VILLAGE OF MCFARLAND | **Library Board** | *NOTICE OF PUBLIC MEETING*

Monday, May 2, 2022 | **5:15 PM** | **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Motion to approve the minutes of the April 4, 2022 meeting.
   b. Motion to approve the April invoices
4. INFORMATION ITEMS
   a. Budget Update
   b. Director's Report
   c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Welcome new board member Carrie Nelson
   b. Election of Library Board Officers
   c. Library standards and long range plan discussion
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

Library Board Minutes

Monday, April 4, 2022 - 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.

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the March 7, 2022 meeting.

Motion by Member Evan Richards, second by Member Mona Nelson, to approve the minutes of the March 7, 2022 meeting. Motion carries 7 - 0 - 0 by acclamation.

b. Motion to approve the March invoices

Motion by Member Ken Machtan, second by Member Staci Fritz, to approve the March invoices Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. Budget Update

b. Director's Report

c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Results from the 2022 Marketing Survey

b. 2022 Adjacent County Billing

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve 2022 Adjacent County Billing Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Mona Nelson, to adjourn at 6:07

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

E. D. Locke Public Library

April 2022 Invoices

Vendor	Vendor Amount	Description
ALLIANT ENERGY	$2,549.55	Utlilites
AMAZON CAPITAL SERVICES	$927.98	CDs, DVDs, Library Supplies
ARAMARK	$209.32	Mat Rental
AVANT GARDENING & LANDSCAPING	$1,242.78	Landscape Maintenance
CARDMEMBER SERVICES	$3,062.27	Visa Card
CORPORATE BUSINESS SYSTEMS	$343.86	Copier Lease
EBI INC	$18,379.26	Furniture and Kid's Tables
ENVIRONMENT CONTROL	$2,699.00	Janitorial Services
FRIENDS OF THE MCFARLAND LIBRARY	$73.50	Credit Card charge pass through
HARTMAN, LISA	$150.00	Program Fee
IAN'S ON STATE, LLC	$20.85	Staff Lunch
ILLINGWORTH-KILGUST MECHANICAL	$1,177.41	HVAC repairs
INGRAM LIBRARY SERVICES	$3,271.20	Books
KENT, HEATHER	$57.66	Reimbursement for transportation to the airport
LAKESHORE LEARNING	$241.48	Building blocks for light table
MCFARLAND ACE HARDWARE	$7.85	Misc. building supplies
MICROMARKETING LLC	$64.99	Audio Books
PAGE, SHARON	$20.00	Program Fee
PELLITTERI	$47.78	Confidential Shredding
SOUTH CENTRAL LIBRARY SYS	$227.92	Network Fee
TDS	$301.26	Phone
ZOOBEAN INC	$295.00	Reading App
Linbrary Fund Total	$35,370.92	

Gift Fund		
Zoozort	$425.00	SRP Performer
The Magic of Isiah	$350.00	SRP Performer
Dinosaur Dimensions	$375.00	SRP Performer
Milwuakee Steve	$175.00	SRP Performer
Hula Hoopt	$500.00	SRP Performer
Madison Community Foundation	$4,000.00	Endowment Donation

Gift Fund Total	**$5,825.00**
Grand Total	**$41,195.92**

2022 Budget Update

REVENUES										
		Budget Amount	January Actual	Feburary Actual	March Actual	April Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	**41000**	$ 674,250.00	$ 674,250.00	$ -	$ -	$ -	$ 674,250.00	100.00%	33%	
County Library Aids	**43000**	$ 325,000.00	$ 162.01	$ 70.44	$ 77.48	$ -	$ 309.93	0.10%	33%	
State - COVID 19 Grants		$ -			$ -	$ -	$ -			
Library Fines	**45000**	$ -	$ -	$ 1.10	$ -	$ 7.25	$ 8.35			
Interest	**48100**	$ 1,000	$ 188.61	$ 194.34	$ 149.42	$ -	$ 532.37	53.24%	33%	
Library Fees	**46000**	$ 1,500	$ 9.69	$ 115.55	$ 108.75	$ 176.15	$ 410.14	27.34%	33%	$ 500.00
		$ 1,001,750.00	**$ 674,610.31**	**$ 381.43**	**$ 335.65**	**$ 183.40**	$ 675,510.79	**67.43%**	33%	
Expenditures							$ -			
Salaries	110	$357,250.00	$ 27,940.45	$ 26,978.36	$ 34,492.51	$ 27,500.00	$116,911.32	32.73%	33%	$ 119,083.33
Part-time	120	$180,750	$ 9,818.08	$ 9,505.19	$ 11,178.55	$ 9,660.00	$40,161.82	22.22%	33%	$ 60,250.00
Health Insurance	130	$106,750	$ 13,537.89	$ 9,180.64	$ 9,180.64	$ 11,360.00	$43,259.17	40.52%	33%	
Retirement	131	$30,500	$ 3,285.86	$ 2,182.46	$ 2,620.13	$ 2,734.00	$10,822.45	35.48%	33%	$ 10,166.67
SS/Medicare	132	$42,000	$ 4,045.64	$ 2,663.92	$ 3,328.72	$ 3,354.00	$13,392.28	31.89%	33%	
Other Benefits	135	$2,000	$ 129.58	$ 86.37	$ 86.37	$ 86.37	$388.69	19.43%	33%	
Wage Adjustment	140	$ 12,250		$ -	$ -	$ -	$0.00	0.00%	33%	$ 4,083.33
Expense Reimbursement	141	$ 250		$ -	$ -	$ -	$0.00			
Total Personnel		**$731,750.00**	**$ 58,757.50**	**$ 50,596.94**	**$60,886.92**	**$54,694.37**	**$224,935.73**	**30.74%**	33%	**$ 243,916.67**
Support Services	210	$ 42,000	$ 2,699.00	$ 2,699.00	$ 2,699.00	$ 2,699.00	$ 10,796.00	25.70%	33%	$ 14,000.00
Consulting Services	211	$ 46,000	$ 48,274.00	$ -	$ -	$ -	$ 48,274.00	104.94%	33%	$ 15,333.33
Utilities	220	$ 28,000	$ 2,995.62	$ 3,112.82	$2,576.56	$2,549.55	$ 11,234.55	40.12%	33%	$ 9,333.33
Communication	221	$ 2,000	$ 167.37	$ 163.87	$624.34	$0.00	$ 955.58	47.78%	33%	$ 666.67
Equipment Maintenance	240	$ 9,000	$ 2,621.30	$ 239.67	$ 145.68	$ 1,440.96	$ 3,124.36	34.72%	33%	$ 3,000.00
Facility Maintenance	242	$ 23,250	$ 6,941.77	$ 644.99	$ 1,885.86	$ 159.82	$ 9,453.62	40.66%	33%	
Other Contractual Services	290	$ -		$ 25.00	$ 358.22	$ -	$ 383.22	1.65%	33%	$ 7,750.00
Total Services		**$ 150,250.00**	**$ 63,699.06**	**$ 6,885.35**	**$ 8,289.66**	**$ 6,849.33**	**$ 84,221.33**	**56.05%**	33%	**$ 50,083.33**
Office Supplies	310	$ 9,000	$ 355.04	$ 245.28	$ -	$ 682.96	$ 1,283.28	14.26%	33%	$ 3,000.00
Postage	311	$ 250	.	$ 7.86	$ 4.23	$ -	$ 12.09	4.84%	33%	$ 83.33
Dues	320	$ 500	$ 190.00	$ -	$ 229.00	$ -	$ 419.00	83.80%	33%	$ 166.67
Meeting Expenses	330	$ 1,000	$ 8.88	$ 15.96	$ 8.99	$ -	$ 33.83	3.38%	33%	$ 333.33
Training Expenses	331	$ 3,250	$ 709.00	$ -	$ 3,124.70	$ -	$ 3,833.70	117.96%	33%	$ 1,083.33
Operating Supplies	340	$ 5,500	$ -	$ 446.87	$ -	$ -	$ 446.87	8.12%	33%	$ 1,833.33
Technology	342	$ 24,500	$ 2,211.22	$ 3,223.00	$ -	$ 265.00	$ 5,699.22	23.26%	33%	$ 8,166.67
Collection - Print	344	$ 55,000	$ 5,434.92	$ 7,838.77	$ 4,674.76	$ 1,218.57	$ 19,167.02	34.85%	33%	$ 18,333.33
Collection - AV	345	$ 12,500	$ 282.15	$ 667.45	$ 1,541.47	$ 345.85	$ 2,836.92	22.70%	33%	$ 4,166.67
Library Miscellaneous	390	$ 250	$ -	$ -	$ -	$ -	$ -		33%	
Programming	391	$ 8,000	$ -	$ 74.08	$ 242.18	$ 319.72	$ 635.98	7.95%	33%	$ 2,666.67
Other Total		**$ 119,750.00**	**$ 9,191.21**	**$ 12,519.27**	**$ 9,825.33**	**$ 2,832.10**	$ 34,367.91	**28.70%**	33%	**$ 39,916.67**
Total Budget		**$1,001,750.00**	**$ 131,647.77**	**$ 70,001.56**	**$ 79,001.91**	**$ 64,375.80**	**$ 343,524.97**	**34.29%**	33%	**$ 333,916.67**

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
May 2022

April Highlights

- **Village News -** Carrie Nelson will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment –**The current balance of the endowment fund as of March 31, 2022 is $162,445.41
- **McFarland Community Festival –**
    - **Couch to 5K program-** The library is partnering with Stoughton Hospital to do a Couch to 5K program. Participants will get a program to successfully train for a 5k run and support from hospital staff.
    - The library will be hosting a 1000 Books before Kindergarten celebration on Friday night. The celebration will feature a Children's singer.
- **Library Systems Report Facilities Management**
    - **HVAC –**
        - **Boiler Water flow** – there is a problem with the water flow in boiler #2. Kilgust is working on troubleshooting the issue
        - **Water Temperature Sensor** – A water temperature sensor has failed in one part of the building. Kilgust is working to replace it.
    - **Furniture Delivery –** Four kids chairs and the cushions for the Teen window seats that have been reupholstered.
- **Shelver Hiring –** We have hired one Shelver to help out at the library during the week. We are still looking to hire a second one.
- **Bird Festival –**
    - The bird festival will be held May 14th from 9-12. We will have a Turkey Vulture name Uncle Butzie along with crafts, bird information and bird walks. The event will be held at Lewis Park.
    - The library will be hosting two bird walks in the week leading up to the Festival. One will be held on May 9th and the other on May 13th. Both walks will meet at 7am at Indian Mound Park. Registration is required.
- **Vendor Fair –** The McFarland High school is hosting a Vendor Fair on May 14th from 9-2. Even though it's the same day as the bird festival, the library is planning on having a booth at the Vendor Fair too.
- **ARPA Grant through SCLS – T**he library will be getting pickup lockers from an ARPA grant that SCLS received. The lockers will allow people to pick up holds when the library is closed.
- **ARPA Grant through the Village –** The village has received an ARPA grant from the federal government and asked for ideas on what to do with the money. The library submitted three ideas: replacement of the children's picture book shelving, a portable kitchen for programs, and replacement of the electrical outlets in the public area with outlets that have USB ports.
- **New Copier Installed –** A new Ricoh copier was installed on April 20th for patron use. The Ricoh replaces a Xerox copier that patrons found problematic. So far patrons seem able to work the Ricoh with less assistance. We are hoping to add the capability of scan to email and faxing to the copier within the next month.
- **Local Holds Task Force –** I've been asked to join a committee to study local holds. The current policy is that all new books go to the hold at the top of the hold list. The task force is going to look at how service would change if new books stay in the library that purchased them for 3-6 months.
- **ILS Software Committee –** I've been asked to be on the committee to look at library software. We'll be looking at the features and affordability to see if there is a software package out there that will better meet our needs and the needs of our patrons. The current plan is to look at Koha supported by a company called Bywater, Sirsi/Dynix, and Polaris. The marketplace has changed a lot since the last time we did a scan like this. Many of the software companies have been acquired by larger firms. It will be interesting to see if the service difficulties during the pandemic have instigated new software features.

- **Dane County Funding Formula –** The Dane County Funding Formula committee has recommended hiring a consultant to do some data analysis and study funding formulas from around the country. We're hoping this will help us to create a funding formula that will be fair well into the future.
- **Threads of Resilience display** – Threads of resilience is a joint project between the library and Senior Outreach where participants crocheted granny squares and a volunteer created afghans from them. Some of the finished afghans and some photos will be on display at the library in May.

Youth Services highlights (Heather Kent)

Storytime - Storytimes have continued in-person with a hybrid option for people who would like to join from home. Attendance has been very good in-person but not so much virtual. It will be interesting to see what the virtual demand is in the summer/fall.

Programming:

- Zumbini continues on Tuesdays at 10:30 and Wednesdays at 9:30 and 10:30. Always a fun filled time with lots of laughing, dancing, and singing.
- Magic Tree House Book Club met on April 12th and we discussed Sunset of the Sabertooth and made cave paintings. We have one more meeting in May before we take a break for the summer.
- This month's crafting kit was an earth day wind sock painting project.

Other - Heather has been working on the summer library programming and sent out 20 letters asking for donations from local businesses. So far she has received responses from Spartan Nutrition, Culvers, and Dan Chin Homes.

Teen Services (Abby Seymour)

- It's been a great month of in-person teen programs! Slowly but surely are teens finding their way back to the library and are discovering my programs. Some of my regular teens are starting to bring their friends along, which is pretty much the ideal situation.
- The Nintendo Switch continues to be a big hit to my Teen Hangout program! This gaming console is free to use for any teen who attends Teen Hangout, along with other activities like coloring, drawing, card games, and most recently, finger knitting. I really want teens to feel like they can pick what they want to do at this program, rather than having a structured activity. So far the Switch has been a huge hit! They're enjoying playing Mario

Kart, which certainly brings out their competitive side. The next challenge will be a lesson in sharing the controllers and taking turns playing the game.

- In addition, my Snack & Chat program has been growing and is starting to become routine for some of the kids. I really love that they know they have somewhere they can go after school! The Teen Advisory Board met this month to put out their regular newsletter. The newsletter included book reviews, fan art, CD reviews, creative writing pieces, and a quiz. All made by the teens!
- April is the last Teen After Hours program for the school year (since we take a break from programming in May) and I decided to have the Teen Advisory Board plan it. Months ago, they brainstormed different ideas and I helped them sort through which programs would be feasible at the library. They landed on a karaoke night! We spent several meetings talking through the logistics of this program and they had a lot of good ideas. In the end, they contributed the idea and I put it together. In the future, I would like them to do more and be an active participant in the prep stages. I want them to use this as a leadership opportunity and for them to really take ownership in the process.
- That being said, Karaoke Night was a huge success! Ten teens came to the library after closing time to munch on popcorn (thanks to the amazing popcorn machine) and sing some songs with their friends! I had a sign up sheet for them to put their name and what song they wanted to sing. Then I queued up the song on Spotify for them to sing along with. Spotify has an amazing lyric function which showed the words as the song played–so perfect for karaoke! Some kids did a solo, some sang in a group, and some danced (or headbanged) while they sang. At the end of the hour, they were begging to keep going and sing "just one more song", which was definitely a sign of a successful program!
- I was able to host a Zoom meeting of other Dane County librarians this month. This group meets bimonthly and we discuss life in Teen Services. I get so much out of these meetings; it's really nice to talk to other librarians who work specifically with teens like I do. The group will sometimes troubleshoot issues they are having with teens with the group but most often we talk about our teen programs, both the successful ones and the ones that don't go as well. A goal of the group is to one day host an event that spans across area libraries.
- Another virtual meeting I attended was a WI Teen Librarians Virtual Meet-Up, which meets monthly and includes Teen Librarians from around the state. This month's meeting was mostly about prizes for the Summer Reading Program and the pros and cons of having them.
- Much of my time this past month was finalizing plans for the Summer Reading Program. I had to make sure I had the schedule finalized before the deadline to submit dates for the Outlook Newsletter. Part of that was figuring out which programs from last summer could be repeated and what new programs would be feasible. One thing I had to do was track down a leader for the Dungeons and Dragons program and work out a contract with him. I also had to book the meeting room and a bunch of other details.

Adult Services (Ann Engler)

Programming

- Book clubs and craft club went well. A patron stopped me in the children's section to say she'd attended my needle felting class in March and found that she loves it. She's really gotten into it, making a bunch of little teddy bears and other projects. A second patron shared on her Instagram story that her son loved the wrapped rope rainbow she made at the April craft club.
- Weekly Scrabble and coffee is going well, although more players would be helpful. I've been playing with the patron who has come to every one so far, and more players would distract from how she absolutely wipes the board with me. I've reached out to the Stoughton and Monona senior centers to share the Scrabble flyer and the Bridge Club flyer (Bridge Club returns in May!).
- The last week of April is busy, with a live music event in the afternoon, an evening travel talk about Ireland, and I'll be participating in the Parks Department's Arbor Day event at Lewis Park on the 29th.
- I've been working with the McFarland Bird Festival planning committee, and as of now we have one more meeting before the event in May.

- I did one Browse the Stacks video using a patron's review she kindly wrote up for me along with readalikes.

Other

- I've proctored two exams this month, had a one-on-one appointment with a patron to help them become familiar with their iPad, and put together three book bundles.
- I met with Ron Larson regarding the Recollection Wisconsin digital collection, and we hope to add more content to that soon. I also introduced him to the Clio App, which is a fun way to put in local historical or noteworthy information so people can do self-paced walking tours.
- I helped five patrons with tech/computer questions and answered five reference questions.
- I have our LibCal online reservation system up and running for the community room and our small internal meeting room. I'm now going to set up the appointments feature for Kelly.

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370	12,140	12,864	12,076	11,978	**137,706**	52%
2022	12,686	12,362	14,023										**39,071**	66%
% change month to month	63%	63%	70%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	New Library Cards													
2020	45	43	28	10	11	11	10	11	23	14	4	16	**226**	-63%
2021	17	14	12	8	32	104	59	56	86	36	29	26	**479**	112%
2022	47	41	45	43									**176**	245%
	176%	193%	275%	438%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	Curb Side Delivery Appointments													
2020				144	702	925	1490	1401	1317	1414	1490	1405	**10,288**	
2021	1431	1451	1509	1273	327	84	42	54	47	51	62	49	**6,380**	
2022	64	39	23	15									**141**	
	visitor count													
2020	9,068	8,496	5,278	0	0	0	0	0	0	0	0	0	**22,842**	-11%
2021	60	386	179	320	2,803	6,025	6,820	6,224	5,199	7302	7,256	6,574	**49,148**	-56%
2022	9609	10329	12684										**32,622**	5120%
	Website Sessions													
2019	2890	2365	2593	2597	1542	2106	2256	2088	1980	1865	1460	2210	**25,952**	
2020	2396	2117	1608	933	1548	1758	1849	1485	1387	1101	866	745	**25,767**	0%
Drupal Site										2677	2748	2549		
2021	3175	3053	3636	4160	3661	3919	3707	2843	2991	2866	2735	2704	**39,450**	
2022	2996	2867	3404										**9,267**	0%

Library Board Officers

President - Peter Sobol

Vice President - Evan Richards

Secretary/Treasurer - Ken Machtan

Wisconsin Public Library Standards

Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent

Wisconsin Public Library Standards
Sixth Edition

Developed by
Public Library Development Team

Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent
Madison, Wisconsin

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Standards Task Force, 2016-17

We thank the following volunteers for their time and expertise. Without their contributions, this revision would not be possible.

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Introduction

1

This edition of the Wisconsin Public Library Standards revises and updates the work of the many people who developed earlier editions of the Standards. We reviewed the previous edition of the Standards, noted the increased levels of library compliance with the earlier standards, and compiled information on changes in library statistical information in Wisconsin libraries since the last edition was produced.

The Wisconsin Public Library Standards document has evolved gradually over the years. Some of the standards in this document have remained unchanged; however, since the public library environment has changed significantly, this edition updates quite a number of updates to reflect those changes. The development of this document was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. It was first published in 1987 and was updated in 1994, 2000, 2005, 2010, and now in 2018.

This sixth edition of the Wisconsin Public Library Standards has been in development for nearly two years. More than 32 library professionals, representing libraries and library systems across the state, came together to create this document. The process began with much discussion about the currently published standards—addressing both the document's strengths and its weaknesses. The steering group then tasked the subject focus teams with analyzing each standard for relevance and clarity. The focus teams presented their recommendations to the steering group at the Standards Revision Summit, held on April 5, 2017, in Windsor, WI. The steering group then determined the structure and format of the document, based on the recommendations set forth by the focus teams.

What Has Changed

This edition is more concise. Based on feedback received from the public library community, this edition of the Standards has been curtailed to contain only the information pertinent to public library standards. Important information included in past editions, such as planning, can be found in other resources offered by the Public Library Development team and other professional sources.

Technology standards have been integrated into the other categories. The Standards Task Force deliberated over whether or not to have a separate section of technology standards, as was found in the public library

standards documents from other states. However, the task force determined that when technology standards were introduced in earlier editions, it was to encourage implementation of various technologies in libraries. Today, technology tools are now integrated into even the most basic of library services. As such, any standards relating to technology have been incorporated into other categories.

Quantitative standards are more granular. For many public libraries, the past model for quantitative standards is not granular enough to prove useful. The new model introduced in this edition provides the granularity necessary for libraries to more accurately assess their levels of service.

Standards have a tier structure. Perhaps the most significant change in this edition of the Public Library Standards is the application of a tier structure for the qualitative as well as the quantitative standards. The names of the tiers of service have also changed.

How to Use These Standards

The **Wisconsin Public Library Standards** program is a self-evaluation tool. The purpose of this voluntary program for Wisconsin public libraries and librarians is to encourage the ongoing development of quality library service in the state by providing public libraries with a tool to identify strengths, recognize areas for improvement, and assist libraries in gaining community support.

This manual contains the following categories:

- Statutory Requirements
- System Membership Requirements
- Governance
- Administration of the Library
- Funding
- Staffing
- Collections and Resources
- Programs and Services
- Public Relations
- Access
- Facility

Each standard is presented as a statement, allowing the library to easily determine whether it meets or does not meet the criteria. There are three levels of service:

- Tier One—the minimum services that should be available to all residents of the state
- Tier Two—an expansion of services beyond the basic
- Tier Three—the highest level of service

To be considered a **Tier One** library, a library must meet all of the Tier One standards.

To be considered a **Tier Two** library, a library must meet all of the Tier One standards and all but two of the Tier Two standards. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

In order to determine the status of the quantitative standards in this document, a library must decide whether to use its municipal population or its service population. "**Municipal Population**" is the population of the city, town, village, or county establishing the library, or the total population of communities establishing a joint library. "**Service Population**" is the library's municipal population plus an additional population determined from circulation statistics for county residents without a library. In most cases, Service Population is a more accurate reflection of a library's service population, because it includes the municipal population as well as those who live in surrounding communities and travel to the nearest or most convenient municipal library for services. To calculate a library's Service Population, see Appendix C of this document.

The newly added categories of Statutory Requirements and System Membership Requirements have been included to increase awareness of public library requirements in Wisconsin. Statutory Requirements apply to *all public libraries*, while System Membership Requirements apply to any library that is a *member of a public library system*. As of this publication, every legally established library in Wisconsin is a member of a public library system, so these requirements currently apply to all Wisconsin public libraries.

Note that much deliberation took place about the terminology used in this document. Every attempt was made to use the most appropriate and consistent expressions available at the date of release.

The Wisconsin Department of Public Instruction's Public Library Development Team is prepared to assist public libraries in using this manual to its fullest potential and can answer any questions regarding the new standards.

Appendices and checklists are included.

Statutory Requirements

2

Wisconsin public libraries must be governed and operated according to Chapter 43 of the Wisconsin Statutes. The following are the statutory requirements of all Wisconsin public libraries:

- The library is established under Wis. Stat. § 43.52 (municipalities), 43.54 (joint libraries), or 43.57 (consolidated county libraries and county library services).
- A legally appointed and constituted library board governs the operation of the library. The library's board membership complies with statutory requirements regarding appointment, length of term, number of members, and composition, per Wis. Stat. § 43.54 (municipalities) or 43.57 (consolidated county libraries and county library services), and 43.60 (county appointments to local library boards).
- The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund, per Wis. Stat. § 43.58(1). All appropriated and collected funds are held by the municipal governing body and are disbursed upon approval by the library board.
- The library board supervises the administration of the library, hires the library director, and delegates active management of the library to the director. The library board determines the library's staff organization chart, approves job descriptions, and sets rates of compensation, per Wis. Stat. § 43.58(4).
- The library collects the statistics and information required by the Division for Libraries and Technology and reports that information to the municipal governing body, the library system, and the Division, per Wis. Stat. § 43.58(6).
- Residents have free access to tax-supported public library services, per Wis. Stat. § 43.52(2). Such services include (but are not limited to):
  - free loan of print and non-print materials from the local circulation collection
  - general reference and information services
  - access to other library collections via interlibrary loan
  - access to a computer

- The library board reviews and approves bills presented for payment at each library board meeting, per Wis. Stat. § 43.58(2).
- The library complies with other Wisconsin laws that affect library operations, such as laws relating to open meetings (Wis. Stats. § 19.81 to 19.98), ethics (Wis. Stats. s. 19.59), and public records (Wis. Stats. § 19.31 to 19.39).
- The library complies with federal laws that affect library operations, such as the Fair Labor Standards Act.
- The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act. (See the ADA Accessibility Guidelines for Buildings and Facilities; Section 8 pertains to libraries.) Some examples of accommodations may include:
  - accessible meeting rooms
  - access to Braille materials
  - enhanced computer display for visually impaired
  - hearing augmentation system in meeting room
  - equipment necessary to use audiovisual materials in the library collection
  - home delivery of materials
  - interpreters for the hearing impaired
  - Large Print materials
  - a minimum of 36 inches of space between shelving stacks
  - story times and programs in accessible rooms or outside of the library

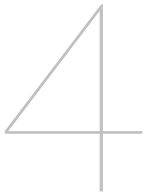
System Membership Requirements

3

While Wisconsin public libraries are not required to belong to a library system, system membership offers enormous benefits to public libraries of all sizes. For a public library to participate in the library system that serves its county, the following statutory requirements must be met to retain system membership:

- The library must located in a county that participates in a library system, per Wis. Stat. § 43.15(4)(c)2.
- The library director is present in the library at least 10 hours a week while the library is open to the public, less leave time, per Wis. Stat. § 43.15(4)(c)6.
- The library is authorized by the municipal governing board to participate in the public library system, per Wis. Stat. § 43.15(4)(c)3.
- The library has a written agreement with the public library system board to: (1) participate in the system and its activities, (2) participate in interlibrary loan of materials with other system libraries, and (3) 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 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, per Wis. Stat. § 43.15(4)(c)4.
- The library director holds the appropriate grade level of certification from the Department of Public Instruction, per Wis. Stat. § 43.15(4)(c)6 and Wis. Admin. Code sec. PI 6.03. (See Appendix F for statutory certification levels.)
- The library annually is open to the public an average of at least 20 hours each week, per Wis. Stat. § 43.15(4)(c)7. (For exceptions, see the statute.)
- The library annually spends at least $2,500 on library materials, per Wis. Stat. § 43.15(4)(c)8.

Tier One Standards



To be considered a **Tier One** library, a library must meet all of the Tier 1 standards that follow.

Governance

Public library trustees are public officers and as such are legally responsible for the governance of the library and the conducting of its operations in accordance with local, state, and federal laws. Generally, library boards have the power to:

- Hire and evaluate the library director
- Determine salaries and compensation for the director and library staff
- Establish a library budget
- Oversee spending and approve library expenditures
- Develop and adopt policies for the library's operation
- Engage in strategic planning for the library
- Exercise general oversight and governance of the library's operation

A well-informed library board is critical to the success of the library, as is the relationship between the library board and the director. Both must clearly understand their roles and responsibilities. The following standards relate to public library governance:

1. The library's Board of Trustees has written bylaws that outline its purpose and its operational procedures and address conflict-of-interest issues.
2. The library board adopts the following written policies for operating the library. All policies are available to all staff members and for public inspection (preferably online for accessibility). The items following each policy are suggestions of what the policy might cover. NOTE: if a library provides meeting room space to the public, a meeting room use policy must be included as well.
    - Circulation Policy
        - Borrower responsibilities and card eligibility
        - Confidentiality of Records

  - Fines and fees
  - Interlibrary Loan details
  - Loan periods, including renewals
  - Lost and damaged materials
  - Recovery of unreturned materials
  - Theft of materials
- Collection Management Policy
  - Purpose of collection
  - Evaluation methods
  - Reconsideration of Materials requests
  - Selection criteria
  - Weeding (deselection) schedule
  - Gifts and donations as they pertain to the collection
  - Intellectual freedom statements (Freedom to Read, ALA Bill of Rights, etc.)
- Computer/Internet Use Policy
  - Confidentiality of records
  - Privacy
  - Rules of use
  - Conduct (prohibited materials, etc.)
- Meeting Room Use (as necessary)
  - Scheduling
  - Rules and Conditions
  - Charges and Fees
- Personnel Policy
  - Employee benefits
  - Salaries and position classifications
  - Staff procedures, such as disciplinary procedures, grievances, dress code, conduct, etc.

- Public Behavior (Rules of Conduct)
  - Behavior guidelines (for all ages)
  - Consequences for inappropriate behavior
  - Unattended children/child safety

3. If the library elects to filter Internet content, it states so in its internet policy and a procedure is in place to allow patrons unfiltered access.
4. The library board meets no fewer than ten times per year (with the library director in attendance), at a time and in a physically accessible location convenient for the board and the community.

Administration of the Library

A library director, who is hired by and is responsible to the library board of trustees, administers public libraries. The director is responsible for all of the day-to-day operations of the library, including:

- Hiring, supervising, training, evaluating, and dismissing library employees
- Preparing and submitting budgets to the board
- Recommending and executing library policies as adopted by the board
- Recommending and executing plans for library services
- Advocating for the library

The following standards relate to public library administration:

5. The library director provides written financial and statistical reports for review at library board meetings.
6. The library follows fiscal procedures consistent with state law, library policy, audit requirements, and local government requirements in preparing, presenting, and administering its budget.
7. The director has time away from the public service desk to perform administrative duties, attend system, state, county, and municipal meetings.

8. The library director conducts an orientation program for new board members. The orientation will include a tour of the library's public and staff areas and individual access to the DLT Trustee Essentials.
9. The library director keeps the library's Board of Trustees informed of library services, programs, and issues.
10. The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years, in accordance with state annual report requirements. (This may be in coordination with system ILS staff.)

