VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Tuesday, September 7, 2021 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS
   a. Approval of the draft minutes of the August 2 and August 17, 2021 Library Board meeting.

   b. Approval of th eAugust 2021 general fund bills and trust fund bills.

4. INFORMATION ITEMS
   a. 2021 Budget Update

   b. Director's Report

   c. Monthly statistical report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Library Facilities Plan

   b. 2022 Public Library Association Conference

   c. 2022 Budget

   d. Meeting Room upgrades

   e. Dane County Library Service Contract

   f. Dane County Levy

6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft minutes of the August 2 and August 17, 2021 Library Board meeting.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board minutes August 2 2021
2. Special LB meeting 8-17-21

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, August 2, 2021 - 5:15 PM

1. **CALL TO ORDER**

   Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

   Members present: Karin Mandli, Evan Richards, Peter Sobol, Ken Machtan, Michael Flaherty

   Members not present: Staci Fritz, Mona Nelson

   Staff Present: Heidi Cox, Library Director

2. **PUBLIC APPEARANCES AND COMMUNICATION**

3. **ACTION ITEMS**

   a. *Approval of the draft minutes of the July 6, 2021 Library Board meeting*

      Motion by Member Evan Richards, second by Member Karin Mandli, to approve the draft minutes of the July 6, 2021 Library Board meeting Motion carries 5 - 0 - 0 by acclamation.

   b. *Approval of the June 2021 general fund and gift fund bills*

      Motion by Member Ken Machtan, second by Member Karin Mandli, to approve the June 2021 general fund and gift fund bills Motion carries 5 - 0 - 0 by acclamation.

4. **INFORMATION ITEMS**

   a. *2021 Budget Update*

   b. *Library Director's Report*

   c. *Monthly Statistics Report*

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

   a. *Pandemic service modifications*

      The board reviewed the precautions that the library is taking (staff are wearing masks in public areas, programming remains either outdoors or virutal, extra cleaning is occurring and curbside delivery is still available) now that cases are beginning to increase again.

   b. *2022 Budget*

      The board discussed a variety of ideas for the 2022 budget.

   c. *Village Board Strategic Goals and Library Board Strategic Goals*

      The board discussed the library's current strategic plan and the village board's current strategic goals. The library board decided to update the library's strategic plan to include adjustments made durring the pandemic.

d. *Strategic Planning*

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Member Ken Machtan, to adjourn at 6:18 pm

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

VILLAGE OF MCFARLAND

Library Board Minutes

Tuesday, August 17, 2021 - 6:00 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at6:06 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Evan Richards, Peter Sobol, Ken Machtan, Michael Flaherty, Staci Fritz

Members not present: Mona Nelson

Staff Present:Heidi cox, Kelly Heasty

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

4. INFORMATION ITEMS

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Discussion of the draft E. D. Locke Facilities Study*

The Library Board embarked on a facilities study in order to ensure that the library is meeting the community's needs into the future. The reasons for investigating adding additional space to the library are:

- Patrons have expressed the desire for a larger Children's area which would incorporate more small program space, drop-in craft space, and a play area that incorporates literacy.
- Family programs often exceed the capacity of the current library meeting room and some families have to be turned away.
- The Children's area and the Teen area are both very popular and noise from both areas travels throughout the library often generating complaints.
- McFarland residents are avid users of the library and library materials are heavily utilized. Sometimes materials have to be removed from the collection because there isn't enough shelf space. Due to space constraints, the library cannot add any more shelving without removing seating areas, which are also very popular. The shelving the library currently has is very high and limits light and visibility in the main part of the library. The height of the shelving also makes it difficult for some patrons to access materials if they have mobility or vision issues.
- Study room and small meeting room space is limited and demand exceeds the current space.

To meet the needs that were originally expressed, the board working with Eppstein

Uhen Architects, discussed two options for expansion projects. The first option was a first floor expansion towards Milwaukee St. The advantages of a first floor expansion would be:

- Having a patio on Long St. for library programs or patrons to gather, read, or work outside.
- A one-story addition would provide a larger roof which would accommodate more solar panels.
- The building wouldn't have to be closed to the public during construction very long.

The disadvantages of a first floor expansion are:

- The parking lot would be taken up by the expansion. Patrons and staff would have to find parking in another village lot or on the street.
- The total square footage once the work is complete would be less than adding a second floor.

The advantages of expanding onto a second floor are

- Larger Children's area to allow for additional services.
- The existing parking lot would remain.
- A patio on the 2nd floor would be larger and accommodate more patrons. In the future, it could also be turned into library space if the need arises.

The disadvantages of expanding onto a second floor are:

- The library may have to relocate operations during construction or close for longer periods of time.
- A second story may require more workers to adequately staff a second floor service desk.
- A stairwell and elevator would need to be added to meet with standards set forth by the Americans with Disabilities Act.

6. ADJOURNMENT

Motion by Member Ken Machtan, second by Member Evan Richards, to adjourn at 7:23 pm.

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

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of th eAugust 2021 general fund bills and trust fund bills.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Invoices - August

E. D. Locke Public Library Invoices
August 2021

Vendor	Sum of Amount	Description
ALLIANT ENERGY	$2,240.86	Utilities
AMAZON CAPITAL SERVICES	$1,651.11	Various office supplies, DVDs, CDs, Software
ARAMARK	$286.00	Mat Rental
AVANT GARDENING & LANDSCAPING	$1,256.78	Landscape services
B&H PHOTO	$261.26	Portable microphone
BAKER & TAYLOR BOOKS	$1,176.18	Books
CARDMEMBER SERVICES	$1,330.28	Visa Bill
CORPORATE BUSINESS SYSTEMS	$264.83	Copier lease
EBSCO INFORMATION SERVICES	$2,138.45	Flipster Renewal
ENVIRONMENT CONTROL	$2,499.00	Janitorial Services
EUA	$2,998.00	Facility Study Fees
FRIENDS OF THE MCFARLAND LIBRARY	$318.00	Credit card payment pass through from book sale
FRONTIER	$71.07	Phone
GREAT LAKES ROOFING	$1,573.50	Roof repair
HALL, MICHAEL	$300.00	Program Fee
HEIDI COX	$139.06	Reimbursements
INGRAM LIBRARY SERVICES	$3,462.36	Books
MCFARLAND ACE HARDWARE	$11.54	Building Supplies
MICROMARKETING LLC	$367.88	Audio Books
MID-WISCONSIN SECURITY, INC	$200.00	Panic Button Monitoring
PELLITTERI	$40.55	Confidential Shredding
TDS	$45.08	Phone Bill
TODAY'S BUSINESS SOLUTIONS INC	$197.00	Payment Kiosk Wheels
Grand Total	**$22,828.79**	

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2021 Budget Update**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Budget Update

2021 Budget Update

REVENUES

		Budget Amount	January Actual	Feburary Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		$ 626,250.00	$ 626,250.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 626,250.00	100.00%	67%	
County Library Aids		$ 328,250.00	$ 1,082.00	$ 2,166.73		$ -	$ -	$ 324,872.00	$ -	$ -	$ 328,120.73	99.96%	67%	
State - COVID 19 Grants		$ -	$ -			$ -		$ -	$ -	$ -	$ -			
Library Fines		$ -	$ -		$ 2.50	$ 172.05	$ 7.75	$ 33.88	$ -	$ 35.00	$ 251.18			
Miscellaneous Revenue		$ 500	$ -					$ -	$ -		$ -			
Interest		$ 3,500	$ 112.41	$ 113.65	$ 61.05	$ 46.72	$ 40.25		$ 45.97		$ 420.05	12.00%	67%	
Library Fees		$ 1,500	$ 3.00		$ 12.00	$ 145.40	$ 62.35	$ 223.15	$ 37.00	$ 210.00	$ 692.90	46.19%	67%	$ 1,000.00
		$ 960,000.00	**$ 627,447.41**	**$ 2,280.38**	**$ 75.55**	**$ 364.17**	**$ 110.35**	**$ 325,129.03**	**$ -**	**$ 245.00**	$ 955,651.89	**99.55%**		
Expenditures											$ -			
Salaries	110	$339,500.00	$ 29,202.44	$ 27,156.92	$ 27,313.92	$ 26,941.78	$ 28,164.49	$ 27,386.63	$ 40,847.39	$ 27,121.59	$234,135.16	68.96%	67%	$ 226,333.33
Part-time	120	$175,500	$ 8,939.74	$ 8,050.92	$ 8,230.32	$ 8,721.04	$ 9,209.19	$ 8,675.23	$ 15,477.01	$ 10,355.56	$77,659.01	44.25%	67%	$ 117,000.00
Health Insurance	130	$107,000	$ 16,716.10	$ 8,358.05	$ 8,358.05	$ -	$ 8,358.05	$ 8,358.05	$ 16,716.10	$ 8,358.05	$75,222.45	70.30%	67%	
Retirement	131	$29,250	$ 3,292.25	$ 2,184.30	$ 2,184.30	$ 2,187.53	$ 2,193.24	$ 2,210.44	$ 3,348.36	$ 2,216.68	$19,817.10	67.75%	67%	$ 19,500.00
SS/Medicare	132	$40,500	$ 3,836.27	$ 2,518.04	$ 2,543.77	$ 2,628.74	$ 2,695.20	$ 2,583.37	$ 4,036.27	$ 2,682.11	$23,523.77	58.08%	67%	
Other Benefits	135	$2,000	$ 180.42	$ 62.14	$ 82.38	$ 67.20	$ 67.20	$ 72.88	$ 72.88	$ 440.41	$1,045.51	52.28%	67%	
Wage Adjustment	140	$ 14,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$0.00	0.00%	67%	$ 9,333.33
Expense Reimbursement	141	$ 500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$0.00			
Total Personnel		**$708,250.00**	**$ 62,167.22**	**$ 48,330.37**	**$48,712.74**	**$40,546.29**	**$50,687.37**	**$49,286.60**	**$80,498.01**	**$51,174.40**	**$431,403.00**	**60.91%**	67%	**$ 472,166.67**
Support Services	210	####### ###	$1,929.00	$ 1,929.00	$ 1,929.00	$ 1,929.00	$ 1,929.00	$ 2,499.00	$ 2,499.00	$ 2,499.00	$ 17,142.00	47.29%	67%	$ 24,166.67
Consulting Services	211	####### ###	########## ##	$ (124.00)	$ -	$ -	$ -	$ 7,495.00	$ 4,497.00	$ -	$ 58,051.00	127.58%	67%	$ 30,333.33
Utilities	220	####### ###	$2,116.40	$ 2,199.04	$1,976.91	$1,772.36	$1,772.04	$ 1,934.00	$2,552.56	$2,240.86	$ 16,564.17	59.16%	67%	$ 18,666.67
Communication	221	$ 1,500	$ 175.29	$ 95.08	$168.29	$192.24	$168.91	$ 168.91	$216.15	$95.08	$ 1,279.95	85.33%	67%	$ 1,000.00
Equipment Maintenance	240	$ 9,000	$2,507.94	$ 301.72	$ 152.42	$ 402.72	$337.02	$ 572.96	$461.83	$142.30	$ 4,878.91	54.21%	67%	$ 6,000.00
Facility Maintenance	242	####### ###	$ 81.23	$ 852.26	$ 802.88	$ 234.07	$2,255.13	$ 2,518.87	$4,339.40	$325.94	$ 11,409.78	53.69%	67%	
Other Contractual Services	290	$ -	$ -				$1,221.92	$ -	$0.00	$0.00	$ 1,221.92	5.75%	67%	$ 14,166.67
Total Services		**$ 141,500.00**	**$ 52,992.86**	**$ 5,253.10**	**$ 5,029.50**	**$ 4,530.39**	**$ 7,684.02**	**$ 15,188.74**	**$ 14,565.94**	**$ 5,303.18**	**$ 110,547.73**	**78.13%**	67%	**$ 94,333.33**
Office Supplies	310	$ 9,000	$ 95.78	$ 374.87	$ 337.05	$ 70.33	$ 981.63	$ 649.64	$ 530.87	$ 89.99	$ 3,130.16	34.78%	67%	$ 6,000.00
Postage	311	$ 250	$ -	$ -	$ -	$ -	$ -	$ 0.51	$ -	$ -	$ 0.51	0.20%	67%	$ 166.67
Dues	320	$ 500	$ 225.00	$ -	$ 219.00	$ -	$ (100.00)	$ -	$ -	$ -	$ 344.00	68.80%	67%	$ 333.33
Meeting Expenses	330	$ 1,000	$ 25.00	$ -	$ -	$ -	$ 15.38	$ -	$ -	$ 128.52	$ 168.90	16.89%	67%	$ 666.67
Training Expenses	331	$ 2,750	$ -	$ 365.50	$ 273.00	$ 85.00	$ -	$ 79.00	$ -	$ 10.54	$ 813.04	29.57%	67%	$ 1,833.33
Operating Supplies	340	$ 5,500	$ -	$ -	$ 150.83	$ 165.46	$ -	$ -	$ -	$ -	$ 316.29	5.75%	67%	$ 3,666.67
Technology	342	####### ###	$ 603.93	$ 268.51	$ 732.71	$ 617.12	$ 483.70	$ 303.78	$ (1,985.46)	$ 2,138.45	$ 3,162.74	20.40%	67%	$ 10,333.33
Collection - Print	344	####### ###	$2,664.00	$ 5,668.55	$ 3,795.53	$ 6,866.03	$ 2,461.47	$ 5,170.83	$ 3,803.55	$ 1,563.58	$ 31,993.54	58.17%	67%	$ 36,666.67
Collection - AV	345	####### ###	$ 169.23	$ 118.99	$ 224.86	$ 795.62	$ 831.07	$ 932.34	$ 1,304.48	$ 195.98	$ 4,572.57	36.58%	67%	$ 8,333.33
Library Miscellaneous	390	$ 250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		67%	
Programming	391	$ 8,000	$ 597.83	$ 1,154.41	$ 586.31	$ 725.00	$ 270.16	$ 1,845.10	$ (1,390.71)	$ 264.09	$ 4,052.19	50.65%	67%	$ 5,333.33
Other Total		**$ 110,250.00**	**$ 4,380.77**	**$ 7,950.83**	**$ 6,319.29**	**$ 9,324.56**	**$ 4,943.41**	**$ 8,981.20**	**$ 2,262.73**	**$ 4,391.15**	$ 48,553.94	**44.04%**	67%	**$ 73,500.00**
Total Budget		**$960,000.00**	**$ 119,540.85**	**$ 61,534.30**	**$ 60,061.53**	**$ 54,401.24**	**$ 63,314.80**	**$ 73,456.54**	**$ 97,326.68**	**$ 60,868.73**	**$ 590,504.67**	**61.51%**	67%	**$ 640,000.00**

VILLAGE OF

McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's Report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report August 2021

E. D. LOCKE PUBLIC LIBRARY

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
September 2021

August Highlights

- **Village News -** Mike Flaherty will give an update
- **Endowment –**The current balance of the endowment fund as of July 31, 2021 is $160,788.85
- **Friends** –
  - Book sale – The next book sale is September 16-18 9-4pm.
- **Library Systems Report Facilities Management**
  - **New Bollards –** All Comfort will be here on September 3rd to replace all of the Bollards outside the library.
  - **HVAC –** We were experiencing humidity inside the library that was upwards of 70%. The humidistat in the main air handler needed to be recalibrated. We haven't experienced any issues since this was done.
  - **Roof repair—** Dark staining was noticed on one of the ceiling tiles after some of the recent storms. We called in Great Lakes Roofing for an inspection. They found a tear in the liner of the roof. They came back a week later and repaired it.
  - **Landscaping—** Avant spent a day weeding, pruning and spraying the landscape.
- **DEI –** 5 staff members will be attending *Fostering an Antiracist Library Culture* via webinar and presented by the Library Journal. The course will be presented two hours on three different days and will cover topics such as: creating antiracist programming, challenging implicit bias, building diverse collections, and community engagement. This course will be paid for with grant funds from SCLS.

Youth Services highlights (Heather Kent)

- **Storytime** - Storytime took a break for the month of August. This is the usual time to start planning out the fall programming.
- **Programming** - took a break for the month of August. The summer reading program continued through the end of the month. We received a very cute note from a patron saying that her child "loved his library lovey" – what he calls the knitted critter he got for being part of the Rubber Duck Club this year.

Teen Services (Abby Seymour)

- Summer reading has officially ended, which is always a little bittersweet. It was amazing getting to spend time with teens outside this summer but it was also nice to have a break once programming was finished.
- Teen programs ended the first week of August. The first program to end was Dungeons and Dragons. This was a program held virtually where I hired someone to lead it. While there were a few very dedicated teens who made it to the end of the session, many of the teens who had signed up did not. It was especially frustrating to have so many no-shows since it made it challenging and less fun for the teens who did show up. I'm glad I did Dungeons and Dragons this summer but it is a program that will be going on the shelf for a while.
- For the final week of programs, I tried to go a little bigger. For the final Snack & Chat program, I held an Oreo Taste Test Challenge. For this challenge, I bought 5 packages of Oreos with "unusual" flavors. I put 1 of each kind in a baggie and each teen got a bag. We then ate them together at the program and the teens had to try and guess what the flavor was. They only got one wrong! They enjoyed the challenge but they especially enjoyed eating Oreos.

- Crafternoon ended on a high note as well. I advertised this last program as being Chalkfest, a day where the teens could draw whatever they wanted on the sidewalk using chalk. Their images have long since washed away but on that day there were some very interesting creations on the Anthony St. sidewalk!
- Both Book Club and Teen Hangout happened to end on the same day. Book Club was held outside (instead of on Zoom), which made discussion flow a little easier. One of the teens shared a story she had written! Then at Teen Hangout we played lawn games. I used several games we already owned (like giant Jenga, Connect Four, and yard Yahtzee) as well as borrowing a few additional games from the Waunakee Public Library. The teens had quite a few choices of games and while they tried playing most of them, they were a little more interested in the popsicles I fed them. But they got to hang out and have a good time at the library, which is all that matters.
- The time when programs are over and school hasn't started yet can be challenging at the library. We tend to get a lot of bored kids! To try and steer these bored teens away from trouble, I made Teen Boredom Kits. The idea was that any staff member could hand a kit to a group of teens and they would have something to do. Kits include origami supplies, coloring books, friendship bracelets, drawing supplies, and a few simple games. So far they have not been used very much but my hope is that they will come in handy

Circulation Services Highlights (Kelly Heasty)

- **CURBSIDE DELIVERY ON-GOING:**
  - Book bundles: 5
  - Curbside pick-up numbers: 49 (thru 8/30)
- **NEW PATRONS** - 66 applications for cards received: 4 were WEB only requests (thru 8/30)
- **MEETINGS:**
  - Staff meeting cancelled due to re-imposition of County mask mandate & village requirement for social distancing – provided staff with written notes that were planned.
  - Attended Circ Services Subcommittee meeting: in process of Bibliovations manual review, discussed change in Reduced Transportation Holds timing and considered feedback re: SCLS Help Desk response.
  - Met with Village compensation consultant to discuss survey responses.
  - Attended Ripple project meeting. Shared "Culture Clash" stories & discussed restorative justice training and whether it can be of use in the library when dealing with behavior issues.
- MAGAZINES & NEWSPAPERS
  - All magazine issues received, labelled & shelved for August.
  - Researched three other vendors for Magazine jobbers. Got a catalog from one and reached out to the other to discuss their offerings. None offer the wide variety of titles we currently have. No decision on a change yet.
- **OTHER:**
    - Set up a preliminary schedule to staff the Children's reference desk this fall.
    - Display case reservations set up into the fall and transferred management of case to Sue Olsen. However, continuing to work with contact for Multi-cultural group at High School to get a display going. Will set that up once school back in session.
    - Revised signage and communicated with staff with regard to the new county COVID masking requirements. Also worked with Ann and Amy to communicate this to patrons along with information about our ongoing curbside service. Reinstituted cleaning protocol and social distancing for staff, as well.

- Also worked with HC to revise employee COVID sickness policy and then re-revise in conjunction with Village's updated information.
- Worked with Amy and Heidi to get new E.D. Locke branded card application on our website.
- Worked with Heather on small project to pull "well-loved" picture books that fall through the cracks & are in need of replacement.
- Soliciting feedback from Circ staff re: patron concerns about self-checks.
- Reviewed and revised the Xerox forms so it's more discernible to staff about which documents they are printing.
- Covered some of Amy's duties while she was on vacation: 8/13-8/18
- Materials spreadsheet brought up to date with all incoming new materials received in Aug.
- Managed new books to ensure they go to McFarland patrons as much as possible.

- **BOOKCLUBS:**
  - Managing Book Club holds for Prairie Stone – placed holds on all books for the next year.
  - Continuing to plan for Wed afternoon book club to restart in Sept – reading "Death at La Fenice" for Sept 8 meeting to take place at Lewis Park shelter.
- STAFF:
  - Scheduling and Payroll completed for Aug; completed scheduling out to the end of December and approved all time-off requests submitted to the end of the year.
  - One of two afternoon shelvers has resigned as she is off to college this fall. We have one shelver left, currently. Circ staff has been keeping up well with shelving.
  - Created a schedule for full-time employees to make sure we are adequately staffed during Thanksgiving & Christmas weekends.

Adult Services (Ann Engler)

Programming

- August had a light programming schedule, as well as light attendance. The exception was the last walking tour with Ron Larson, which had 16 attendees (we had capped the registration to keep the group manageable). Ron is a wonderful supporter of the library and his tours were a hit.
- A Book Buzz I had scheduled with Workman Publishing ended up being canceled due to only one person signing up. I felt it was more important to keep a good relationship with their marketing manager, who preferred to cancel, than to insist it go on. She sent the slideshow to share and I emailed the one person who had registered, as well as posted it on our website.
- The Climate Change presentation had technical difficulties during the live attempt, but Jeff Steuer, the presenter, and I were able to record it later that week. It's on YouTube and I emailed the direct link to the people who had signed on live. It's gotten a good amount of views.
- Craft Club was once again held at Lewis Park. Only three people attended, but they enjoyed the project and it is a beautiful setting by Lower Mud Lake.
- Programming picks up again in September. It's a mix of virtual and in-person (either outside or very small, distanced, masked groups inside). So far, registration for virtual programming in September is not what I'd hoped, but as people return from vacations, maybe that will change. It remains an odd year for programming with in-person concerns and Zoom fatigue.
- I also have passive programs planned for September, such as a crossword patrons can complete and enter for a prize, and a self-care display/giveaway as we head into what looks like another potentially isolating COVID

winter. Additionally, Transparent Language Online is sponsoring a contest that I'll be advertising since we offer that program.

Continuing Education

- As I mentioned last month, I'm working on my Consumer Health Information Specialist certification through the National Library of Medicine. I realized I made a mistake and have several more course hours to take, so I'm not done yet. Their website redesign seems to be complete, though, which makes working on it much easier, and I am signed up for several live classes this fall. Still plugging away at it! The information is useful, regardless.
- I attended several virtual book previews from Workman publishing, Penguin Random House, and Booklist throughout the month. I also attended a Novelist Reader's Advisory webinar and a Role Playing Game how-to webinar put on by several librarians from SCLS libraries (and facilitated by SCLS). I need to do more research, but I am looking into the possibility of trying that type of collaborative RPG for adults or other gaming options.

Technical Services (Amy Lawrence)

- Website/social media updates as needed
- Monthly and special newsletters
- Monitoring bulletin boards and keeping flyers up to date
- Evaluating donations to swap/add to collection
- Withdrawing items weeded by librarians, moving books from new to regular collection
- Monitoring and ordering supplies as needed
- Monthly fire alarm system test, including testing exit signs and flood lights
- Assisting with circ duties as needed-computer/copier assistance, opening checklist, curbside, patron reference questions
- Proofreading programming flyers
- Outerlibrary loan requests
- Monitoring, reconciling and recording funds from cash register/copier; submitting deposits to Village
- Troubleshooting and reporting technical/equipment issues to SCLS or other vendors
- Installing former patron printer for staff use
- Migrated Juvenile World Language collection into corresponding regular collections
- Migrated YA Manga into new YA Manga collection code (BKYFIGNMG)

---Heidi Cox, Library Director

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Monthly statistical report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	**187,193**	-3%
2020	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	**90,754**	-52%
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370					**88,648**	46%
% change month to month	-49%	-48%	-5%	1168%	241%	280%	129%	91%	-100%	-100%	-100%	-100%		
	New Library Cards													
2019	45	40	41	57	41	85	88	47	35	54	49	30	**612**	5%
2020	45	43	28	10	11	11	10	11	23	14	4	16	**226**	-63%
2021	17	14	12	8	32	104	59	56						
	-62%	-67%	-57%	-20%	191%	845%	490%	409%	-100%	-100%	-100%	-100%		
	Internet Use													
2019	611	491	625	669	554	756	708	749	600	598	522	569	**7,452**	-10%
2020	563	591	314	0	0	0	0	0	0	0	0	0	**1,468**	-15%
2021	8	16	27	20	92	206	192	236						
	-99%	-97%	-91%			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
	Wireless Internet Use (# Unique Users)													
2019	1,266	1,301	1,533	1,627	1,677	1,833	1,862	1,788	1,828	1,654	1,409	2,177	**19,955**	17%
2020	2,019	1,910	1,606	804	866	974	1,178	1141	1178	1,258	1,408	1,175	**15,517**	-22%
2021	1,038	906	1,054	1,341	1341	1588	1,639	1,608						
	-49%	-53%	-34%	67%	55%	63%	39%	41%	-100%	-100%	-100%	-100%		
	Study Room Use													
2019	67	66	81	115	87	102	153	107	71	76	121	95	**1141**	16%
2020	108	71	49	0	0	0	0	0	0	0	0	0	**228**	7%
2021	0	0	0	0	17	44	67	70					**198**	
	61%	8%	-40%	-100%	-100%	#DIV/0!	-100%	-100%	-100%	-100%	-100%	-100%		
	visitor count													
2019	7,855	7,814	9,889	9,256	8,103	11,931	11,414	11,205	9,648	9048	8,110	8,524	**112,797**	0%
2020	9,068	8,496	5,278	0	0	0	0	0	0	0	0	0	**22,842**	-11%
2021	60	386	718	965	4,823	10,394	10,792	9,191					**37,329**	-52%
	Reference Questions Answered													
2019	235	229	308	267	195	264	354	371	262	247	226	220	**3,178**	1%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2020	207	213	0	6	0	1	7	0	11	4	10	6	**465**	-80%
2021	0	0	0	0	190	426	377	313						
	-12%	-7%	-100%	-98%	0%	-100%	-98%	-100%	-96%	-98%	-96%	-97%		
	E-Books													
2019	967	823	987	946	1320	997	1115	1114	726	1117	1078	1034	**12,224**	42%
2020	1289	1198	1446	1650	1445	1404	1506	1483	1447	1331	1369	1345	**16,913**	38%
2021	1605	1345	1558	1377	1320	1291	1261	1265					**11,022**	-3%
	25%	12%	8%	-17%	-9%	-8%	-16%	-15%	-100%	-100%	-100%	-100%		
	E-Audio													
2019	847	873	878	894	942	1040	1018	1060	1350	1126	1014	1000	**12,042**	42%
2020	1233	1168	1563	1182	1299	1258	1232	1205	1231	1132	1228	1101	**14,832**	23%
2021	1106	1180	1377	1235	1397	1272	1287	1378					**10,232**	1%
	-10%	1%	-12%	4%	8%	1%	4%	14%	-100%	-100%	-100%	-100%		
	Magazines													
2021		87	48	58	18	27	41	40						
	Total Overdrive													
2019	1814	1696	1865	1840	2262	2037	2133	2174	2076	2243	2092	2034	24266	
2020	2522	2366	3009	2832	2744	2662	2738	2688	2678	2463	2597	2446	31745	31%
2021	2711	2612	2983	2670	2735	2590	2589	2683	0	0	0	0	21254	0%
	NYT Online													
Onsite Sessions					24	52	46	41	33	55	44	36	**331**	
Page Views					37	91	90	92	58	110	89	75	**642**	
Off-Site Codes Redemed					7	4	5	4	3	6	15	5	**49**	
Onsite Sessions 2021	40	24	48	49	45	38	43	66					**353**	
Page Views 2021	95	69	112	115	91	84	95	256					**917**	
Off-Site Codes Redeme	7	9	11	7	7	5	6	6					**58**	
	Pressreader													
2020 Sessions									18	117	17	37	189	
2020 Articles									353	1766	361	2434	4914	
2020 Unique Users									9	34	9	17	69	
2021 Sessions	35	25	9	17	1	4	9	10					110	
2021 Articles	2577	939	97	343	0	640	371	88					5055	
2021 Unique Users	7	6	4	4	1	4	7	3					36	

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Library Facilities Plan**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 20257 FACILITIES STUDY_EDLocke Public Library Final 2021_0830

E. D. LOCKE PUBLIC LIBRARY

E.D. LOCKE PUBLIC LIBRARY
FACILITIES STUDY

August 12, 2021
EUA Project No.: 720257

E. D. LOCKE PUBLIC LIBRARY

TABLE OF CONTENTS

LIBRARY | CONTACT INFORMATION

Heidi Cox
Director
hcox@mcfarlandlibrary.org
608.838.9030

LIBRARY BOARD INFORMATION

Peter Sobol
President

Kenneth Machtan
Secretary / Treasurer

Evan Richards
Vice President

Mike Flaherty
Village Trustee

Karin Mandli
School Liaison

Staci Fritz
Citizen Member

Mona Nelson
Citizen Member Term

EUA | CONTACT INFORMATION

Colleen O'Meara
Sr. Project Manager
colleeno@eua.com
608.442.6687

Heather Turner-Loth
Practice Leader
heathertl@eua.com
414.291.8143

Ryan Wallace
Principal
ryanw@eua.com
303.256.1149

Andy Lyons
Engagement Specialist
andyl@eua.com
608.442.3968

Margo Duffy
Project Architect
margod@eua.com
608.442.3952

E. D. LOCKE PUBLIC LIBRARY

one:

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

INTRODUCTION

Libraries were conceived in an era of information scarcity and for centuries, they served as repositories of knowledge. In today's networked world, information is no longer bounded by the walls of the library. For many, the information we seek is just a click or two away. This new dynamic is changing the role libraries play in our society. The collection will certainly continue to play a central role in most libraries. But in many communities, libraries are increasing the place the use and process information, not simply the place to access information. As their services and programs evolve, librarians and library boards are finding they are limited by their physical facilities. Their existing libraries may not offer the space, flexibility, room mix, or technology to offer the programming their community members seek.

Recognizing some of these same challenges, the E.D. Locke Library in McFarland, Wisconsin began a facilities master planning process in the fall of 2020 to better serve the evolving community needs. The planning process represents an opportunity for the E.D. Locke Library, library leaders and McFarland community stakeholders to engage in a thoughtful, deliberate conversation about the long-term future of the E.D. Locke Library.

The Facilities Assessment is a critical first step in the planning process helping libraries and their stakeholders better understand the current state of its facilities and how well these facilities support their goals. The Facilities Assessment provides an objective analysis of present building and site conditions and capabilities, and is a critical step needed to understand how today's facilities and sites support the library's goals. The Facilities Assessment provides an independent, objective analysis of the present conditions and capabilities of the facilities and grounds. It also serves as a foundational resource document to support fiscally responsible immediate and long term facilities planning.

The information presented in this report was gathered through on-site inspections of the site and building, and interviews with the library director. Future engagement of staff and other board members is anticipated, but has not been completed at the time of this report. Included in this report is an analysis of:

- Building exterior and interior assessments
- Existing library capacities + utilizations
- Space Capacity / Program
- Space Plans

GENERAL SUMMARY / OVERVIEW

The purpose of the Assessment is to provide analysis, guidance, and a “road map” to explore modernization of our building and assure that the Library can accommodate the growing service, program, facility, and technology needs of its patrons. The goal of this process was to assist the library in making informed decisions about their physical environment to achieve the community’s and library’s objectives driven by the experiences of its members.

To that end, the E.D. Locke Library retained the services of EUA of Madison, WI to collaborate in this process. EUA’s team has served as the architect for many facilities in both Wisconsin and Colorado as well as across the Rocky Mountain Region. Most recently, team members assisting as the architect for the revolutionary Pikes Peak Library District. Representatives of EUA have consistently participated in numerous library planning/thought forums sponsored by Library Journal and the American Library Association.

The feasibility process included four basic phases of work: Learn, Explore, Articulate and Deliver. This document captures the process as it currently stands and is a living document at this time. Upon completion of this work and approval by the Library the project would proceed into conceptual studies that include further, and in-depth, community process as well as a full design phase and construction documents.

PROJECT INTENT

The first step of planning includes assessment of building and site conditions. The study reviews major building systems and building components.

This report is based upon industry standards and practices in architecture and engineering in the area. Observations and recommendations included in this report are based on a cursory visual assessment and interviews on site. It is important to note that the buildings are generally well maintained and maintenance needs have been prioritized based on safety concerns and severity of need. The assessment also utilizes the Building Conditions Report Provided in the Appendix.

This study *does not* include observations related to compliance with applicable building codes and regulations. Existing buildings may have been designed under building codes that were less stringent. Libraries designed today now face significant code compliance issues, such as with the Americans with Disabilities Act (ADA) guidelines. Although older buildings are legally ‘grandfathered’ by the previous codes, some items will require corrections if renovations or additions are completed in the future.

E. D. LOCKE PUBLIC LIBRARY

two:

EXISTING CONDITIONS / BACKGROUND

EXISTING CONDITIONS / BACKGROUND

The E.D.Locke Library is located at 5920 Milwaukee St, McFarland, WI. The library is centrally located on an active main street, convenient for patrons. The library is a fixture in the community and loved by all who use it. The original facility was built in 1981 and included engineering to allow for a future second floor addition. The building consists of a 17,000 square foot library with a small mezzanine for mechanical in the staff area. The facility sits on approximately 0.35 acres and is currently zoned C2 Commercial District 2 per the Village of McFarland zoning. There is limited expansion area on the site as the building and parking maximizes build out to the property lines. There is an ability to expand to the east in to the adjacent parking lot, but would require zoning approval for detached parking on the site.

A. Existing Library

B. Library On-Site Parking

C. Playground

D. Book Return

E. Future Community Center

E. D. LOCKE PUBLIC LIBRARY

three:

LIBRARY FACILITY ASSESSMENT

LIBRARY FACILITY ASSESSMENT

DATA GATHERING PROCESS

Team site visit took place in August 11, 2020 and included Eppstein Uhen Architects (EUA). The team met with the library director to review priorities and concerns, and gather general building information. The team walked through the building to conduct their own observations and analyses. Conditions observed were not field measured and require additional review if future action is to be taken.

UNDERSTANDING THE FACILITY ASSESSMENT

EUA assesses libraries from three perspectives:

1) What is the condition of the physical facility? The Facility Assessment includes a comprehensive review of the library's exterior shell (roof, wall systems, windows/doors, etc.); Interior finishes and materials (flooring, casework, etc.); mechanical, electrical, and plumbing systems; and general compliance with the Americans with Disabilities Act (ADA.)

2) What space and utilization factors are the library system managing? The Library Assessment documents overall space needs and / or any internal space mis-allocation issues.

3) How are programmatic needs evolving and do these changes require a shift in physical facilities? The Library Assessment seeks to identify physical facilities that don't align with the current and future programmatic goals of the library.

The data collected is compared to EUA's experience with similar type projects to confirm general quantities of square footage as well as storage and stack capacities. In general, over the past decade, recommended space provided per user has increased as libraries have become hubs for both community and education programs.

The major reasons are:

- Space needed to support personalized learning and exploration, team teaching and programs, and flexible collaboration in common areas.
- Space to accommodate technology and its infrastructure.
- Space is needed to support users with special needs, disabilities, cognitively disabled patrols, and special education needs.
- Space needed to support specialists centered around library programming,

The Facility Assessment does NOT include:

- Detailed validation of as-built conditions
- Hazardous material assessments
- Destructive testing or observation of concealed systems, below grade conditions, or components buried within walls, ceilings, or roofing systems
- Detailed or exhaustive review of ADA/ accessibility routes and components
- Specific details about electrical panels, mechanical equipment, or plumbing components that are not readily visible
- Measurement of electrical loads or temperatures of any electrical equipment
- Actual efficiencies or performance testing of HVAC and plumbing equipment (pumps, fans, boilers, etc.) Adequacy of free or life safety components associated with building systems including code requirements, dampers, fire rating of systems, etc.

