

**Joint Village
Board/Library Board
5:30 PM**

Monday, September 27, 2021

**McFarland Municipal Center
Community Room**

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/86551608339>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 865 5160 8339

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
4. BUSINESS.
 - a. Presentation and discussion regarding the Library Space Needs Study.
 - b. Discussion and regarding synergies and opportunities between the Library and Village Board.
5. 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: Monday, September 27, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Heidi Cox, Library Director

AGENDA ITEM: Presentation and discussion regarding the Library Space Needs Study.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Library has recently completed a space needs study to help plan out future improvements to the facility. Enclosed within your packet is a copy of this report. The Architect that prepared this report will be present to give a presentation on their findings. With both boards convened, this is an opportunity to discuss this report and the recommendations made within.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

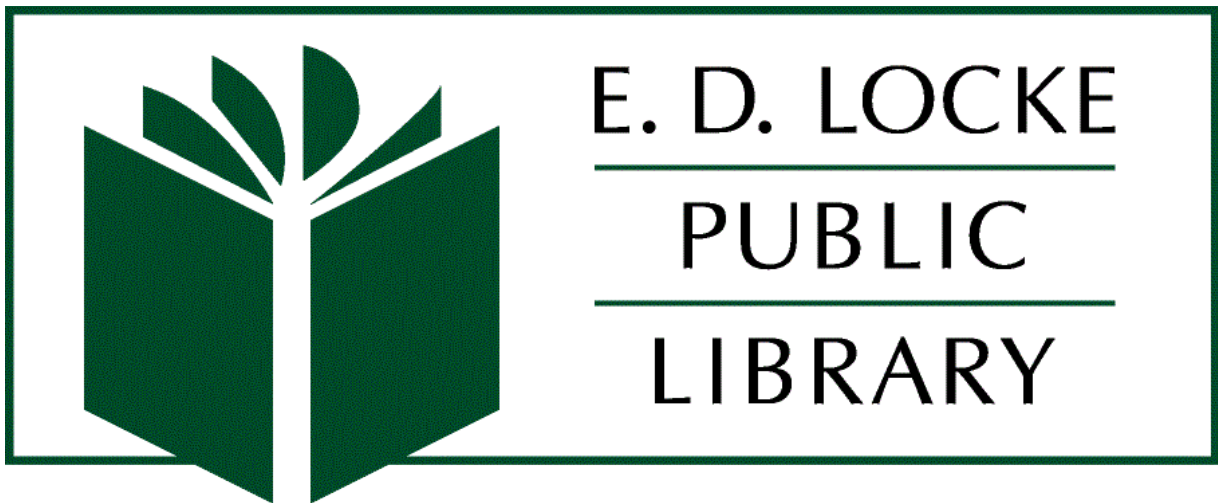
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed. Presented for discussion.

ATTACHMENTS:

1. ED Locke Public Library Facilities Study 09072021



E.D. LOCKE PUBLIC LIBRARY
FACILITIES STUDY

August 12, 2021
EUA Project No.: 720257

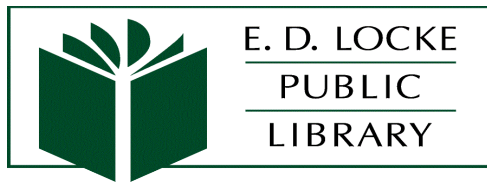


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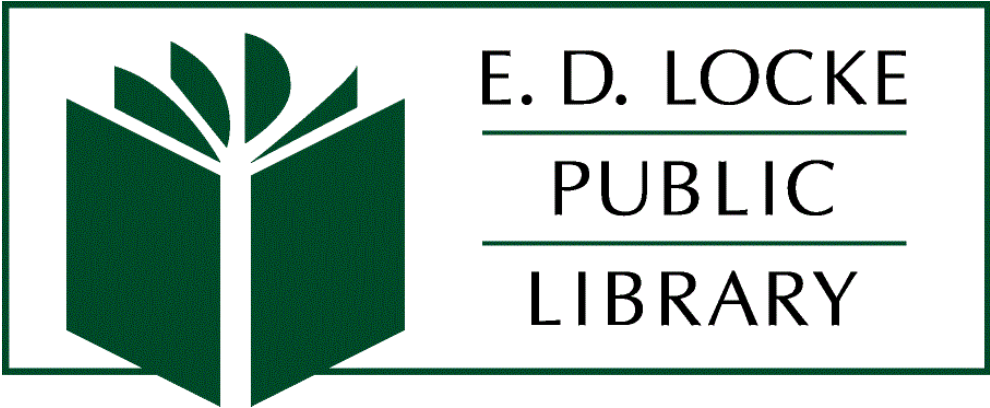
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one:

**EXECUTIVE
SUMMARY**

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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.

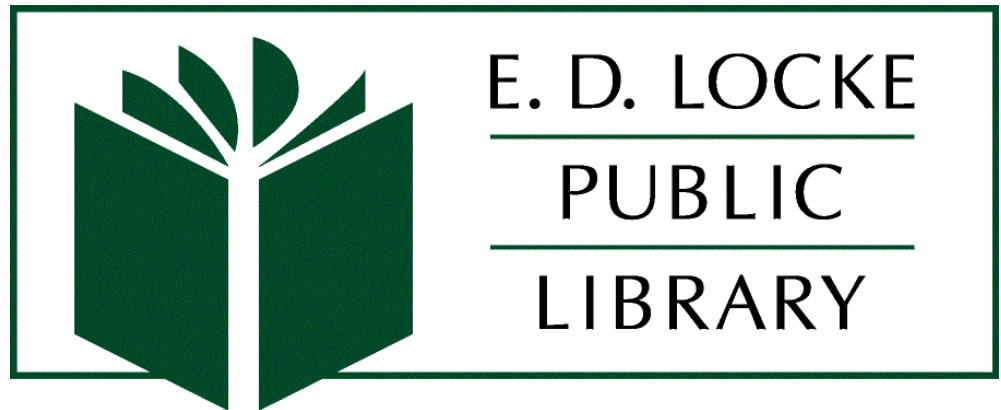
The feasibility process included four basic phases of work: Learn, Explore, Articulate and Deliver. This document captures the process as it currently stands and is a living document at this time. Upon completion of this work and approval by the Library the project would proceed into conceptual studies 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.



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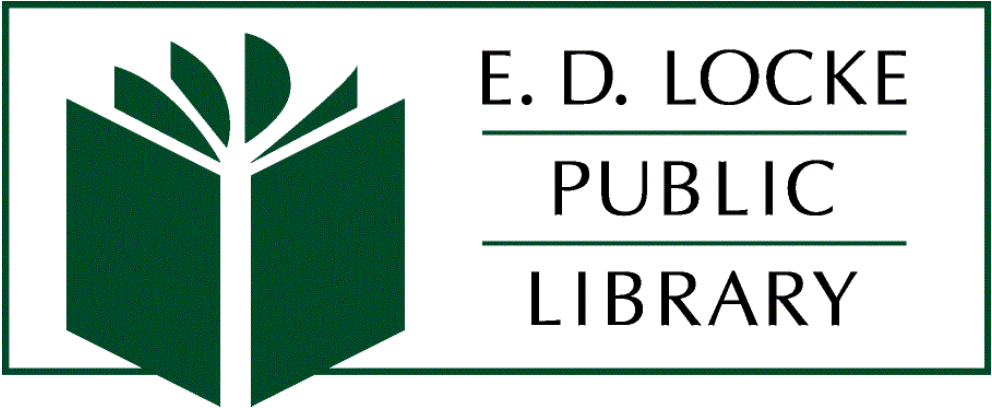
**EXISTING
CONDITIONS /
BACKGROUND**

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



three:

LIBRARY FACILITY ASSESSMENT

<i>Data Gathering Process</i>	14
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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 patrons, 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 fire 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 deskings 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



A 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.



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



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



D 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."



E 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.



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



G

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.



H

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.



I.1

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



I.2

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



J

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



K

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.



L

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.



M

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.



N

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.



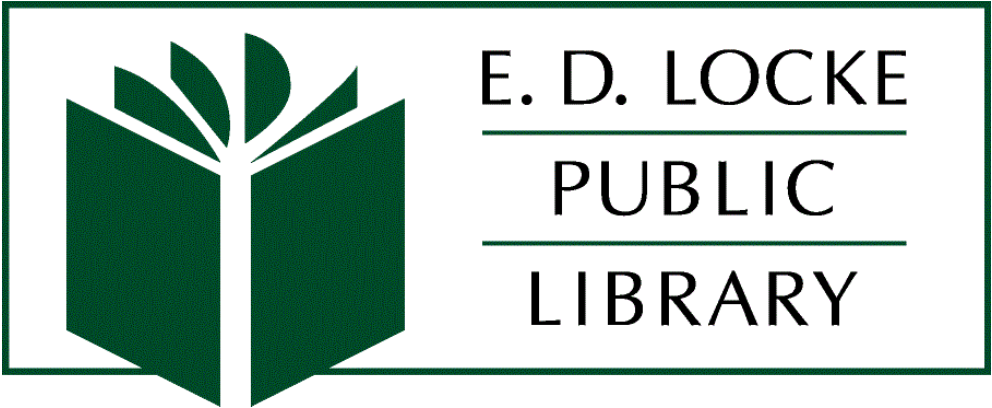
O

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.



P

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.



four:

OPTIONS

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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 these 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:

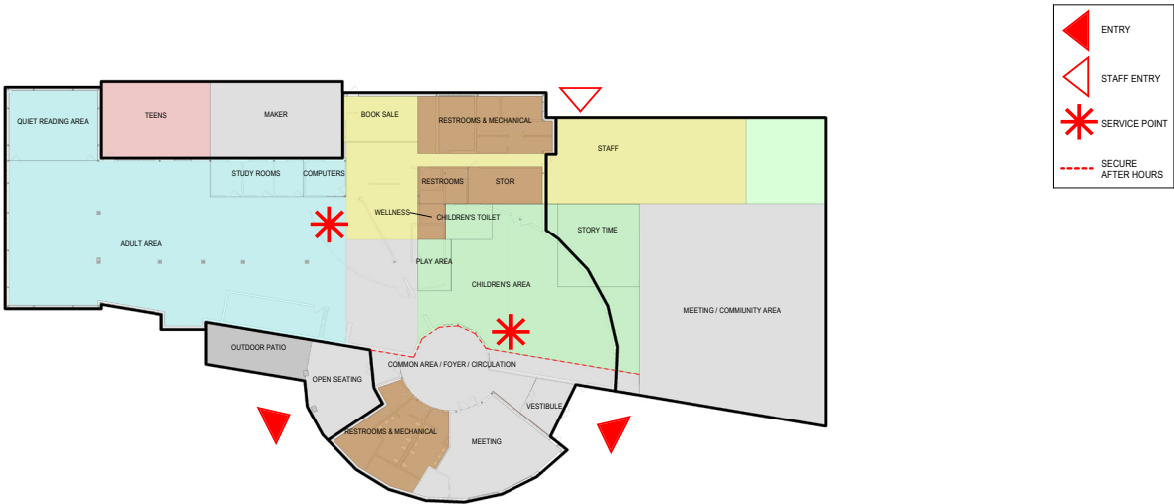
PROS:

- 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

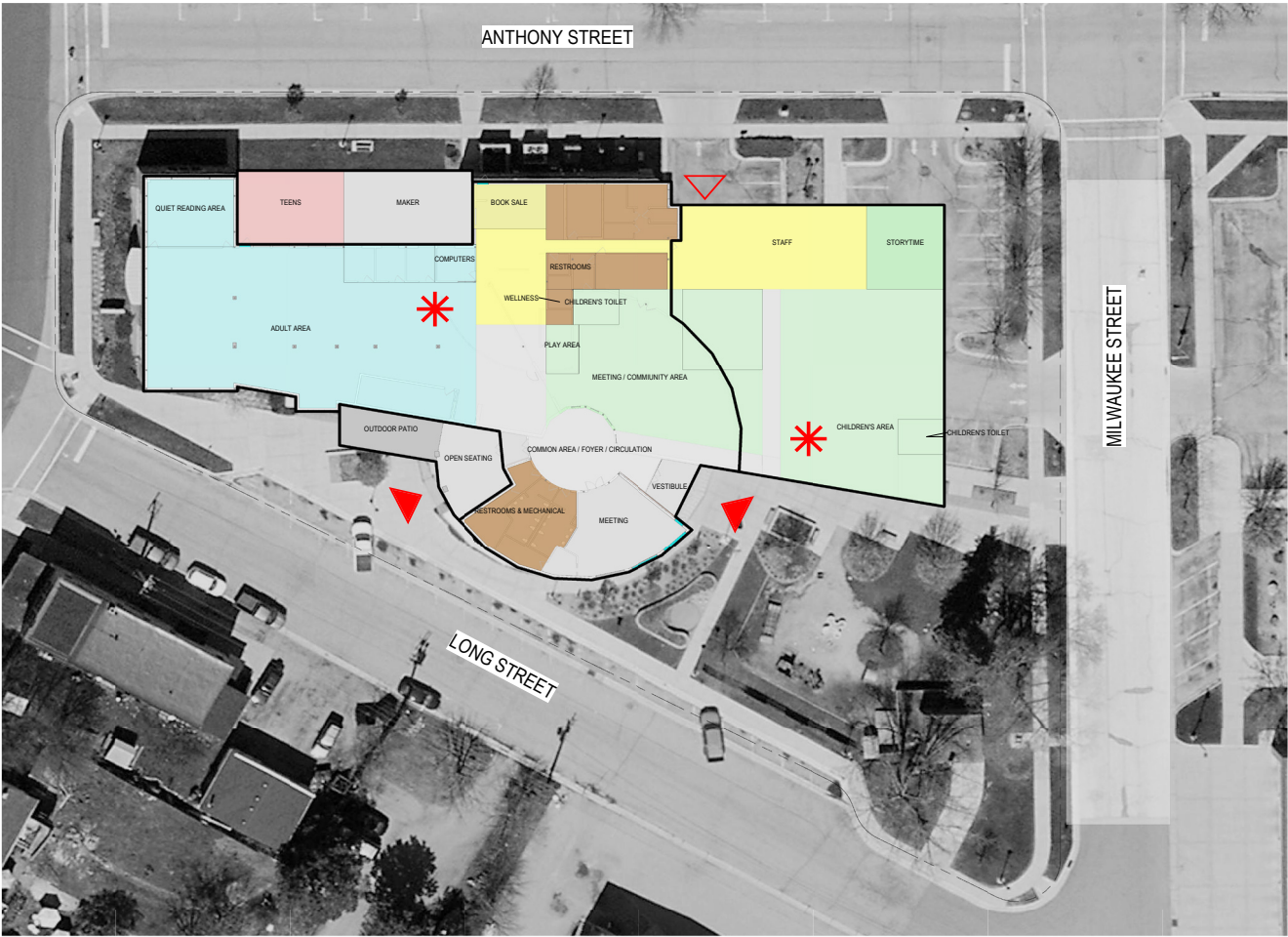
CONS:

- 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:

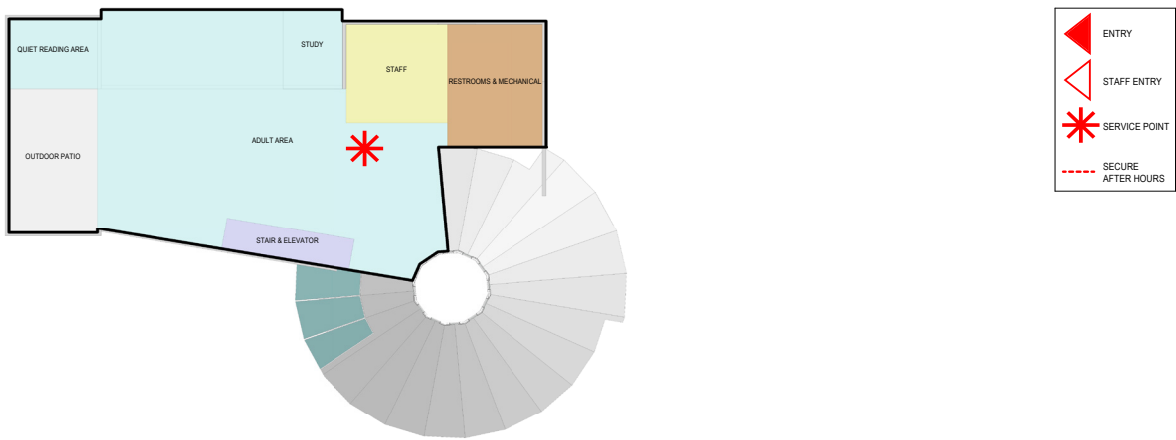
PROS:

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

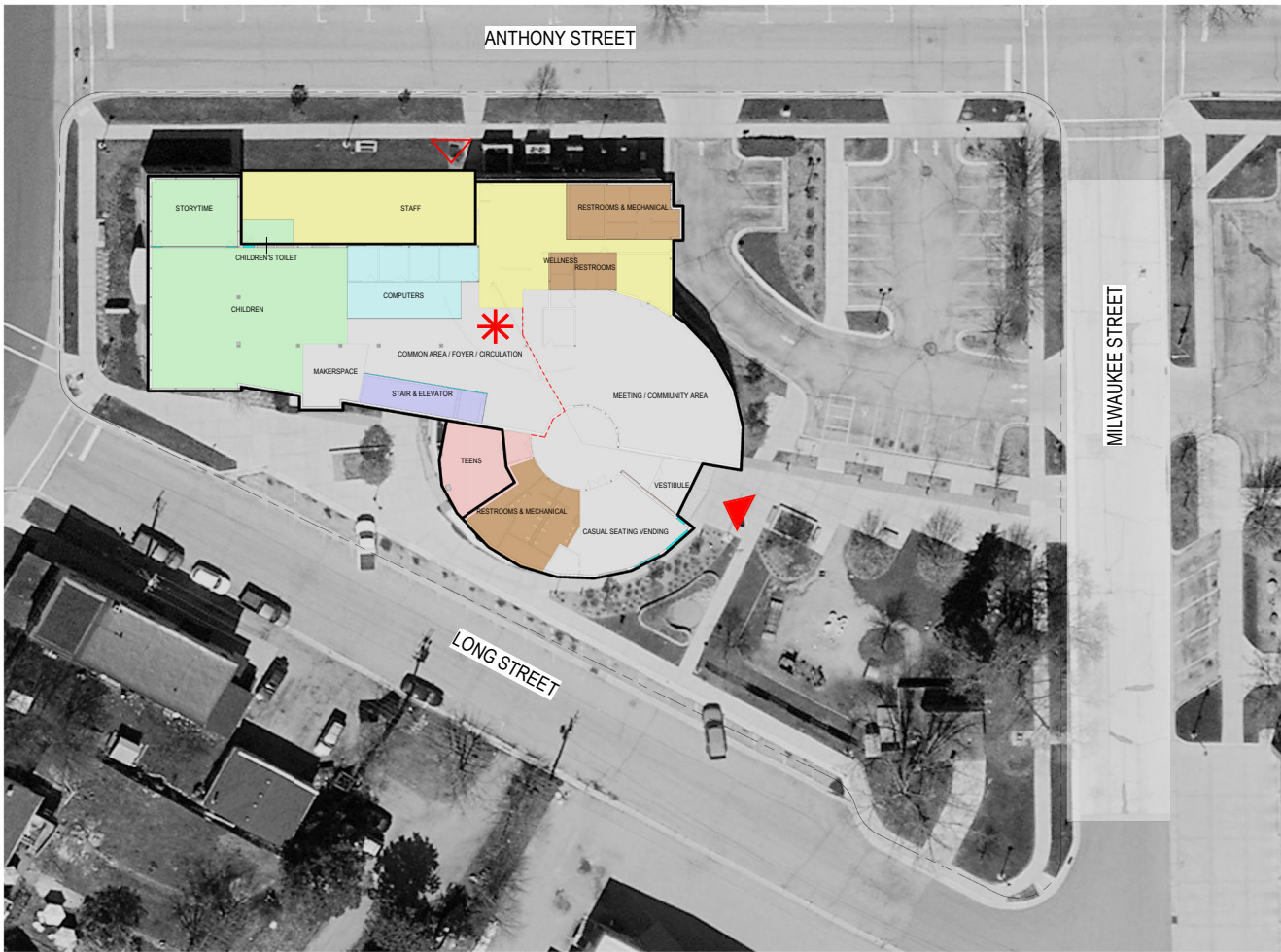
CONS:

- 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.

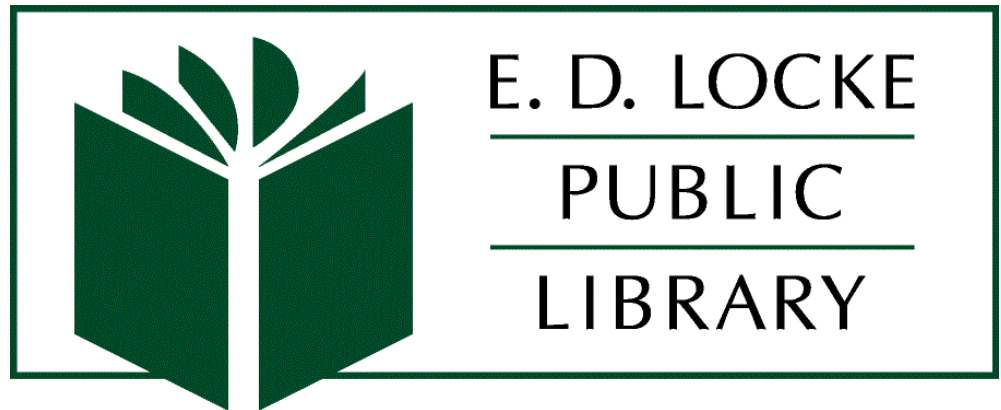
OPTION 2: 34,360 SF



2ND FLOOR - OPTION 2



1ST FLOOR - OPTION 2



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 numberta 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

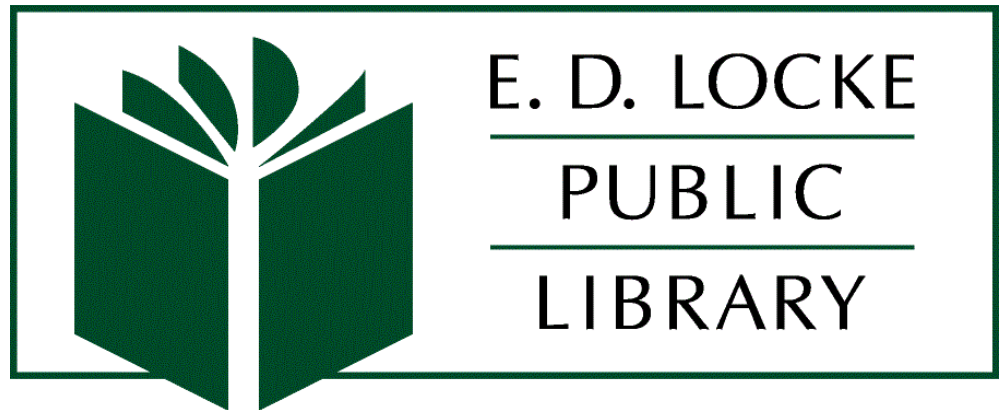
OPTION 1 is the less invasive option and provides potential for the library to remain open during construction. The library would be able to remain open but would be able to complete the work in a shorter duration if it were to close. The addition would take approximately 8-9 months to construct whereas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

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



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.

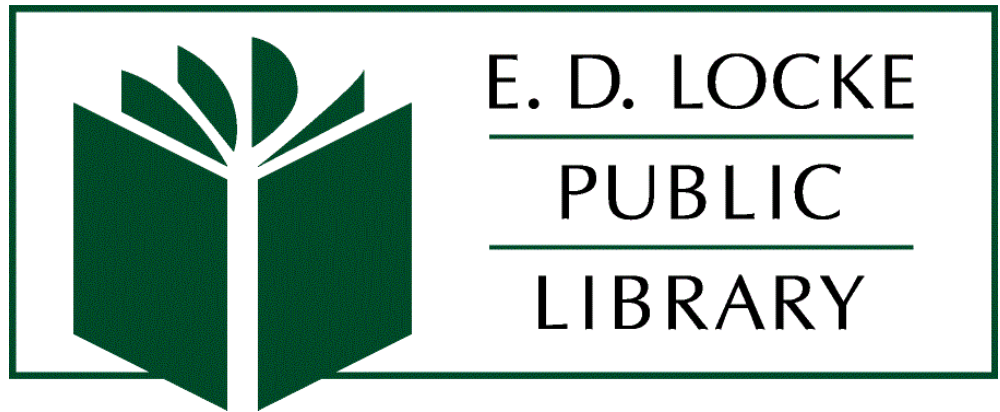
For the E.D. Locke Public Library, the next step will involve sharing the key findings with the broader community through Community Workshops and Engagement in the coming months. It will be very helpful to gather initial feedback from a variety of library stakeholders to establish wants and priorities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



six:

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 <i>Nine digits</i> 945628167	
II. LIBRARY COLLECTION					
		a. Number Owned / Leased		b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>		56,319		3,340	
2. Electronic Books <i>E-books</i>		157,350			
3. Audio Materials		3,784		170	
4. Electronic Audio Materials <i>Downloadable</i>		55,245			
5. Video Materials		8,007		484	
6. Electronic Video Materials <i>Downloadable</i>		952			
7. Other Materials Owned <i>Describe</i> Kits, Software, Board Games, Equipment		310			
8. Electronic Collections <i>Locally Owned or Leased</i>		7			
9. Total Electronic Collections <i>Local, regional, and state</i>		57			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		122			

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans					
a. Total Circulation		b. Children's Materials	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>			
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							11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL		a. Total	b. Internet Access	
Number of Programs	408	32	112	552		17	15	
Total Attendance	17,507	334	1,316	19,157				

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.*

\$0

7. All Other Operating Income

\$27,934

8. Total Operating Income *Add 1 through 7*

\$855,009

9. What is the current year annual appropriation provided by your governing body(ies) for your public library?

\$575,750

10. Was your library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i> \$432,299		2. Employee Benefits <i>Include maintenance, security, plant operations</i> \$136,558	
3. Library Collection Expenditures			
a. Print Materials \$49,106	b. Electronic Materials \$5,573	c. Audiovisual Materials \$9,391	d. All Other Library Materials \$0
			e. Subtotal 3 \$64,070
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
SCLS - ILS & Technology	\$44,796		
			Subtotal 4 \$44,796
5. Other Operating Expenditures			\$141,654
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$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 \$0	3. Rent Paid to Municipality/County	Total Revenue \$7,967	Total Expenditure \$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)

3.00

Other Persons Holding the Title of Librarian (FTE)

2.00

Subtotal 2a

5.00

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

5.68

c. Total Library Staff (FTE)

10.68

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*

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.		

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> ☒ a. State TEACH line ☐ b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? ☒ a. Yes, on all Internet workstations ☐ b. Yes, on some Internet workstations ☐ c. No filtering on any Internet workstation
--	--	---

1. Self-directed Activities <i>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.</i>		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

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

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

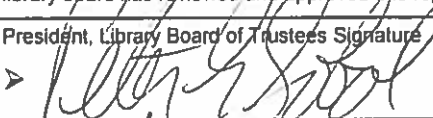
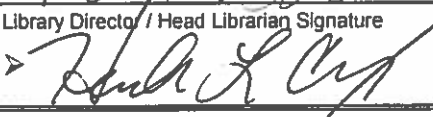
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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.