Funding

A key responsibility of the library board is to seek and secure sufficient funding to support the local service goals of the library. The following standards relate to the funding of public libraries:

11. The library director is available to present the proposed budget to the municipal governing body.
12. The library board adopts an annual budget.
13. The library is supported on an ongoing basis by funds from the municipal governing body. Grants, donations and other revenue sources supplement, but do not supplant, local tax support.

Staffing

Library staff are the library's most valuable asset. All *library staff*:

- are able to explain library policies to the public
- are committed to the provision of excellent service
- are well trained in the procedures required by their positions
- have a general understanding of the history and development of library services
- project an image of competence and courtesy

In addition, *public librarians* must be able to:

- assess the needs of the community
- communicate and work effectively with other staff
- evaluate and measure the effectiveness of public library programs and services
- assist in library planning efforts
- assist in fundraising efforts
- select materials and provide guidance in the use of all library resources

- use current and emerging technologies
- work within the political and social structure of the community

The following standards relate to the staffing of public libraries:

14. The library has regular, paid, and qualified staff, trained to fulfill their job responsibilities. The library is staffed during all hours that the library is open.

15. The library employs paid staff at the number of Full-Time Equivalents (FTE) outlined in Appendix A (or B).

    Forty (40) hours per week is set as the measure of full-time employment. To determine FTE of employees, take the total number of hours worked by all paid employees and divide by forty (40).

    For example, a library with 70 hours of paid employees is considered to have 1.75 total FTE.

16. The library board adopts written job descriptions that include educational and experience requirements, work hours, and a written salary range and benefits for each position.

17. Staff are trained in emergency procedures and protocols.

18. Library staff, volunteers, and trustees are trained to uphold patron privacy and confidentiality.

19. Employee performance is evaluated annually by the director or supervisor.

20. The library board conducts a performance evaluation of the library director annually.

Collections and Resources

Community needs and local interests drive a library's collection management plan. A successful public library provides a wide range of materials and electronic resources in a variety of formats and in sufficient quantities to meet the needs of the members of its community.

Collection management requires a studied approach to the selection, maintenance, and development of the collection. Collection evaluation is the continuous process of analyzing use, age, condition, timeliness, and scope of library materials.

The library's position on Intellectual Freedom is clearly reflected in its collection management policy. Through this policy, the library maintains a current, thoroughly evaluated collection appropriate to the library's mission.

The following standards relate to the library's collections and resources:

21. A materials budget is designated for purchasing materials in a variety of formats and for accessing electronic resources based on the library's collection development policy.
22. The library allocates operating funds for purchasing materials for the library's collection as outlined in Appendix A (or B).
23. Materials are purchased at regular intervals throughout the year to ensure a steady flow of new materials for the public.
24. The library's collection is regularly evaluated for retention, replacement, or withdrawal, as at a rate determined by the library's adopted collection management schedule.
25. The library maintains a collection of print, audio, and visual materials per capita as outlined in Appendix A (or B).
26. The library maintains a collection of print volumes per capita as outlined in Appendix A (or B).
27. The library maintains a collection of print periodical titles per 1,000 population as outlined in Appendix A (or B).
28. The library maintains a collection of audio recordings per capita as outlined in Appendix A (or B).
29. The library maintains a collection of video recordings held per capita as outlined in Appendix A (or B).
30. The library uses interlibrary loan to supplement, but not supplant, local collection development.
31. The library provides online resources, including downloadable materials, appropriate to its community and promotes the use of online resources on their website and within the library.
32. The library provides access to resources in formats appropriate to the needs of all population groups in the community.
33. The library provides adaptive technology to ensure inclusive access to electronic resources.

Programs and Services

Public services allow library staff to assist patrons in the use of its collections and resources. The library also provides resources beyond those owned by the library through interlibrary loan and other resource sharing arrangements.

The library offers educational, recreational, informational, and cultural programs sponsored by the library or in conjunction with other community organizations. These offerings may attract new users to the library, increase awareness and use of library resources and services, and provide a neutral public forum. Programs are commonly held in the library, but the needs of the community may require outreach outside of the library facility, with or without co-sponsorship from community partners.

Public libraries provide programs and services to all members of the community. The following standards relate to the library's programs and services:

34. Library staff assist all patrons with the effective use of technologies necessary to access and use the Internet and other electronic and non-print resources.
35. The library provides Internet computers for public use per 1,000 population as outlined in Appendix A (or B).
36. The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases and participates as a lender and a borrower.
37. Library staff connect patrons with community resources and service agencies.
38. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy.
39. The library plans and evaluates programming for adults, teens, and children, considering all of the following factors: the community's needs, goals, and aspirations; intended outcomes; community demographics; and availability of programming from other organizations in the community.

Access

The public library provides full, convenient access to a complete range of its services. “Access” refers to the library’s location, hours, and services, as well as its collections and the collections of other libraries. The following standards relate to access to the library:

40. Library hours are fixed and prominently posted. Hours are set based on community needs.
41. Library provides internet access and personal computing applications to patrons free of charge. Access to a printer is also available.
42. The library provides free wireless internet access.
43. The library has a publicly available telephone number.
44. Key staff have library email accounts provided by the library.
45. The library maintains a website or similar online presence, which includes access to an online catalog, information about the library, and links to local, state, or national resources.
46. The library has an integrated library system (ILS) including an automated catalog of all of its holdings that is easily accessible to all users.
47. Public programs provided by the library are in physically accessible locations for children, teens, and adults. The library provides the necessary accommodations to enable persons with disabilities to participate in a program and advertises the availability of the accommodations in the program announcement.
48. The library has directional signs and instructions for the use of collections, online catalog, and other library services.

Facility

The facility housing the library’s collections and services has a direct effect on access. The public library is a community gathering place that offers a compelling invitation to enter. A model library building is flexible enough to respond to changing use and service patterns. The building is designed for user efficiency and comfort to encourage extensive public use. The following standards relate to the library facility:

49. The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

50. The library building incorporates appropriate safety features in both public and staff areas.
51. The exterior and entrance of the library is well lighted and identified with signs clearly visible from the street.
52. The library provides adequate handicapped accessible parking spaces, per Wis. Stat. § 346.503(1), and any local ordinance.
53. The library has proper environmental control throughout the year.
54. The library has accessible public meeting space available for its programming.
55. The library provides adequate space to implement the full range of library services that are consistent with the library's strategic plan.
56. The library provides designated workspace for staff.

Tier Two Standards

5

To be considered a **Tier Two** library, a library must meet all of the Tier One standards above and all but two of the Tier Two standards that follow. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

Governance

57. The library board adopts written policies for operating the library. In addition to the four essential policies (see Tier One Standard #2), they may include the following. All policies are available to all staff members and for public inspection.

    - Handling of gifts
    - Programming
    - Bulletin board
    - Public records
    - Inclement weather

The Public Library Development Team has sample policies on its website at https://dpi.wi.gov/pld/boards-directors/policy-resources.

Administration

58. The director is paid to perform library board-designated duties for no fewer than 25 hours per week, which includes scheduled hours away from a public service desk.
59. The director has time away from the public service desk to participate in professional activities such as continuing education opportunities, municipal and/or county board meetings, mentoring, service organizations, etc.
60. The library director informs the board of pending legislation on the local, state, and national levels that affects libraries and explains how the proposed legislation might affect local library service.
61. The library director makes the library board aware of upcoming library-related continuing education.
62. The library director coordinates or provides trustee training during library board meetings at least twice per year.

63. The library maintains written procedures regarding the services it provides, based on board policies. Examples may include handling of lost items, opening and closing procedures, etc.
64. The library has a written strategic plan, which contains a mission statement, and outlines goals and objectives to meet the community's needs.
65. The library actively participates in its library system's program of service, such as serving on committees, attending meetings, etc.
66. The library participates in system-level and county-level planning for library services.

Funding

67. The director and library board of trustees are available to present the proposed budget to the municipal governing body.
68. The library receives permanent and equitable funding for services to rural residents from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate higher than the minimum required by statute.
69. The library seeks supplemental funding to support its program of service (e.g. grants, gifts, foundations, Friends of the Library).
70. The library provides funding for professional memberships, conferences, or continuing education, including travel and other necessary expenses.

Staffing

71. The library has a planned orientation program for new employees. The program introduces employees to the library's mission, philosophy, goals, and services, in addition to job responsibilities.
72. Library staff are trained in inclusive services and ability awareness, to serve all patrons and coworkers equitably.

Collections and Resources

73. The library develops collections unique to the needs of the community, and is aware of other unique collections available within the system area. Examples may include:

    - Adult basic skills materials (i.e., adult new readers)
    - English language learning materials
    - Specialized collections, such as seed libraries, cake pan collections, toy libraries, etc.

Programs and Services

74. The library maintains, upgrades, and replaces needed library equipment and software on a regular schedule.
75. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy, during all the hours that the library is open.
76. The library provides or has convenient access to equipment that reproduces or transmits documents.
77. The library partners with local schools, community agencies and other organizations in the local area in planning, implementing, and promoting programs and services for the community.

Public Relations

Public relations efforts help to communicate a positive image of the library, and promote the library's materials, services, and programs. The library evaluates all policies and procedures in terms of their effect on the public and on the library's public relations.

The following standards relate to the library's public relations strategy:

78. The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard, at least four (4) items must be achieved.

    - Annual reports attractively packaged and made available to the public
    - Attractive and frequently changed exhibits, displays, and bulletin boards
    - Newspaper articles, columns, or advertisements

- Posters, flyers, brochures, and bookmarks advertising library services
- Social networking presence (Facebook, MySpace, Twitter, blogs, etc.)
- TV and/or radio exposure
- Visually appealing printed materials and graphics
- Engaging, dynamic website
- Walk-throughs in the library to assess the image it projects
- An identifiable branding strategy, such as a library logo or slogan
- Targeted materials that reflect the diversity of the community (i.e., Spanish language signage; posters reflecting Latinos)

Access

79. Key library staff information, such as job title and email address, can be located on the library website.
80. The library's catalog is available via the internet and is accessible 24 hours per day, seven days per week.
81. The library provides free wireless internet access to all, regardless of whether a cardholder or of cardholder status.

Facility

82. The library provides non-public workspace for staff.
83. Adequate and convenient parking is available to the library's patrons and staff. Generally, one parking space is available for every 500 square feet of building is recommended.
84. The library provides reader seating per guidelines found in the most current edition of Public Library Space Needs: A Planning Outline, or other national standards.

    The suggested guidelines listed below are taken from the 2009 edition of *Public Library Space Needs: A Planning Outline* by Anders C. Dahlgren.

Seats per 1,000 Population

Population	Up to 10,000	10,001 to 25,000	25,001 to 50,000	50,001 to 100,000	100,000 and over
Seats	5.0	4.50	3.00	2.25	1.50

Tier Three Standards

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

Governance

85. The bylaws of the library's Board of Trustees are reviewed at least every three years.
86. The library board reviews and/or revises its policies every three years.
87. The library board reflects the demographics of the community.

Administration

88. The library director coordinates or provides trustee training during library board meetings at least quarterly.
89. The director regularly attends meetings of the municipal governing body and reports on the library.
90. Development of the library's strategic plan involves library staff, trustees, and the public.
91. The library's strategic plan is reviewed and/or updated annually by the library's Board of Trustees.
92. The library adopts a technology plan. This plan may be developed in coordination with the library system.
93. The library adopts and adheres to a records retention schedule, such as the Records Retention Schedule for Wisconsin Public Libraries, which has been approved by the Wisconsin Public Records Board.

Funding

94. The library advocates for permanent and equitable funding for services to non-libraried users from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate of 100 percent reimbursement or greater.

95. The director and library board attend annual budget hearing of the municipal governing body.

96. Library staff compensation packages are comparable with other community positions requiring similar education, preparation, and job assignments, and with other libraries from statistically similar communities.

Staffing

97. In addition to the director, key employees participate in continuing education and professional activities each year.

Programs and Services

98. The library offers outreach services, which includes collections and programs provided at other community locations, such as daycare facilities for children and adults, mental health facilities, nursing homes, prisons, jails, and schools.

Public Relations

99. The library develops good community relations by regularly communicating with elected officials, business leaders, and civic organizations. Ideas for developing good community relations include:

    - Attending municipal meetings other than when making a budget request
    - Giving presentations to community groups and organizations
    - Inviting the municipal governing body (i.e., common council) to meet in the library
    - Participating in community organizations and activities
    - Serving as a bridge to bring people from different demographics together
    - Regularly assessing community assets and needs
    - Including local leaders in library planning
    - Participating in municipal comprehensive planning

Access

100. The library's integrated library system is part of a regional shared ILS.

101. The library makes bibliographic and holdings information available via a searchable statewide interface.

Facility

102. The library allocates age and inclusion appropriate spaces including furnishings, signage, and technology.

103. The library provides signs on main community thoroughfares that indicate the direction to the library.

104. The library has humidity control features (in addition to HVAC) for enhanced protection of library materials.

105. The library has accessible public meeting space available for use by community groups.

106. The library director completes and shares a written space needs assessment with the library board at least every five years, per guidelines found in *Public Library Space Needs: A Planning Outline* or other national standards.

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Appendix A

Quantitative Standards by *Service Population*

Based on 2016 public library annual report data

**To calculate Service Population, see Appendix C*

Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	25	30	37	40	46	50	53	58	60	63	66	67
Tier 2	29	35	40	45	50	54	58	60	63	65	67	69
Tier 3	36	42	47	52	56	58	62	65	67	69	70	71

Volumes Held per Capita (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	8.0	6.6	5.5	5.0	4.0	3.5	3.2	2.7	2.5	2.4	2.2	2.0
Tier 2	10.7	9.0	7.4	6.2	5.1	4.2	3.6	3.2	2.8	2.6	2.4	2.2
Tier 3	15.0	12.3	10.5	8.8	7.2	6.0	5.0	4.2	3.7	3.2	2.8	2.7

FTE Staff per 1,000 Service Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.0	0.8	0.6	0.6	0.5	0.6	0.5	0.5	0.5	0.4	0.4	0.4
Tier 2	1.3	1.0	0.8	0.7	0.6	0.6	0.5	0.5	0.5	0.5	0.5	0.5
Tier 3	1.9	1.6	1.3	1.1	1.0	0.8	0.8	0.7	0.7	0.6	0.6	0.6

Materials Expenditures per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	$6.56	$5.50	$4.75	$4.25	$4.00	$3.80	$3.75	$3.68	$3.56	$3.32	$3.28	$3.18
Tier 2	$9.50	$7.62	$6.43	$5.84	$5.50	$5.12	$4.88	$4.85	$4.76	$4.52	$4.25	$3.72
Tier 3	$15.00	$12.00	$10.00	$8.68	$7.76	$7.37	$7.00	$6.78	$6.41	$6.00	$5.41	$4.63

Collection Size (Print, Audio and Video) per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	11.8	8.5	6.7	5.6	4.4	3.9	3.8	4.0	3.8	3.3	3.1	2.3
Tier 2	18.4	13.0	9.3	6.8	5.8	4.7	4.4	4.3	4.3	3.7	3.4	2.8
Tier 3	20.5	15.6	12.1	9.9	8.3	7.3	6.2	5.9	5.2	4.3	3.7	3.2

Periodical Subscriptions Held per 1,000 Population (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	15.8	14.6	13.5	12.1	10.9	9.3	8.0	6.8	5.7	4.6	3.8	3.5
Tier 2	29.6	24.0	20.0	16.2	13.2	10.9	9.2	7.8	6.7	5.7	4.7	3.7
Tier 3	43.9	36.4	28.2	23.3	18.6	15.3	12.3	10.1	8.9	7.2	5.7	4.5

Audio Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	0.44	0.32	0.30	0.27	0.23	0.22	0.21	0.20	0.20	0.19	0.17	0.15
Tier 2	0.78	0.52	0.50	0.41	0.37	0.35	0.32	0.30	0.29	0.28	0.27	0.23
Tier 3	0.92	0.83	0.68	0.59	0.52	0.50	0.47	0.41	0.35	0.31	0.28	0.25

Video Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.28	0.93	0.77	0.64	0.52	0.48	0.40	0.31	0.28	0.23	0.21	0.17
Tier 2	2.39	1.33	0.93	0.71	0.58	0.50	0.42	0.36	0.34	0.33	0.31	0.26
Tier 3	2.93	2.15	1.58	1.19	0.89	0.74	0.63	0.61	0.52	0.42	0.36	0.34

Public Use Internet Computers per 1,000 Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	6.61	3.20	2.30	1.56	1.34	1.13	0.93	0.88	0.78	0.77	0.75	0.73
Tier 2	8.36	4.56	2.92	2.07	1.64	1.42	1.25	1.10	1.02	0.97	0.78	0.74
Tier 3	10.80	5.68	3.82	2.92	2.37	2.00	1.68	1.54	1.39	1.24	1.02	0.84

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Appendix B

Quantitative Standards by *Municipal Population*

Based on 2016 public library annual report data

Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	28	40	46	50	53	56	59	61	63	64	65	66
Tier 2	31	43	48	52	55	59	61	63	64	66	67	68
Tier 3	44	50	54	58	60	63	65	67	68	69	70	71

Volumes Held per Capita (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	14.8	11.4	9.2	7.7	6.8	5.9	5.0	4.5	3.9	3.2	3.0	2.2
Tier 2	18.4	14.1	11.2	9.5	8.0	6.9	6.1	5.3	4.5	3.4	3.2	2.4
Tier 3	27.4	20.3	16.1	13.1	10.7	8.9	7.5	6.0	4.9	4.2	3.6	3.0

FTE Staff per 1,000 Service Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.5	1.4	1.2	1.1	0.9	0.8	0.8	0.7	0.6	0.6	0.5	0.4
Tier 2	1.8	1.7	1.5	1.3	1.2	1.1	0.9	0.8	0.8	0.7	0.6	0.5
Tier 3	2.8	2.4	2.2	1.8	1.6	1.4	1.2	1.1	0.9	0.8	0.7	0.6

Materials Expenditures per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	$11.58	$10.31	$9.17	$8.62	$7.91	$7.37	$6.29	$5.92	$5.37	$4.71	$4.06	$3.12
Tier 2	$16.34	$14.26	$12.32	$11.47	$9.81	$9.07	$7.71	$7.34	$6.42	$5.98	$4.96	$3.31
Tier 3	$24.80	$21.32	$17.41	$14.34	$13.32	$11.47	$10.75	$9.17	$8.57	$7.95	$6.12	$3.83

Collection Size (Print, Audio and Video) per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	15.3	13.2	11.1	9.2	8.2	7.0	6.3	5.4	4.7	3.7	3.2	2.7
Tier 2	18.8	16.1	13.6	11.1	10.0	8.7	7.6	6.3	5.5	4.2	3.7	3.0
Tier 3	26.3	22.1	17.4	15.0	12.6	10.8	9.1	7.2	6.6	5.0	4.6	3.6

Periodical Subscriptions Held per 1,000 Population (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	37.6	27.4	22.7	18.7	14.9	12.2	10.7	8.7	6.8	5.1	4.9	3.4
Tier 2	61.8	43.5	34.9	27.0	21.8	17.2	12.9	10.0	7.9	6.3	5.5	3.7
Tier 3	81.1	57.2	45.2	36.0	28.1	23.8	17.8	12.5	10.2	7.1	5.6	4.9

Audio Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	0.77	0.68	0.63	0.56	0.47	0.43	0.37	0.34	0.31	0.29	0.22	0.18
Tier 2	1.00	0.87	0.82	0.71	0.59	0.50	0.47	0.42	0.39	0.35	0.32	0.21
Tier 3	1.61	1.37	1.18	1.09	0.92	0.81	0.69	0.62	0.54	0.48	0.42	0.27

Video Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	2.14	1.49	1.18	1.03	0.67	0.63	0.58	0.52	0.36	0.29	0.25	0.16
Tier 2	2.93	2.14	1.69	1.20	1.03	0.95	0.96	0.59	0.43	0.39	0.29	0.19
Tier 3	5.16	4.00	3.55	2.72	2.19	1.79	1.38	0.95	0.82	0.43	0.39	0.31

Public Use Internet Computers per 1,000 Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	6.17	4.78	3.42	3.02	2.28	1.89	1.52	1.11	0.94	0.86	0.81	0.75
Tier 2	8.92	6.04	5.11	3.78	3.10	2.34	1.88	1.52	1.29	1.19	0.91	0.86
Tier 3	13.28	9.42	7.43	5.61	4.32	3.52	3.01	2.27	1.89	1.68	1.35	0.92

Appendix C

Calculating Service Population

NOTE: Any of these methods will produce a more accurate reflection of the library's service population than the strict use of municipal population.

Use the Service Data Population

Since 2000, the service population reported in the annual Wisconsin Public Library Service Data is based on each library's share of total circulation to county residents who do not live in a library community. For example, if the ABC Public Library accounts for 20 percent of the total circulation from libraries in the county to county residents who do not live in a library municipality, then 20 percent of the county nonresident population is allocated to the ABC Public Library. This number is then added to the library's municipal population to derive an estimate of the library's total service population. This estimate should, in most cases, be a more accurate estimate of service population than estimates used in previous Service Data editions. However, libraries with significant usage by residents of other library communities and/or residents of other counties may wish to use one of the alternative methods discussed below.

Use System-wide Nonresident Usage Data

If nonresident use data is gathered on a system-wide basis in a multicounty system, an allocation of the system nonresident population can be made, based on the library's share of the total system circulation to nonresidents. This variation has the advantage of rendering county boundaries within the system invisible.

Base Estimates on Local Circulation Patterns

A library also can examine resident borrowing as a proportion of total circulation and extrapolate a rough, circulation-based estimate of its overall service population. If residents and nonresidents can be assumed to borrow material at roughly the same rate per capita, and residents account for 85 percent of the library's total circulation, then it can be said that residents also account for 85 percent of the total population. If the library's municipal population is divided by the proportion of circulation transactions that go to residents, the result will be an estimate of the library's total

service population. For example, a library with 85 percent resident circulation and a municipal population of 7,500 will have a service population of 8,824 (7,500 ÷ 0.85 = 8,824).

Add the Population of Surrounding Unserved Areas

If, through the observation of nonresident use, the staff of a municipal library is aware that a majority of residents of an adjacent town or towns use the library, it may simply add the population of the town or towns to its municipal population.

Appendix D

Library Public Relations Checklist

The following list is intended to help answer the following questions:

- Is this library welcoming?
- What is our message?
- What is our style?

1. **Accessibility**—Can people with disabilities easily use the library building and website?
2. **Brand/Identity**—Does the library have a clear and consistent image? Includes consistent use of logo, full location info including web address.
3. **Customer service**—Is the library's commitment to excellent customer service reflected in the courtesy and helpfulness shown to customers? Are there ID tags for staff? Can staff members articulate the library message? Are they encouraged to share their favorite books and other materials with users? Does front-line staff provide feedback on customer wants, complaints, compliments?
4. **Décor, decoration**—Is the library too light or too dim? Is the library clean, clutter free? Is there effective use of posters, banners, art, and other promotional tools such as screen savers?
5. **Display**—Are books and other materials displayed face out? Are there "shelf talkers?"
6. **Local ownership**—How well does the library reflect the community, including its diversity? Is there a bulletin board? Displays of local art? Are there opportunities for the users to give feedback on library service/ interact with other users? Share their comments on books?
7. **Message**—Does your library have a key message that expresses its mission? Does everyone on the staff know it? Are library policies clearly and widely communicated?

8. **Media**—Does your library have a presence in relevant media? Is someone assigned to work with the press? Does your library initiate stories, interviews and placements of public service announcements/advertising?

9. **Outreach**—Does the library have a life outside the building? Does it have a presence in the life of the community?

10. **Programming**—Does the library actively offer and promote programs and/or training sessions? How are programs promoted?

11. **Print materials**—Are there too many? Too few? What is the message? How is it communicated on…bookmarks and flyers? Letterhead and business cards? Newsletters?

12. **Signage: Internal and External**—Is the library easy to find? Is it easy to find what you are looking for? Is the library mission visible? Does signage reflect awareness of diversity?

13. **Telephone**—Does a person or a machine answer the phone? If it's a machine, does your telephone greeting help or harm your image? Is it clear? Easy to follow?

14. **Website**—Is the image/message consistent with other library communications? Does it take advantage of the unique qualities of the web? Is the website a "branch library?" Does it pass "usability testing?"

15. **Body Language**—What unspoken message is being delivered by staff?

Sample Public Relations Plan

The Somewhere Public Library
June 2018-2020

Introduction
The Somewhere Public Library has come a long way in a short time. Since moving to its current site two [2] years ago, library visitors have increased almost 300 percent and the number of cardholders has grown by 700 percent from 245 to 2,178—still only about 10 percent of the community's residents. Some residents still remember the library as a volunteer "card table" operation in the school basement. Some still drive to libraries that are bigger but farther away. The library board has set a goal of expanding its facility, either at its present site or at another location to be determined. There is a clear need and a tradition of library support among community residents and leaders. A preliminary feasibility study indicates there is

excellent potential for a ballot measure supplemented by private fundraising. Building a strong base of community awareness about what the library offers, its needs and the possibilities is key to building momentum.

Goals

- The Somewhere Public Library will enjoy a high profile in the community. It will be seen as an important and popular destination for learning and enjoyment.
- Community leaders and all residents will be aware of and use library services.
- Community leaders and residents will approve a library expansion plan and support a funding campaign.

Objectives

- The library will secure financial support for a new library.
- The number of cardholders will increase 600 percent for a total of 60 percent registration.
- The library will develop partnerships with three [3] or more new community groups.

Positioning
The Somewhere Public Library provides big city service close to home in a comfortable, welcoming atmosphere. In addition to books, it offers audio books, CDs, videos and other multimedia resources. Its "online branch" is open 24/7. Most importantly, there are professional librarians to provide expert assistance. The Somewhere Public Library is a community center for lifelong learning, literacy and enjoyment for families and people of all ages. Although bigger than it looks, the library is not as big as it needs to be. With more space, the library could offer much more. The library is a best value and deserves the community's support.

Key Message(s)

- The Somewhere Public Library provides big city service close to home.
- We're bigger than we look—but not as big as we need to be.

Key Audiences
Internal: Staff, Board, Friends, Volunteers
External: County officials and community leaders;
Community groups with influential members;
Families with children from preschool-high school; Business and professional community

Year 1—June 2018-19

Objectives

- The number of cardholders will increase by 80 percent.
- Attendance at programs will increase by 30 percent.
- Twenty influential individuals and community groups will endorse the building project.
- City officials/other key leaders will approve an expansion plan for the library and endorse a funding plan.
- The library "family" will understand and actively support the library's new communication focus.
- Local papers will carry at least three [3] feature stories.

Strategies

1. Begin a consistent, planned program of two-way communication.
    - Establish a citizens group to advocate support for a bigger library.
    - Encourage and prepare staff, board members, Friends and volunteers to deliver the library's message to library users, their families, friends, neighbors, key officials. Involve them in planning activities. Provide updates.
    - Invest in professional graphic design for formatting promotional materials, e.g. the newsletter, bookmarks. Have a consistent look and message. Publish a dynamic brochure with the emphasis on benefits, not just a listing of services. Distribute it outside the library—at meetings of community groups and other community locations.
    - Conduct a customer satisfaction survey. Use quotes in promotional materials.
    - Provide evaluation forms at all programs asking how the audience members heard about the program, its quality and suggestions for other programs.
    - Invite customer comments in the library and on the library's home page. Respond to all comments in writing and with action, when appropriate.

2. Seek a higher profile in the media.
    - Make a media plan with dates for seeking news stories in connection with special events, feature stories and editorial endorsements.
    - Place at least three [3] feature stories about services such as "databases" or homework help for kids and—what they are and what they can do for you.
    - Invite local newspapers to send a photographer for special kids events or take and submit photos.
    - Offer reporters a demonstration of how the library's databases work.
    - Seek a story comparing the library's facilities with communities of similar size.
3. Reach out to elected officials, community leaders and groups with influential members.
    - Communicate at least once a month with key officials in person and print. Provide regular updates. Offer to demonstrate the library's databases at their desk.
    - Present a state-of-the-library report to the county board and key organizations.
    - Recruit three [3] partners, including at least one [1] new partner, to cosponsor/underwrite activities for National Library Week, Library Card Sign-up Month, etc. Present six programs/host tours for county officials, members of the Chamber of Commerce and other influential groups.
4. Reach out to families.
    - Sponsor a library card sign-up drive during national Library Card Sign-up Month in September. Offer rewards for library users who recruit new card registrants.
    - Visit all day care centers, kindergarten and first grade classrooms. Provide library card registration, booklists and other promo materials for teachers and for kids to take home to parents.
    - Display photos of families holding their library cards in the library and post them on the website.
    - Sponsor a contest "Why My Family Uses the Library" and award prizes underwritten by partners.

Evaluation

- A stronger, more consistent look and message in library publications.
- Feedback from users and target audiences, customer satisfaction surveys, word of mouth.
- See objectives.

Appendix E

Technology Plan Checklist

Library Name, Location, and Date Range for the Technology Plan

Mission Statement—Provide the mission statement for the library. In most cases, the mission statement can be taken verbatim from the library's current long–range or strategic plan. Link your library's mission statement to your Technology Plan.

Plan Justification—In one or two brief paragraphs discuss the library's technology goals in conjunction to the overall mission of the library and discuss the role technology plays in the library's services.

Technology Strategic Plan—Discuss how technology will be integrated into the services provided to staff and for users. A strong plan will include goals, objectives, and strategies/activities. Goals are the broad statements regarding technology in the library and may extend beyond the lifetime of the Plan. Objectives are specific measurable activities to be undertaken to reach the goals. Strategies are the steps to be taken to meet the objective.

Technology Inventory—This section should be broken down into two sections: current technology and future technology. In the first section list current computing and telecommunication technology being used at the library. If relevant, include a breakdown by branch. The future technology piece encompasses hardware, software, telecommunications, and information technologies the library hopes to implement during the lifetime of the Plan. If necessary, the future technology section should include a discussion of upgraded electrical systems required to handle new technologies.

Budget—Includes approximate costs associated with the desired level of technology, both ongoing as well as upgrade and maintenance costs for current technology, as well as costs for intended new technologies. Also indicate from where funding will be derived. This is probably the section of the Plan most likely to require revision. Make sure mention is made of any maintenance contracts.