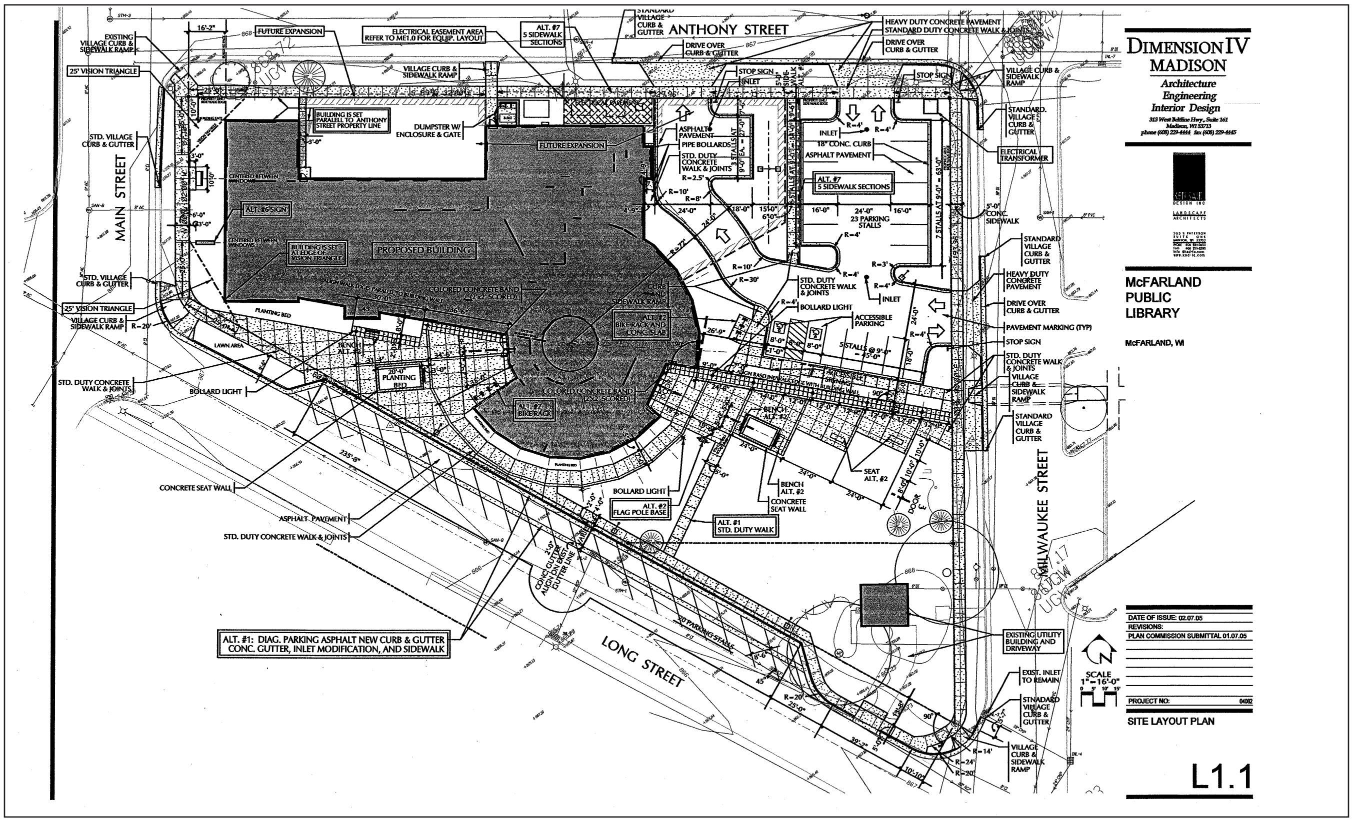
LIBRARY ASSESSMENT MATRIX

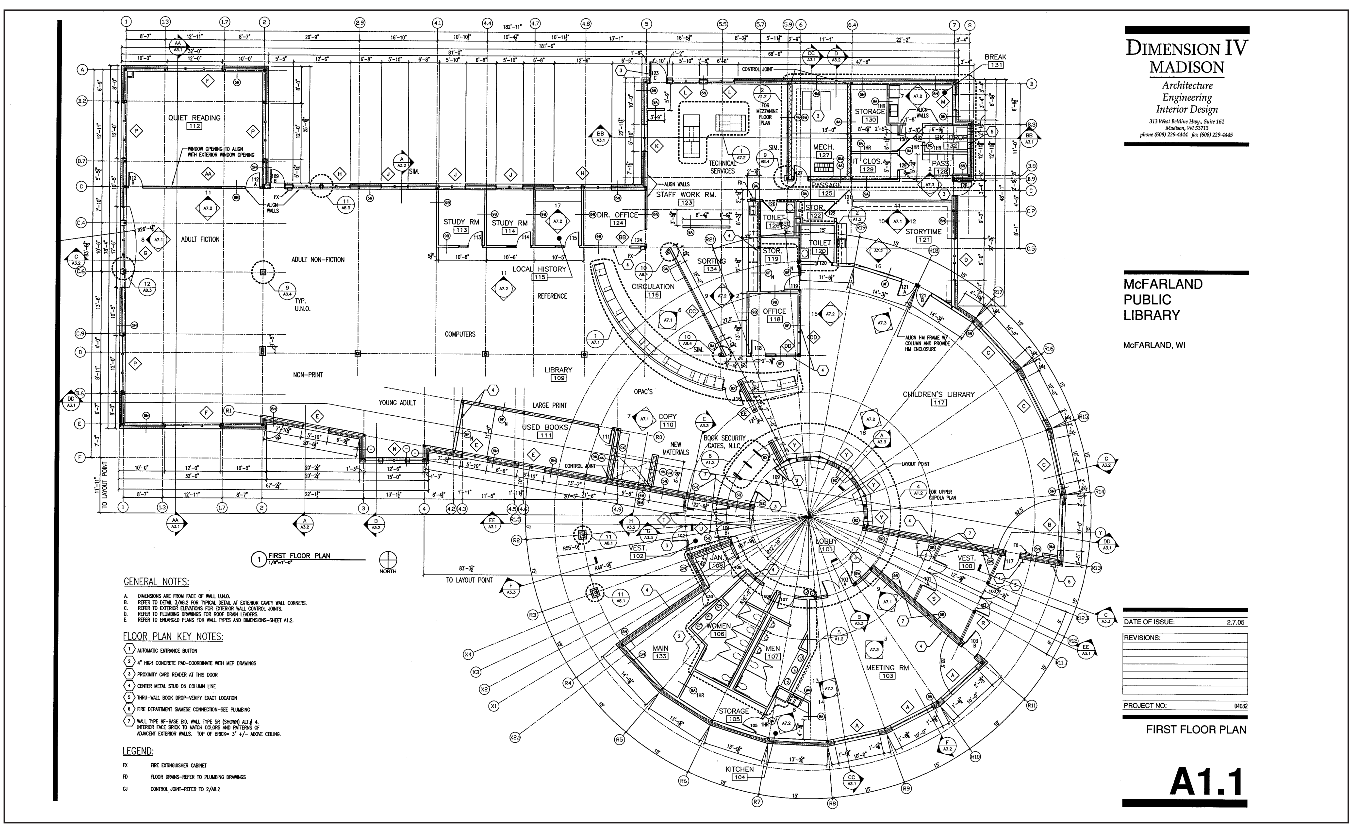
RATING	
GOOD	MOST OF THE CRITERIA ASSESSED WAS FOUND TO BE ACCEPTABLE AND SATISFIED ITS PURPOSE
FAIR	SOME OF THE CRITERIA ASSESSED WAS FOUND TO BE ACCEPTABLE, WHILE OTHER CRITERIA ASSESSED WAS UNACCEPTABLE AND DID NOT SATISFY ITS PURPOSE
POOR	MOST OF THE CRITERIA ASSESSED WAS FOUND TO BE UNACCEPTABLE AND DID NOT SATISFY ITS PURPOSE

LIBRARY ASSESSMENT MATRIX

	CRITERIA	GOALS FOR OBSERVATIONS	E.D. LOCKE LIBRARY
A	MEETING / GATHER	The meeting space will not accommodate the suggested 250 people, it does accommodate smaller groups adequately.	FAIR
B	COMPUTERS	Current individual desking is too big for current equipment. Because it is a built in casework unit, it is not easily revised or flexible.	POOR
C	STUDY / QUIET READING	Currently there are not enough quiet areas. There is a need for more closed rooms for small group discussion.	FAIR
D	STACKS	Current stacks are at capacity and not easily expanded. They are too tall to provide visibility through out the space	POOR
E	CHILDREN'S AREA	The space is too small to accommodate flexible programming and space for parents	POOR
F	BOOK SALE / FRIENDS	The space is adequate for storage but needs additional space for display.	FAIR
G	TEENS	Space is underutilized. Location needs to be refined further.	FAIR
H	STAFF	Staff space is currently inefficient within its current setup. Odd angles and radius between the circulation and sorting rooms could be improved to help create better circulation of materials.	POOR
I	MECHANICAL/ ELECTRICAL	The space is limited in the mezzanine for expansion. System control is inconsistent . See appendix for full report.	POOR
J	TECHNOLOGY	Library has made adequate updates over the years to maintain patrons needs. Additional upgrades can be utilized across all spaces to further enhance user experiences.	FAIR
K	SITE	Limited amount of parking on site for new expansion. Book Return configuration needs revision to allow for easier access by patrons.	FAIR
L	BUILDING ENVELOPE	The building envelope looks to in good working order with no visible water infiltration.	GOOD
M	ROOF	Roof is in good working order. No visible deterioration.	GOOD
N	SUSTAINABILITY	Sustainability strategies are currently limited in the existing building. LED bulb replacement completed in 2015 to reduce energy consumption.	POOR
O	BUILDING INTERIOR	Interiors are adequate based on age of the building. Overall Library has worked to maintain the interior by updating carpeting, paint and furnishings.	FAIR
P	RESTROOMS	Fixtures are in good working order. Finishes and lighting should be updated.	FAIR

FLOOR PLAN ASSESSMENT





Meeting / Gathering: The space is inadequate for today's needs. EDL has requested a space that can support up to 250 people at one time.

Computers: Computer stations are present but currently underused. Size should be reduced and additional mobile options considered.

Study / Quiet: As expected these spaces are highly used and coveted. EDL should look to expand capacity and provide across all users.

Book Stacks: Stacks are at their capacity and provide little room for expansion. Stacks are also tall and limit visibility across the spaces for security and safety. Refer to Appendix "Master Plan / Feasibility Study: Existing Stack Calculations."

Children's Area: This area is currently cluttered and generally full, not allowing for creative and flexible spaces. Spaces for both parents and kids could be expanded.

Book Sales: This space is currently occupying what would become future stairs/elevator. Area is cluttered and improved storage and display is needed.

Teens: The teen space is currently underutilized and regularly occupied by other users. Future location should review possible separation from main collection and additional space for teen specific programming.

Staff: Staff space within EDL is currently inefficient, but adequate for the size of the library. Optimization of the space could help with workflow and processing as well as overall security of the library.

Mechanical: Mechanical is currently on a mezzanine within the staff area. Access and expansion will be limited.

Electrical: Electrical is currently within the same area as mechanical and will be challenges to expand.

Technology: Current library technology is limited. Expansion of Wifi, AV and digital trends will be explored in future phases.

Site: Currently the site has limited on-site parking and no pickup window. The existing drive-thru book return is problematic and difficult to maneuver next to. The overall site can accommodate an expansion, but parking would need to be found outside the property lines.

Building Envelope: The overall condition of the building is in good working order. Insulation appears adequate, brick appears in good shape and there were no large indications of water infiltration.

Roof: The overall condition was not fully reviewed at the time of this report. Indications from staff were that the roof was in good shape.

Sustainability: There did not appear to be many sustainable strategies at the time of visit. Future considerations for photovoltaics, passive solar design and general Wellness could be considered.

Building Interior: The overall condition of the interior is expected for the age of the building. Newer carpet was recently added and a desire to reuse this, along with many rooms is preferred.

Restrooms: The restrooms appear to be outdated, although fixtures appear to be in good working order. Newer sustainable measures could be provided along with individual restroom's for staff and children & families.

E. D. LOCKE PUBLIC LIBRARY

four:

OPTIONS

OPTION 1: EXPANSION OUT

Option 1 was developed from the idea that an expansion out would further connect the library to the future planned community center while also capturing the recently developed playground. Primarily the programmed expansion would include a larger Meeting / Performance space, Children's Area and Staff area. The option would also look to integrate the north courtyard with new adult library space and potential Maker space. While looking at this option the site parking would be greatly impacted and require approval by local zoning to locate parking off-site, either in an adjacent lot or on-street.

An expansion East would afford the library to look at existing space and re-use much of what is there. Friends Sale, Meeting Rooms, Restrooms, Study Rooms, Quiet Reading along with all of there systems could potentially remain as is. It is, however, recommended that these systems be looked at in detail to see if replacing now, may prevent further needs for renovation in the near future. Additionally new technology and sustainability may not be available in the existing areas and an overall Operations and Maintenance Plan may be possible with minor renovation work to lighting and other systems.

Overall this option provides the Staff of E.D. Locke Library easier overall staffing as all spaces are visible from the main floor and potentially even the main desk. After Hours access can be given from either the Main Entry or from new exterior doors on an expansion.

PROS/CONS:

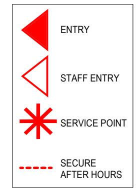
PROS:

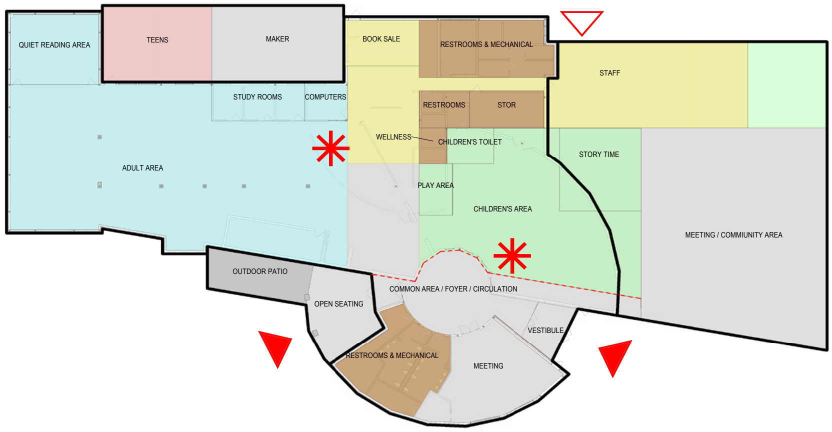
- Expansion without additional staffing of a second floor
- Ability to expand while library remains open
- Keeps families all on a single floor
- Provides new meeting and collaboration spaces

CONS:

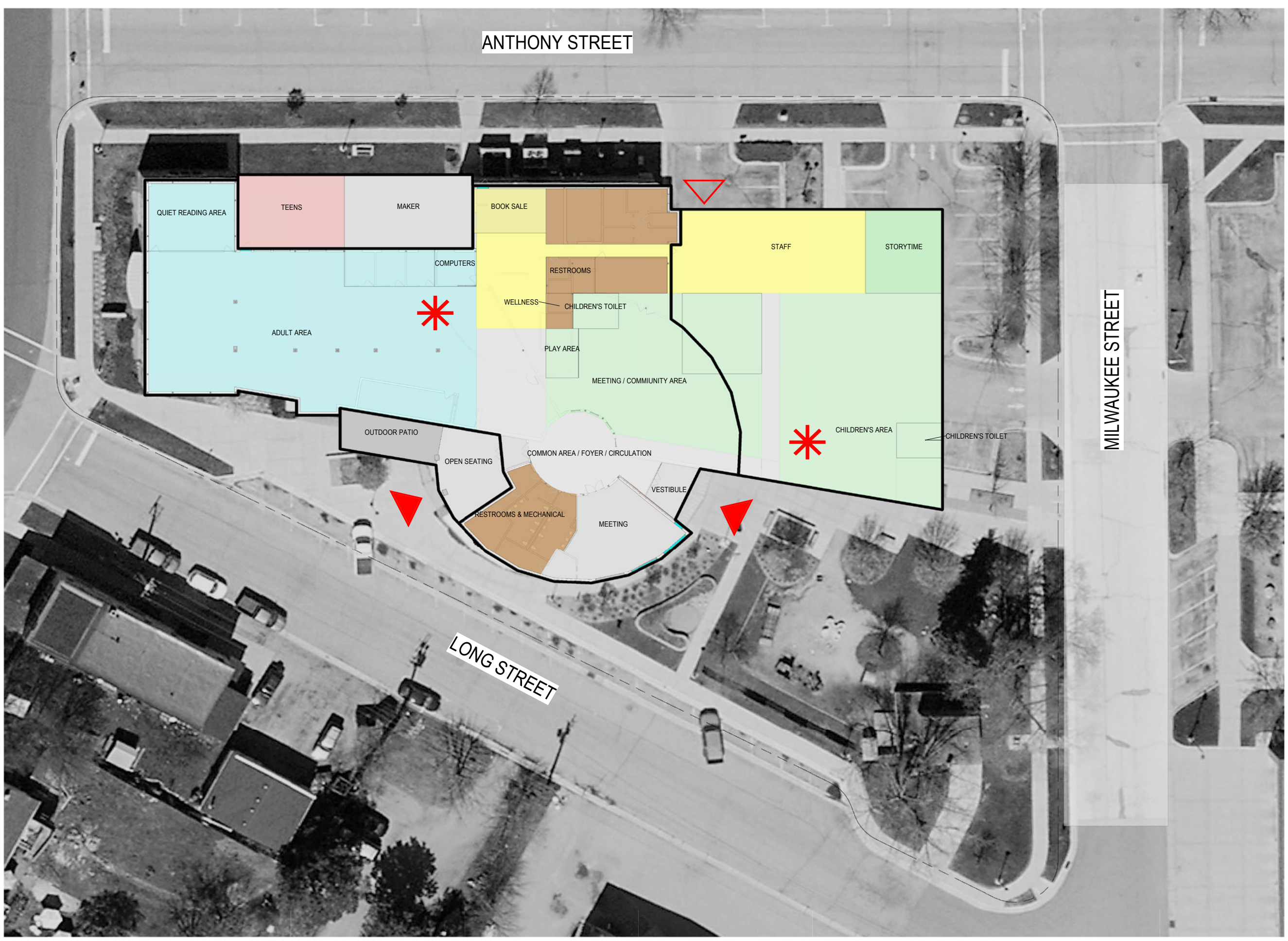
- Eliminate site parking
- Less total SF expansion

OPTION 1: 29,533 SF





1ST FLOOR - OPTION 1A



OPTION 2: EXPANSION UP

Option 2 was based off the original architecture and the future planning that is in the library to add a second floor without requiring structural upgrades. The expansion to a second level would allow for most of the adult collection to be located on the new level which would also include a small staff area and large outdoor patio. Level one would capture the remaining north courtyard and look to relocate the large meeting room, children's area and increase staff area. The site would not be impacted in this option, but parking off-site would need to be explored similar to option 1.

While it is possible to keep Level 1 spaces, we do feel the construction process will result in the need for many finishes and systems to be upgraded. This need will result from the impact of construction access to improve level two and tie in all systems. Spaces could remain, but touchups will be needed. Either way, it will be recommended that during the design phase systems be evaluated fully to determine best direction; leave existing or renovate. Additionally new technology and sustainability may not be available in the existing areas and an overall Operations and Maintenance Plan may be possible with minor renovation work to lighting and other systems.

Overall this options provides unique challenges to the Staff of E.D. Locke Library. The added floor will require additional staffing to oversee both floors and multiple areas; Adult, Children's Teen and Maker space or other Meeting areas. After Hours access would remain at the main entry and the newly relocated Meeting Room would now accommodate the 250 occupants requested.

PROS / CONS:

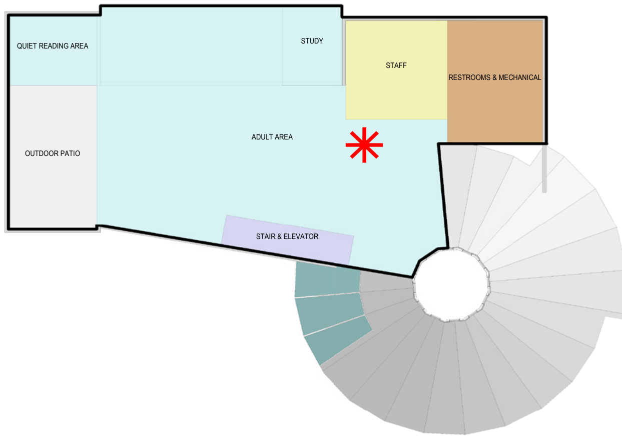
PROS:

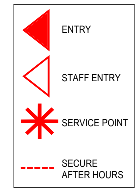
- Ability to maintain existing parking on site
- Ability to add Roof Deck amenity space
- Larger expansion

CONS:

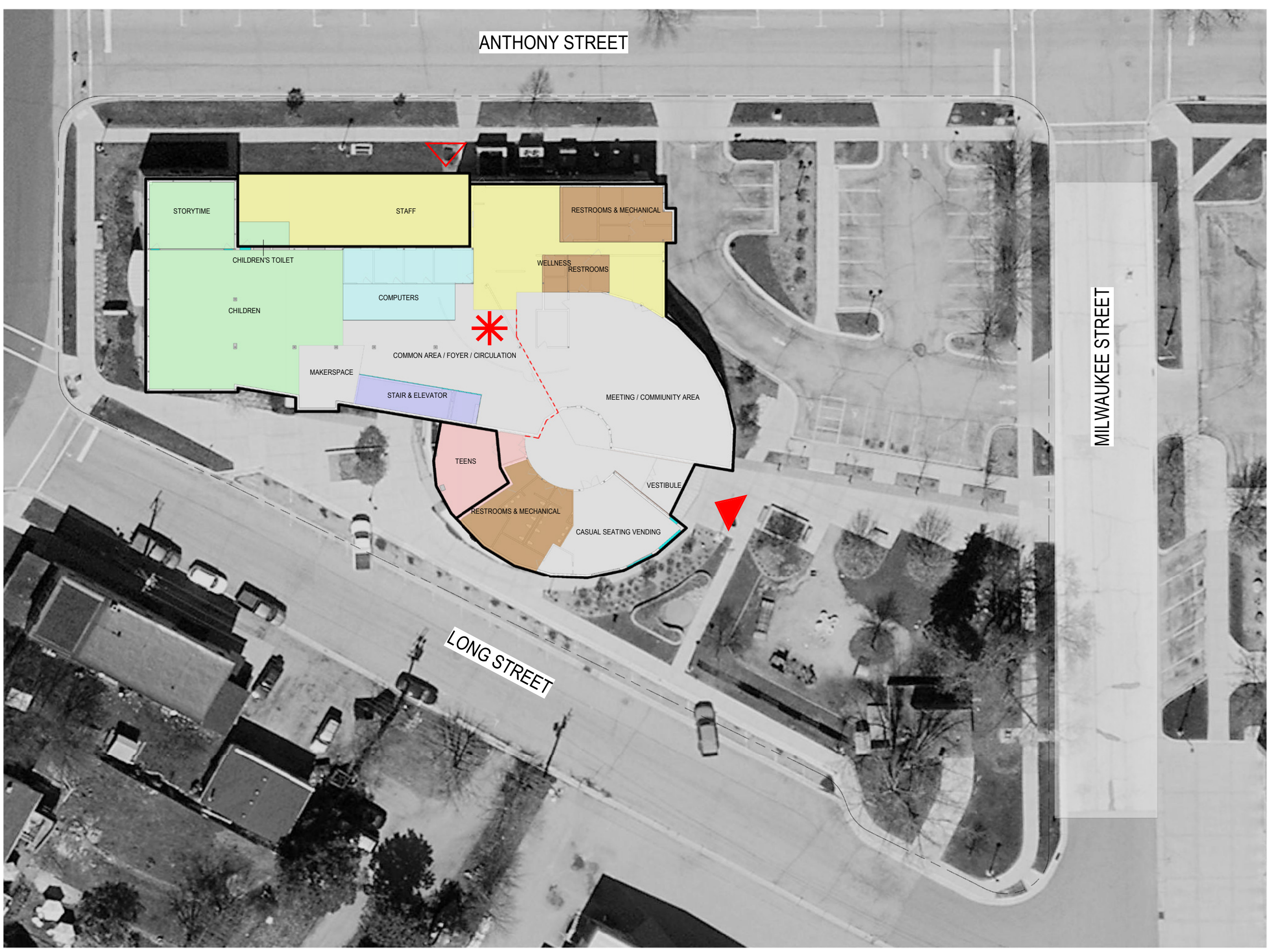
- Multiple floors will require additional staffing
- All new parking will be required off-site
- Library will need to be closed during portion of renovation
- Potential for higher construction costs due to impacts on existing library space.

OPTION 2: 34,360 SF





2ND FLOOR - OPTION 2



1ST FLOOR - OPTION 2

E. D. LOCKE PUBLIC LIBRARY

five:

PROGRAM & COST SUMMARY

PROGRAM & COST SUMMARY

PROGRAM

A comparative analysis of the existing program was conducted based on similar completed projects by EUA and our staff. EUA held informational surveys, digitally, early on to hear library users needs and wants. This information is included in the Appendix for reference. We concluded from this analysis the existing E.D. Locke Library is undersized compared to its peer libraries in surrounding communities and general user desires. Additionally, based upon input from the Director and staff it appears the library could use additional space to accommodate new and/or expanded programs that are becoming more common in communities such as McFarland.

The team developed two options for EDL to respond to these needs. The following highlights these options that are described in more detail on the previous pages:

- Option 1: Expand the library to the east.
- Option 2: Expand the library 'up' to a second level.

The chart below provides existing square footages, proposed "target" square footages based on conversations and agreed upon growth and the total square footage by space for each option as summarized above. This chart can be used in comparing Options 1 & 2 by Total Square Feet and function space change. Based on the benchmarking and demographics used in this report EUA has provided a quantitative breakout of recommended program size, shown under "Proposed". The goal of this analysis is to define an ideal E.D. Locke Library based on information collected over the course of conversations to date.

PROGRAM SPACE ANALYSIS								
Program Space	Existing (SF)	Proposed (SF)	Variance (SF)	Option 1		Option 2		Notes
				Provided	(+)/(-)	Provided	(+)/(-)	
Staff Area	3,039	3342.9	304	3600	561	5000	1,961	Increase
Staff Toilet	53	150	97	200	147	5000	4,947	Increase
Wellness Room	0	90	90	120	120	200	200	New room to be added in final plan
Meeting / Community Area	1,054	1500	446	1800	746	2200	1,146	Approx 250 seats
Meeting Room Storage	115	250	135	255	140	255	140	Included in Meeting Room Number at this time
Study Rooms	263	400	137	800	537	800	537	Add at least 2 more
Quiet Reading Area	724	724	0	900	176	1000	276	Desire to have fireplace in here.
Adult	4,719	5898.75	1,180	6000	1,281	6000	1,281	Increase
Adult Computers	200	200	0	433	233	300	100	More efficient stations
Teen	799	998.75	200	1200	401	1000	201	Increase
Children's	2,681	3351.25	670	4000	1,319	3500	819	Increase
Children's Toilet	63	150	87	200	137	200	137	Increase
Storytime	430	700	270	800	370	800	370	Approx 100 seats
Indoor Children's Play Area	0	250	250	800	800	250	250	New estimated
Book Sale	388	400	12	500	112	400	12	Small increase for storage
History Rm	129	130	1	250	121	250	121	Included in Adult numbera at this time
Mechanical	602	1000	398	1200	598	1000	398	Increase TBD
Restrooms	480	1000	520	1200	720	1200	720	Increase TBD
Large Vestibule	230	230	0	230	0	230	0	Remain as is
Small Vestibule	95	95	0	95	0	95	0	Reamin as is
Foyer / Common Areas	821	821	0	2200	1,379	2200	1,379	Increase
Makerspace	0	500	500	1200	1,200	1630	1,630	Increase
Casual Seating / Vending	0	500	500	850	850	850	850	Casual seating near vending
Gallery / Art	0	150	150	200	200	150	150	New Space
Outdoor Patio Space	0	500	500	500	500	500	500	Not included in Proposed SF
Total	**16,885.0**	**23,331.7**	**6,446.7**	**29533**	**12,648**	**34360**	**18,125**	
Circulation	**0.00**	**0.0**	**0.0**	**0**		**0**		
Grand Total	**16,885.0**	**23,331.7**	**6,446.7**	**29533**		**34360**		

Parking Impact								
Existing Spaces	23	23		0		23		
Existing On-Street Parking	0			0		0		include the use of on-street parking, although available.
Required (1space/800sf)	22	30		37		43		
Parking Peak Anticipated (1space/250sf)	68	94		119		138		
Added per Scheme				15		21		

*****Provided SF for design options are approximate*****

COST SUMMARY

For the proposed options, EUA & Vogel Construction has prepared a statement of probable cost based on historical values from similar library projects in the Madison and surrounding areas. Costs are based on a hypothetical construction start date of first quarter 2022, knowing this is unlikely to take place. For projects taking place after the hypothetical start date, we would recommend budgeting a 5%+ per year cost escalation for inflation. This value may appear high given current economic conditions, but also takes into account the continued depreciation of various components of the Library over a delay in pursuing the project. Costs include architectural / engineering design services and a best guess estimate on Furniture Fixtures and Equipment. Temporary facilities, abatement costs, technology, public art, and library materials are excluded.

CONSTRUCTION SCHEDULE

OPTION 1 is the less invasive option and provides potential for the library to remain open during construction. The library would be able to remain open but would be able to complete the work in a shorter duration if it were to close. The addition would take approximately 8-9 months to construct whereas the renovation would take about 4-5 months. Here are scenarios to consider:

1.Existing space to remain open until month 3 of addition construction, then close for 4 months to complete the renovation work. (Most cost-effective option)
2.Existing space to remain open for entire 8 months of the addition construction. The Library will then occupy the new addition while renovation work is completed for 4 months on the existing space. (Cost premium approximately $100-200k)
3.Eexisting space to remain open during entire construction but phase in the interior renovation work (estimated 2 -3 phases over 8-9 months) (Cost premium approximately $50-$100k more).

OPTION 2 is the more invasive option as it would require closure for a period of time while construction takes place over the existing library spaces on Level 1. The library could minimize closure to 2-3 months while the structural work is completed for the new 2nd floor. Once the structural, mechanical rough-ins and exterior enclosure are complete, interruptions will be reduced, but not completely eliminated. The construction scenario could potentially be:

1. 2nd floor addition – 9 months (Full closer of Main Level)
2. 1st Floor renovations – 4-5 months (Intermittent closer of Library)
3. The 1st floor of library to be closed during the workday (for structural work) but could be open on weekends/nights for the first 4 months. Once the initial 2nd floor work is complete, the scenarios similar to option 1 would apply and closers could be limited to as-needed.

VOGEL BROS. BUILDING CO.

E.D. LOCKE PUBLIC LIBRARY					
COST ANALYSIS					
	Type	**Sq ft**	**Cost / SF**	**Total**	
Option 1					
	New	11,713	$ 335	$ 3,923,855.00	
	Renovated	17,820	$ 165	$ 2,940,300.00	
	Total	29,533	$ 232	$ 6,864,155.00	
				$ 6,864,155.00	**CONSTRUCTION TOTAL**
				$ 617,773.95	**DESIGN FEES (ESTIMATED)**
				$ 15,000.00	**SURVEY / SOILS**
				$ 1,250,000.00	**FFE**
				$ 8,746,928.95	**OPTION 1 TOTAL PROJECT BUDGET**
Option 2					
	New	16,539	$ 335	$5,540,565	
	Renovated	17,821	$ 165	$2,940,465	
	Total	34,360	$ 247	$ 8,481,030.00	
				$ 8,481,030.00	**CONSTRUCTION TOTAL**
				$ 763,292.70	**DESIGN FEES (ESTIMATED)**
				$ 15,000.00	**SURVEY / SOILS**
				$ 1,550,000.00	**FFE**
				$ 10,809,322.70	**OPTION 2 TOTAL PROJECT BUDGET**

E. D. LOCKE PUBLIC LIBRARY

six:

SUMMARY RECOMMENDED NEXT STEPS

SUMMARY & RECOMMENDED NEXT STEPS

SUMMARY FINDINGS

Interviews with the Library Director and opt-in survey data suggest that the E.D. Locke Library is an important community asset. However, the physical space at E.D. Locke Library could better support current and future library programs and services. For example:

E.D. Locke Library is undersized for the community it serves based on the latest census information as compared to communities of similar population. A lack of adequate teen, community, individual areas, in addition to inefficient staff workspace, consolidate patrons and staff together, increasing noise levels. Additional square footage would benefit the library by allowing for the future expansion of programs and services.

E.D. Locke Library would benefit from a reconfiguration of its internal space. Maintaining good sight lines to critical areas of the library are important as staff manages the safety and security of their patrons. In addition, an internal space renovation better align programs with similar functions.

There is limited expansion area on the site as the building and parking maximizes build out to the property lines. There is an ability to expand to the east into the adjacent parking lot but would require zoning approval for detached parking on the site.

NEXT STEPS

At the conclusion of a Facilities Assessment, many libraries ask how to best proceed. It is our recommendation that the Stakeholders closely review the document for content and understand the observations and options presented.

For the E.D. Locke Public Library, the next step will involve sharing the key findings with the broader community through Community Workshops and Engagement in the coming months. It will be very helpful to gather initial feedback from a variety of library stakeholders to establish wants and priorities for long-term facilities master planning and design.

Once wants and priorities have been discussed, the identified needs should again be considered with targeted areas confirmed for additional research and preliminary costing developed with the support of Vogel Construction, our current Estimator.

From there, each recommendation can be prioritized in a way that best works with your funding strategy and shared for further community feedback. This will develop a phased approach to building your long-term library master plan and to resolving the most pressing facility needs at E.D. Locke Public Library

As libraries seek to create environments appropriate for today's users, it is our hope that this document will provide some context for that process. While there are certainly many design possibilities and circumstances that are not covered here, we believe the themes presented will prove useful. Creating spaces that are safe, flexible, transparent, and collaborative are critical for future library needs.

Thank you for the opportunity to participate in this endeavor. If you have any questions or concerns regarding this summary, please feel free to contact the EUA team.

E. D. LOCKE PUBLIC LIBRARY

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APPENDIX

Annual Report 2019
Master Plan / Feasibility Study
US Census Bureau Quick Facts
Survey Data 11/12/2020

Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

I. GENERAL INFORMATION

1. Name of Library E.D. Locke Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Heidi	3b. Head Librarian Last Name Cox	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 03/31/2022
6a. Street Address 5920 Milwaukee St.	6b. Mailing Address or PO Box 5920 Milwaukee St.	7. City / Village / Town McFarland	8a. ZIP 53558	8b. ZIP4 8962	9. County Dane
10. Library Phone Number (608)838-9030	11. Fax Number (608)838-3619	12. Library E-mail Address of Director hcox@McFarlandLibrary.org			
13. Library Website URL www.mcfarlandlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0		16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 65	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week 0	19d. Number of Summer Weeks 0		
20. Square Footage of Public Library 17,820	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number *Nine digits* 945628167		

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	56,319	3,340
2. Electronic Books *E-books*	157,350	
3. Audio Materials	3,784	170
4. Electronic Audio Materials *Downloadable*	55,245	
5. Video Materials	8,007	484
6. Electronic Video Materials *Downloadable*	952	
7. Other Materials Owned *Describe* Kits, Software, Board Games, Equipment	310	
8. Electronic Collections *Locally Owned or Leased*	7	
9. Total Electronic Collections *Local, regional, and state*	57	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	122	

III. LIBRARY SERVICES

1. Circulation Transactions		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	a. Items Loaned *Provided to*	b. Items Received *Received from*
182,738	81,338	84,216	60,030

3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count
4,589	2,628	7,217	Actual Count	3,178	Actual Count	112,797

6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits	9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count			
Actual Count	7,452	Router Count	99,408	25,952	6,660	6,977

10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works	e. Uses of Children's Electronic Materials
13,008	12,585	15	25,608	2,305

11. Programs and Program Attendance Annual Count	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Programs	408	32	112	552
Total Attendance	17,507	334	1,316	19,157

11. Number of Public Use Computers	
a. Total	b. Internet Access
17	15

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

	First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT 1.	Peter	Sobol	5205 Broadhead St.	McFarland	53558	peter.sobol@gmail.com
2.	Michael	Shumway	5201 Linden Parkway	McFarland	53558	shumway@uwalumni.com
3.	Karin	Mandli	5804 Aspen Ct	McFarland	53558	karin_mandli@mcfarland.k12.wi.us
4.	Sharon	Payne	4505 Field Ave	McFarland	53558	payne.0411@yahoo.com
5.	Mary Pat	Lytle	6102 Holscher Rd.	McFarland	53558	marypat.lytle@mcfarland.wi.us
6.	Kenneth	Machtan	5312 Falling Leaves Ln	McFarland	53558	ken.machtan@gmail.com
7.	Evan	Richards	2473 Waubesa Hill Rd	McFarland	53558	erichards@evanrichards.org
8.						
9.						
10.						
11.						
12.						

No. of Library Board Members
Include vacancies in this count
7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service ***Only joint libraries report more than one municipality here***

Municipality Type	Name	Amount
Village	McFarland	$544,500
	Subtotal 1	$544,500

2. County

a. Home County Appropriation for Library Service — Subtotal 2a: $281,250

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	$23		
Green	$579		
Iowa	$101		
Jefferson	$54		
Sauk	$93		
		Subtotal 2b	$850

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grants	$475		
b. Funds Carried Forward from Previous Year	$0	c. Other State Funded Program	
		Subtotal 3	$475

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	$0
Subtotal 4	$0

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
		Subtotal 5	

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*	7. All Other Operating Income	8. Total Operating Income *Add 1 through 7*	9. What is the current year annual appropriation provided by your governing body(ies) for your public library?	10. Was your library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*
$0	$27,934	$855,009	$575,750	Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages *Include maintenance, security, plant operations*	2. Employee Benefits *Include maintenance, security, plant operations*
$432,299	$136,558

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
$49,106	$5,573	$9,391	$0	$64,070

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
SCLS - ILS & Technology	$44,796		
		Subtotal 4	$44,796

5. Other Operating Expenditures	$141,654
6. Total Operating Expenditures *Add 1 through 5*	$819,377
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		$0	$0
b. State		$0	$0
c. Municipal	Additional shelving and automatic door openers	$7,967	$7,967
d. County		$0	$0
e. Other		$0	$0

2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
$0		$7,967	$7,967

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year
$35,310

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	$82,423	40.00				
Youth Services Librarian	MLS (ALA)	$49,837	40.00				
Assistant Director	Librn. no-MLS	$57,866	40.00				
Adult Services Librarian	MLS (ALA)	$50,709	40.00				
Circulation Supervisor	Other	$38,458	40.00				
Teen Services Librarian	Librn. no-MLS	$21,673	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Circulation Assistant I	Other	$103,710	113.50				
Technical Services Assistant	Other	$14,881	14.00				
Shelver II	Other	$6,991	10.00				
Youth Services Assistant	Other	$7,018	10.00				
Shelver	Other	$17,833	40.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian: Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
3.00	2.00	5.00	5.68	10.68

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
81,915

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	40,520	39,481	80,001
3. Circulation to Nonresidents Living in Another County in Your System	259	582	841
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	532	465	997

5. Circulation to All Other Wisconsin Residents
76

6. Circulation to Persons from Out of the State
0

7. Are the answers to items 1 through 6 based on actual count or survey/sample?
Actual

8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?
No

8b. If yes, do you allow residents in adjacent systems to purchase library cards?

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	68	f. Dodge	2
b. Green	345	g. Iowa	1
c. Jefferson	60	h.	
d. Sauk	161	i.	
e. Rock	402	j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?
Yes

2. What type of Internet connection do you have? *Mark all that apply*
- [x] a. State TEACH line
- [ ] b. Other broadband connection *Local cable, telco, community network, etc.*

3. Does your library use any type of Internet filtering software or service?
- [x] a. Yes, on all Internet workstations
- [ ] b. Yes, on some Internet workstations
- [ ] c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Self-directed Activities	3	0	0	3
Total Self-directed Activity Participation	468	0	0	468

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Heather	Kent	hkent@mcfarlandlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Ann	Engler	aengler@mcfarlandlibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*
A check (X) or a mark in the checkbox indicates compliance with the requirement.

