VILLAGE OF MCFARLAND

Library Board

NOTICE OF PUBLIC MEETING

Tuesday, September 8, 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 August 3, 2026 meeting.
   b. Motion to approve the August 2026 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 Facilities Renovation and Conceptual Expansion Study
   b. 2027 Library Operating Budget
   c. Employee Evaluation Process

6. ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, August 3, 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 July 6, 2026 meeting.*
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the July 6, 2026 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. *Motion to approve the July invoices*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the July 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. *2027 Library Draft Budget*

b. *Library Board Training*

c. *Space Needs Study 2026*

d. *Garbage cans & recycling bin quote*
Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the RMax Garbage cans & recycling bin quote not to exceed $6,3000. Motion carries 7 - 0 - 0 by acclamation.

e. *Permission to close the library September 9, 2026 for staff in-service day*
Motion by Member Karin Mandli, second by Member Mona Nelson, to approve Permission for the library to close September 9, 2026 for staff in-service day Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Mona Nelson, to adjourn at 6:36

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

August 2026 Invoices

Vendor	Sum of Amount	Description
ADVANCED CHEMICAL SYSTEMS	$645.00	Chemical Pot Analysis
ALLISON JR, HUGH B	$750.00	Performer Fee
AMAZON CAPITAL SERVICES	$1,502.68	Supplies, Books, CDs, DVDs
AT&T MOBILITY II LLC	$37.12	Library Cell Phone
AVANT GARDENING & LANDSCAPING	$615.66	Landscape Maintenance
CORPORATE BUSINESS SYSTEMS	$241.12	Copier Lease
FRIENDS OF THE MCFARLAND LIBRARY	$178.51	Credit Card Charges
HEASTY, KELLY	$18.99	Supply Reimbursement
HGA	$5,162.50	Space Needs Fee
INGRAM LIBRARY SERVICES	$5,580.95	Books
MCFARLAND ACE HARDWARE	$7.19	Facility Repair
MICROMARKETING LLC	$465.91	Audio Books
MID-WISCONSIN SECURITY INC	$310.00	Panic Button Monitoring
MILWAUKEE JOURNAL SENTINEL	$879.04	Newspaper Subscription
PBC GURU	$2,500.00	Virtual Author Visit Software
SOUTH CENTRAL LIBRARY SYS	$1,343.68	Library Supplies
SPRINGSHARE, LLC	$399.00	LibCal software
VESTIS LLC	$427.86	Mat Rental
Grand Total	**$21,065.21**	