Evaluation—Provide an overall evaluation statement as to how the library plans to determine if the Technology Plan goals are being implemented and their degree of success. Additionally, indicate how you will know if technology is having a positive impact on staff, users, and the community, and how well technology is helping you address your overall library goals. Also indicate how often the Plan will be reviewed and updated and by whom.

Training—Provide detail on training for staff and patrons on current technology. Include information on what types of training are offered, by whom, and how often. Types of training provided could include, but is not limited to, programs on searching databases, word processing, using the catalog, etc.

Appendix F

Certification of Library Directors

Grade III

Required in municipalities with populations of fewer than 3,000
Fifty-four (54) semester credits, half of which must be in the liberal arts and sciences, and twelve (12) semester credits in :

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

Basic public library certification must be completed in the first year; thereafter, at least one course must be taken annually.

OR

Bachelor's Degree with a minor in library science **and** advanced public library administration course.

Grade II

Required in municipalities with populations between 3,000 and 5,999
Bachelor's Degree and twelve (12) semester credits in:

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

Basic public library certification must be completed in the first year; thereafter, at least one course must be taken annually.

OR

Bachelor's Degree with a minor in library science **and** advanced public library administration course.

Grade I

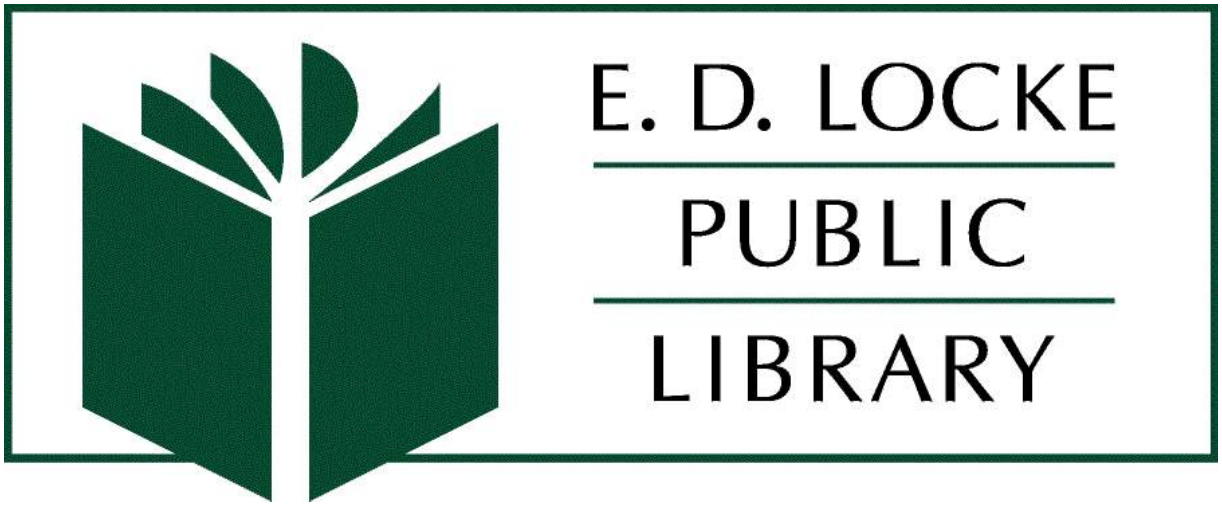
Required in municipalities with populations of 6,000 or more
Master's Degree in librarianship from a graduate library program accredited by the American Library Association.

Continuing Education Requirements

One hundred (100) hours of professional continuing education, at least ten (10) hours of which must be technology-related, are required every five (5) years for recertification (*regardless of grade level*).

Temporary and provisional certifications may be granted in certain situations. For more information, see the DPI *Certification Manual for Wisconsin Public Library Directors*.

Municipal population Standards				
Category	**2020**	**Actual Amount**	**Standard level**	**2040**
Population	8,952			13,347
Hrs Open	59		Tier 2	63
Volumes Per Capita	6.57361484	58,847	Tier 1	66,735
FTE Staff per 1,000 Service Population	1.13717605	10.18	Tier 2	10.68
Materials Expenditure per Capita	$9.03	$ 80,843.00	Tier 2	$ 97,966.98
Collection Size per Capita	7.95676944	71229	Tier 1	84,086
Periodical Subscriptions held per 1,000 population	11.1706881	100	Tier 1	116
Audio Recordings held per capita	0.43297587	3876	Tier 1	4538
Video recordings held per capita	0.91454424	8187	Tier 2	7,875
Public use internet computers per 1,000 population	1.67560322	15	Tier 1	14.82



E.D. LOCKE PUBLIC LIBRARY
FACILITIES STUDY

April 15, 2022
EUA Project No.: 720257

E. D. LOCKE PUBLIC LIBRARY

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Citizen Member Term

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E. D. LOCKE PUBLIC LIBRARY

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 support 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. Some items may require corrections if renovations or additions are completed in the future. We will explore this in greater detail once design commences.

E. D. LOCKE PUBLIC LIBRARY

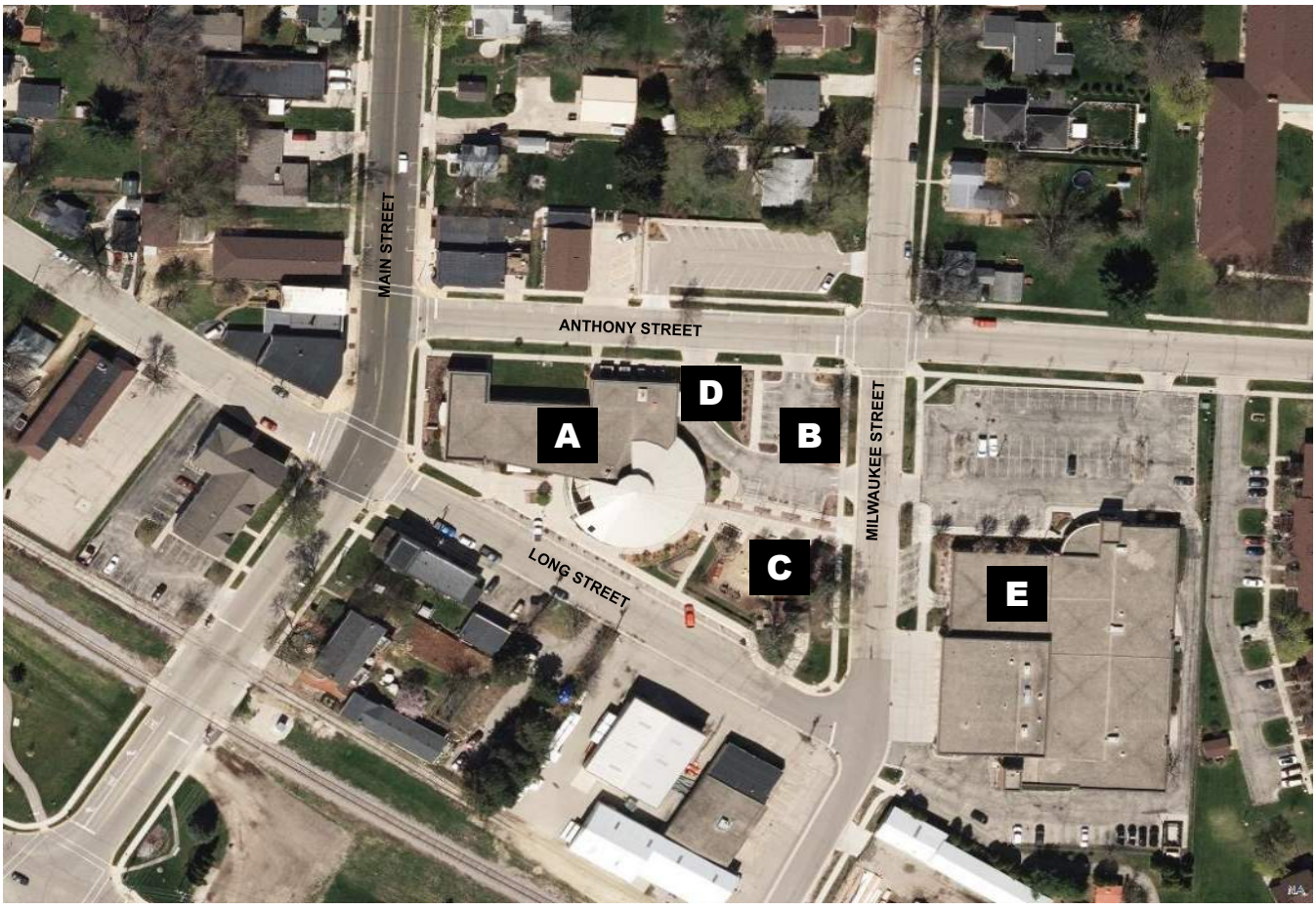
two:

EXISTING CONDITIONS / BACKGROUND

Heidi, should this section be combined with section three and added as a subsection only?

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 2005 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

Data Gathering Process	*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 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
- 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.

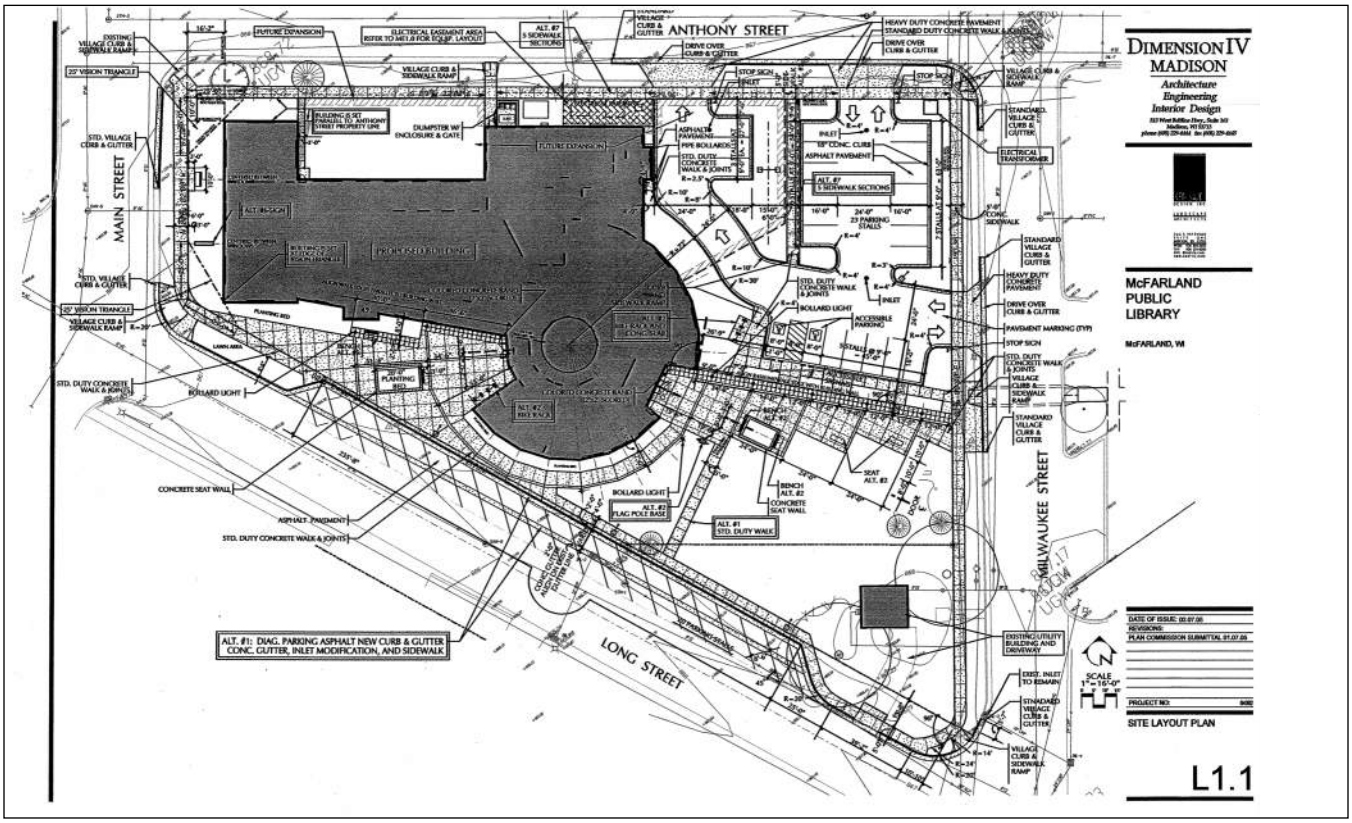
LIBRARY ASSESSMENT MATRIX

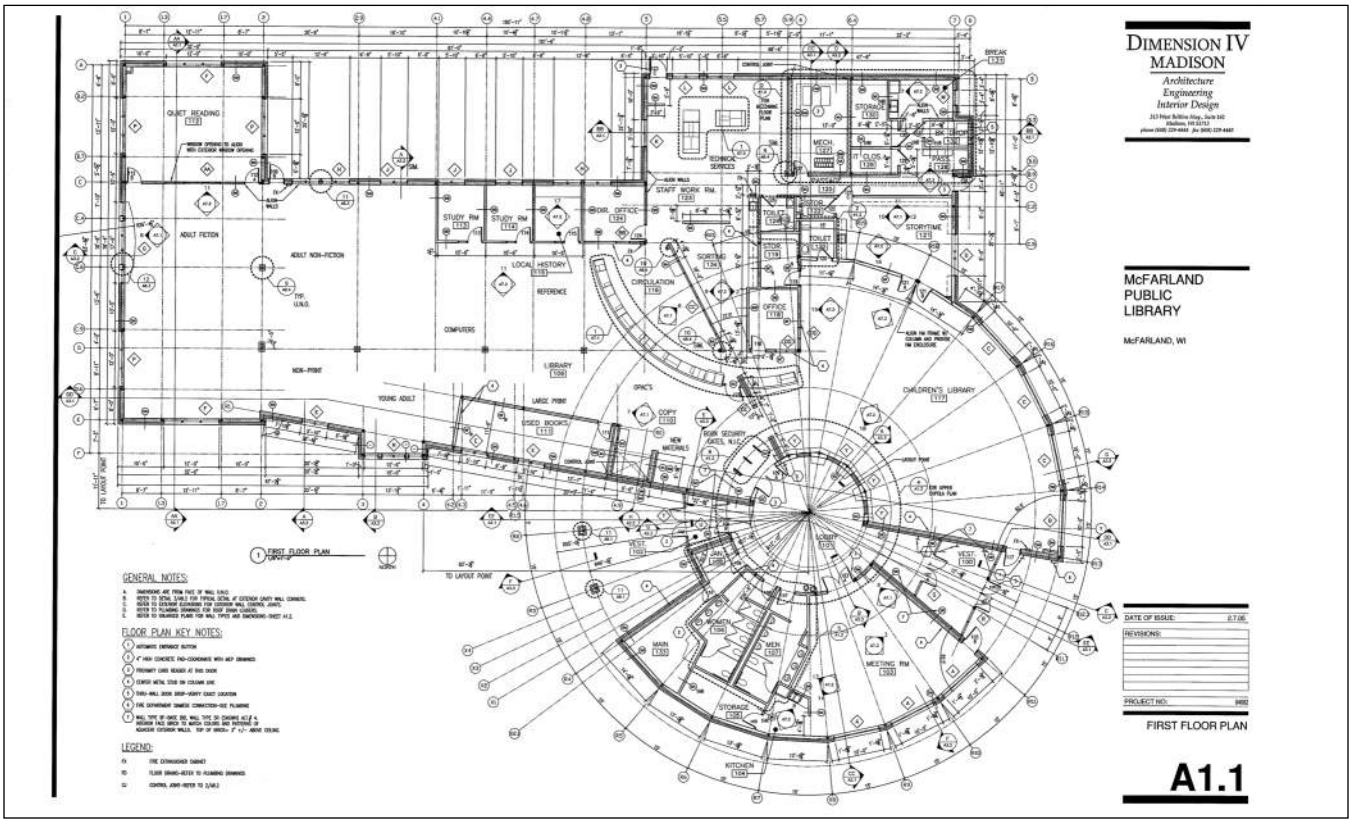
RATING	
GOOD	MOST OF THE CRITERIA ASSESSED WAS FOUND TO BE ACCEPTABLE AND SATISFIED ITS PURPOSE
FAIR	SOME OF THE CRITERIA ASSESSED WAS FOUND TO BE ACCEPTABLE, WHILE OTHER CRITERIA ASSESSED WAS UNACCEPTABLE AND DID NOT SATISFY ITS PURPOSE
POOR	MOST OF THE CRITERIA ASSESSED WAS FOUND TO BE UNACCEPTABLE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

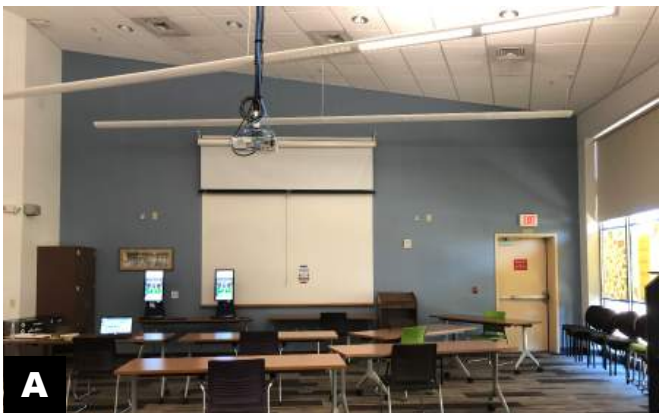
LIBRARY ASSESSMENT MATRIX

	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

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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 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:

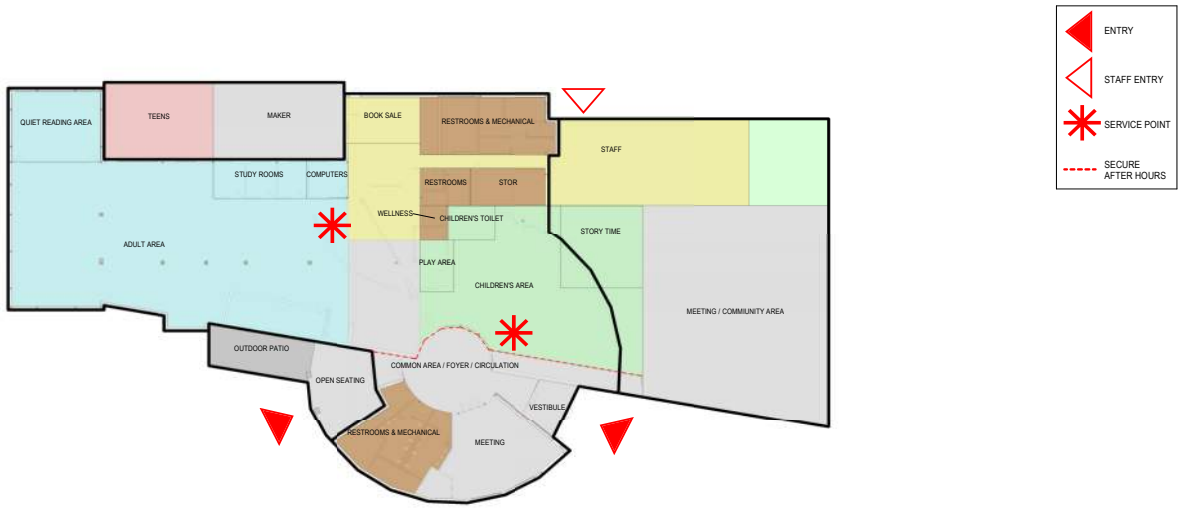
PROS:

- Expansion without additional dedicated 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

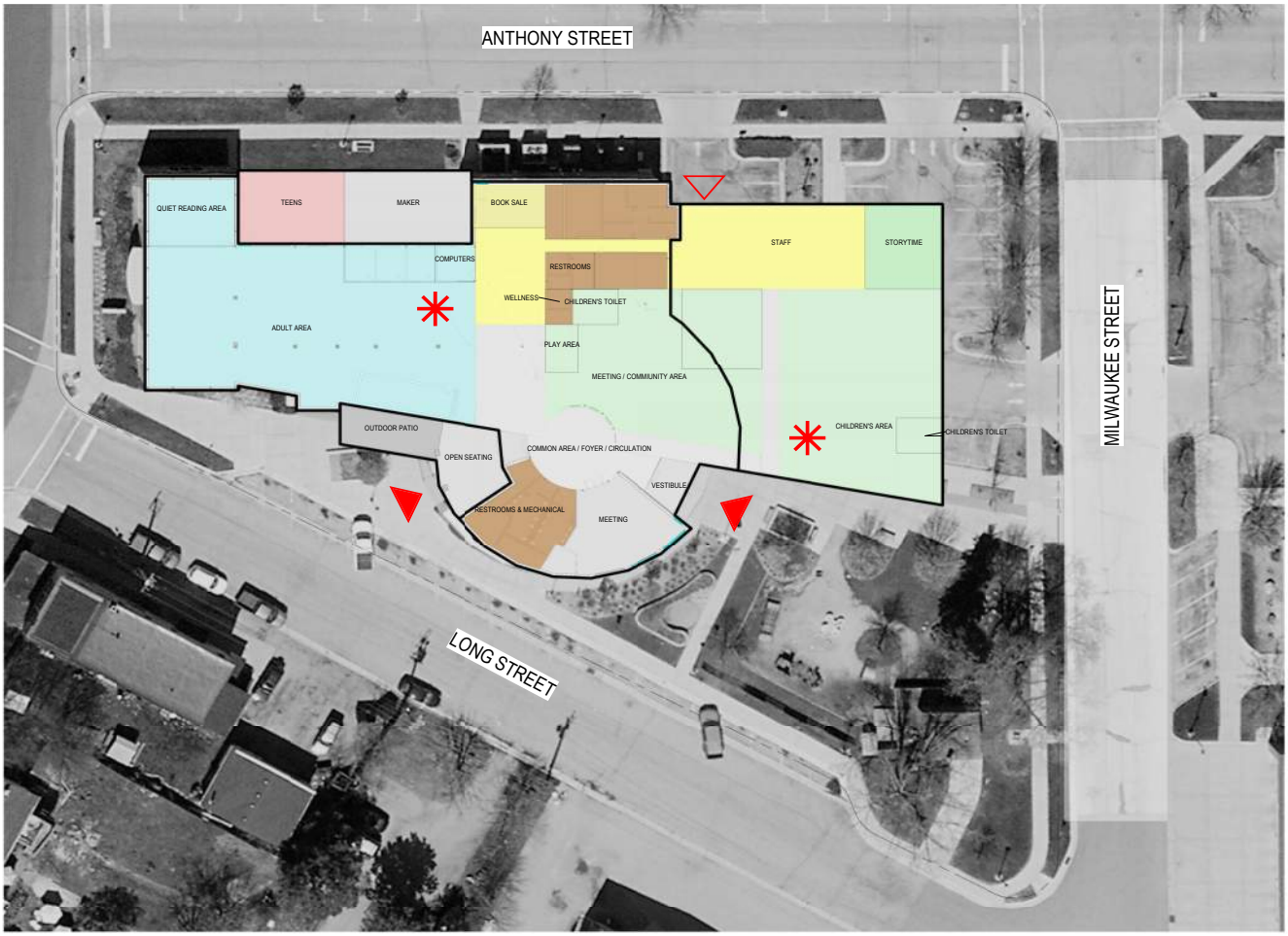
CONS:

- 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:

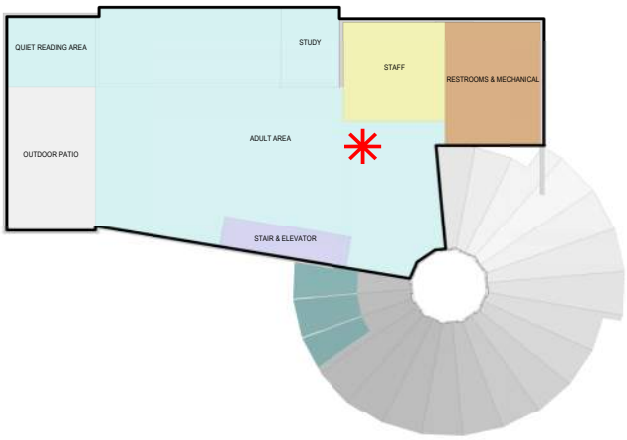
PROS:

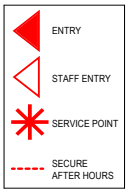
- Ability to maintain existing parking on site
- Ability to add Roof Deck amenity space
- Larger expansion

CONS:

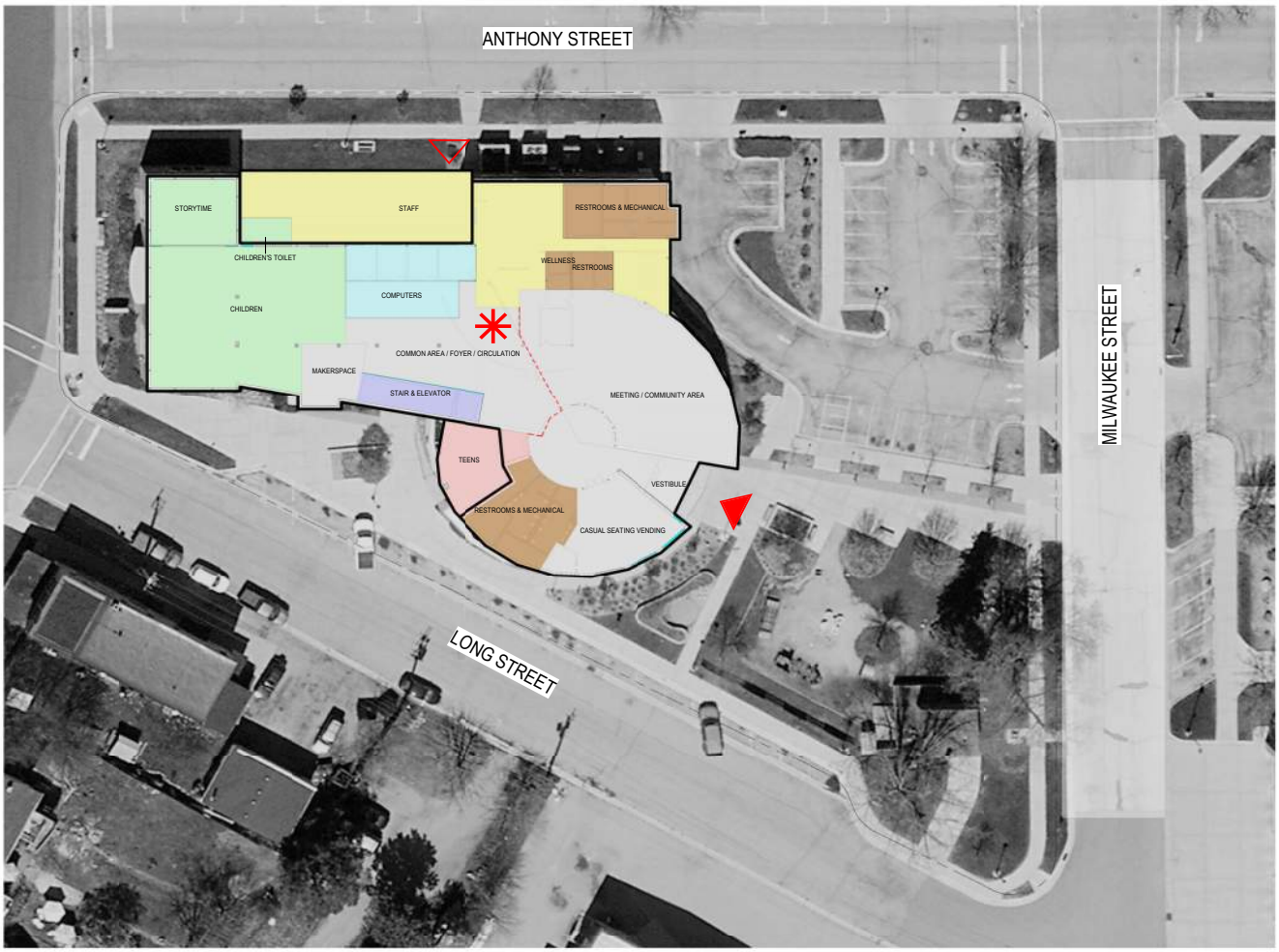
- Multiple floors will require additional dedicated staffing at the second floor
- All NEW parking will be required off-site. Existing parking to remain.
- Library will need to be closed during portion of renovation
- Potential for higher construction costs due to impacts on existing library space.

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 DATA

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 diagrams following show two indicators of growth anticipated at the E.D. Locke Library. First, based on the Wisconsin Public Library standards, the population of McFarland is slated to grow by 67% by the year 2040 (Diagram 1). While the library is currently meeting Tier 1 or Tier 2 standards, based on the stated WPL metrics, the anticipated growth will quickly push beyond these capabilities across many categories. Secondly, current program participation within the library are at averages seen in other facilities of 35,000 square feet or similar (Diagram 2). Many of these items will result in increased need for staffing. The current staffing is 10.1 FTEs but will expand to 14 FTEs in these scenarios. These indicators further strengthen the need to increase the overall size of the current library.

Heidi, Although this data is related to program, would it be better as part of the facility assessment section? (this page and page 29)

Heidi,
please review heading and data. This was based off of the screenshots shared with Ryan.

DIAGRAM 1

Wisconsin Public Library Standards					
Municipal population standards Category	WPL **Standards** per capita	**2020** Standard	ED Locke **2021 Actual** Amount	**Standard Level** Tier 1 Min to Tier 3 Highest	**2040** Standard
Population		8,952	8,952		13,347
Hours open	59			Tier 2	63
Volumes	6.5736148	58,847	58,285	Tier 1	87,738
FTE Staff per 1,000 service population	1.1371761	10.2	10.1	Tier 2	15.2
Materials expentiture	$ 9.03	$ 80,837	$ 80,843	Tier 1	120,523
Collection size	7.9567694	71,229	101,188	Tier 1	106,199
Periodical subscriptions held per 1,000 population	11.170688	100	100	Tier 1	149
Audio recordings	0.4329759	3,876	3,848	Tier 1	5,779
Video recordings	0.9145442	8,187	8,170	Tier 2	12,206
Public Use Internet Computers per 1,000 population	1.6756032	15	16	Tier 1	22

DIAGRAM 2

E.D.Locke Library Program Participation				
2021	Other Library Average # Programs (similar service area)	Other Library Program Attendance	ED Locke Library Programs	Program Attendance
Childrens Programs	328	11,689	408	17,507
Young Adult Programs	41	684	32	334
Other Programs	152	3,370	112	1,316
Total Programs	**521**	**15,743**	**552**	**19,157**

PROGRAM REVIEW

Based on the data provided, 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 on the following page 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.

eppstein uhen : architects

Project Number:
Project Name: E.D. Locke Library - Program

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. 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 closure of Main Level)
2. 1st Floor renovations – 4-5 months (Intermittent closure 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 closures 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

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	2. Public Library System
E.D. Locke Public Library	South Central Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
Heidi	Cox	Grade 1	Regular	03/31/2022

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
5920 Milwaukee St	5920 Milwaukee St	McFarland	53558	8962	Dane

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director
(608)838-9030	(608)838-3619	hcox@McFarlandLibrary org

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
www.mcfarlandlibrary org	0	0	0

17. Does your library operate a books-by-mail program?	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	No

19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks
65	52	0	0

20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?	22. DUNS Number *Nine digits*
17,820	No	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					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.*	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			b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
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	6. Circulation to Persons from Out of the State
76	0

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	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)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
Actual	No	

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.