- ☒ 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].
- ☒ 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].
- ☒ 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)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ 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].
- ☒ 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)].
- ☒ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☒ 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].
- ☒ 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].
- ☒ 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].
- ☒ 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 <i>Print or type</i> Peter Sobol	Date Signed 2/17/2020
Library Director / Head Librarian Signature ➤ 	Name of Director / Head Librarian <i>Print or type</i> Heidi Cox	Date Signed 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 Board of Trustees hereby states that in 2019, the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ 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

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, caudio 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		
Children'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		
Children'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

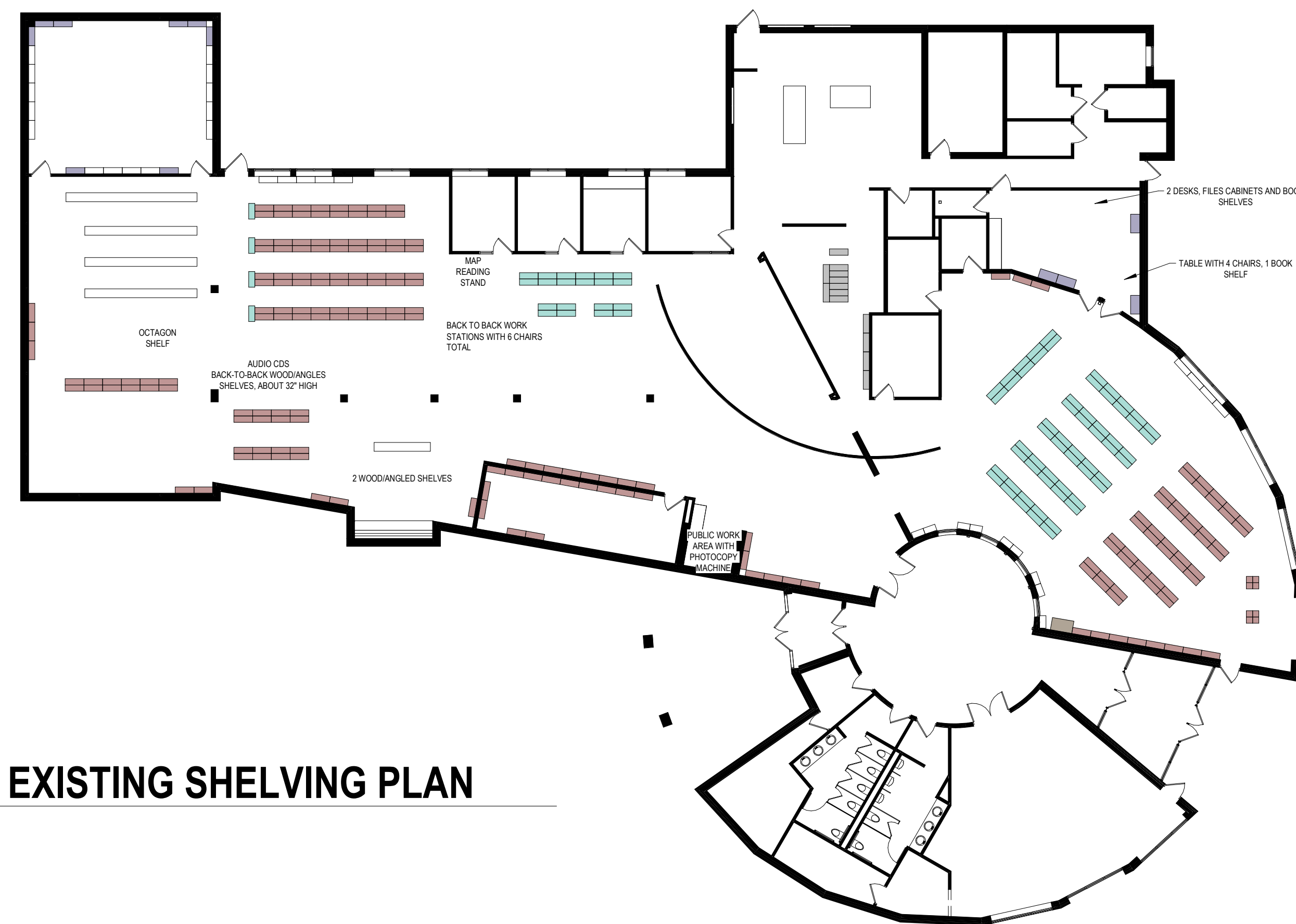
9/2/2020

	-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 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



EXISTING SHELVING PLAN

STACK HEIGHT LEGEND	
	CART
	3'-0" HIGH
	4'-0" HIGH
	6'-0" HIGH
	7'-0" HIGH

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
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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

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 the 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 Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

ABOUT US

- Help for Survey Participants
- FAQs
- Director's Corner
- Regional Offices
- History
- Research
- Scientific Integrity
- Census Careers
- Business Opportunities
- Congressional and Intergovernmental
- Contact Us

FIND DATA

- QuickFacts
- Explore Census Data
- 2020 Census
- 2010 Census
- Economic Census
- Interactive Maps
- Training & Workshops
- Data Tools
- Developers
- Publications

BUSINESS & ECONOMY

- Help With Your Forms
- Economic Indicators
- Economic Census
- E-Stats
- International Trade
- Export Codes
- NAICS
- Governments
- Longitudinal Employer-Household Dynamics (LEHD)
- Survey of Business Owners

PEOPLE & HOUSEHOLDS

- 2020 Census
- 2010 Census
- American Community Survey
- Income
- Poverty
- Population Estimates
- Population Projections
- Health Insurance
- Housing
- International
- Genealogy

SPECIAL TOPICS

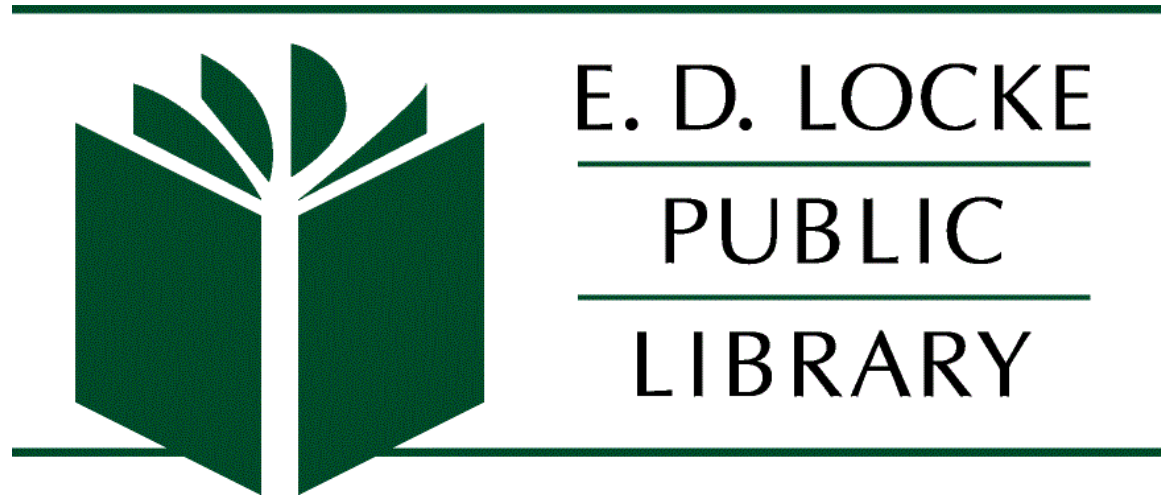
- Advisors, Centers and Research Programs
- Statistics in Schools
- Tribal Resources (AIAN)
- Emergency Preparedness
- Special Census Program
- Data Linkage Infrastructure
- Fraudulent Activity & Scams
- USA.gov

NEWSROOM

- News Releases
- Release Schedule
- Facts for Features
- Stats for Stories
- Blogs

CONNECT WITH US

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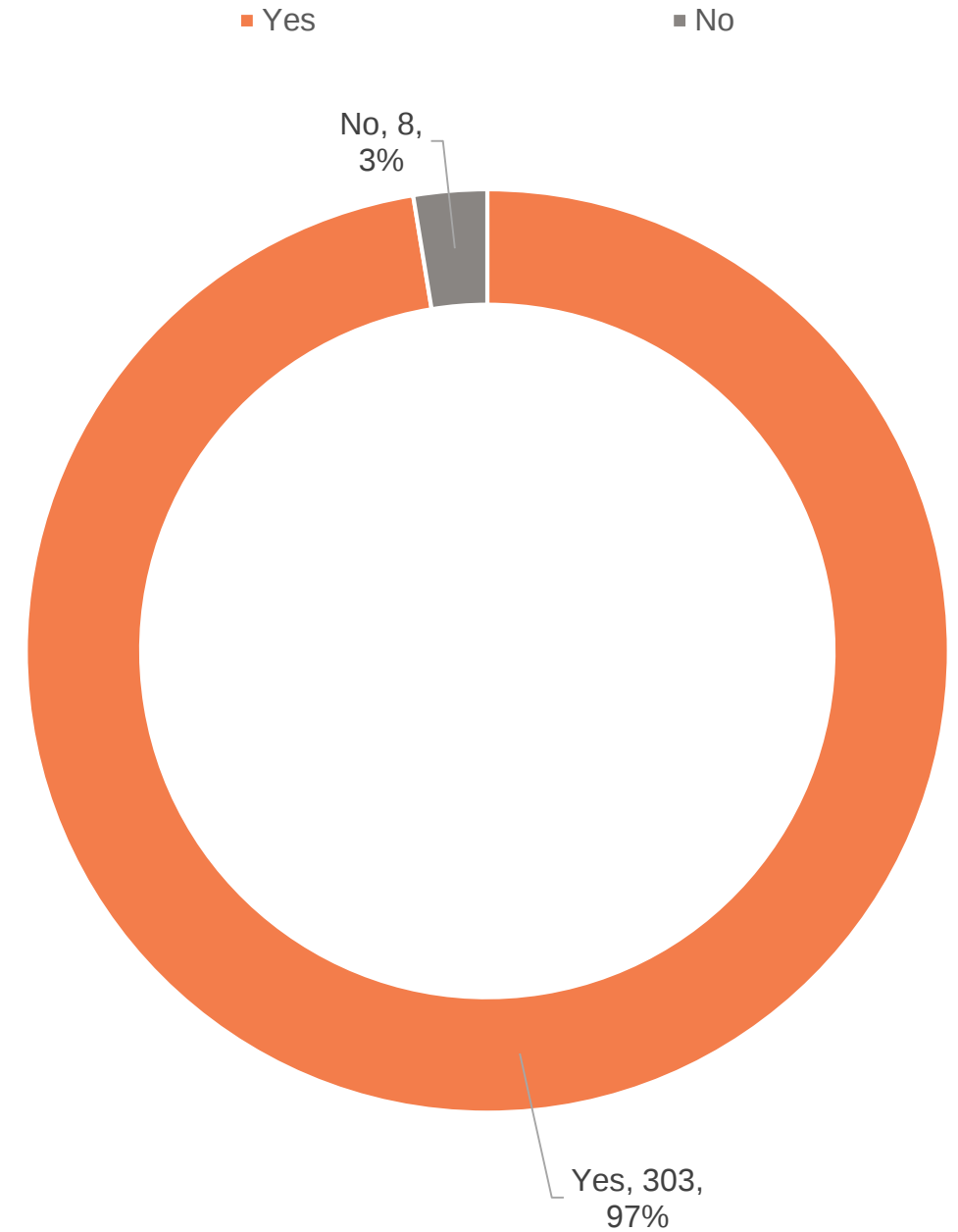


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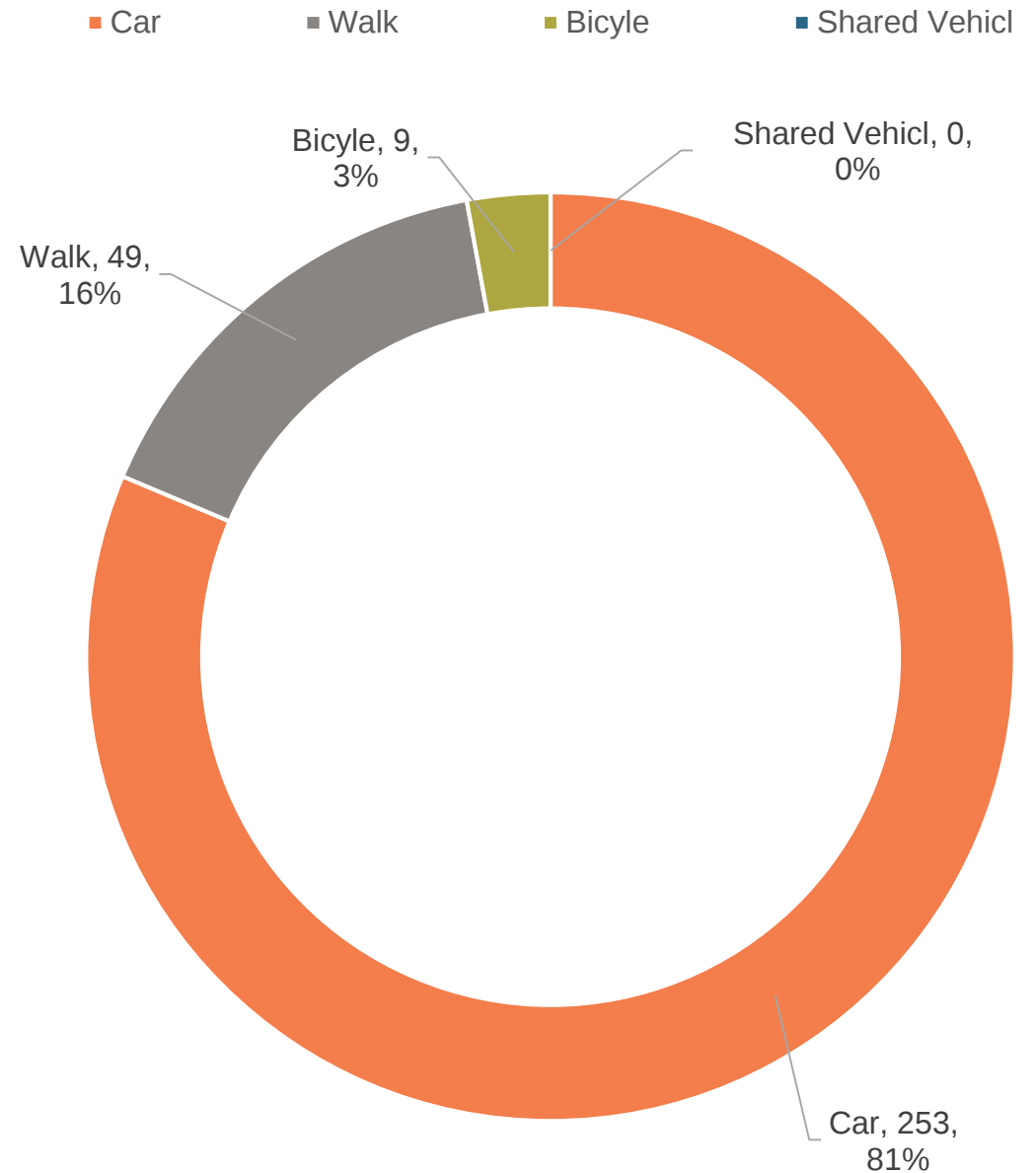
1. Multiple Choice Questions
2. Open Ended Questions
3. Demographic Questions
4. Programming follow up
5. Next steps

1 | MULTIPLE CHOICE QUESTIONS

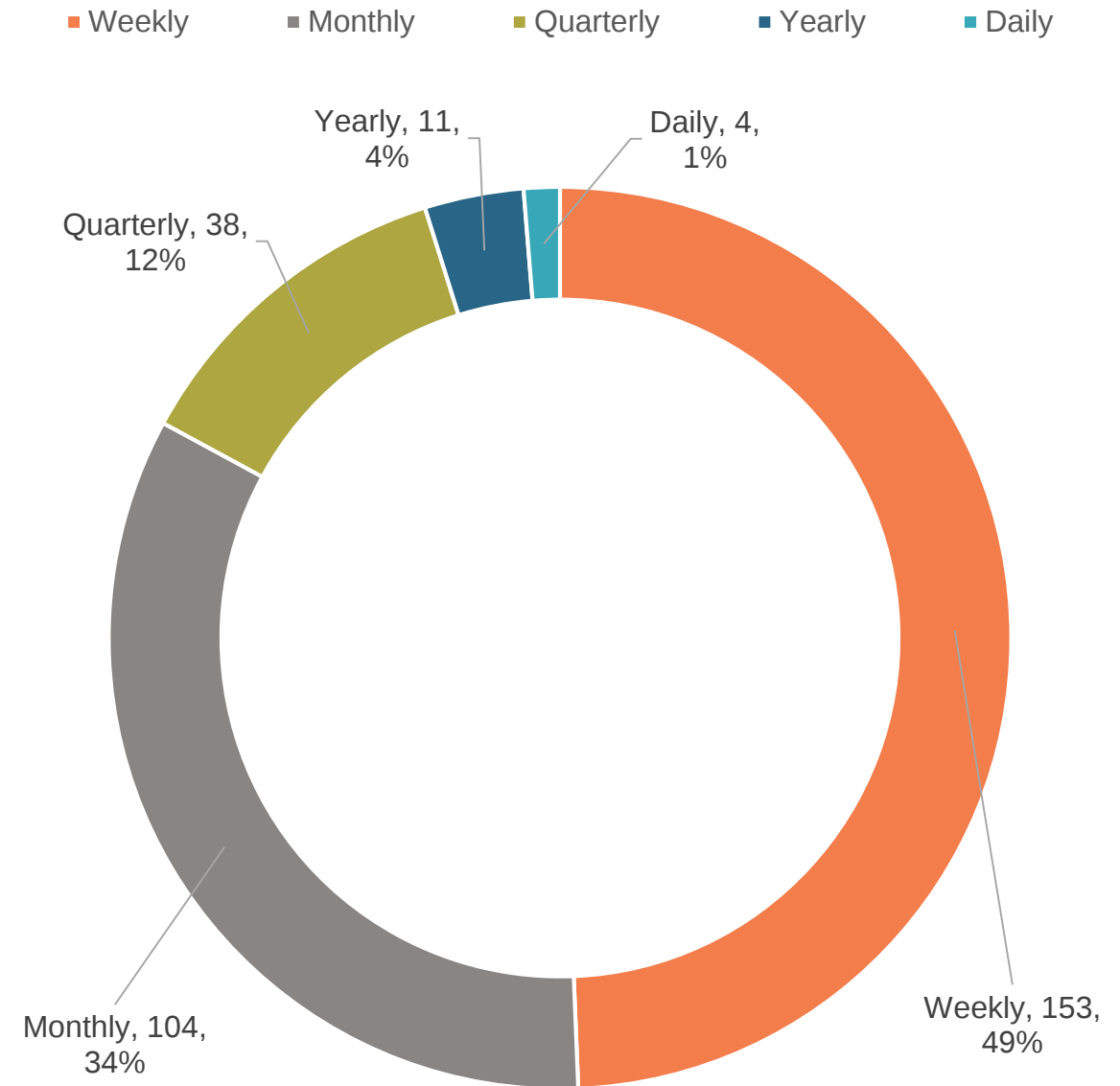
DO YOU HAVE A
LIBRARY CARD?



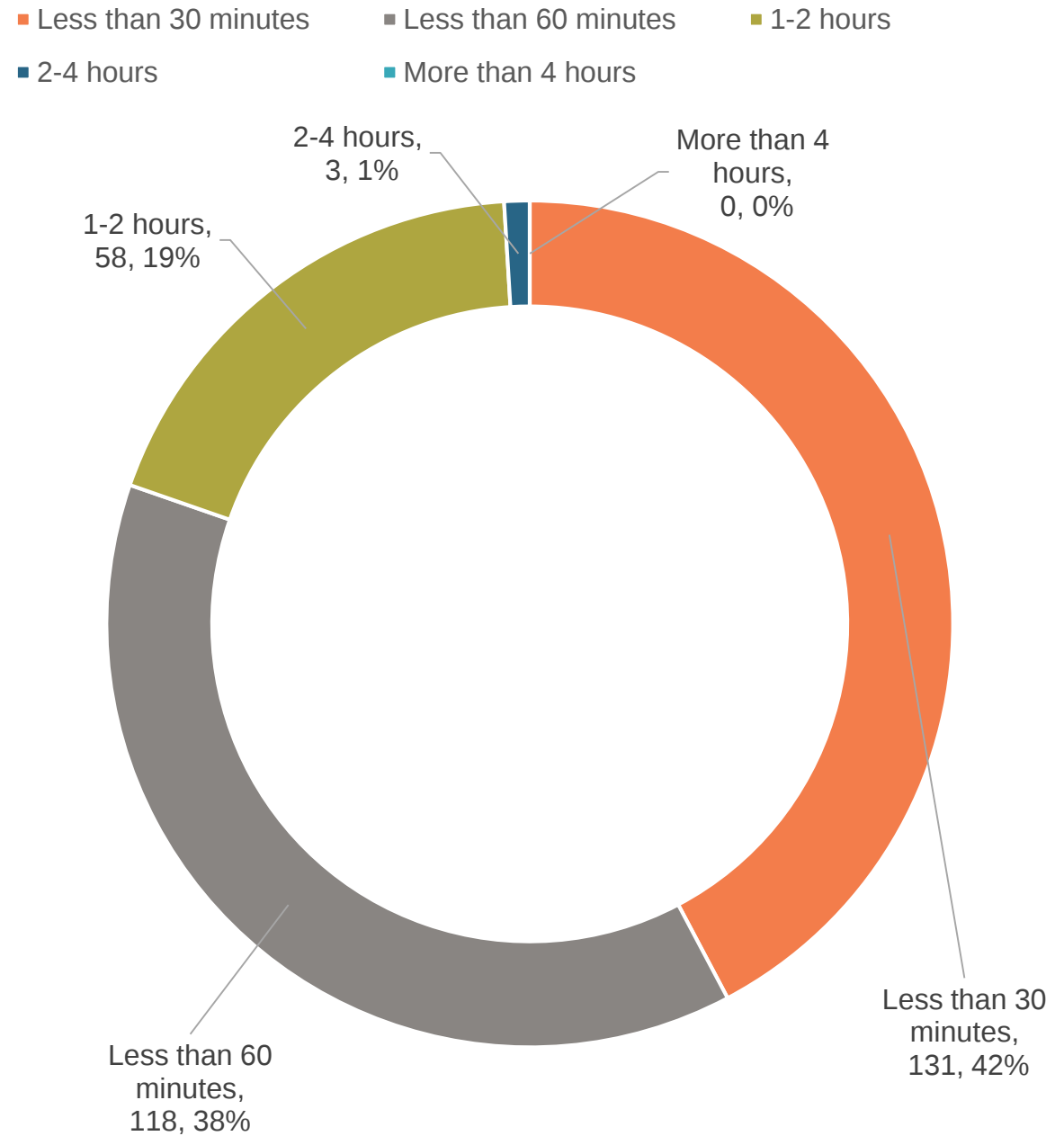
IN GENERAL, WHAT IS
YOUR MAIN FORM OF
TRANSPORTATION TO
GET TO THE LIBRARY?



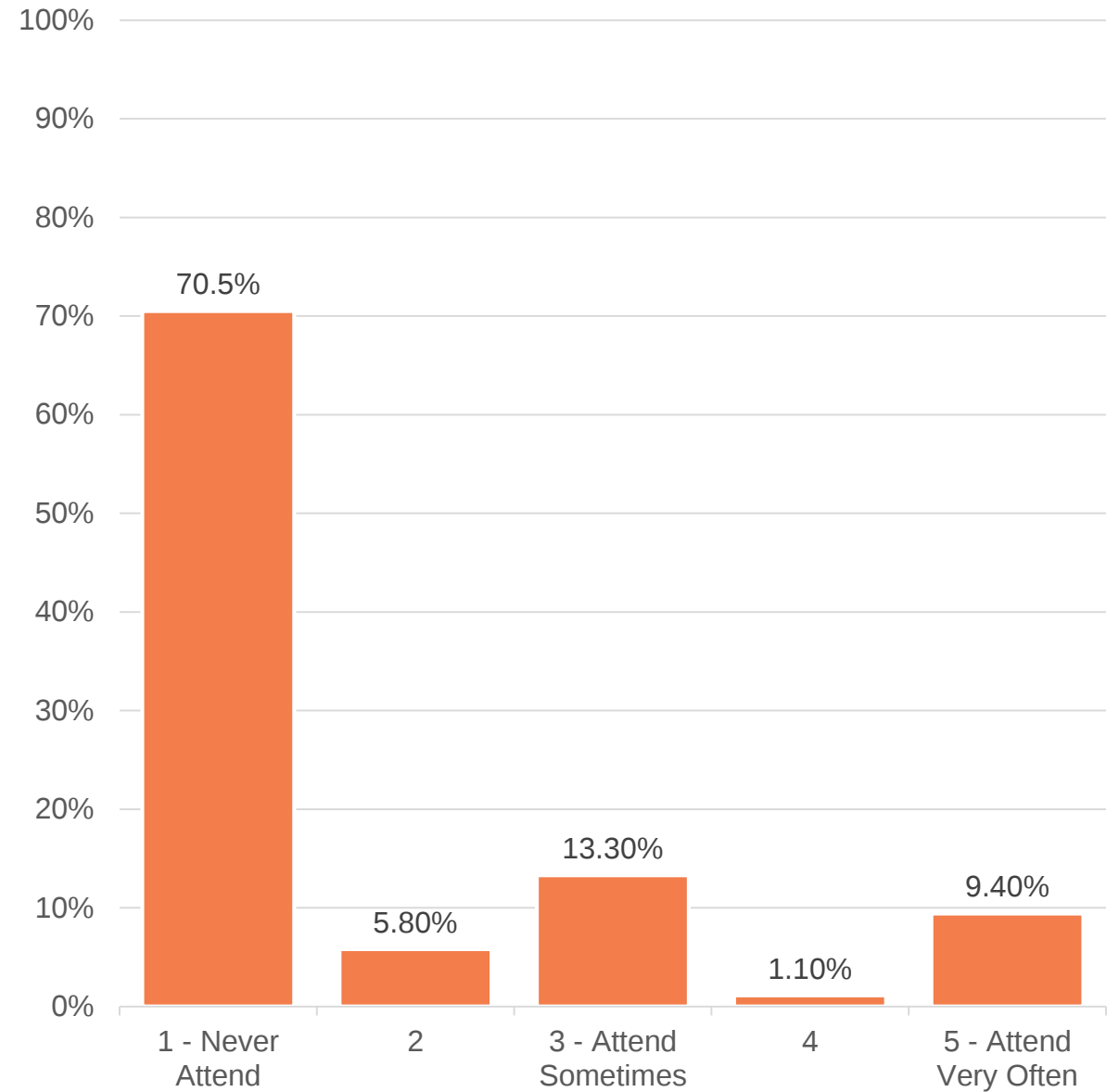
ON AVERAGE, HOW
OFTEN DO YOU VISIT
THE LIBRARY (PRE-
COVID)?



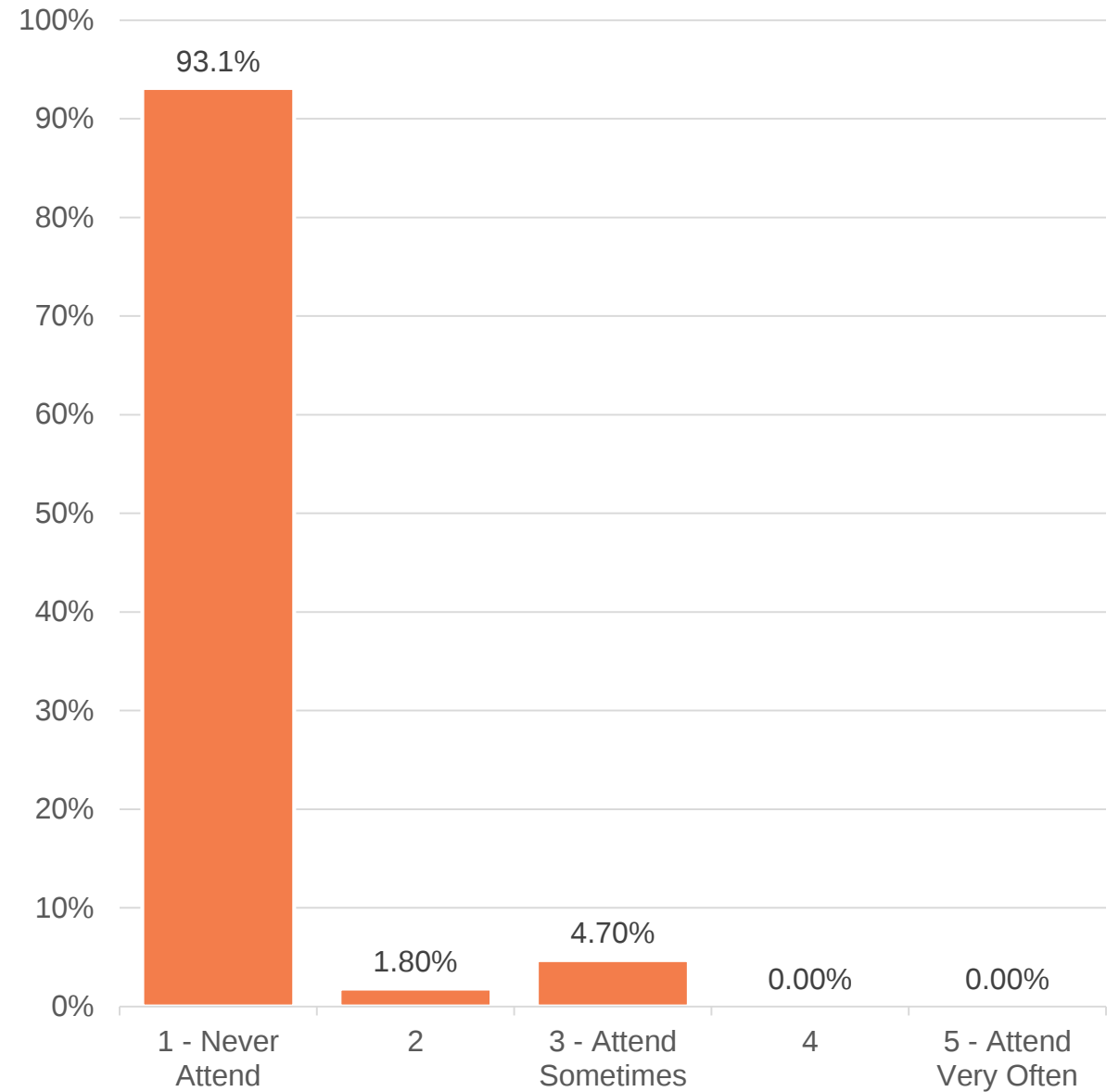
ON AVERAGE, WHEN VISITING THE LIBRARY, HOW MUCH TIME ARE YOU SPENDING THERE (PRE-COVID)?



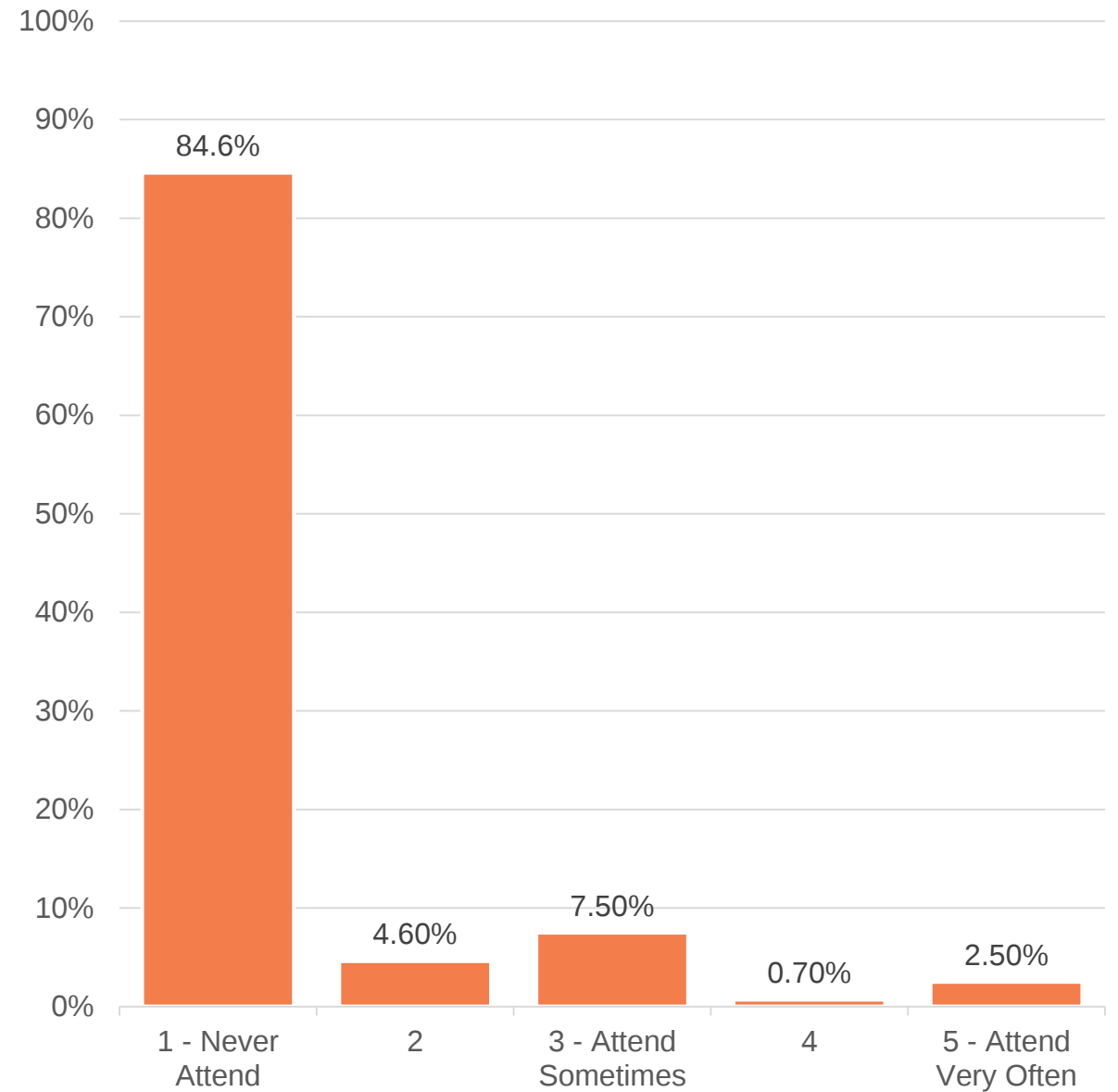
ON A SCALE OF 1-5,
HOW OFTEN DO YOU
ATTEND **STORY TIME**
PROGRAMMING?