2026 Budget Update

REVENUES									
		Budget Amount	June Actual	July Actual	August 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	$ -	$ -	$ -	$ 371,411.00	100.18%		
Library Fines	**45190**	$ -	$ 1.00	$ -		$ 23.30			
Interest	**48100**	$ 30,000	$ 1,336.86	$ 1,026.06		$ 12,385.30	41.28%	67%	
Transfers from other Act.	**48500-101**	$ -				$ -		67%	
Library Fees	**46710**	$ 4,000	$ 499.81	$ 450.99	$ 214.85	$ 3,366.56	84.16%	67%	$ 2,666.67
		$ 1,250,000.00	**$ 1,837.67**	**$ 1,477.05**	**$ 214.85**	$ 1,232,436.16	**98.59%**	67%	
Expenditures									
Salaries	110	$473,000.00	$ 36,104.98	$ 36,104.97	$ 36,104.98	$300,292.28	63.49%	67%	$ 315,333.33
Part-time	120	$248,750	$ 15,866.11	$ 15,914.49	$ 15,649.23	$133,748.37	53.77%	67%	$ 165,833.33
Health Insurance	130	$139,500	$ 7,174.37	$ 6,579.83	$ 13,754.21	$89,717.06	64.31%	67%	
Retirement	131	$40,750	$ 3,127.81	$ 3,110.02	$ 3,104.90	$26,445.56	64.90%	67%	$ 27,166.67
SS/Medicare	132	$55,250	$ 3,856.10	$ 3,822.05	$ 3,716.98	$32,180.16	58.24%	67%	
Other Benefits	135	$2,250	$ 123.66	$ 61.81	$ -	$743.82	33.06%	67%	
Total Personnel		**$959,500.00**	**$66,253.03**	**$65,593.17**	**$72,330.30**	**$583,127.25**	**60.77%**	67%	**$ 639,666.67**
Support Services	210	$ 10,000	$ -		$ -	$ 1,614.59	16.15%	67%	$ 6,666.67
Consulting Services	211	$ 50,000	$ (858.32)	$ 150.00	$ -	$ 50,705.22	101.41%	67%	$ 33,333.33
Utilities	220	$ 42,250	$ 4,167.25	$3,778.34	$4,118.62	$ 28,458.47	67.36%	67%	$ 28,166.67
Communication	221	$ 6,500	$ 443.37	$406.93	$363.18	$ 3,262.89	50.20%	67%	$ 4,333.33
Equipment Maintenance	240	$ 11,500	$ 256.30	$253.54	$0.00	$ 5,046.34	43.88%	67%	$ 7,666.67
Facility Maintenance	242	$ 36,500	$ 5,076.45	$2,093.91	$1,863.09	$ 27,696.46	75.88%	67%	$ 24,333.33
Other Contractual Services	290	$ -				$ -	0.00%	67%	
Total Services		**$ 156,750.00**	**$ 9,085.05**	**$ 6,682.72**	**$ 6,344.89**	**$ 116,783.97**	**74.50%**	67%	**$ 104,500.00**
Office Supplies	310	$ 9,000	$ 1,381.33	$ 291.51	$ 1,356.92	$ 6,060.98	67.34%	67%	$ 6,000.00
Postage	311	$ 500	$ 8.28	$ -	$ -	$ 45.44	9.09%	67%	$ 333.33
Dues	320	$ 1,000	$ -	$ -	$ -	$ 50.00	5.00%	67%	$ 666.67
Meeting Expenses	330	$ 1,000	$ 44.56	$ -	$ 15.00	$ 149.49	14.95%	67%	$ 666.67
Training Expenses	331	$ 3,500	$ 10.65	$ -	$ -	$ 417.70	11.93%	67%	$ 2,333.33
Operating Supplies	340	$ 6,250	$ 865.92	$ 358.27	$ -	$ 2,408.12	38.53%	67%	$ 4,166.67
Technology	342	$ 37,500	$ 84.95	$ 1,821.22	$ 3,110.54	$ 19,600.11	52.27%	67%	$ 25,000.00
Collection - Print	344	$ 60,000	$ 6,628.06	$ 5,356.76	$ 4,517.49	$ 43,916.26	73.19%	67%	$ 40,000.00
Collection - AV	345	$ 12,500	$ 750.58	$ 394.13	$ 1,010.49	$ 5,761.81	46.09%	67%	$ 8,333.33
Library Miscellaneous	390	$ -	$ -	$ -	$ 56.97	$ 56.97	0.00%	67%	$ -
Programming	391	$ 10,000	$ 2,536.17	$ (828.03)	$ (23.00)	$ 9,943.53	99.44%	67%	$ 6,666.67
Other Total		**$ 141,250.00**	**$ 12,310.50**	**$ 7,393.86**	**$ 10,044.41**	$ 88,410.41	**62.59%**	67%	**$ 94,166.67**
Total Budget		**$1,257,500.00**	**$ 87,648.58**	**$ 79,669.75**	**$ 88,719.60**	**$ 788,321.63**	**62.69%**	67%	**$ 838,333.33**

E. D. LOCKE PUBLIC LIBRARY
McFarland, Wisconsin

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
August 2026

June Highlights

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

Endowment –

May 2026	June 2026	Difference	YTD Difference	June Contributions
$296,011.07	$308,351.51	$12,340.44	$43,148.41	$8,000

- **Library Facilities Management**
  - **HVAC**
    - 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.
  - **Roof Inspection –** The roof was inspected for storm damage the week of July 20th:

There is no storm or hail damage on the low-slope roof. The metal standing seam roof has a few signs of hail dents, but it is not widespread. The RTU fins also show signs of a bit of hail damage.

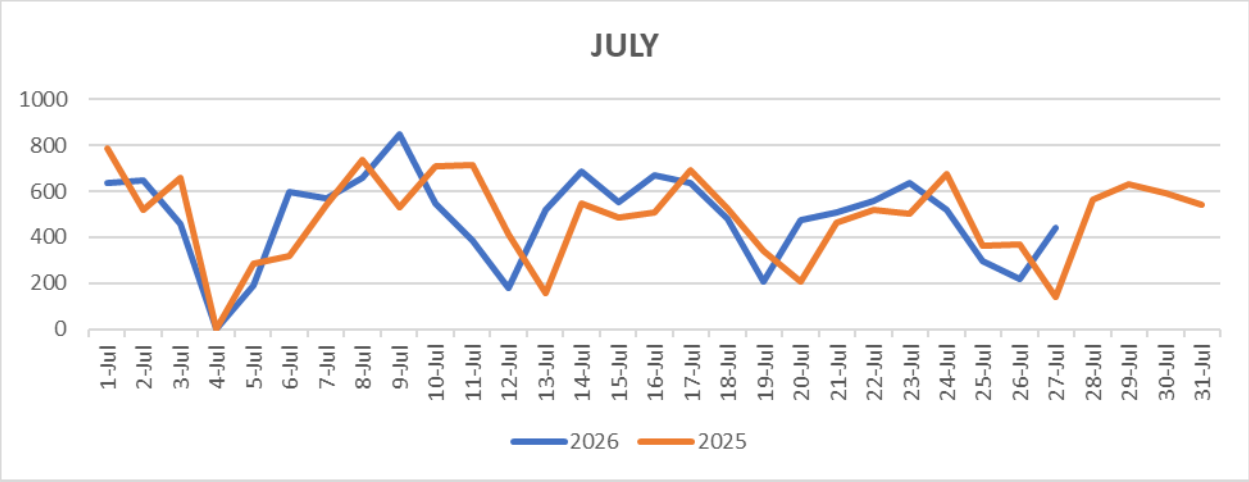
The roofing company did not recommend any repairs at this time.