☒ 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 *Print or type*	Date Signed
➢ Peter Sobol	Peter Sobol	2/17/2020
Library Director / Head Librarian Signature	**Name of Director / Head Librarian *Print or type***	**Date Signed**
➢ Heidi R Cox	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 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
➤ [signature]	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

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%
Adult Books						
Adult fiction book	12,041	**10**		**1204.1**	617.5	573.4
Adult non-fiction book	13,135	9		**1459.4**	748.4	695.0
TEEN non-fiction book	128	10		**12.8**	6.6	6.1
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
Chidlren'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

E.D. Locke Public Library

Master Plan Feasibility Study

Stack Calculations

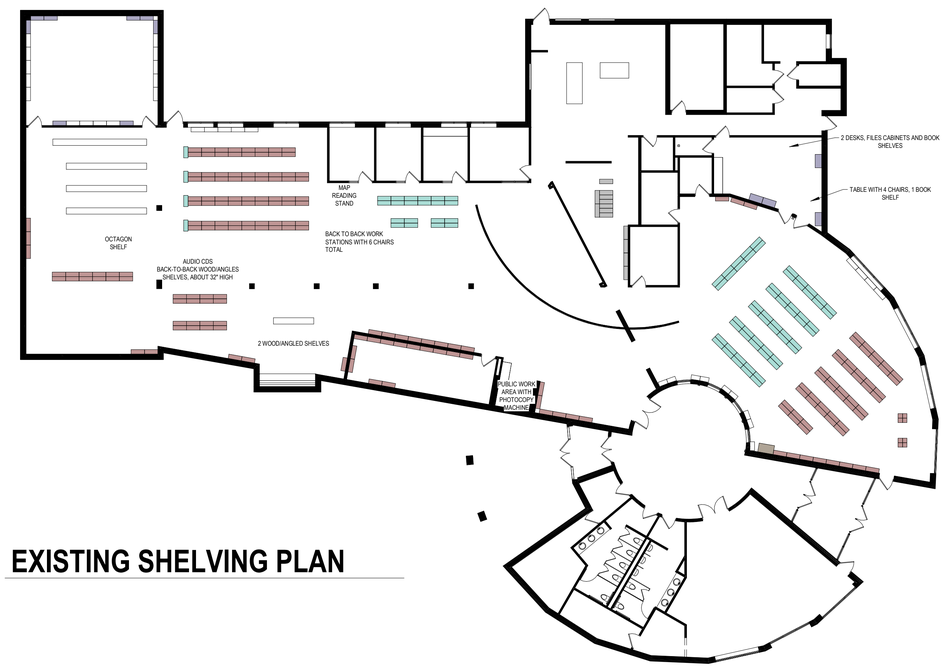
9/2/2020

	-ITEMS- updated 10/8/2020	Vol. per line foot		Approx. linear feet shelf space	# of shelves needed 65%	# of shelves needed 70%
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						
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				3184.4	3881.7

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

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.*

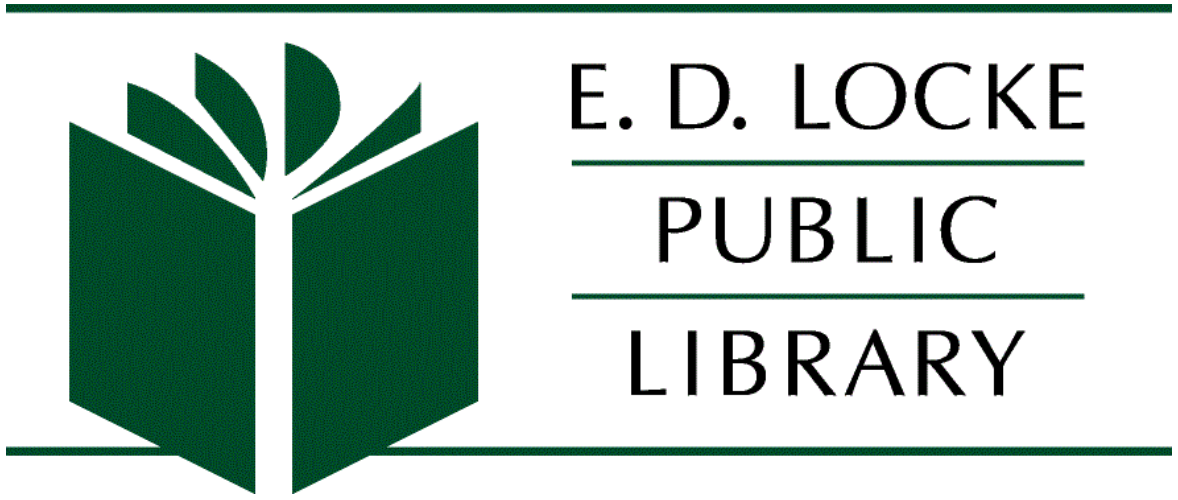
Fact Notes

- **(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 P 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

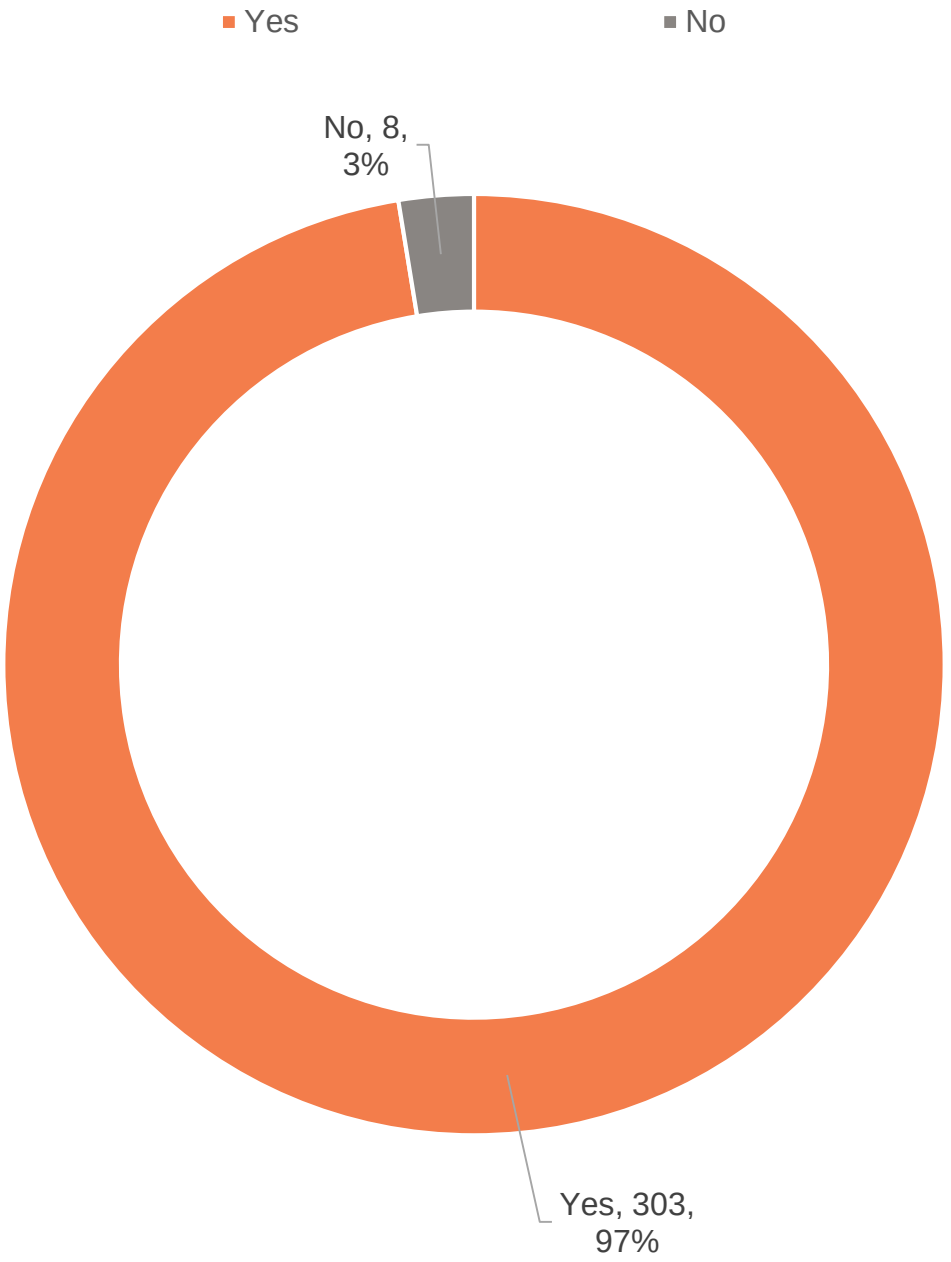
Survey Data | 11/12/2020

CONTENTS

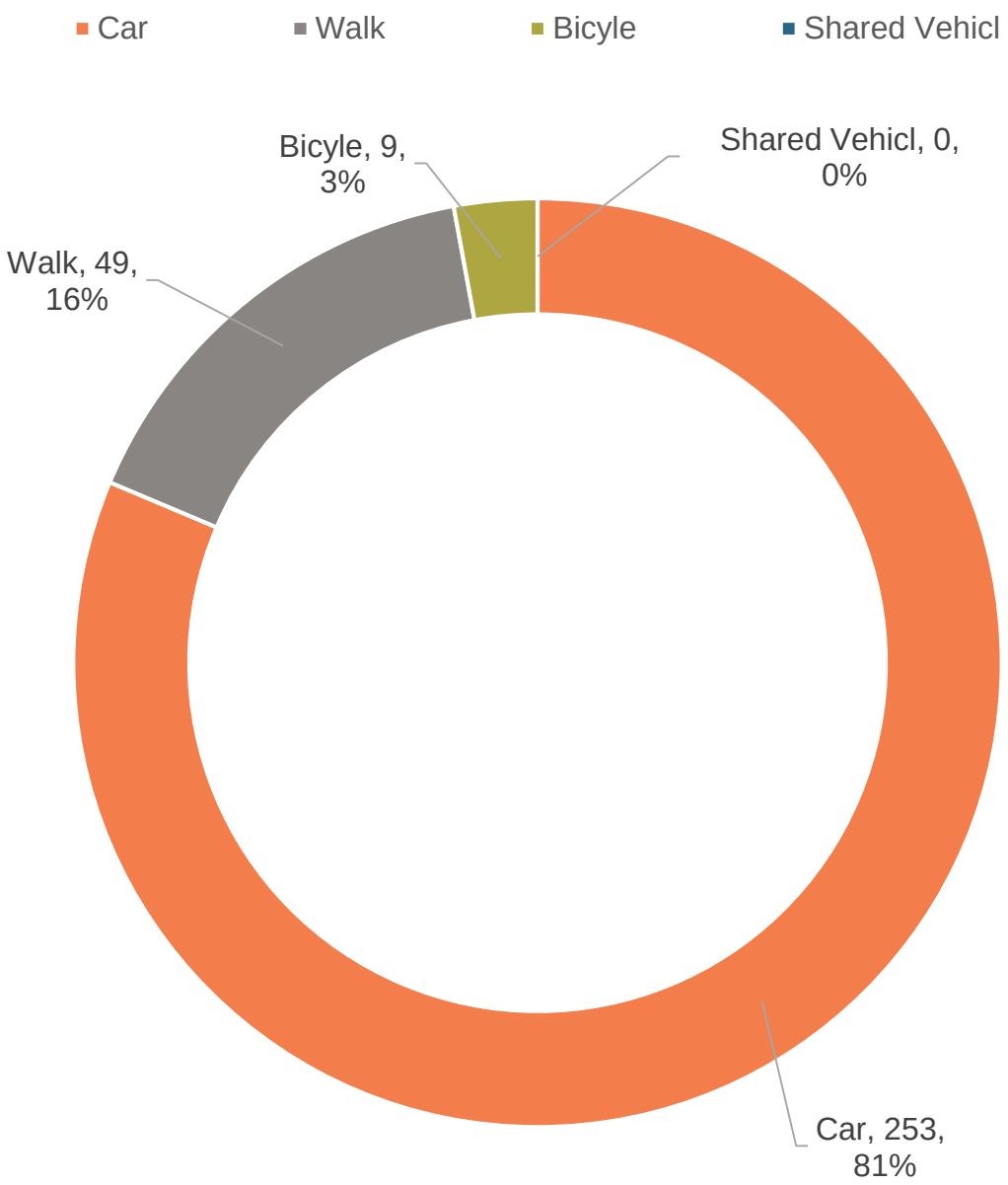
1. Multiple Choice Questions
2. Open Ended Questions
3. Demographic Questions
4. Programming follow up
5. Next steps

1 MULTIPLE CHOICE QUESTIONS

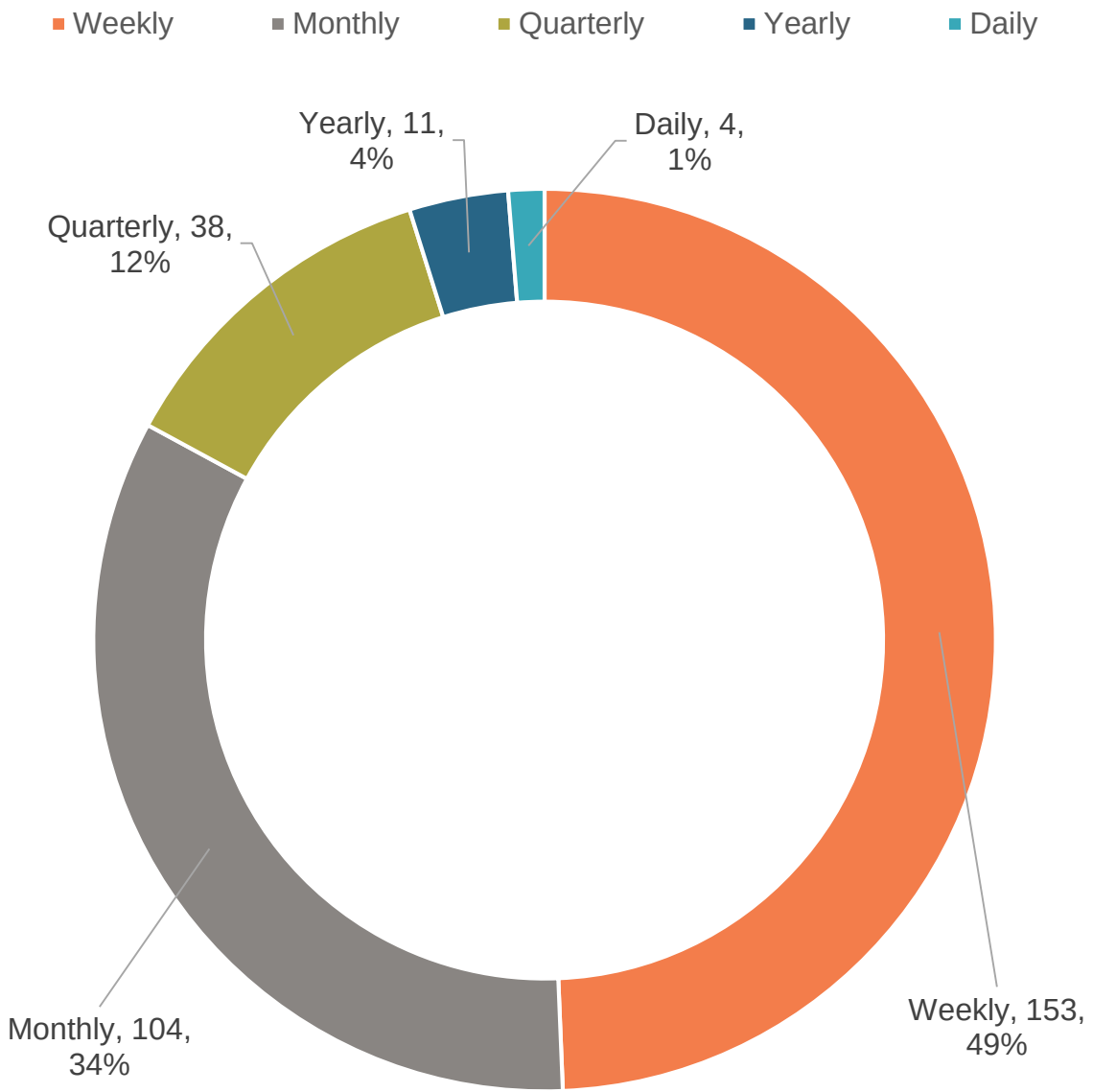
DO YOU HAVE A LIBRARY CARD?



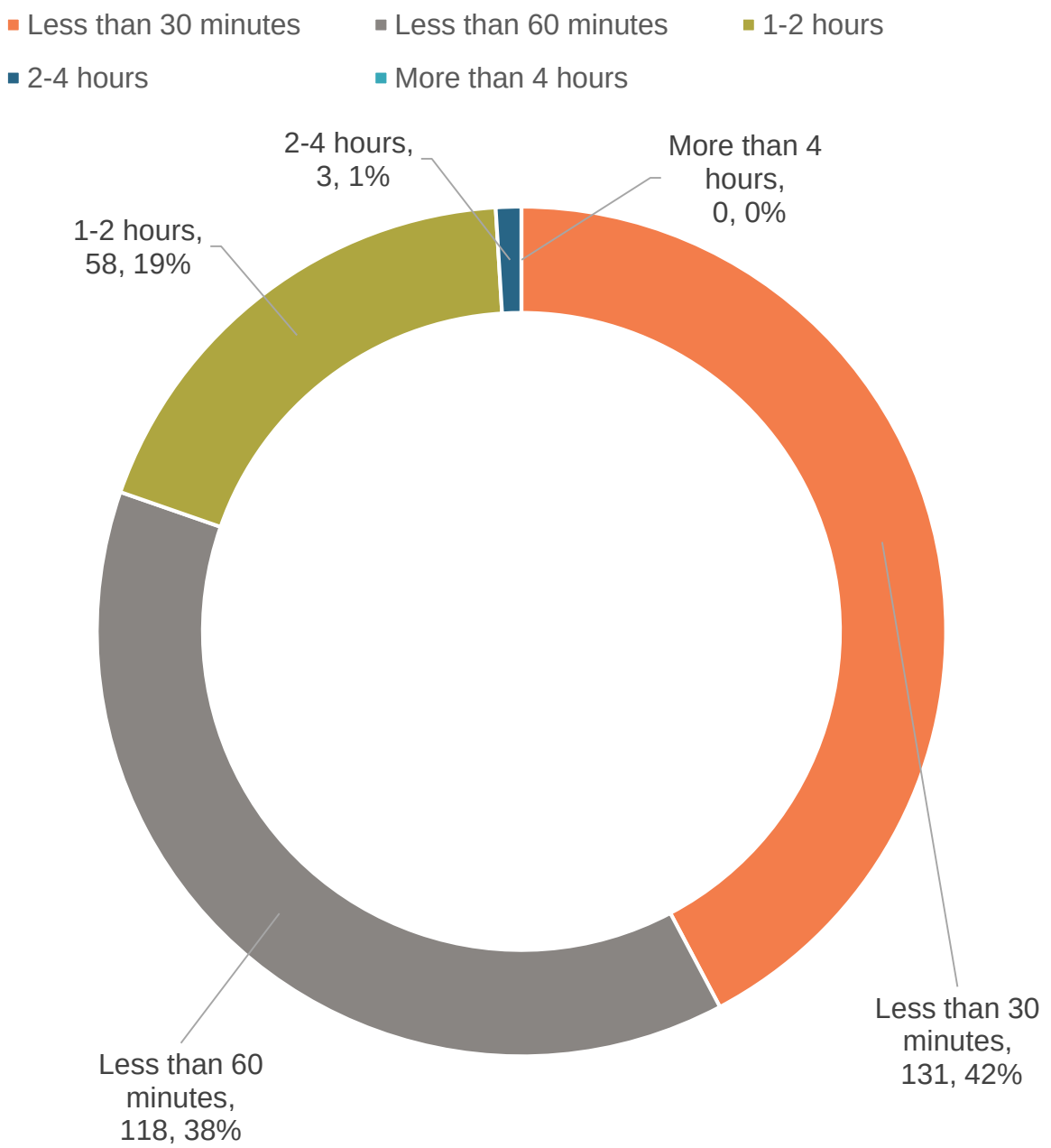
IN GENERAL, WHAT IS YOUR MAIN FORM OF TRANSPORTATION TO GET TO THE LIBRARY?



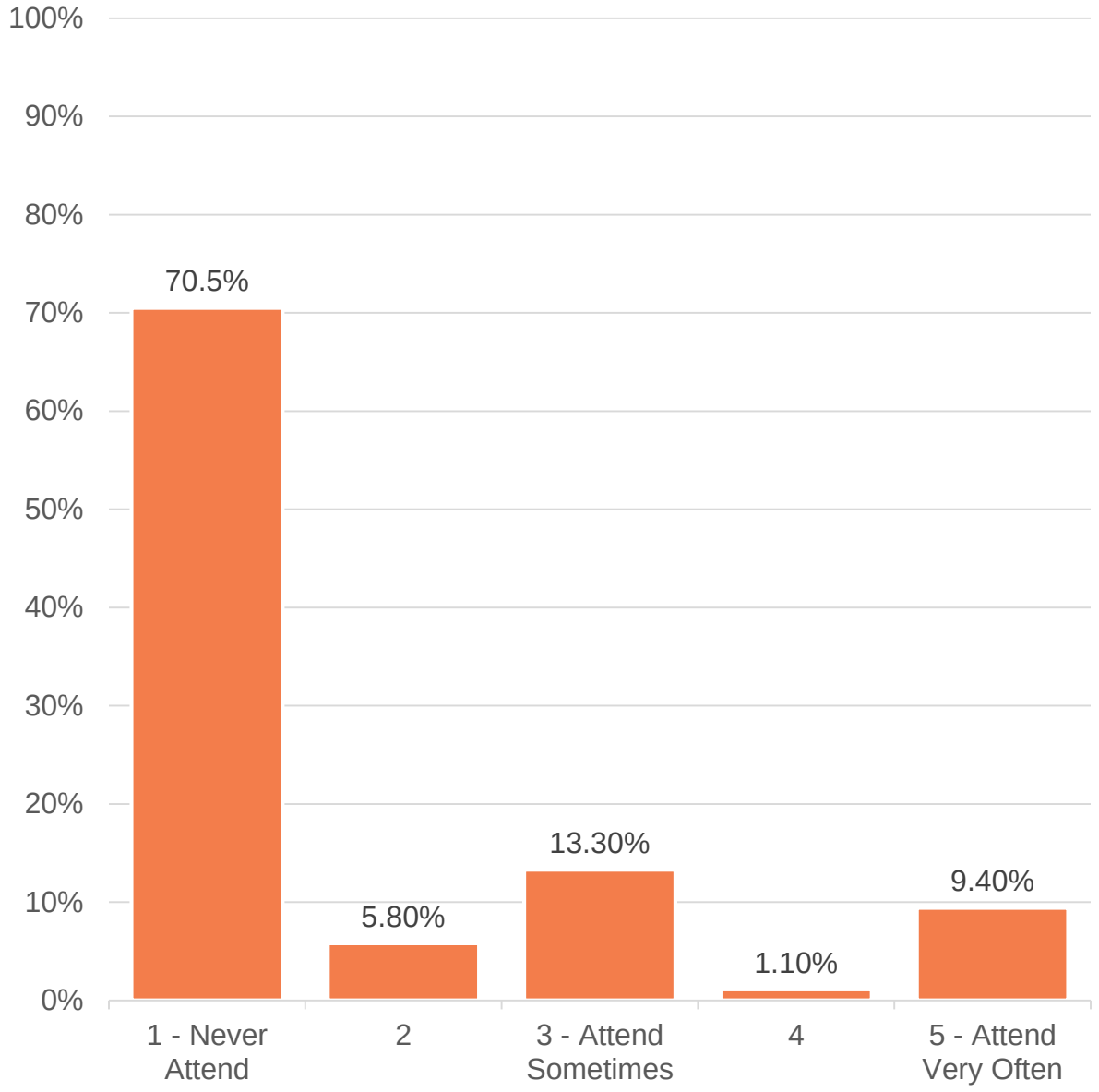
ON AVERAGE, HOW OFTEN DO YOU VISIT THE LIBRARY (PRE-COVID)?



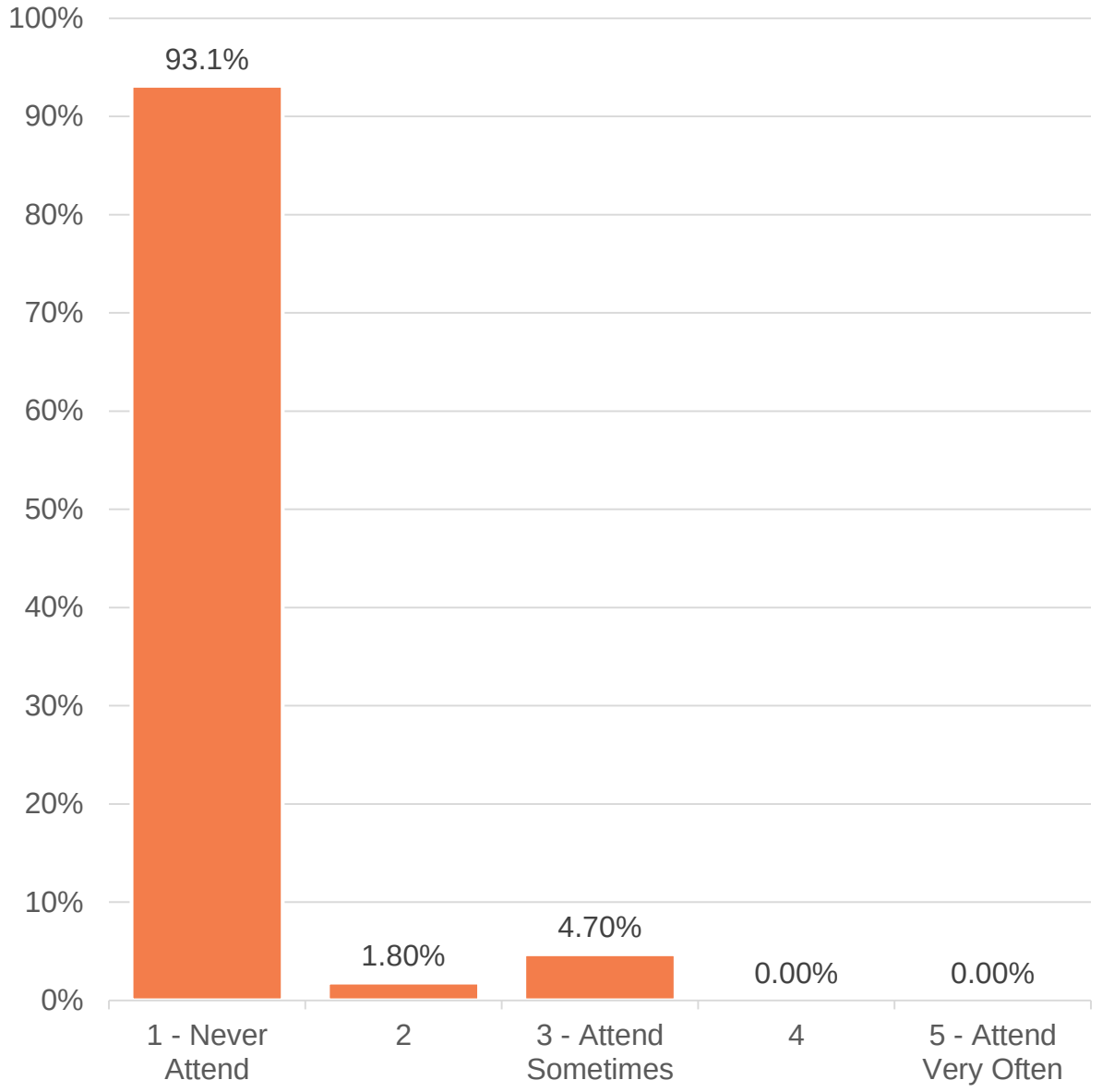
ON AVERAGE, WHEN VISITING THE LIBRARY, HOW MUCH TIME ARE YOU SPENDING THERE (PRE-COVID)?