- [x] The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- [x] The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- [x] The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- [x] The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- [x] The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- [x] The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- [x] The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- [x] The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- [x] The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- [x] The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- [x] The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature	Name of President *Print or type*	Date Signed
➢ [signature]	Peter Sobol	2/17/2020
Library Director / Head Librarian Signature	**Name of Director / Head Librarian *Print or type***	**Date Signed**
➢ [signature]	Heidi Cox	2/14/2020

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County: Dane

The E D Locke Public Library (*Name of Public Library*) Board of Trustees hereby states that in 2019, the South Central Library System (*Name of Public Library System / Service*)

- [X] **did** provide effective leadership and adequately meet the needs of the library.
- [ ] **did not** provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President *Print or type*	Date Signed
➤ Peter Sobol	Peter Sobol	2/17/2020

COMMENTS

SECTION_II
8a. Electronic Collections (Locally owned or leased)
Database use Creative Bug - 16, Consumer Reports - 3514, Reference USA - 837, Ancestry - 1071, Transparent Languages - 176, Novelist Plus 619, Flipster 290,--2020-02-01
SECTION_III
Local Electronic Collection Retrievals (locally owned or leased)
Flipster- some have due dates some don't but I wouldn't consider them ebooks, eaudio or evideo --2020-02-01
SECTION_V
Other Revenue
Increase due to our municipality giving us interest on our revenue accounts monthly --2020-02-14
SECTION_VI
5. Other Operating Expenditures
Increase in other operating expenditures due mainly to an increase in programming expenses and facility maintenance --2020-02-14
SECTION_VII
Debt Retirement
McFarland has retired all of it's debt for the building which opened in 2005.--2020-02-01
Other Library Funds
Subtractions
Expenditures for library equipment and programs --2020-02-14
SECTION_X
Annual Salary
This was a new position in 2019. The funding for it started on July 1, 2019 --2020-01-24

E.D. Locke Public Library

Master Plan Feasibility Study

Existing Stack Calculations

9/2/2020

	-ITEMS- updated 10/8/2020	Vol. per line foot		Approx. linear feet shelf space	# of shelves needed 65%	# of shelves needed 70%	Fill Ratios	Fill Ratio Factors
Adult Books							50%	1.5
Adult fiction book	12,041	**10**		**1204.1**	617.5	573.4	65%	1.95
Adult non-fiction book	13,135	9		**1459.4**	748.4	695.0	70%	2.1
TEEN non-fiction book	128	10		**12.8**	6.6	6.1	80%	2.4
Adult Graphic Novel	246	14		**17.6**	9.0	8.4		
Adult biography book	0	10		**0.0**	0.0	0.0		
TEEN biography book	0	12		**0.0**	0.0	0.0		
Large print book	1,660	8		**207.5**	106.4	98.8		
Media								
Music CD's	1,807	18		100.4	51.5	573.4		
Books on CD (Fiction)	732	8		91.5	46.9	695.0		
Books on CD (Non-Fiction)	288	8		36.0	18.5	6.1		
Playaway	0	11		0.0	0.0	8.4		
Software/Video Games	204	11		18.5	9.5	0.0		
DVD's (movie, blu ray)	5,150	11		468.2	240.1	0.0		
DVDS (Non-Fiction)	1,126	18		62.6	32.1	8.4		
Children's Books	0							
Children's fiction	5,491	14		392.2	201.1	186.8		
Children's non-fiction	6,834	18		379.7	194.7	180.8		
Chidldren's Picture Book	8,942	28		319.4	163.8	152.1		
Easy reader nonfiction	1,422	14		101.6	52.1	48.4		
Children's biography	0	16		0.0	0.0	0.0		
Children's Graphic novel	1,190	8		148.8	76.3	70.8		
Children's Large print	0	28		0.0	0.0	0.0		
Easy reader fiction	2,911	28		104.0	53.3	49.5		
Chidlren's Kis	46	8		5.8	2.9	2.7		
E fiction book	0	8		0.0	0.0	0.0		
Board book	760	8		95.0	48.7	45.2		
Children's Reference	0	14		0.0	0.0	0.0		
Media	0							
Children's music CD's	509	18		28.3	14.5	13.5		
Children's books on CD	235	8		29.4	15.1	14.0		
Children's Book w/CD Kit	133	8		16.6	8.5	7.9		
Children's Playaways	0	11		0.0	0.0	0.0		
Children's DVD's (movie, non fic, blu ray)	1,840	18		102.2	52.4	48.7		
Children's Magazine **	**155**	8		19.4	9.9	9.2		
Children's power walls	0	8		0.0	0.0	0.0		
New Books								

E.D. Locke Public Library

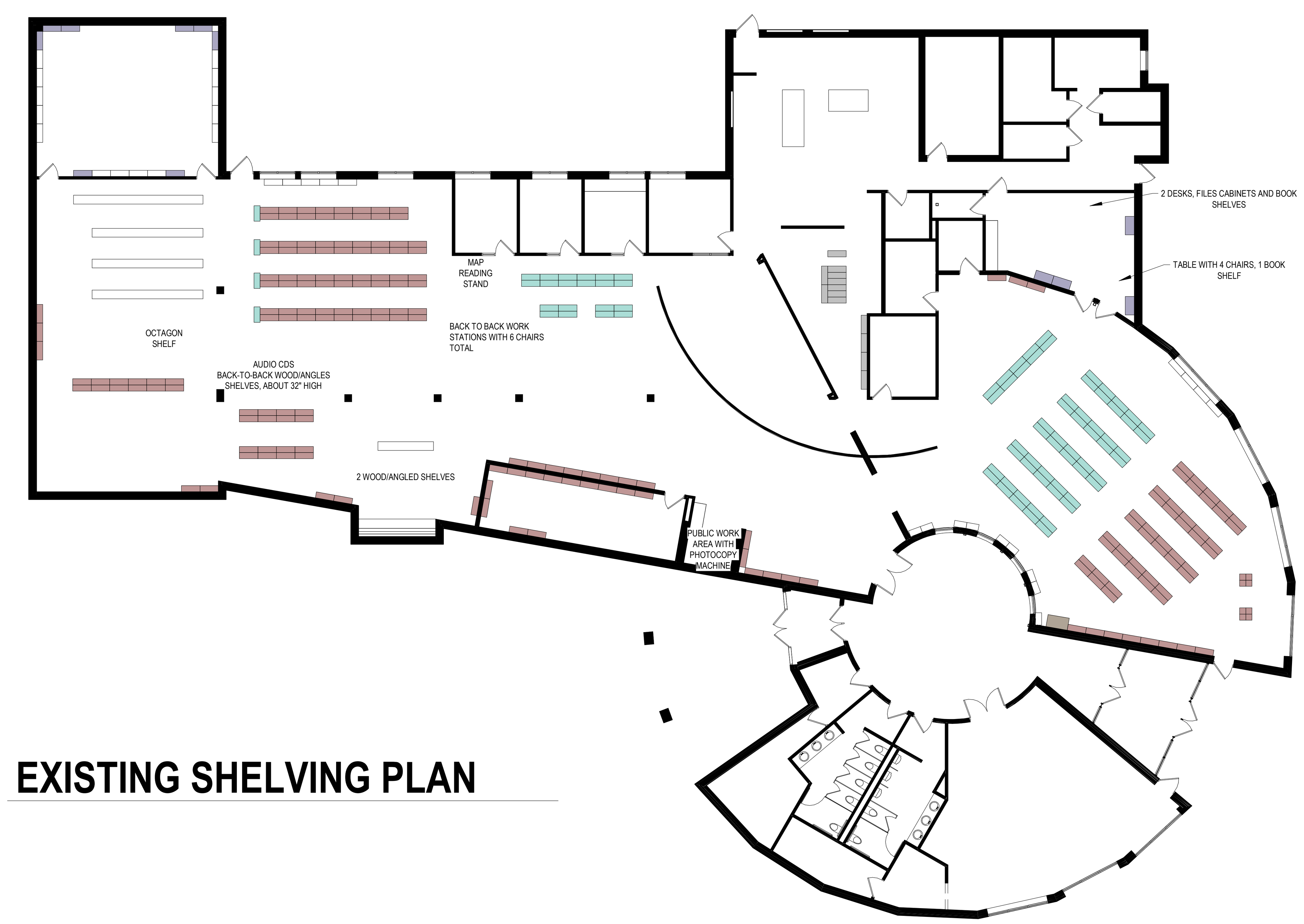
Master Plan Feasibility Study

Existing Stack Calculations

9/2/2020

	-ITEMS- updated 10/8/2020	Vol. per line foot		Approx. linear feet shelf space	# of shelves needed 65%	# of shelves needed 70%	Fill Ratios	Fill Ratio Factors
New Books	50	18			0.0	15.0		
Teen's Books								
TEEN fiction	2,485	10		248.5	127.4	104.8		
TEEN Large print	0	1		0.0	0.0			
Teen Graphic Novel	944	16		59.0	30.3	16.0		
Media								
TEEN kits	0							
Teen books on CD	144	8		37.0	19.0	17.6		
TEEN Playaway	0	11		6.3	3.2	3.0		
New Books					5.0	5.0		
TEEN Magazine **	55							
Other	0							
Magazines **	2,194	230						
Reference	**0**	**8**		**291.0**	**30.0**	**30.0**		
Powerwall merchandising	0							
Lucky Day	0				5.0	5.0		
Adult power walls	0				6 sections			
New Books	0				30.0	30.0		
Other								
Other	0	10		46.8	24.0	22.3		
Staff Area								
Circulation	0	8		1.0	0.5	0.5		
Holds	0	11		0.2	0.1	0.1		
Other	0	8		0.1	0.1	0.1		
Book Sale					10	10		
Holds	3,200	10		320.0	120.0	120.0		
Total	101,188			6430.6	3184.4	3881.7		
Linear Feet of Stacks Available Today				4631.5				

EXISTING LIBRARY AREAS



EXISTING SHELVING PLAN

EXISTING STACK COUNTS

TYPE	COUNT	HEIGHT	SHELF QUANTITY	WIDTH	LINEAR FEET	TYPE COMMENTS
ADULT AREA						
3 Shelf STACK_36H x 36W x 12D	19	3'-0"	3	3'-0"	171'-0"	
4 Shelf STACK_48H x 30W x 12D	4	4'-0"	4	2'-6"	40'-0"	
4 Shelf STACK_48H x 36W x 12D	20	4'-0"	4	3'-0"	240'-0"	
4 Shelf STACK_72H x 36W x 12D	8	6'-0"	4	3'-0"	96'-0"	
5 Shelf STACK_84H x 36W x 12D	101	7'-0"	5	3'-0"	1,515'-0"	
					2,062'-0"	
BOOK SALES						
5 Shelf STACK_84H x 36W x 12D	13	7'-0"	5	3'-0"	195'-0"	
					195'-0"	
CHILDREN'S AREA						
3 Shelf STACK_30H x 42W x 24D	1	2'-6"	3	3'-6"	10'-6"	CHILDREN'S HOLIDAY MUSIC CD'S
3 Shelf STACK_36H x 36W x 12D	4	3'-0"	3	3'-0"	36'-0"	
4 Shelf STACK_48H x 36W x 12D	60	4'-0"	4	3'-0"	720'-0"	
4 Shelf STACK_57H x 24W x 12D	9	4'-9"	4	2'-0"	72'-0"	BUILT-IN, LAMINATE FIXED SHELVING
5 Shelf STACK_72H x 36W x 18D	4	6'-0"	5	3'-0"	60'-0"	LAMINATE FIXED SHELVING
6 Shelf STACK_84H x 12W x 12D	8	7'-0"	6	1'-0"	48'-0"	CAROUSEL
6 Shelf STACK_84H x 36W x 12D	57	7'-0"	6	3'-0"	1,026'-0"	AUDIO/VISUAL MATERIALS
					1,972'-6"	
STAFF AREA						
3 Shelf CART_36H x 36W x 12D	13	3'-0"	3	3'-0"	117'-0"	CART
					117'-0"	
TEEN AREA						
5 Shelf STACK_84H x 36W x 12D	19	7'-0"	5	3'-0"	285'-0"	
					285'-0"	
TOTAL SHELVING LENGTH					4,631'-6"	LF Available Today

STACK HEIGHT LEGEND

- CART
- 3'-0" HIGH
- 4'-0" HIGH
- 6'-0" HIGH
- 7'-0" HIGH

United States Census Bureau

QuickFacts

McFarland village, Wisconsin; Madison city, Wisconsin; Dane County, Wisconsin

QuickFacts provides statistics for all states and counties, and for cities and towns with a ***population of 5,000 or more***.

Table

All Topics	McFarland village, Wisconsin	Madison city, Wisconsin	Dane County, Wisconsin
Population estimates, July 1, 2019, (V2019)	**9,031**	**259,680**	**546,695**
PEOPLE			
Population			
Population estimates, July 1, 2019, (V2019)	**9,031**	**259,680**	**546,695**
Population estimates base, April 1, 2010, (V2019)	7,931	233,173	488,081
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)	13.9%	11.4%	12.0%
Population, Census, April 1, 2010	7,808	233,209	488,073
Age and Sex			
Persons under 5 years, percent	5.9%	5.2%	5.5%
Persons under 18 years, percent	22.7%	16.6%	20.2%
Persons 65 years and over, percent	15.5%	11.3%	14.2%
Female persons, percent	50.0%	50.5%	50.3%
Race and Hispanic Origin			
White alone, percent	95.1%	78.4%	84.9%
Black or African American alone, percent (a)	2.2%	6.8%	5.5%
American Indian and Alaska Native alone, percent (a)	0.1%	0.4%	0.5%
Asian alone, percent (a)	1.1%	9.0%	6.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	0.0%	0.0%	0.1%
Two or More Races, percent	1.5%	3.6%	2.7%
Hispanic or Latino, percent (b)	1.4%	6.9%	6.5%
White alone, not Hispanic or Latino, percent	94.0%	73.9%	79.2%
Population Characteristics			
Veterans, 2014-2018	473	9,309	23,285
Foreign born persons, percent, 2014-2018	2.2%	12.0%	8.6%
Housing			
Housing units, July 1, 2019, (V2019)	X	X	239,841
Owner-occupied housing unit rate, 2014-2018	78.5%	47.1%	58.0%
Median value of owner-occupied housing units, 2014-2018	$245,500	$234,100	$252,300
Median selected monthly owner costs -with a mortgage, 2014-2018	$1,858	$1,709	$1,774
Median selected monthly owner costs -without a mortgage, 2014-2018	$699	$738	$713
Median gross rent, 2014-2018	$973	$1,068	$1,031
Building permits, 2019	X	X	3,015
Families & Living Arrangements			
Households, 2014-2018	3,424	108,573	219,490
Persons per household, 2014-2018	2.48	2.21	2.35
Living in same house 1 year ago, percent of persons age 1 year+, 2014-2018	90.3%	73.2%	80.6%
Language other than English spoken at home, percent of persons age 5 years+, 2014-2018	4.8%	15.7%	11.7%
Computer and Internet Use			
Households with a computer, percent, 2014-2018	96.5%	94.8%	94.2%
Households with a broadband Internet subscription, percent, 2014-2018	91.6%	86.4%	86.9%
Education			
High school graduate or higher, percent of persons age 25 years+, 2014-2018	96.7%	95.3%	95.6%
Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018	41.5%	57.9%	50.7%
Health			
With a disability, under age 65 years, percent, 2014-2018	6.0%	5.7%	5.7%
Persons without health insurance, under age 65 years, percent	4.1%	4.9%	4.9%
Economy			

In civilian labor force, total, percent of population age 16 years+, 2014-2018	74.1%	72.0%	72.3%
In civilian labor force, female, percent of population age 16 years+, 2014-2018	69.5%	69.5%	69.0%
Total accommodation and food services sales, 2012 ($1,000) (c)	9,979	718,303	1,111,208
Total health care and social assistance receipts/revenue, 2012 ($1,000) (c)	6,066	4,054,428	5,188,190
Total manufacturers shipments, 2012 ($1,000) (c)	177,830	2,798,213	7,205,303
Total merchant wholesaler sales, 2012 ($1,000) (c)	420,824	2,859,633	8,106,556
Total retail sales, 2012 ($1,000) (c)	55,690	4,804,886	8,516,190
Total retail sales per capita, 2012 (c)	$6,927	$19,993	$16,913
Transportation			
Mean travel time to work (minutes), workers age 16 years+, 2014-2018	21.6	19.4	21.0
Income & Poverty			
Median household income (in 2018 dollars), 2014-2018	$87,394	$62,906	$70,541
Per capita income in past 12 months (in 2018 dollars), 2014-2018	$39,284	$36,372	$38,757
Persons in poverty, percent	2.6%	17.9%	10.8%

BUSINESSES

Businesses			
Total employer establishments, 2018	X	X	14,335
Total employment, 2018	X	X	295,354
Total annual payroll, 2018 ($1,000)	X	X	16,630,629
Total employment, percent change, 2017-2018	X	X	1.9%
Total nonemployer establishments, 2018	X	X	39,043
All firms, 2012	656	20,714	44,853
Men-owned firms, 2012	309	10,776	23,323
Women-owned firms, 2012	268	7,329	15,314
Minority-owned firms, 2012	31	2,799	4,303
Nonminority-owned firms, 2012	602	16,693	38,659
Veteran-owned firms, 2012	44	1,499	3,876
Nonveteran-owned firms, 2012	588	17,966	38,342

GEOGRAPHY

Geography			
Population per square mile, 2010	2,200.1	3,037.0	407.7
Land area in square miles, 2010	3.55	76.79	1,197.24
FIPS Code	5546850	5548000	55025

About datasets used in this table

Value Notes

Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info icon to th row in TABLE view to learn about sampling error.

The vintage year (e.g., V2019) refers to the final year of the series (2010 thru 2019). *Different vintage years of estimates are not comparable.*

Fact Notes

- **(a)** Includes persons reporting only one race
- **(b)** Hispanics may be of any race, so also are included in applicable race categories
- **(c)** Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- **-** Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper in open ended distribution.
- **D** Suppressed to avoid disclosure of confidential information
- **F** Fewer than 25 firms
- **FN** Footnote on this item in place of data
- **N** Data for this geographic area cannot be displayed because the number of sample cases is too small.
- **NA** Not available
- **S** Suppressed; does not meet publication standards
- **X** Not applicable
- **Z** Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and F Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

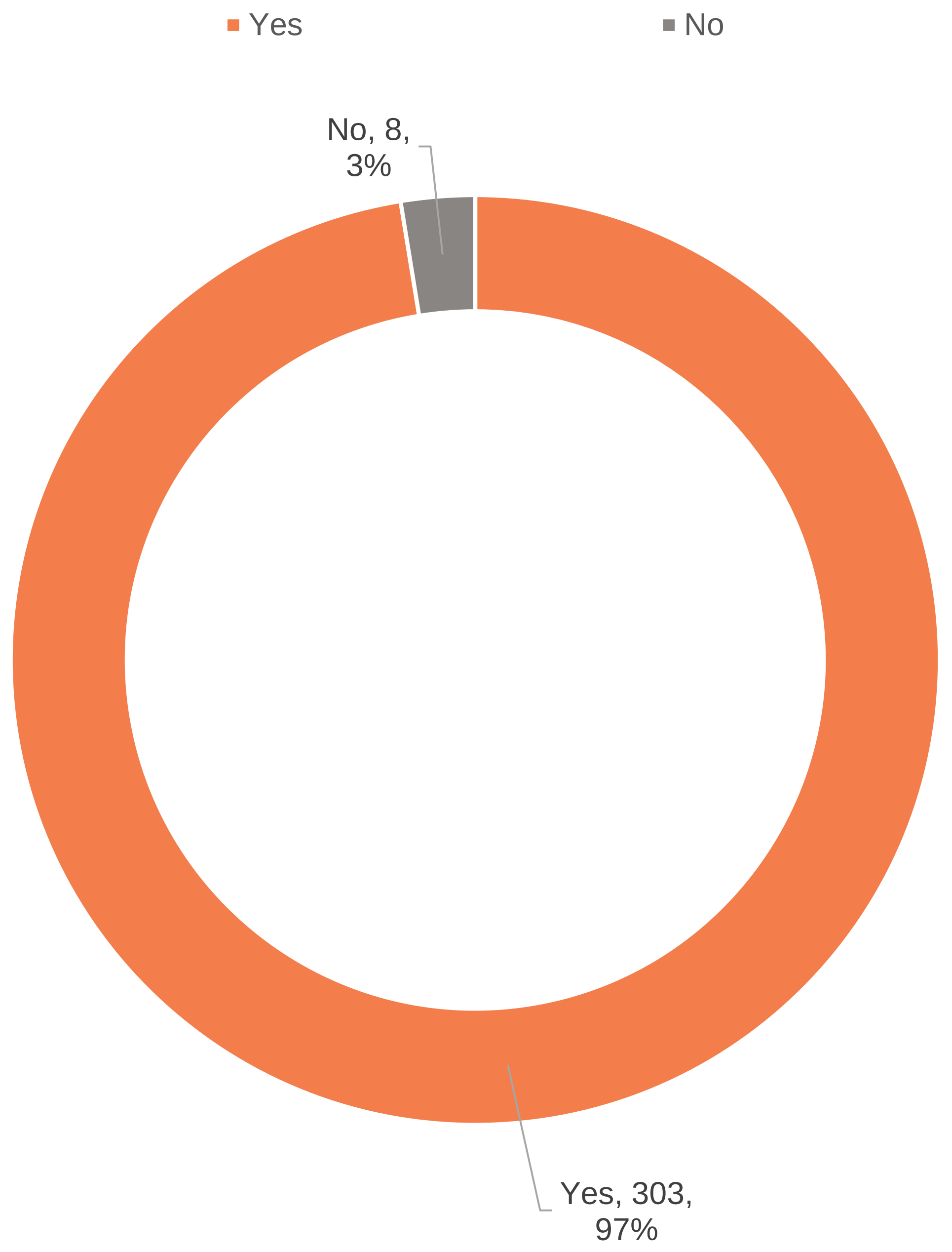
E.D. LOCKE PUBLIC LIBRARY

Survey Data | 11/12/2020

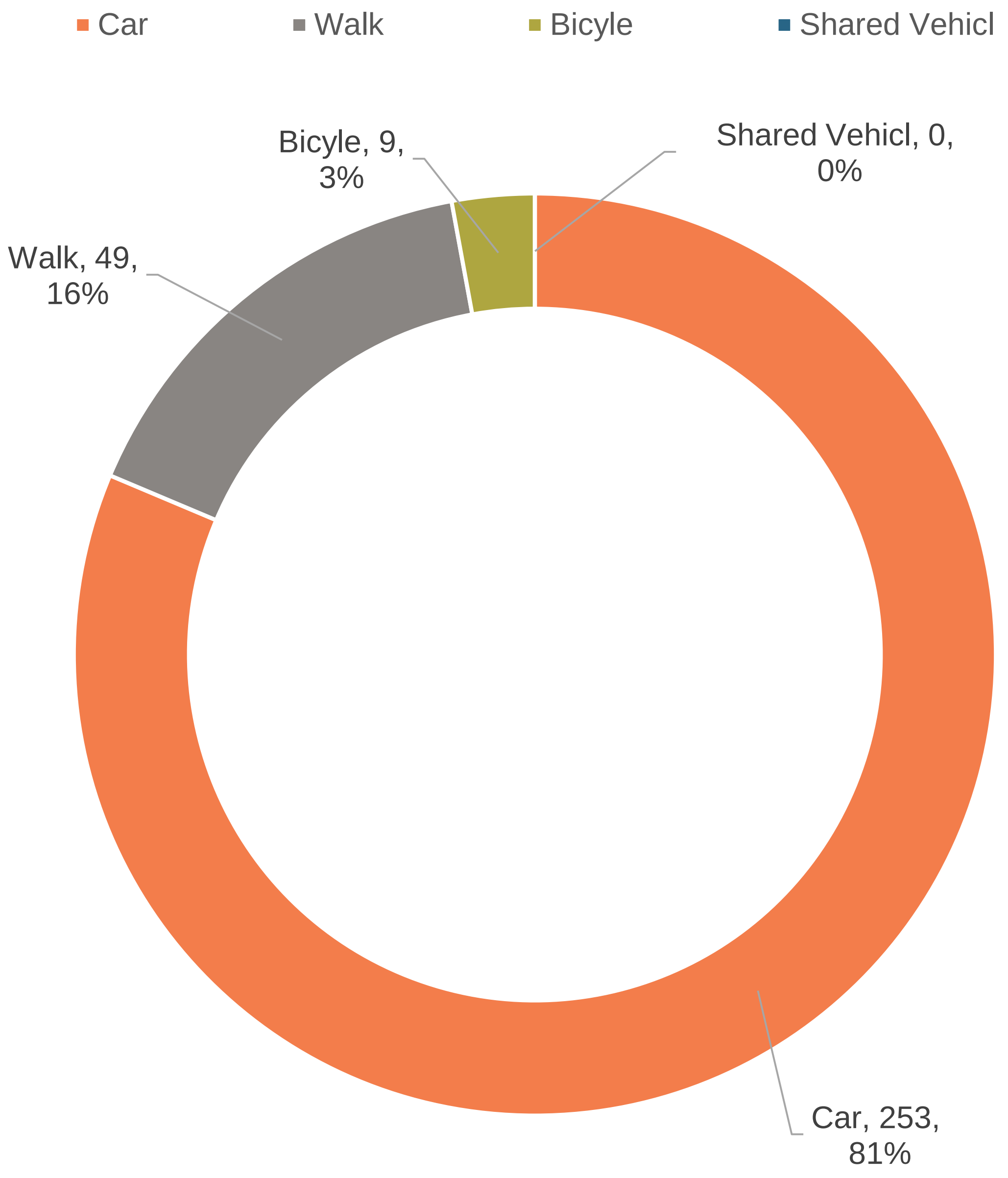
CONTENTS

1 MULTIPLE CHOICE QUESTIONS

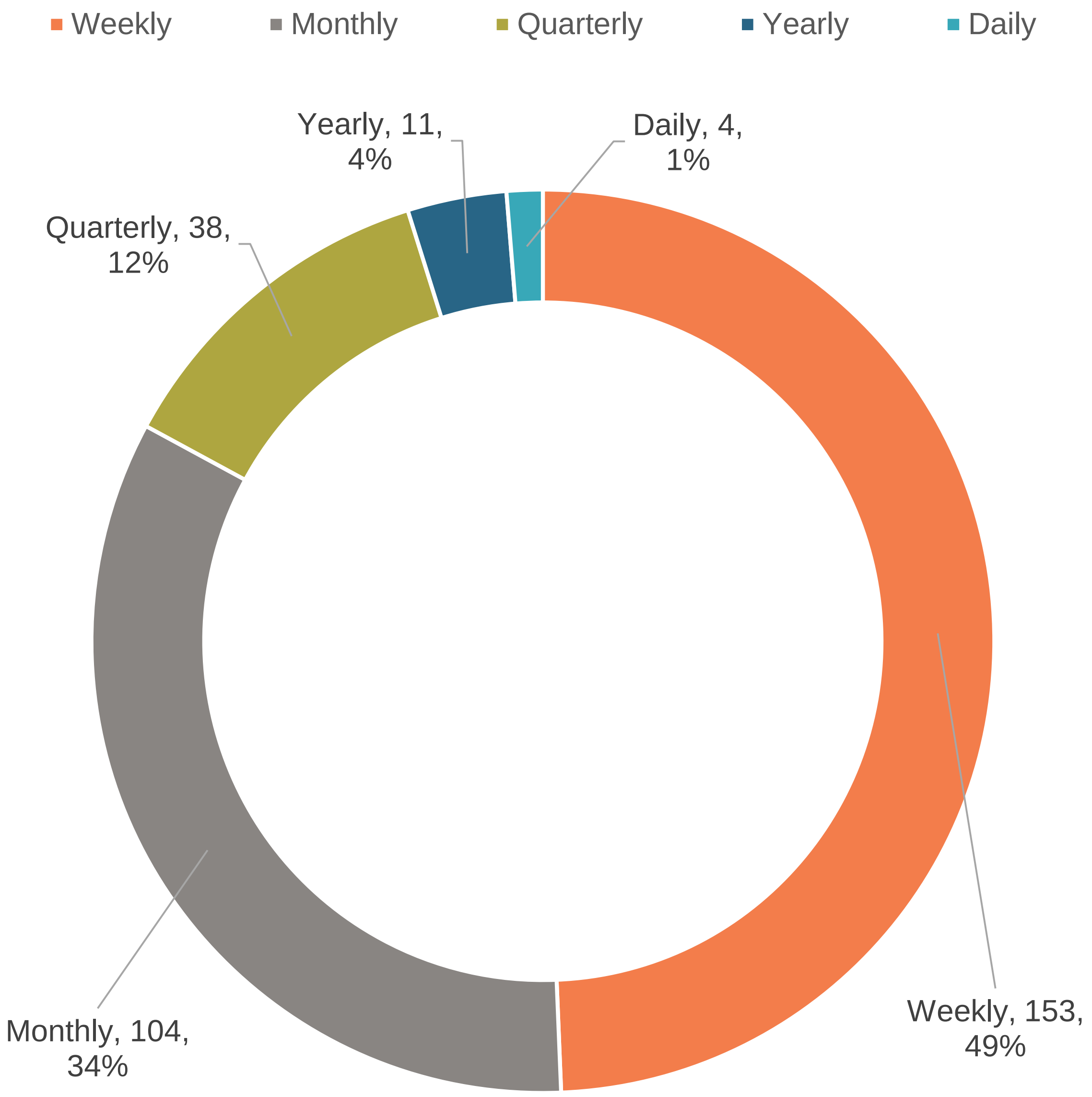
DO YOU HAVE A LIBRARY CARD?



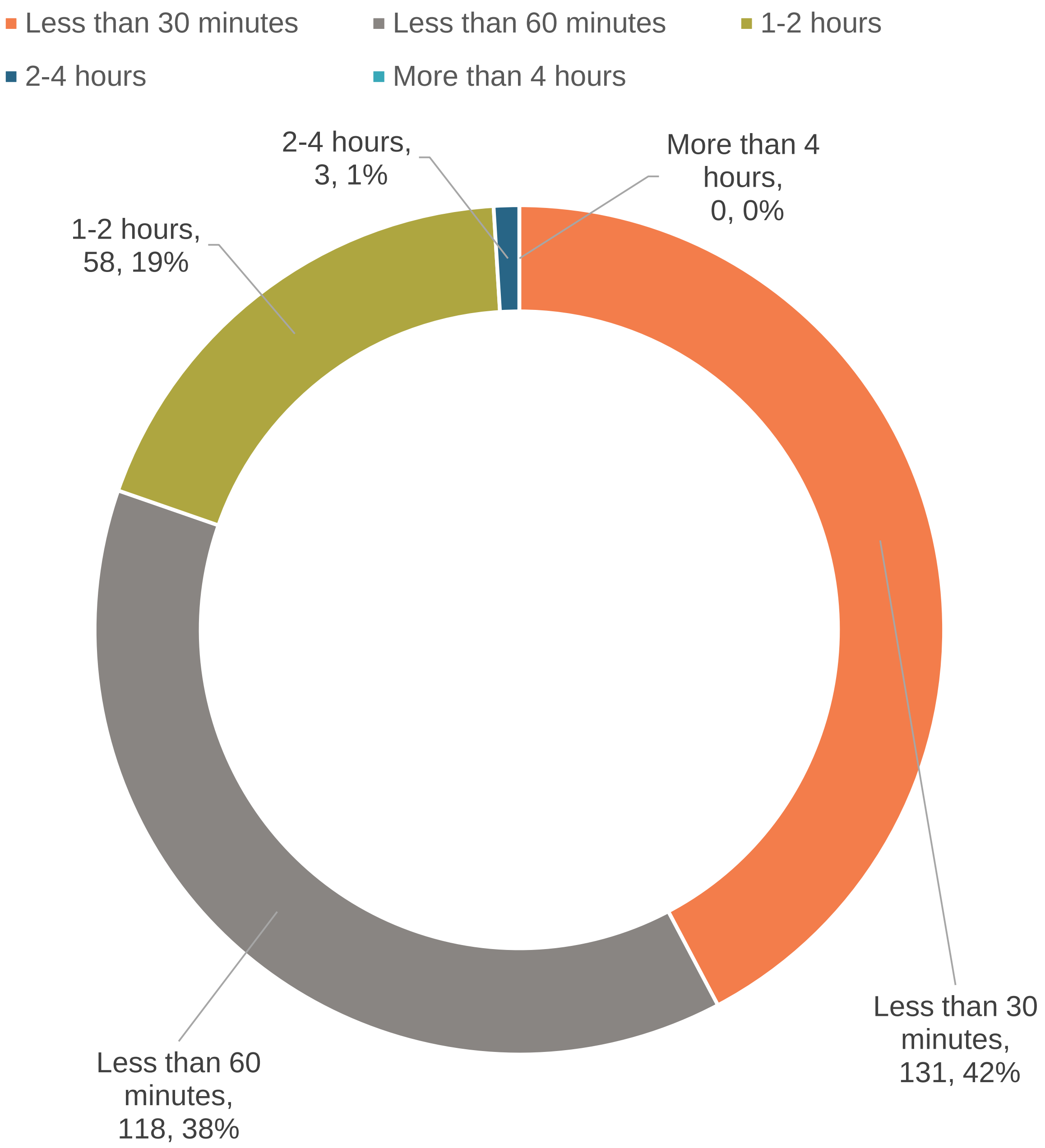
IN GENERAL, WHAT IS YOUR MAIN FORM OF TRANSPORTATION TO GET TO THE LIBRARY?



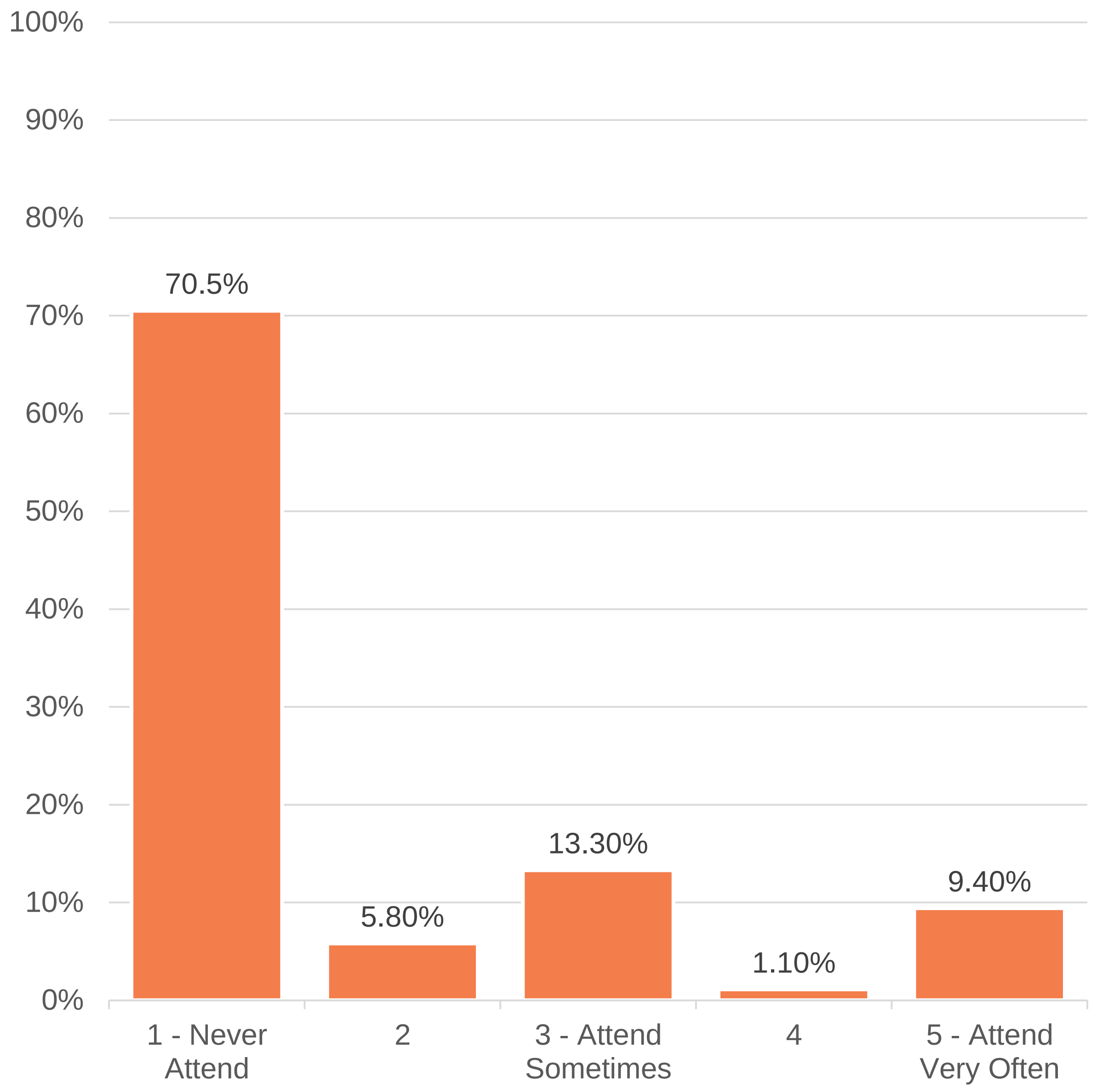
ON AVERAGE, HOW OFTEN DO YOU VISIT THE LIBRARY (PRE-COVID)?



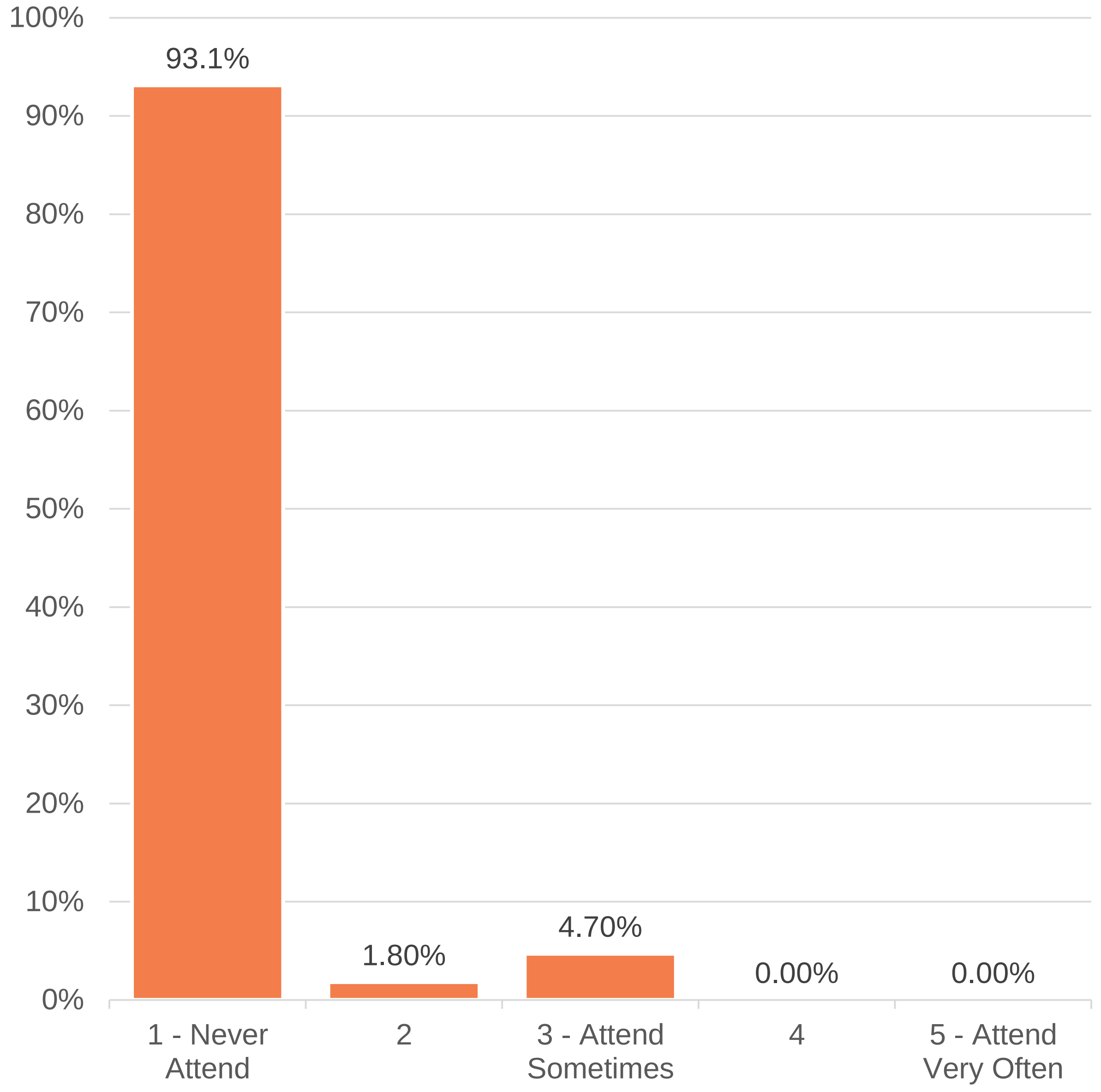
ON AVERAGE, WHEN VISITING THE LIBRARY, HOW MUCH TIME ARE YOU SPENDING THERE (PRE-COVID)?



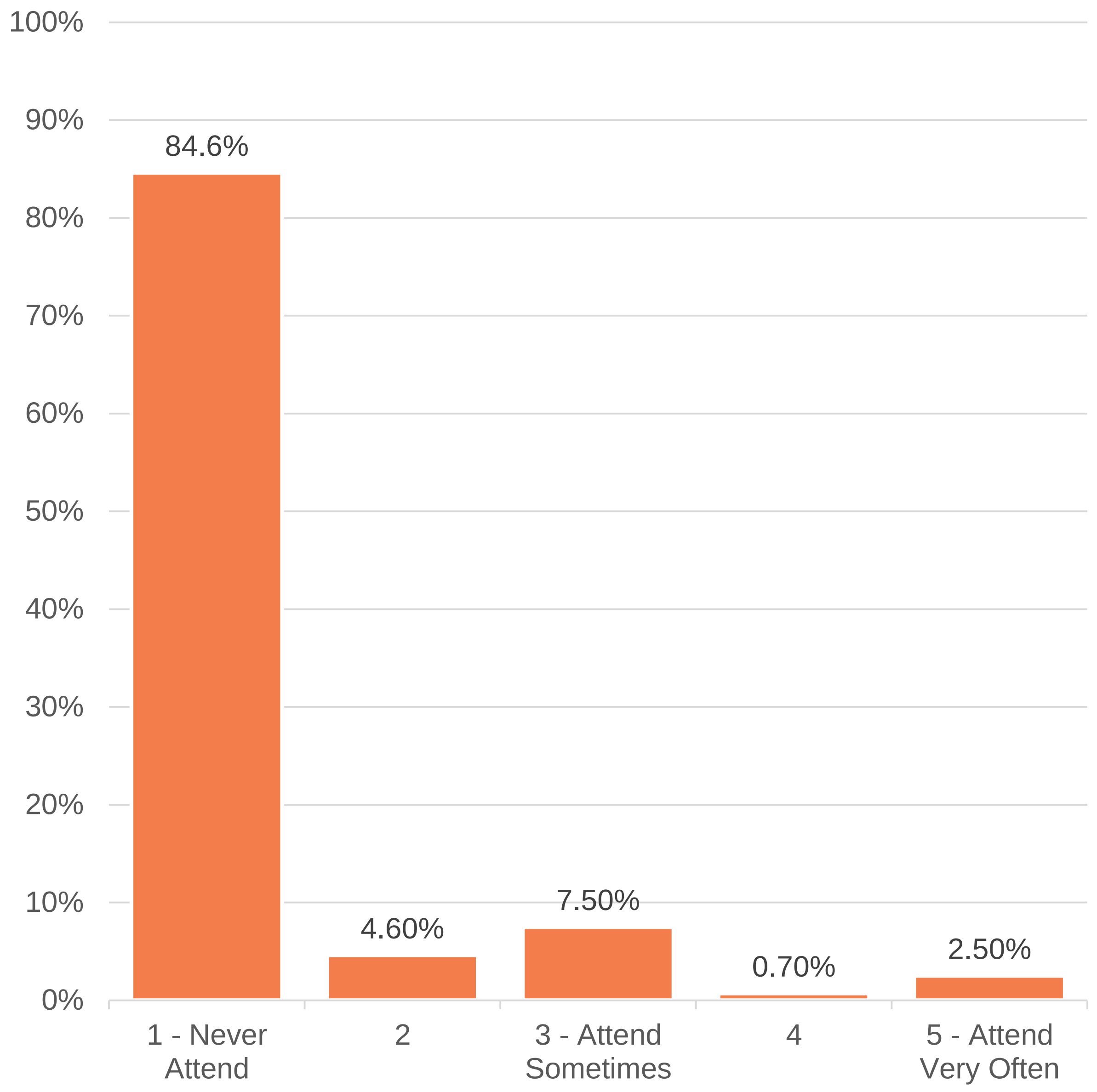
ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **STORY TIME** PROGRAMMING?