  - **2026 Capital Projects**
    - Space Needs Study – The work on the study continues. We're hoping to have a final draft for approval in mid-August.
    - Rotunda & Meeting Room Lighting Replacement – Work is tentatively scheduled to begin in early October. The quote is in the packet again so I can share some information on the design.
    - 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 September.
- **Staff**
  - **Library Assistant recruitment –** We interviewed six people for the position and Sam Bisanti started on July 28th. Make sure to stop by and welcome Sam.
  - **Adult Services Assistant Resignation and Recruitment –** The recruitment for this position ends on July 31st.
- **E-Rate –** Earlier this year**, t**he Federal Communications Commission (FCC) voted to advance a proposal that asks whether the E-Rate program, which has provided affordable broadband to schools and libraries for nearly 30 years, should be terminated or limited to only rural areas. In Wisconsin, E-rate helps fund BadgerNet which is often the only source of Internet in public libraries. This is what the E. D. Locke PL uses for internet. Some libraries at SCLS also receive E-rate for non-BadgerNet internet service (Category 1) and/or Category 2 E-rate funds for networking equipment including wireless access points. In the 2026/2027 E-rate cycle SCLS anticipates receiving over $200,000 in E-rate funds for participating libraries (note: this is much higher than usual as libraries are replacing wireless access points). To learn more about E-rate and the FCC proposal visit https://www.ala.org/news/2026/06/save-our-erate-launch Please consider submitting a comment to the FCC or sending a letter to your elected officials. You can send letters directly to elected officials by going to https://www.shlb.org/save-our-e-rate.
- **Dementia Friendly Training –** Senior Outreach coordinated with Dane Count to provide Dementia Friendly Organization training for village staff. All library staff have registered for the training. I was attended the first training session and found the information helpful.

Library Circulation (Kelly Heasty)

- 8 **Notary** actions
- **Display Case:** Summer: summer reading prizes
- **Conversaciones en Espanol:** first mtng of the month was July 4, so no attendance & 12 at 2nd meeting
- **9 on-line applications** for new cards received via CivicPlus form for this month.
- **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. Got the questions that we & Patrick had prepared for January's cancelled event, so I can use many of those for September's event.
- SCLS has reported that they will have a fix available for the **Display item issue** (where they have to be checked in twice) which should help with Holly's
- Requested 2 reports from SCLS re: **patron reading history**, so we can take a look at how many super users we have and plan from there on how to go about helping them.
- Wrote a blurb about Library Card Signup month for the Outlook and submitted it to Eleanor.

JULY LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

Storytimes continued for the month of July with varying numbers at the park depending on the weather. The library storytimes have been absolutely packed all summer – with the average of 80 people in attendance (2/3 of which are children). Storytime programs pause for most of the month of August, returning on August 31st with Toddler Monday.

PJ Storytime this month was about the Moon and Stars. We shared stories, songs, and activities about space and then created fun crafts in the library. PJ Storytime will return in September.

Programming:

Zumbini kept rolling along this summer with lots of dancing, singing, and play.

Drama Camp continued this month. We have learned this year that we may want to keep the number of 1st and 2nd grade students lower than the number of grades 3-5 and teen classes. I cannot stress enough how this program could not be a success without the help of Holly, Liz, and the teen volunteers. It takes a lot of hands on deck to keep everything rolling – it is very much like herding cats at times.

Thursday, July 2nd was our family movie day where we served up popcorn and showed the movie Zootopia 2. What first was expected to be a childrens program ended up being an all-ages program – which was great.

The National Mississippi River Museum and Aquarium came on July 9th with their sting ray touch tank to talk about these fascinating creatures. This program was paid for by the Friends of the McFarland Library and was for all ages. It was great to see children to adults enjoying this program and being brave enough to touch the rays.

Our outdoor STEAM program on the 14th had to be moved to the library because of the heat. Tarps were deployed for our slime and bubble making workshop. There was a lot of experimenting and it demonstrated that even when you follow the same recipe, everyone has a different result.