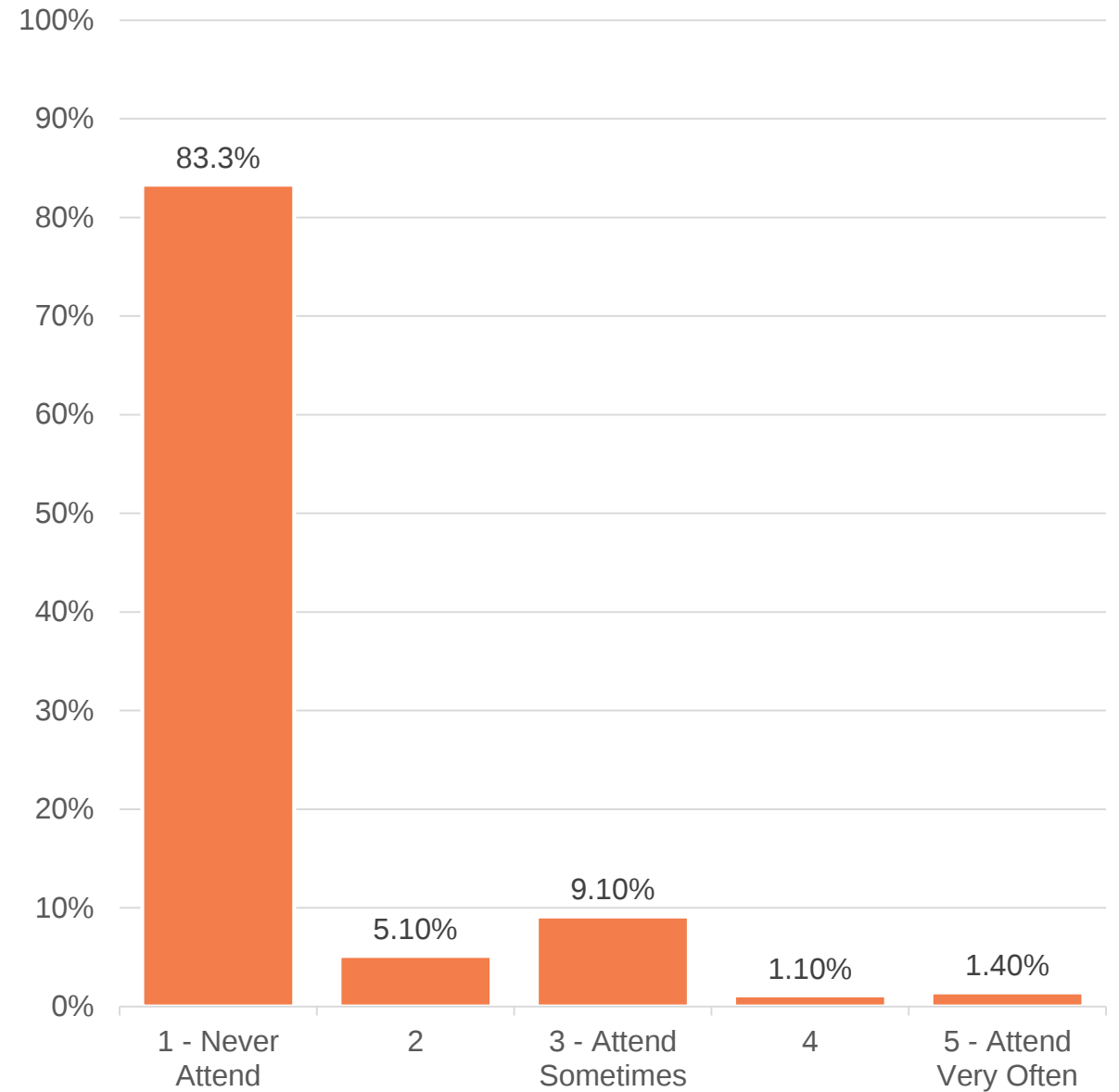
ON A SCALE OF 1-5,
HOW OFTEN DO YOU
ATTEND **TEEN**
PROGRAMMING?



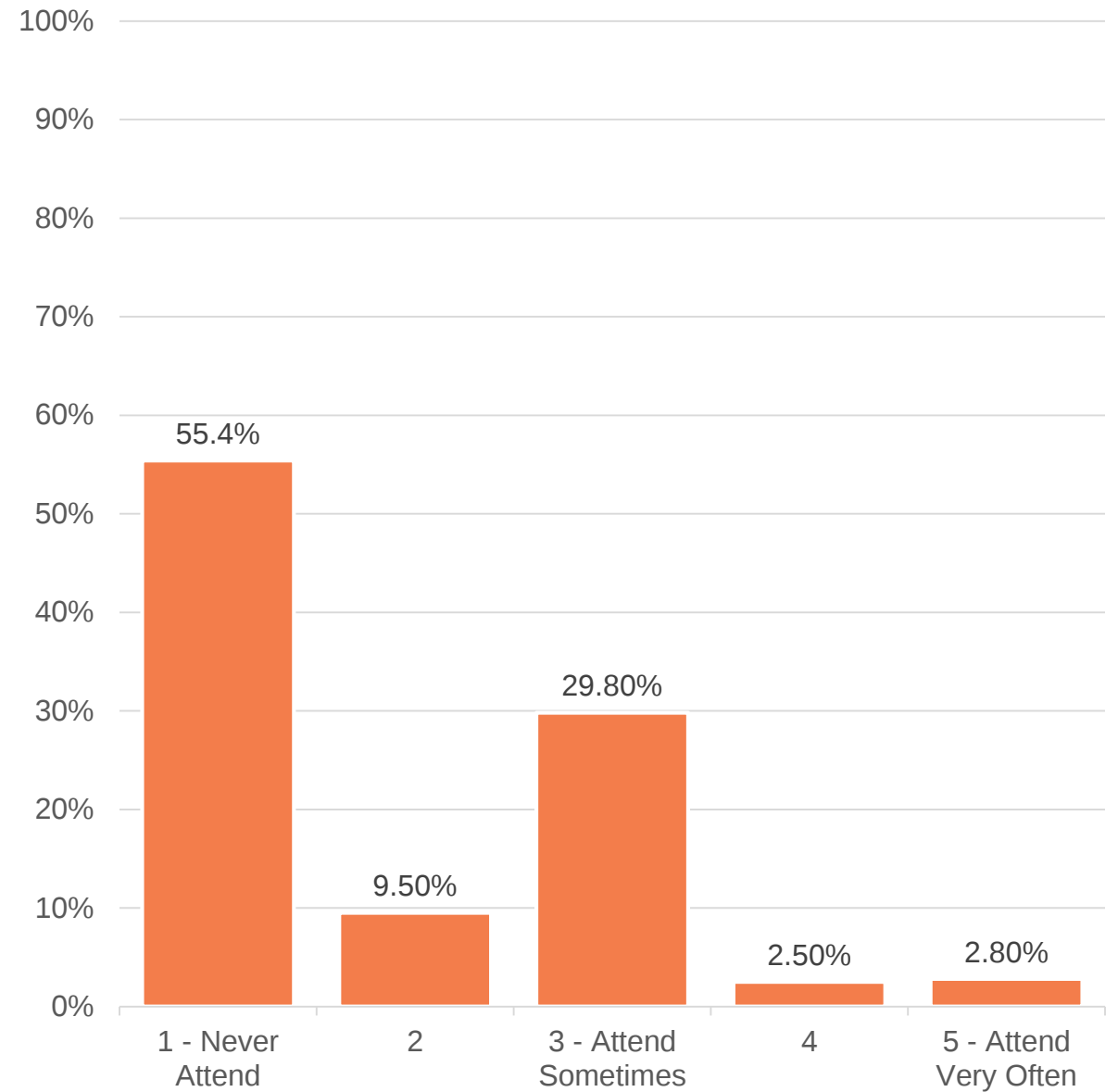
ON A SCALE OF 1-5,
HOW OFTEN DO YOU
ATTEND **ADULT BOOK
CLUB** PROGRAMMING?



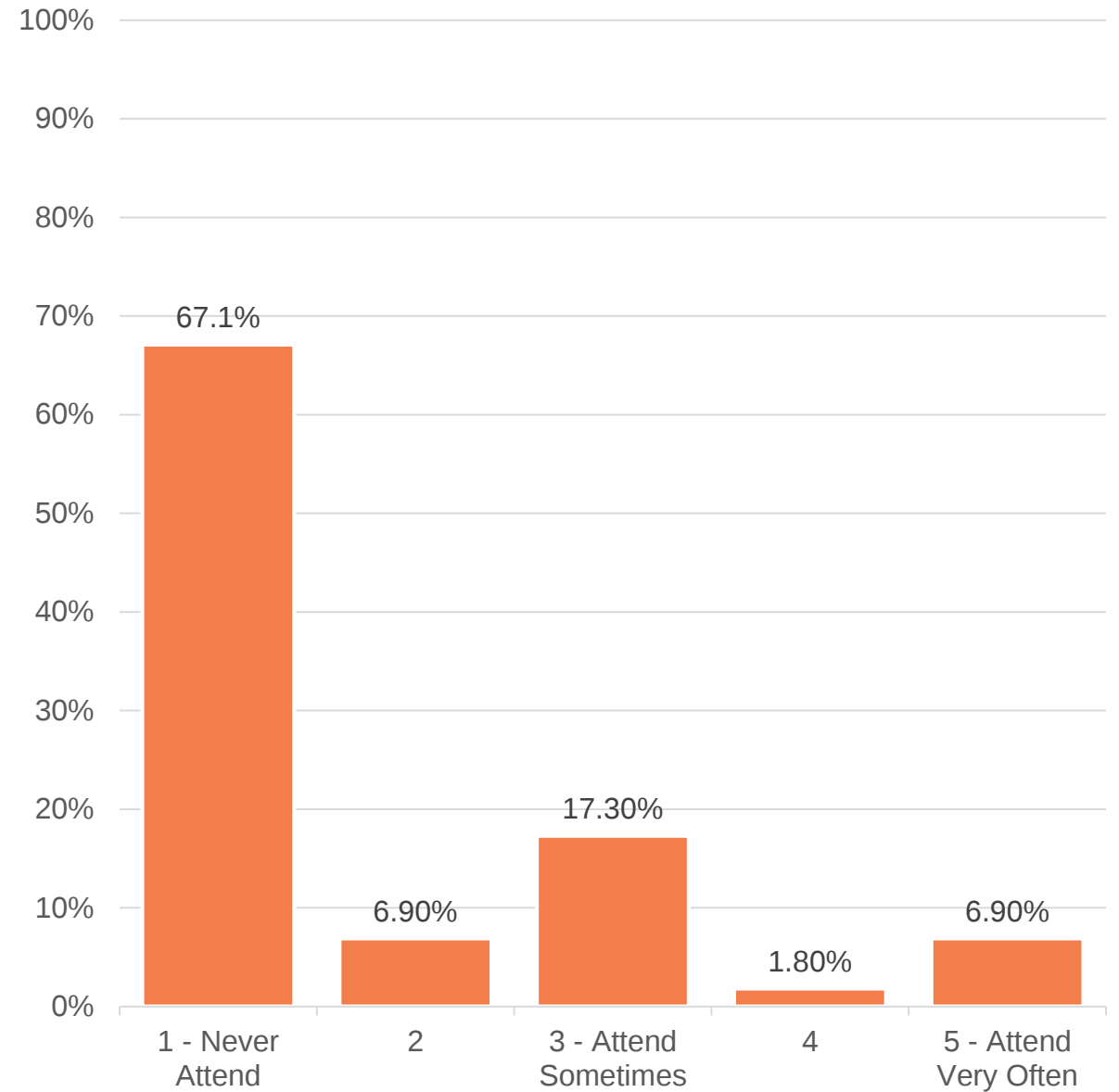
ON A SCALE OF 1-5, HOW
OFTEN DO YOU ATTEND
ADULT CRAFTING
PROGRAMMING?



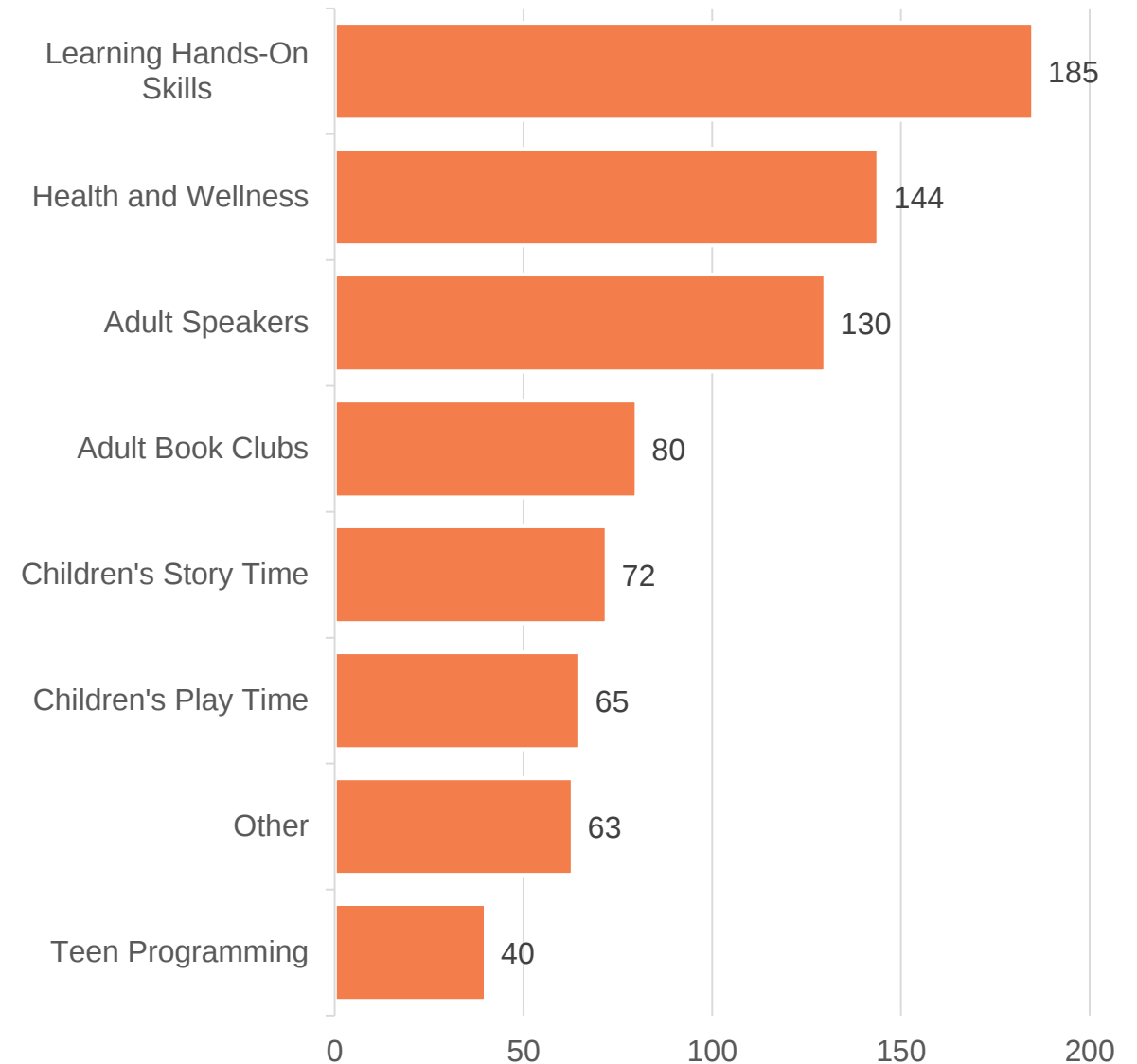
ON A SCALE OF 1-5,
HOW OFTEN DO YOU
ATTEND **ADULT SPEAKERS**
PROGRAMMING?



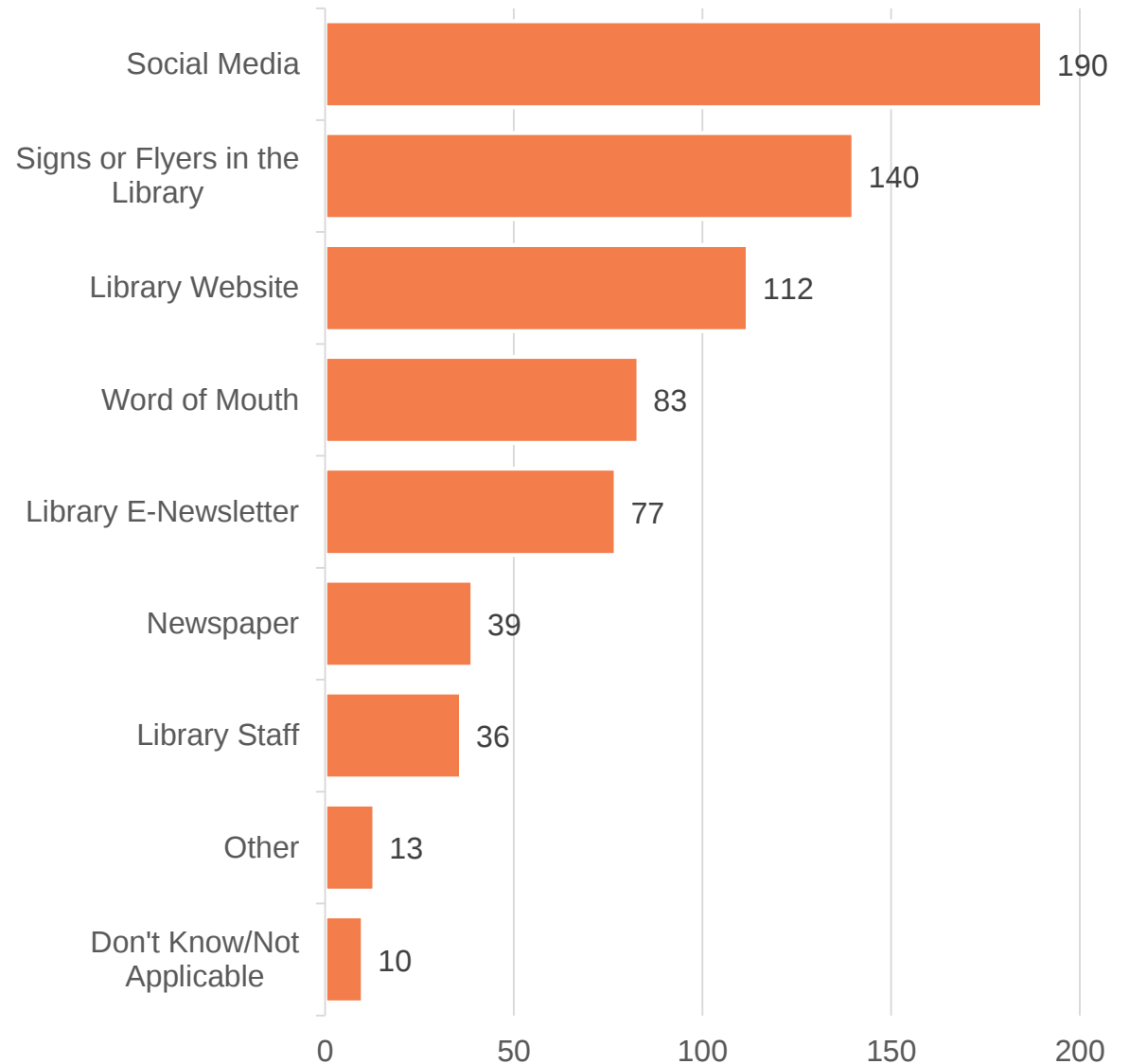
ON A SCALE OF 1-5, HOW
OFTEN DO YOU ATTEND
FAMILY PROGRAMMING?
(MESSY MUNCHKINS, FAMILY
COOKING PROGRAMS, ETC.)



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

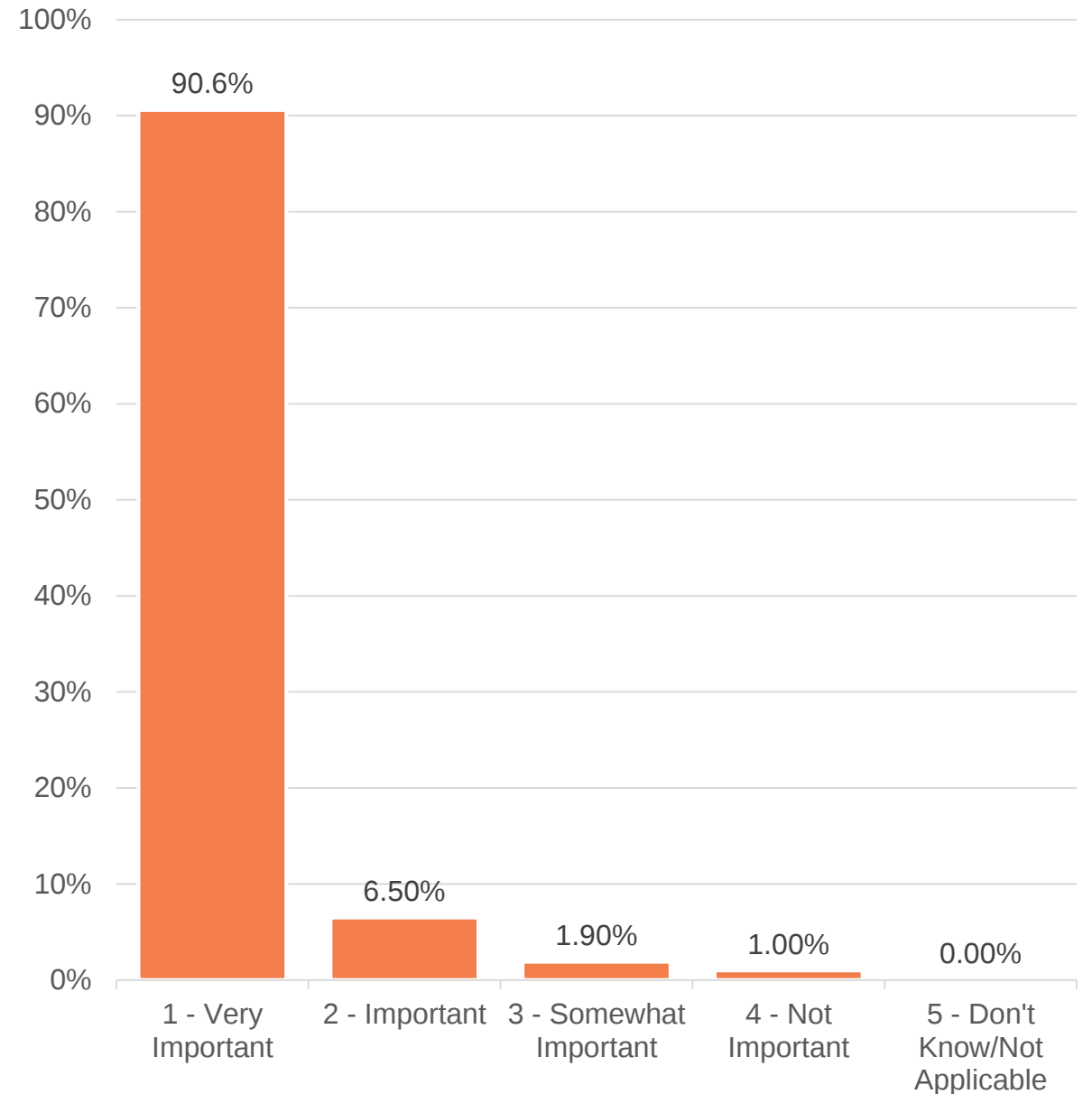


HOW DO YOU TYPICALLY FIND OUT ABOUT LIBRARY PROGRAMS?



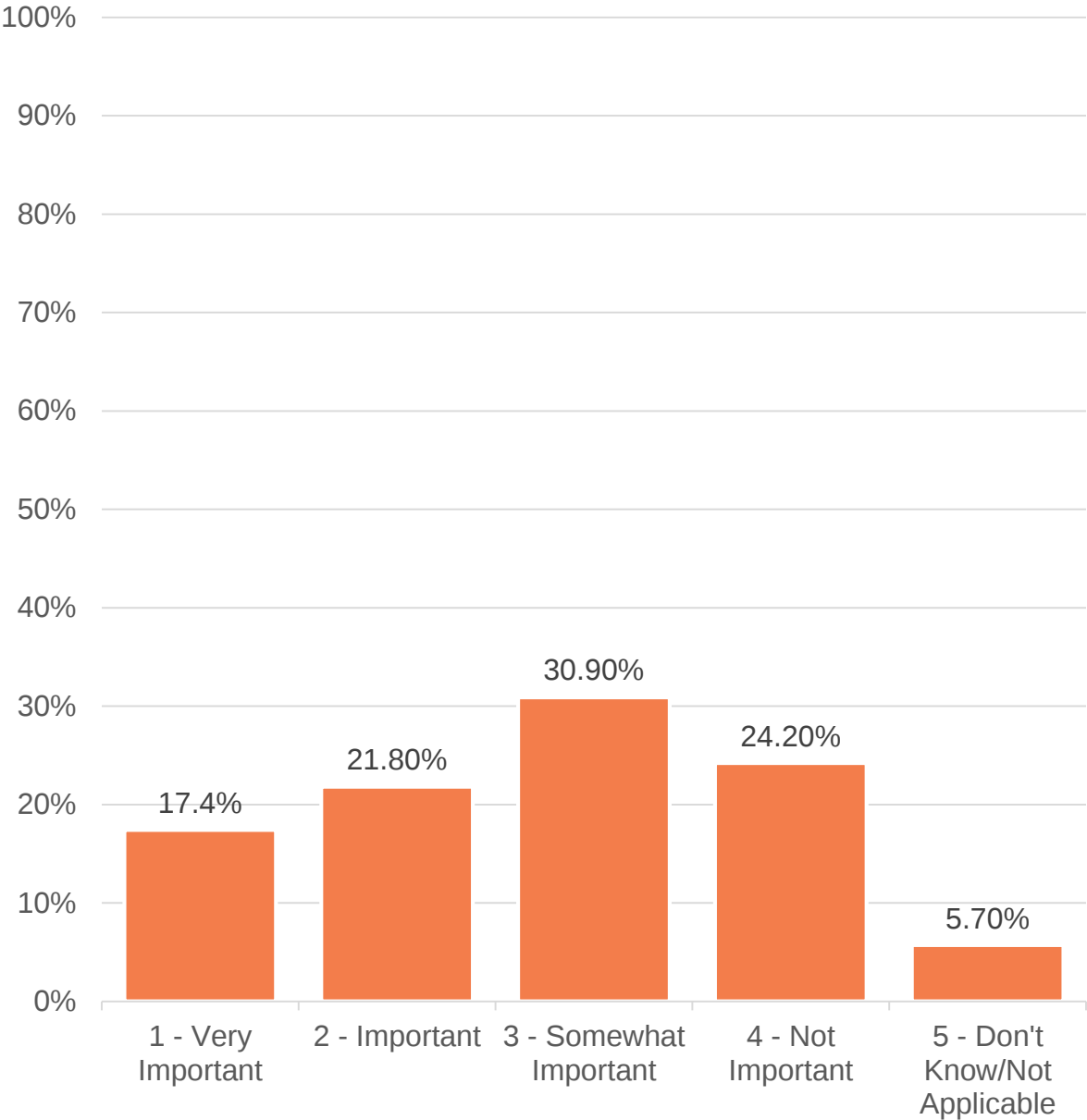
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE FOLLOWING
SERVICE TO YOU?