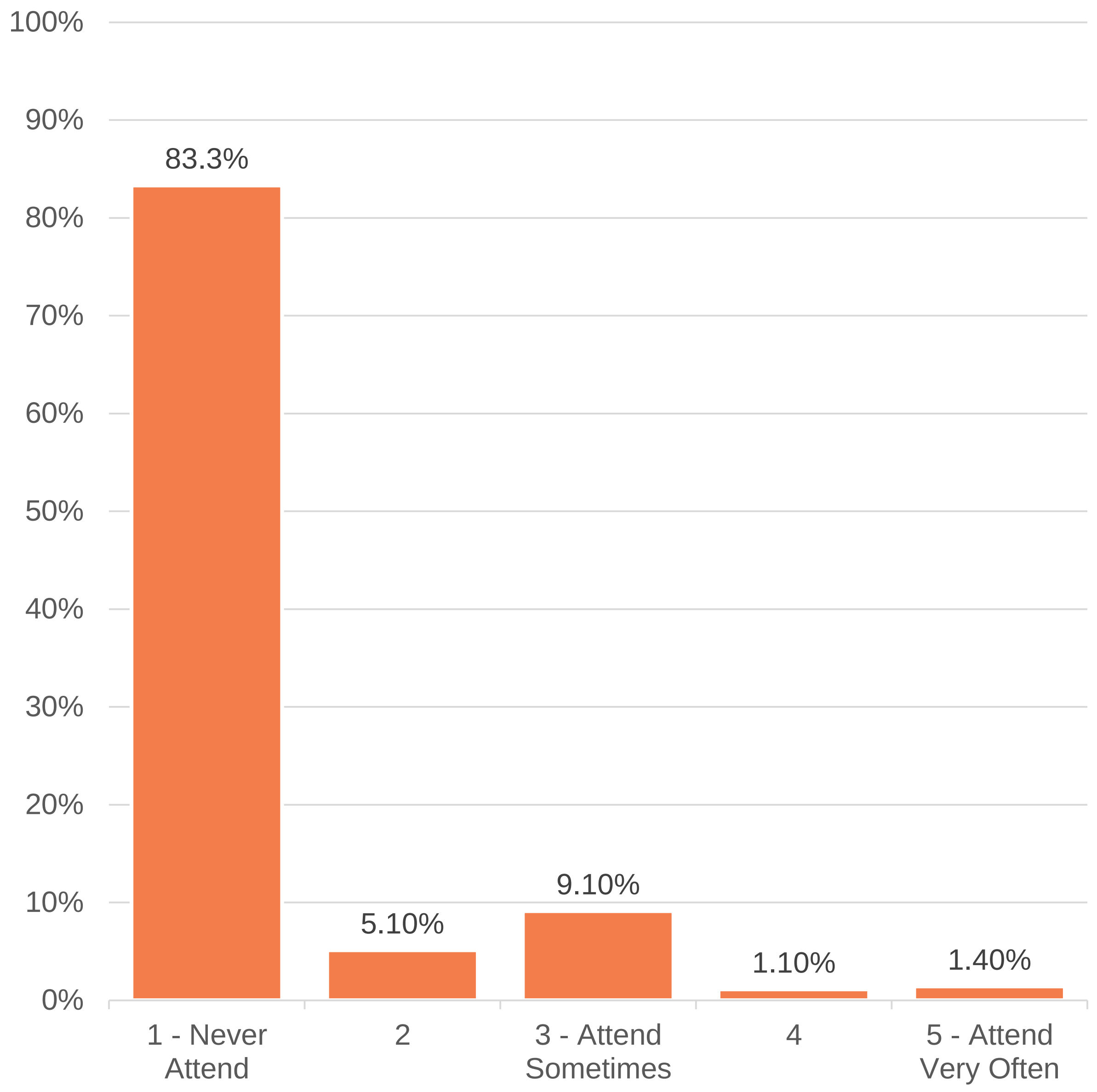
ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **TEEN** PROGRAMMING?



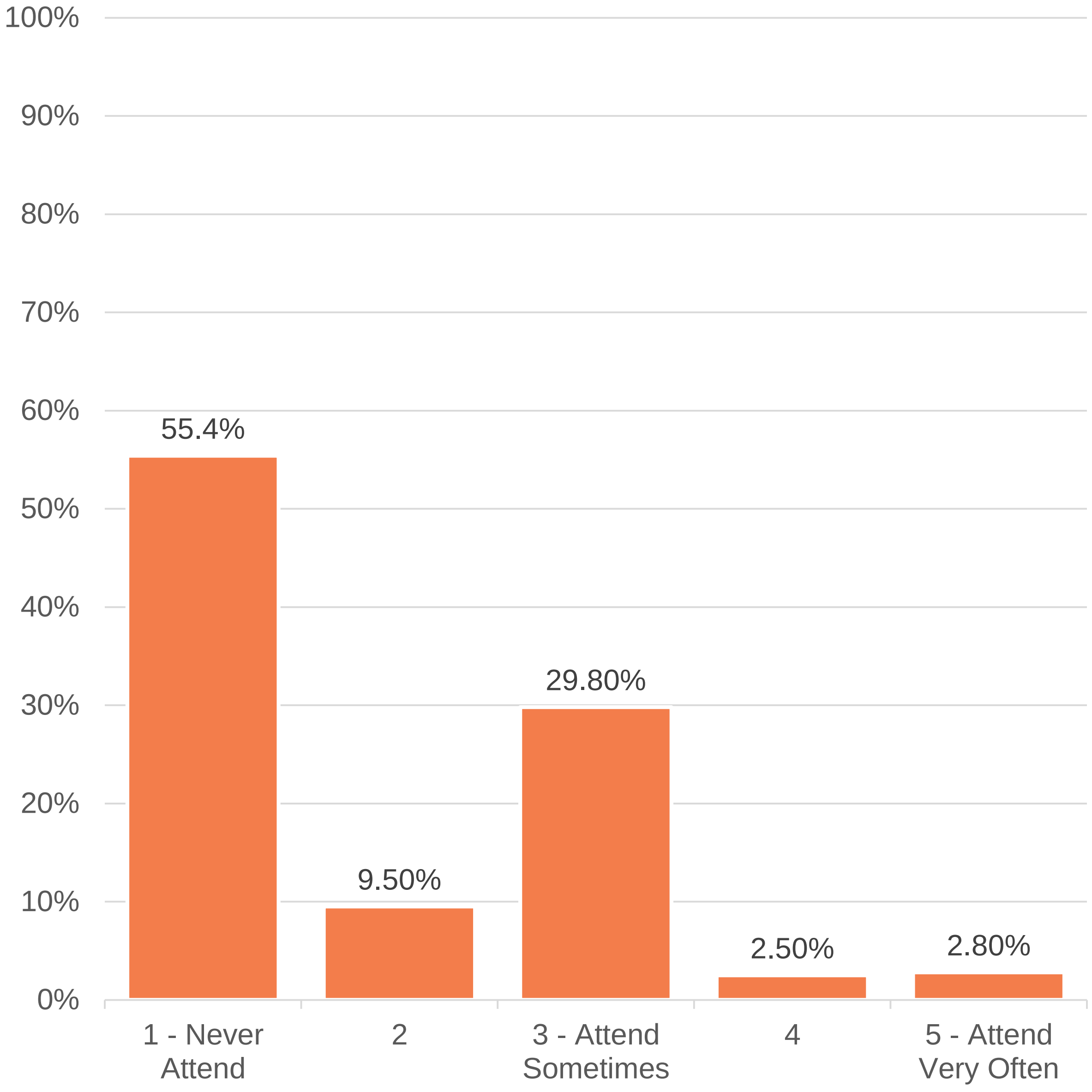
ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **ADULT BOOK CLUB** PROGRAMMING?



ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **ADULT CRAFTING** PROGRAMMING?

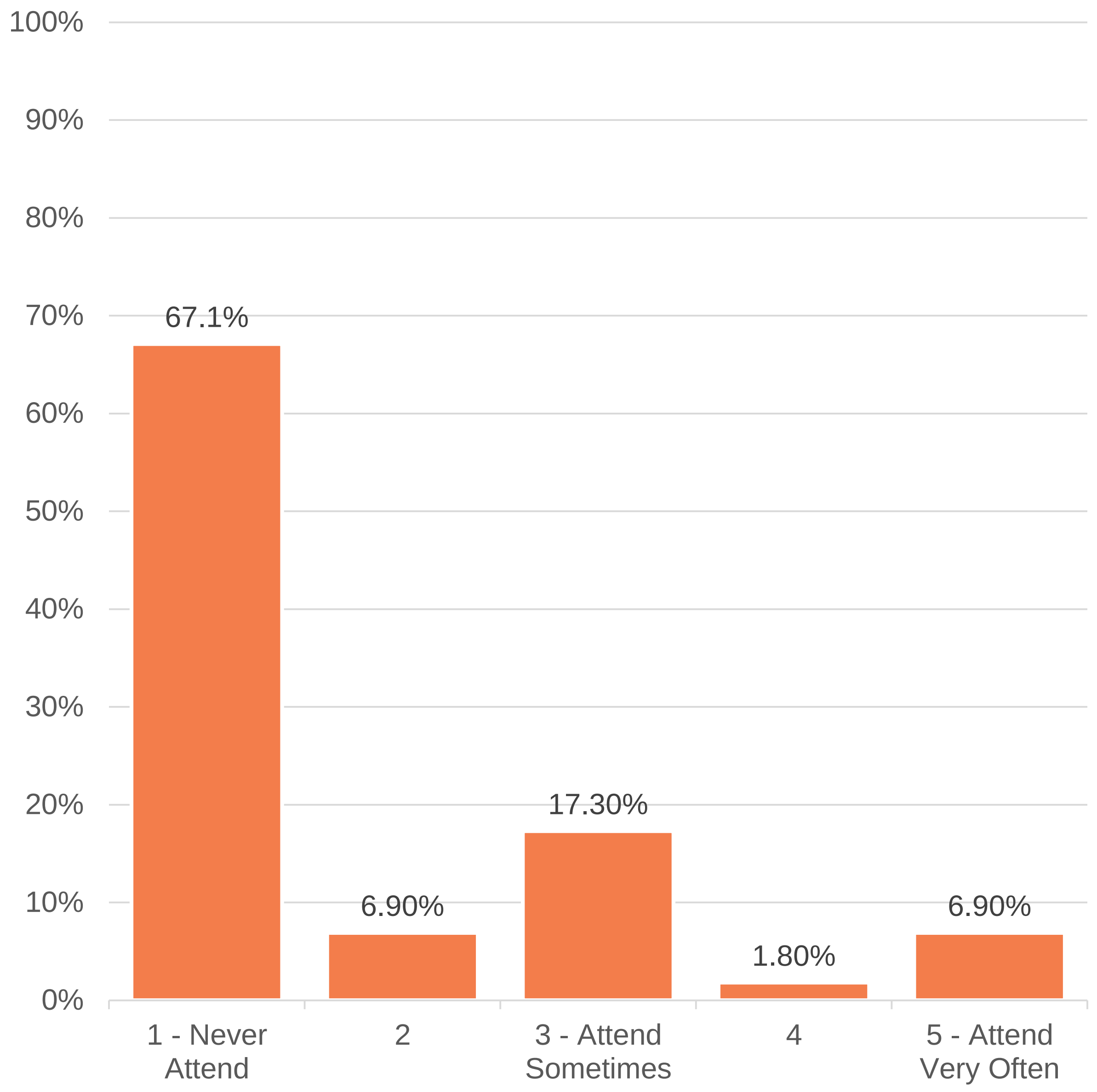


ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **ADULT SPEAKERS** PROGRAMMING?

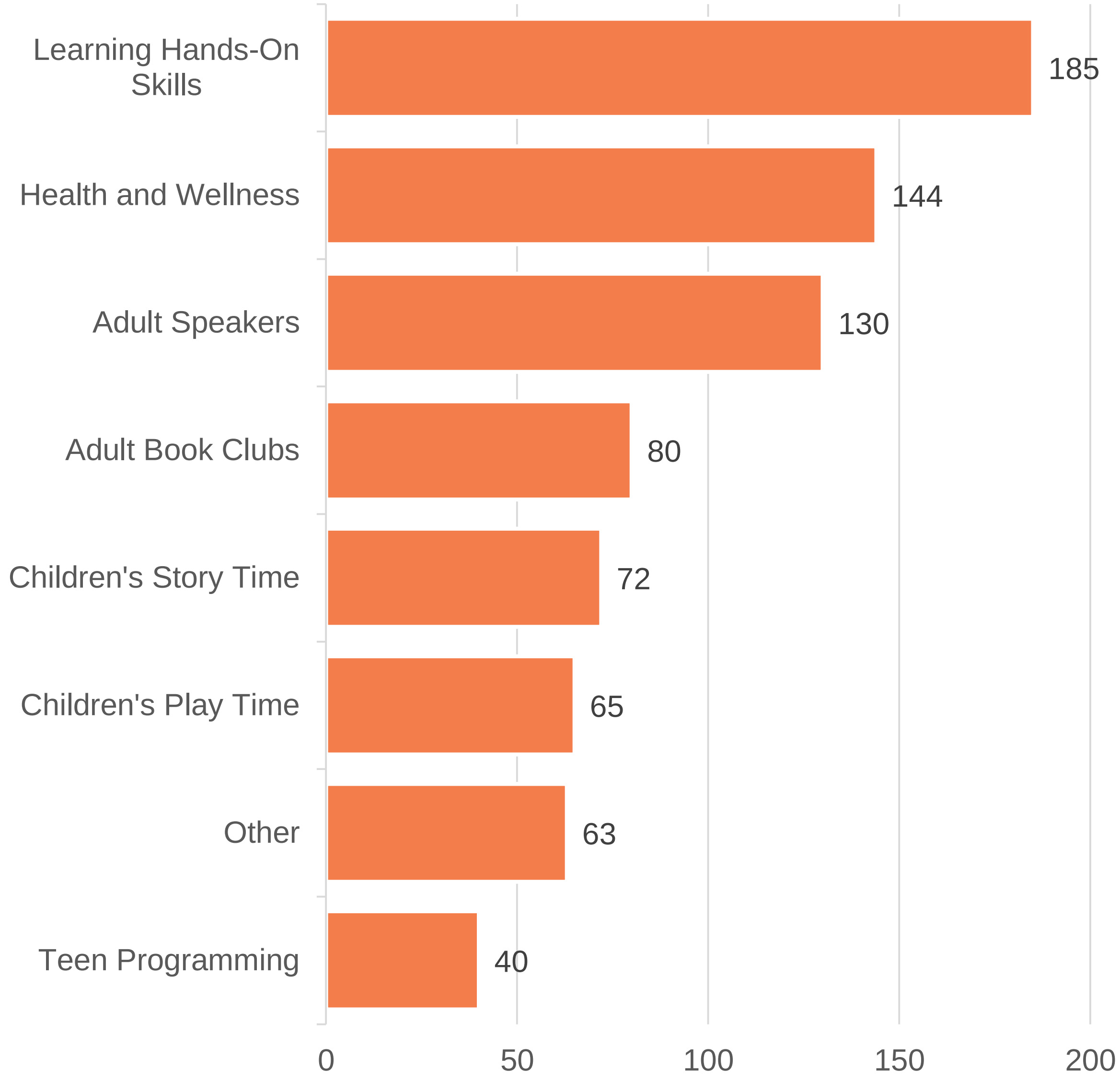


ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **FAMILY** PROGRAMMING?

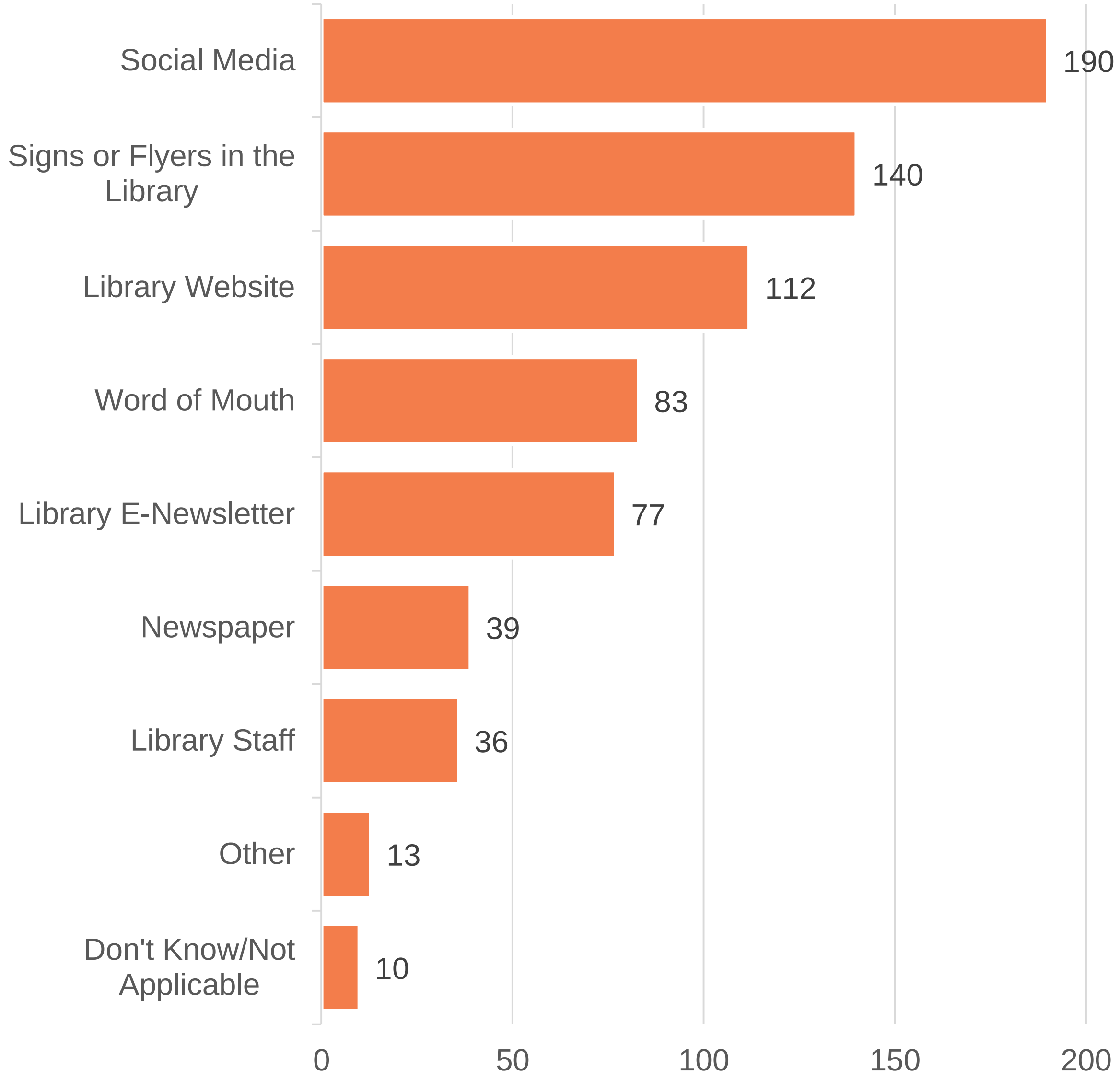
(MESSY MUNCHKINS, FAMILY COOKING PROGRAMS, ETC.)



IF THE LIBRARY WERE TO OFFER ADDITIONAL PROGRAMMING, WHAT WOULD YOU LIKE THOSE PROGRAMS TO BE?

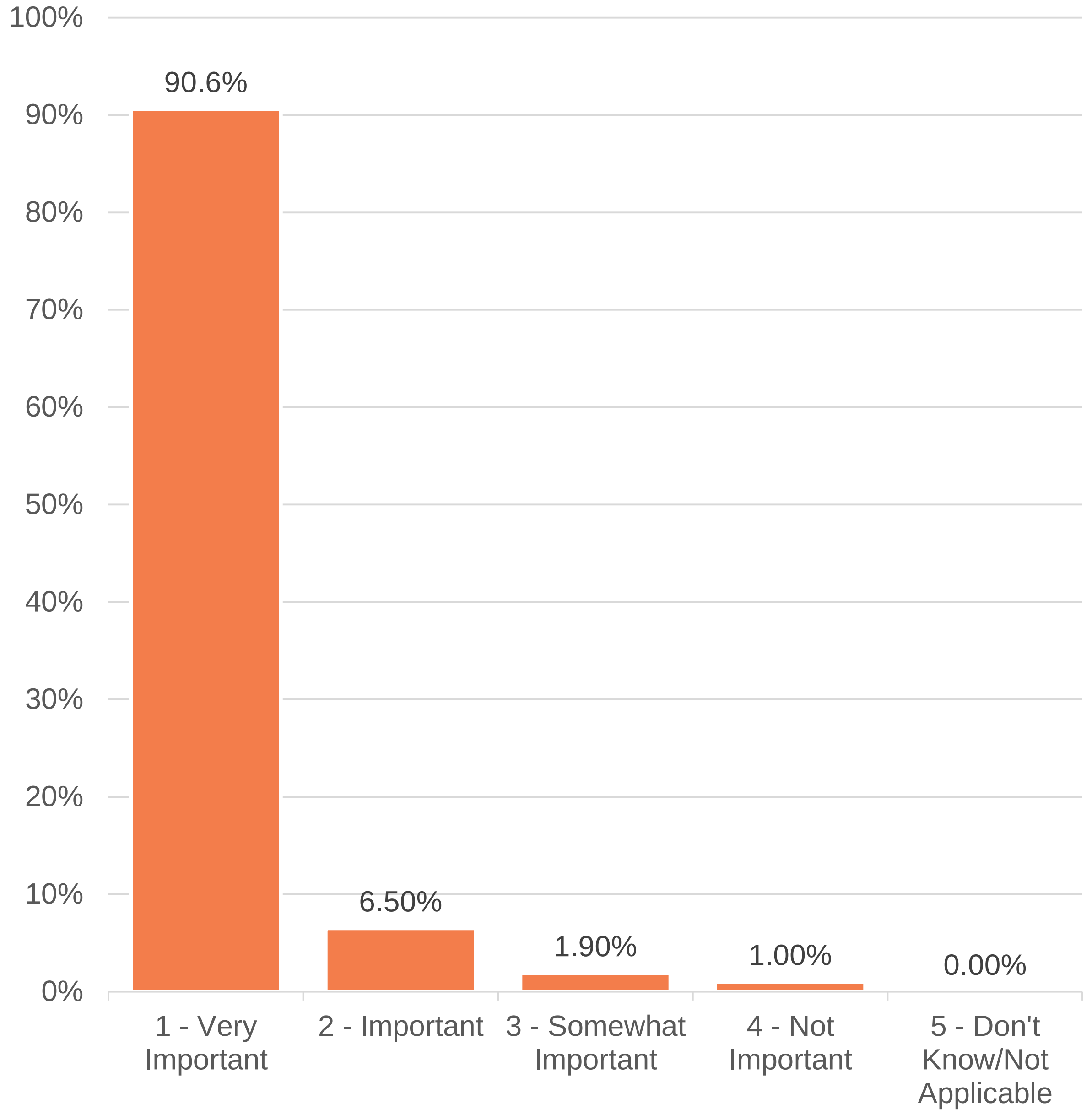


HOW DO YOU TYPICALLY FIND OUT ABOUT LIBRARY PROGRAMS?



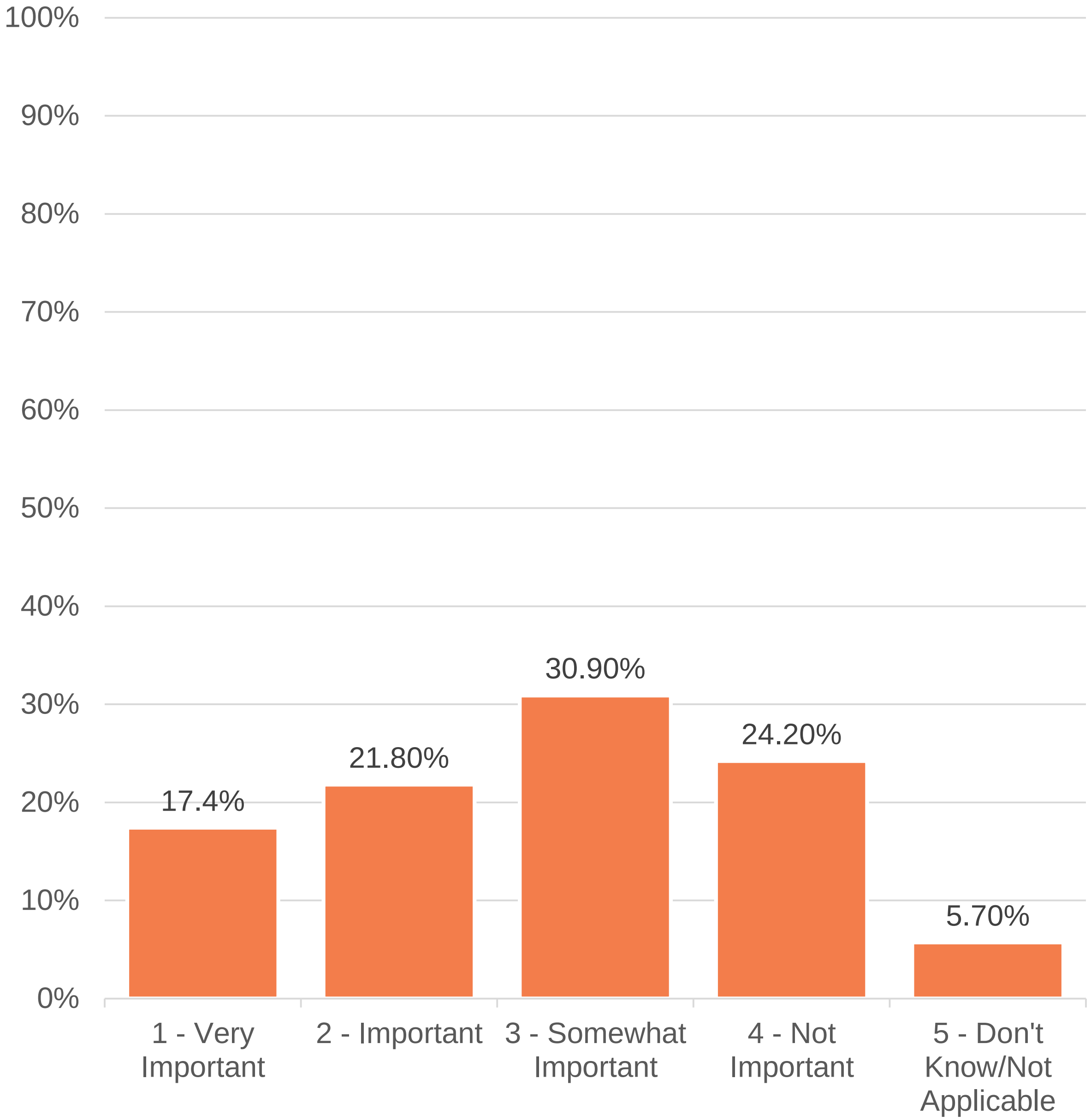
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

BORROWING MATERIALS (BOOKS, AUDIO BOOKS, DVDS, MUSIC, ETC.)



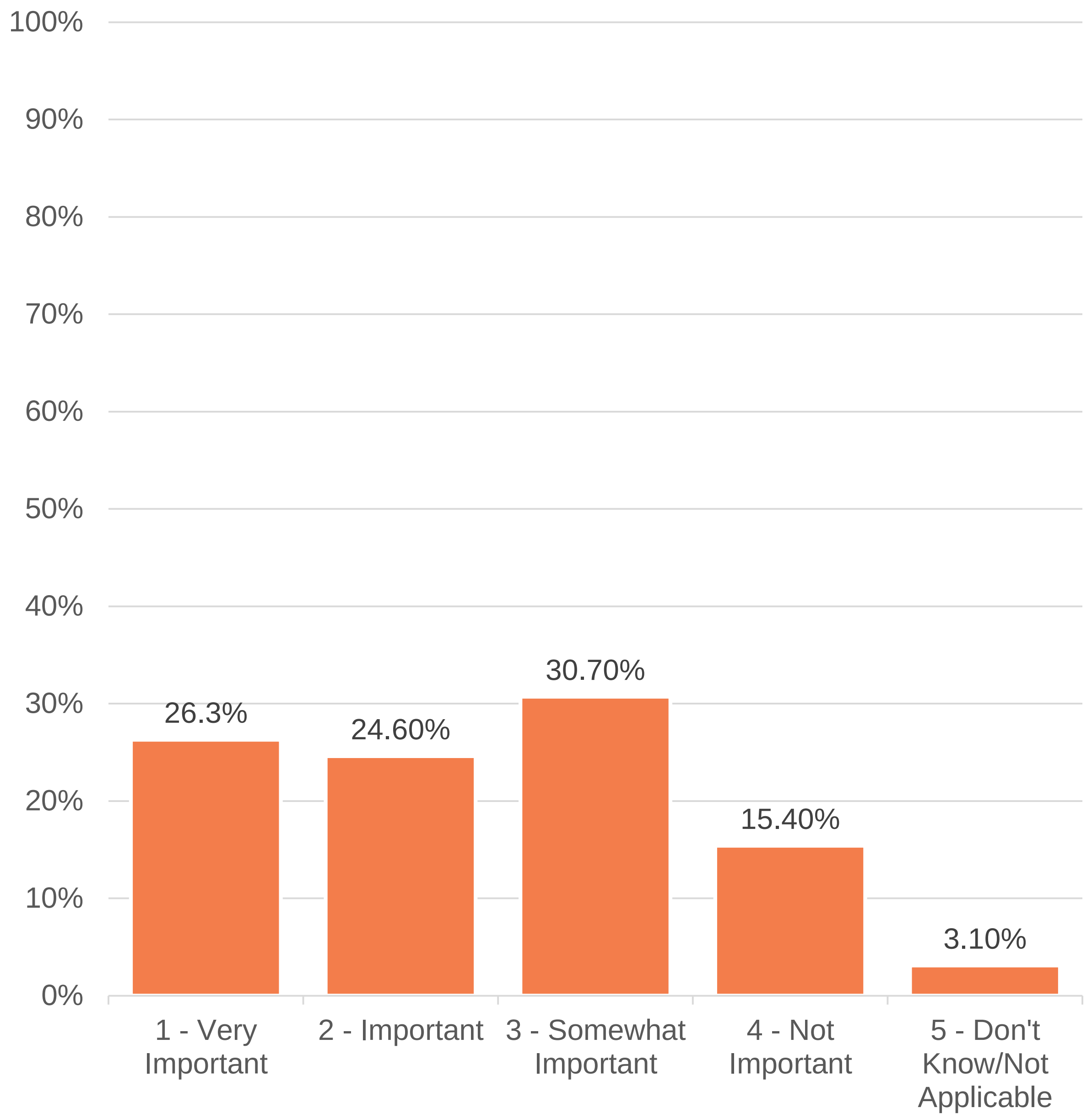
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

REFERENCE (RESEARCH ASSISTANCE FROM LIBRARIANS)



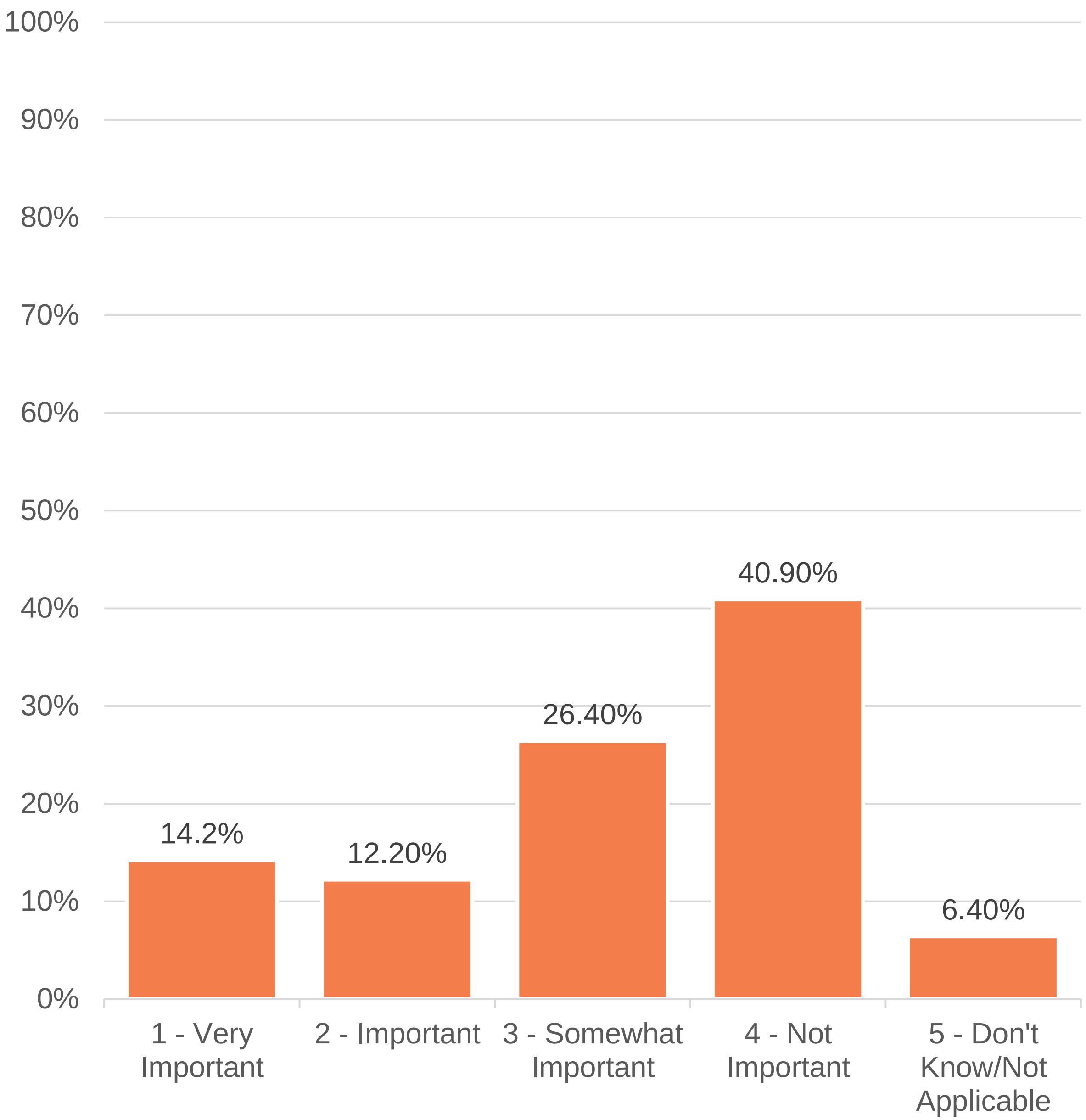
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

PROGRAMS (CLASSES, STORY TIME, ETC.)