Thursday the 16th we had a family yoga session in the afternoon instead of a performer. This was a fun small group that stretched, played games, and relaxed during the program.

The following week, on the 23rd we had Magical Morgan and Liliana perform for us. They are deaf magicians that perform with an interpreter – for us the interpreter was on their computer. The room was packed (110 people!) but very quiet. They loved all of the tricks as well as learning some new signs – and wowing the magicians with some they have already learned here at the library. ☺

Our final Outdoor STEAM program was Flower Science out at the park. This was a lot of fun learning about what makes a flower special, creating our own flower presses, and making paper flowers that bloom on their own.

Thursday, July 30th was the craziest of days – our Drama Camp Finale. The kids were ready to put on their shows for friends and family. Each group had separate performance times starting at 1:00pm. The teens this year performed the one act play "The Sound of ~~Music~~ Murder" by Dan Zolidis. We purchased the rights and script from Mr. Zolidis as well as permission to edit the text for our purposes.

Other

Anytime Fitness approached Heather about promoting a 5k training program for our run in September. This is a free program and the trainers will also come and lead a warm up on race day. They have had some interest and Heather created a coupon for participants in the training to receive 10% off their registration.

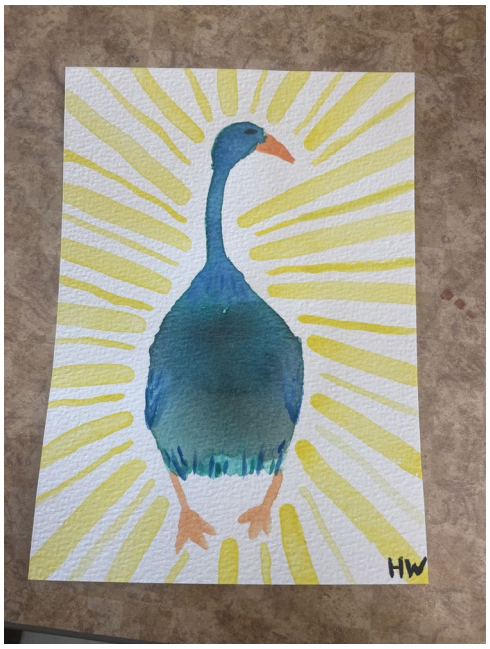
Teen Services (Holly Wergin)

Summer Programs

Snack & Chat

July's Snack & Chat programs continued as usual with crafts, games, and a sticker poster to look forward to every week. I've had a lot of new faces come in more consistently this past month, many of whom easily integrated into the group of regulars I have come every week. This month also had a new set of shenanigans, including:

- A teen who, after doing deep dives into pirate history, made homemade hardtack to feed to unsuspecting teens. Not only did they have fun revelling in the surprise of other teens at the texture of the cracker, but the teens who tried it turned it into a challenge to try to eat an entire cracker of hardtack within a certain amount of time. Veeeerrry interesting stuff.
- Two teens who, after weeks of scheduling errors, used Snack & Chat to schedule a game of Magic the Gathering that they've been anticipating for awhile. Many of the other teens in the room sat by to watch, so it was an entertaining time for everyone.
- On a day where I brought in watercolor supplies for a craft, someone made a watercolor picture of a goose. After the goose was made, some of the other teens started bowing to the goose picture and saying "All hail the goose." This ramped up and culminated in some teens discussing the rules of their new goose cult (yeah, it escalated quickly).



Group Gaming

July's Group Gaming sessions have continued much like the ones in June but with some new faces every week. While over-competitiveness is always an issue, I've noticed slightly more self-awareness of behavior during video games, which is a great step forward. We've also had a few sessions this month where video games were not played at all, and teens instead chose to exclusively play Cards Against Humanity (the family version) or Uno instead. We also had one day where one teen and I played Jenga and decided to try to make a pattern with the Jenga blocks as we played; we ended up succeeding, and I have this picture to prove our accomplishment:

Dungeons & Dragons:

Our Dungeons & Dragons party this summer has been a delight. While they are just as goofy as previous years, they have done really well with following the rules and keeping it pushing when the DM tells them to. However, we did have to create the motto “LOCK IN” to remind everyone to not get too in the weeds as they were having too much fun at times; well, that and the gavel that our DM brought from home to reign everyone in.

The teens had an absolute blast with this campaign, and that is in no small part due to our volunteer DM, Mike. He gave them a lot of leeway in how they approached things, and gave them unique magic items that they loved to use at the worst times. After our final session, teens couldn’t say enough positive things about Mike. One of our more hardcore D&D players even shook Mike’s hand and sincerely thanked him for an amazing campaign. As Mike heads to college this fall, I’m still hoping we can ask for him to come back next summer to share the wealth with our teen patrons.