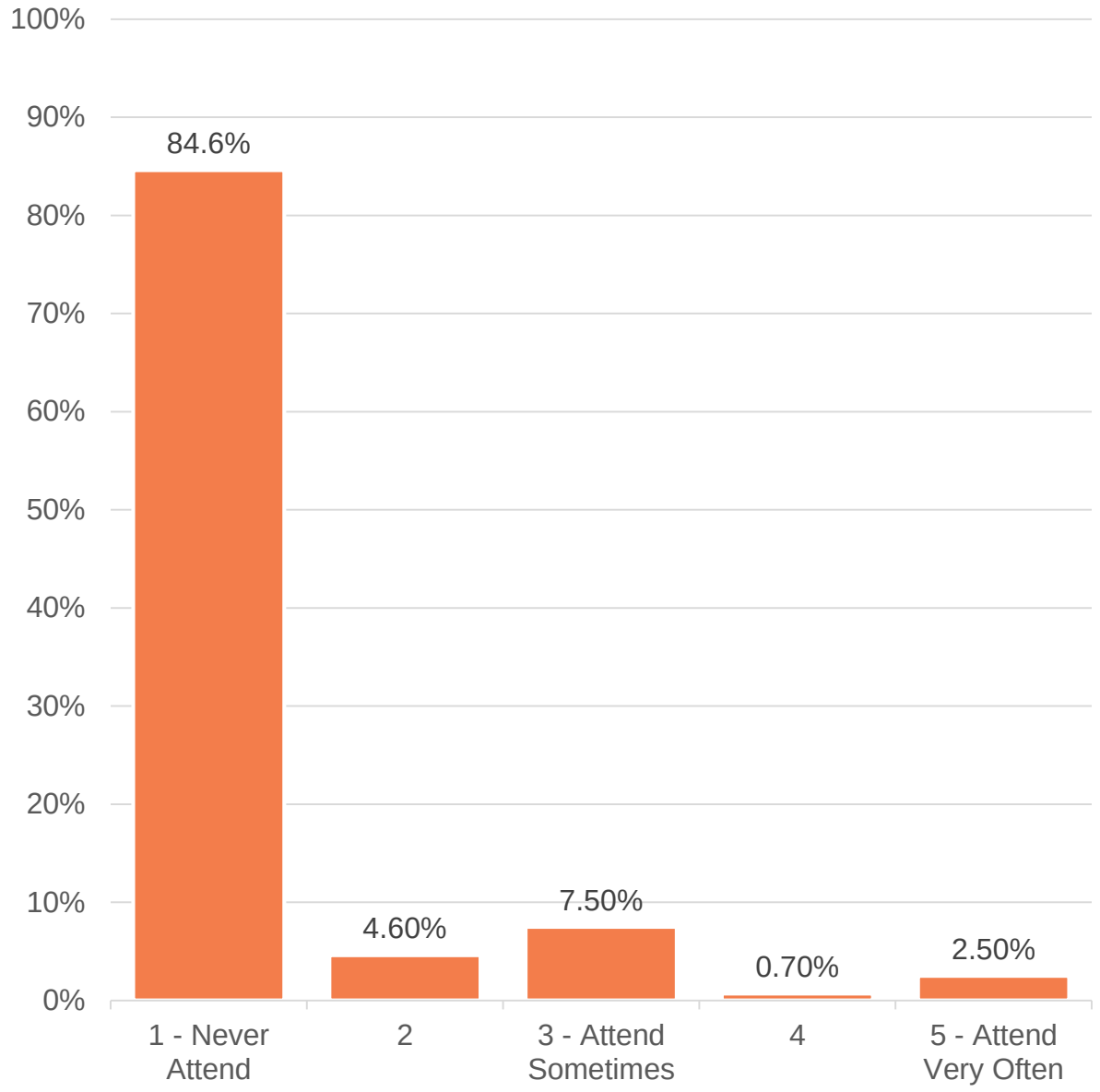
ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **STORY TIME** PROGRAMMING?



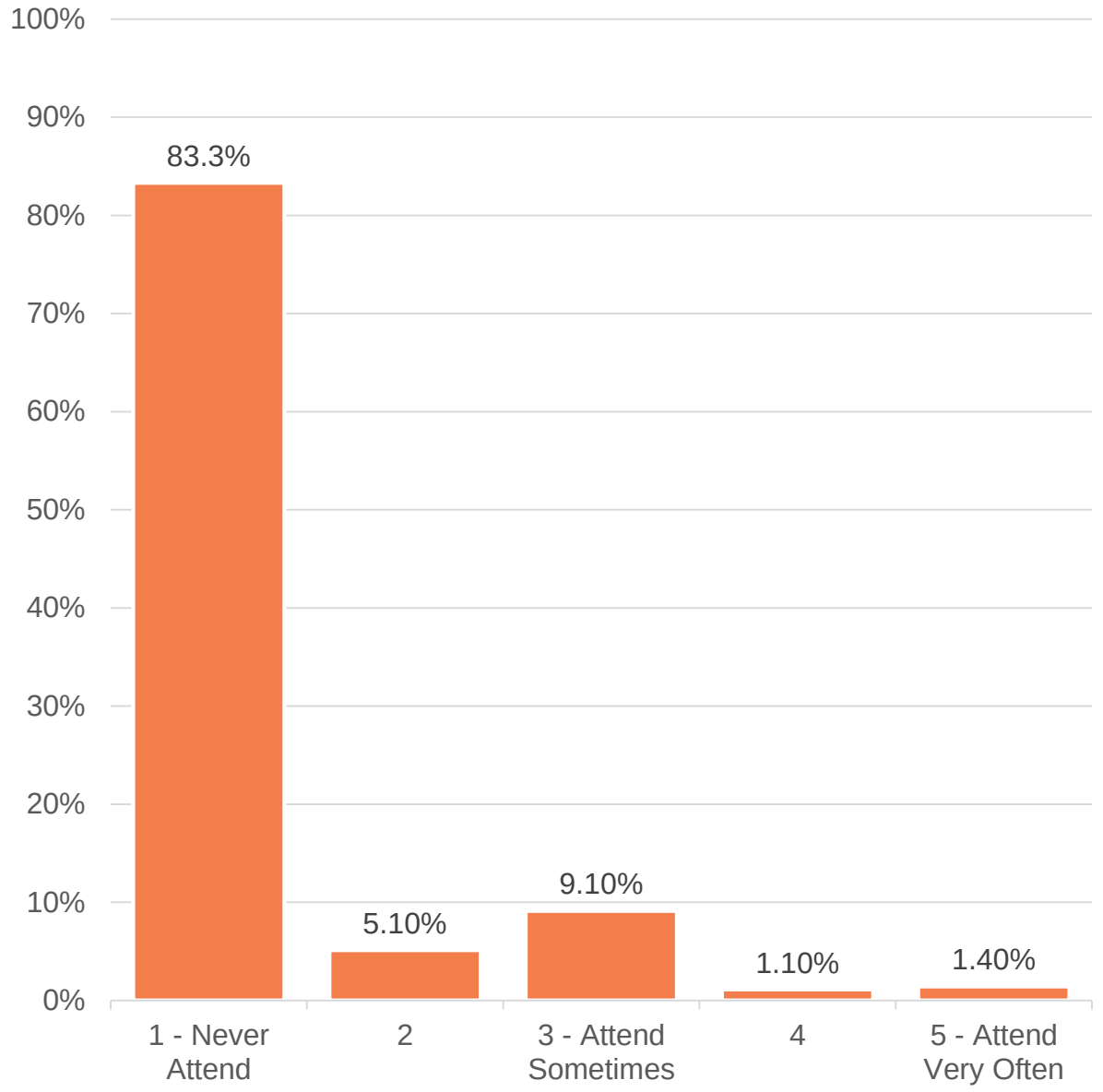
ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **TEEN** PROGRAMMING?



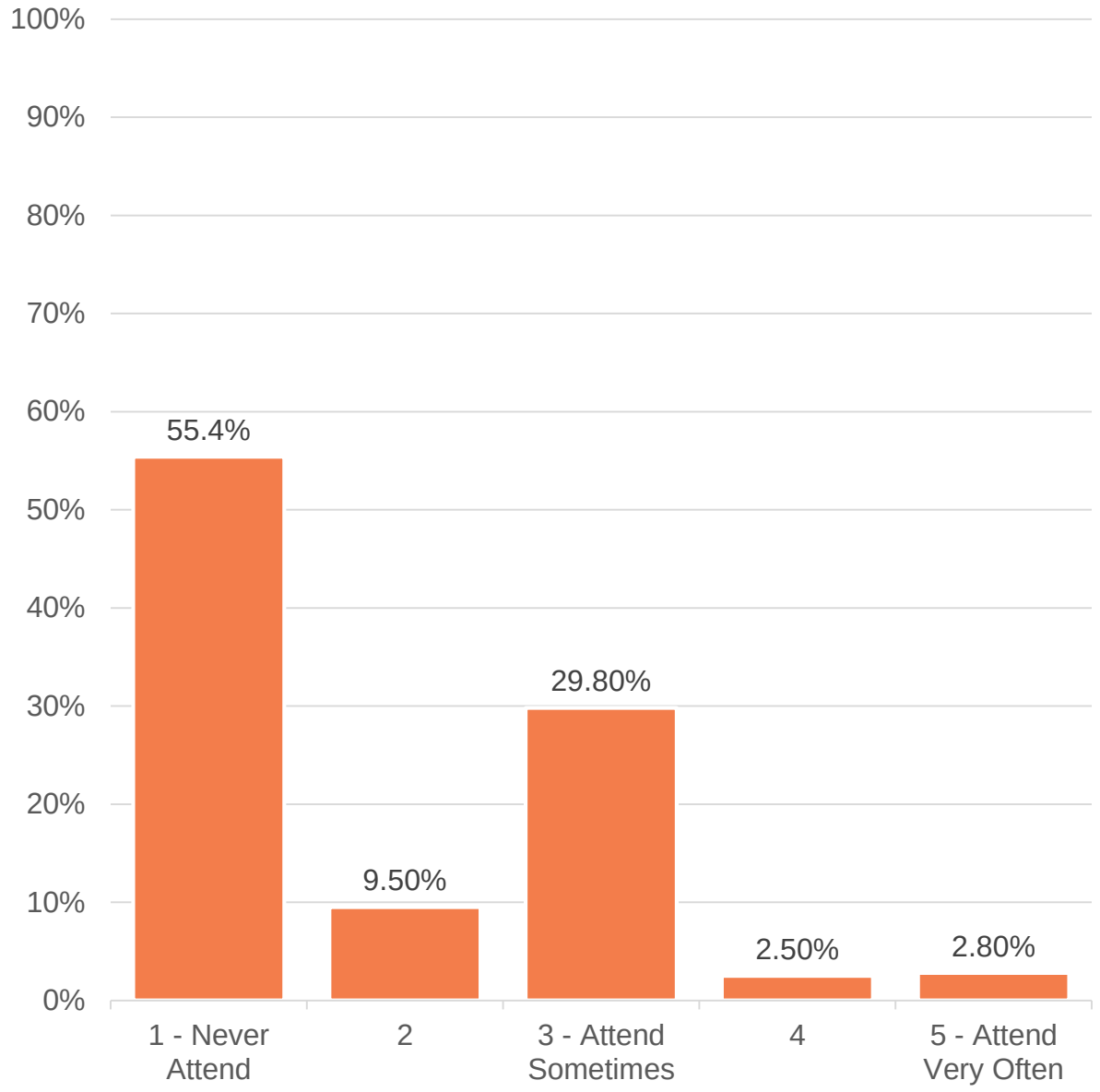
ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **ADULT BOOK CLUB** PROGRAMMING?



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

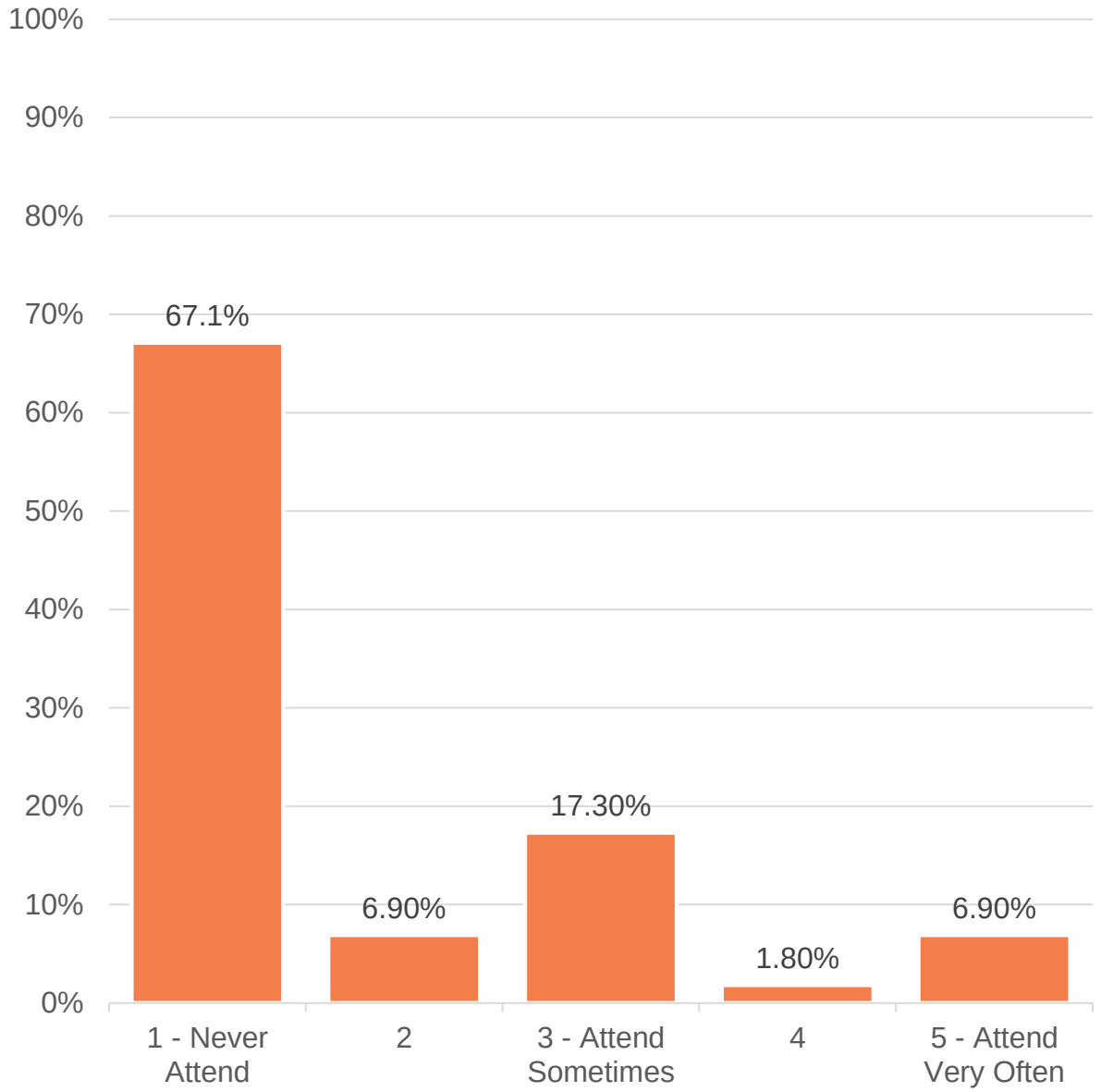


ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **ADULT SPEAKERS** PROGRAMMING?

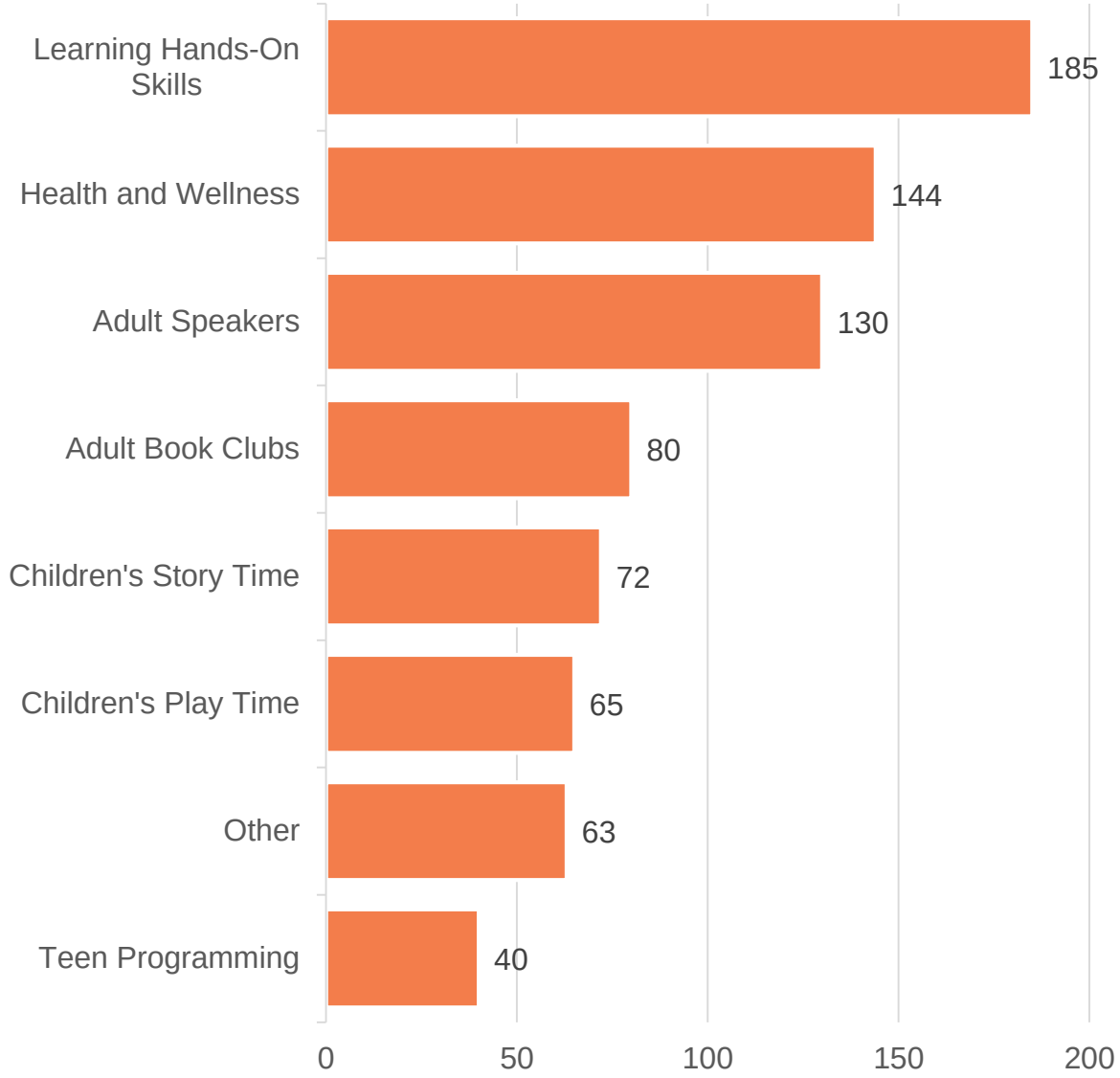


ON A SCALE OF 1-5, HOW OFTEN DO YOU ATTEND **FAMILY** PROGRAMMING?

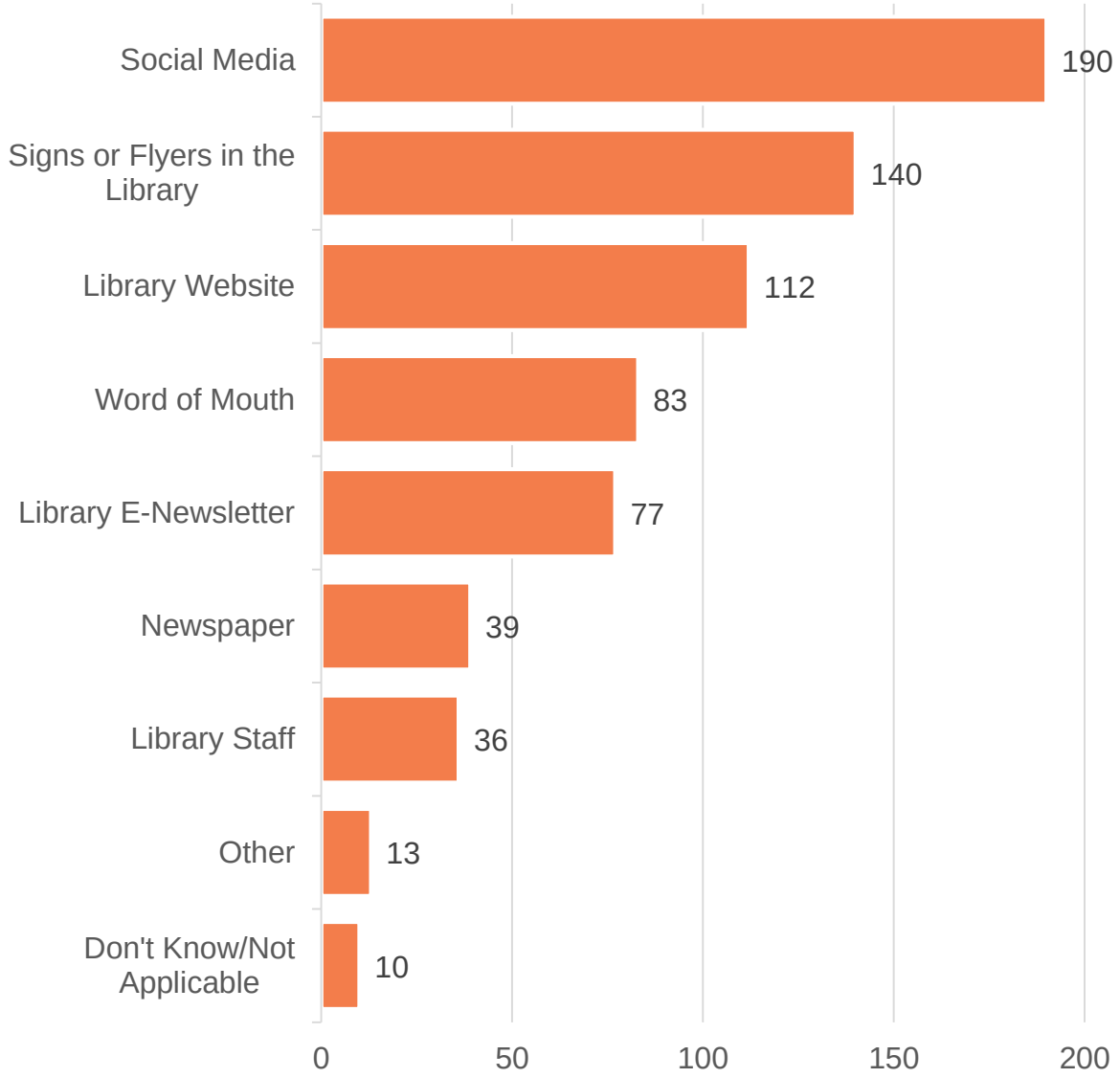
(MESSY MUNCHKINS, FAMILY COOKING PROGRAMS, ETC.)



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

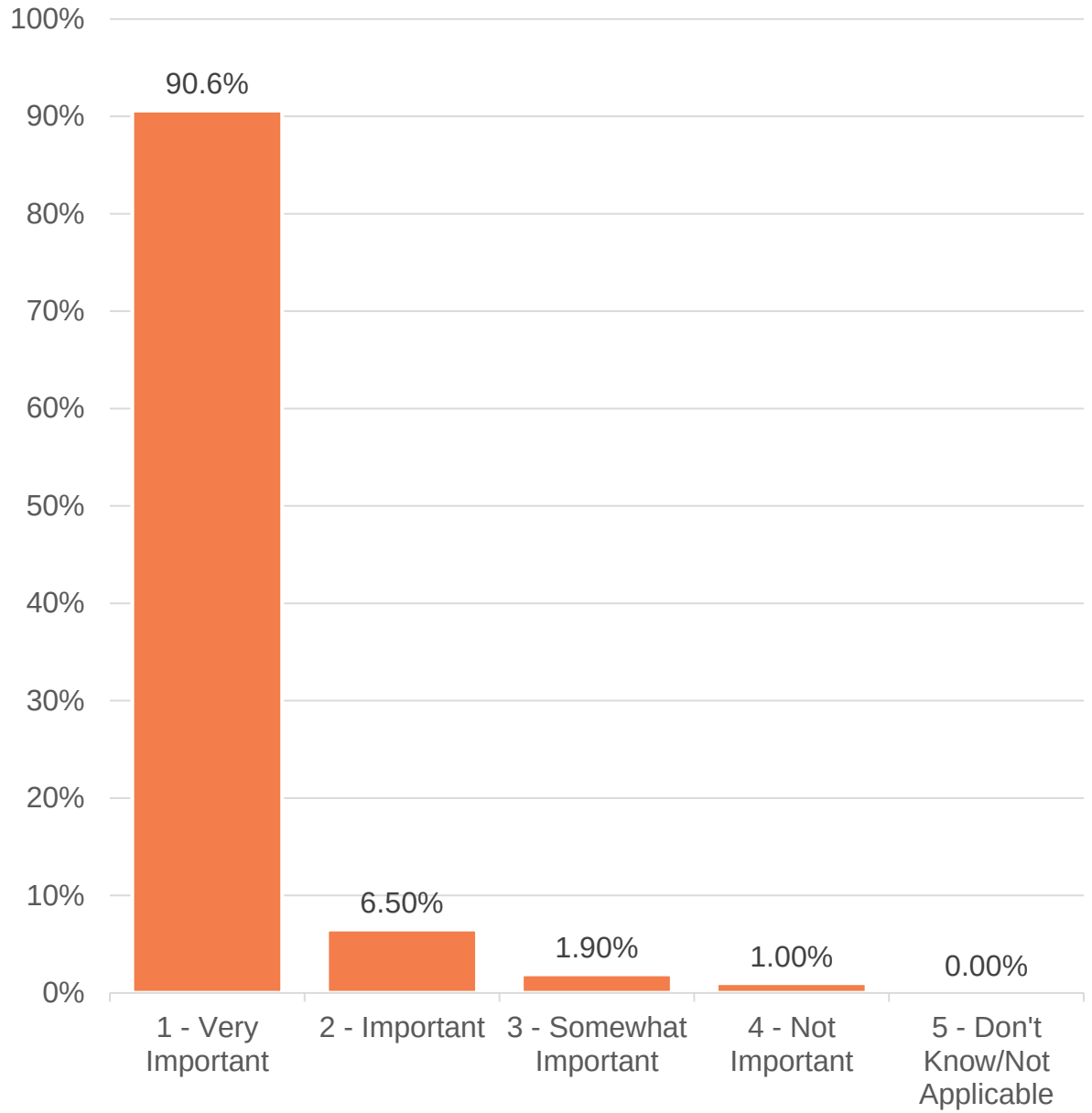


HOW DO YOU TYPICALLY FIND OUT ABOUT LIBRARY PROGRAMS?



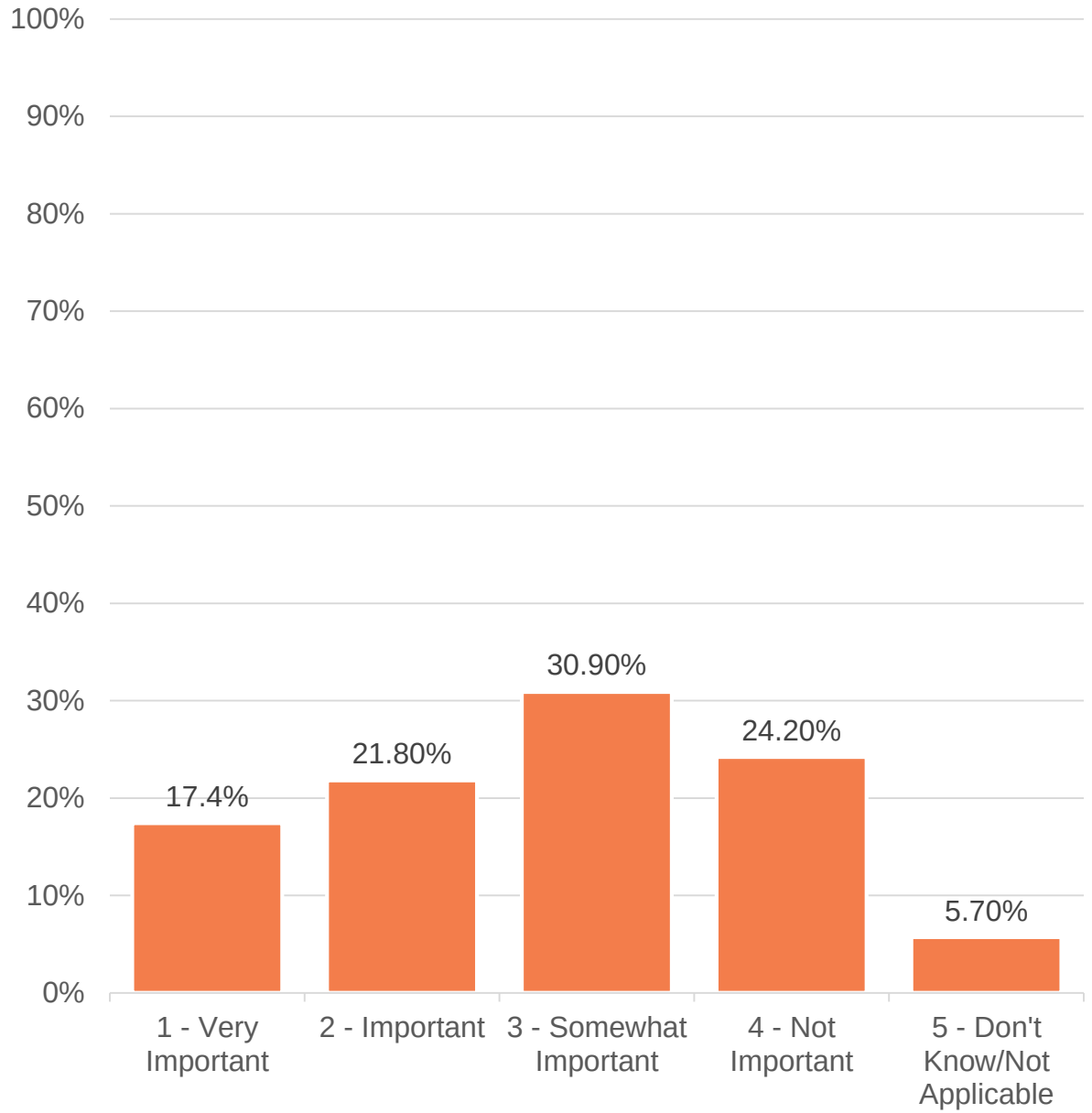
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