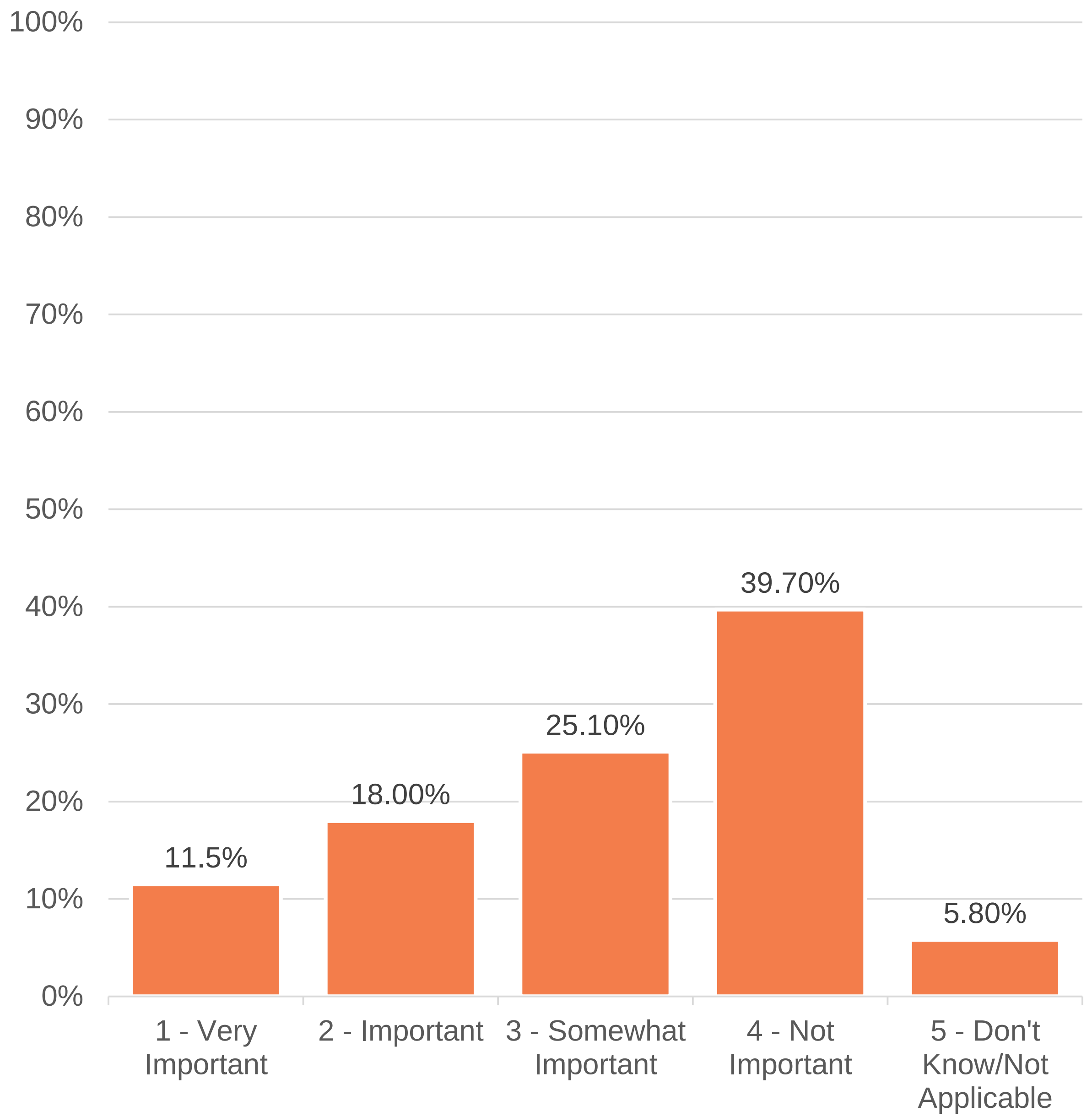
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

COMPUTERS



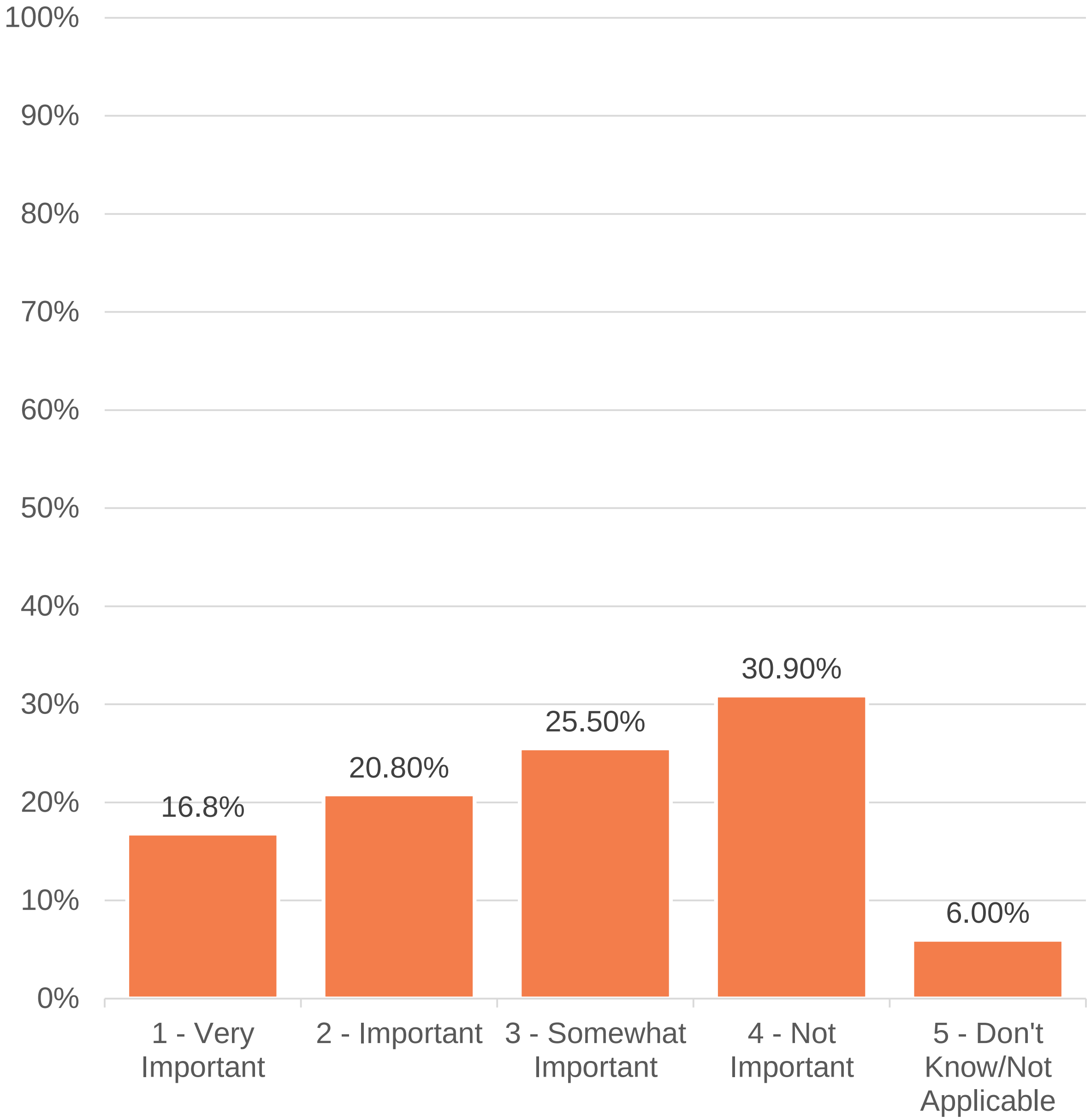
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

FAXING / COPYING / PRINTING / SCANNING



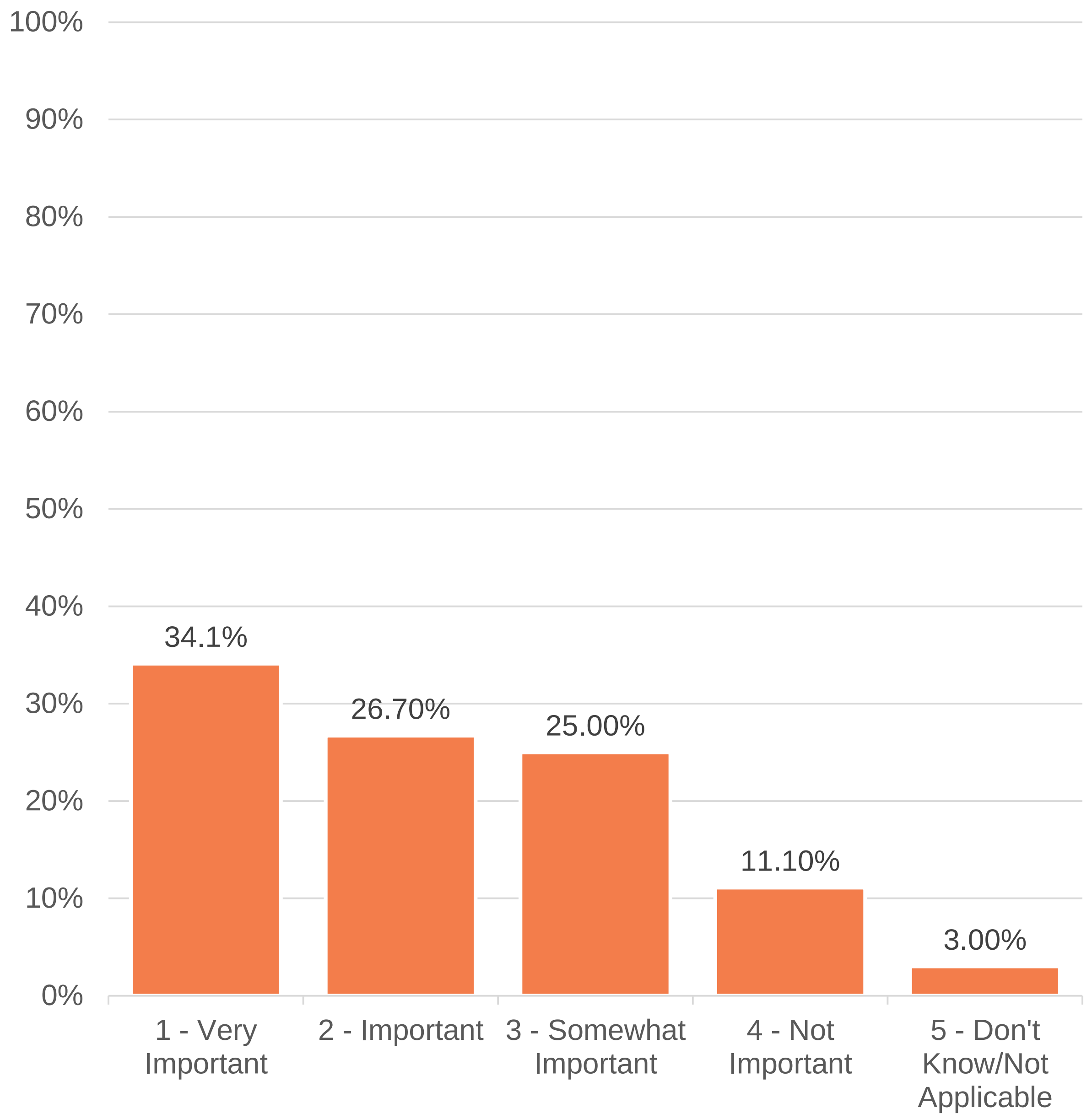
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

STUDY ROOMS / READING AREA



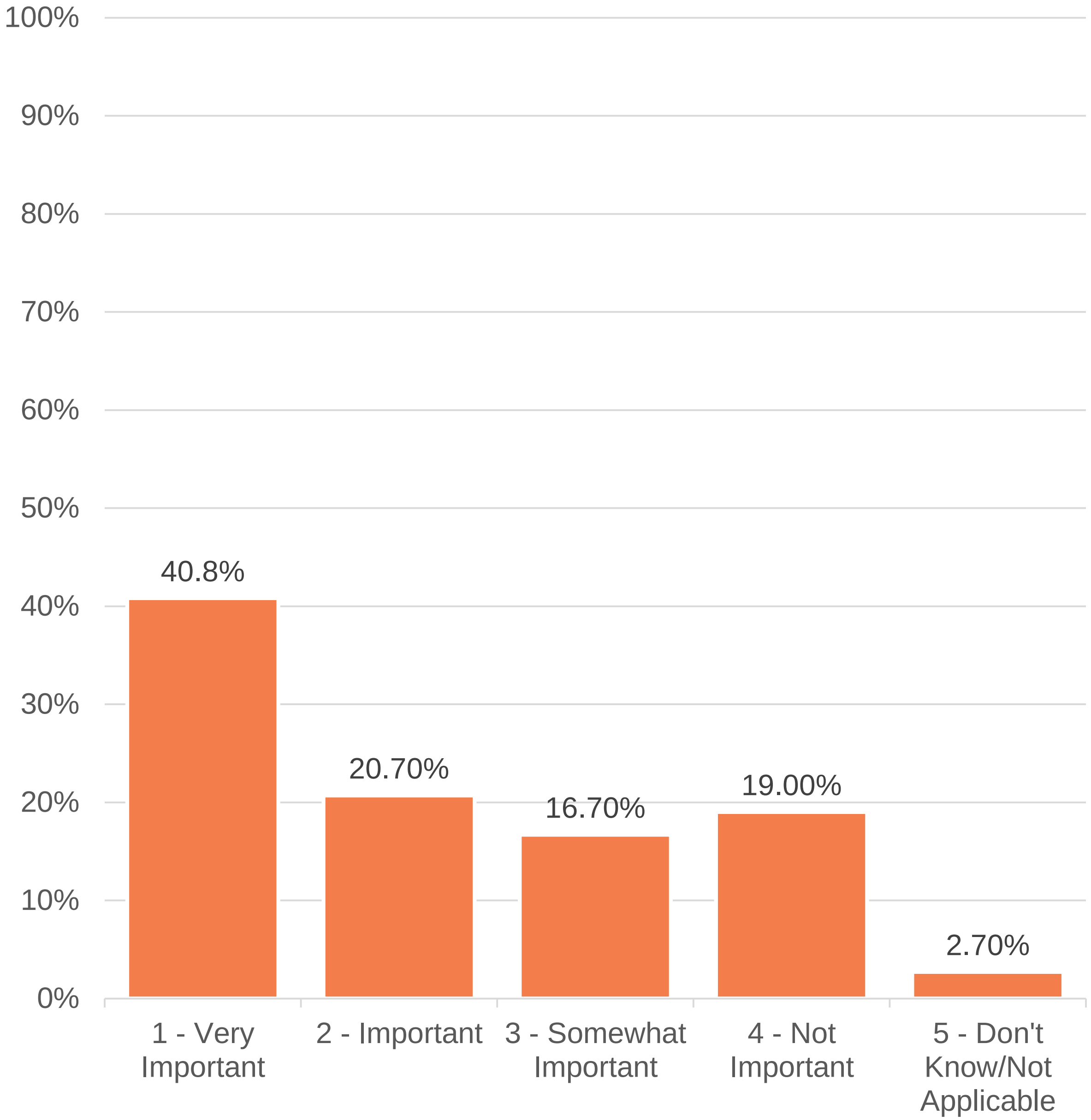
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

COMMUNITY GATHERING SPACE



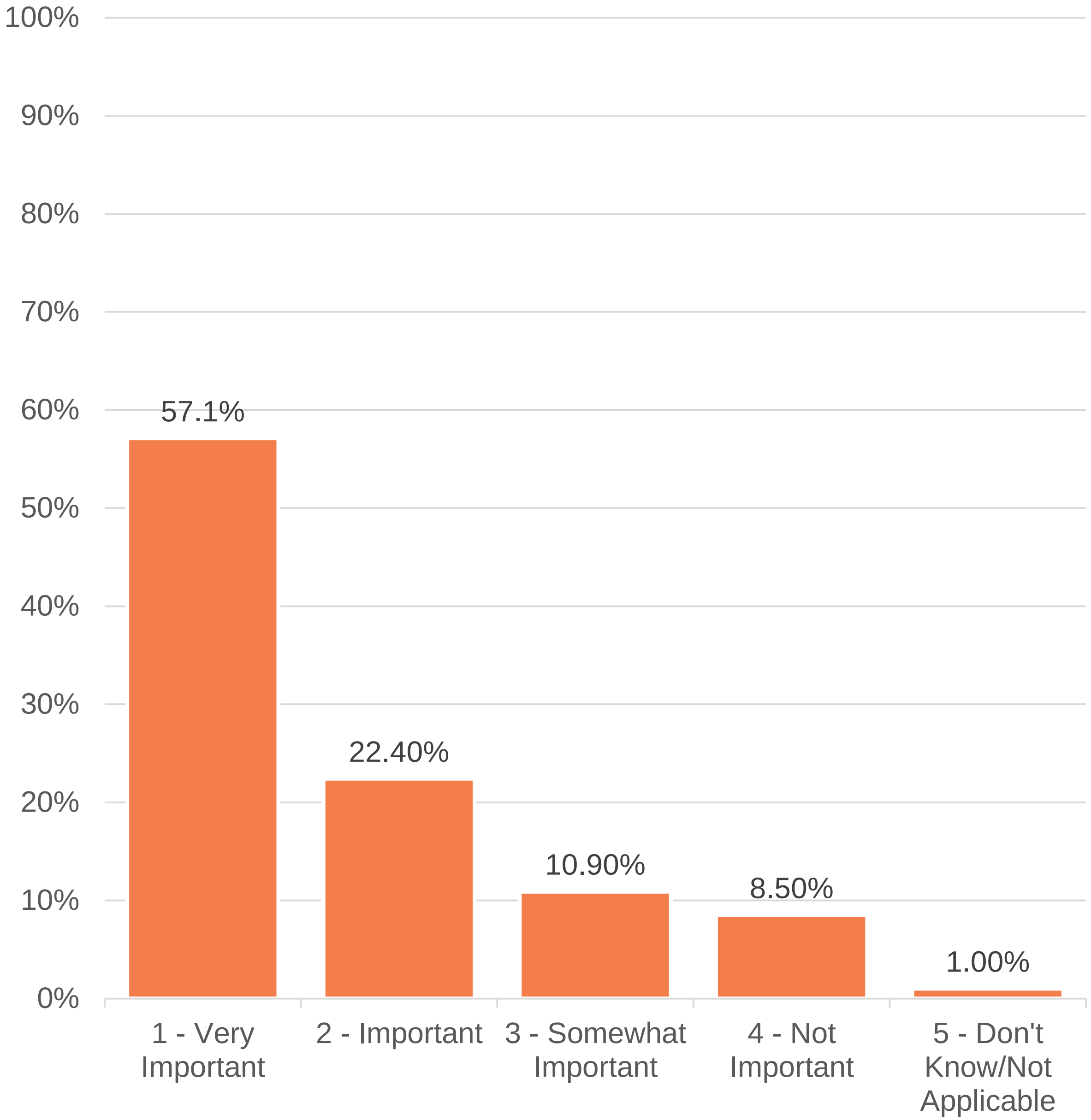
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

INTERNET ACCESS / WIFI



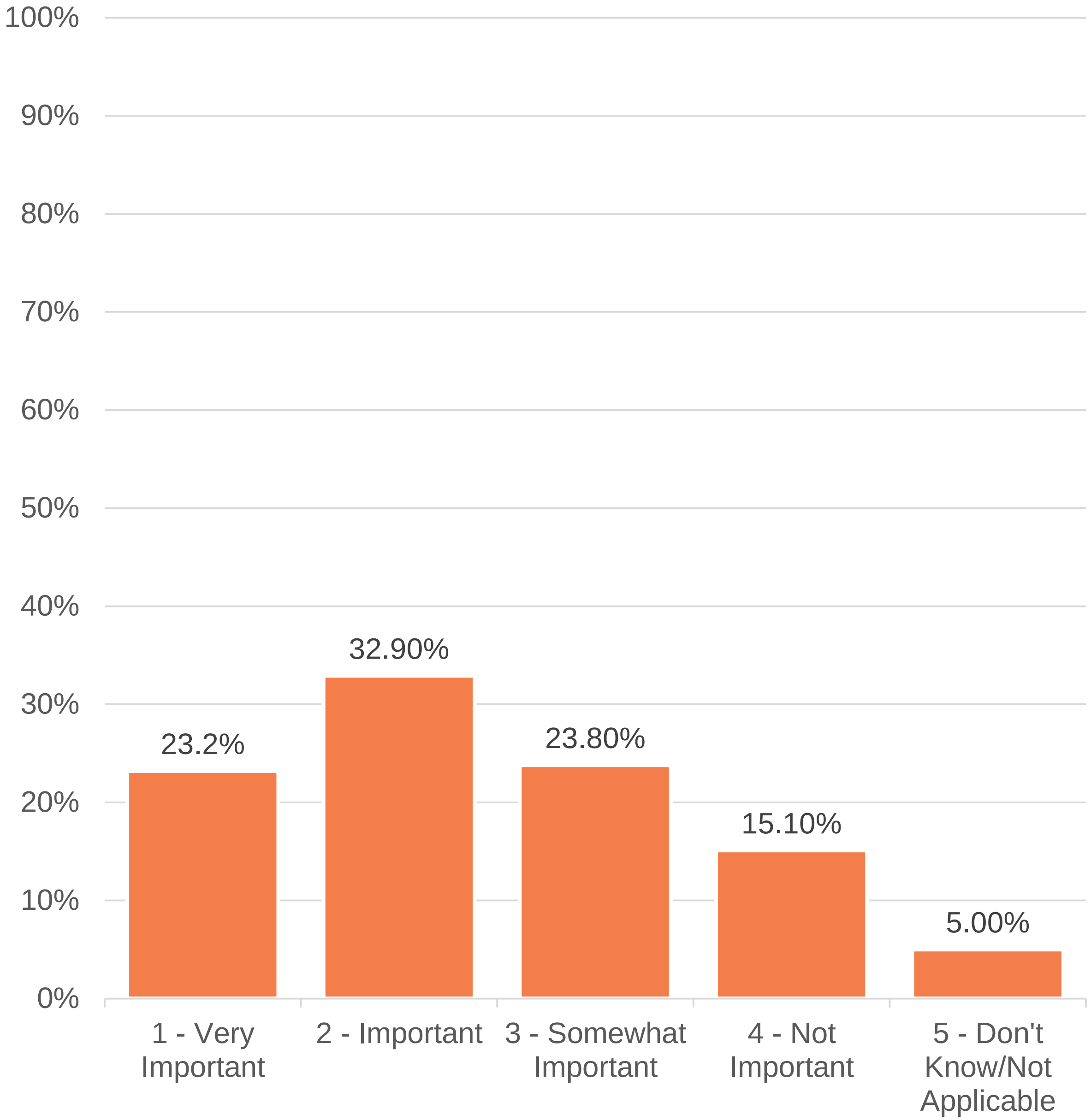
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

ONLINE SERVICES (WEBSITE, CATALOG, RESEARCH DATABASES, ETC.)



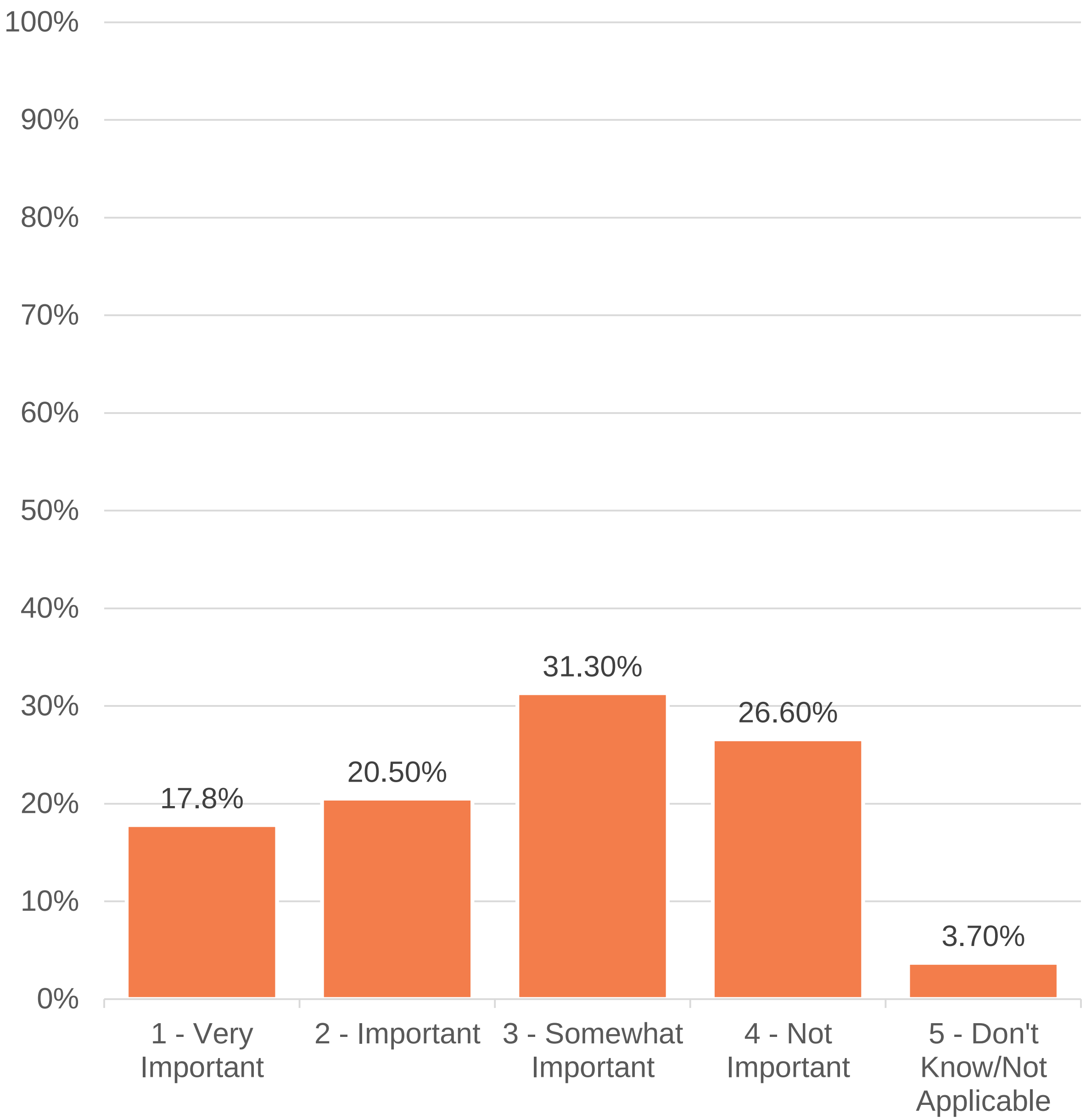
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

COMMUNITY ORGANIZATION MEETINGS



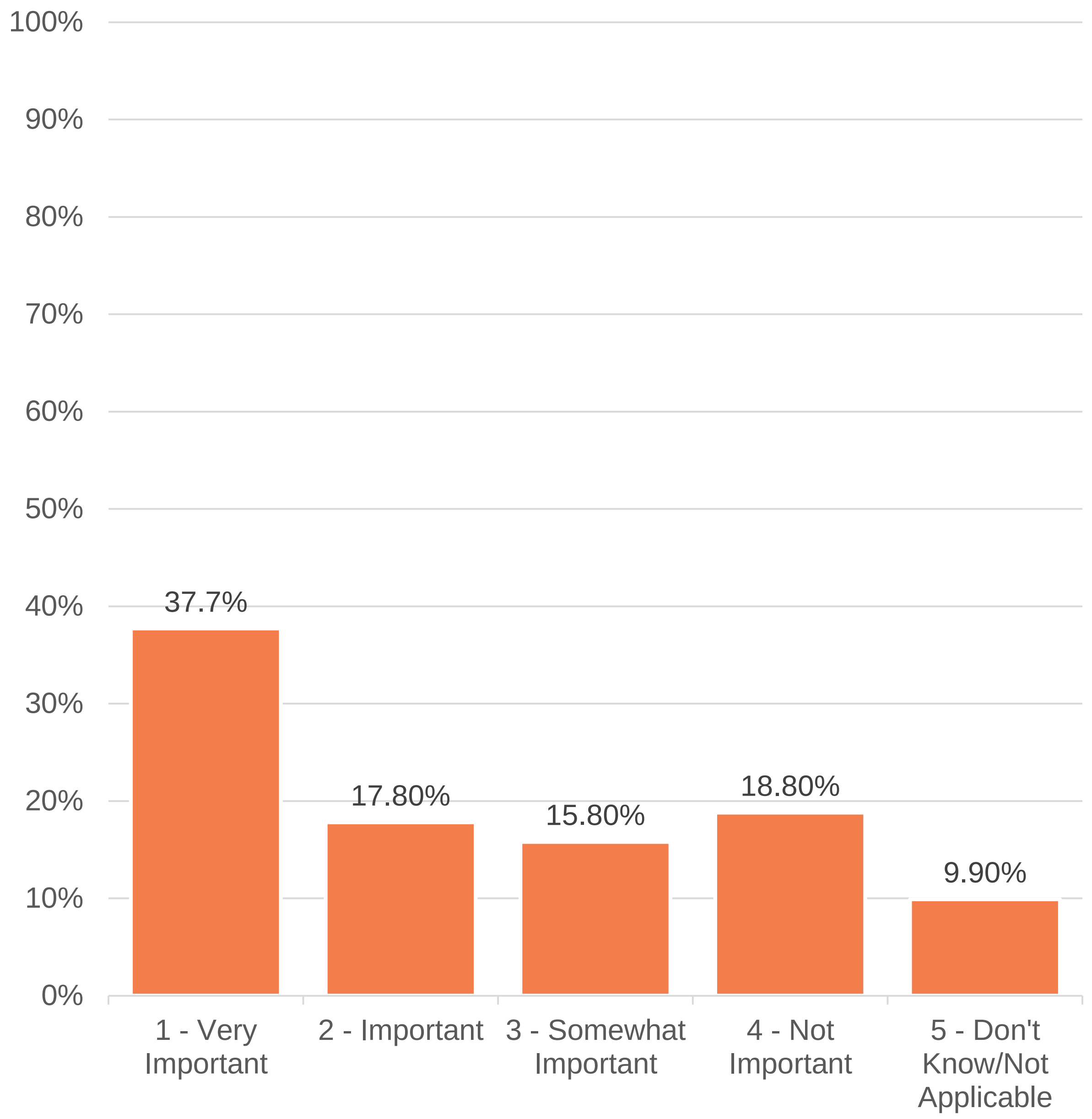
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

NEWSPAPERS AND MAGAZINES

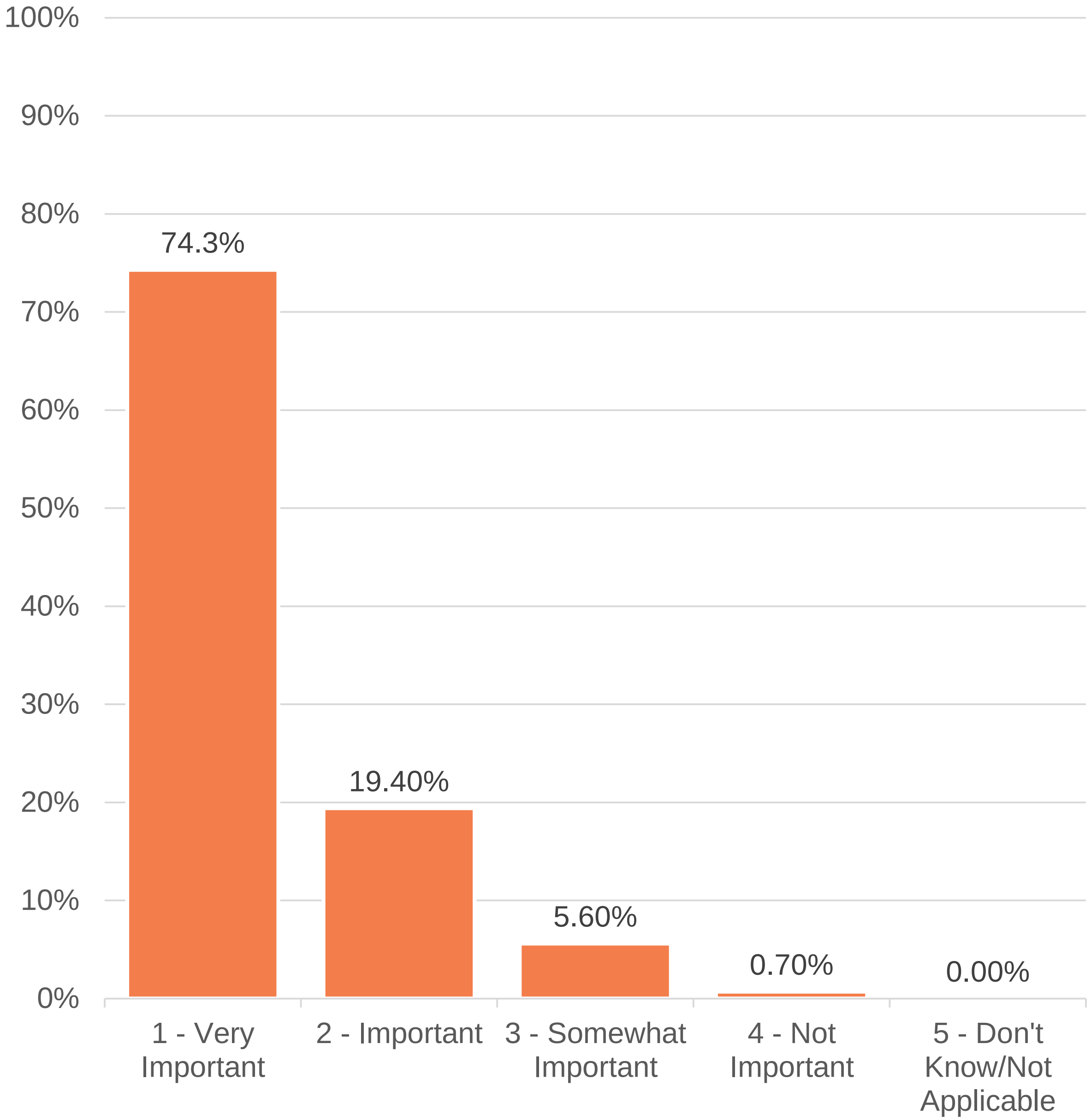


ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

CHILDREN'S PLAY AREA

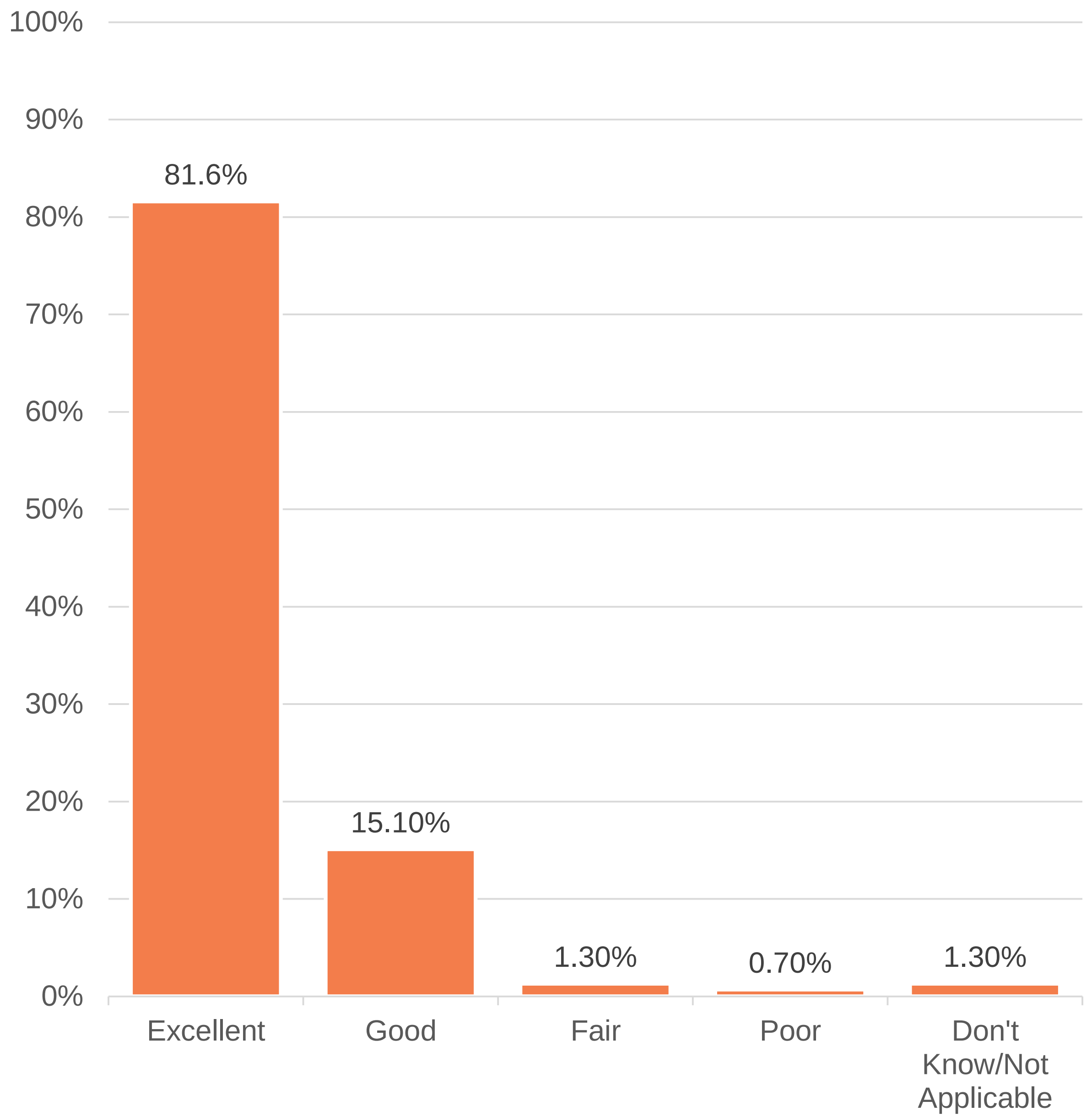


ON A SCALE OF 1-5, HOW IMPORTANT OVERALL IS THE LIBRARY TO YOU AND YOUR FAMILY?



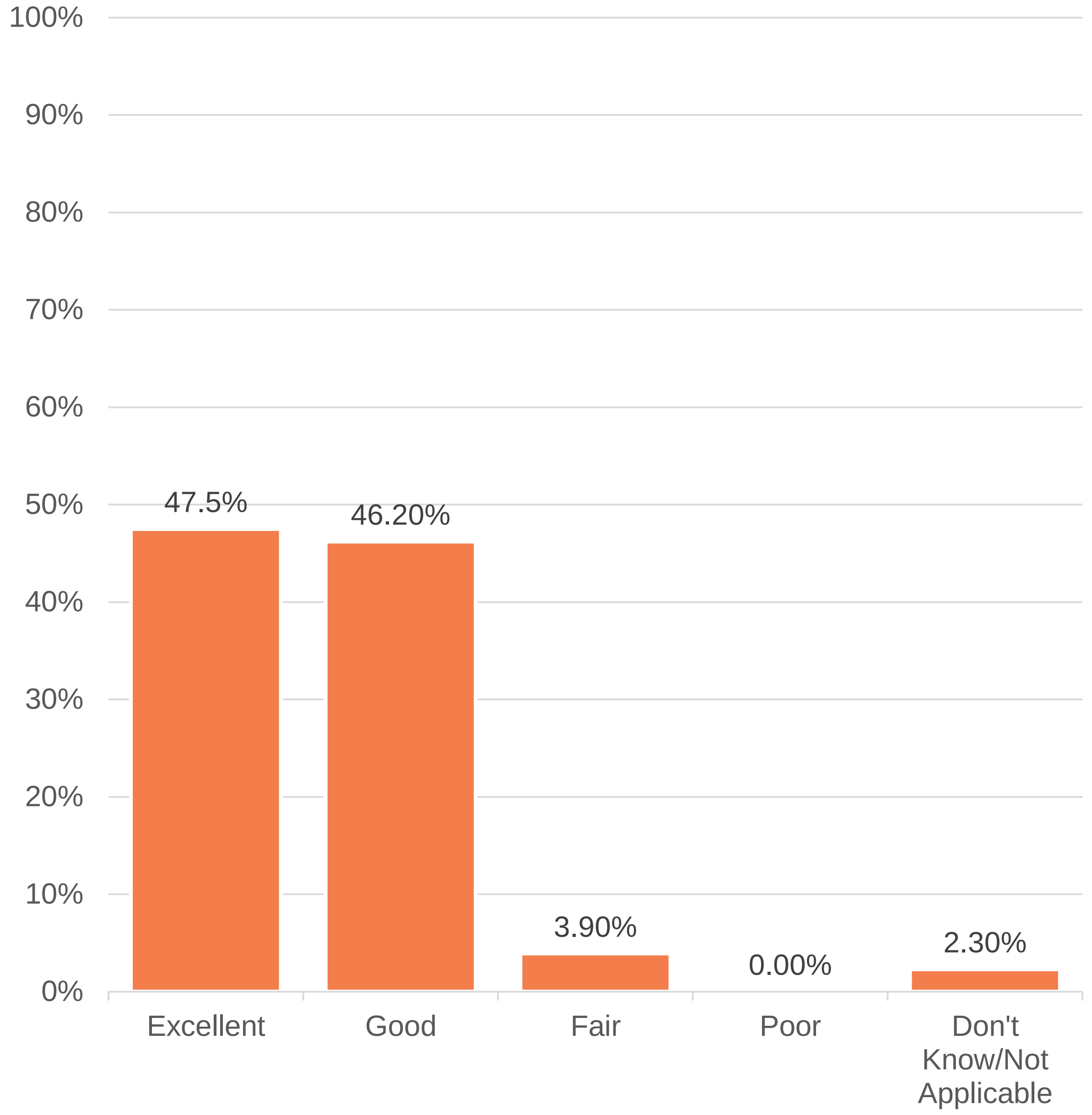
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

CUSTOMER SERVICE



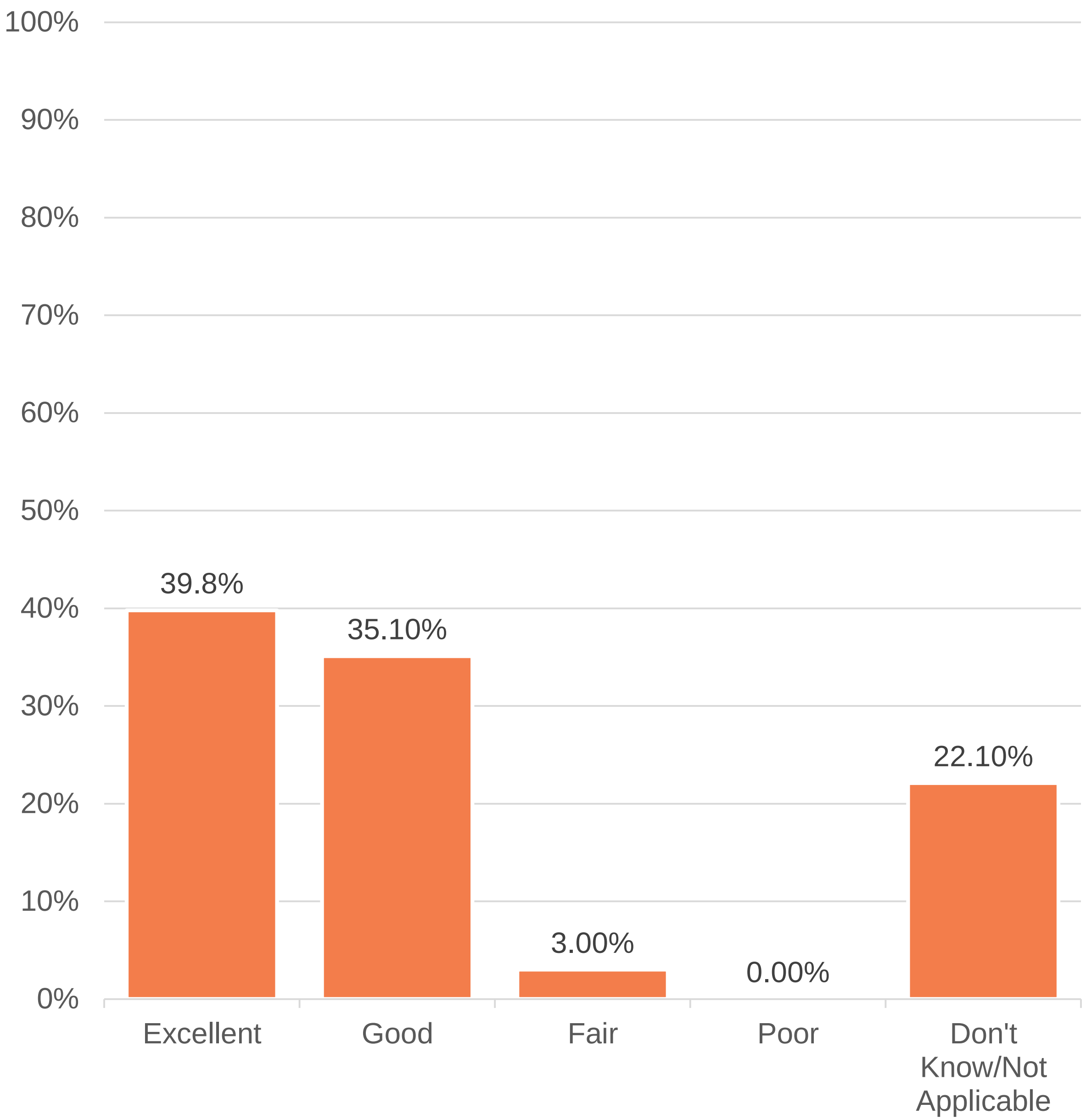
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

COLLECTION (BOOKS, DVDS, MUSIC, NEWSPAPERS, ETC.)