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



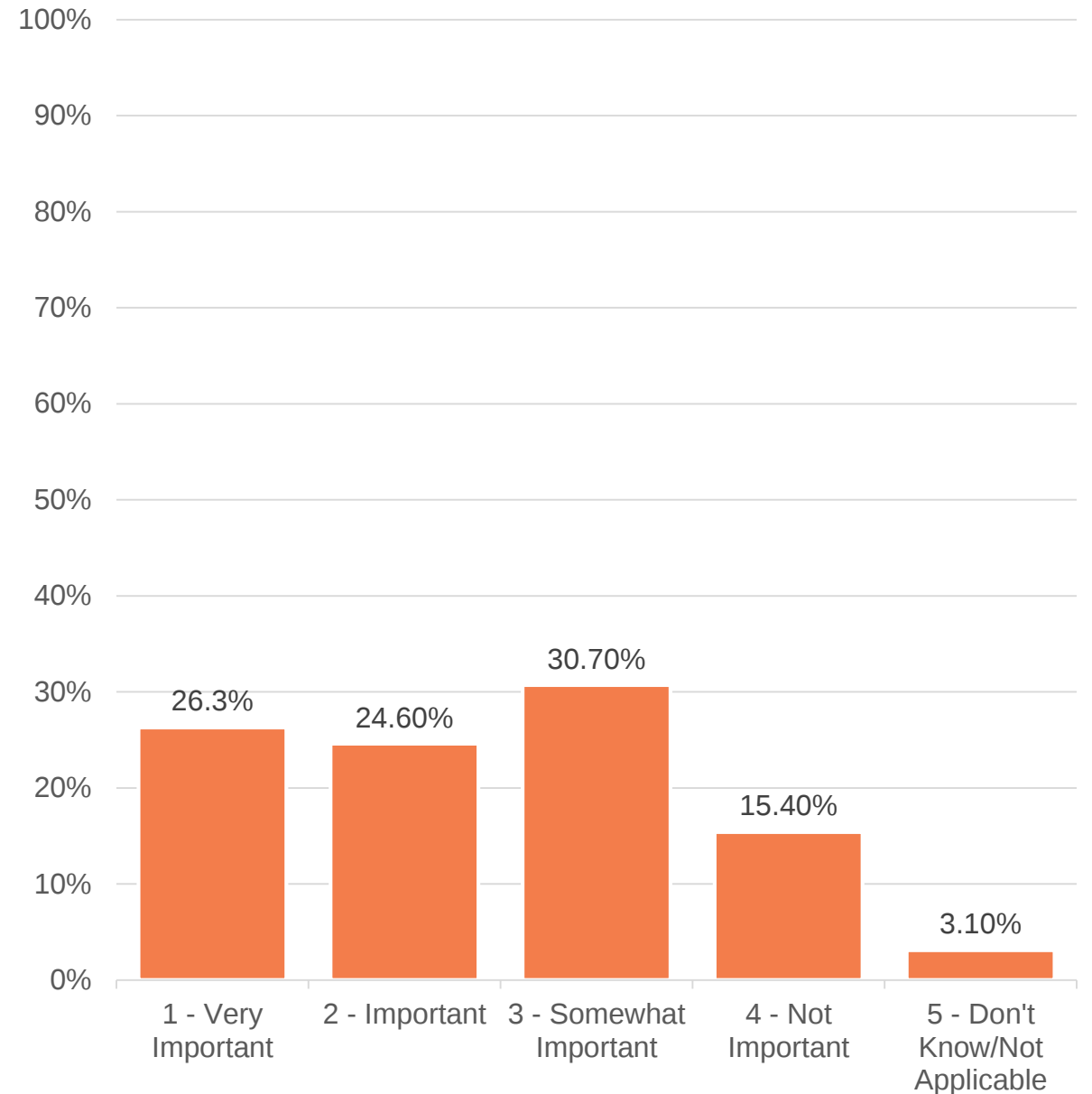
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE FOLLOWING
SERVICE TO YOU?

**REFERENCE (RESEARCH
ASSISTANCE FROM LIBRARIANS)**



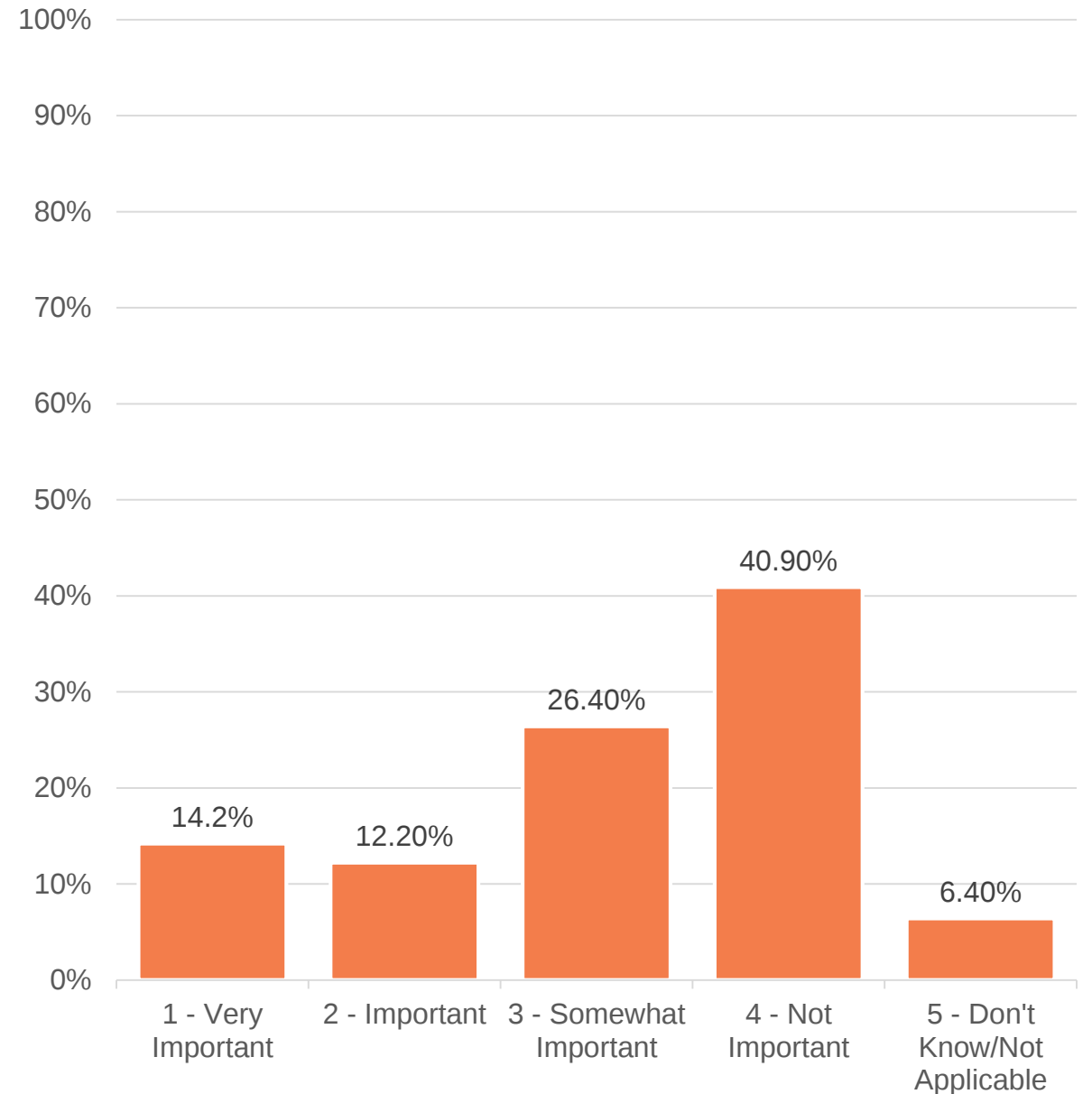
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

**PROGRAMS (CLASSES, STORY
TIME, ETC.)**



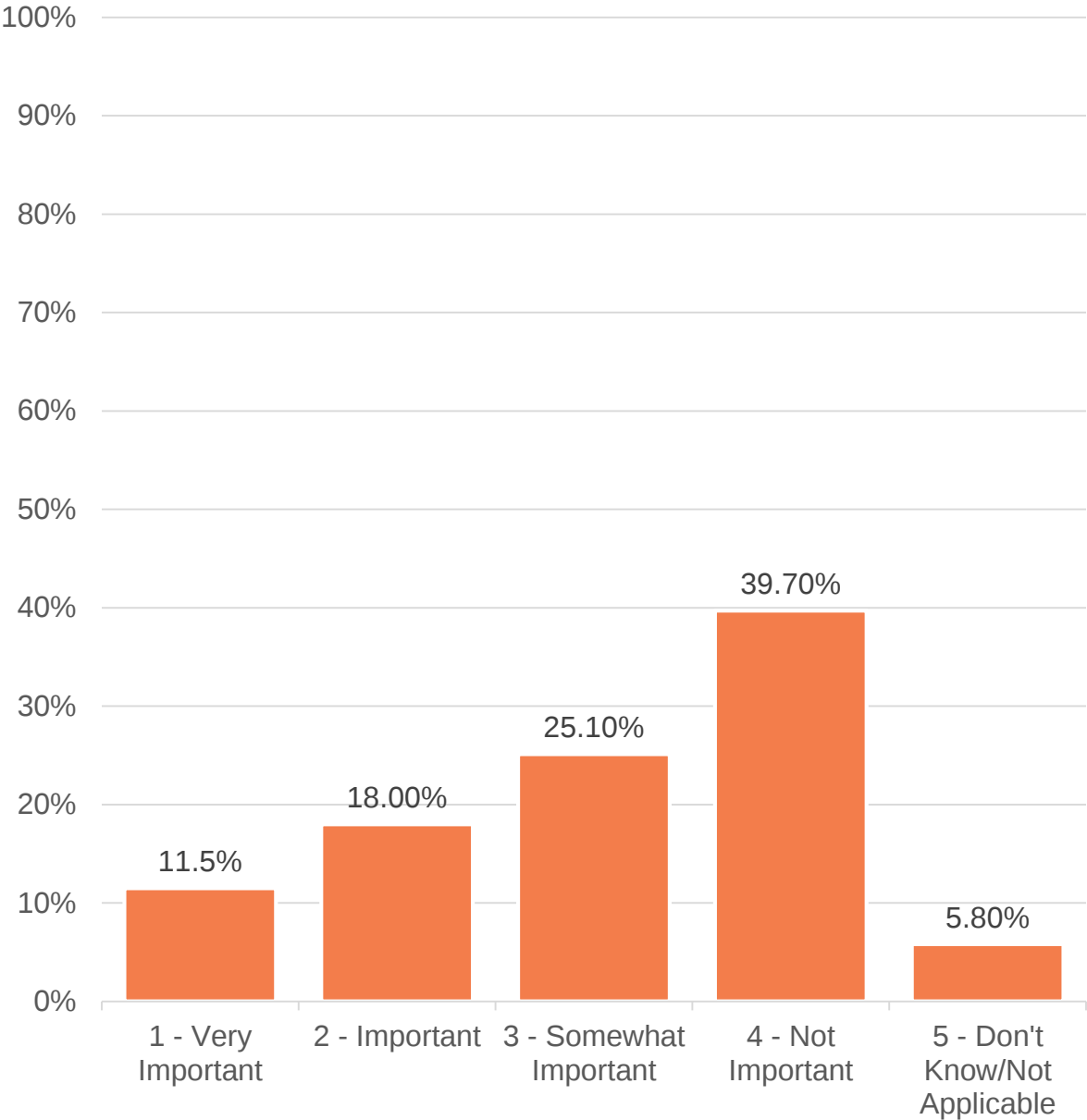
ON A SCALE OF 1-5,
HOW IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

COMPUTERS



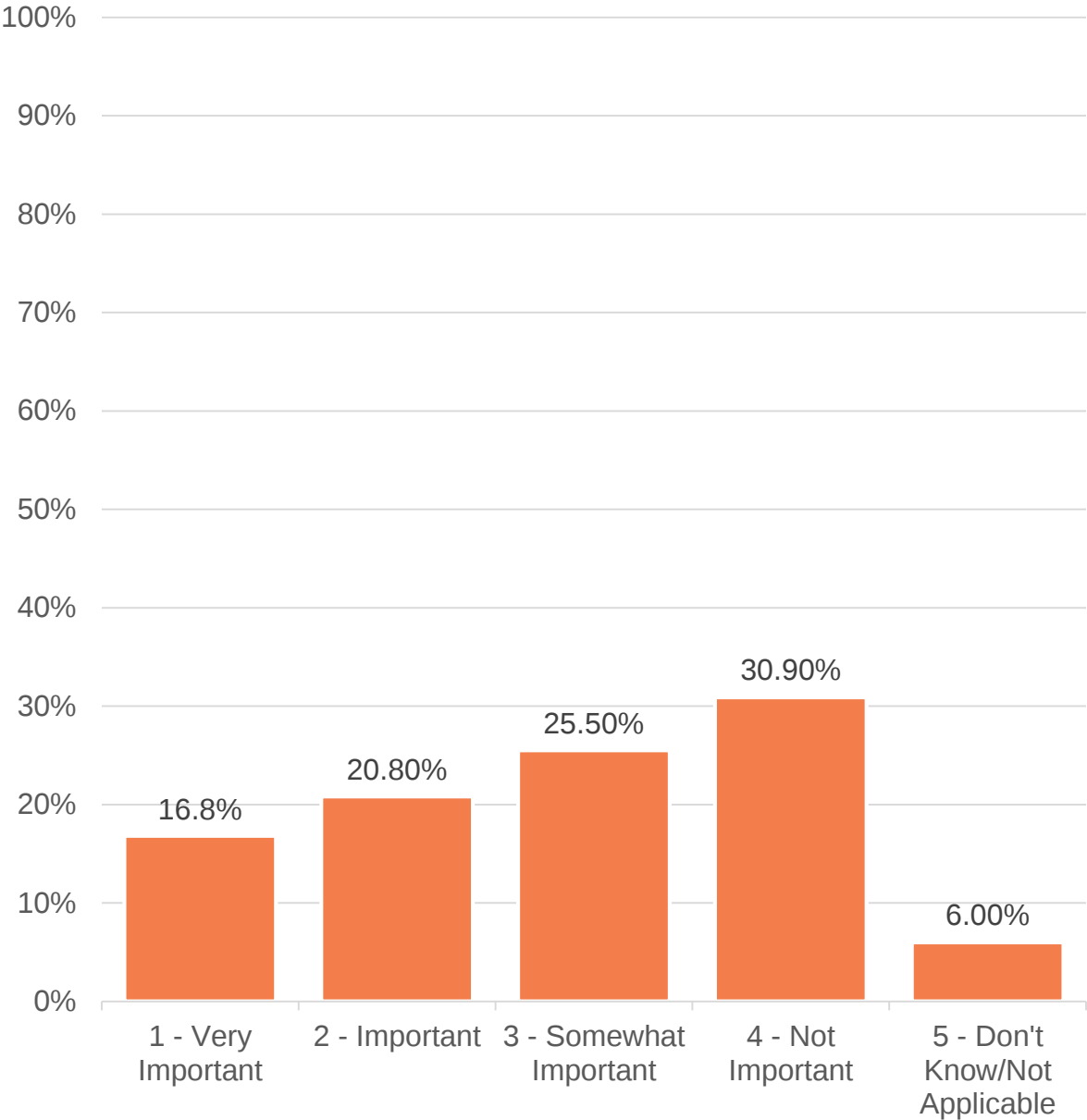
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

**FAXING / COPYING /
PRINTING / SCANNING**



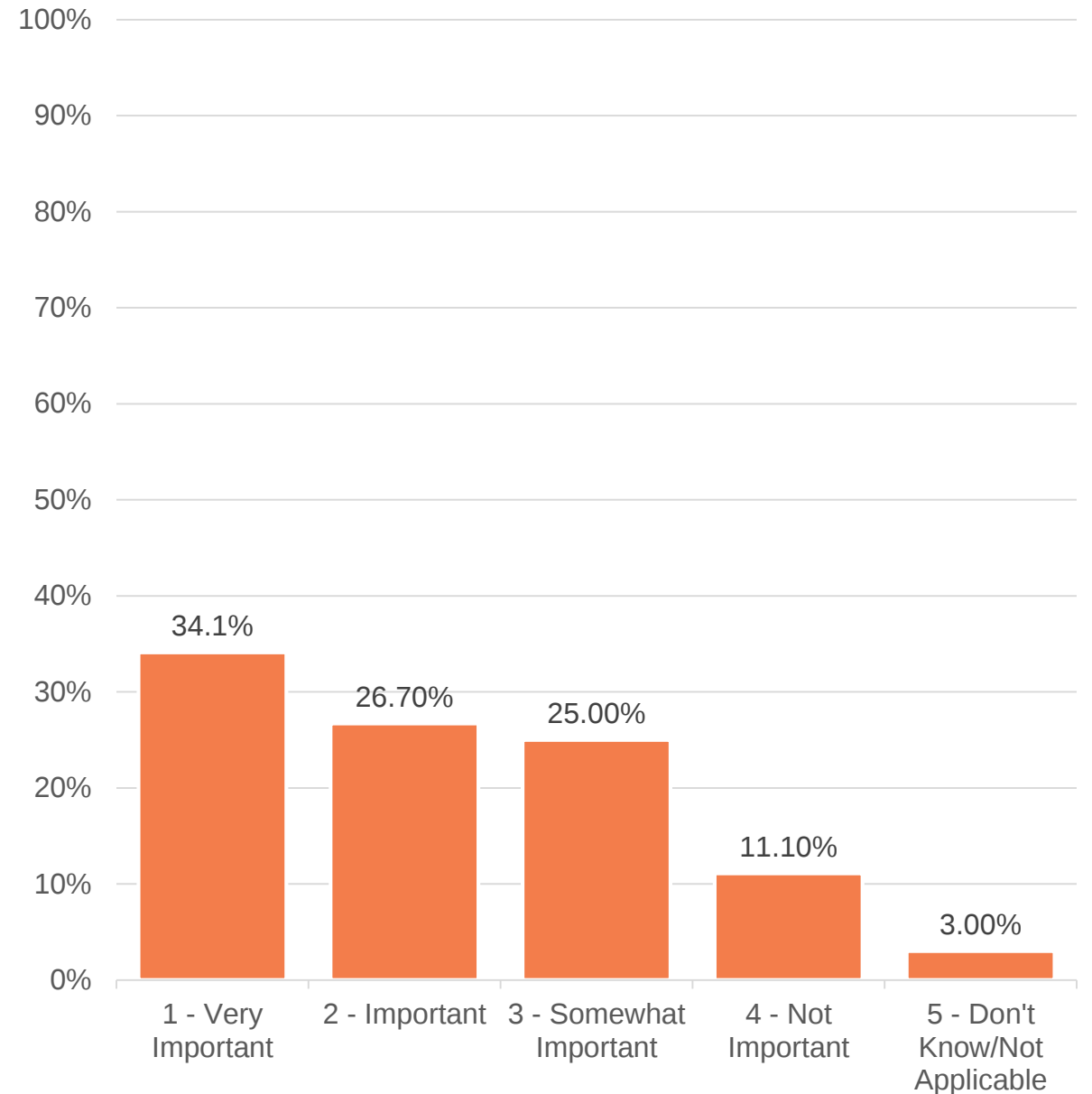
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

**STUDY ROOMS / READING
AREA**



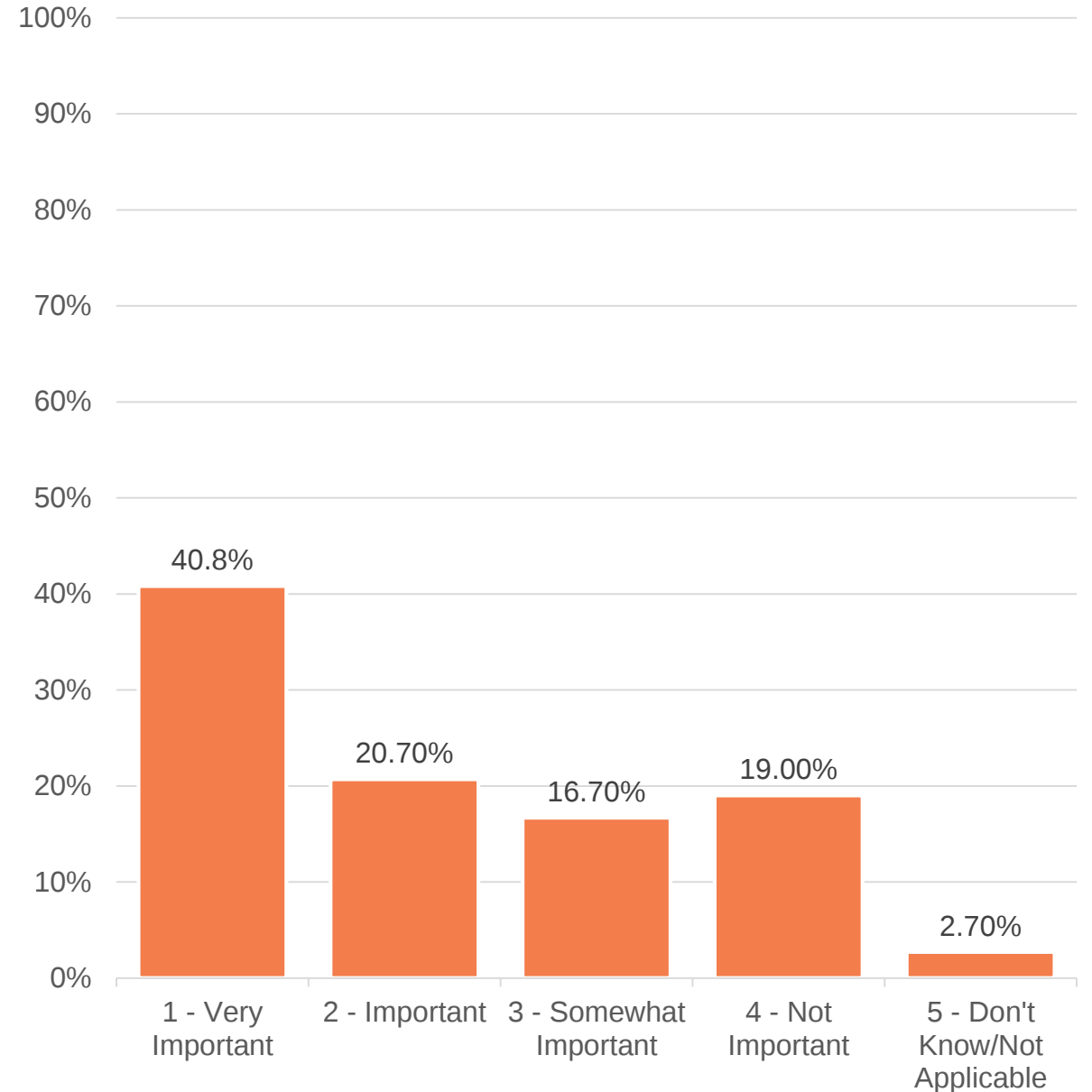
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

COMMUNITY GATHERING SPACE



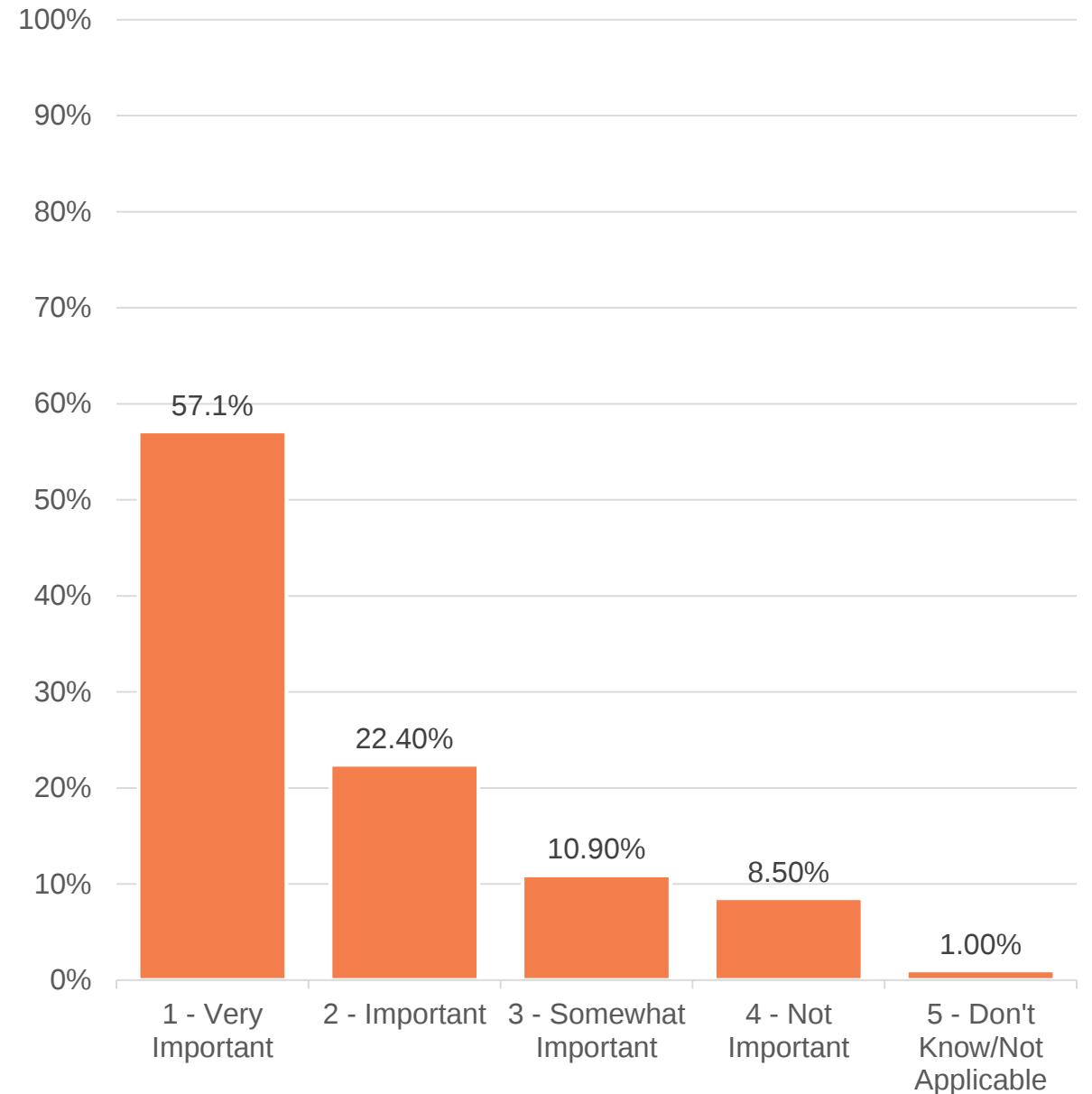
ON A SCALE OF 1-5,
HOW IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

INTERNET ACCESS / WIFI



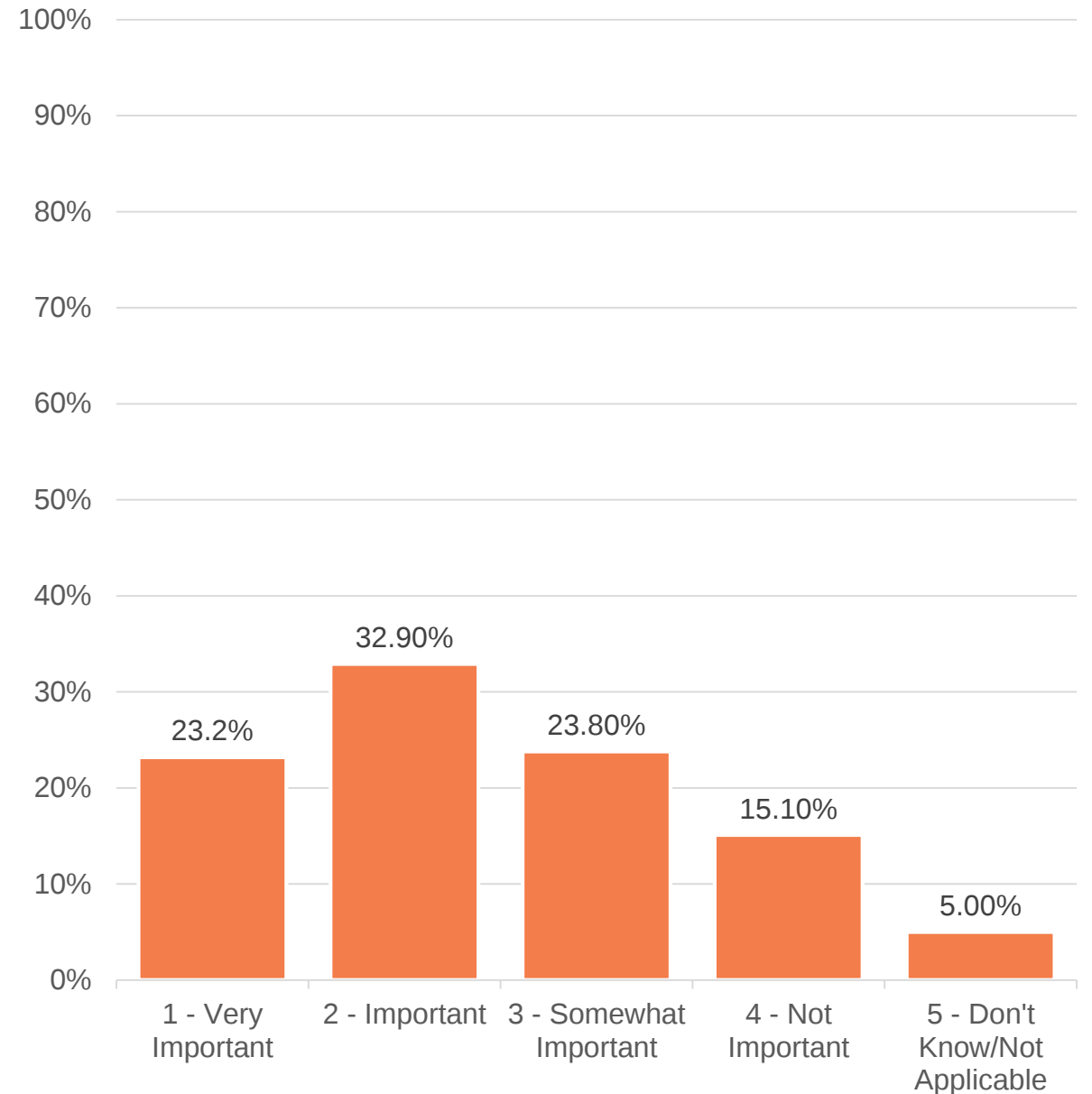
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE FOLLOWING
SERVICE TO YOU?