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



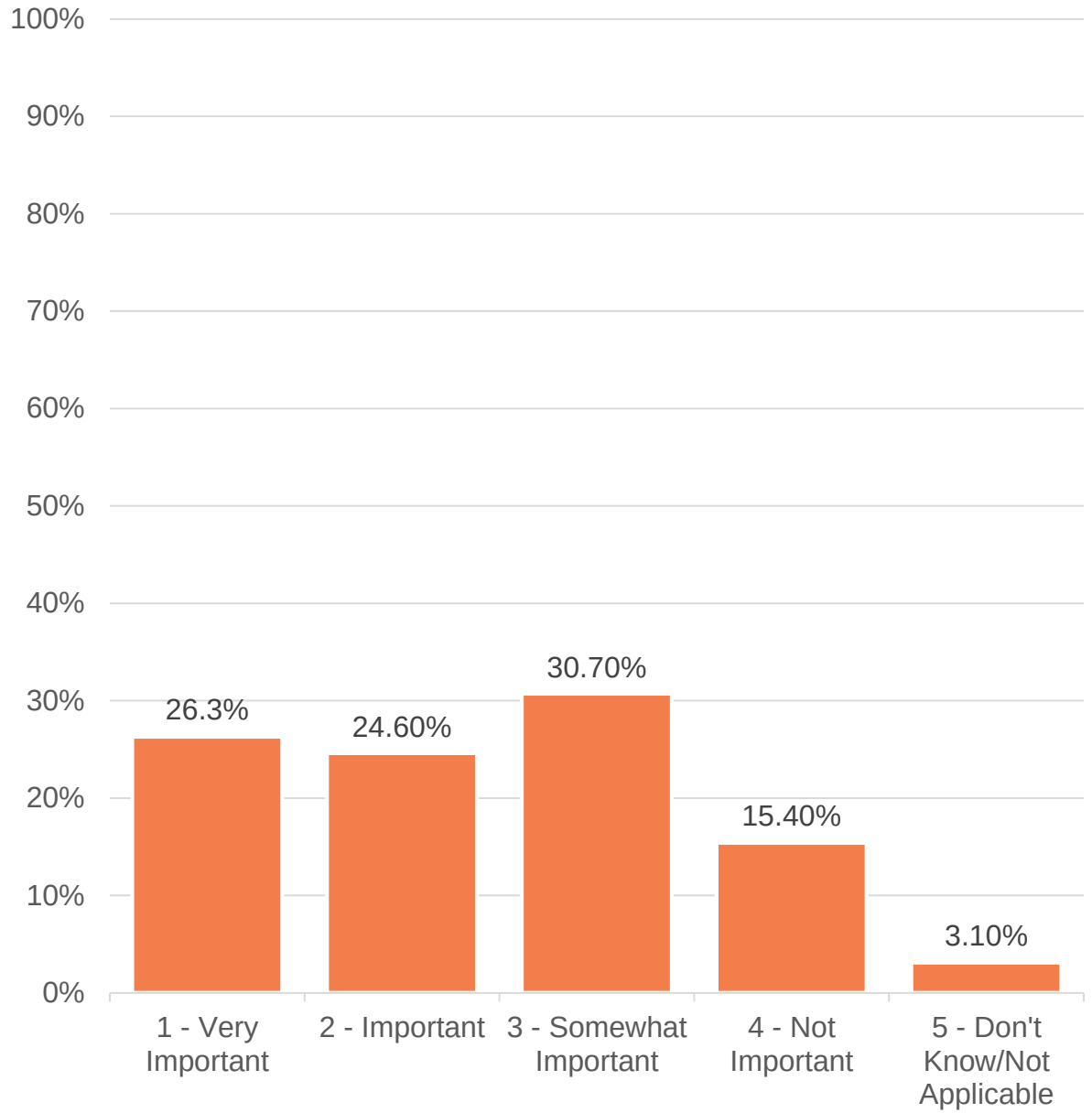
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

REFERENCE (RESEARCH ASSISTANCE FROM LIBRARIANS)



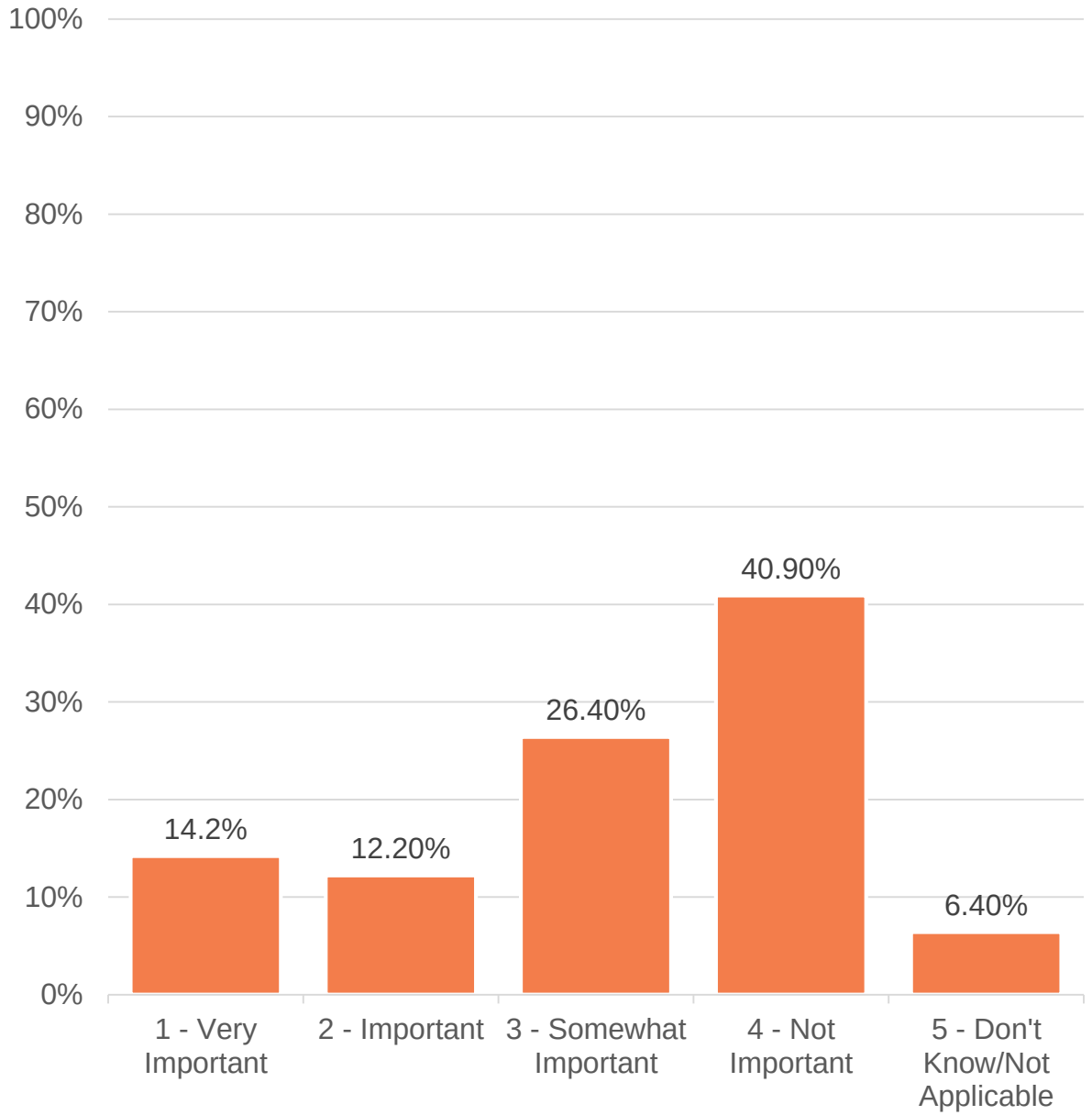
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

PROGRAMS (CLASSES, STORY TIME, ETC.)



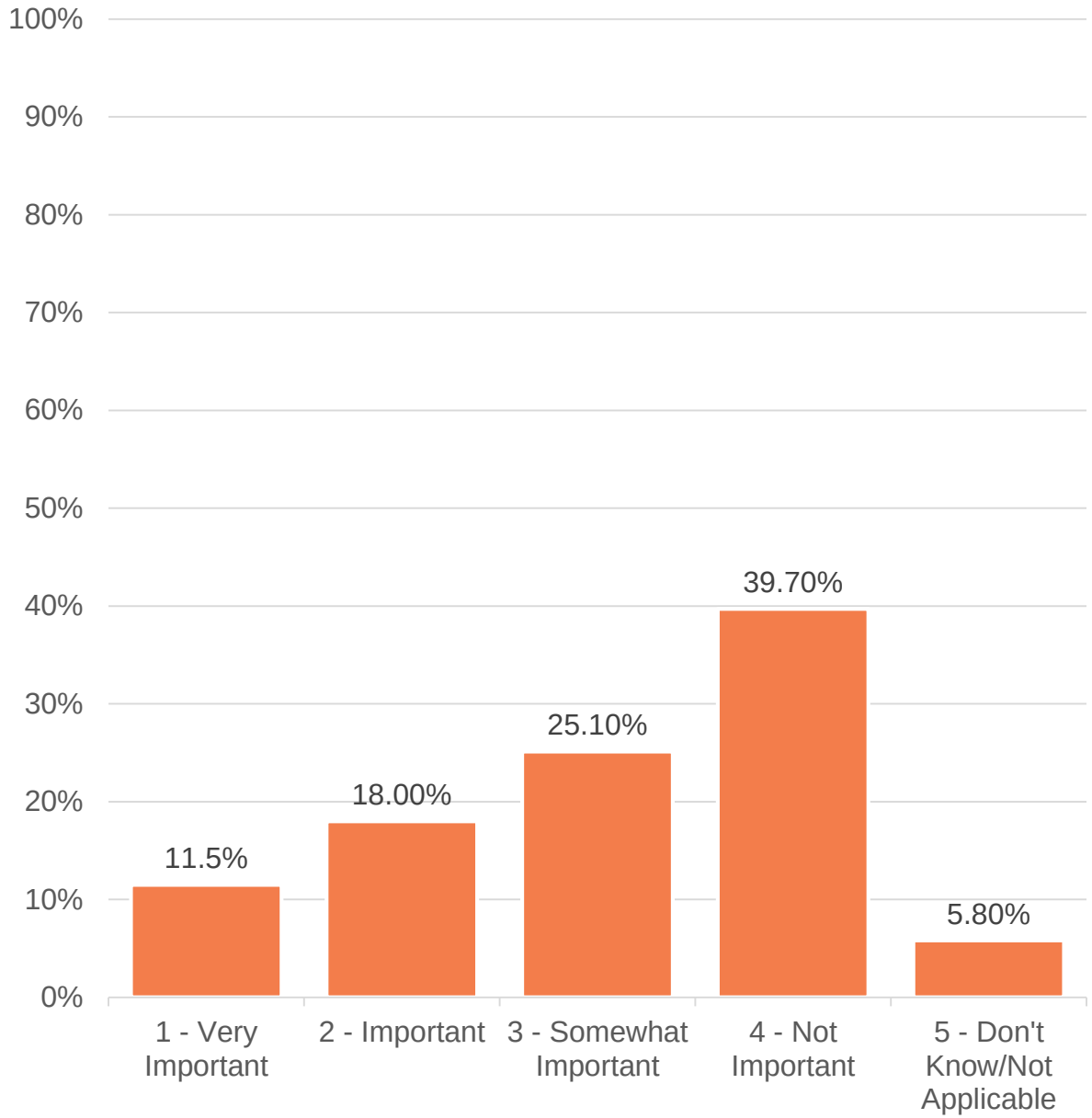
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

COMPUTERS



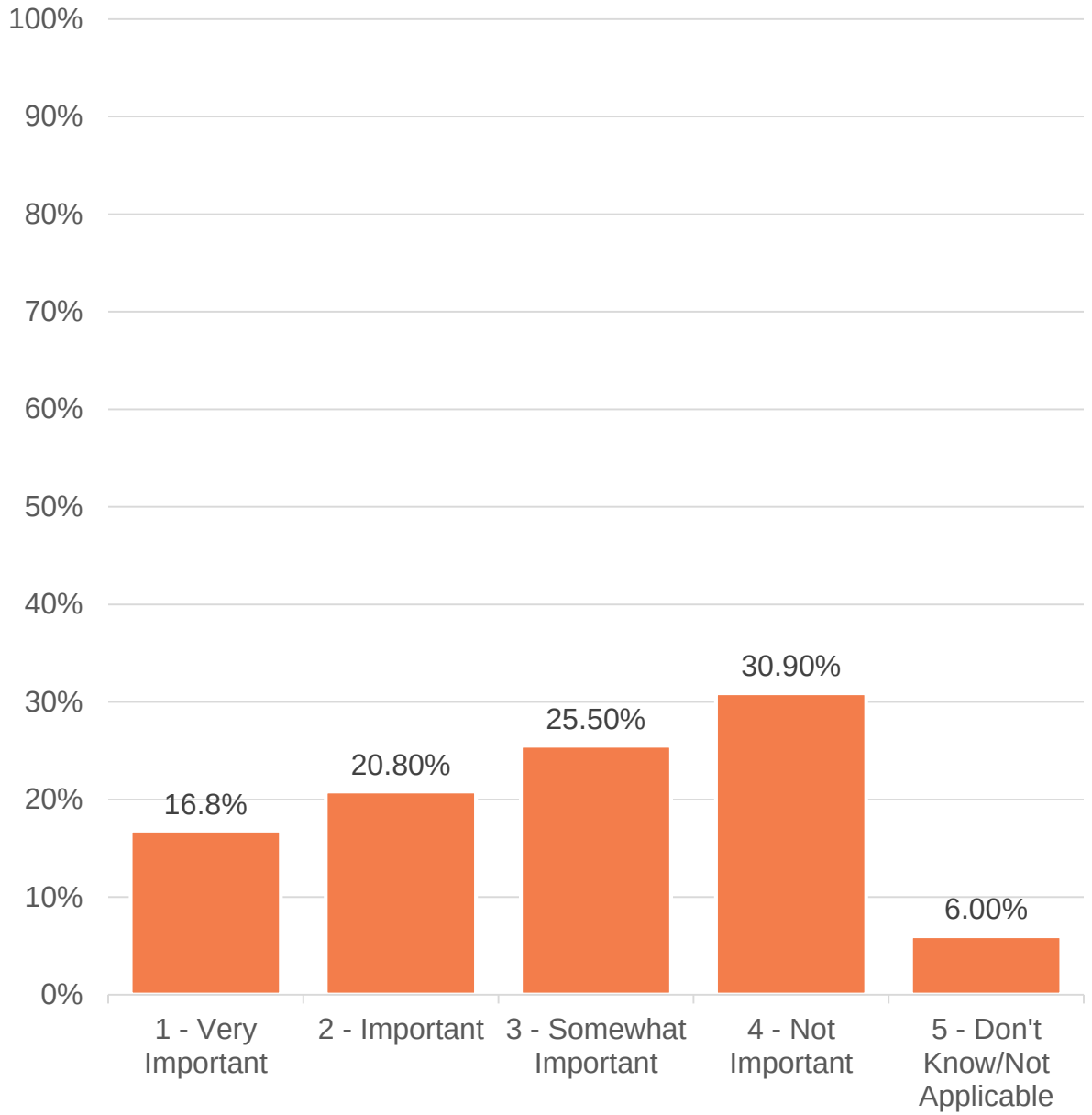
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

FAXING / COPYING / PRINTING / SCANNING



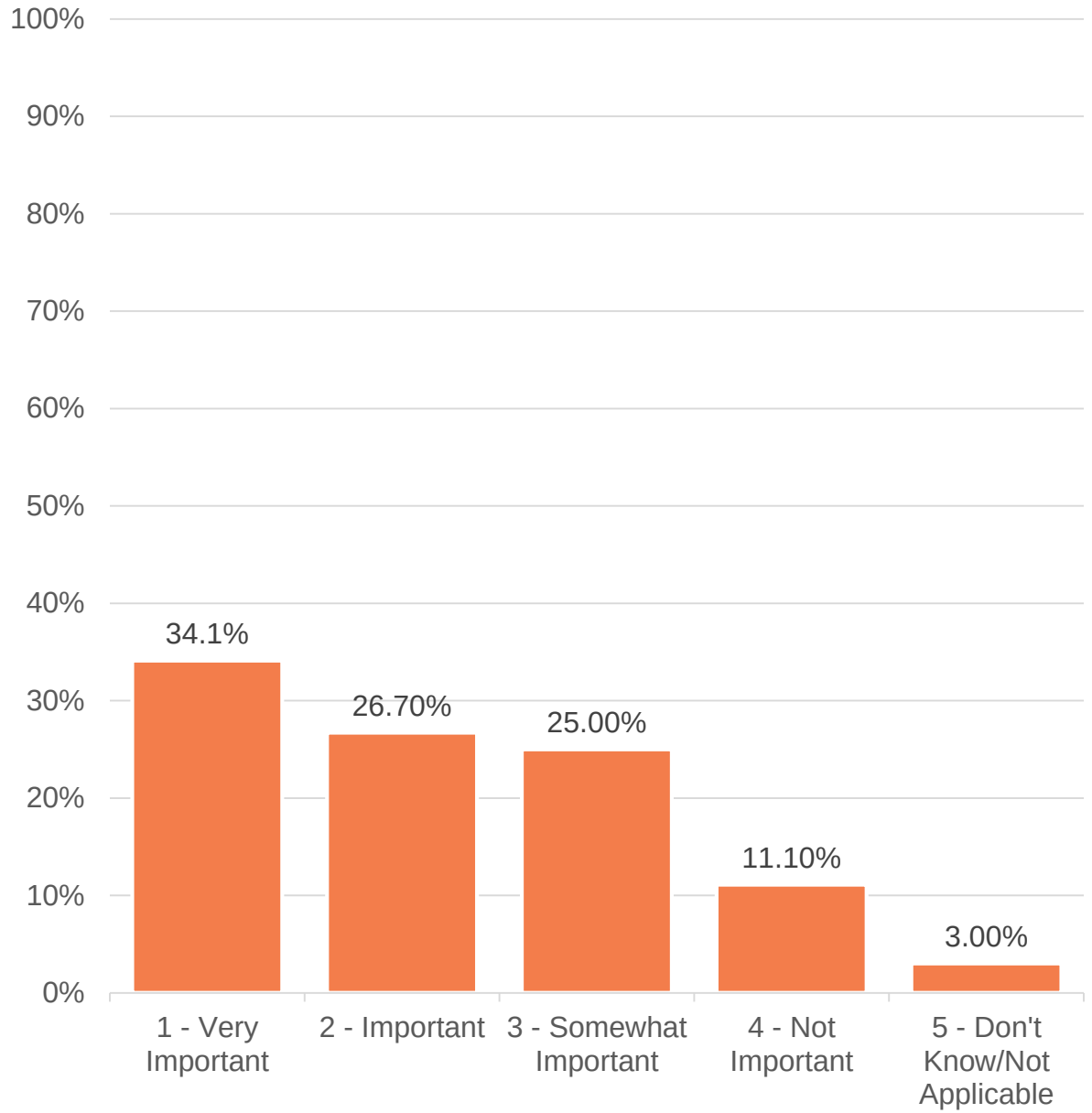
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

STUDY ROOMS / READING AREA



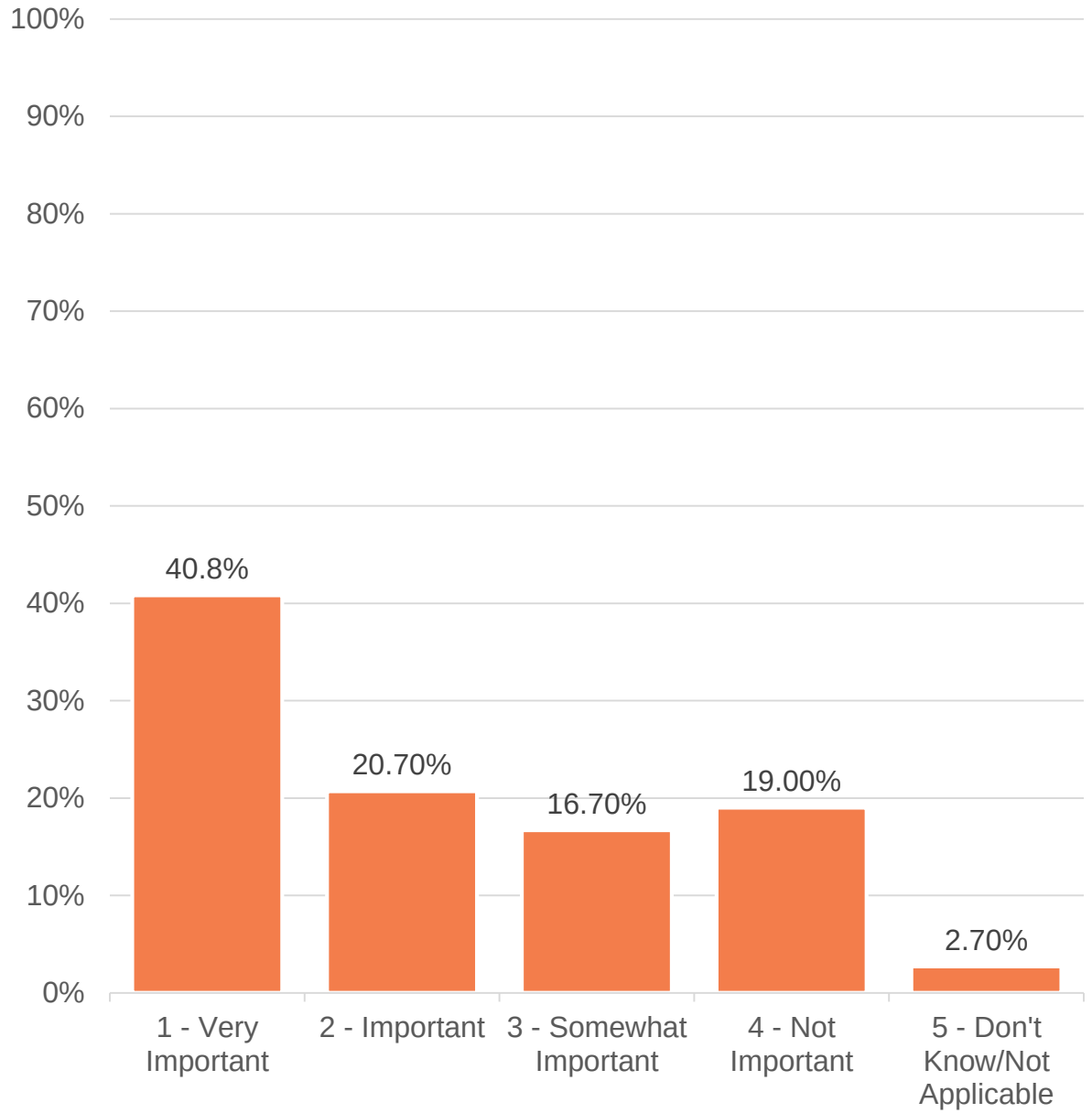
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

COMMUNITY GATHERING SPACE



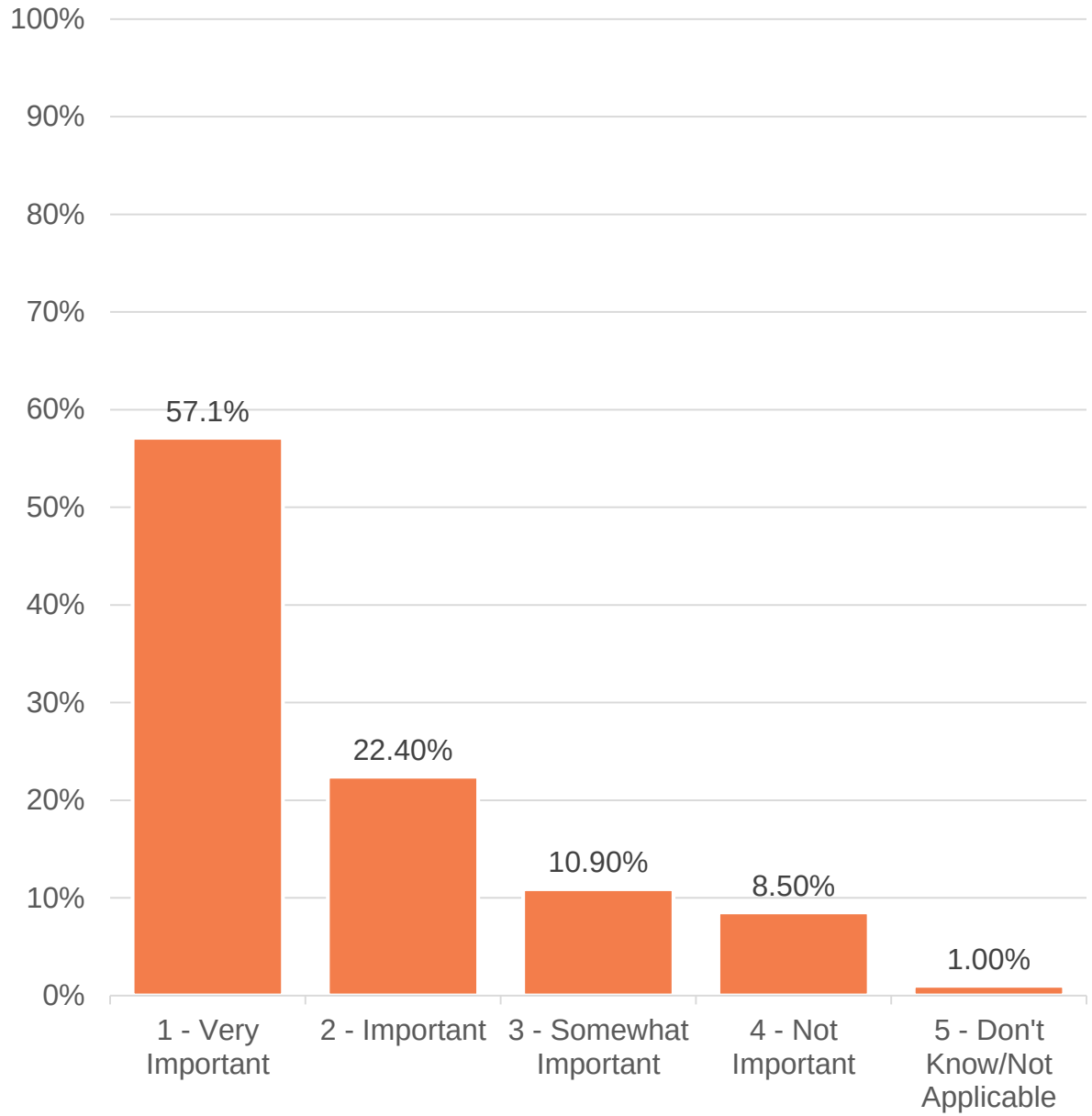
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

INTERNET ACCESS / WIFI



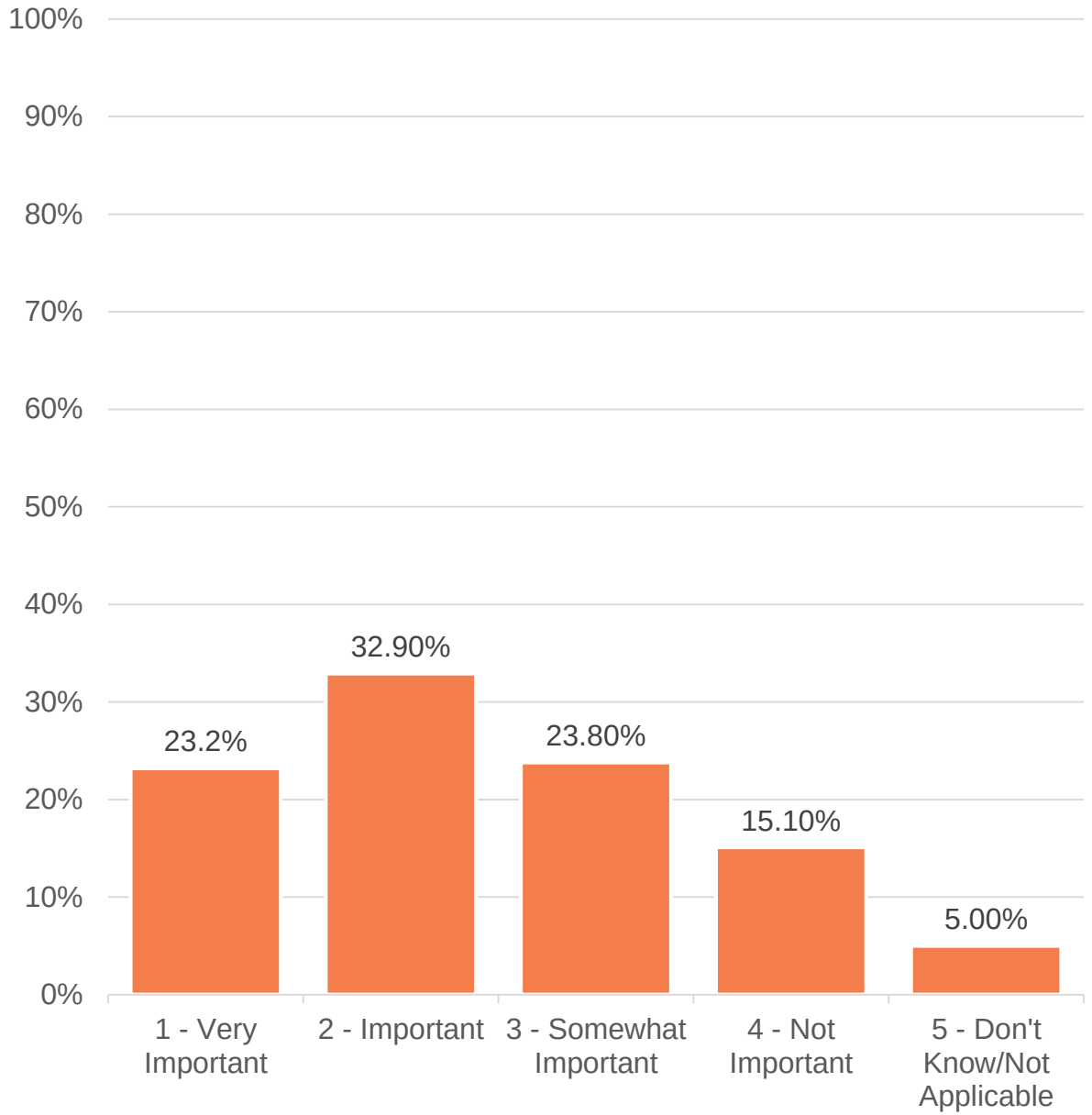
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