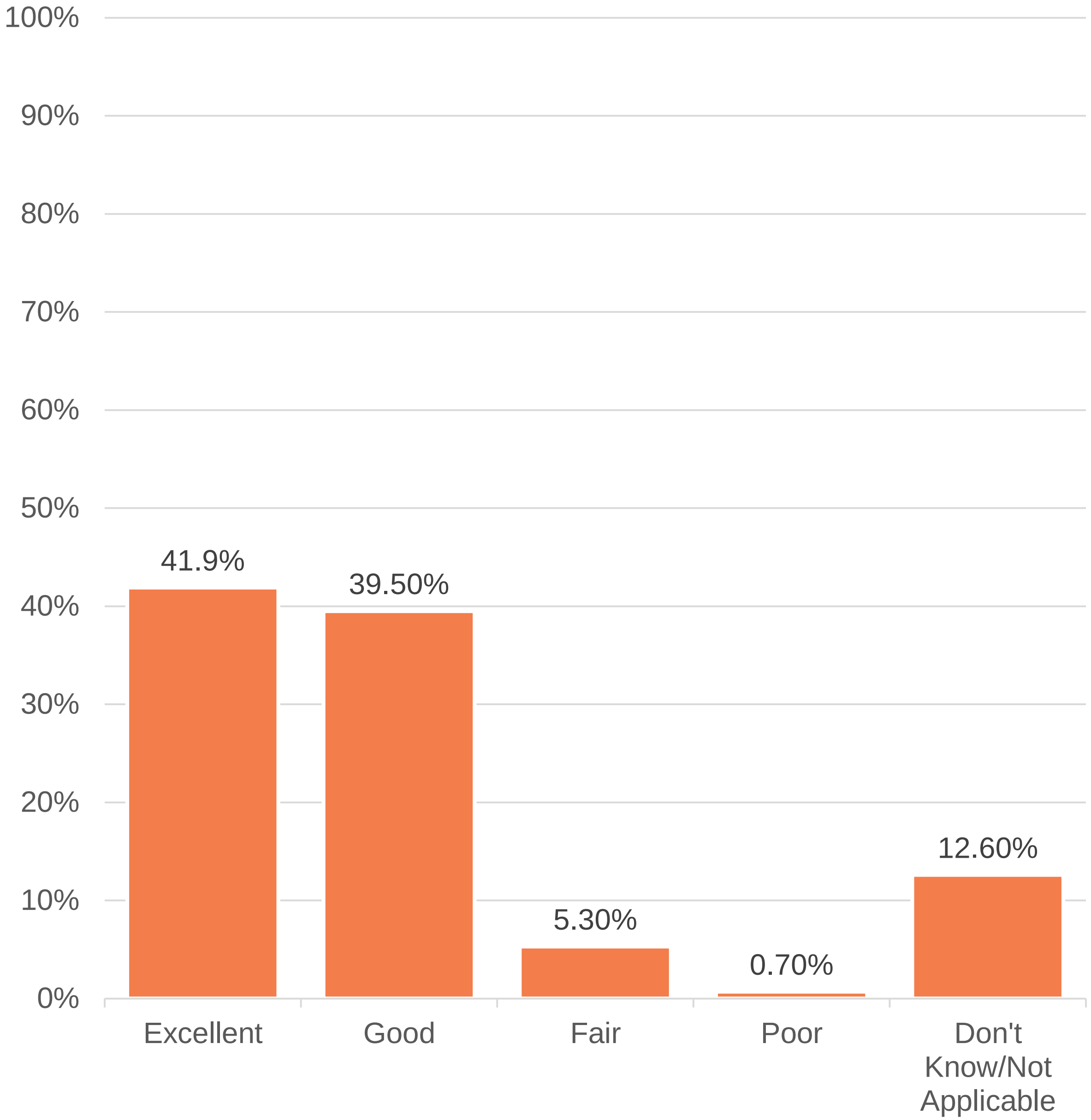
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

PROGRAMS (CLASSES, STORY TIMES, ETC.)



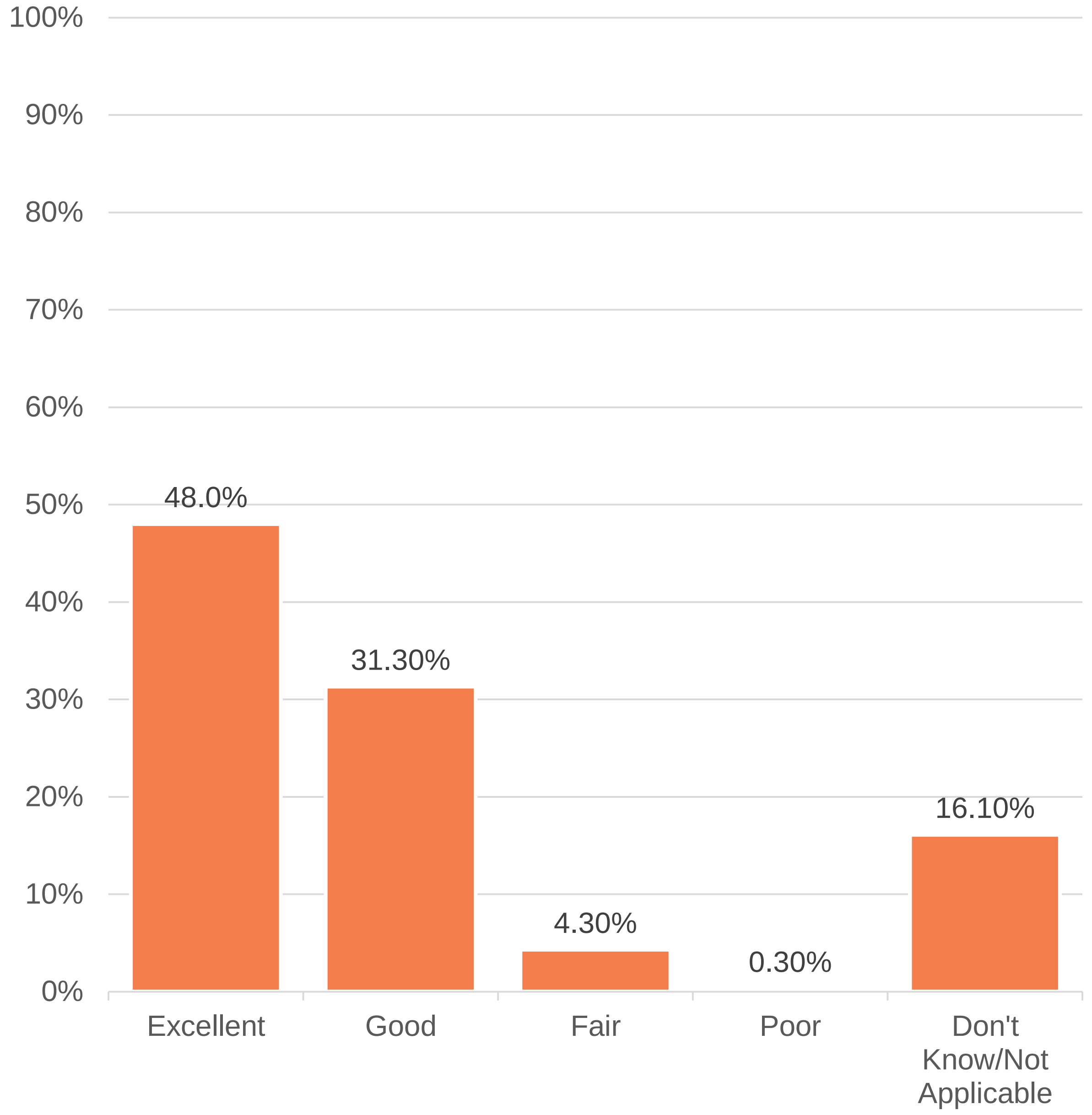
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

ONLINE SERVICES (WEBSITE, CATALOG, RESEARCH DATABASES, ETC.)



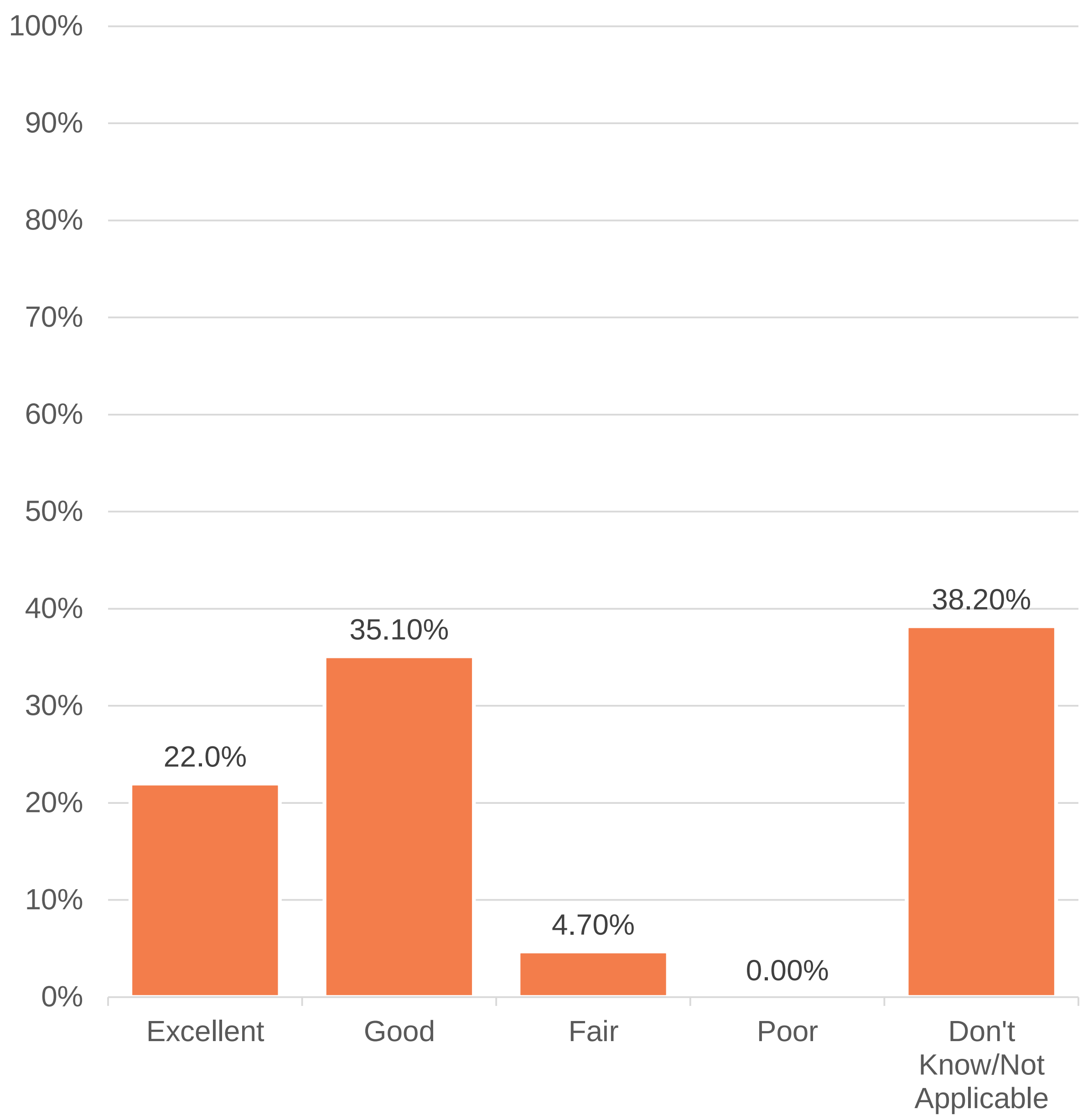
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

LIBRARY POLICIES



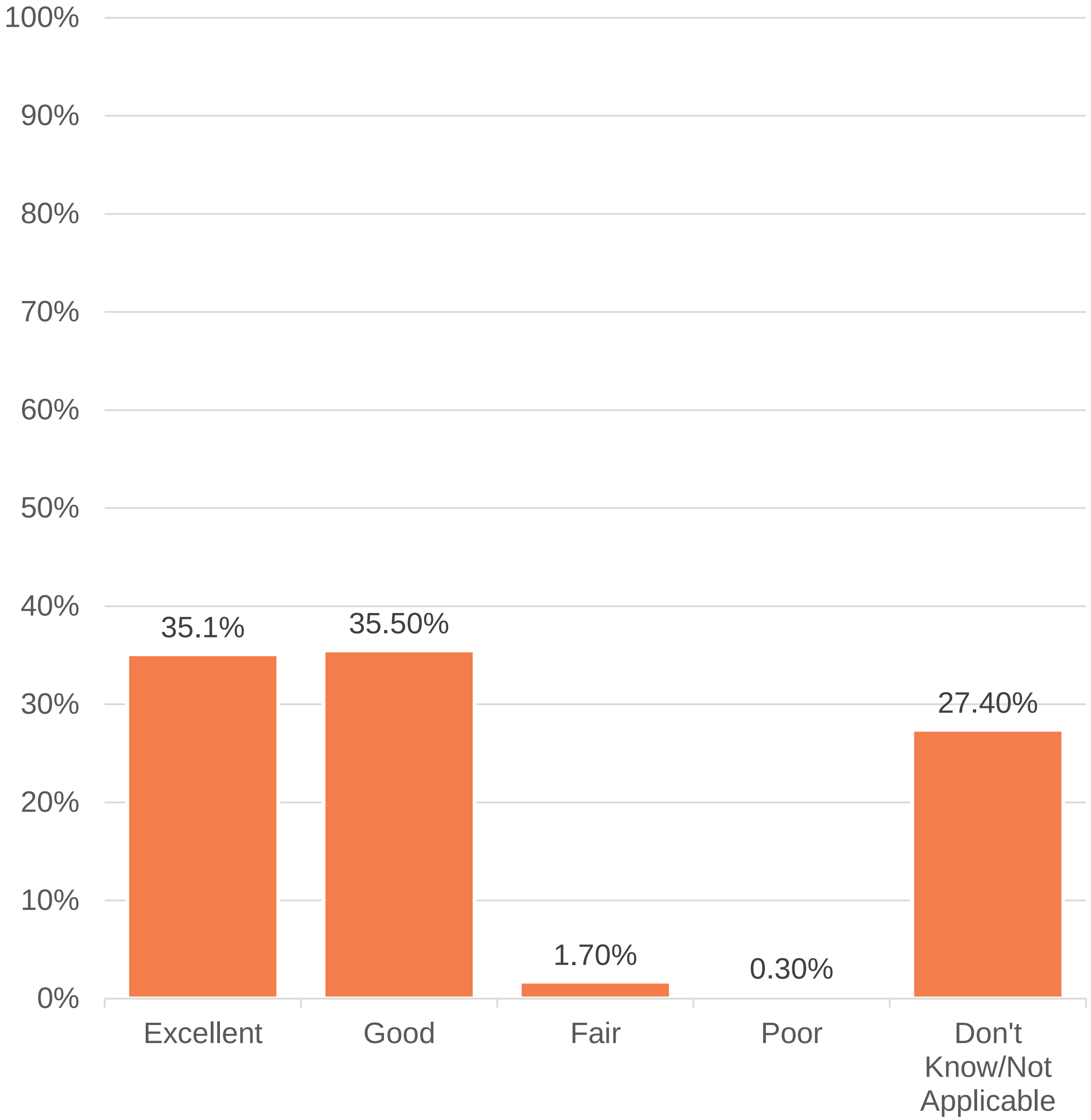
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

COMPUTERS AND PRINTERS



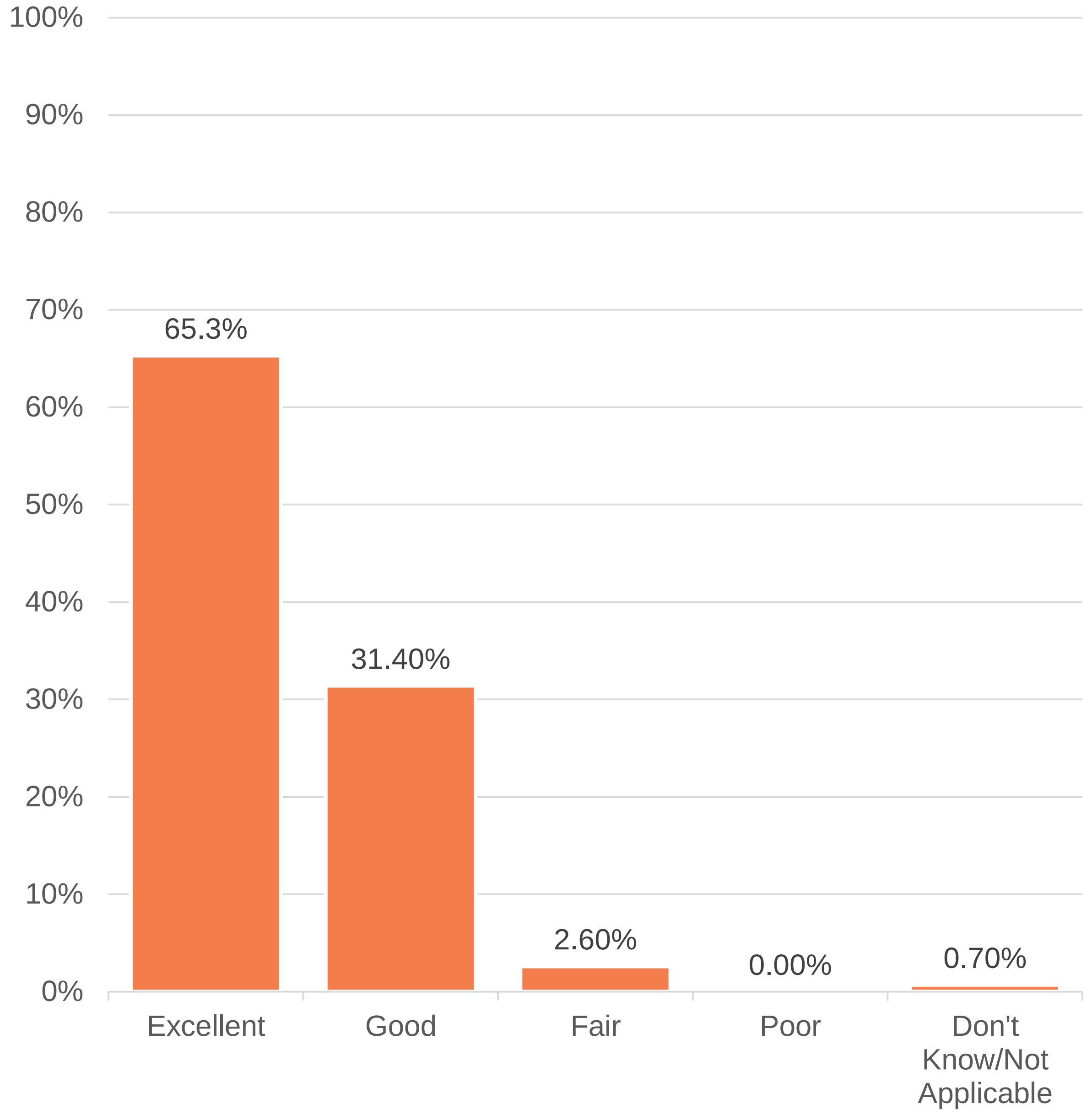
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

INTERNET ACCESS



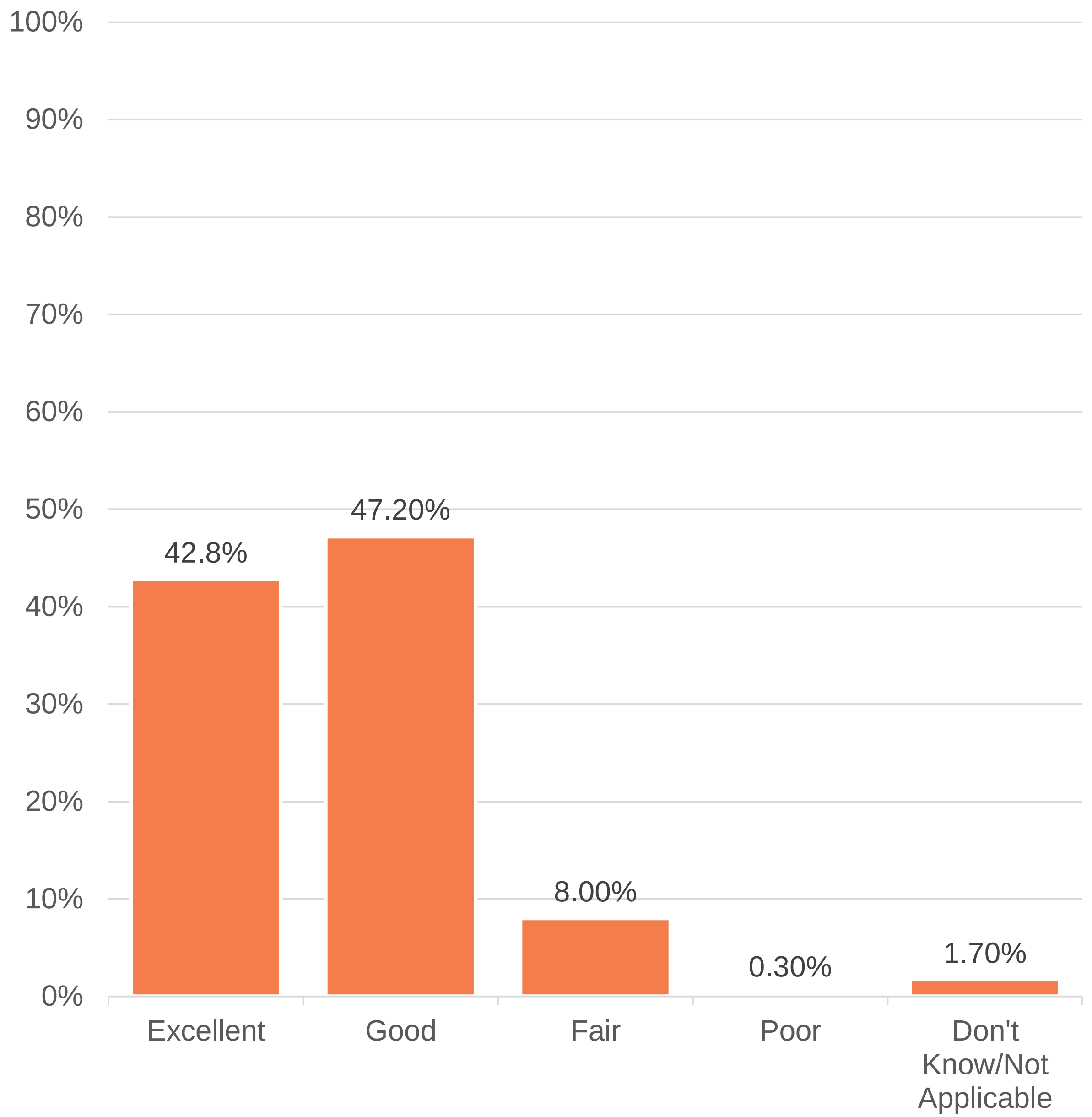
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

FACILITIES

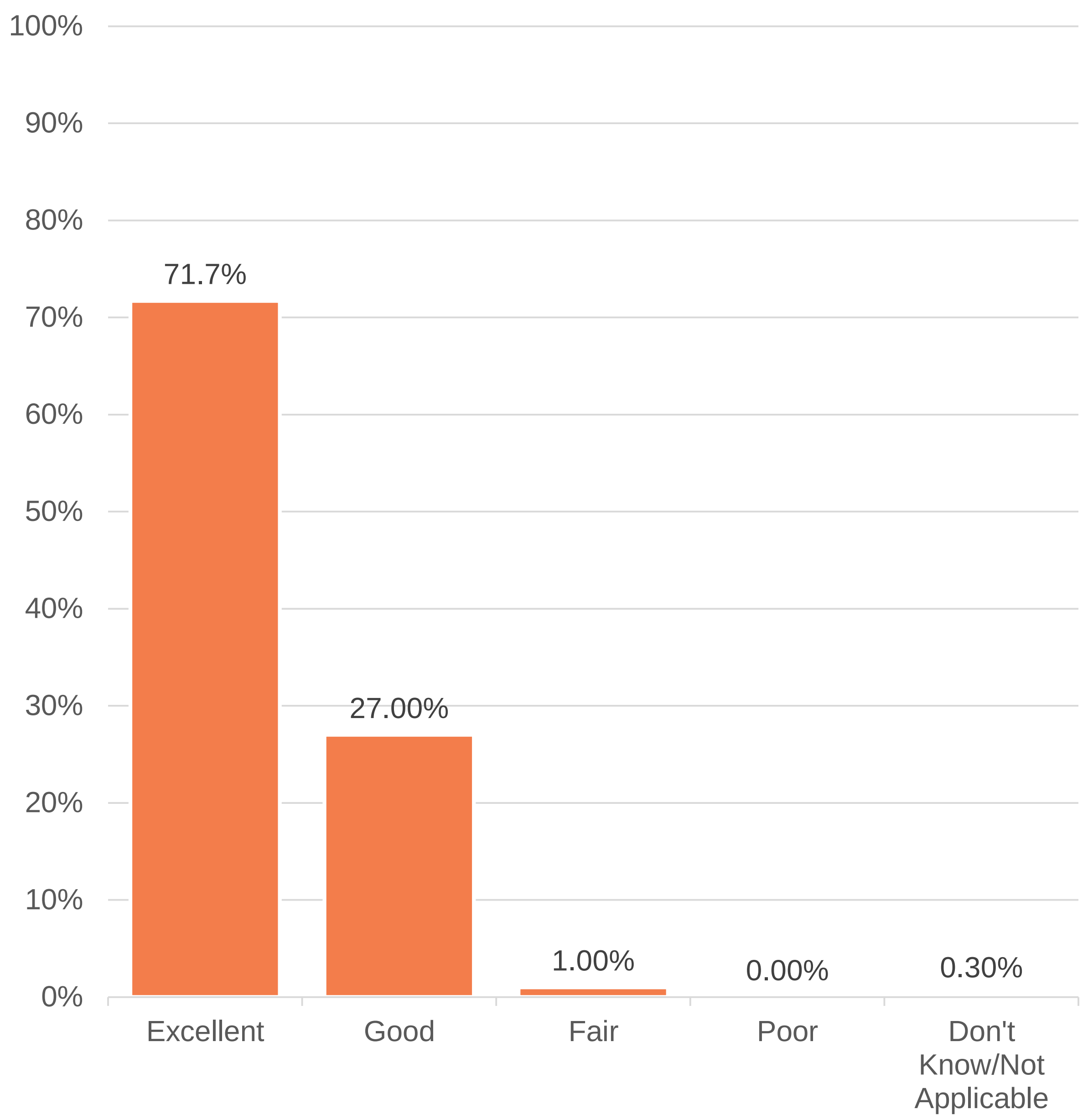


HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

HOURS OF OPERATION

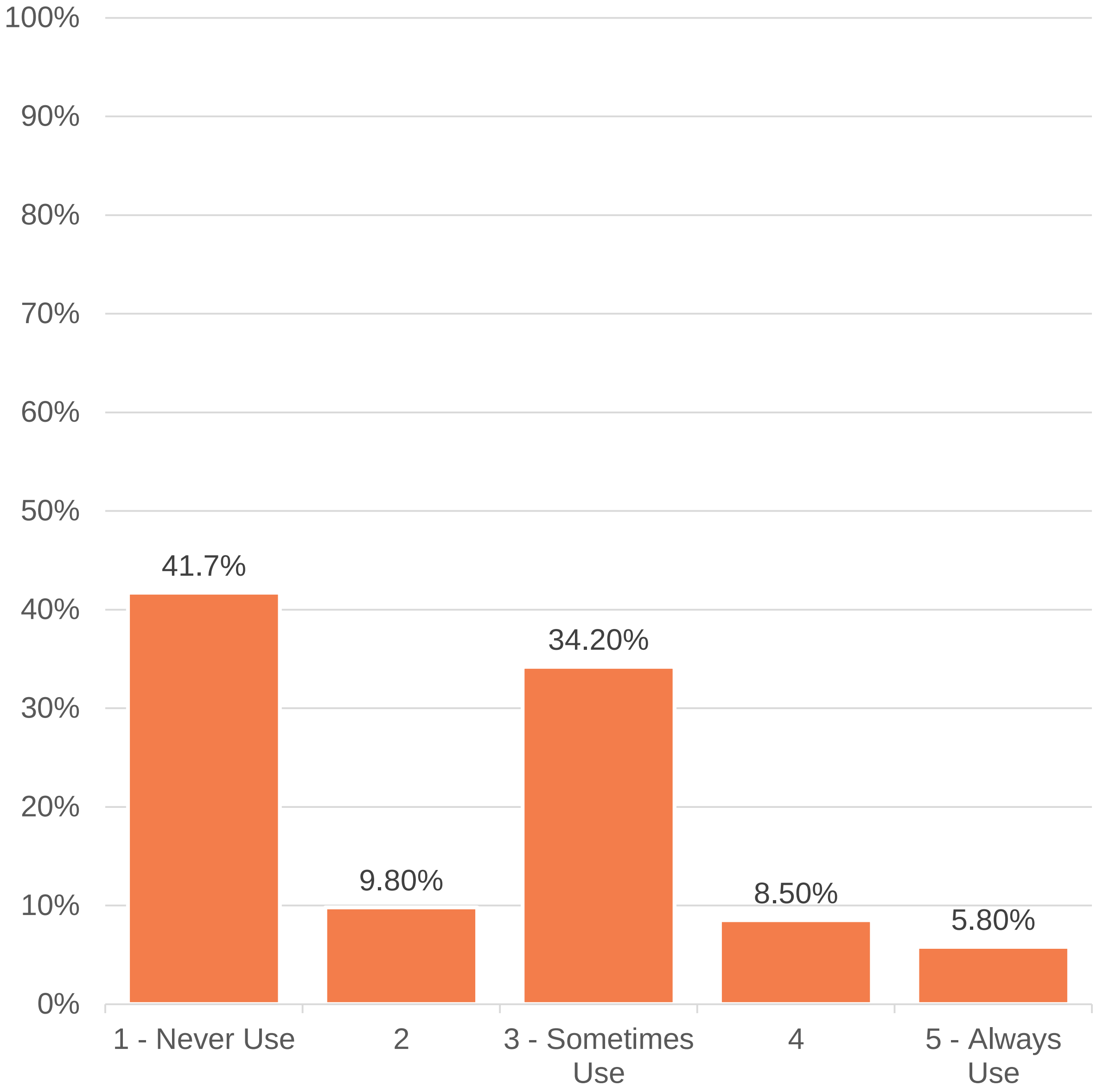


OVERALL, HOW WOULD YOU RATE THE LIBRARY?



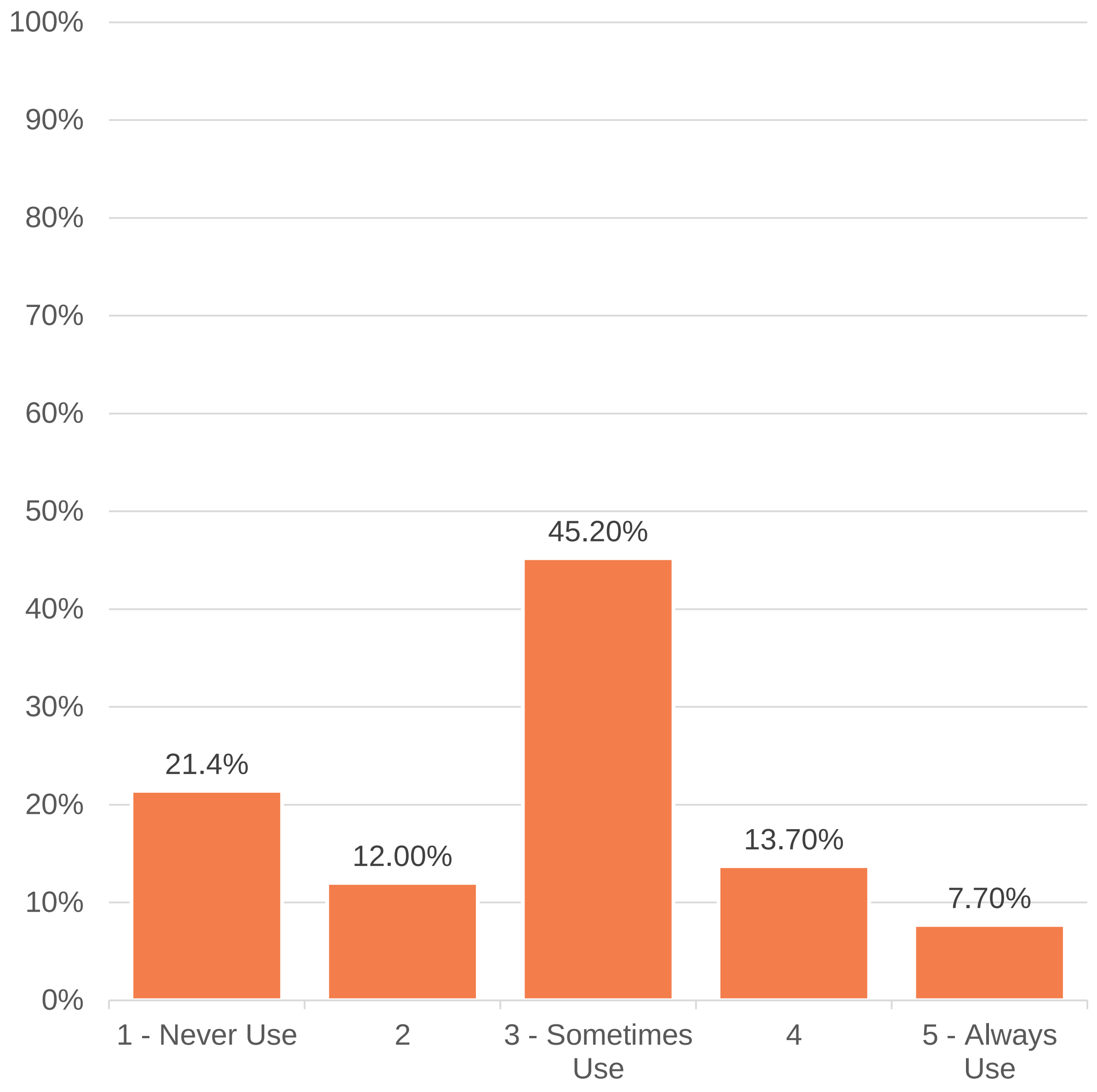
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

QUIET READING ROOM



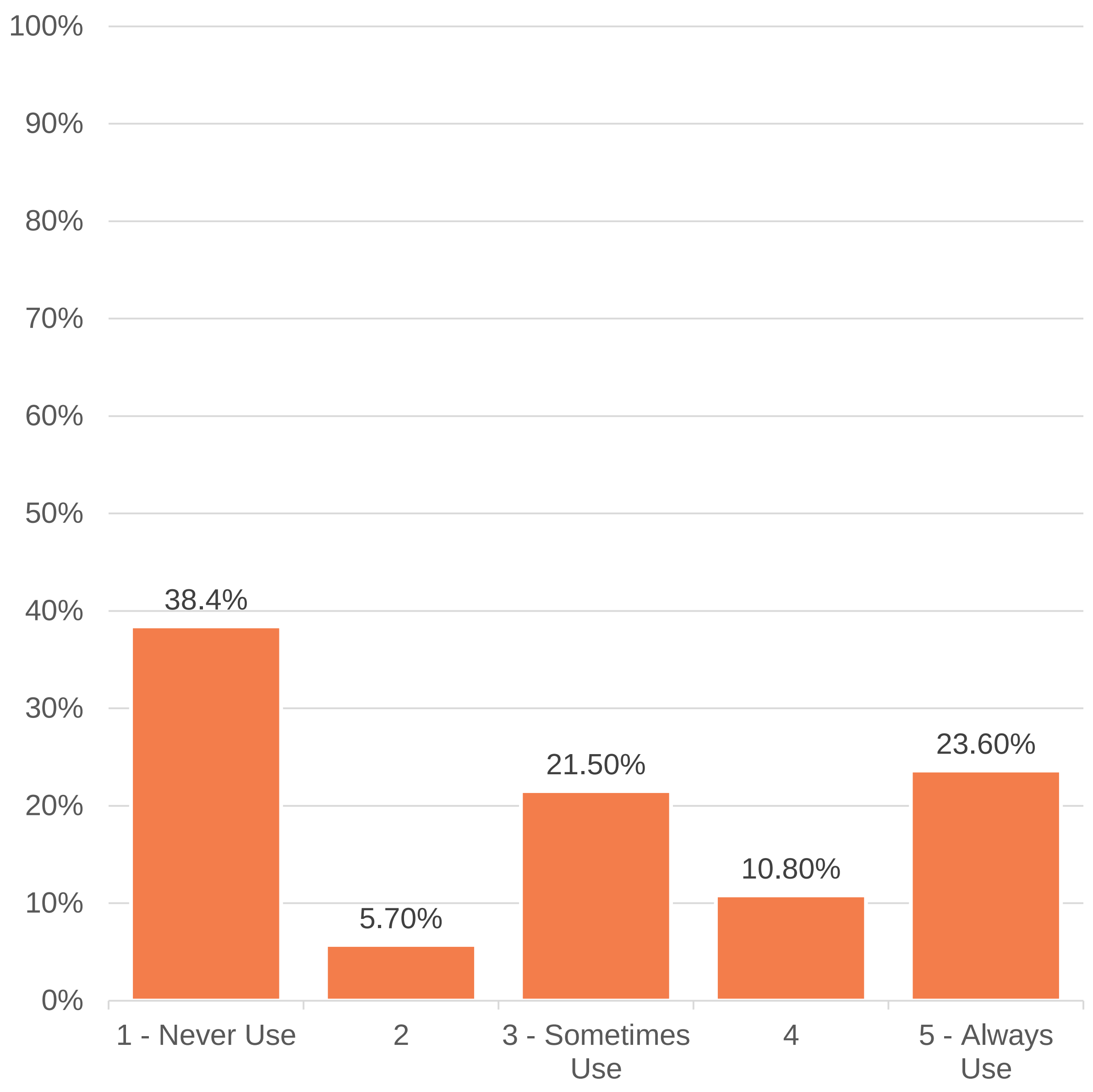
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

CASUAL SEATING AREAS



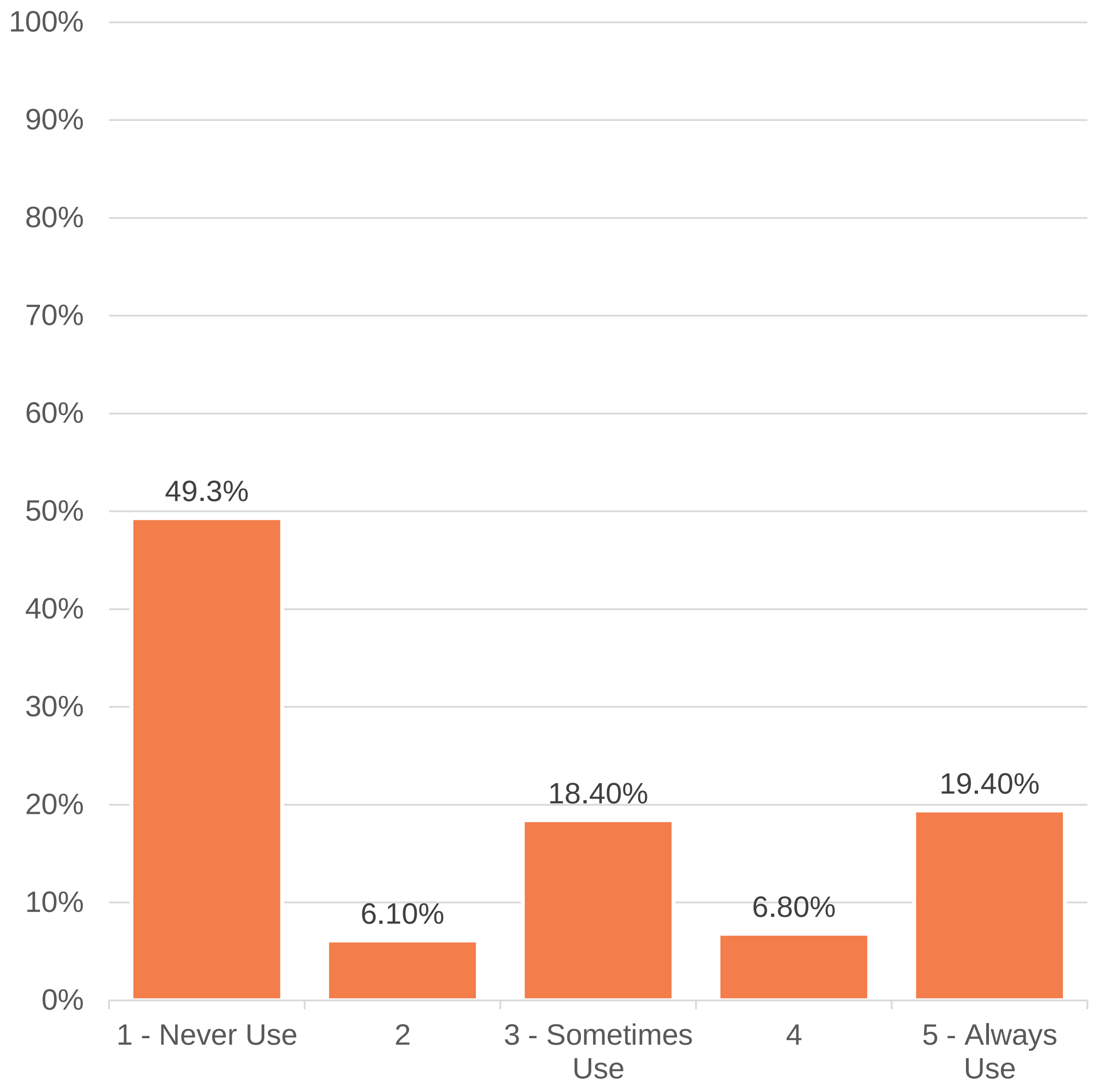
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