Teen Summer Camp:

For July, our Teen Summer Camp activities included BFF portraits, a cornhole tournament, book garden bricks, and an herbology class.

Our BFF portraits program was inspired by a Tik Tok trend where two people sit across from each other and create a portrait of the person across from them. Then, at the end, they reveal their finished portraits and have a good laugh at each other’s art. To say the teens had a blast with this is an understatement; they were so focused the whole time while just giggling to themselves. I would definitely do this program again.

With some lending from friends and family (and Heather) we were able to acquire three sets of bags boards for a cornhole tournament. Teens made teams of two and then played cornhole against each other to accrue the most wins. It was a pretty hot day, so teens took a lot of breaks and took some motivation at times to keep playing, but they had fun regardless. We ended this program with some much-deserved popsicles and ice cream sandwiches

In the spirit of our summer reading theme, our last two programs were plant themed. In one program, we transformed ordinary landscaping bricks into books that could be placed as stepping stones in a garden. This was a well-attended program, and teens really enjoyed getting to pick a book to paint. However, I would probably allow for more time for an event like this in the future as teens were stressed about how much time remained basically the whole hour (they always do this with painting, though, so it may just be an emotion brought with the activity).

Our final Teen Summer Camp program this summer, appropriately, was an herbology class. I wanted to center this program around herbs and sneak education/ STEAM into the program while still having fun. This program had three activities at different stations: teens could plant their own mini herb gardens in egg cartons, create a set of flash cards that listed the medicinal uses of common household herbs, and shake up cream in mason jars to create their very own herb butter. Liz, our youth services assistant, even brought in some fresh herbs from her garden for teens to interact with, try, and use during our program, which they loved. They especially loved making butter during this program. They loved it so much that they started yelling out to teens in the library to come join them and experience the “butter magic,” which is a term we coined as we got lost in making butter. Needless to say, this was a wonderful program to cap our Teen Summer Camp activities.

Adult Services (Sara Hendrickson)

Craft Club

- We had a full house for craft club this month, with 18 people. Patrons created amazing prints on their tote bags. One person carved two potatoes to create the image of french fries in a McDonald's container. It was amazing!
- We are taking the month of August off, as I'll be spending time training our new adult assistant.

Mystery Book Club

- We had 11 people attend this month's book club. We discussed *The IT* Girl by Ruth Ware. Overall, people enjoyed the book. We had some deeper discussions regarding unlikeable characters, the portrayal of doctors' orders for pregnant women, chapters jumping back and forth between the past and present, and plot points for the sake of plot points.

Other

- Bridge Club continues to have a steady group of 8-12 players every week. We are in the library proper for the summer months due to special summer reading programming. A few more new faces have popped up this month!
- We had a Badger Talk with Susan Carpenter (7/9) about Gardening with Native Plants. 19 people attended in person, and 40 people watched online. Not only did Susan give great information about plants, soil, and sun, she also pointed people to a website where even more information is housed.
- Know Your Village with Dean Knetter (7/16) had 6 people in attendance. Dean is the new McFarland Communications Manager/PIO.
- We wrapped up our current D&D campaign this month (7/20). 7 people attended. We're opening our next campaign to new people in hopes of expanding McFarland's love of the game.
- We took our first field trip this month to UW-Extension's Teaching Garden (7/23). 10 people attended, including a couple from Lake Mills who heard about it from the Leader-Independent Newspaper. Lisa Johnson, Horticulture Outreach Specialist for Dane County Extension, walked us through their 12 garden beds. We had the perfect weather, and it was an amazing tour. The gardens are open to the public, and I highly recommend taking a trip to walk through them.
- Our How to be a Dungeon Master Workshop (7/28) was attended by 10 people. Andrew Schwinn, our DM for the Adult D&D program, ran the workshop. He did a fantastic job. We may run something like this again, as people who couldn't make it showed interest in us having it again.
- Know Your Village with the School District is taking place 7/29. Aaron Tarnutzer, district superintendent, and Meghan Fessler, school board president, will be Stephanie Brassington's guests.
- Our Veterans of McFarland Cemetery Tour was postponed due to Extreme Heat. It's been rescheduled for Monday, August 3.