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



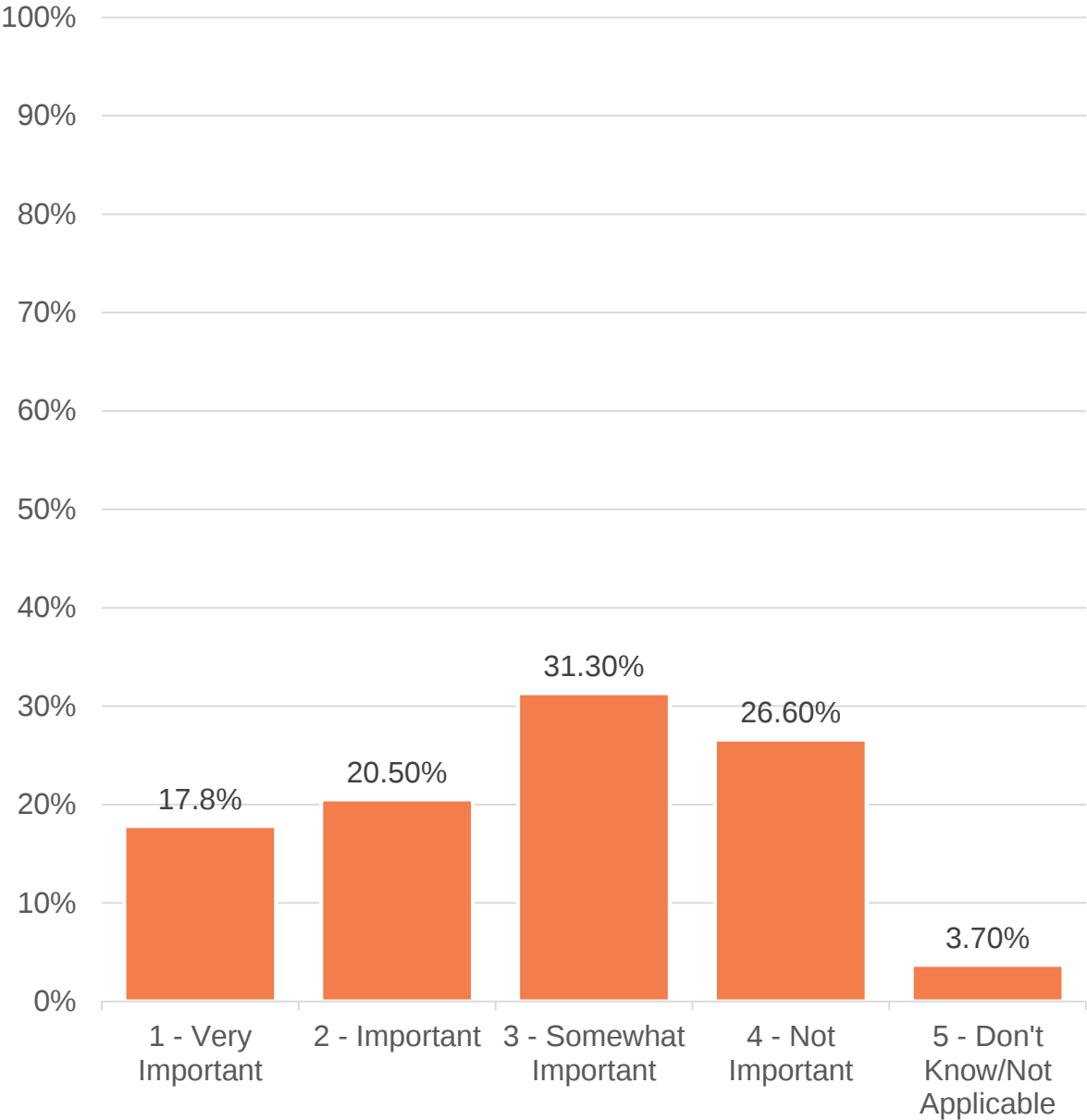
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

COMMUNITY ORGANIZATION MEETINGS



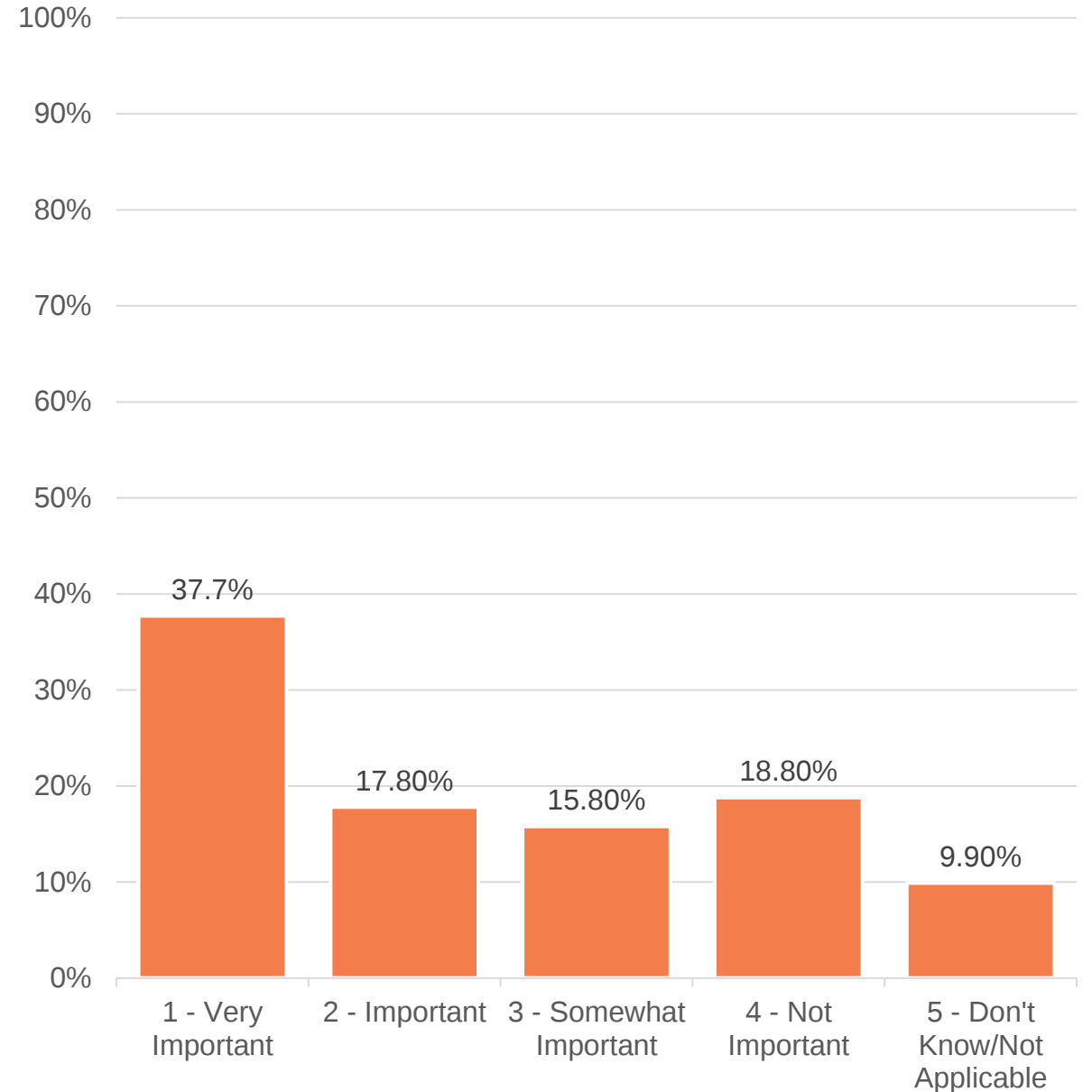
ON A SCALE OF 1-5, HOW
IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

**NEWSPAPERS AND
MAGAZINES**

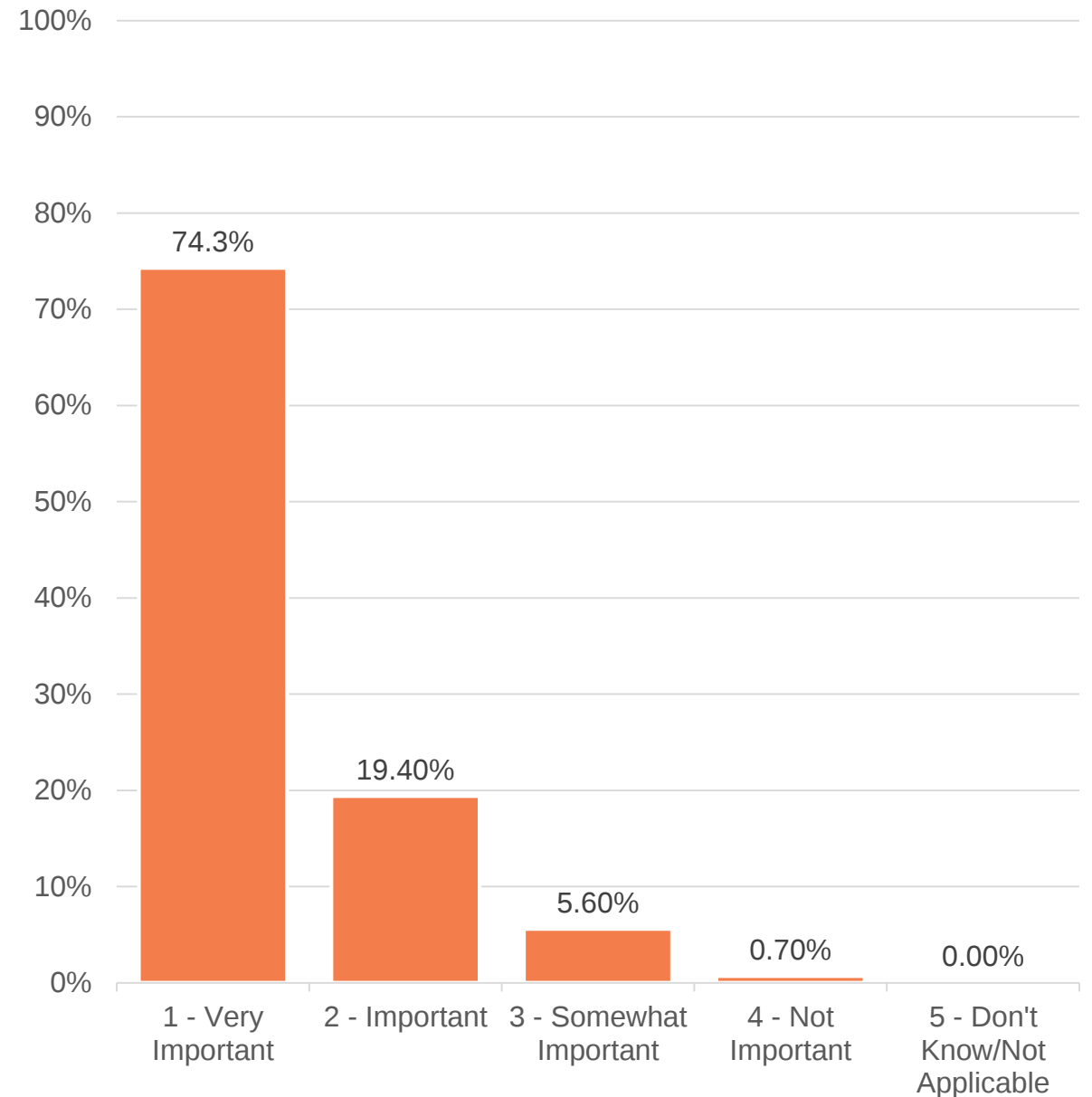


ON A SCALE OF 1-5,
HOW IMPORTANT IS THE
FOLLOWING SERVICE TO
YOU?

CHILDREN'S PLAY AREA

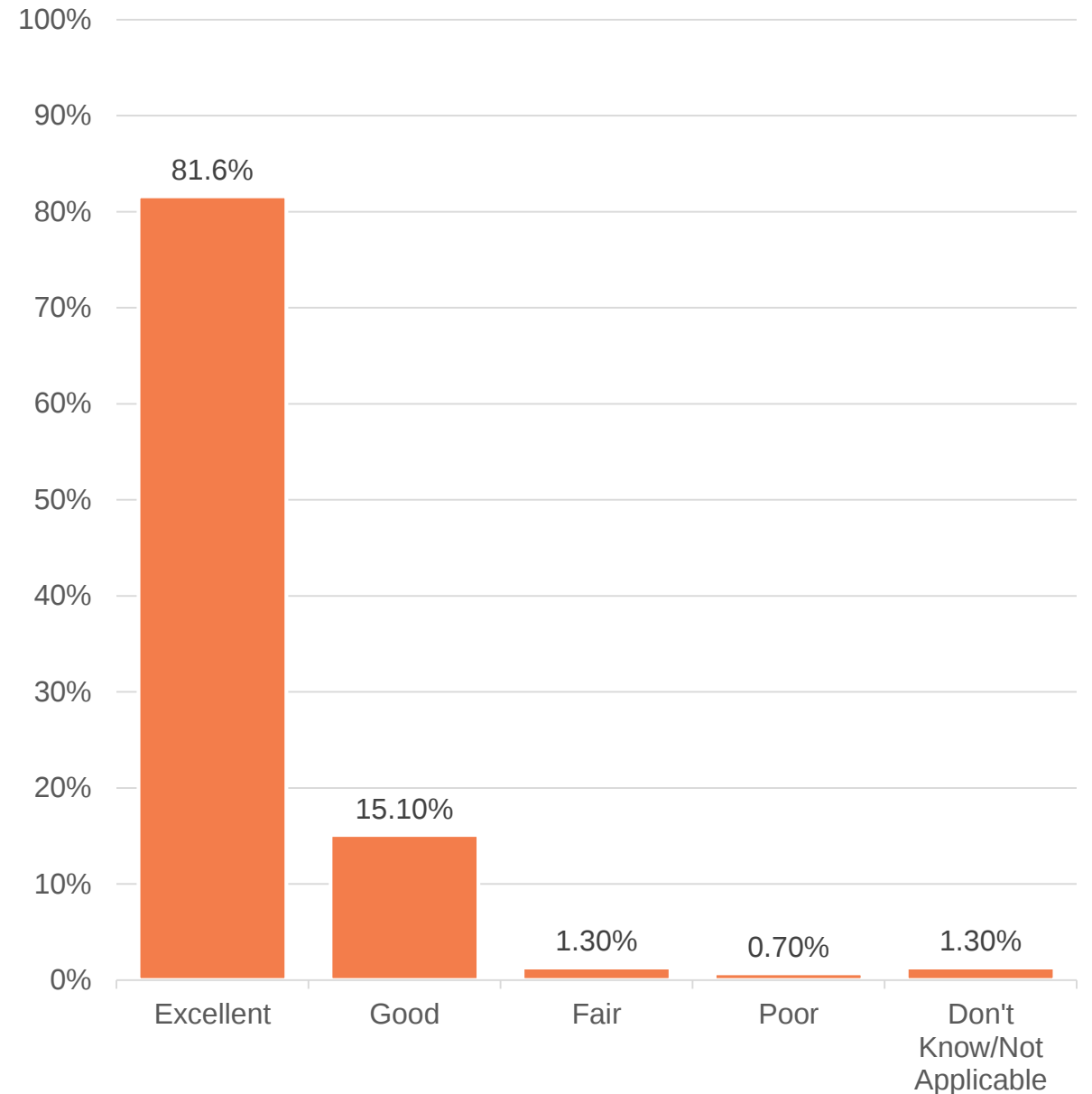


ON A SCALE OF 1-5,
HOW IMPORTANT
OVERALL IS THE LIBRARY
TO YOU AND YOUR
FAMILY?



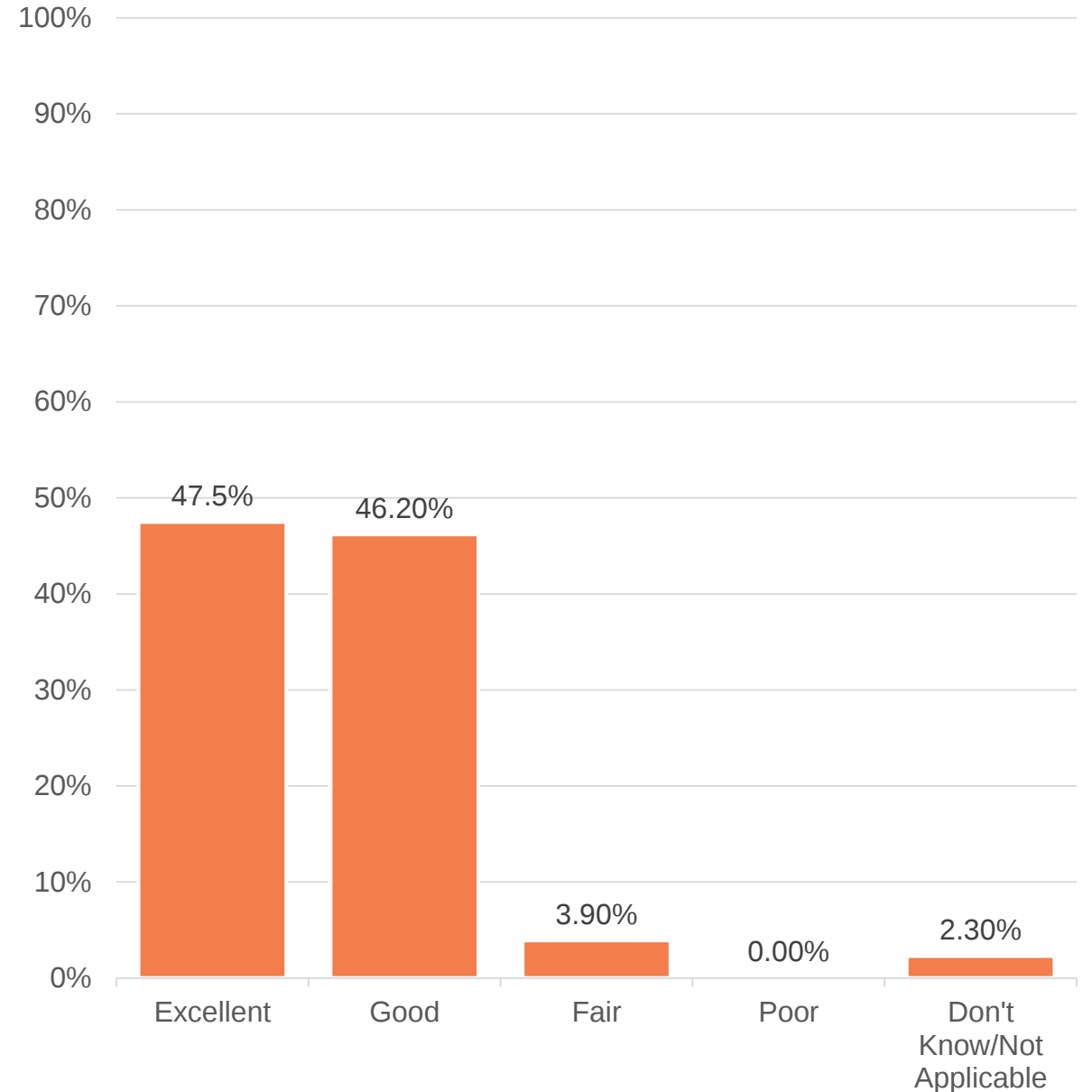
HOW WOULD YOU
RATE THE FOLLOWING
SERVICE?:

CUSTOMER SERVICE



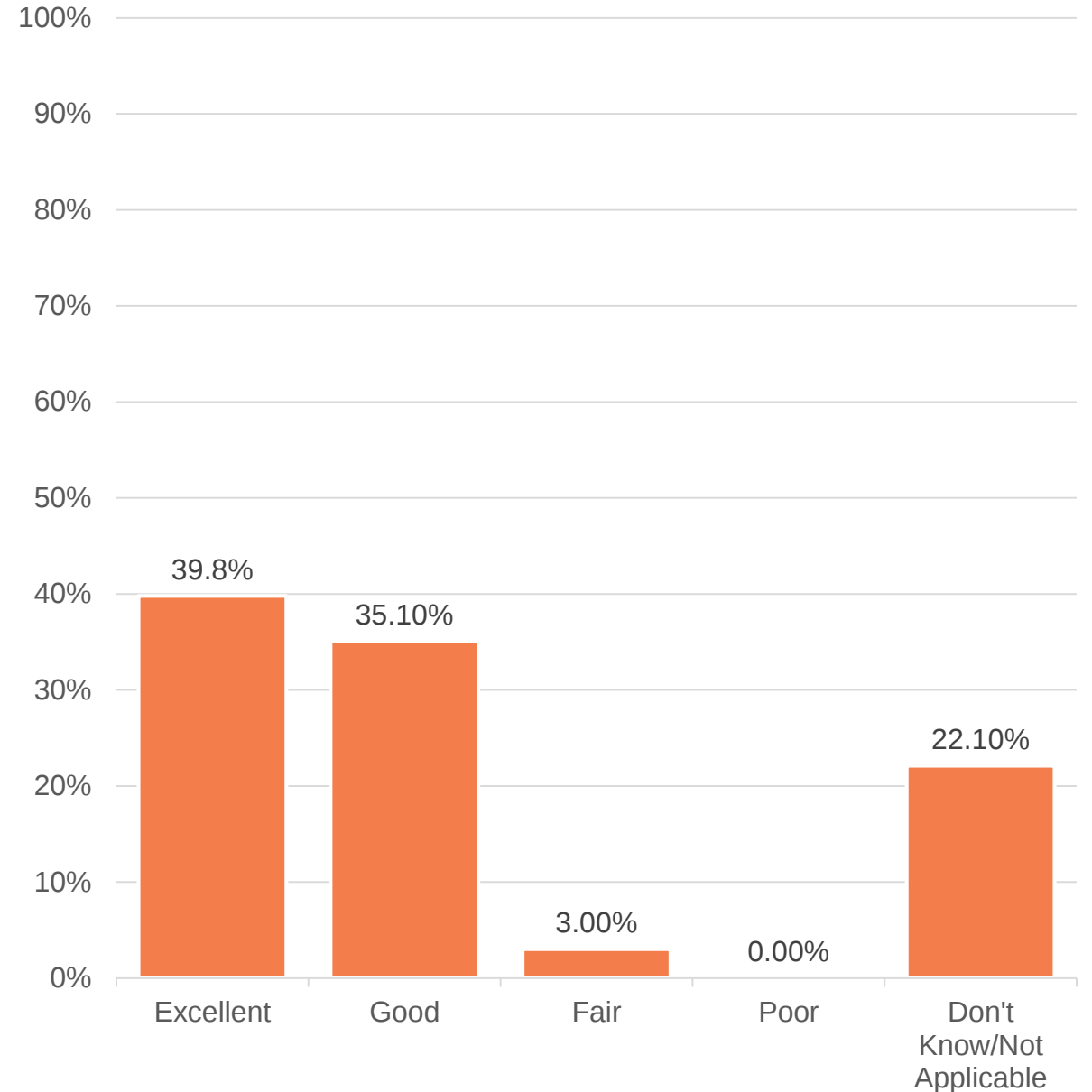
HOW WOULD YOU RATE
THE FOLLOWING SERVICE?:

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



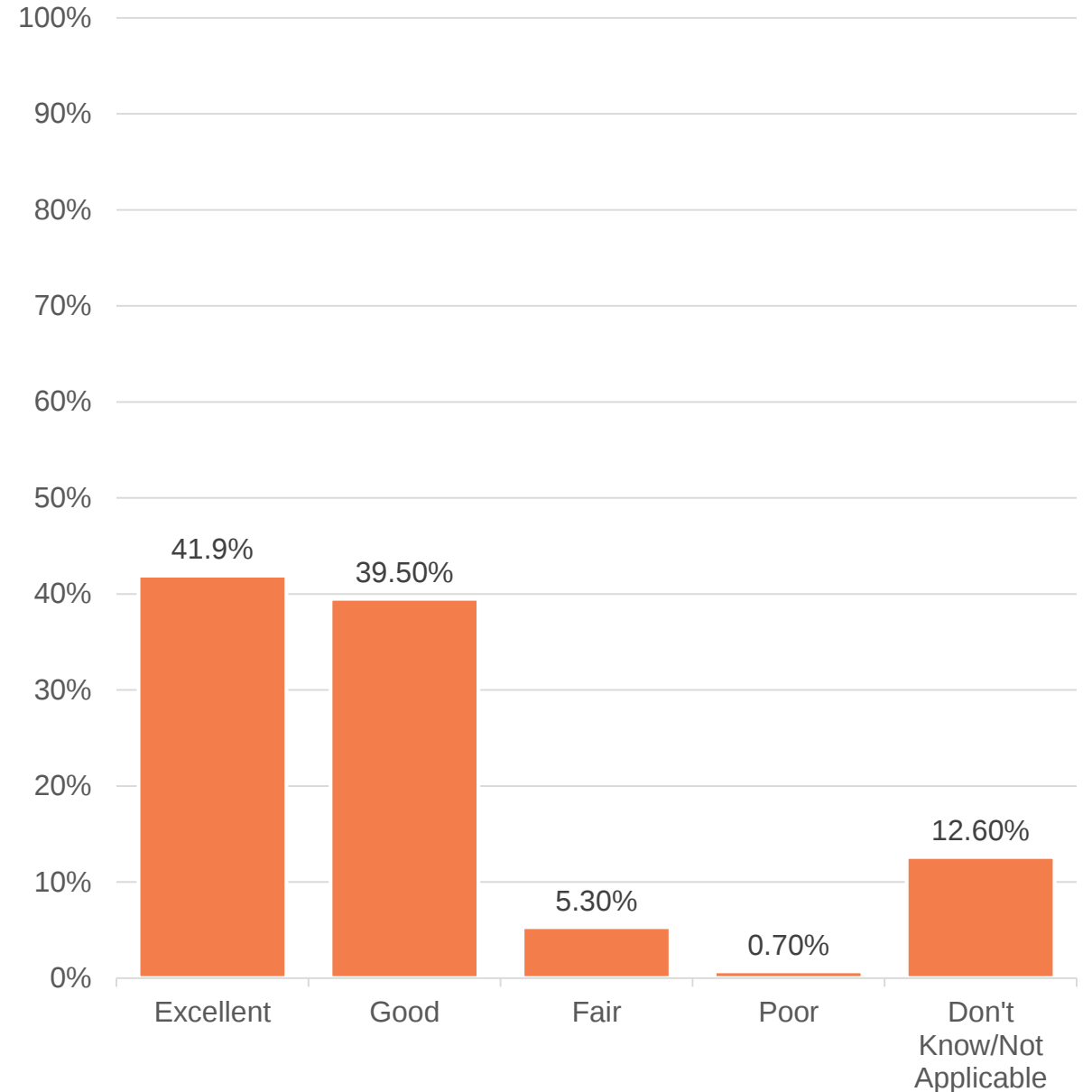
HOW WOULD YOU RATE
THE FOLLOWING
SERVICE?:

**PROGRAMS (CLASSES,
STORY TIMES, ETC.)**



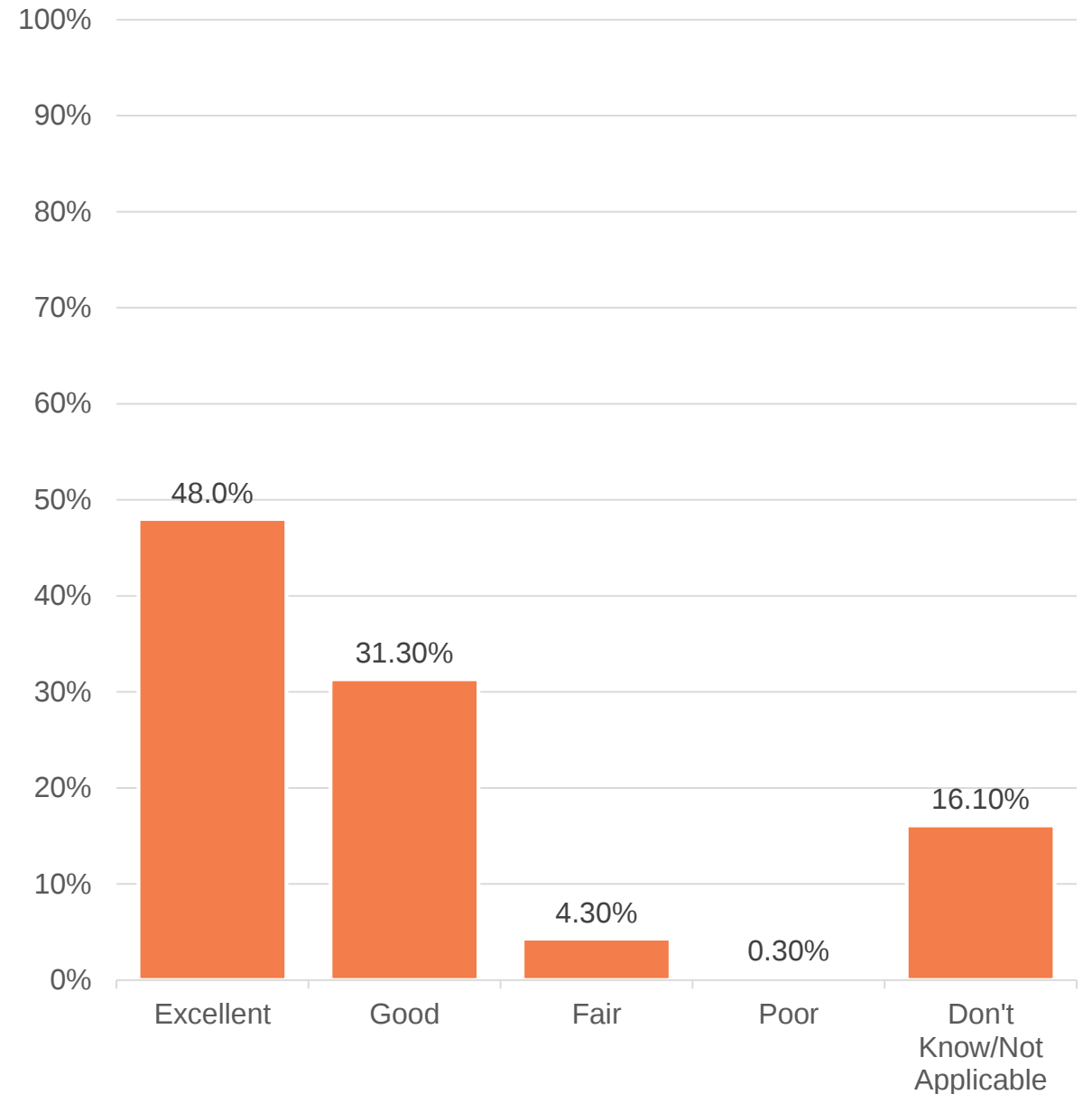
HOW WOULD YOU RATE
THE FOLLOWING SERVICE?:

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



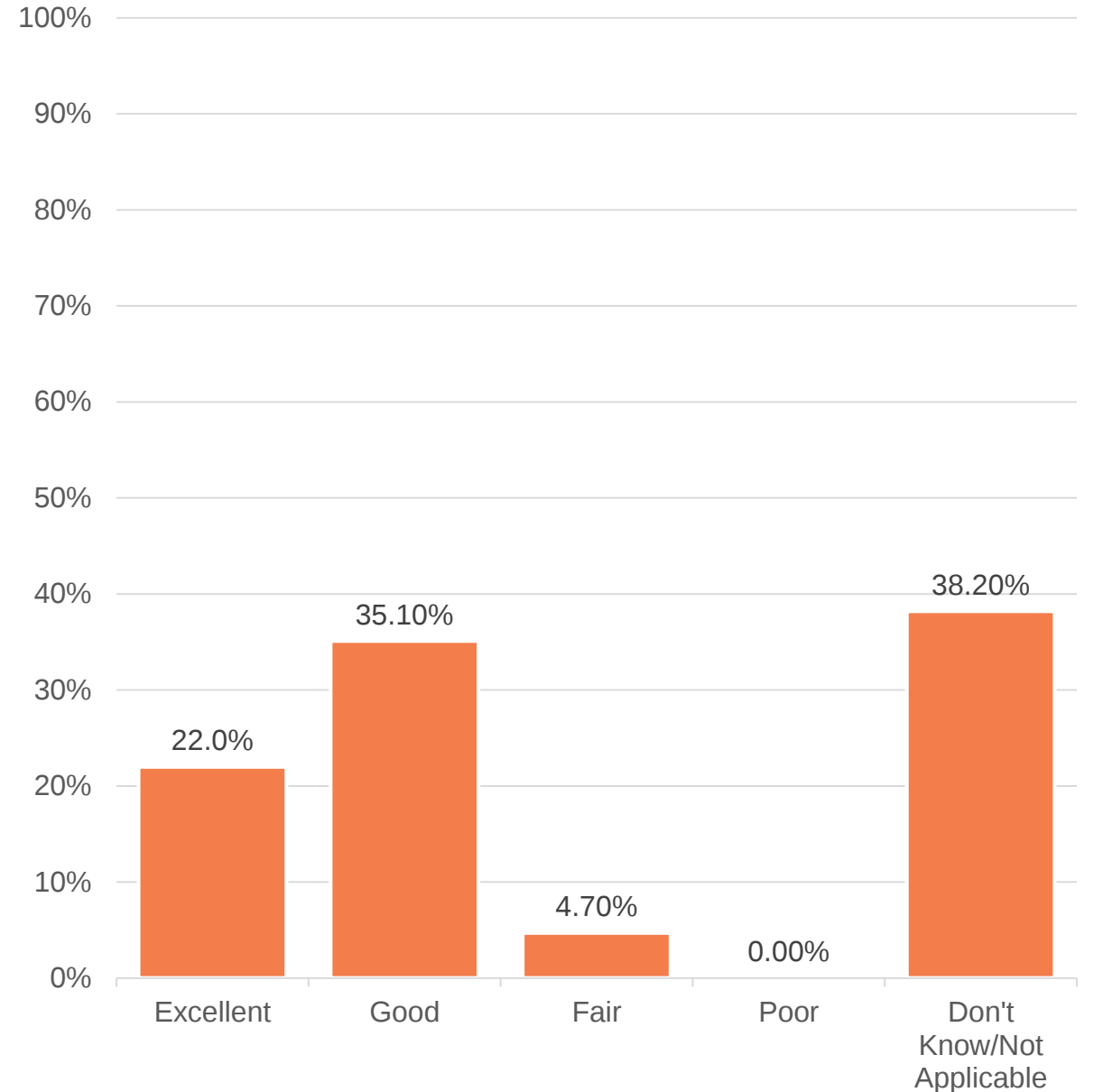
HOW WOULD YOU
RATE THE FOLLOWING
SERVICE?:

LIBRARY POLICIES



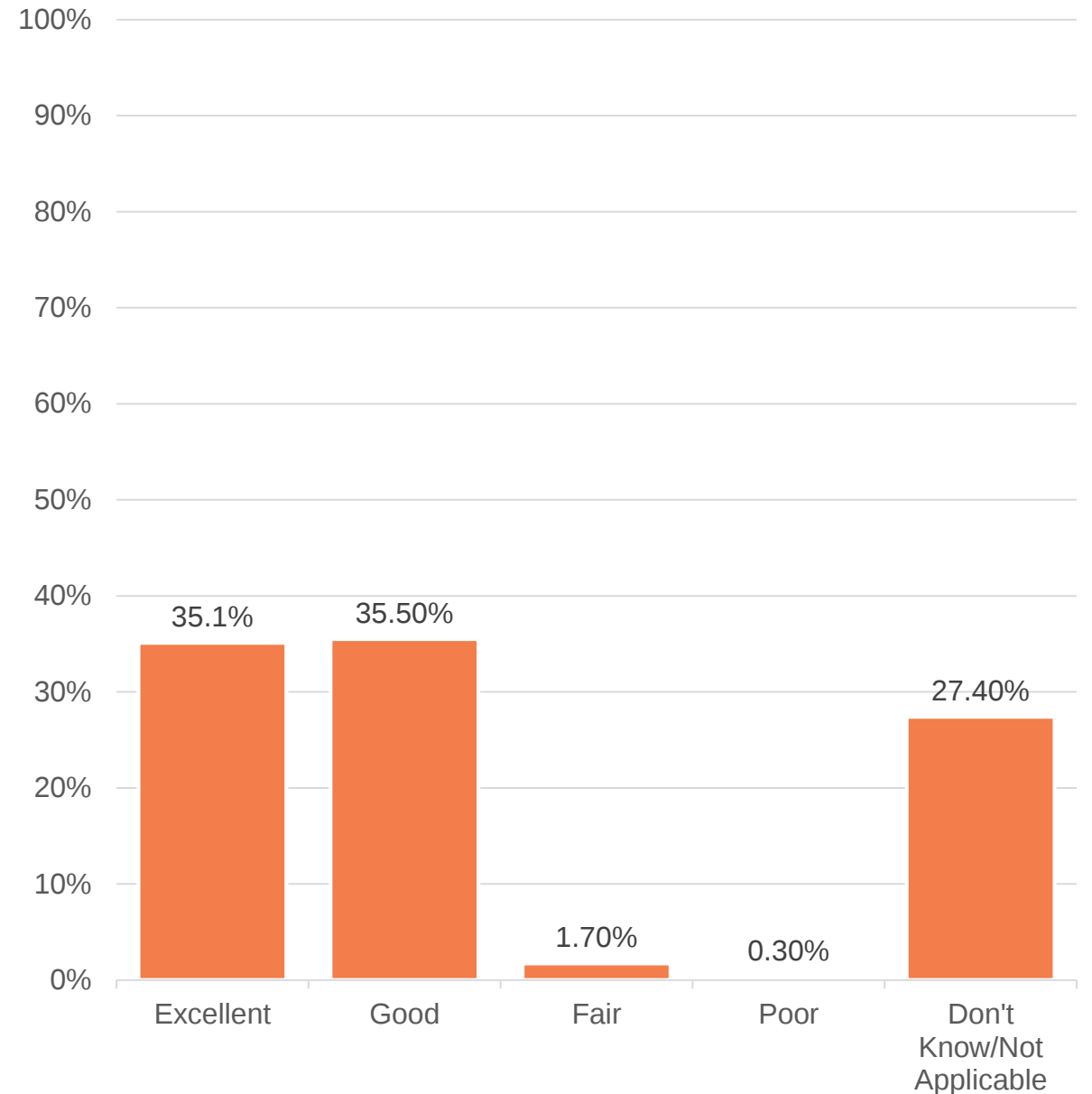
HOW WOULD YOU RATE
THE FOLLOWING
SERVICE?:

COMPUTERS AND PRINTERS



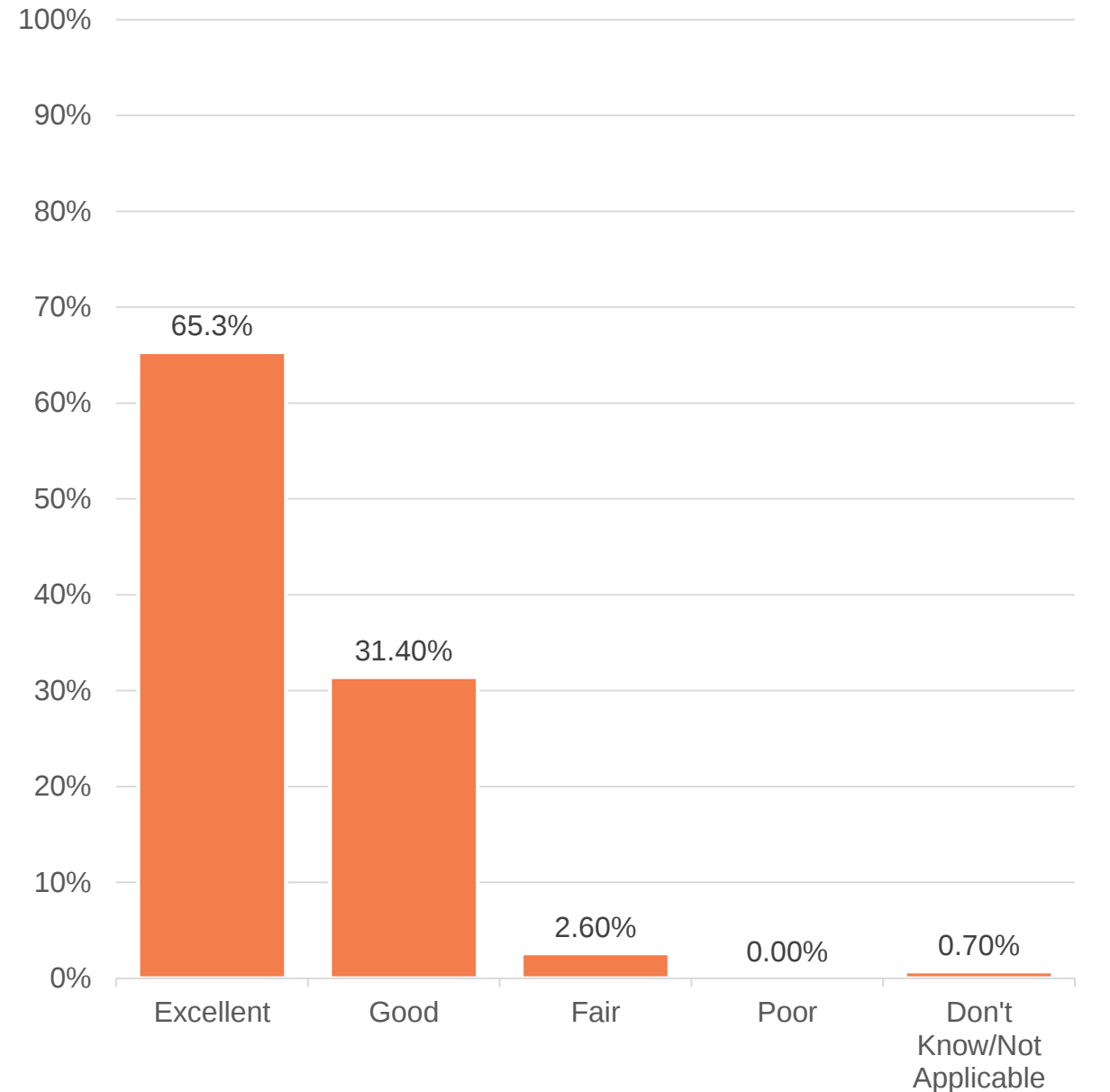
HOW WOULD YOU
RATE THE FOLLOWING
SERVICE?:

INTERNET ACCESS



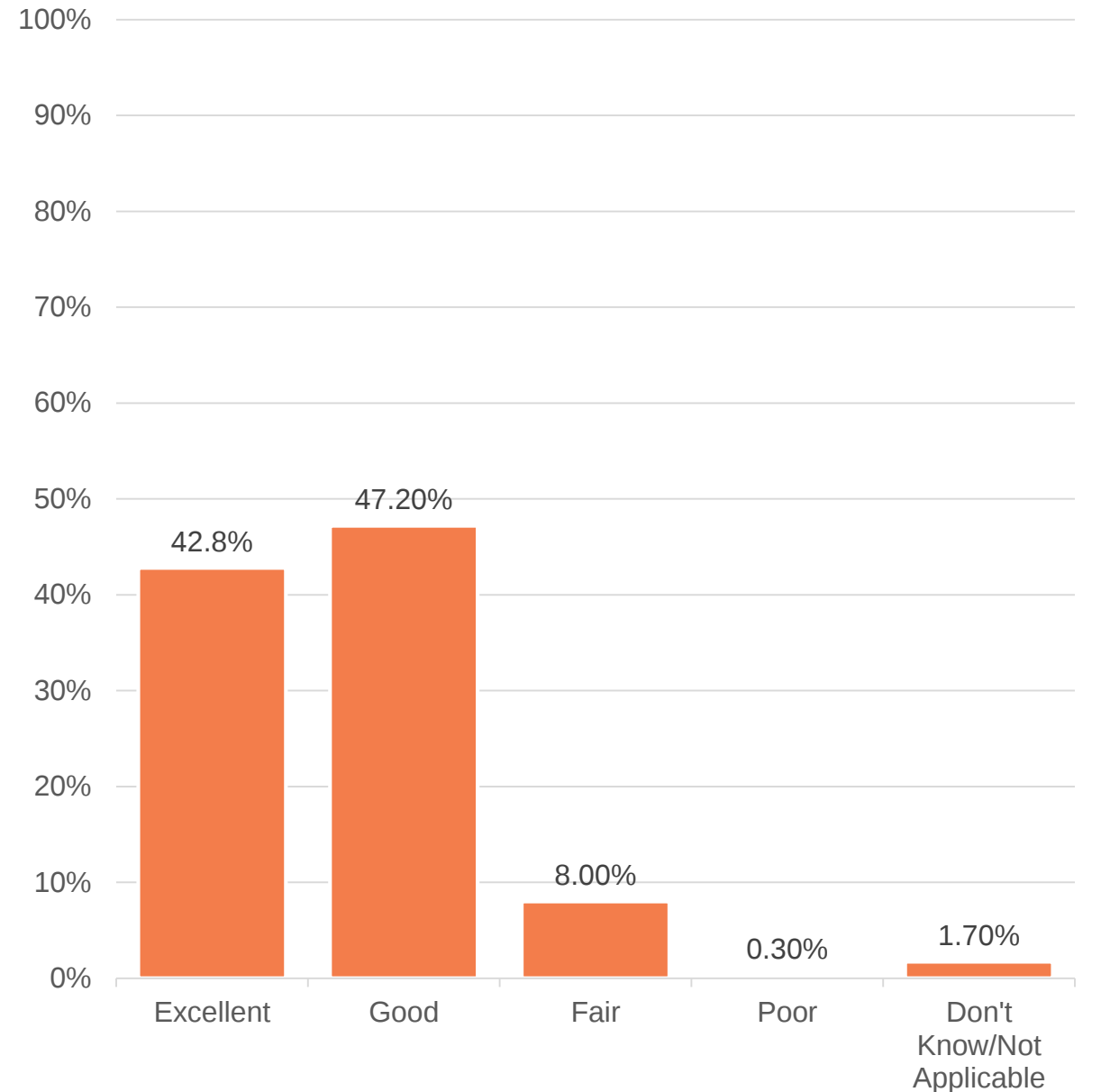
HOW WOULD YOU
RATE THE FOLLOWING
SERVICE?:

FACILITIES

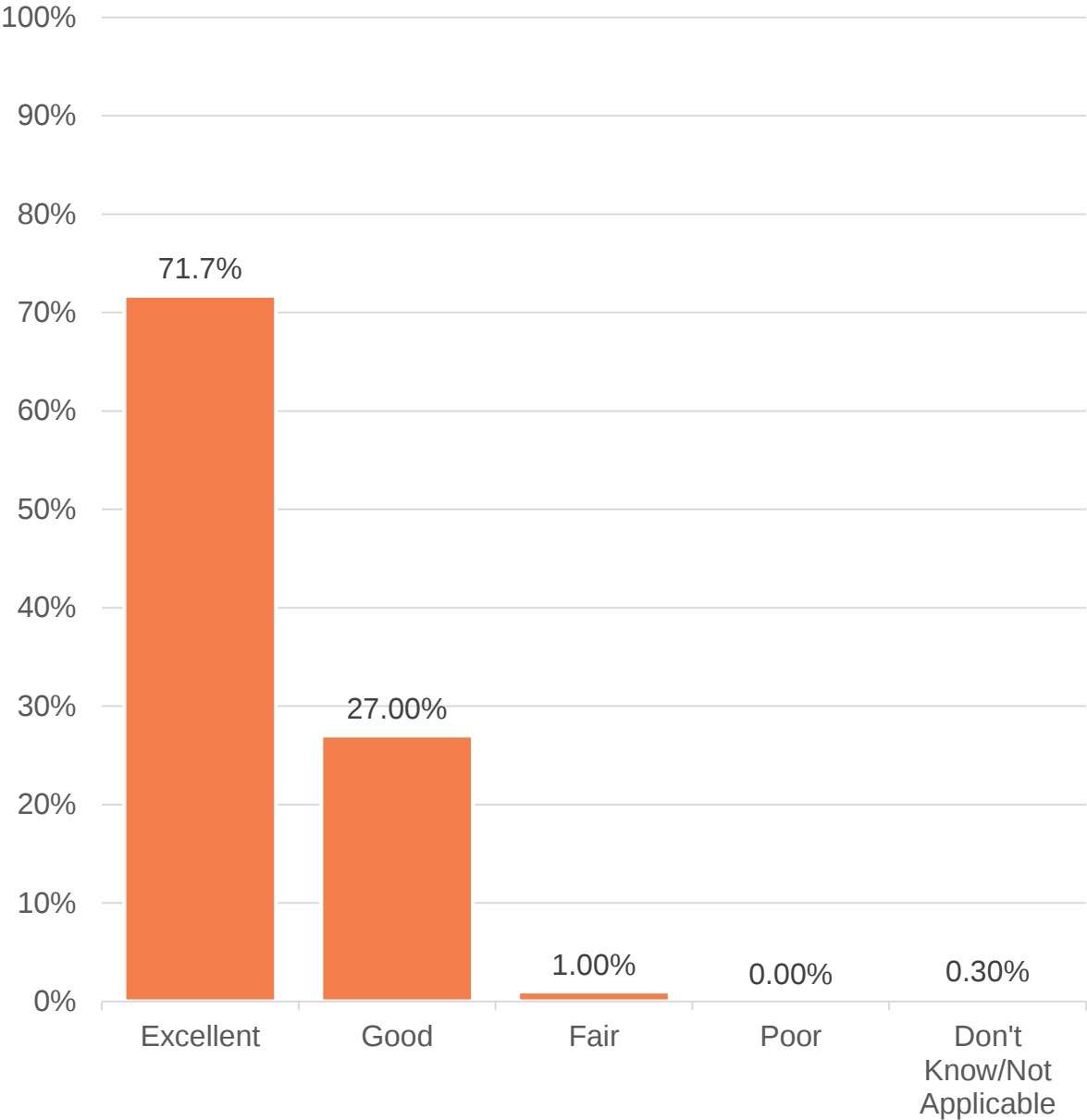


HOW WOULD YOU
RATE THE FOLLOWING
SERVICE?:

HOURS OF OPERATION

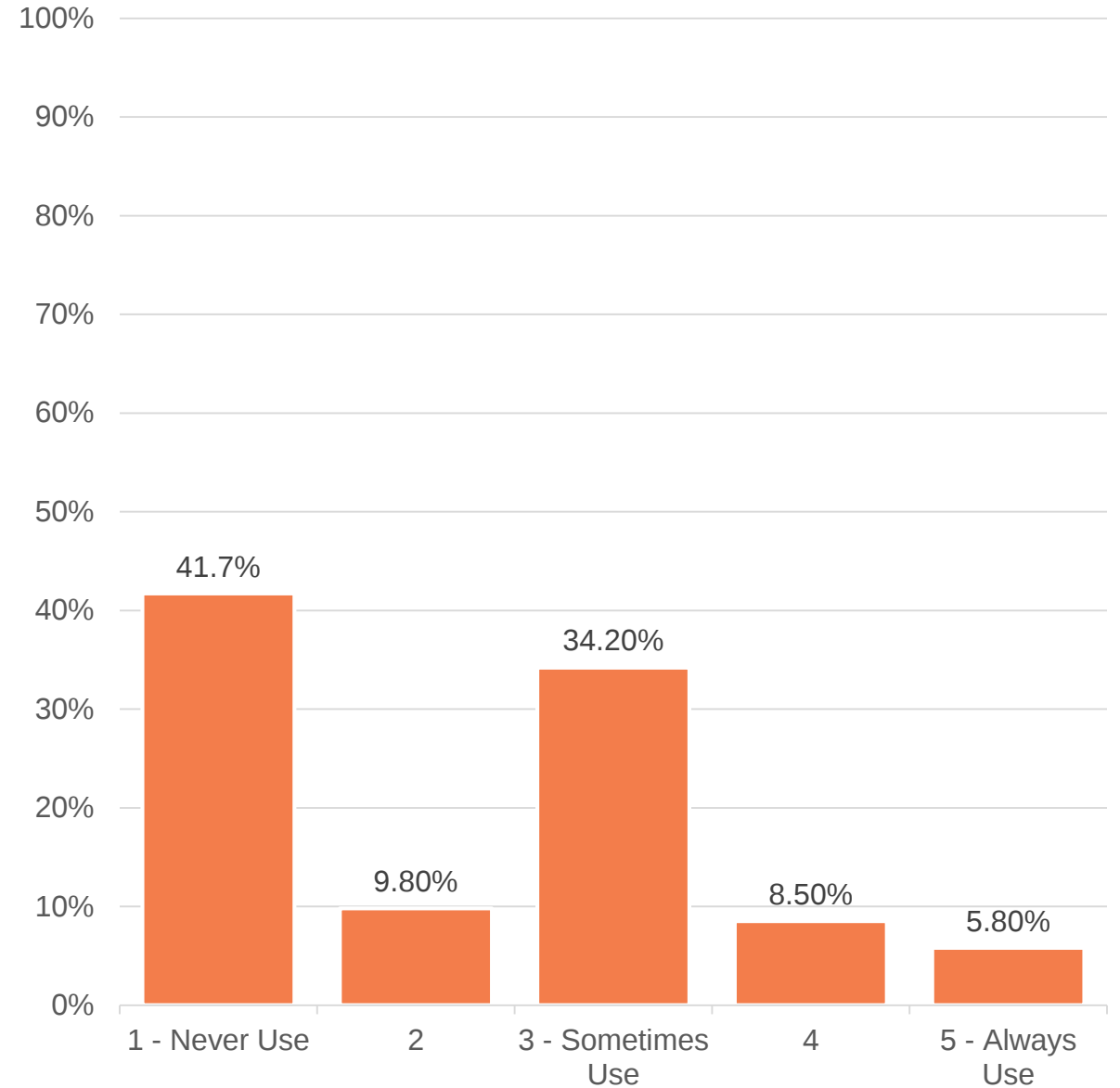


OVERALL, HOW
WOULD YOU RATE THE
LIBRARY?



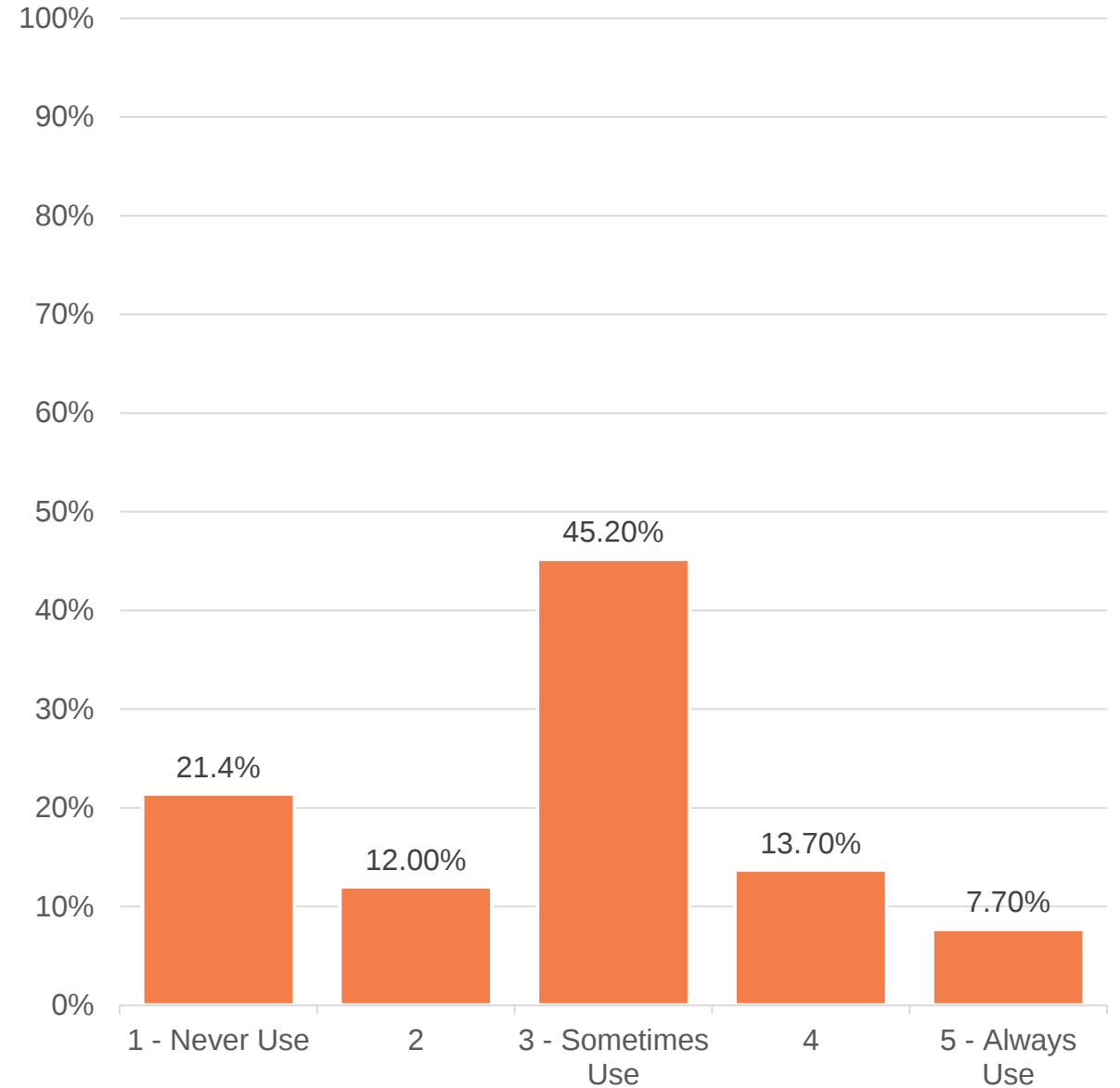
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

QUIET READING ROOM



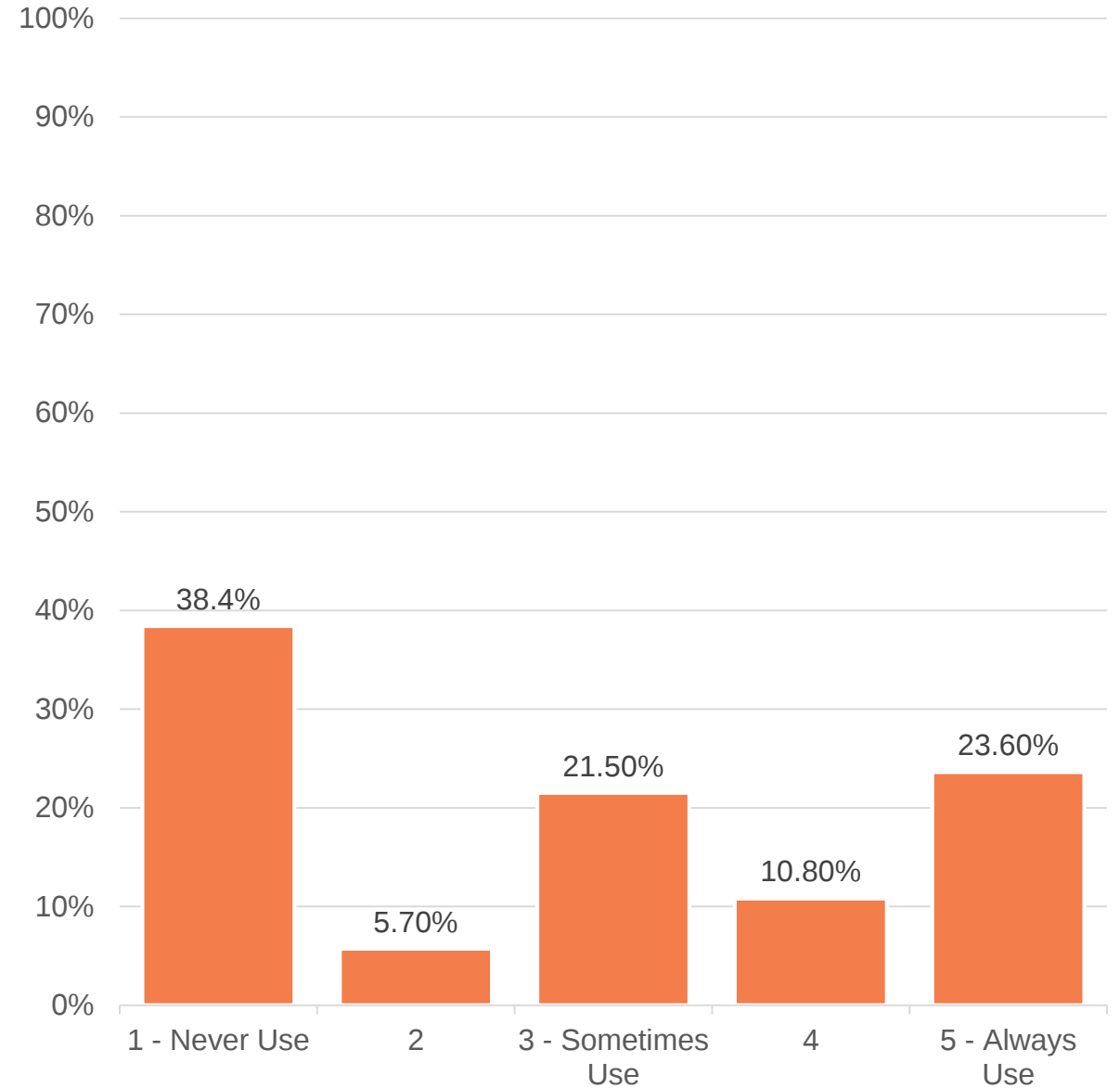
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