OUTDOOR PLAY AREA



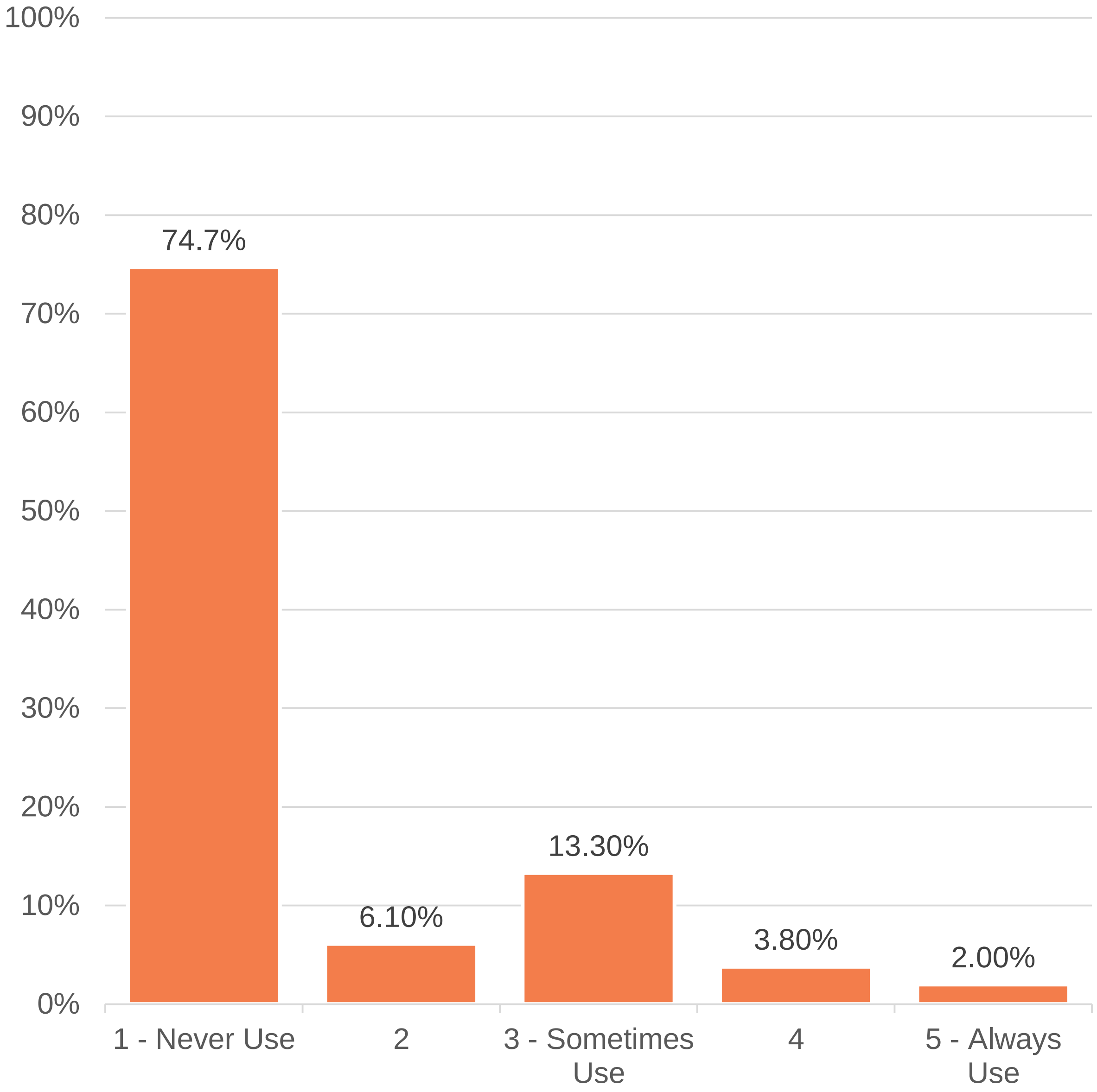
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

INDOOR CHILDREN'S PLAY AREA



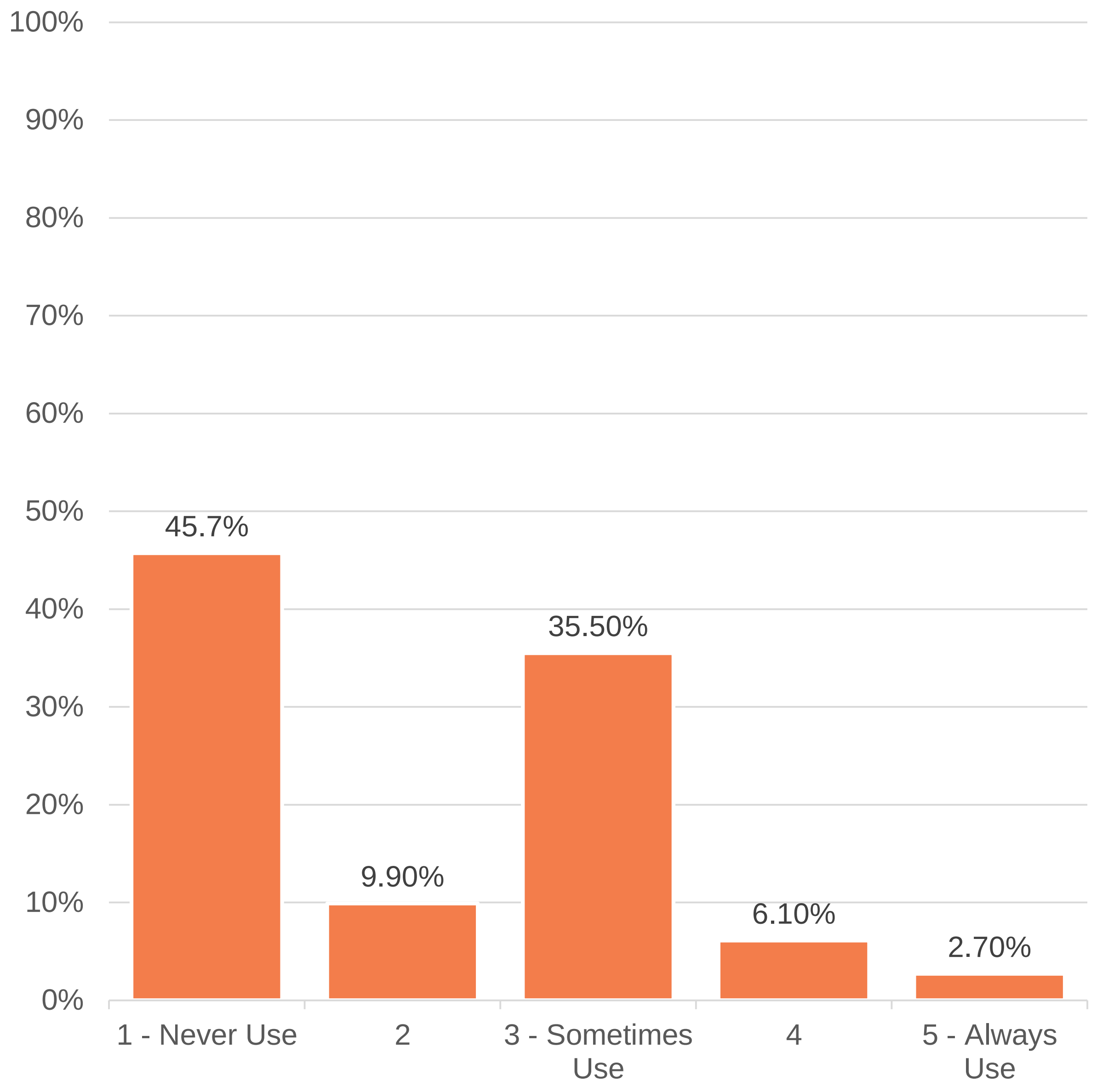
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

TEEN AREA



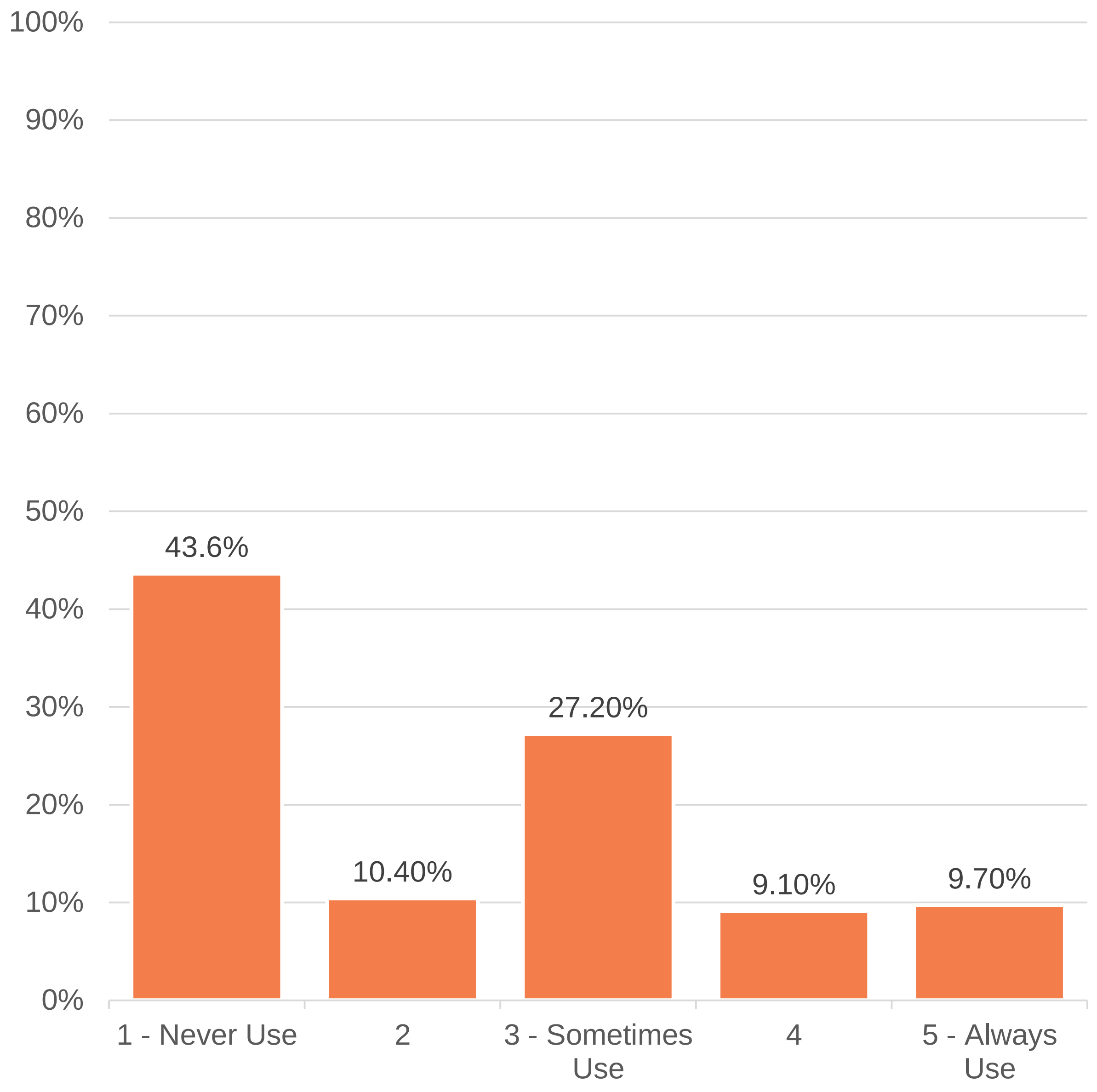
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

COMPUTER STATIONS



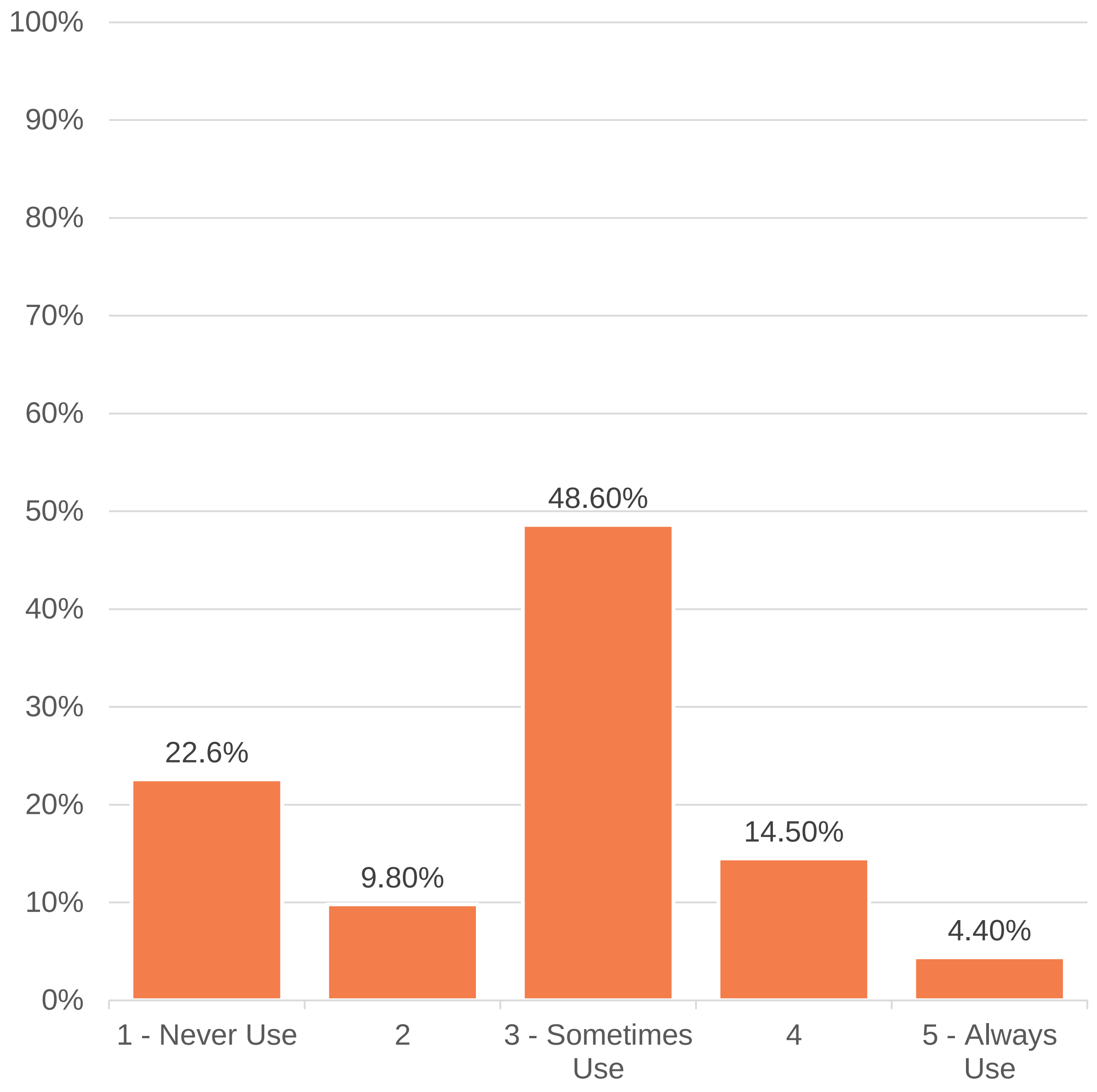
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

FRIEND'S BOOK SALE ROOM



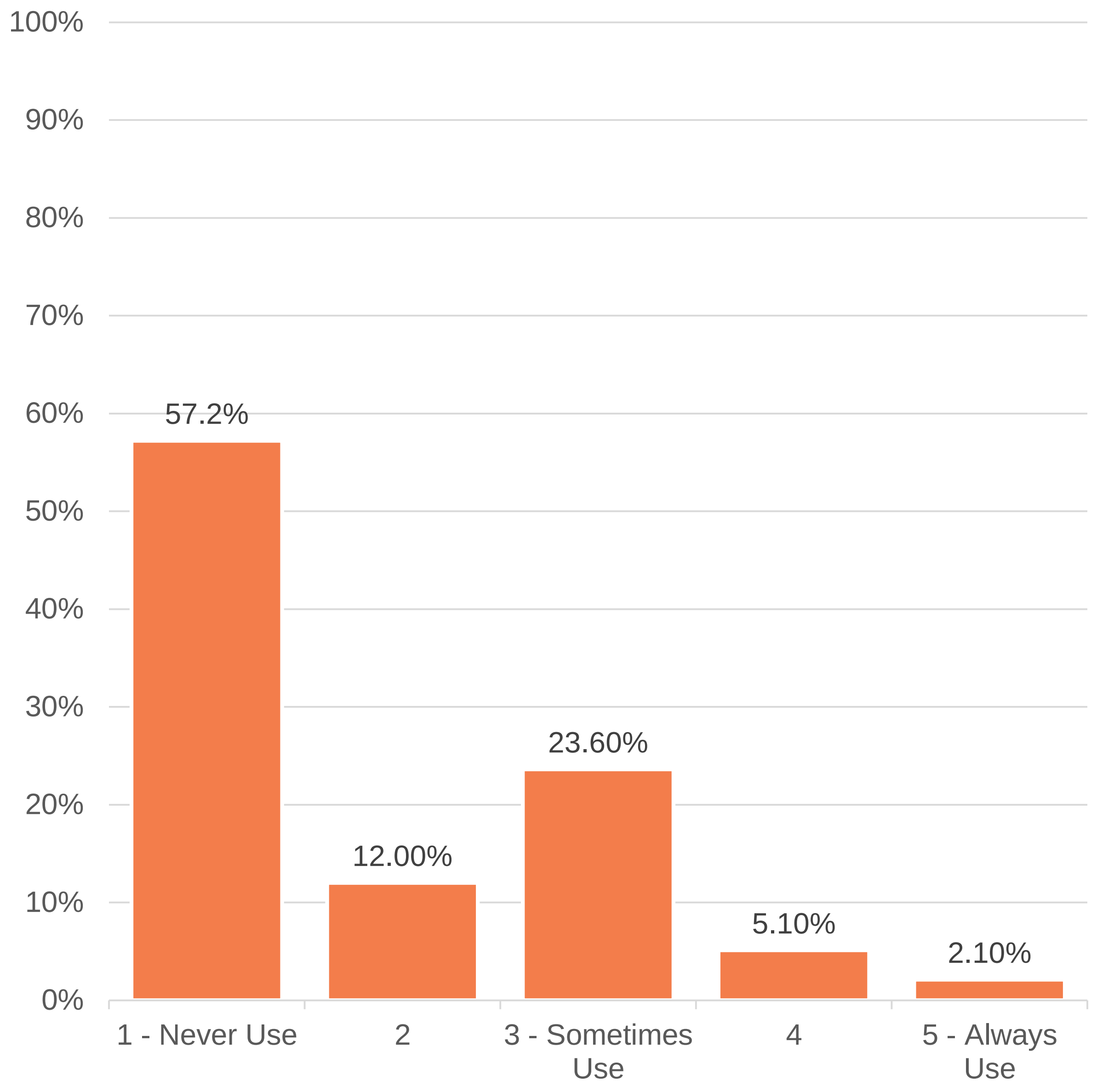
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

COMMUNITY ROOM

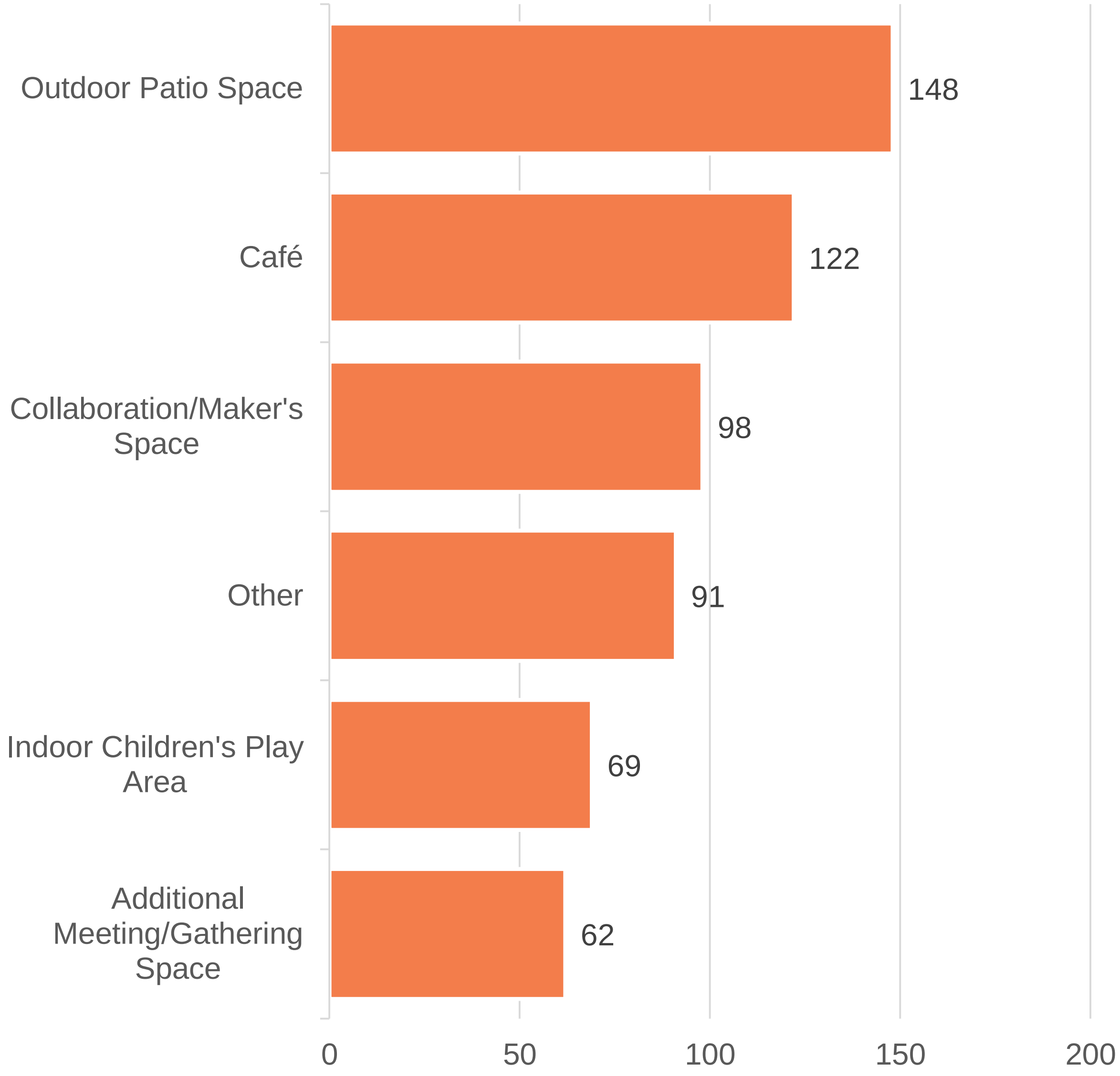


ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

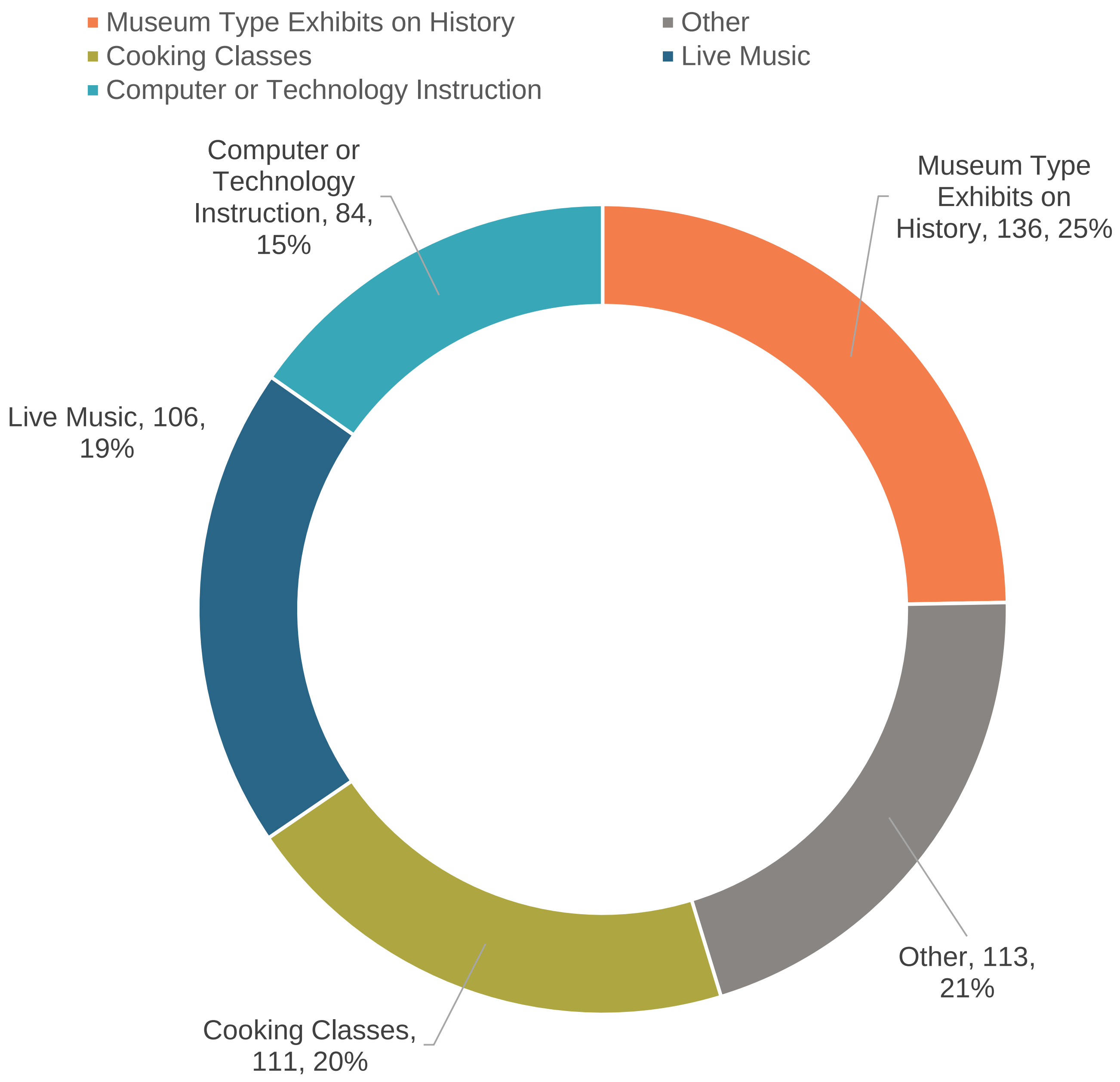
STUDY ROOM



SELECT THREE FUTURE RESOURCES YOU HOPE TO HAVE ACCESS TO AT THE LIBRARY IN THE FUTURE

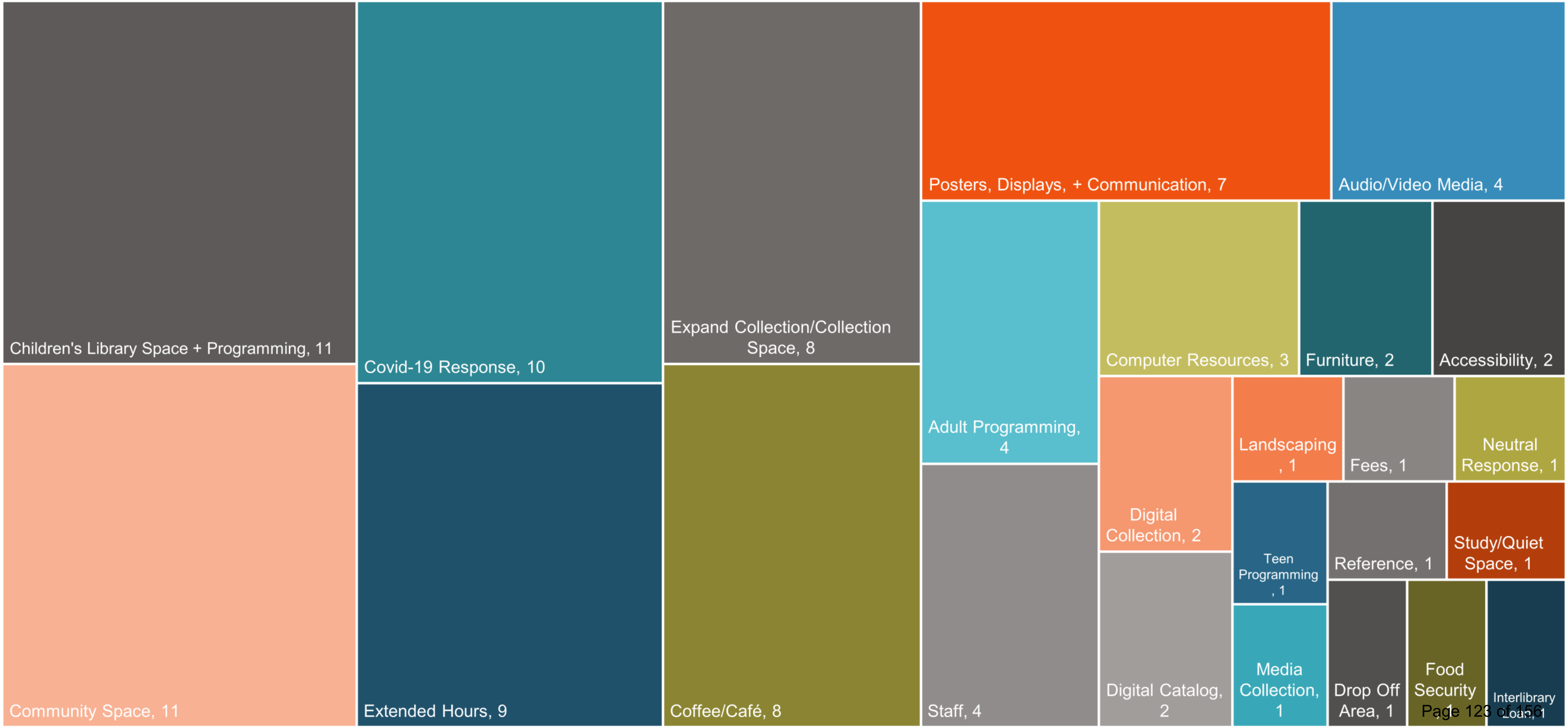


SELECT THREE FUTURE PROGRAMS YOU HOPE TO HAVE ACCESS TO AT THE LIBRARY IN THE FUTURE

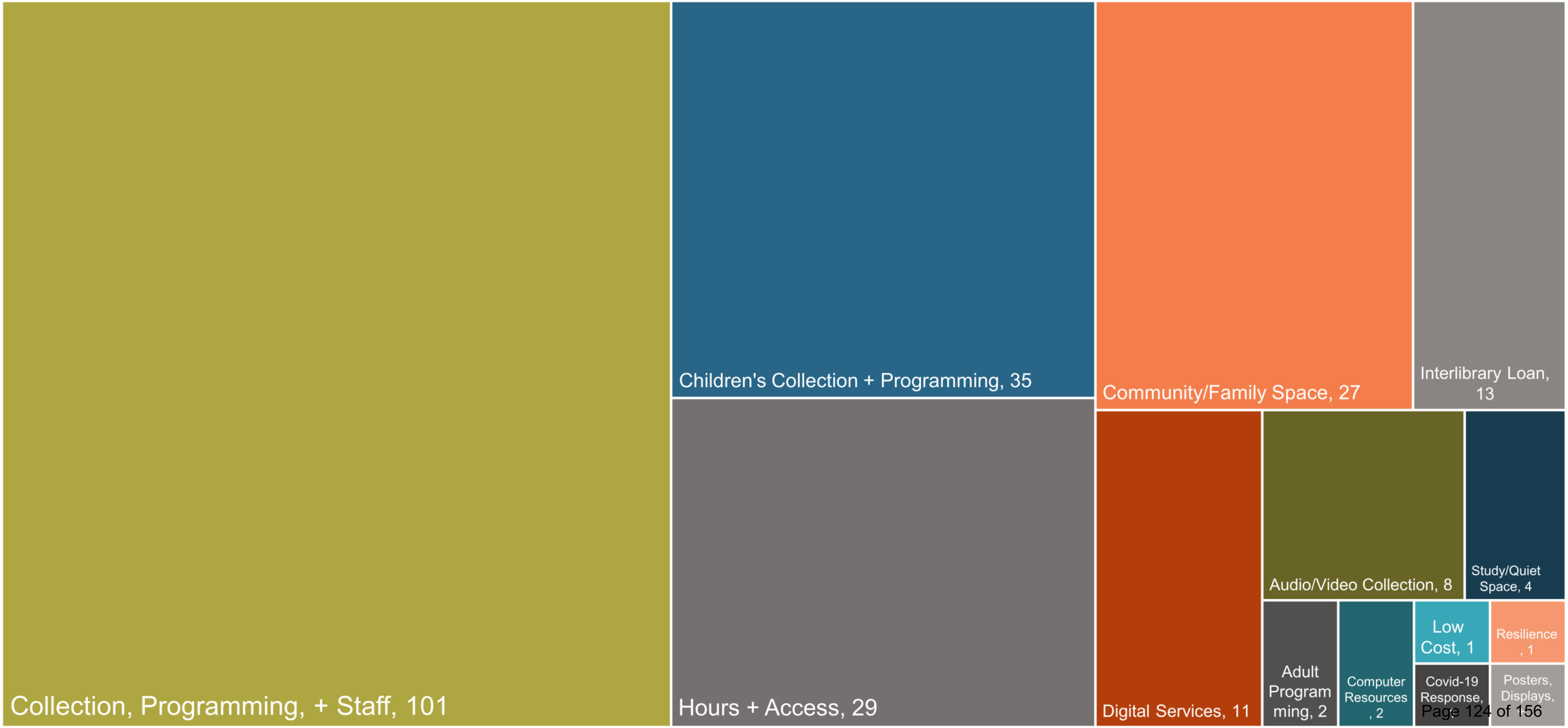


2 OPEN ENDED QUESTIONS

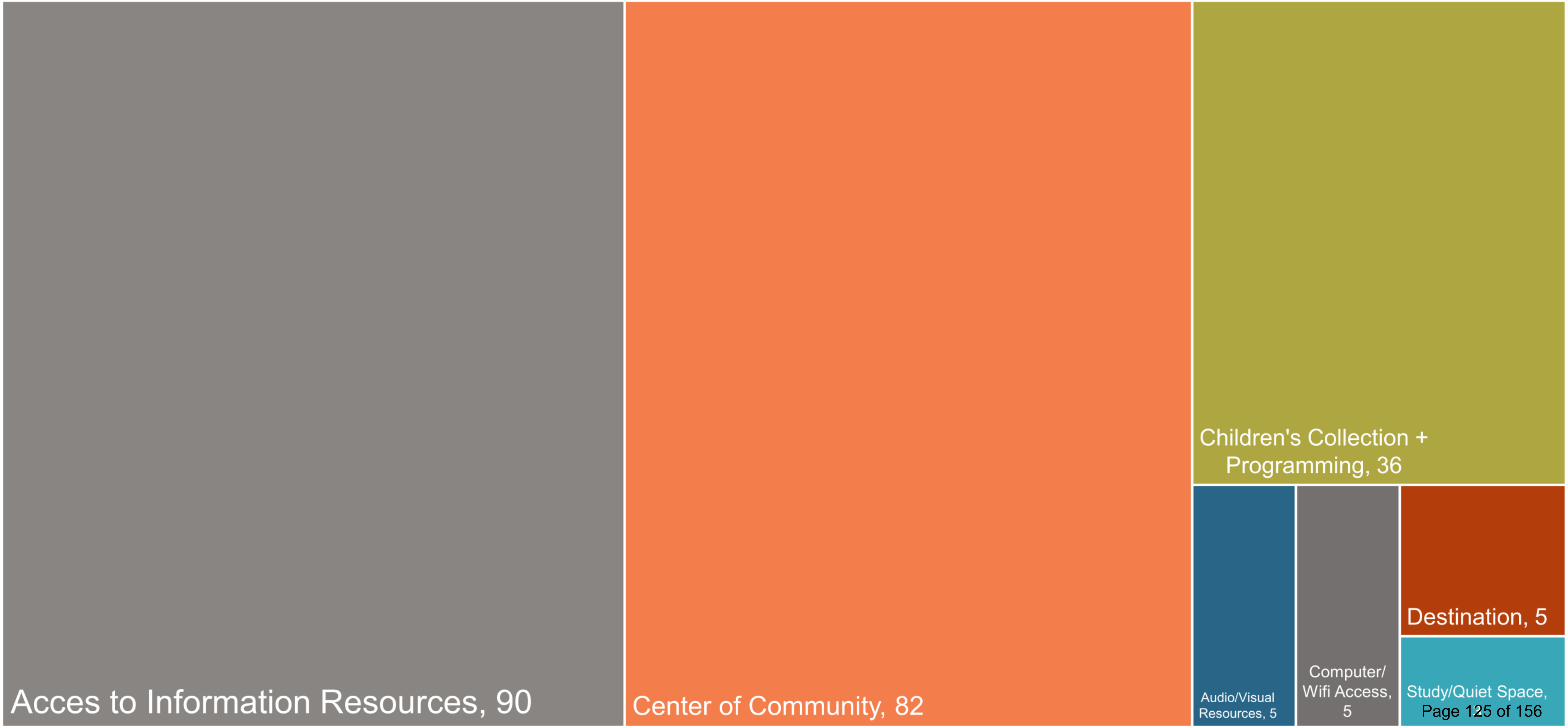
REFLECTING ON YOUR EXPERIENCE WHEN YOU VISIT THE LIBRARY, WHAT IMPROVEMENT COULD BE MADE TO ELEVATE YOUR EXPERIENCE DURING YOUR VISIT?



WHAT DO YOU VALUE MOST ABOUT THE LIBRARY?