E.D. Locke Public Library - Monthly Report July 2026							
	Jun-26	Jul-26	Jul-25	% change June 2025 - June 2026	YTD 2026	YTD 2025	% change YTD 2025-2026
Materials Checked Out	14,150	14,975	15,015	0%	92,621	95,848	-3%
Materials Checked In	10,224	12,626	11,961	5%	75,762	75,283	1%
Curbside Appointments	0	0	0	#DIV/0!	3	3	0%
Locker Pickups	0	0	0	#DIV/0!	3	2	50%
New library cards	NA	NA	90	#VALUE!	NA	428	#VALUE!
new materials added	NA	NA	408	#VALUE!	NA	2865	#VALUE!
Internet use	369	447	442	1%	2591	2442	6%
Average daily pick list	96	86	138	-60%	111	141	-21%
Visitor count	25,925	27,413	26,641	3%	158,019	153,281	3%
Wireless Internet use (#users)	1,756	1,925	1,830	5%	10925	11911	-8%
App use	3,705	4,141	2,756	33%	22941	18267	26%
Study room use	96	162	128	21%	863	833	4%
Meeting room use	58	65	62	5%	408	419	-3%
Reference Questions Answered	341	451	501	-11%	2547	3217	-21%
Children's Program Participation (in-person)	2531	1226	1549	-21%	8795	9664	-9%
Teen's Program Participation (in-person)	168	272	219	24%	1628	1533	6%
Adult's Program Participation (in-person)	151	163	177	-8%	1103	1009	9%
Adult's Program Participation (on-line)	23	40	37	8%	170	840	-80%
All Ages/General Interest	605	463	30	1443%	1521	2098	-28%
Volunteer hours worked	122.25	168	148.75	13%	486.25	451.25	8%
		Decrease in Children's programming attendance due to shifting some programs to All Ages					

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 8, 2026**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **E. D. Locke Public Library Facilities Renovation and Conceptual Expansion Study**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 8, 2026**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2027 Library Operating Budget**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2027 Budget Worksheet - FUND 205 LB DRAFT 07312026 (1)

REVENUES

LIBRARY FUND - FUND 205

Budget Summary

Taxes		2025	2026	YTD	2026	2027	% Change
41000		Actual	Budget	6/30/2026	Projected	Budget	vs. 2026
41110-000	Property Taxes	800,750	845,250	845,250	845,250	876,003	3.64%
	Total TAXES Rev	**800,750**	**845,250**	**845,250**	**845,250**	**876,003**	**3.64%**

Intergovernmental Revenues		2025	2026	YTD	2026	2027	% Change
43000		Actual	Budget	6/30/2026	Projected	Budget	vs. 2026
43560-000	State - COVID Reimbursement	0	0	0	0	0	----------
43720-000	County - Library Aid	367,810	370,750	370,611	370,611	417,500	12.61%
	Total INTERGOVERMENTAL Rev	**367,810**	**370,750**	**370,611**	**370,611**	**417,500**	**12.61%**

Fines, Forfeits, and Penalties		2025	2026	YTD	2026	2027	% Change
45000		Actual	Budget	6/30/2026	Projected	Budget	vs. 2026
45190-000	Library Fines	28	0	23	25	0	----------
	Total FINES & PENALTIES Rev	**28**	**0**	**23**	**25**	**0**	----------

Public Charges for Services		2025	2026	YTD	2026	2027	% Change
46000		Actual	Budget	6/30/2026	Projected	Budget	vs. 2026
46710-000	Library Fees	4,838	4,000	2,889	5,401	5,500	37.50%
	Total PUBLIC CHARGES Rev	**4,838**	**4,000**	**2,889**	**5,401**	**5,500**	**37.50%**

Intergovernmental Charges for Services		2025	2026	YTD	2026	2027	% Change
	47000	Actual	Budget	6/30/2026	Projected	Budget	vs. 2026
47320-000	Intergov - Library Services	1,600	0	800	1,600	0	
	Total INTERGOV CHARGES Rev	**1,600**	**0**	**800**	**1,600**	**0**	----------

Miscellaneous Revenue		2025	2026	YTD	2026	2027	% Change
48000		Actual	Budget	6/30/2026	Projected	Budget	vs. 2026
48000-000	Miscellaneous Revenue	0	0	0	0	0	----------
48100-000	Interest	20,776	30,000	11,359	18,000	20,000	-33.33%
48500-101	Donations - General	0	0	0	0	0	----------
	Total MISCELLANOUS Rev	**20,776**	**30,000**	**11,359**	**18,000**	**20,000**	**-33.33%**

Other Financing Sources		2025	2026	YTD	2026	2027	% Change
49000		Actual	Budget	6/30/2026	Projected	Budget	vs. 2026
49200-000	Transfers from Other Funds	2,500	0	0	0	0	----------
49300-000	Fund Balances Applied	0	0	0	0		----------
	Total OTHER FINAN SOURCES Rev	**2,500**	**0**	**0**	**0**	**0**	----------

Total Budget Revenues	***1,198,302***	***1,250,000***	***1,230,932***	***1,240,887***	***1,319,003***	***5.52%***

LIBRARY

LIBRARY FUND - FUND 205

MISSION STATEMENT:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

PROGRAM DESCRIPTION:

The Library is open seven days a week, year round, to serve anyone who walks through the door. Patrons with library cards can check out print books, audio books, electronic books, magazines, software, DVDs, Blu-Rays, and CDs. The Library is a part of LinkCat which allows patrons to access materials from any of the libraries of the seven county South Central Library System. The Library also offers programming for children and adults; wireless internet access; meeting room space; and areas for quiet reading or study. Additionally, the Library provides literacy services in the community by taking materials and issuing library cards at McFarland schools, senior living centers, and community events. By State Statute, the Library Board controls how budgeted funds are spent and directs the operations of the library.

