
 - Pride Non-Fiction (Katie)
 - Immigrant Heritage (Katie)
 - Genealogy
- Continued SCLS Infosec Cybersecurity Training.
- Attended webinars/zoom meetings for Adult Faves, Information Literacy in the Era of Google AI Overviews and ChatGPT, The Power of Folklore, and B&N Mystery Event: Anthony Horowitz.
- Met with a patron for Libby app assistance.
- Met with a patron to help navigate Facebook Marketplace via phone versus desktop computer.
- Met with a patron for Libby/Kindle assistance.
- Met with a patron for file sharing assistance.

E.D. Locke Public Library - Monthly Report May 2026

	Apr-26	May-26	May-25	% change April 2024 - April 2025	YTD 2026	YTD 2025	% change YTD 2024-2025
Materials Checked Out	12,063	11,731	12,383	-6%	NA	66,562	#VALUE!
Materials Checked In	10,241	10,224	9,861	4%	NA	52,586	#VALUE!
Curbside Appointments	0	0	0	#DIV/0!	3	2	50%
Locker Pickups	0	0	0	#DIV/0!	3	1	200%
New library cards	NA	NA	43	#VALUE!	NA	229	#VALUE!
new materials added	NA	NA	483	#VALUE!	NA	2161	#VALUE!
Internet use	420	341	343	-1%	1775	1316	35%
Average daily pick list	102	97	119	-23%	119	145	-18%
Visitor count	21,476	18,380	18,575	-1%	104,681	100,672	4%
Wireless Internet use (#users)	1,550	1,491	1,668	-12%	7244	8285	-13%
App use	2,679	3,297	2,289	31%	15095	12907	17%
Study room use	121	128	113	12%	619	571	8%
Meeting room use	66	37	33	11%	285	282	1%
Reference Questions Answered	337	350	429	-23%	1755	2308	-24%
Children's Program Participation (in-person)	1403	117	628	-81%	5038	5639	-11%
Teen's Program Participation (in-person)	91	784	812	-3%	1188	1150	3%
Adult's Program Participation (in-person)	165	151	152	-1%	808	722	12%
Adult's Program Participation (on-line)	49	25	0	#DIV/0!	108	705	-85%
All Ages/General Interest	43	61	280	-78%	453	1088	-58%
Volunteer hours worked	21	42	30.75	37%	196	175.5	12%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 6, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Rotunda & Meeting Room Lighting Upgrade Quotes

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E.D. Locke Public Library new lighting 642026
2. McFarland Public Library Conference Room Lighting Upgrade REV 2- 1901 Electrical Proposal -
3. McFarland Public Library Lobby Lighting Upgrade REV 2- 1901 Electrical Proposal 2026.6.10



PROPOSAL

TO: Heidi Cox	Project: E.D. Locke Public Library new lighting
E.D. Locke Public Library	Address: 5920 Milwaukee Street
5920 Milwaukee Street	McFarland, WI 53558
McFarland, WI 53558	Date: 6/4/2026

We propose to furnish all materials, equipment, and labor, subject to any exclusions listed below, required to complete the following:

1. Entry wall sconces

Description of Services:

Remove six entry wall sconces and recycle.
Furnish and install new LED wall sconces.

\$3,500.00

2. Entry ring light fixture

Description of Services:

Remove six cylinder lights mounted to ring and recycle.
Furnish and install a 72" LED ring light.
Fixture to be suspended from structural ring.

\$8,500.00

3. Entry can lights

Description of Services:

Remove 16 recessed can trims and recycle.
Furnish and install 16 LED recessed retrofit trims.

\$3,250.00

4. Meeting room linear lights option 1

Description of Services:

Remove 3- 24' linear lights and recycle.
Furnish and install 3- 24' LED linear lights.
Furnish and install two dimmers.
Remove and blank off unused switches.

\$13,750.00

5. Meeting room linear lights option 2

Description of Services:

Remove 3- 24' linear lights and recycle.
Furnish and install 3- 24' LED RGB color changing linear lights.
Furnish and install RGB color changing controls.
Remove and blank off unused switches.

\$35,250.00

Subtotal:	\$64,250.00
<i>*0% Tax:</i>	<i>\$0.00</i>
TOTAL:	\$64,250.00

Terms and Conditions

This proposal is valid for 30 days. Payment to be made upon progress draws. Balances Due Over 30 days will accrue interest at 1.5% per month

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMAN LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECEFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDER AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE. AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR

MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Contractor: Mike Eichorst 6/4/2026
E&S Electric, Inc Date

ACCEPTANCE OF PROPOSAL: The above prices, scope, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work specified.

Client: E.D. Locke Public Library
Date

Web: www.1901inc.com

Phone: 608.308.1901
Fax: 608.273.9654



Mailing Address:

2801 Syene Road
Madison, WI 53713-3203

DATE: June 10, 2026

QUOTE DIVISION: Electrical

TO: Heidi Cox

RE: McFarland Public Library Conference Room Lighting Upgrade- REV2

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

Including:

- Provide labor and material to install new lighting in main conference room.
- Provide and install (24) 6" color changing can lights.
- *ALTERNATE #1 DEDUCT (24) Non-color changing can lights. And (24) non color changing pendant lights.*
- Provide and install (6) pendant lights.
- Demolish (3) linear pendant lights.
- Demolish (9) can lights.
- Recycle demolished lamps and ballasts.
- Patch & paint repair not included
- Replacement ceiling tiles provided by others.
- Coordinate shutdowns with Heidi Cox.
- Assumes room will be clear and available to work on for a few days.
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

TOTAL ELECTRICAL BASE PRICE:
ALTERNATE OPTIONAL DEDUCT

\$21,688.00
<\$796.00>

Exclusions:

- Sales Taxes
- Overtime

Please call the undersigned if we can be of any assistance. We look forward to working with you on this project.

Sincerely,
1901 INC.

Erik Halverson

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

DATE: June 10, 2026
Electrical

QUOTE DIVISION:

TO: Heidi Cox

RE: McFarland Public Library Lobby Lighting Upgrade REV2

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

Including:

- Provide labor and material to install new lighting in main conference room.
- Provide and install (6) 6" sconce lights.
- Provide and install (6) variable height pendant lights.
- Demolish (6) sconce lights in architectural chandelier.
- Demolish (6) sconce lights on side walls.
- Recycle demolished lamps and ballasts.
- Patch & paint repair not included.
- Can light replacement is excluded at this time. Can quote if desired.
- Assumes wiring is to remain on existing switching.
- Assumes wiring is re-useable and in proper working order.
- Includes a lift. If the Village of McFarland provides the lift, deduct \$650.00.
- Coordinate shutdowns with Heidi Cox.
- Assumes area will be clear and available to work on for a few days. The plan would be to tape off areas we are working in, but still allow for foot traffic to pass through.
- All work to be completed during normal business hours, 6:00am-2:30pm Monday-Friday.

TOTAL ELECTRICAL BASE PRICE:

\$8,790.00

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, July 6, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Space Needs Study Discussion

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, July 6, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2027 Library Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None