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



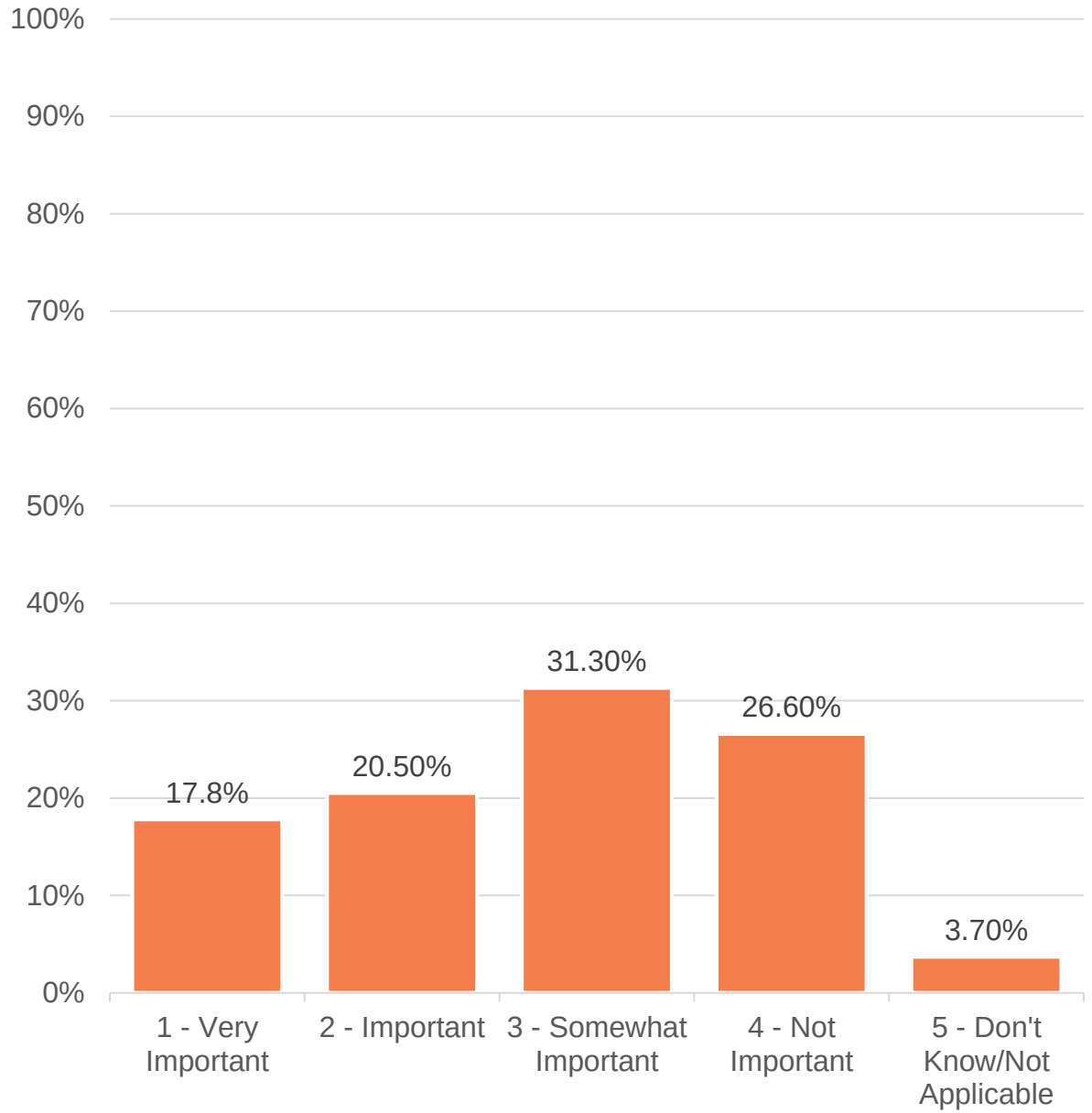
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

COMMUNITY ORGANIZATION MEETINGS



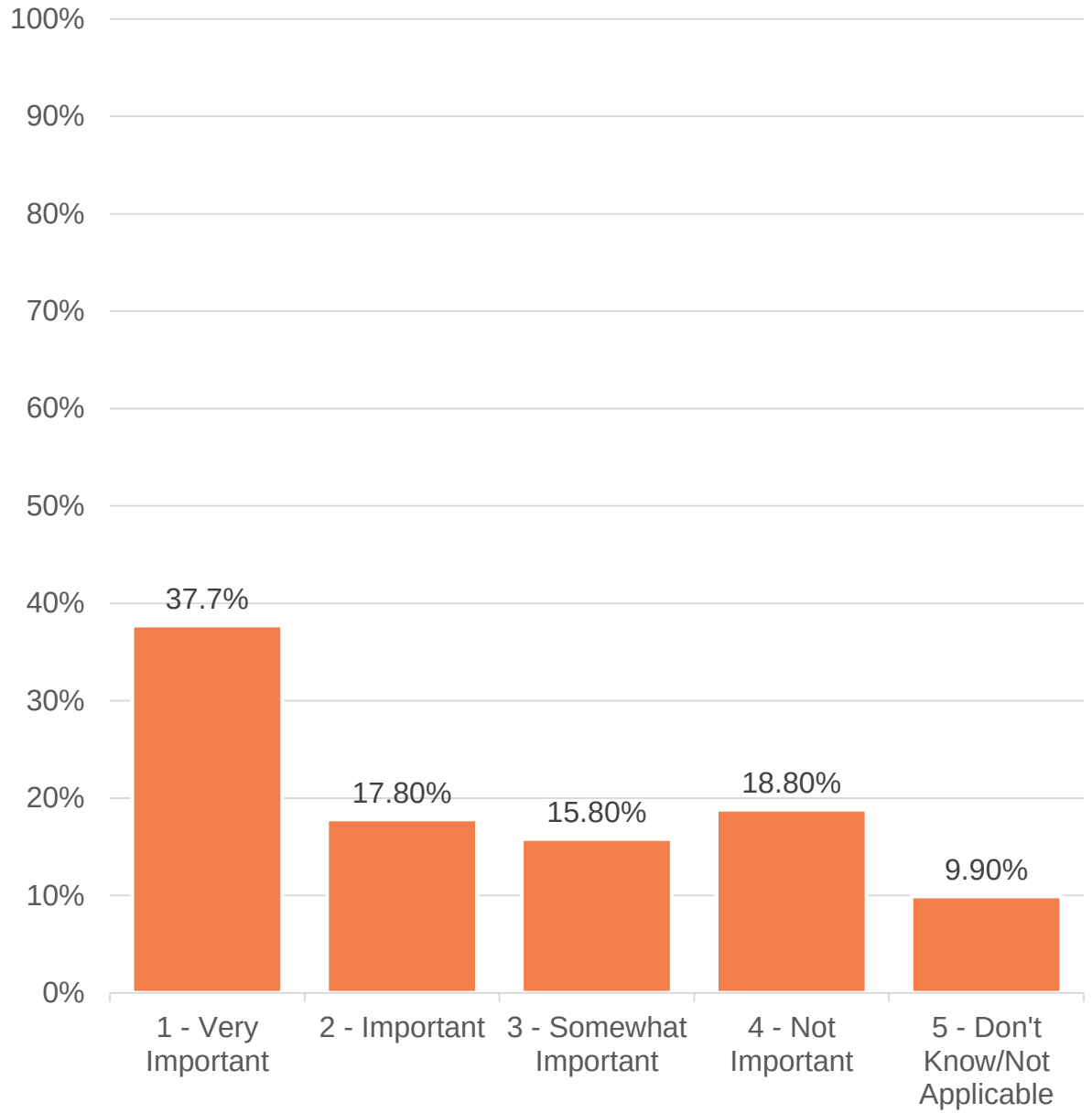
ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

NEWSPAPERS AND MAGAZINES

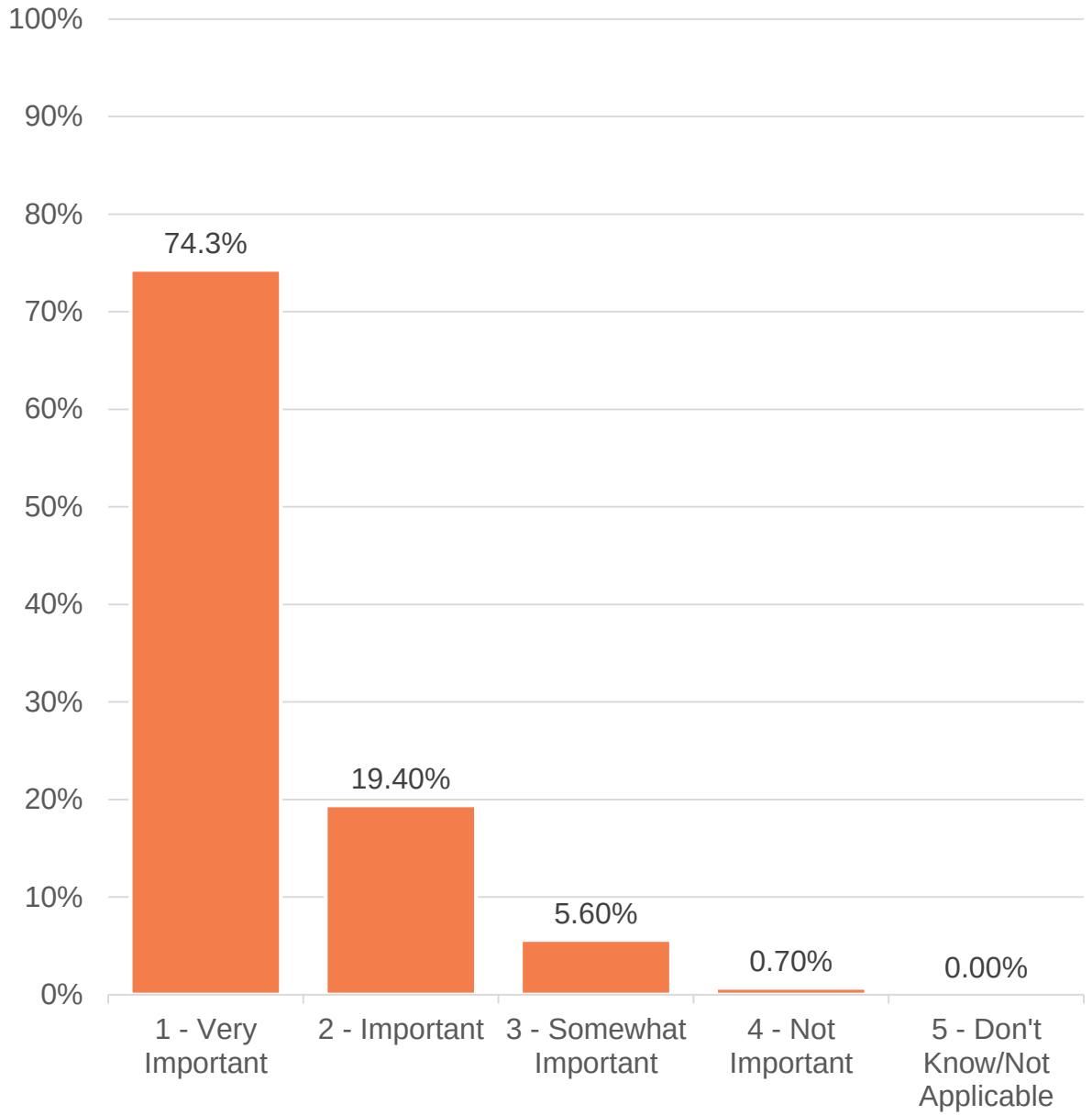


ON A SCALE OF 1-5, HOW IMPORTANT IS THE FOLLOWING SERVICE TO YOU?

CHILDREN'S PLAY AREA

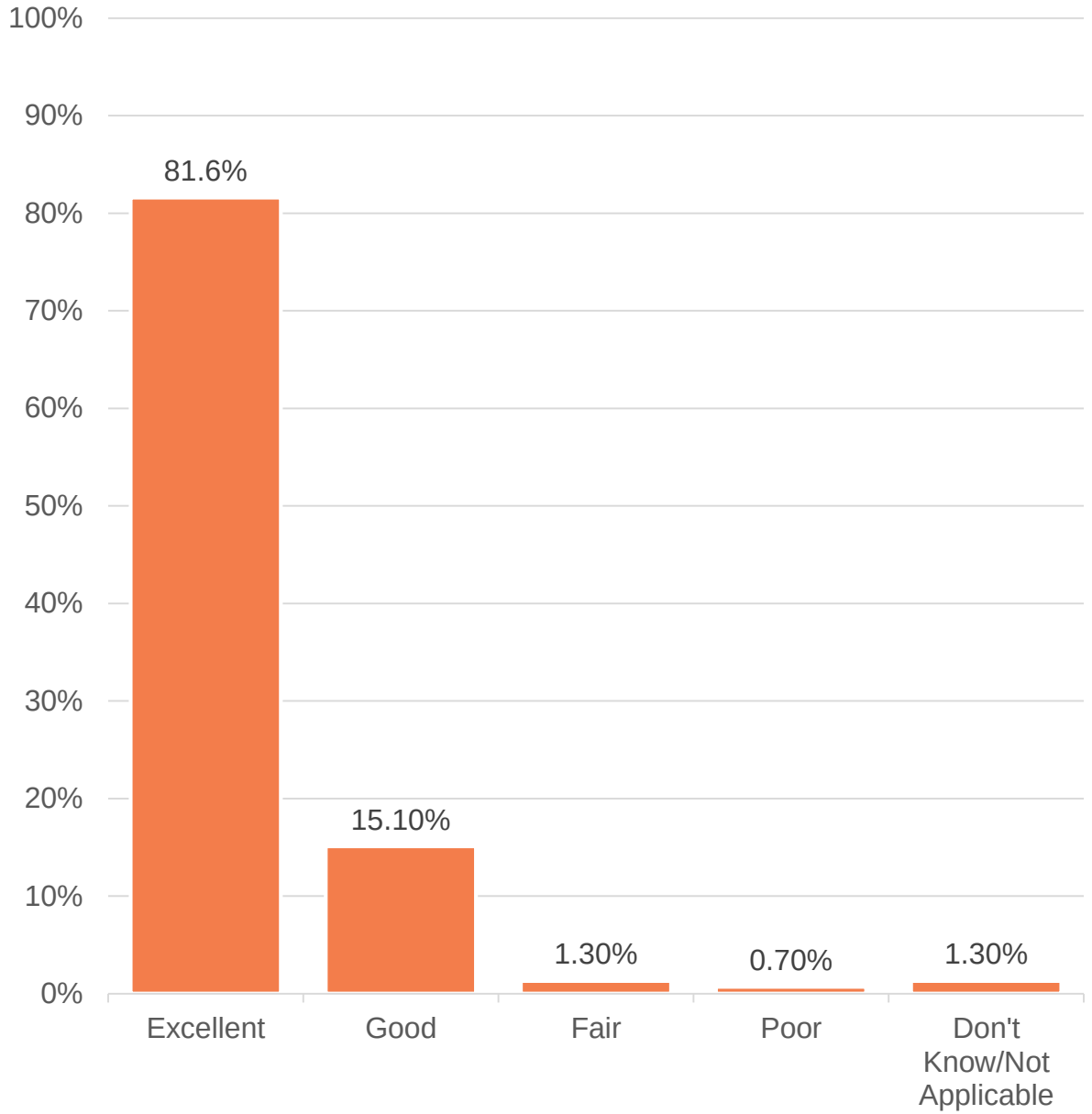


ON A SCALE OF 1-5, HOW IMPORTANT OVERALL IS THE LIBRARY TO YOU AND YOUR FAMILY?



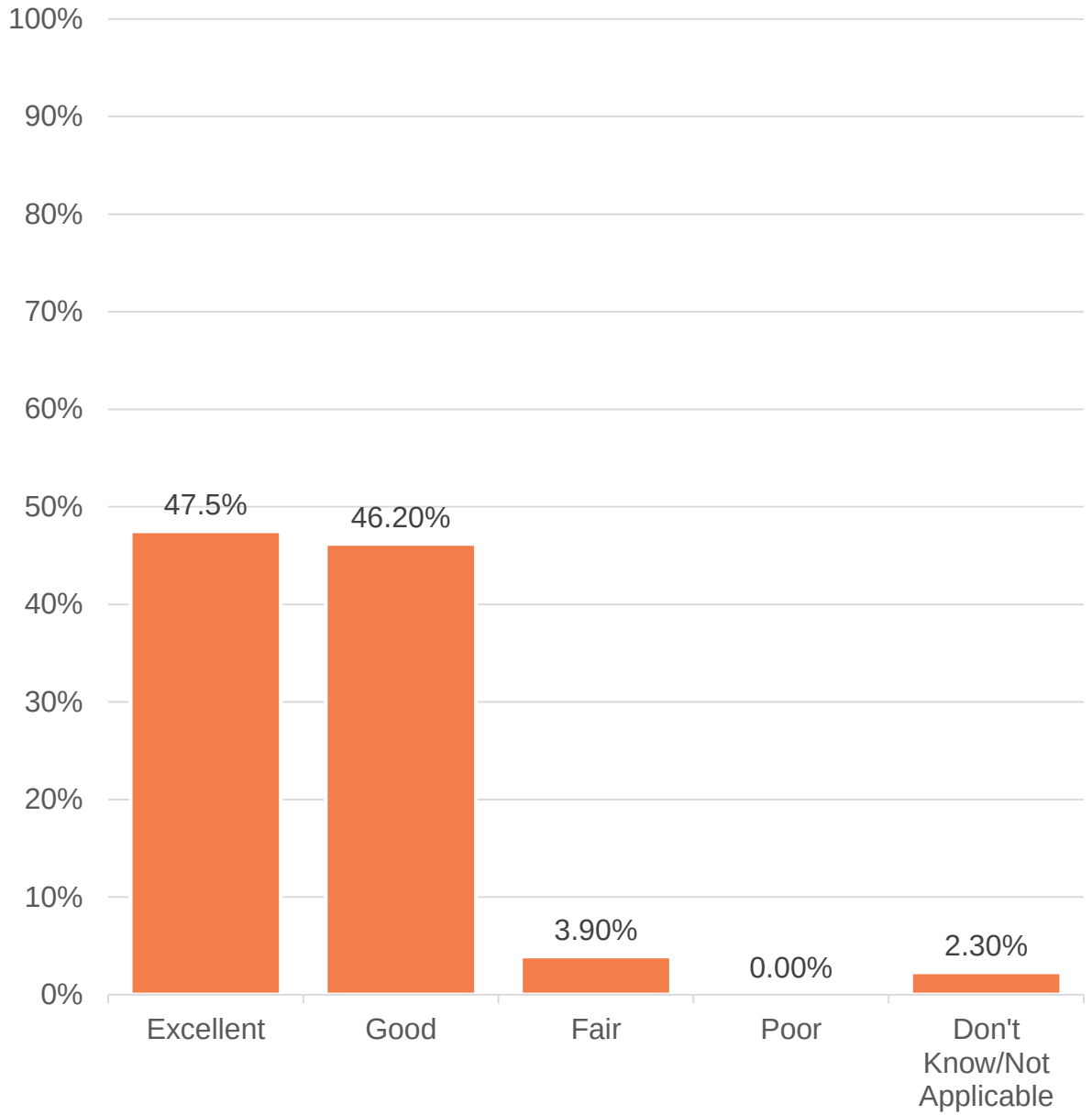
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

CUSTOMER SERVICE



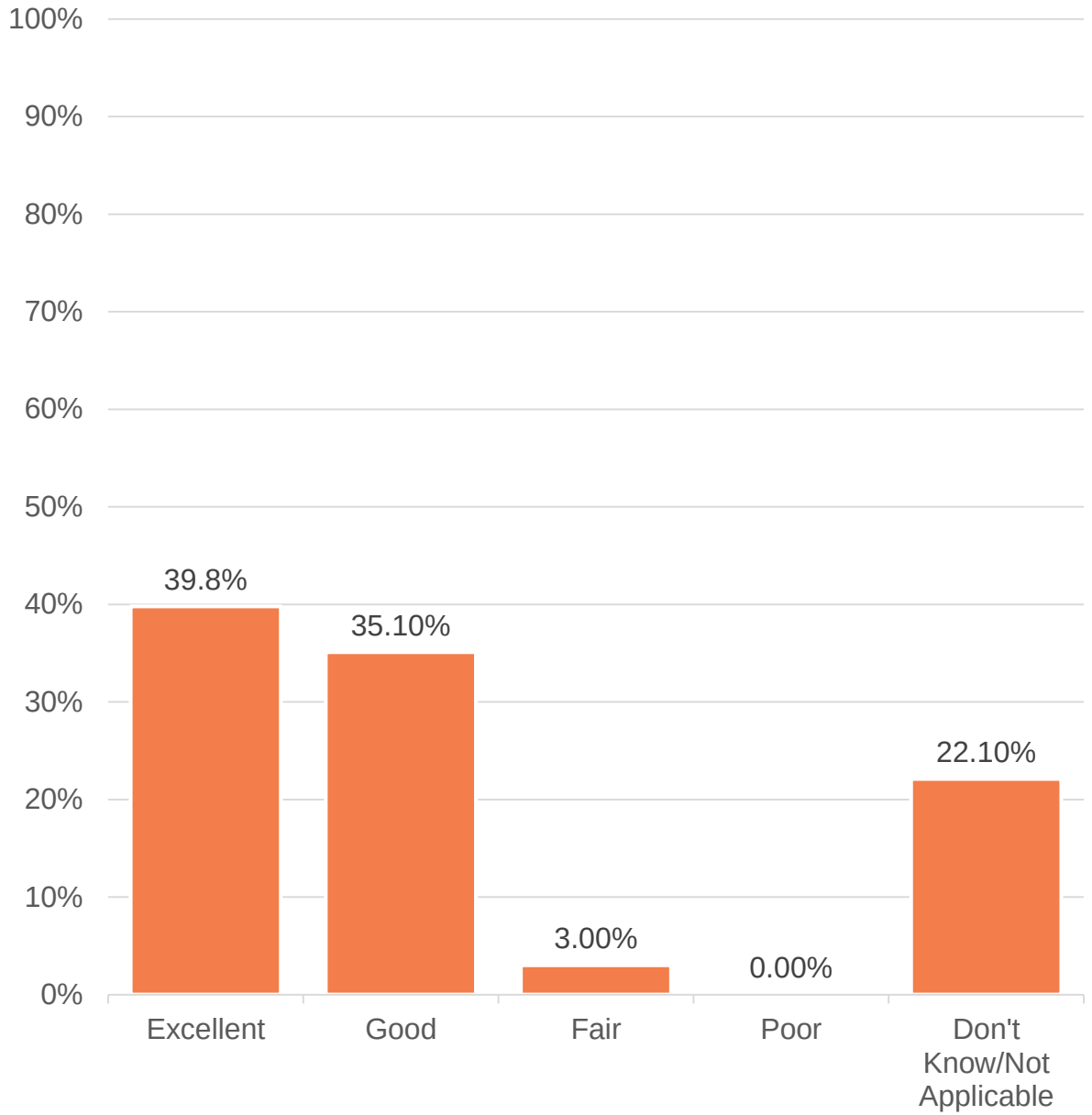
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

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



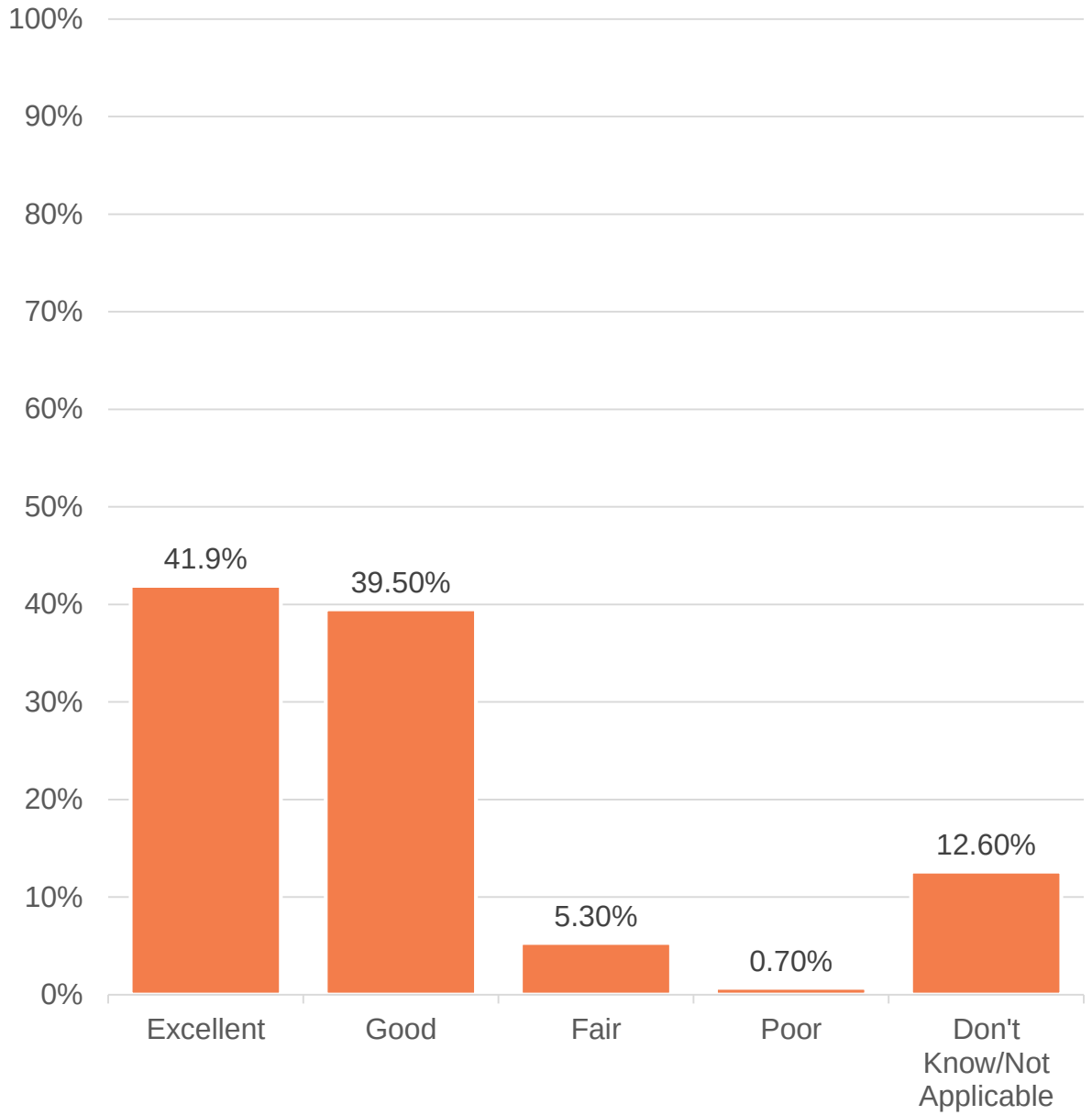
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

PROGRAMS (CLASSES, STORY TIMES, ETC.)