PROGRAM OBJECTIVES:

- Continue to partner with schools to assist with research education, providing extra materials for classrooms through classroom cards.

- Offer 1,000 Books before Kindergarten early literacy program where parents track the books that they are reading to their kids.

- Provide programming for all ages in a variety of topics.

- Continue collaborative discussions between the Village and Library Board regarding future recommendations for space needs.

LIBRARY BUDGET SUMMARY

REVENUES

	2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
Allocated Revenues	**1,150,471**	**1,250,000**	**620,039**	**1,239,724**	**1,319,003**	**5.52%**

Notes:

43720 The Library is partially compensated through aids from Dane County for services provided to patrons who live outside of McFarland.

LIBRARY (continued)
LIBRARY FUND - FUND 205

EXPENDITURES

PERSONAL SERVICES		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
	55110						
110	Salaries	459,535	473,000	228,082	469,365	494,500	4.55%
120	Part-Time	201,084	248,750	102,185	235,000	261,917	5.29%
130	Health/Dental Insurance	136,236	139,500	69,383	138,631	161,319	15.64%
131	Retirement	37,280	40,750	20,231	42,059	43,616	7.03%
132	Social Security/Medicare	49,068	55,250	24,641	53,000	58,058	5.08%
135	Other Employee Benefits	1,857	2,250	682	1,364	1,538	-31.64%
141	Expense Reimbursement	0	0	0			----------
190	Overtime	(619)	0	107			
	Total PERSONAL SERVICES Exp	**884,441**	**959,500**	**445,310**	**939,419**	**1,020,948**	**6.40%**

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian (2), Tech. Serv. Supervisor, and 10 Assistants (PT). Across the Board pay increase for 2026 is included generally at 2.0%.

130 Health/Dental Insurance is provided through the State Plan. Rates rose approximately 5.5% from 2025 in accordance with the State funding formula. Funding is provided for single/family plans as well as payment in lieu of health insurance as is selected by the Employee and set by policy.

131 The Village pays the employer share into the Wisconsin Retirement System which is at 7.2% in 2026 for General Employees, up from 6.95% the previous year.

132 The Village's contribution towards Social Security remains fixed at 6.2% and Medicare at 1.45%.

135 Provides funding to pay for the Village's share of life insurance and income continuation.

140 Includes funding for grid steps and merit pay as may be awarded to non-union personnel through the annual evaluation process.

LIBRARY (continued)

LIBRARY FUND - FUND 205

EXPENDITURES (continued)

CONTRACTUAL SERVICES		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
55110							
210	Support Services	4,218	10,000	1,615	10,000	10,000	0.00%
211	Consultant Services	55,319	50,000	50,555	50,555	50,555	1.11%
220	Utilities	33,225	42,250	20,562	42,000	42,000	-0.59%
221	Communication	6,925	6,500	2,493	5,000	5,000	-23.08%
240	Equipment Maintenance	11,142	11,500	4,793	11,500	11,500	0.00%
242	Facility Maintenance	22,425	26,500	23,739	38,000	32,000	20.75%
	Total CONTRACTUAL SERVICES Exp	**133,255**	**146,750**	**103,756**	**157,055**	**151,055**	**2.93%**

Notes:

210 Costs include services for window cleaning, vinyl tile cleaning and polishing, and exterior soft washing.

211 Annual cost to be a member of the South Central Library Service (SCLS). Cost distribution is based on circulation, volumes owned, and the number of LINK computer terminals.