CASUAL SEATING AREAS



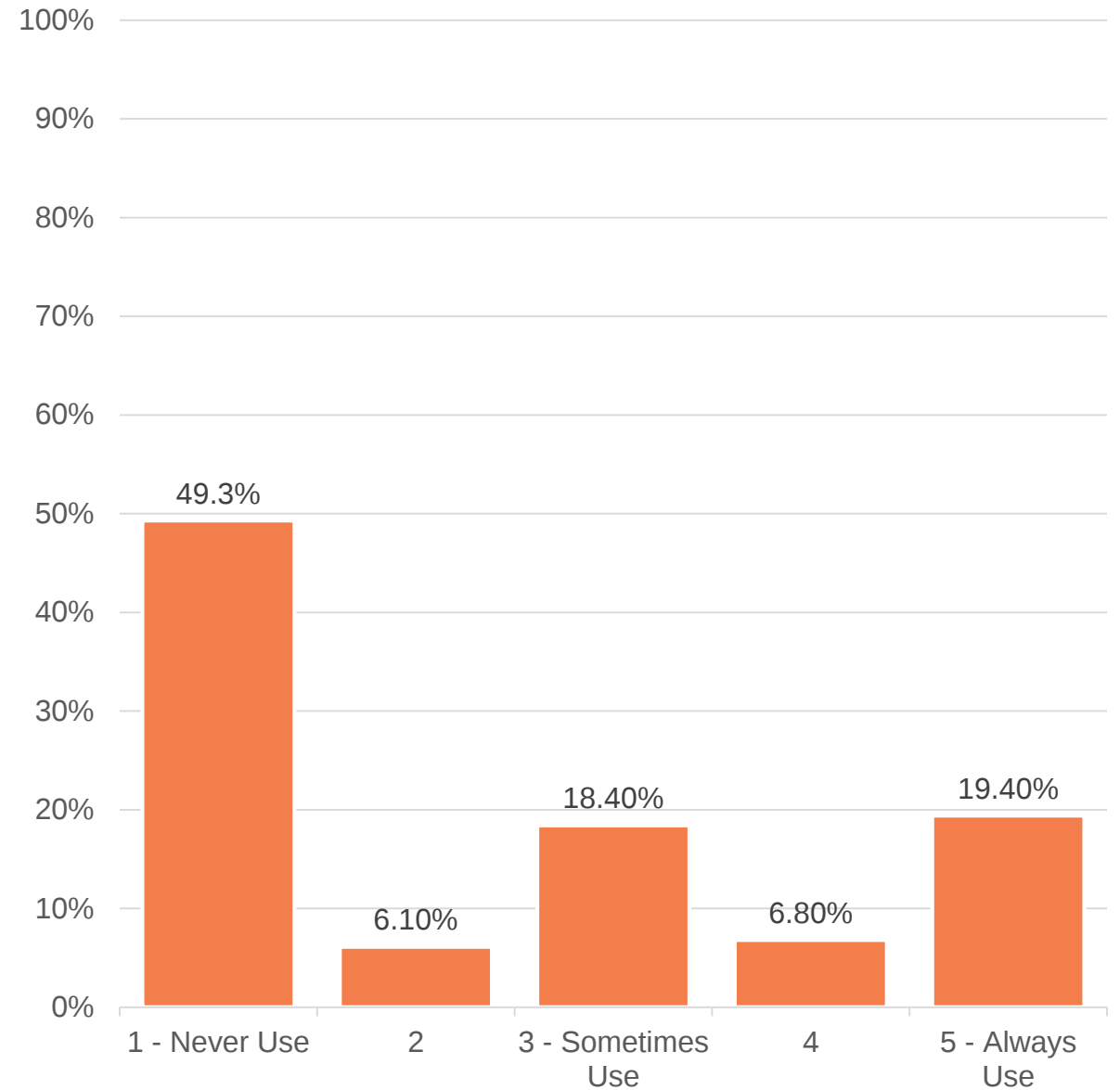
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

OUTDOOR PLAY AREA



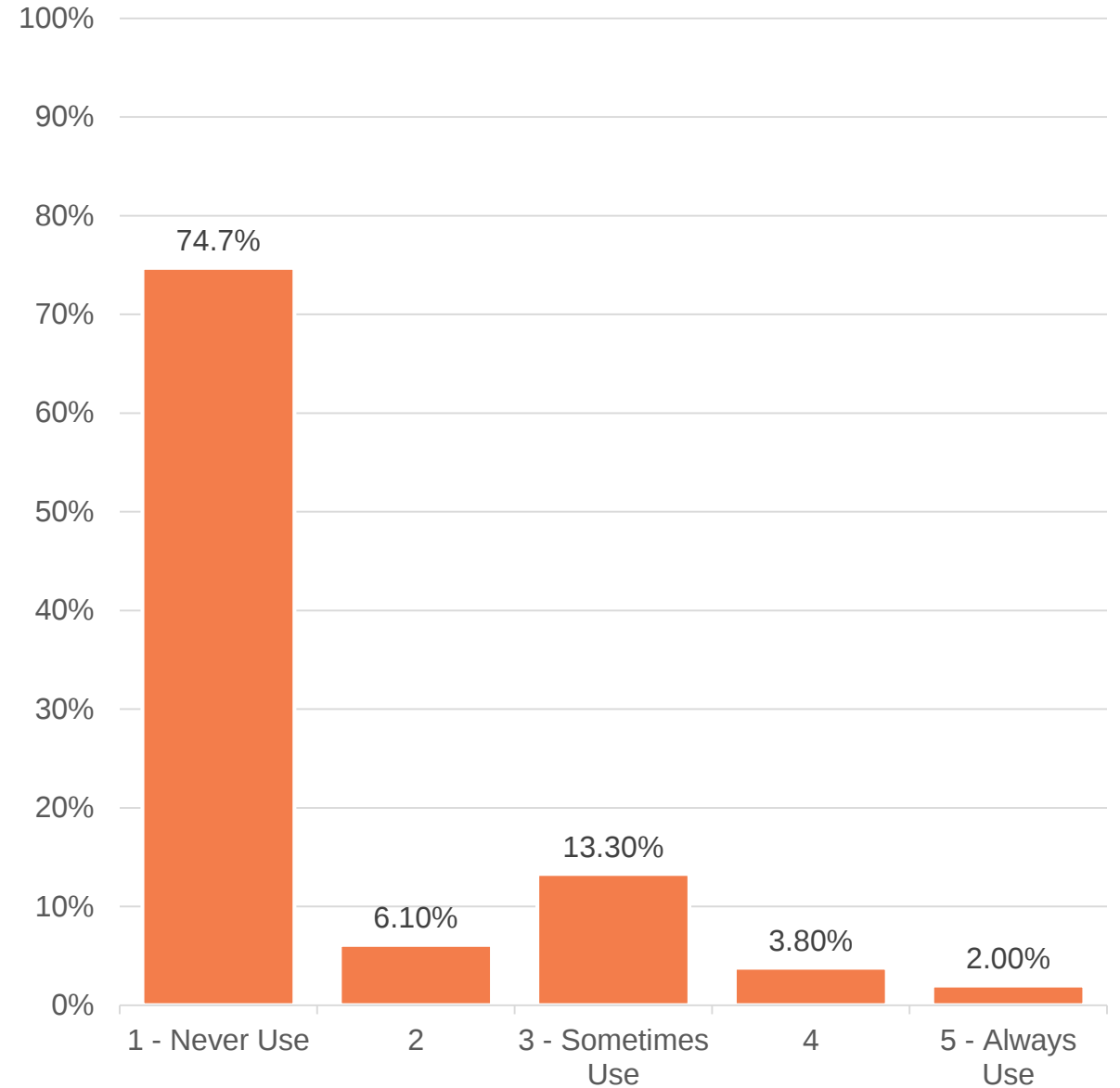
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

INDOOR CHILDREN'S PLAY AREA



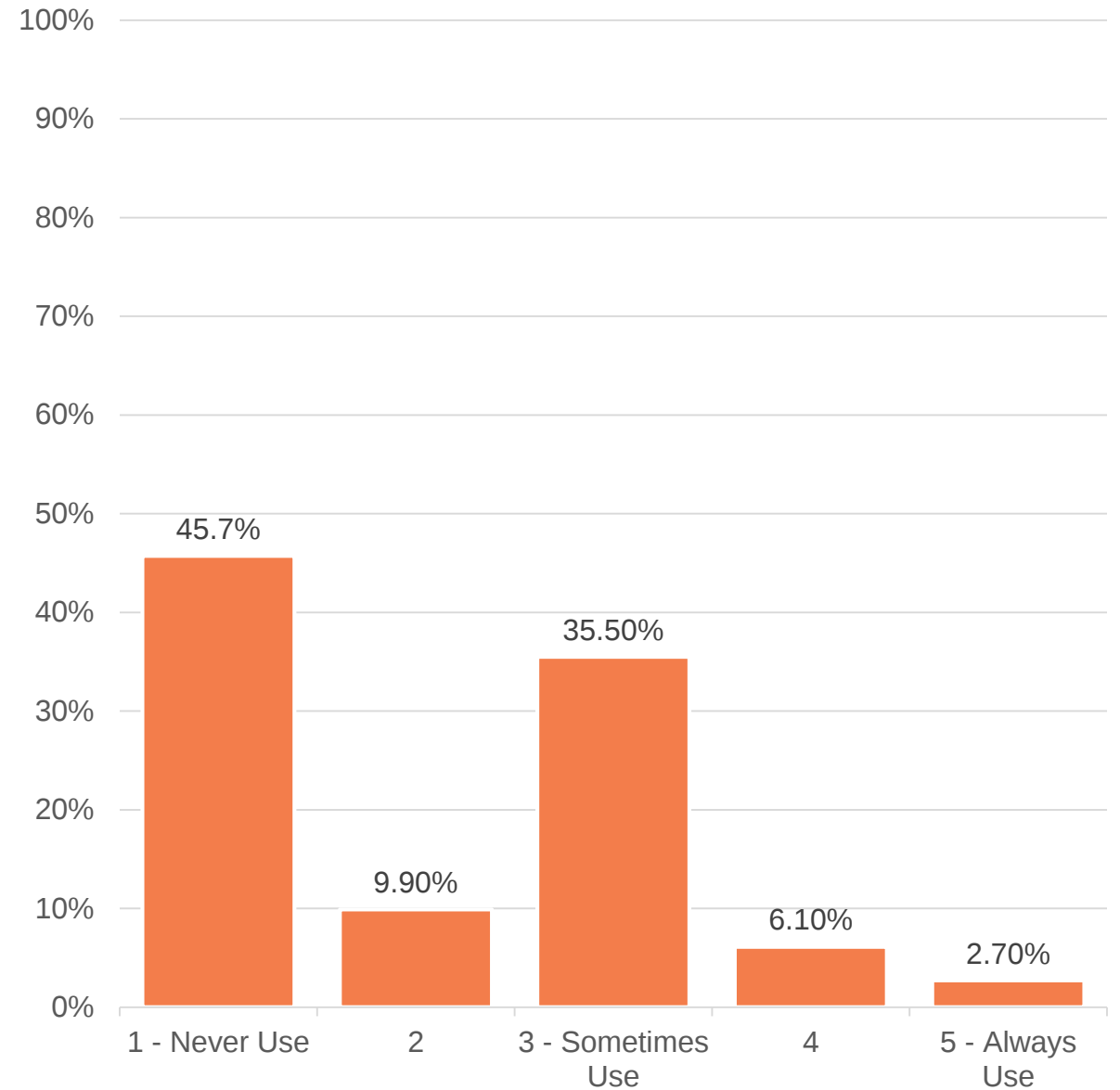
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

TEEN AREA



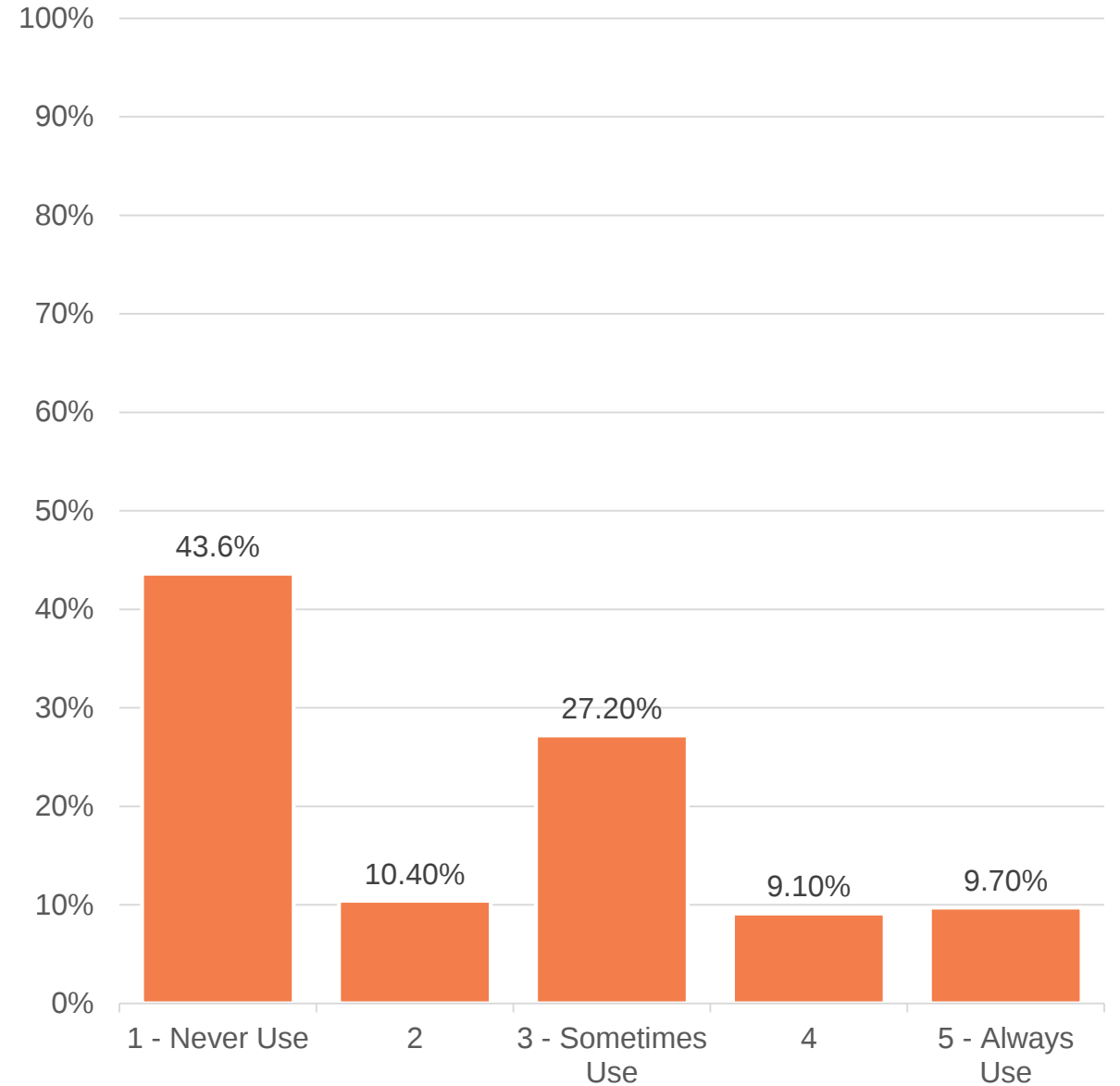
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

COMPUTER STATIONS



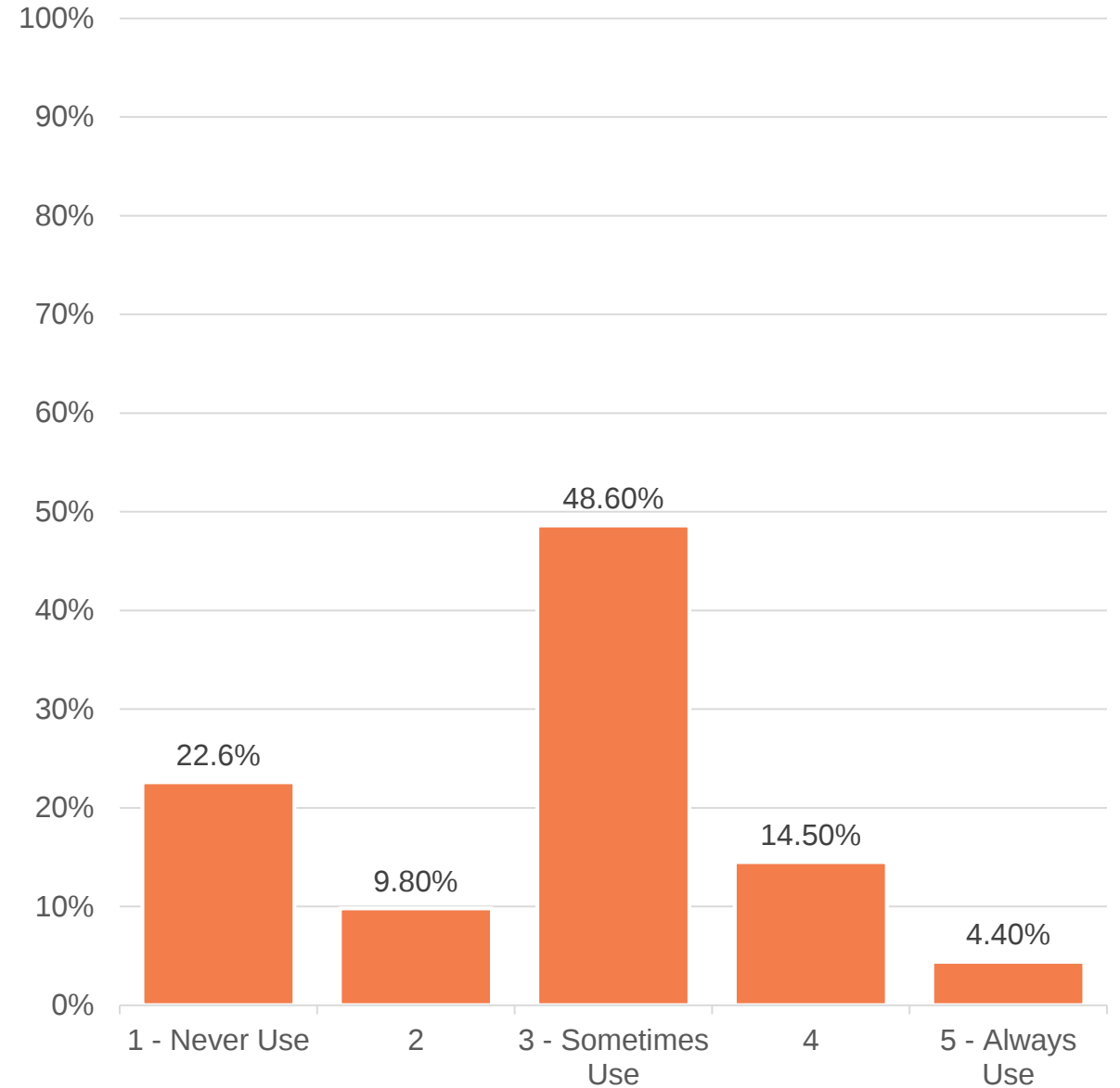
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

FRIEND'S BOOK SALE ROOM



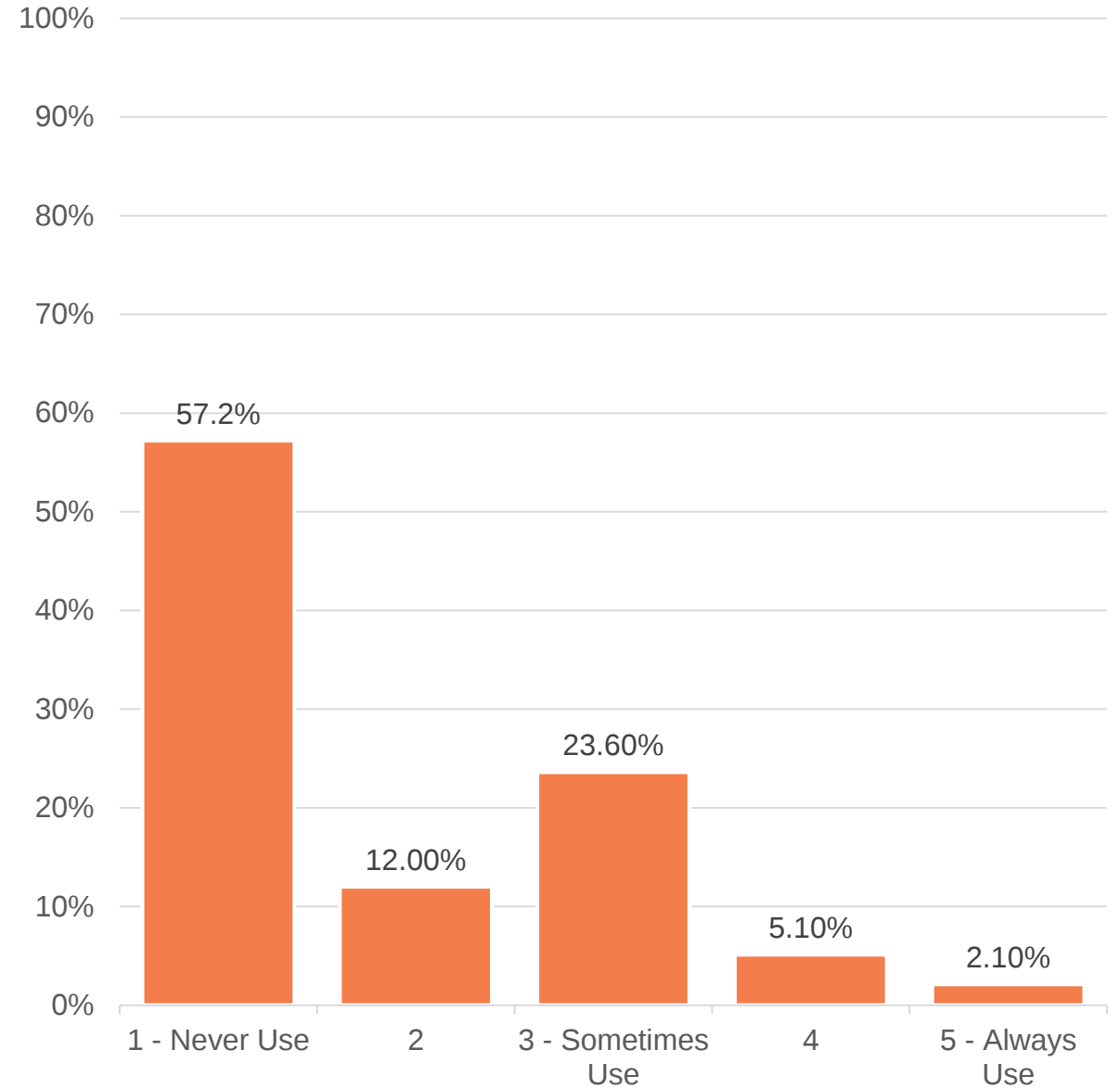
ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

COMMUNITY ROOM

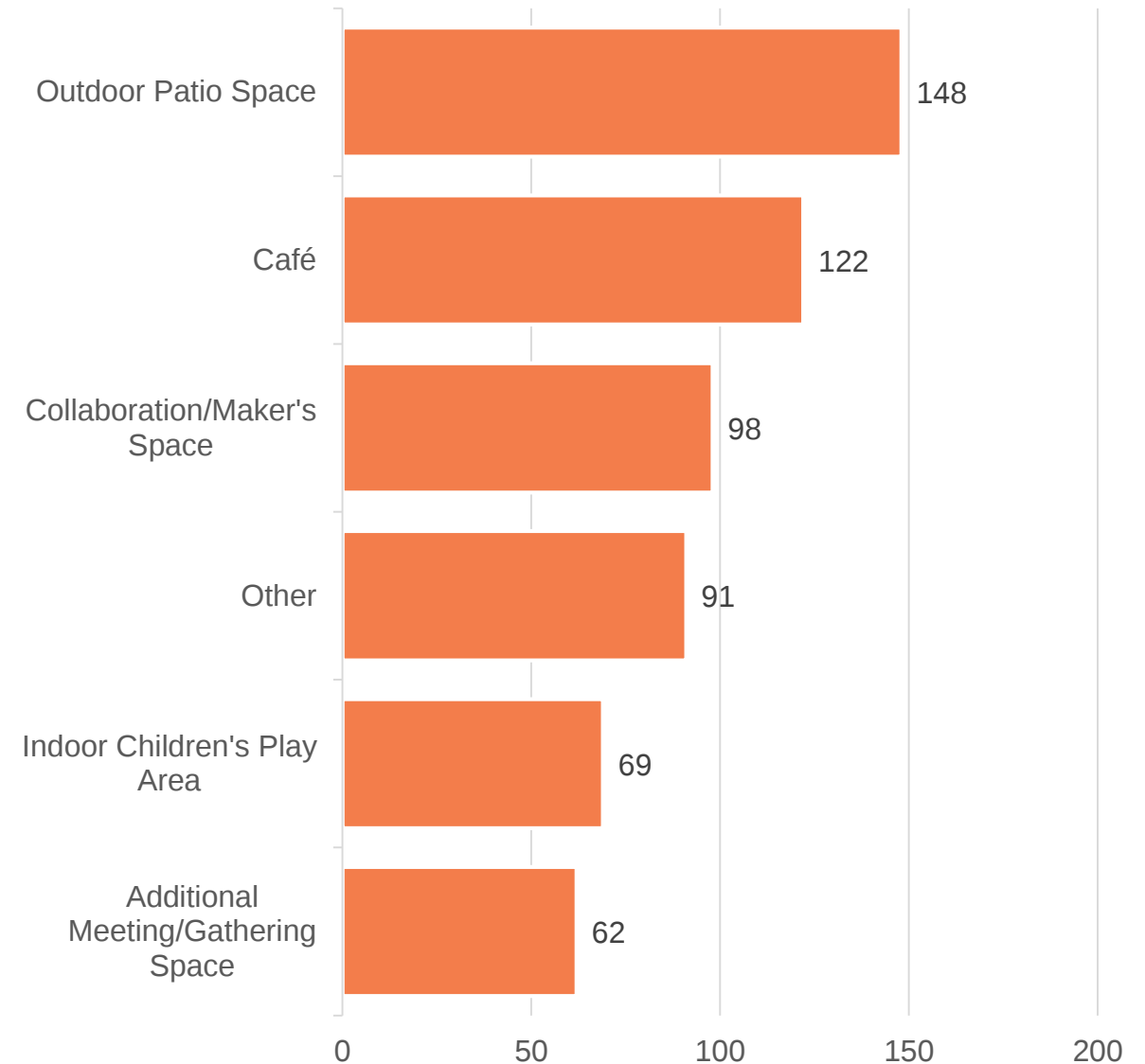


ON A SCALE OF 1-5, WHAT
FACILITY SPACES DO YOU
UTILIZE THE MOST WHEN
VISITING THE LIBRARY?