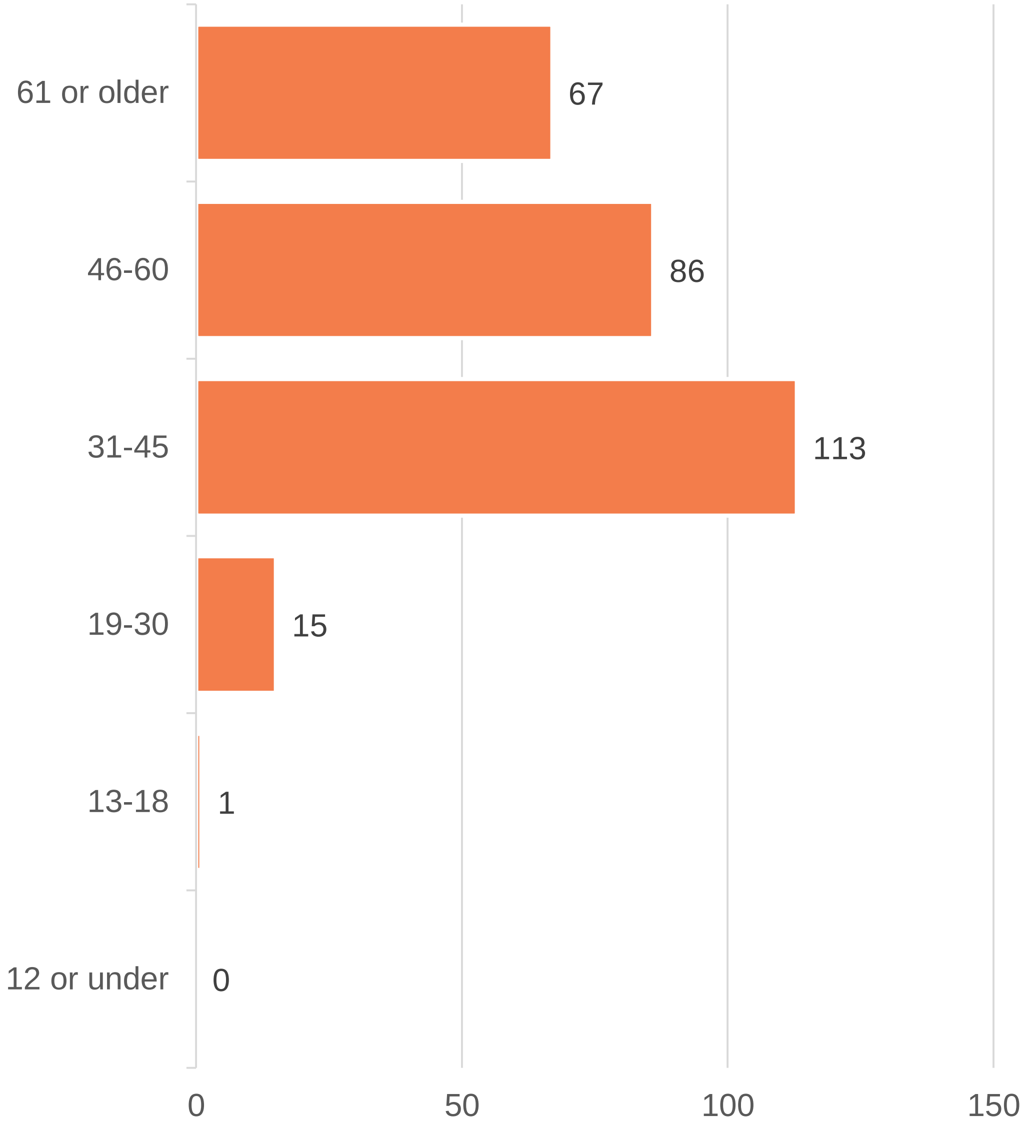


HOW DOES THE LIBRARY BENEFIT YOU AND/OR THE COMMUNITY?

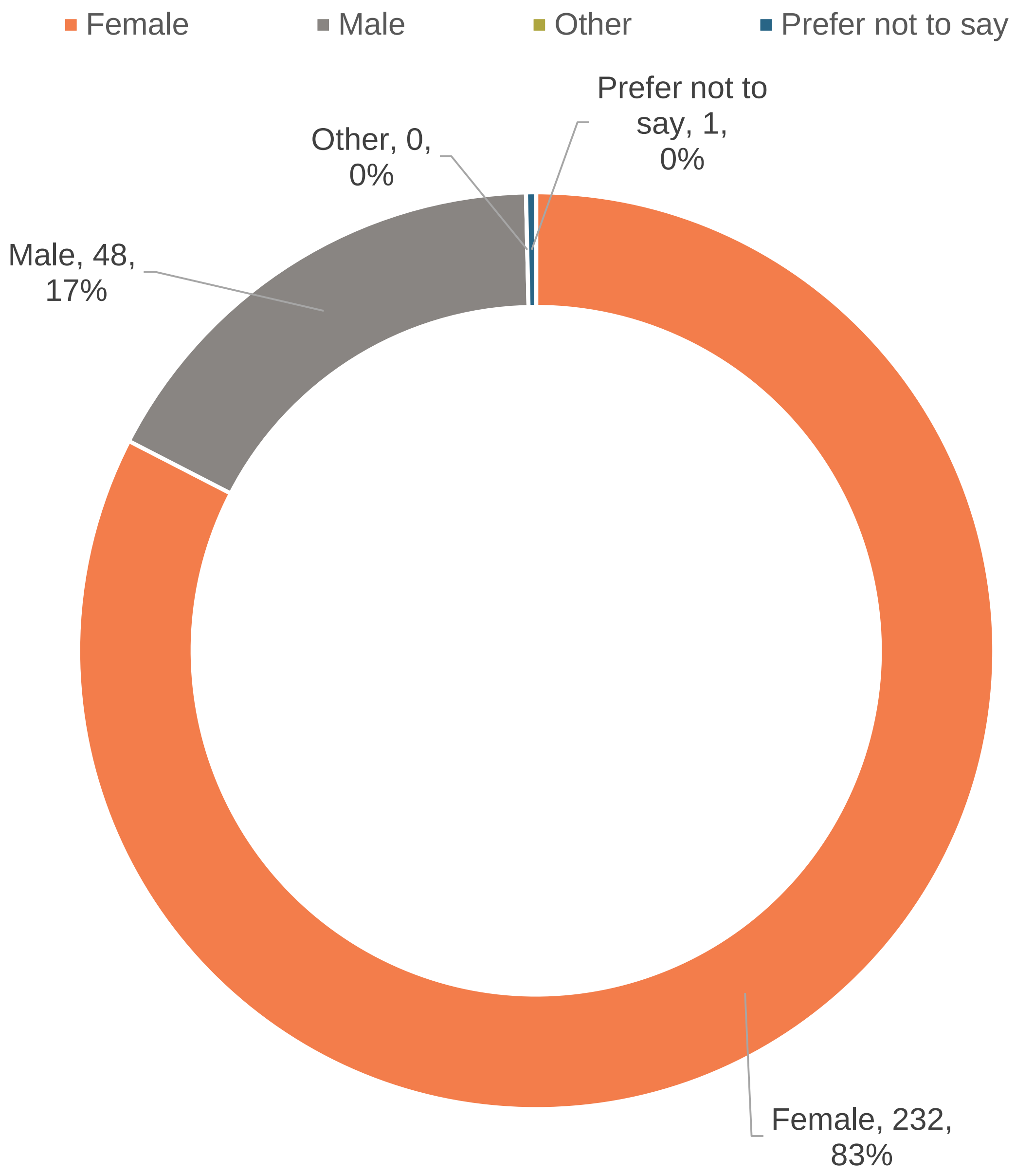


3 DEMOGRAPHIC QUESTIONS

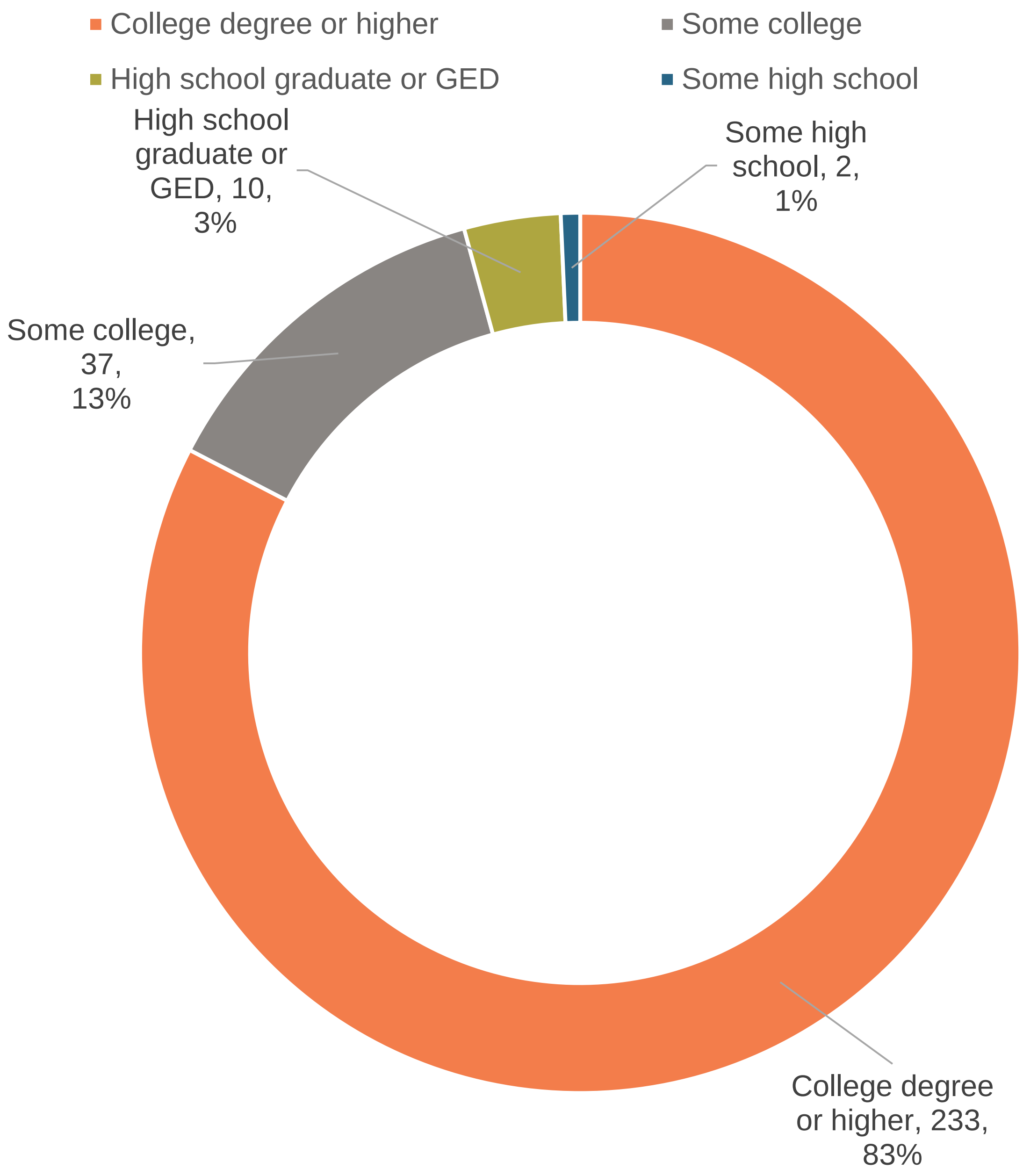
HOW OLD ARE YOU?



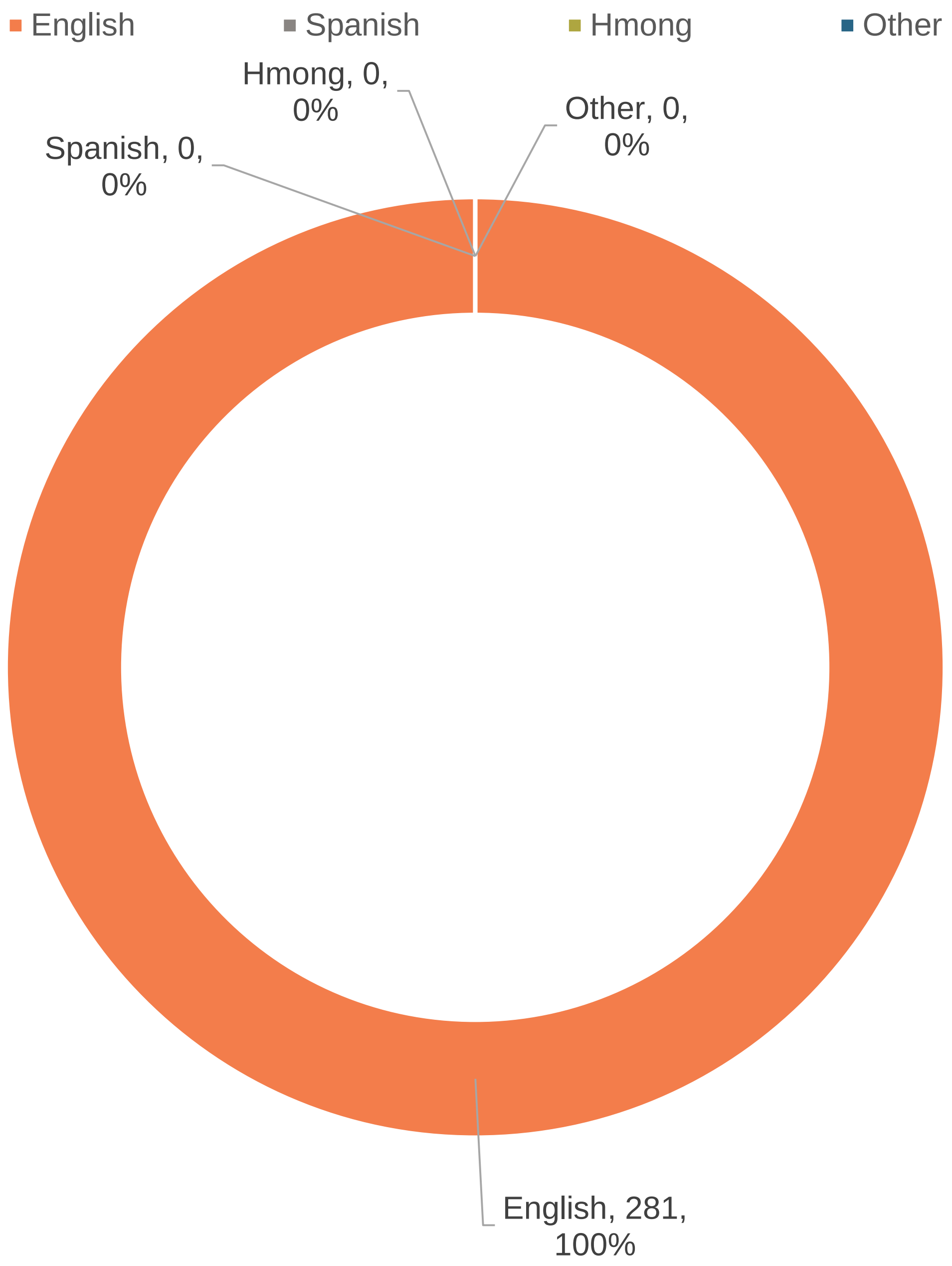
WHAT GENDER DO YOU IDENTIFY WITH?



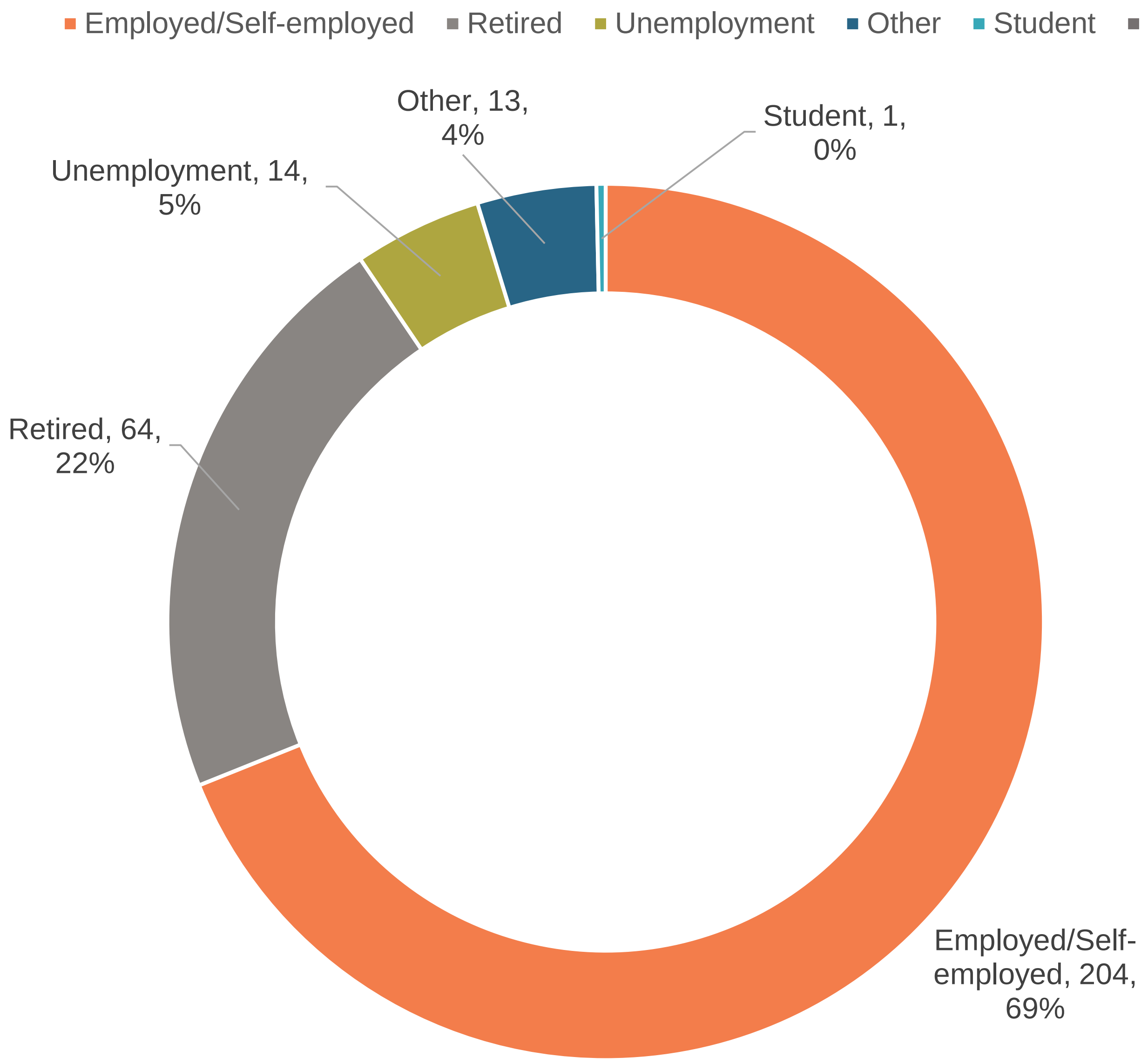
WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?



WHAT IS YOUR PREFERRED LANGUAGE?



WHAT IS YOUR EMPLOYMENT STATUS?



4 PROGRAMMING FOLLOW UP

LIBRARY PROGRAMMING

FOLLOW UP

- Were you surprised by the teen programming attendance? Do you see this changing in the future in any way? More Programming?
- Family Programming, where? How many?
- What is your take-away from the Additional Programming? Are any in the works to add in the future?
- Reference had a large mix of results. do you see this changing in the future?
- Computers had fairly low importance, what is your philosophy on those going forward? More/Less? Laptop checkouts?
  - Same with Faxing/Copying/Printing/Scanning…??
- Online Services: do you plan to expand these around the library?
- Slide 49: Reaction to future access results?

SPACE NEEDS PROGRAMMING FOLLOW UP

- Approx. 25% attend story time
- Where does Adult Book Club meetings take place at?
  - How many people typically attend these?
  -
- Where does Adult Crafting take place?
  - How many people typically attend?
- Adult Speakers in the Meeting Room?
  - How many people typically attend?
- Community Gathering is a big need… size desired?
- Newspapers / Magazines had a large mixture of results, do you see this changing in the future?
- Slide 48: Outdoor Patio, Café, Collab/Maker. Additional Meeting Gathering last.. Thoughts?

5 NEXT STEPS

NEXT STEPS

December 7	**Functional space need program for review**
December 21	**Schematic options for review**
January 4	**Send out for pricing and comment**
January 18	**Review pricing and option revisions**
February 1	**Review final report and recommendations**

eu:a

E. D. LOCKE PUBLIC LIBRARY

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2022 Public Library Association Conference**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
1. Public Library Association Conference Budget

Public Library Association Conference Budget

Portland Oregon, March 23-25

Flight	$400
Hotel 4 nights @$225/night	$900
Conference Fee	$330
Meals	$200
Total:	$1,830

(There's a possibility that some of the costs would be paid for with a grant from SCLS.)

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2022 Budget**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

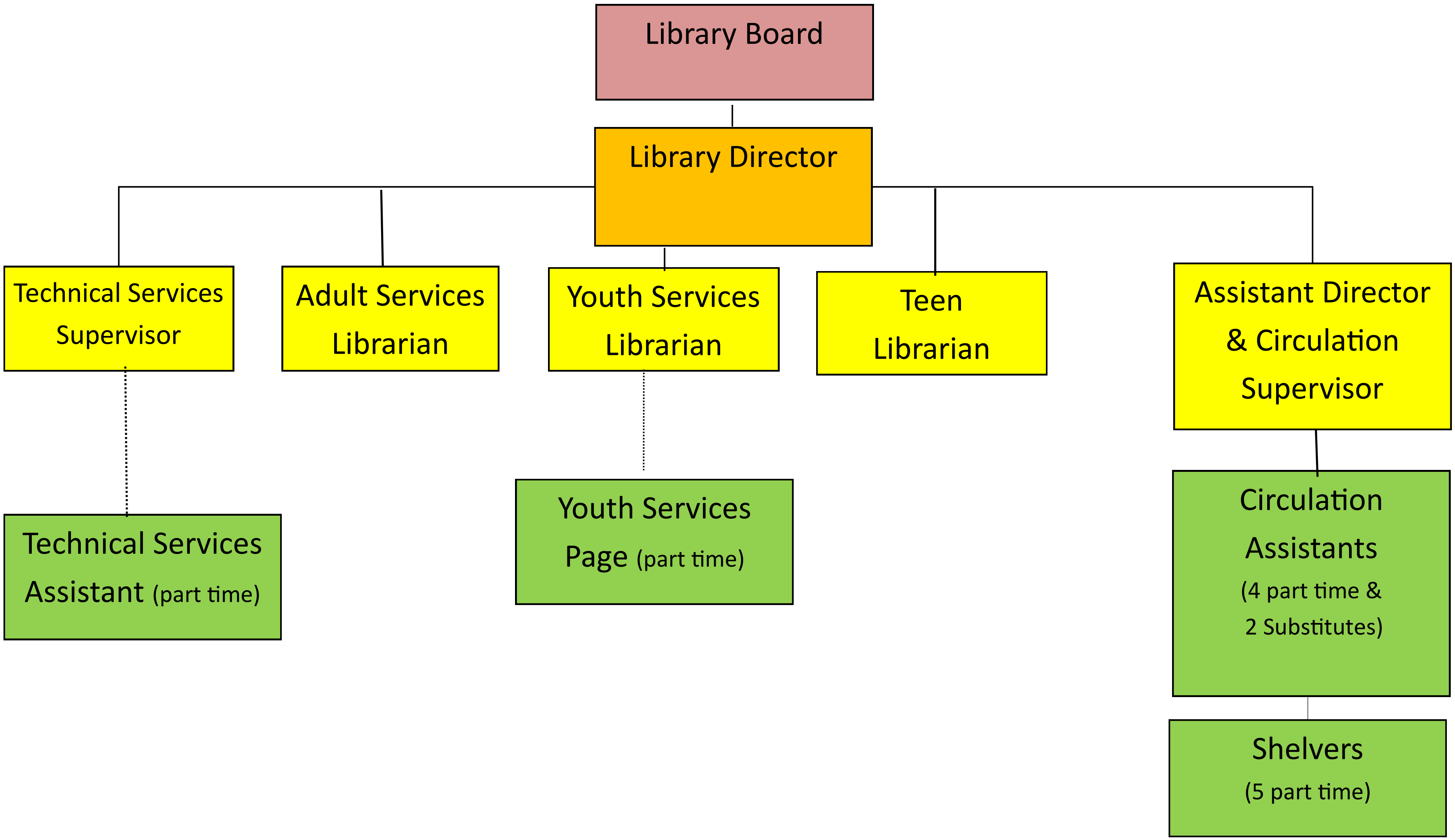
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Organizational Chart
2. 2022 Budget Worksheet - Fund 205 LB DRAFT 08062021

E. D. Locke Public Library Organizational Chart



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, Shared Table dinner, 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 support the community during the pandemic with a mix of inhouse and virtual materials and

- Continue to partner with schools to assist with research education and 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.

- Work with the Teen Advisory Board that was created in 2016 to hold at least 12 teen specific events.

- Hold two programs per month for adults with varying topics.

LIBRARY BUDGET SUMMARY

REVENUES		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	Allocated Revenues	**533,910**	**960,000**	**432,309**	**913,618**	**994,554**	**3.60%**

Notes:

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

45190 Fees and fines charged to patrons for late books, damage to materials, and other charges. The Library Board has provided direction to discontinue the levying and collection of fines. This budget assumes implementation of that action as of July 1, 2020.

LIBRARY (continued)
LIBRARY FUND - FUND 205

EXPENDITURES

PERSONAL SERVICES

	55110	2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
110	Salaries	215,560	339,500	166,166	358,969	357,500	5.30%
120	Part-Time	58,757	175,500	51,826	115,481	166,000	-5.41%
130	Health Insurance	66,864	107,000	50,148	100,297	109,250	2.10%
131	Retirement	17,600	29,250	14,252	28,549	33,500	14.53%
132	Social Security/Medicare	20,842	40,500	16,805	33,917	41,000	1.23%
135	Other Employee Benefits	605	2,000	532	1,064	2,500	25.00%
140	Wage Adjustment	0	14,000	0	13,419	13,054	-6.76%
141	Expense Reimbursement	0	500	0	0	250	-50.00%
	Total PERSONAL SERVICES Exp	**380,229**	**708,250**	**299,731**	**651,696**	**723,054**	**2.09%**

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian (2), Tech. Serv. Supervisor, 7 Assistants (PT), and 5 Shelvers (PT). Across the Board pay increase for 2022 is included generally at 2.0%.

130 Health Insurance is provided through the State Plan. Rates on avg are estimated to increase by 5% while the Employee contribution was set at XX% on avg according to the State formula. Funding is provided for single and 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 set at 6.5% of total wages in 2022, this is approximately 3.7% lower than 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		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	55110						
210	Support Services	17,142	36,250	12,144	36,250	42,500	17.24%
211	Consultant Services	58,051	45,500	53,554	60,000	46,000	1.10%
220	Utilities	14,323	28,000	11,771	25,000	28,000	0.00%
221	Communication	1,185	1,500	969	2,000	2,000	33.33%
240	Equipment Maintenance	4,737	9,000	4,275	9,000	9,000	0.00%
242	Facility Maintenance	11,153	21,250	6,744	21,250	23,250	9.41%
290	Other Contractual Services	1,222	0	1,222	1,222	1,250	------------
	Total CONTRACTUAL SERVICES Exp	**107,812**	**141,500**	**90,679**	**154,722**	**152,000**	**7.42%**

Notes:

210 Increase reflects actual costs for the services required to clean the facility. Cleaning touchpoints was added in 2020 because of the COVID-19 pandemic.

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.

221 Increase reflects actual costs for telephone services.

242 Increase reflects adding maintenance costs for landscape maintenance

SUPPLIES AND EXPENSE		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	55110						
310	Office Supplies	2,822	9,000	2,509	9,000	9,000	0.00%
311	Postage	1	250	1	100	100	-60.00%
320	Dues and Subscriptions	344	500	344	500	500	0.00%
330	Meeting Expenses	40	1,000	40	100	1,000	0.00%
331	Training Expenses	803	2,750	803	1,000	3,150	14.55%
340	Operating Supplies	316	5,500	316	5,500	5,500	0.00%
342	Technology	3,149	15,500	3,010	15,500	24,500	58.06%
344	Collection - Print	30,315	55,000	26,626	55,000	55,000	0.00%
345	Collection - Audio/Visual	4,387	12,500	3,072	12,500	12,500	0.00%
390	Miscellaneous	0	250	0	0	250	0.00%
391	Programming	3,693	8,000	5,179	8,000	8,000	0.00%
	Total SUPPLIES AND EXPENSE Exp	**45,869**	**110,250**	**41,900**	**107,200**	**119,500**	**8.39%**

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 for adults and children.

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.

Total LIBRARY Exp	**533,910**	**960,000**	**432,309**	**913,618**	**994,554**	**3.60%**

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

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	Allocated Revenue	**0**	**0**	**0**	**0**	**0**	**------------**

EXPENDITURES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	59200						
390	Miscellaneous	0	0	0			------------
	Total TRANSFERS Exp	**0**	**0**	**0**	**0**	**0**	**------------**

Notes:

390 None anticipated at time of budget approval. To be used as needed and/or approved by the Village Board.

Village of McFarland

2022 Library Fund Operating Budget

FUND 205

SUMMARY of REVENUES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
41000	Taxes	575,750	626,250	626,250	626,250	667,554	6.60%
43000	Intergovernmental Revenues	341,027	328,250	328,121	328,121	325,000	-0.99%
45000	Fines, Forfeits, and Penalties	2,195	0	216	300	0	------------
46000	Public Charges for Services	1,001	1,500	446	750	1,500	0.00%
48000	Miscellaneous Revenue	3,099	4,000	424	500	500	-87.50%
49000	Other Financing Sources	0	0	0	0	0	------------
	Total Budget Revenue	**923,071**	**960,000**	**955,457**	**955,921**	**994,554**	**3.60%**

SUMMARY of EXPENDITURES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
55110	LIBRARY	533,910	960,000	432,309	913,618	994,554	**3.60%**
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	**------------**
	Total Budget Expenditures	**533,910**	**960,000**	**432,309**	**913,618**	**994,554**	**3.60%**
	Diff in Revenues over Expenditures	**389,161**	**0**	**523,148**	**42,303**	**0**	

Village of McFarland

2022 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	100						
110	Salaries	215,560	339,500	166,166	358,969	357,500	5.30%
120	Part-Time	58,757	175,500	51,826	115,481	166,000	-5.41%
130	Health Insurance	66,864	107,000	50,148	100,297	109,250	2.10%
131	Retirement	17,600	29,250	14,252	28,549	33,500	14.53%
132	Social Security/Medicare	20,842	40,500	16,805	33,917	41,000	1.23%
135	Other Employee Benefits	605	2,000	532	1,064	2,500	25.00%
140	Wage Adjustment	0	14,000	0	13,419	13,054	-6.76%
141	Expense Reimbursement	0	500	0	0	250	-50.00%
	Total PERSONAL SERVICES Exp	**380,229**	**708,250**	**299,731**	**651,696**	**723,054**	**2.09%**

CONTRACTUAL SERVICES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	200						
210	Support Services	17,142	36,250	12,144	36,250	42,500	17.24%
211	Consultant Services	58,051	45,500	53,554	60,000	46,000	1.10%
220	Utilities	14,323	28,000	11,771	25,000	28,000	0.00%
221	Communication	1,185	1,500	969	2,000	2,000	33.33%
240	Equipment Maintenance	4,737	9,000	4,275	9,000	9,000	0.00%
242	Facility Maintenance	1,222	0	1,222	1,222	1,250	------------
	Total CONTRACTUAL SERVICES Exp	**96,660**	**120,250**	**83,934**	**133,472**	**128,750**	**7.07%**

SUPPLIES AND EXPENSES

		2020 Actual	2021 Budget	YTD 6/30/2021	2021 Projected	2022 Budget	% Change vs. 2021
	300						
310	Office Supplies	2,822	9,000	2,509	9,000	9,000	0.00%
311	Postage	1	250	1	100	100	-60.00%
320	Dues and Subscriptions	344	500	344	500	500	0.00%
330	Meeting Expenses	40	1,000	40	100	1,000	0.00%
331	Training Expenses	803	2,750	803	1,000	3,150	14.55%
340	Operating Supplies	316	5,500	316	5,500	5,500	0.00%
342	Technology	3,149	15,500	3,010	15,500	24,500	58.06%
344	Collection - Print	30,315	55,000	26,626	55,000	55,000	0.00%
345	Collection - Audio/Visual	4,387	12,500	3,072	12,500	12,500	0.00%
390	Miscellaneous	0	250	0	0	250	0.00%
391	Programming	3,693	8,000	5,179	8,000	8,000	0.00%
	Total SUPPLIES AND EXPENSES Exp	**45,869**	**110,250**	**41,900**	**107,200**	**119,500**	**8.39%**
		522,758	**938,750**	**425,565**	**892,368**	**971,304**	**3.47%**

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Meeting Room upgrades**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 101261B - Village of McFarland - E.D. Locke Library - Meeting Room AV Upgrade

FEARING'S
MAKE A DIFFERENCE

Fearing's Satellite & Sound Inc
Dba Fearing's Audio Video Security
722 Walsh Road
Madison, WI 53714

Project Number 101261B
8/9/2021 Page: 1 *** * Proposal * ***

608-443-2595/Fax 443-2597

E.D. Locke Public Library
Heidi Cox
5920 Milwaukee Street
McFarland, WI 53558

608-838-9030
hcox@mcfarlandlibrary.org

E.D. Locke Public Library 608-838-9060
Heidi Cox
5920 Milwaukee Street
McFarland, WI 53558

hcox@mcfarlandlibrary.org

Project Title..: Meeting Room AV Upgrade

Mfg-Item No.	Qty	Description

SCOPE OF WORK:

Provide and install a streaming solution in the Community Room that will also allow for future expansion to extend video to other displays in the Library.

Installation of the following:

~Community Room~
-PTZ Optics 12x zoom PTZ camera on a wall mount at the rear of the room to capture presenters. The camera will be controlled using its included remote.
-Shure white Dante microphone array that will either be ceiling mounted or wall mounted depending on options chosen. This microphone comes standard with (8) lobes, but in most cases only (4) are used for the best sound quality and pickup and can cover up to about a 30'x30' space in ideal conditions.
-QSC audio processor with 8 flexible connections and Dante with a 1 gang wall mounted controller for control of volume levels of the program audio and existing audio equipment.
-Blackmagic web presenter unit that will allow for direct streaming to YouTube, Facebook, or any other RTMP/RTSP protocols as well as for connecting to a customer provided PC via included USB cable to provide a way to connect the camera and mic for web conferencing. **Note that this device will require a customer provided wired network connection with internet access for direct streaming and will require customer to access this device on the same network with a PC to setup the stream.
-The existing rack will be reused and reconfigured for the new equipment.

IMPORTANT NOTES:
- Due to the Covid-19 situation around the world, please note that our vendors and their supply chains may experience delays and backorders out of our control. Fearing's shall not be held liable for delays related to this. We will do our due diligence to offer potential alternatives, if this happens and effects the project time line, however they may be at an additional expense to the customer if opted instead of adjusting the time line.
- Cancellations to Fearing's scheduled work initiated by others within a week of scheduled time will be subject to cancellation fees based on time lost and other incurred costs and their effects on this and other scheduled projects.
- Quotes over 30 days - or - projects sold within the 30 days but have a delayed start date may be subject to price increases based on the cost of materials and or labor

Fearing's Satellite & Sound Inc
Dba Fearing's Audio Video Security
722 Walsh Road
Madison, WI 53714

608-443-2595/Fax 443-2597

Mfg-Item No.	Qty	Description
		rising. - Proposal based on the work being performed during normal business hours. - Customer to provide all 120V AC power for project including racks, projectors, equipment and any other location. - Customer to provide network connections and IP addresses for devices in AV system as needed as well as any IT support. - This proposal is based on cable paths being provided by others and being free of obstruction in walls, ceilings and or conduit. It obstructions do exist, additional cabling, labor and or devices may apply and are not included. - Customer to provide any ceiling grid removal and or repair as well as any other cosmetic needs like painting, millwork, etc. for the project. - Customer to provide a location for disposal of component packaging as well as misc job waste/scraps. - The camera mount is a standard mount. In rare occasions buildings and/or ceilings may vibrate causing camera to vibrate, causing the image on the screen to move. This is a rare occurrence, but in the event it would occur on this project additional expense could be incurred to resolve the issue. - Lighting, including ambient lighting, can greatly effect camera systems and their perceived quality. Lighting directly and indirectly shining on a projection screen can wash out the image. Fearing's recommends zoning the lights in the room if needed, so that lighting hitting the screen is reduced to greatly increase picture quality. Also, for cameras, good lighting is critical for a high quality picture. Portable or specialized directional lighting is highly recommended, especially when dealing with cameras and projection screens in the same space. Please speak with your Fearing's account manager or engineer for further details. - If required or recommended, customer to provide blocking or backing for displays or other heavier wall or ceiling mounted devices. - Because of the rapid change in models and pricing of components used in our industry, Fearing's AVS reserves the right to change pricing when models or unit pricing changes significantly from the time a proposal is approved by the customer and the time the product needs to be ordered. Fearing's AVS will notify the customer prior to ordering the product if changes are required to review possible customers options. A change in models or unit pricing does not constitute a reason for the customer to cancel the project.

Continue Next Page...

FEARING'S
MAKE A DIFFERENCE

Fearing's Satellite & Sound Inc
Dba Fearing's Audio Video Security
722 Walsh Road
Madison, WI 53714

Project Number 101261B
8/9/2021 Page: 3 *** * Proposal * ***

608-443-2595/Fax 443-2597

Mfg-Item No.	Qty	Description	
		~Community Room~	
PTZ Optics	1	12x Optical Zoom SDI PTZ Camera (White)	
PTZ Optics	1	Small Cameral Wall Mount, Universal- White	
Shure	1	Linear Array Microphone, White 4 Ft	
Shure	2	Ceiling and Suspension Mount Kit for MXA710	
Cisco	1	8-Port Managed Gigabit PoE Smart Switch	
QSC	1	Unified Core with 8 Local I/O, 64x64 Network I/O, USB	
QSC	1	Q-SYS Core 8 Flex/Core Nano/NV-32H Scripting License, Perpetual	
QSC	1	Q-SYS Core 110 UCI Deployment Software License, Perpetual	
QSC	1	Q-SYS Software-based Dante 16x16 Channel License, Perpetual	
Attero Tech	1	1G IP Wall Controller, PoE	
Blackmagic	1	Web Presenter HD	
SanDisk	1	128GB 170MB/s SD Card	
Blackmagic	1	Audio to SDI Mini Converter	
	1	Miscellaneous Cables, Connectors, Equipment, Etc.	
Windy City Wire	150	RG6 Quad Shield Plenum - Black	
Windy City Wire	150	Cat 6 Plenum - White	
WINDY	500	Cat 6A Plenum Shielded - White	
C2G	1	USB 3.0 Type C to USB A Cable 10ft	
WINDY	6	RJ45 Cat6/6A Shielded Connector	
Binary	5	4K60 4:4:4 Ultra HD Premium HDMI - 2m (6')	
Binary	1	BNC Male Compression Connector for RG6 Quad - 75ohm (Bag of 20)	
	1	Shipping	
			=========
		Equipment and Installation	15,990.08

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This * * Proposal * * is Valid for 30 Days. $15,990.08

____

Ehren Tresner

I Accept This Quote ______________________________________ Date: ____________________

50% Downpayment, monthly progress billing thru Project completion

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Dane County Library Service Contract**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. DCLS contract

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **McFarland Library Board** (hereinafter "the local Library Board") serving the municipality of McFarland.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.

2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 15, 2022with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).

3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.

4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of $265,512. This sum represents the net payment due after averaging use and cost data from 2017, 2018 and 2019, subtracting the amount due the County for the Local Library's share of Outreach and Delivery services, and adjusting the payment as required by cross-municipal usage. The sources of data used in these calculations shall include 2017, 2018 and 2019 circulation, expenditure and revenue figures as reported by the Local Library Board to the Department of Public Instruction, as well as circulation by patron statistical codes as reported by the shared circulation system for 2017, 2018 and 2019.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of $59,360.

6. The County Library Board shall make payment by June 30, 2022.

7. This agreement shall be in effect from January 1, 2022 and shall continue in full force and effect until December 31, 2022 unless sooner terminated.

LOCAL LIBRARY BOARD

BY:

President, Library Board

BY:

Secretary, Library Board

DANE COUNTY LIBRARY BOARD

BY:

President, Library Board

BY:

Director

	Total	Payer	Description
SEC. 4	$265,512	Dane County	Reimbursement for operation services to County residents
SEC. 5	$59,360	Dane County	Reimbursement for facility services to County residents
TL Pymt	**$324,871**	Dane County	Net payment

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, September 7, 2021**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Dane County Levy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. exemption resolution template

Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city/village of _McFarland__ meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city/village of _McFarland__ will appropriate in 2021 and expend in 2022 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city/village of _McFarland___ hereby requests of the Dane County Board of Supervisors that the city/village of __McFarland_ be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
1874 S. Stoughton Rd.
Madison, WI 53716
herold@dcls.info

Date Passed:_________________

Vote:________________________

___________________________________ ________________________________

Authorized Signature Title of Person signing