242 Facility maintenance includes maintenance and inspection of building systems.

SUPPLIES AND EXPENSE		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
55110							
310	Office Supplies	10,806	9,000	4,413	9,000	9,000	0.00%
311	Postage	535	500	45	500	500	0.00%
320	Dues and Subscriptions	365	1,000	50	1,000	1,000	0.00%
330	Meeting Expenses	377	1,000	134	1,000	1,000	0.00%
331	Training Expenses	3,194	3,500	418	3,500	3,500	0.00%
340	Operating Supplies	4,226	6,250	2,050	6,250	6,250	0.00%
342	Technology	33,497	37,500	14,668	37,500	39,250	4.67%
344	Collection - Print	56,992	60,000	34,042	60,000	62,000	3.33%
345	Collection - Audio/Visual	8,249	12,500	4,357	12,500	12,500	0.00%
390	Miscellaneous	0	0	0	0	0	----------
391	Programming	14,535	10,000	10,795	12,000	12,000	20.00%
	Total SUPPLIES AND EXPENSE Exp	**132,775**	**141,250**	**70,972**	**143,250**	**147,000**	**4.07%**

Notes:

342 These costs cover online databases, wireless printing, time monitoring software for internet computers, internet filters, and participation in a system wide e-materials buying pool.

344 Funding to maintain collection including books, magazines, newspapers, and other materials.

391 Program supplies for story times, summer reading programs, class and community group visits, book clubs, author visits, and special events as may be applicable. Also includes additional funds for events to be held at Discovery Garden park and Lewis park during Summer months.

CAPITAL OUTLAY		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
55110							
810	Small Capital	0	2,500	0			-100.00%
	Total CAPITAL OUTLAY Exp	**0**	**2,500**	**0**	**0**	**0**	**-100.00%**

Notes:

810 Supports funding for small office equipment needs.

Total LIBRARY Exp	**1,150,471**	**1,250,000**	**620,039**	**1,239,724**	**1,319,003**	**5.52%**

TRANSFERS TO OTHER FUNDS

LIBRARY FUND - FUND 205

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.

- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
	Allocated Revenue	**0**	**0**	**0**	**0**	**0**	----------

EXPENDITURES

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
59200							
390	Miscellaneous	0	0	0			----------
	Total TRANSFERS Exp	**0**	**0**	**0**	**0**	**0**	----------

Notes:

390 None anticipated at time of budget approval.

Village of McFarland

2027 Library Fund Operating Budget

FUND 205

SUMMARY of REVENUES

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
41000	Taxes	800,750	845,250	845,250	845,250	876,003	3.64%
43000	Intergovernmental Revenues	367,810	370,750	370,611	370,611	417,500	12.61%
45000	Fines, Forfeits, and Penalties	28	0	23	25	0	----------
46000	Public Charges for Services	4,838	4,000	2,889	5,401	5,500	37.50%
47000	Intergov Charges for Services	1,600	0	800	1,600	0	----------
48000	Miscellaneous Revenue	20,776	30,000	11,359	18,000	20,000	-33.33%
49000	Other Financing Sources	2,500	0	0	0	0	----------
	Total Budget Revenue	**1,198,302**	**1,250,000**	**1,230,932**	**1,240,887**	**1,319,003**	**5.52%**

SUMMARY of EXPENDITURES

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
55110	LIBRARY	1,150,471	1,250,000	620,039	1,239,724	1,319,003	5.52%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	----------
	Total Budget Expenditures	**1,150,471**	**1,250,000**	**620,039**	**1,239,724**	**1,319,003**	**5.52%**
	Diff in Revenues over Expenditures	**47,831**	**0**	**610,893**	**1,163**	**0**	

Village of McFarland

2027 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
100							
110	Salaries	459,535	473,000	228,082	469,365	494,500	4.55%
120	Part-Time	201,084	248,750	102,185	235,000	261,917	5.29%
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	Total PERSONAL SERVICES Exp	**885,061**	**959,500**	**445,204**	**939,419**	**1,020,948**	**6.40%**

CONTRACTUAL SERVICES

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
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	Total CONTRACTUAL SERVICES Exp	**133,255**	**146,750**	**103,756**	**157,055**	**151,055**	**2.93%**

SUPPLIES AND EXPENSES

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
300							
310	Office Supplies	10,806	9,000	4,413	9,000	9,000	0.00%
311	Postage	535	500	45	500	500	0.00%
320	Dues and Subscriptions	365	1,000	50	1,000	1,000	0.00%
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390	Miscellaneous	0	0	0	0	0	----------
391	Programming	14,535	10,000	10,795	12,000	12,000	20.00%
	Total SUPPLIES AND EXPENSES Exp	**132,775**	**141,250**	**70,972**	**143,250**	**147,000**	**4.07%**

CAPITAL OUTLAY

		2025 Actual	2026 Budget	YTD 6/30/2026	2026 Projected	2027 Budget	% Change vs. 2026
800							
810	Small Capital	0	2,500	0	0	0	-100.00%
	Total CAPITAL OUTLAY Exp	**0**	**2,500**	**0**	**0**	**0**	**-100.00%**
		1,151,091	**1,250,000**	**619,932**	**1,239,724**	**1,319,003**	**5.52%**

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 8, 2026**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Employee Evaluation Process**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None