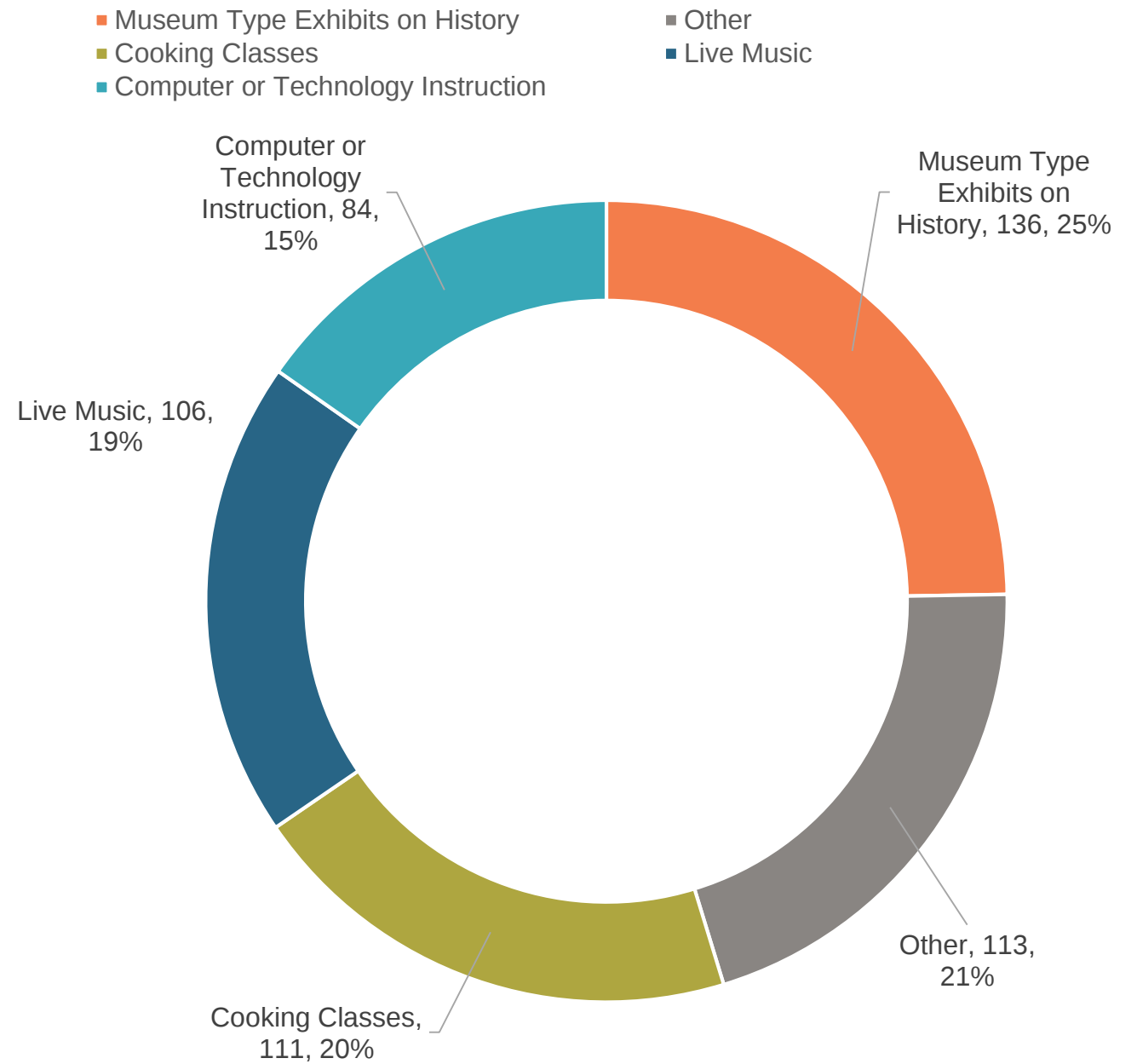
STUDY ROOM



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

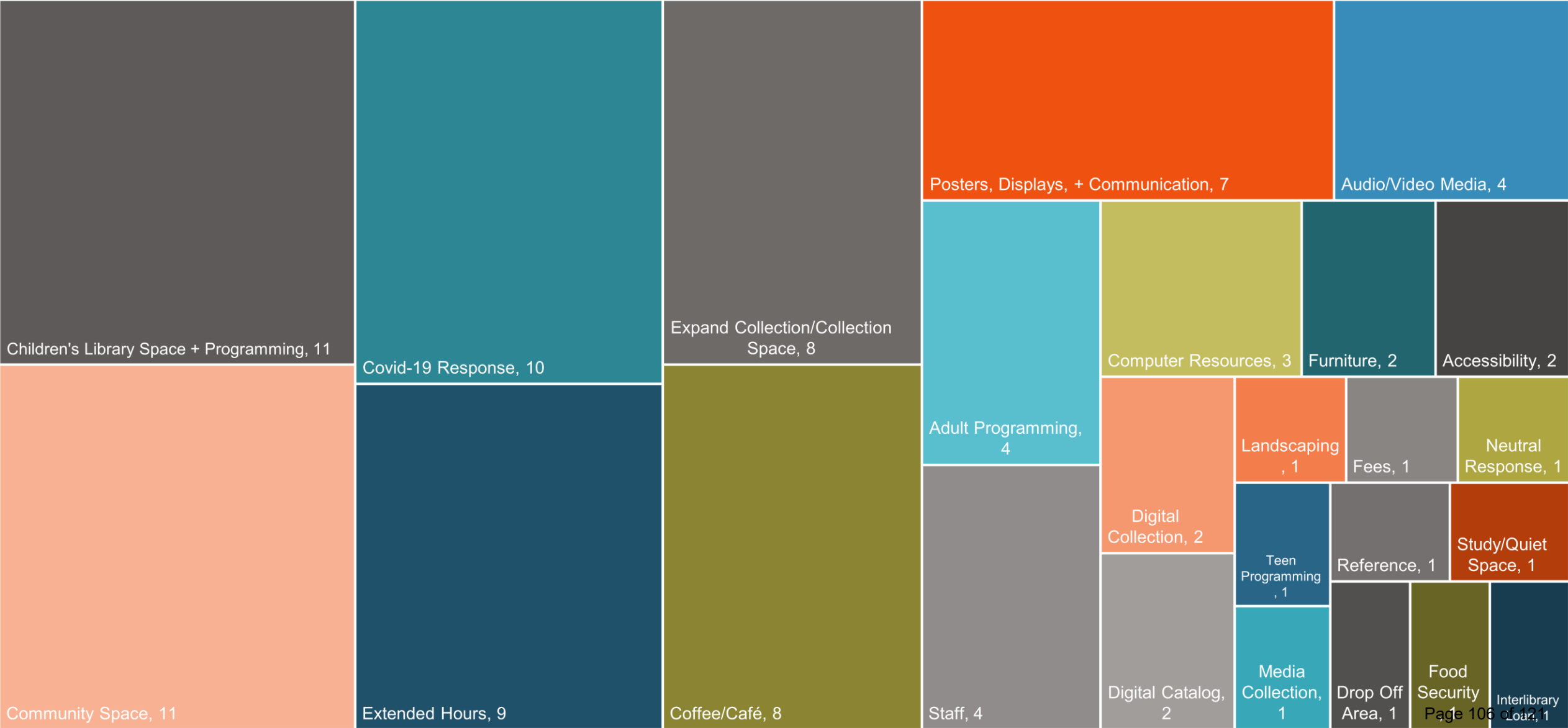


SELECT THREE FUTURE PROGRAMS YOU HOPE TO HAVE ACCESS TO AT THE LIBRARY IN THE FUTURE

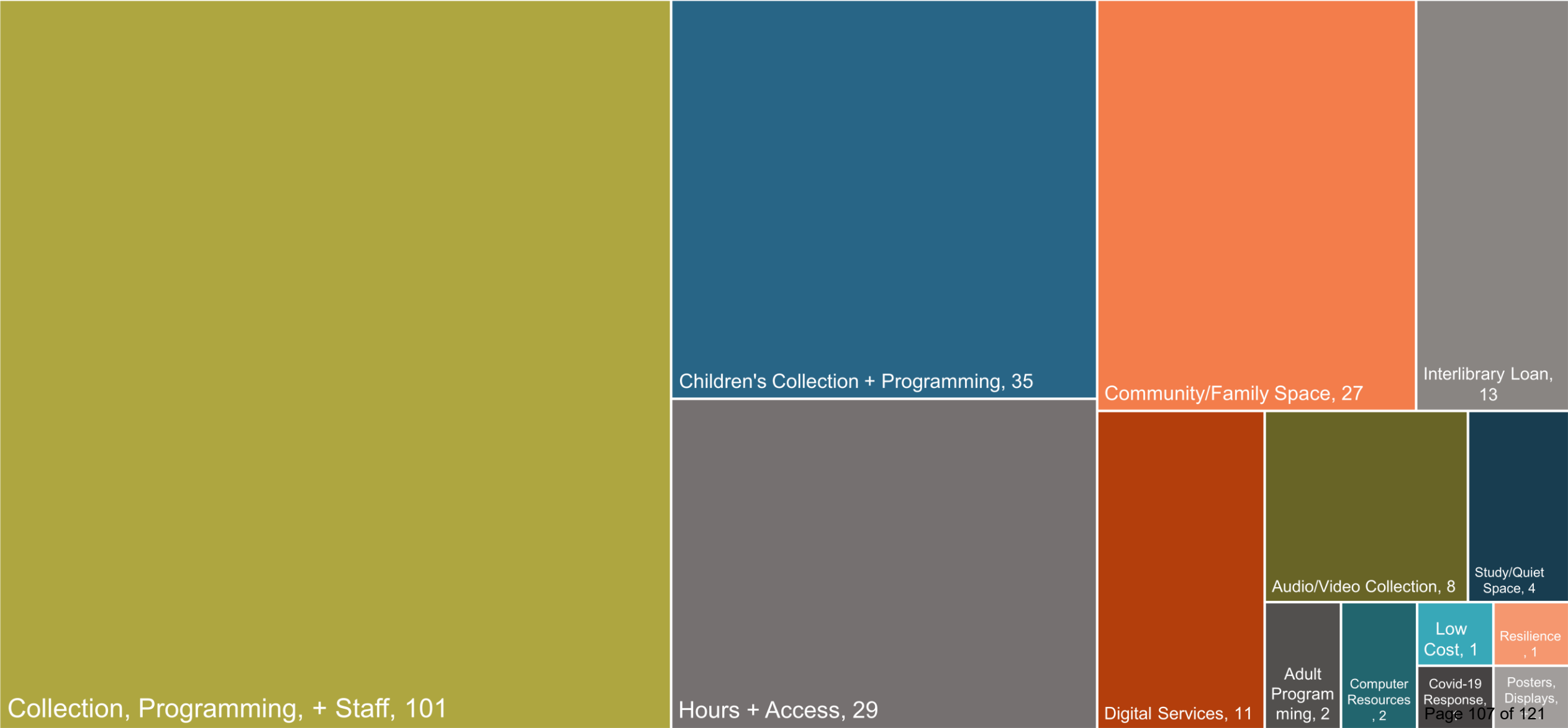


2 | OPEN ENDED QUESTIONS

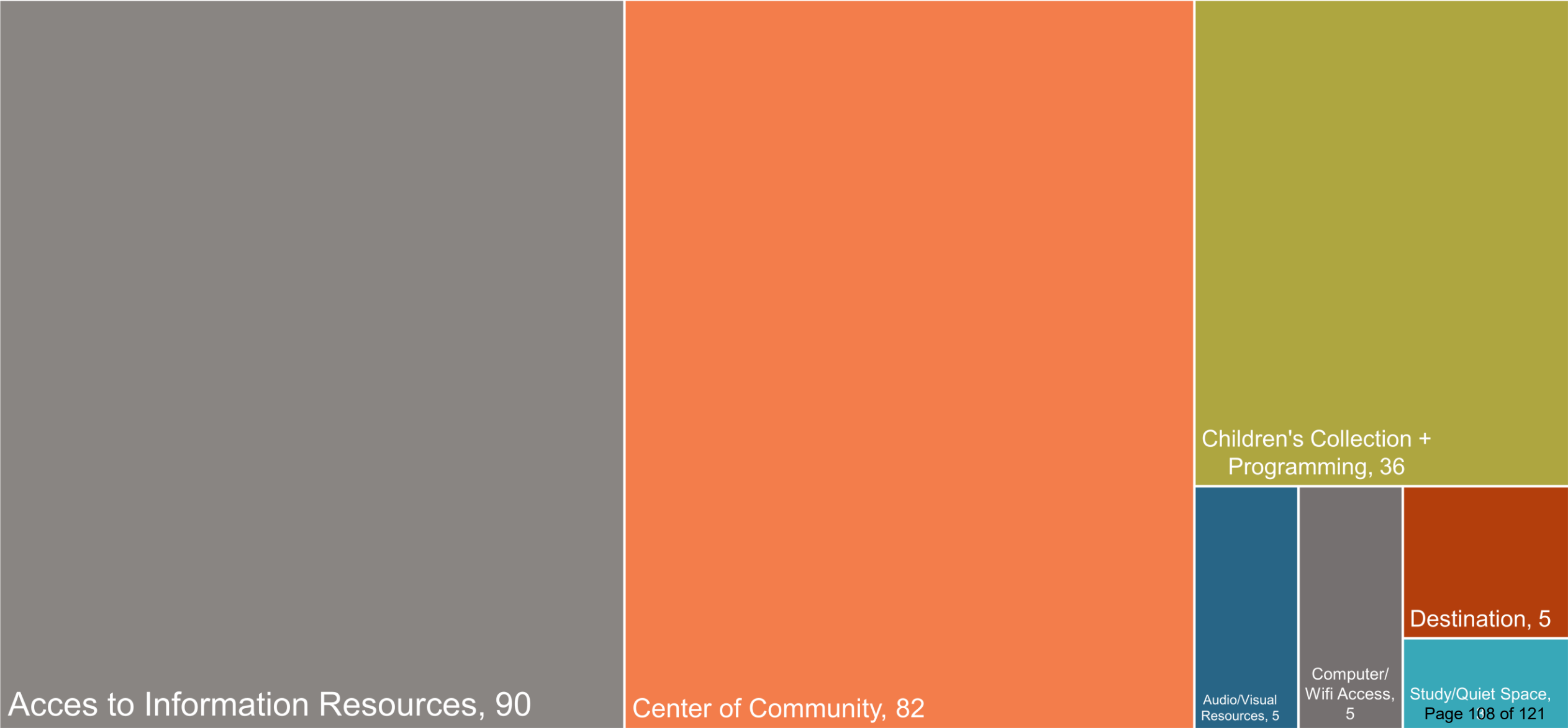
REFLECTING ON YOUR EXPERIENCE WHEN YOU VISIT THE LIBRARY, WHAT IMPROVEMENT COULD BE MADE TO ELEVATE YOUR EXPERIENCE DURING YOUR VISIT?



WHAT DO YOU VALUE MOST ABOUT THE LIBRARY?

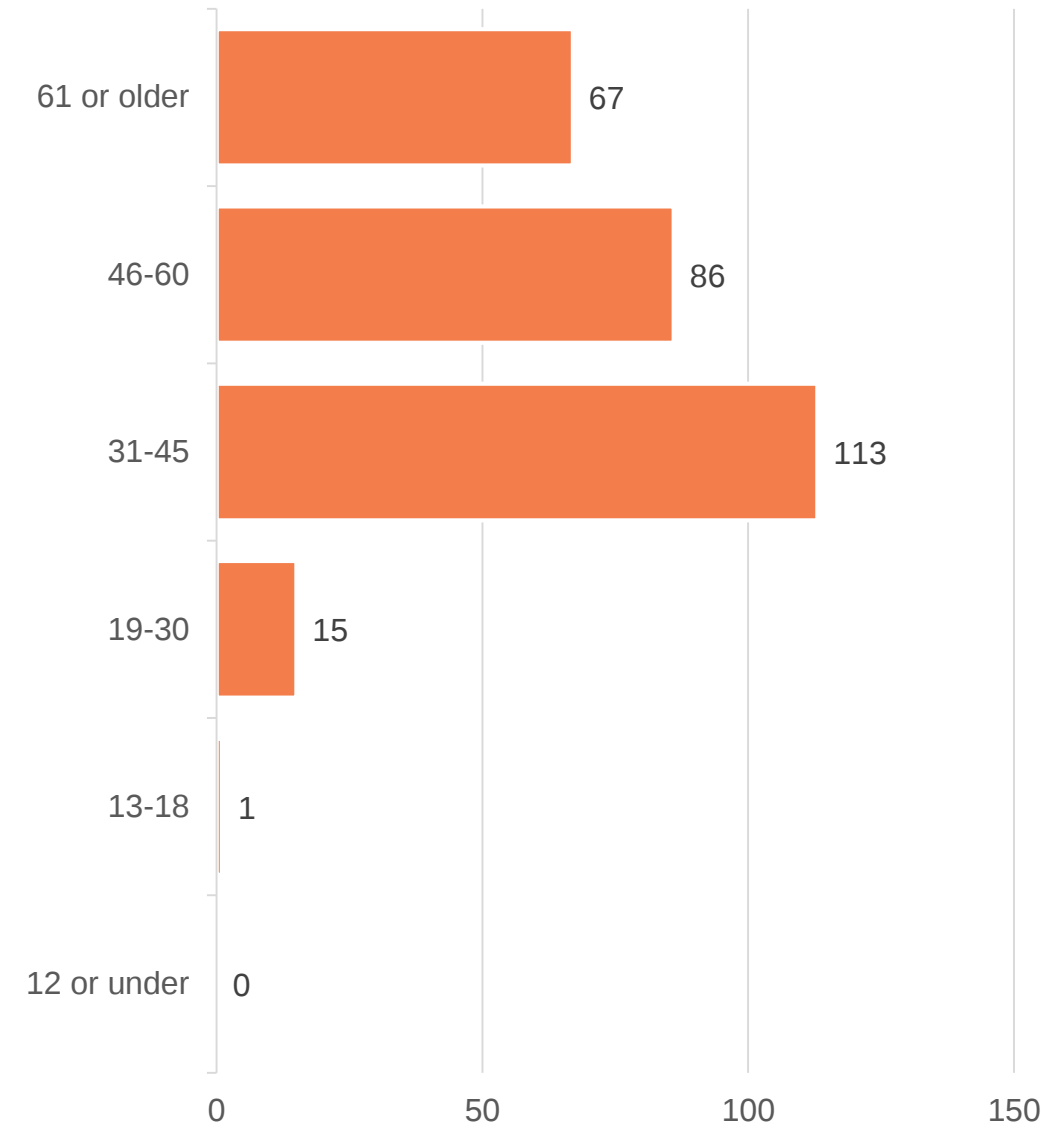


HOW DOES THE LIBRARY BENEFIT YOU AND/OR THE COMMUNITY?

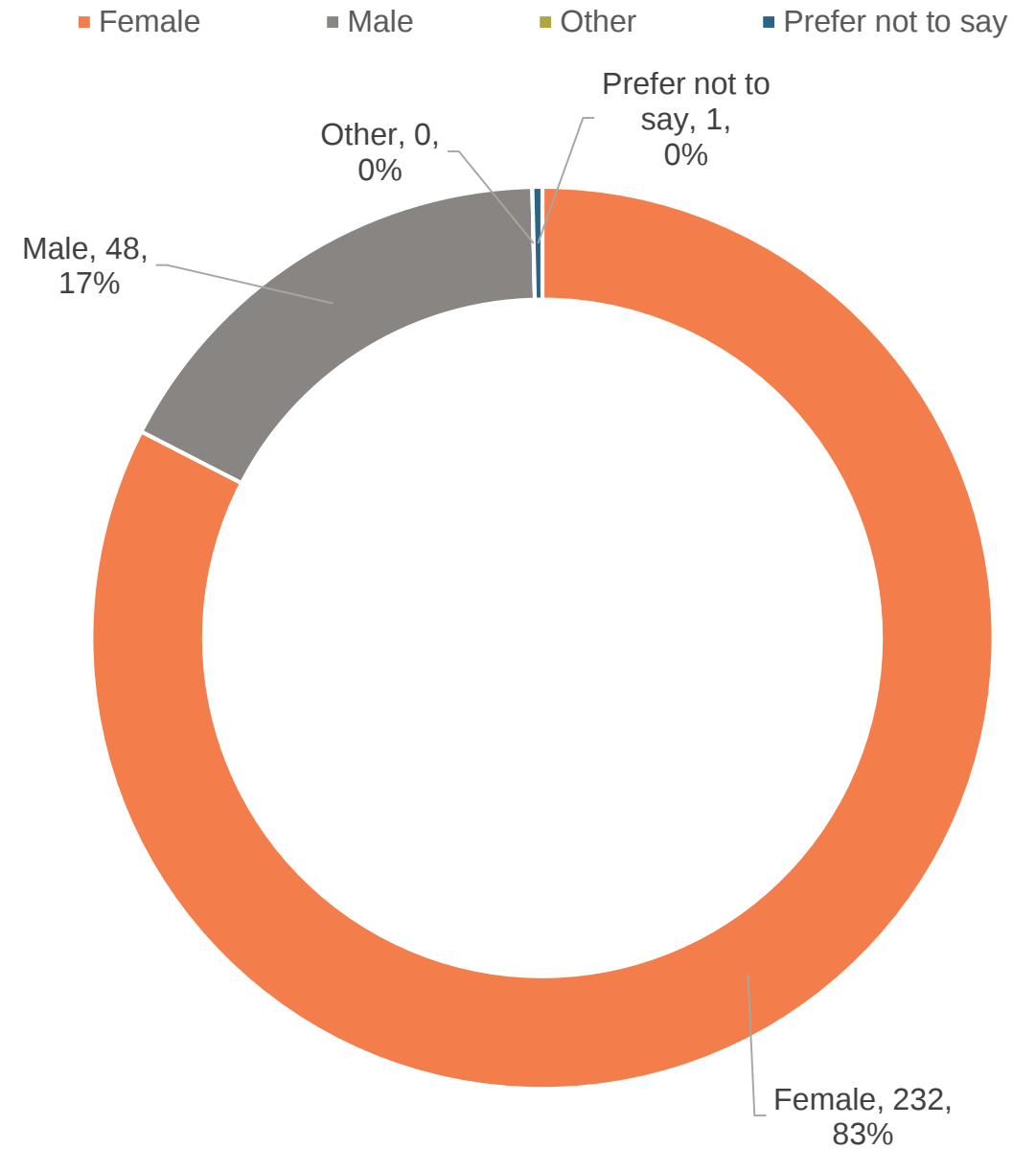


3 | DEMOGRAPHIC QUESTIONS

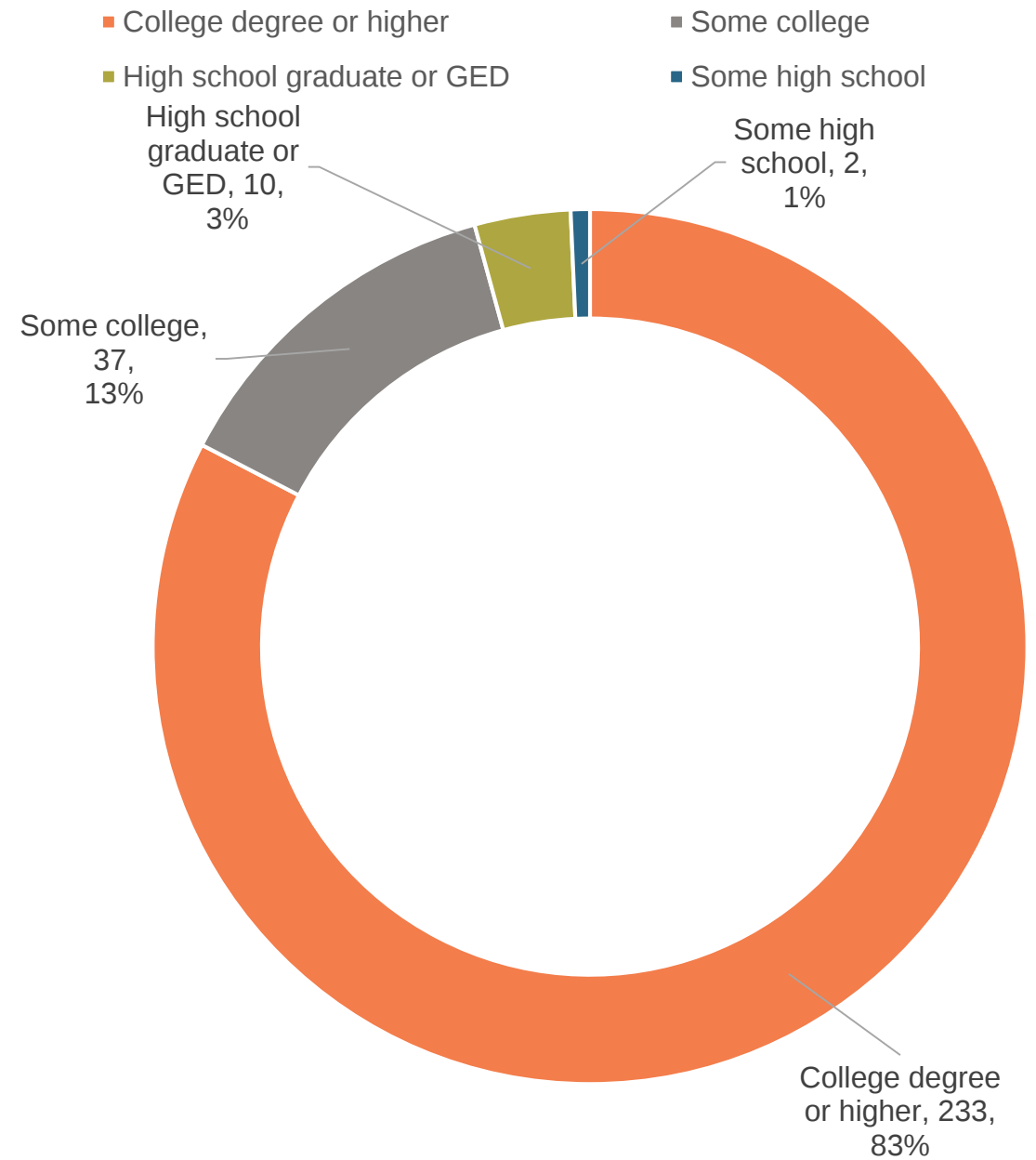
HOW OLD ARE YOU?



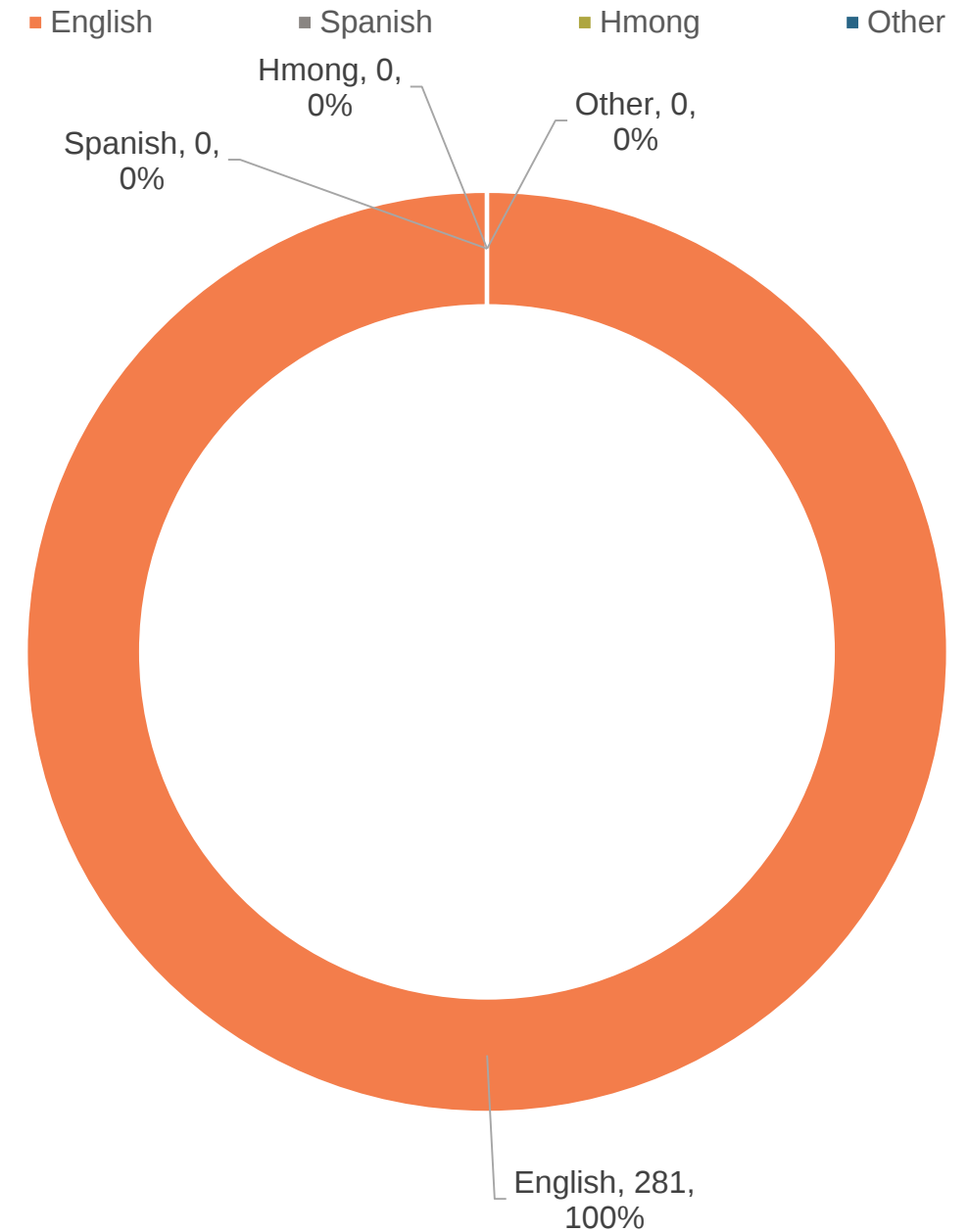
WHAT GENDER DO YOU IDENTIFY WITH?



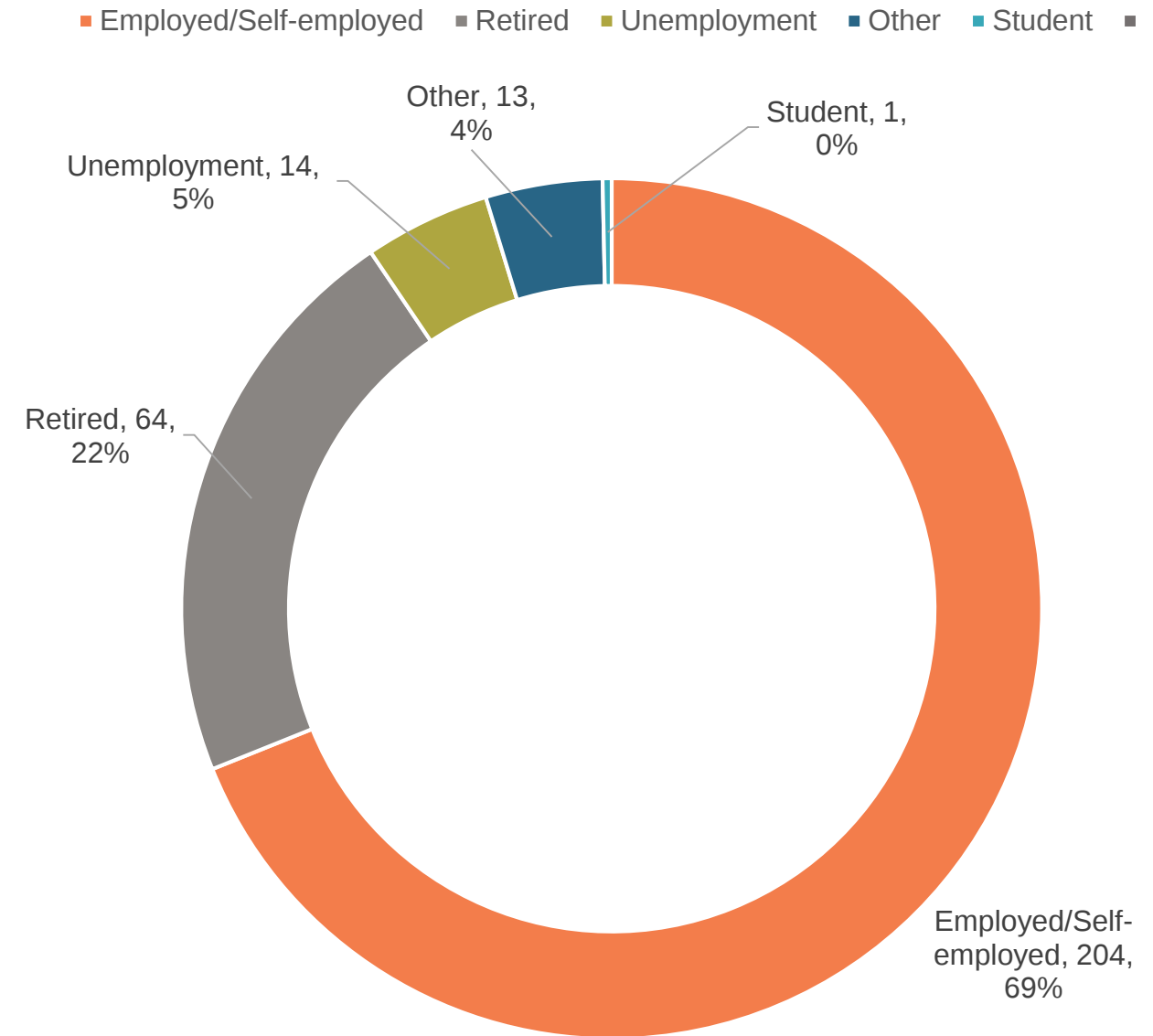
WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?



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?

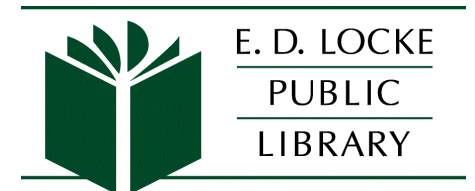
SPACE NEEDS PROGRAMMING FOLLOW UP

- 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



McFarland
SUMMARY SHEET

MEETING DATE: Monday, September 27, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and regarding synergies and opportunities between the Library and Village Board.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

This item is presented for discussion between the boards about future planning, general overlap, and available synergies between the two groups.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Presented for discussion.

ATTACHMENTS:

None