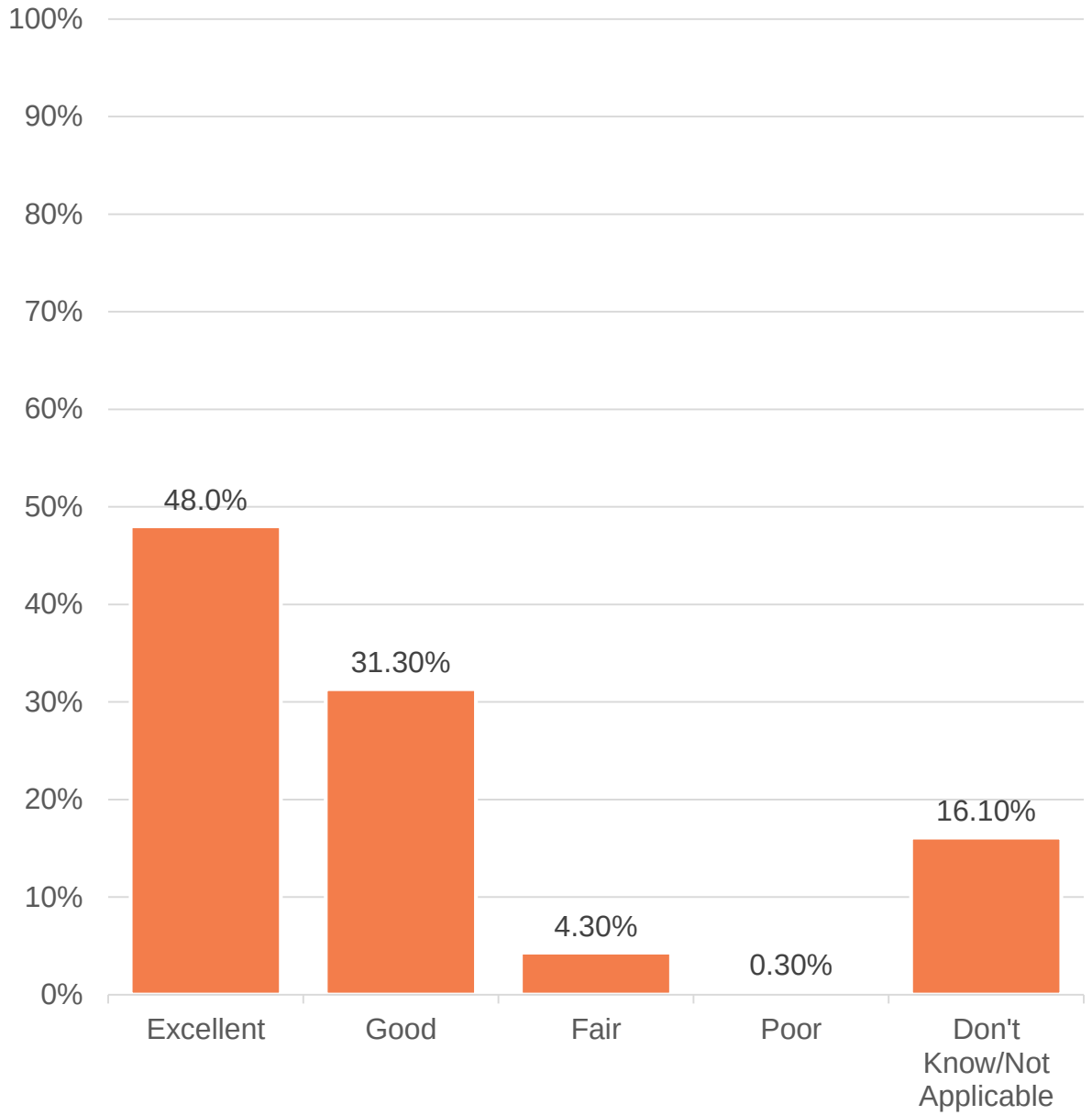
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

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



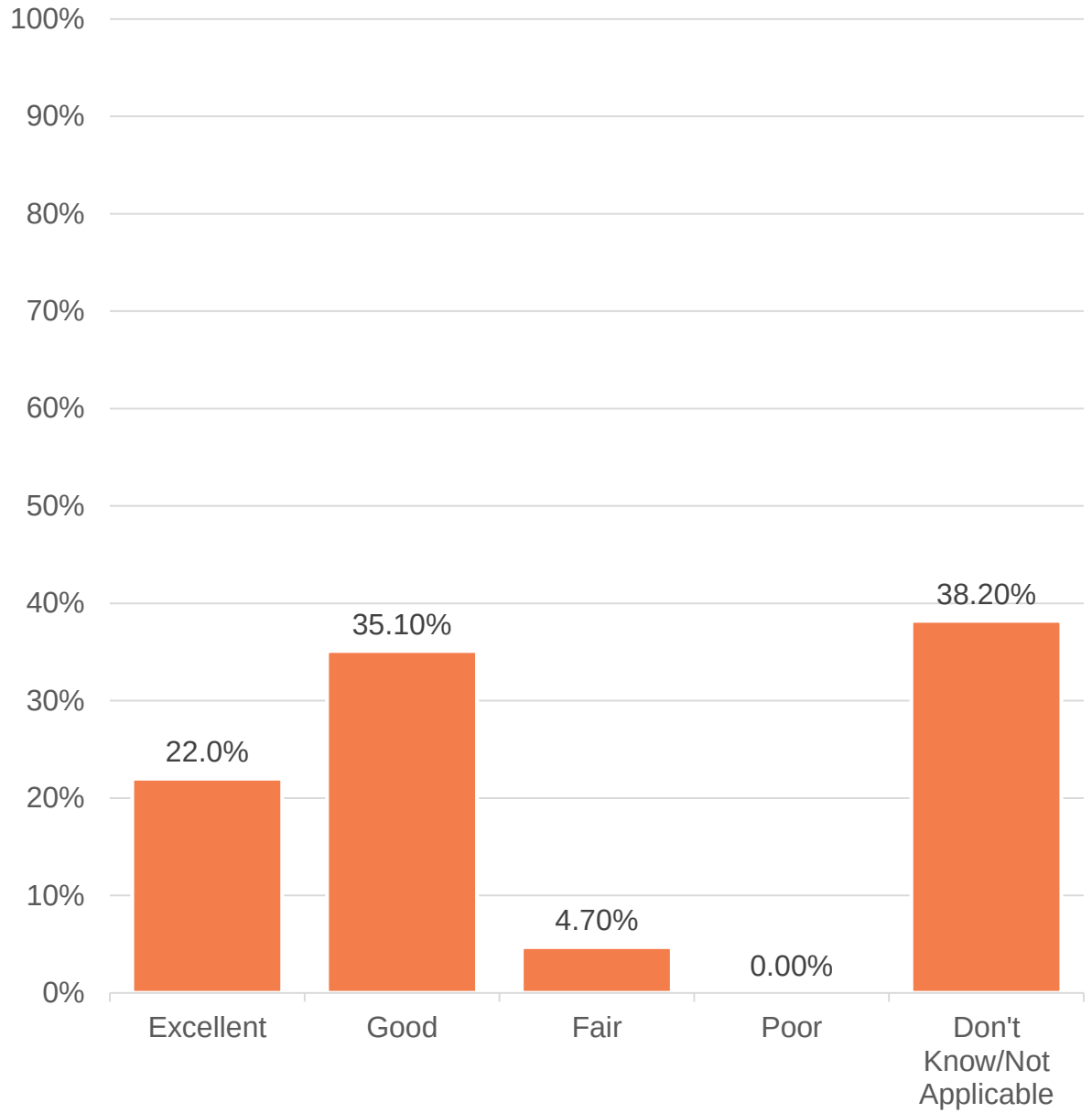
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

LIBRARY POLICIES



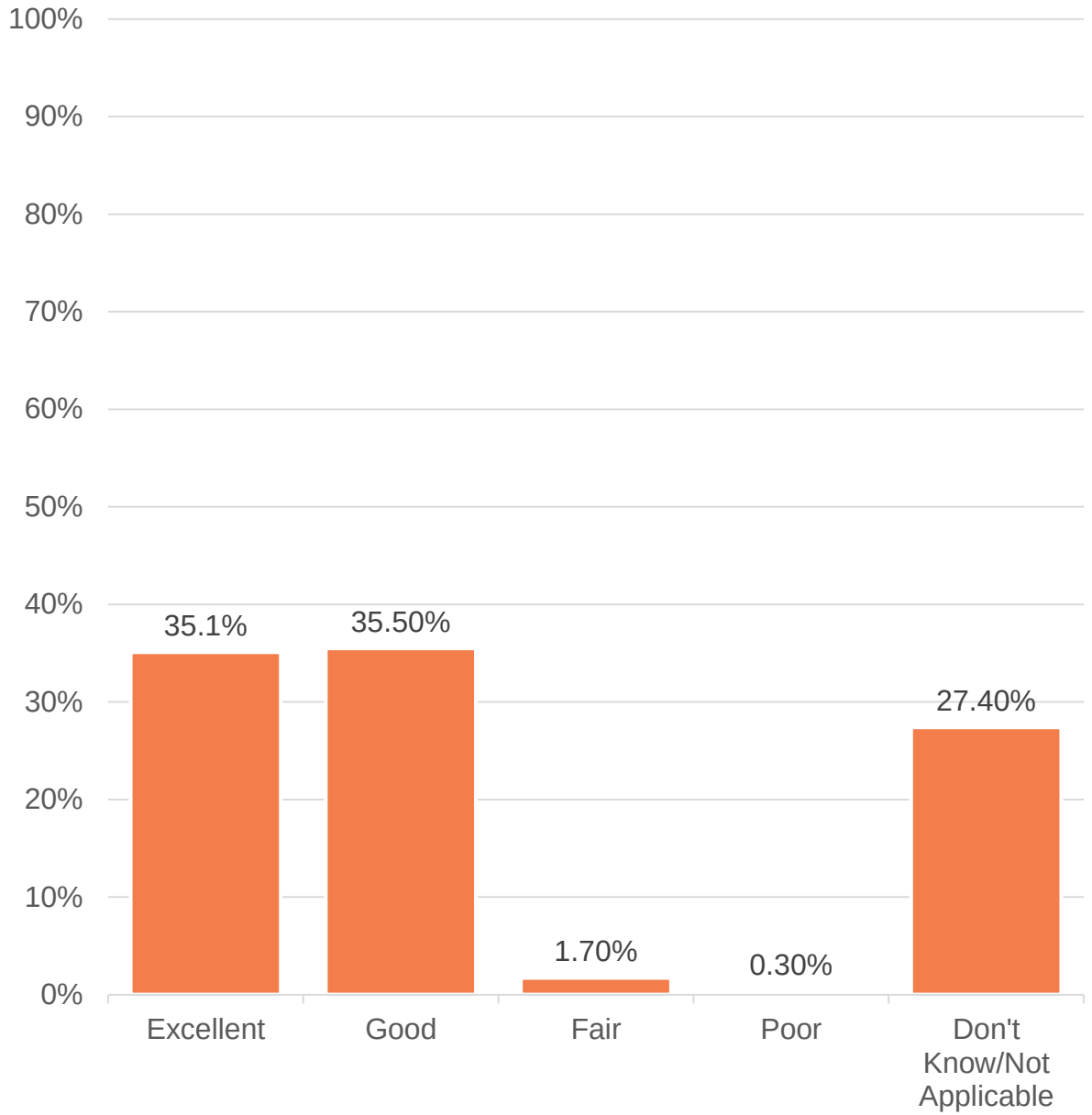
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

COMPUTERS AND PRINTERS



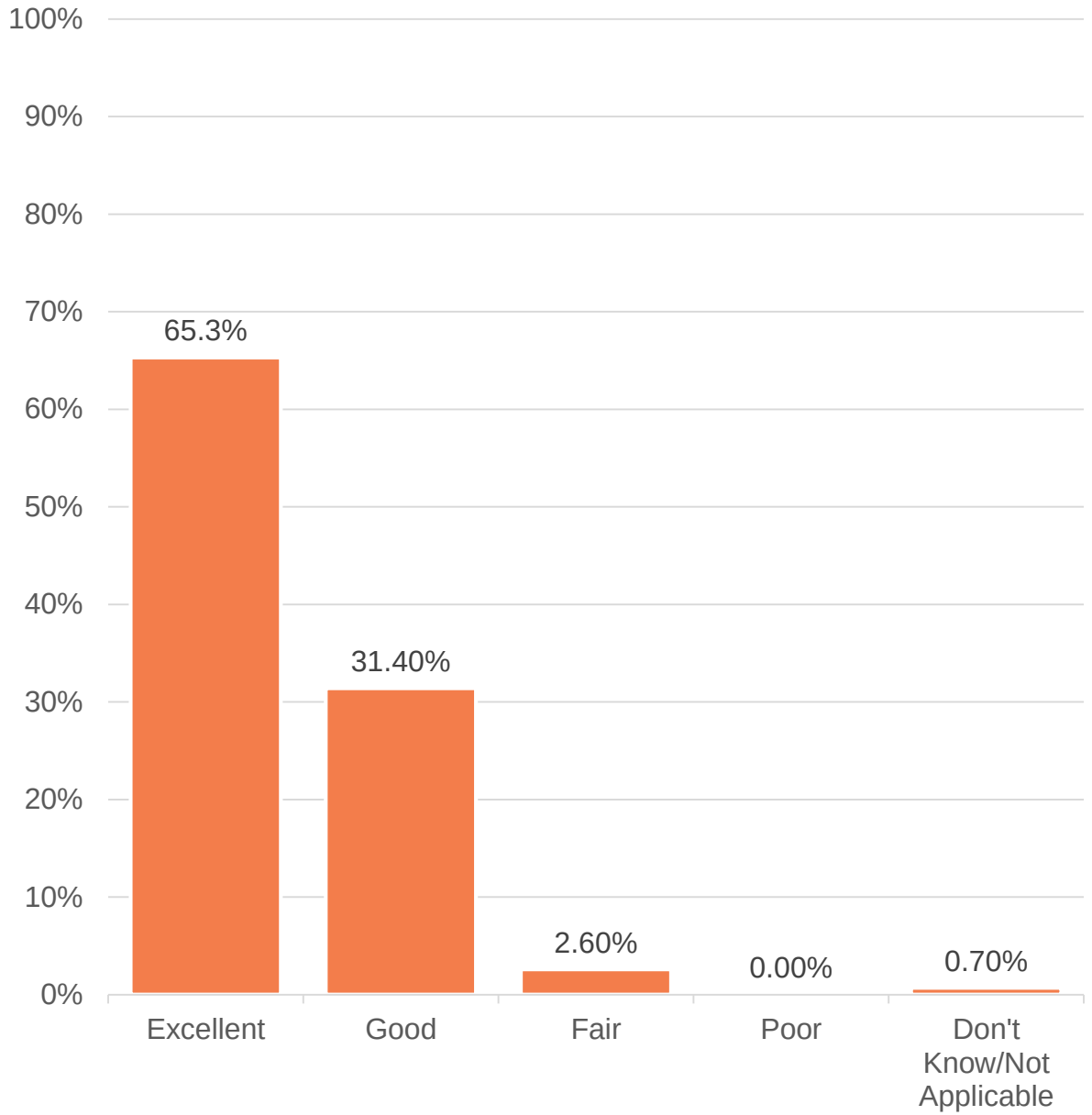
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

INTERNET ACCESS



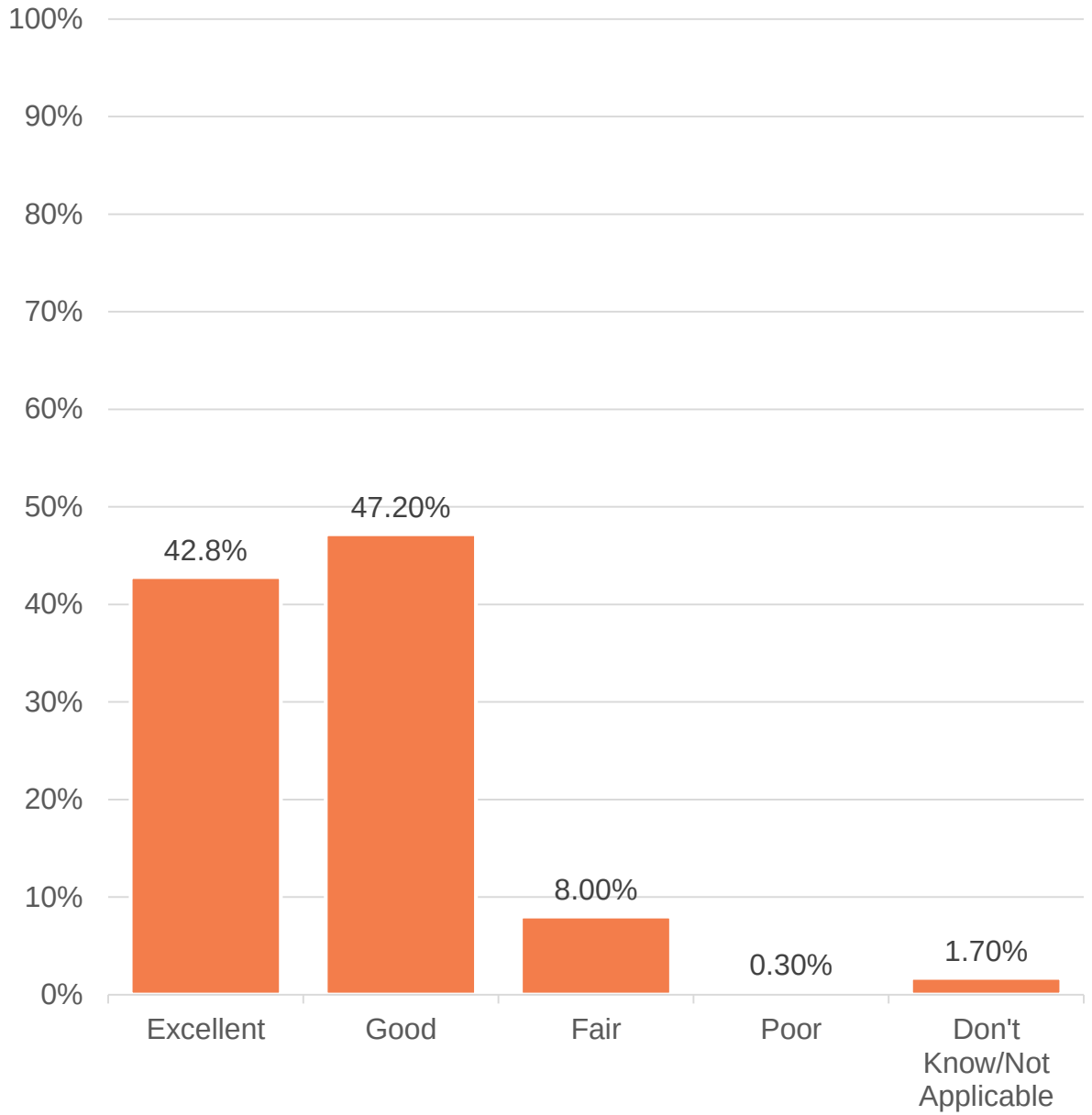
HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

FACILITIES

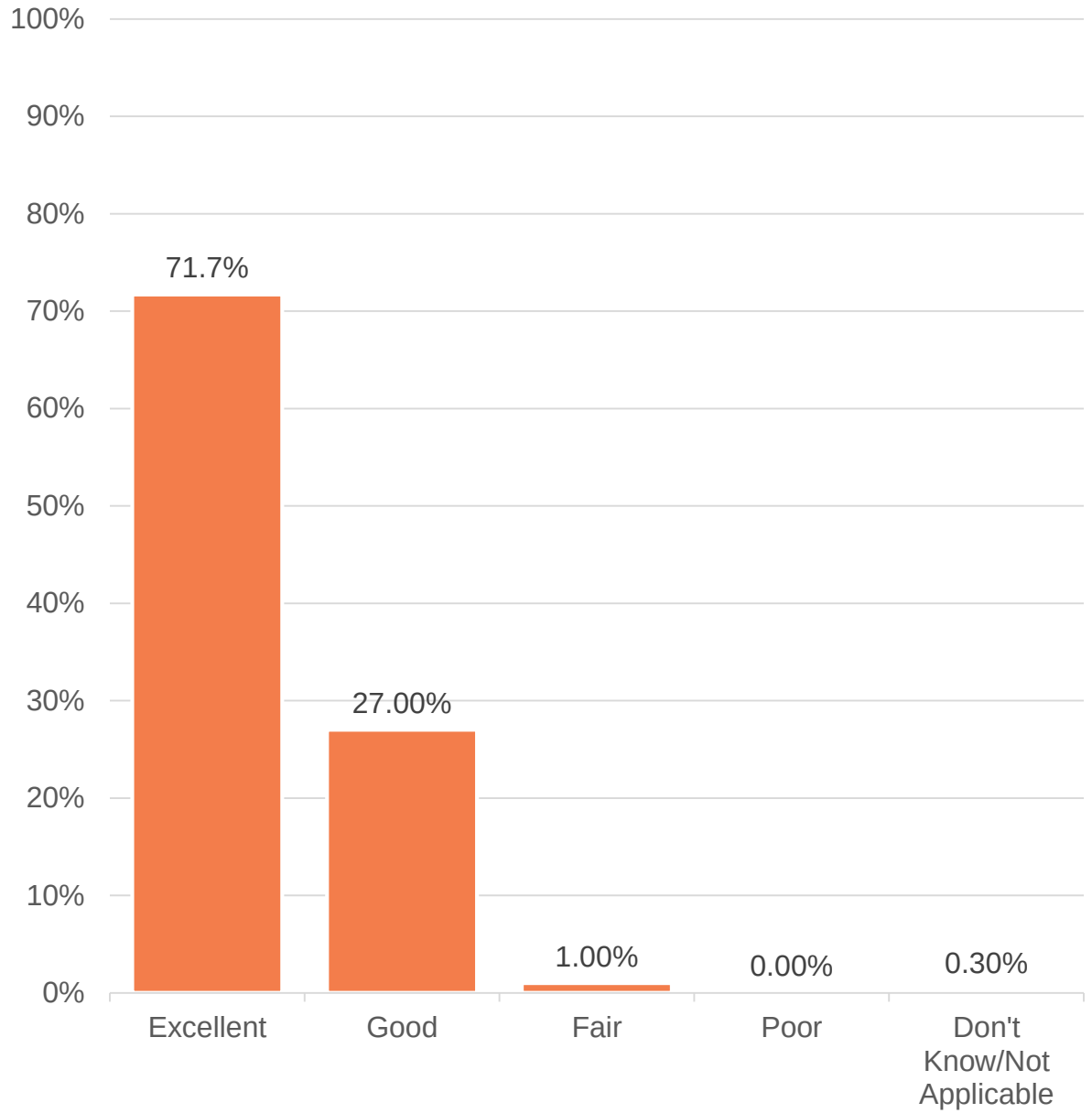


HOW WOULD YOU RATE THE FOLLOWING SERVICE?:

HOURS OF OPERATION

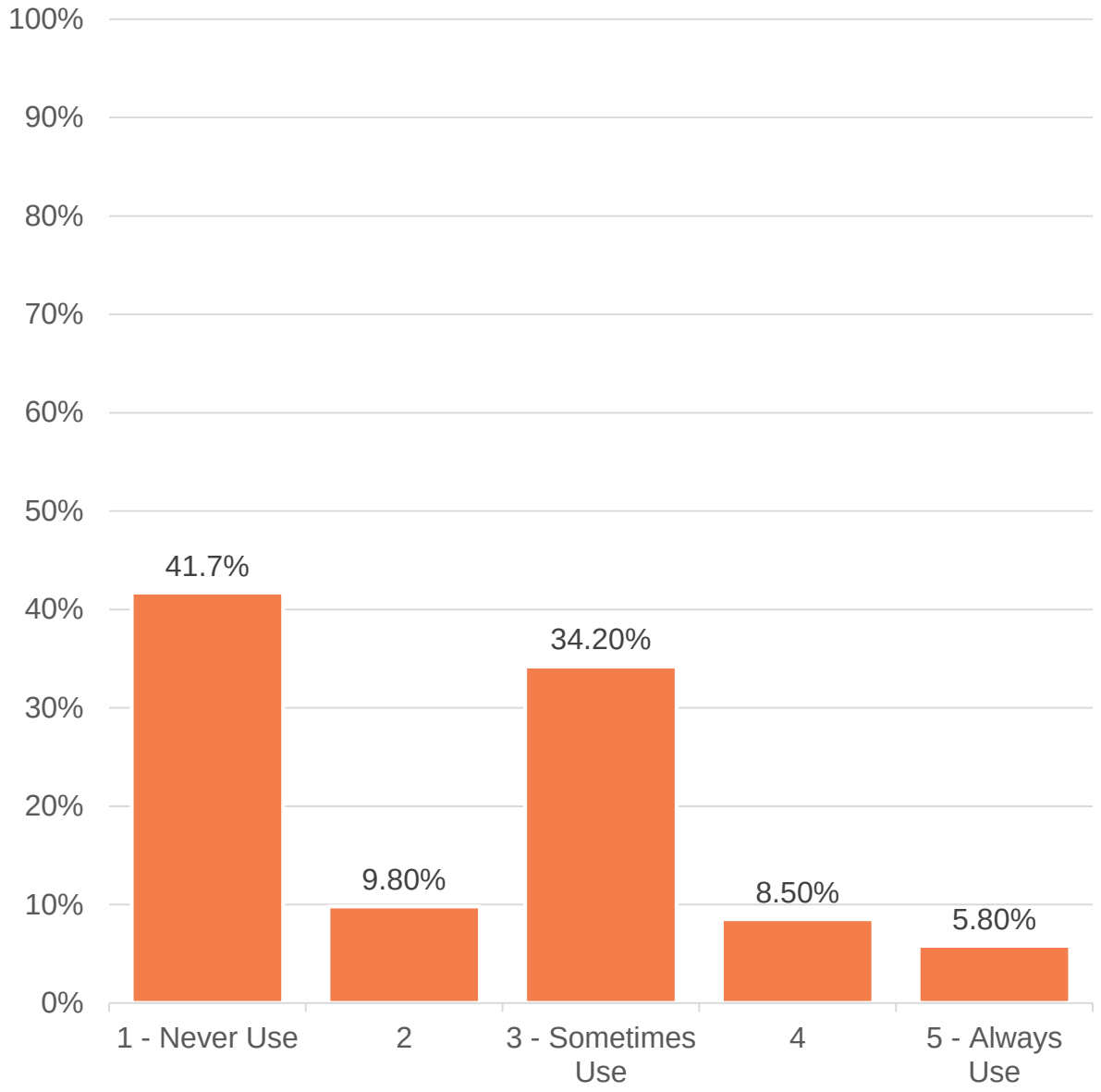


OVERALL, HOW WOULD YOU RATE THE LIBRARY?



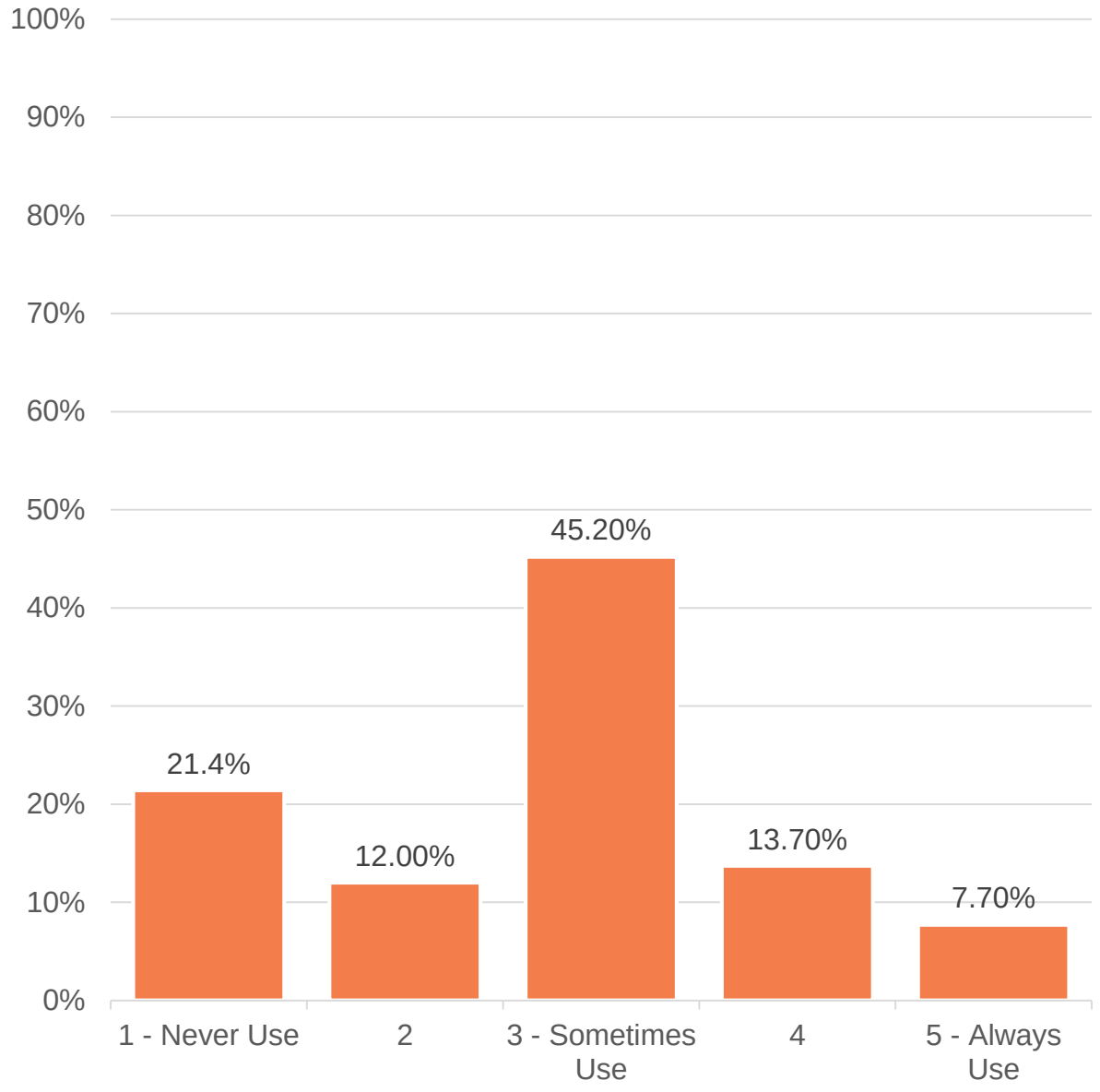
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

QUIET READING ROOM



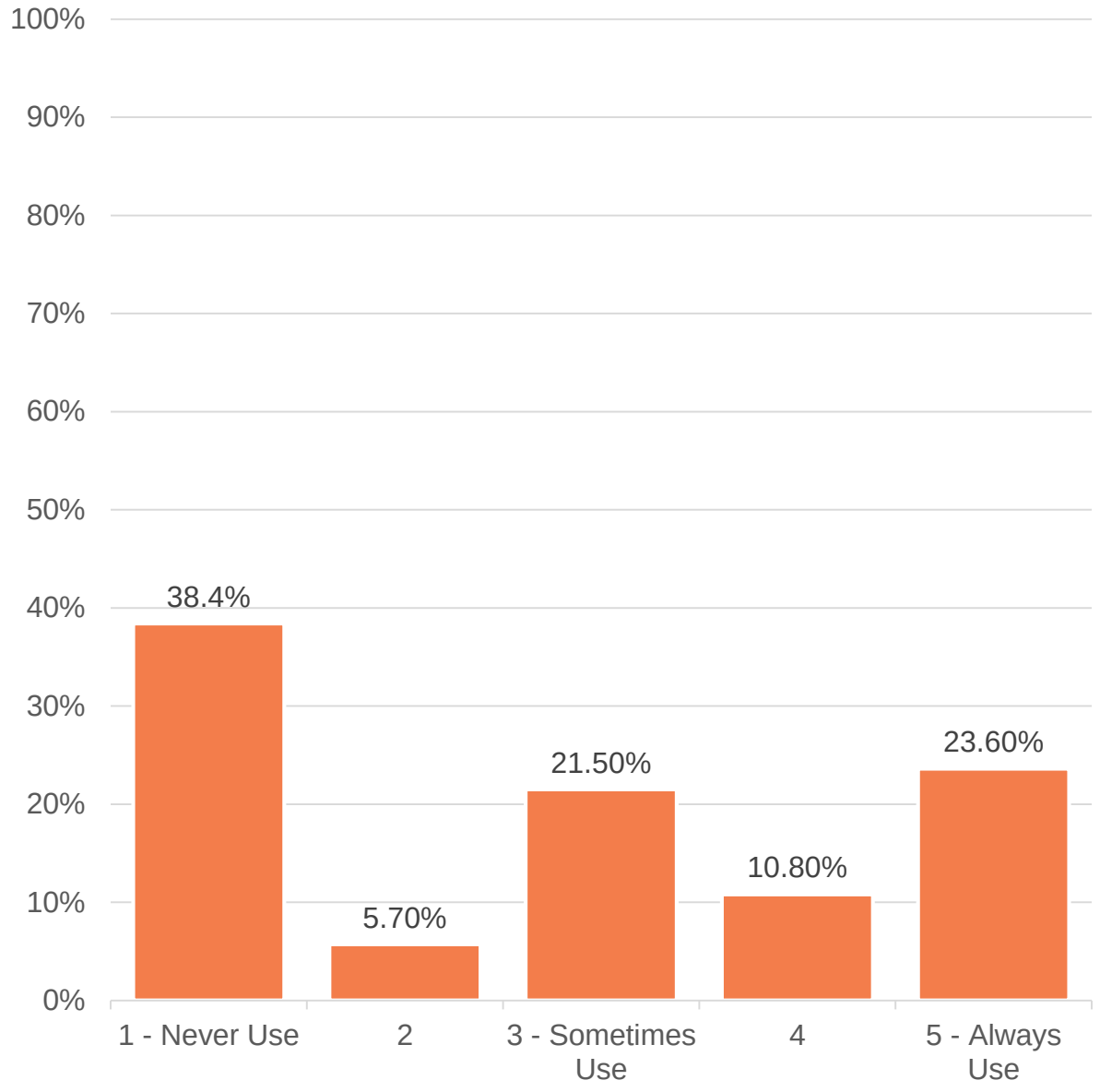
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

CASUAL SEATING AREAS



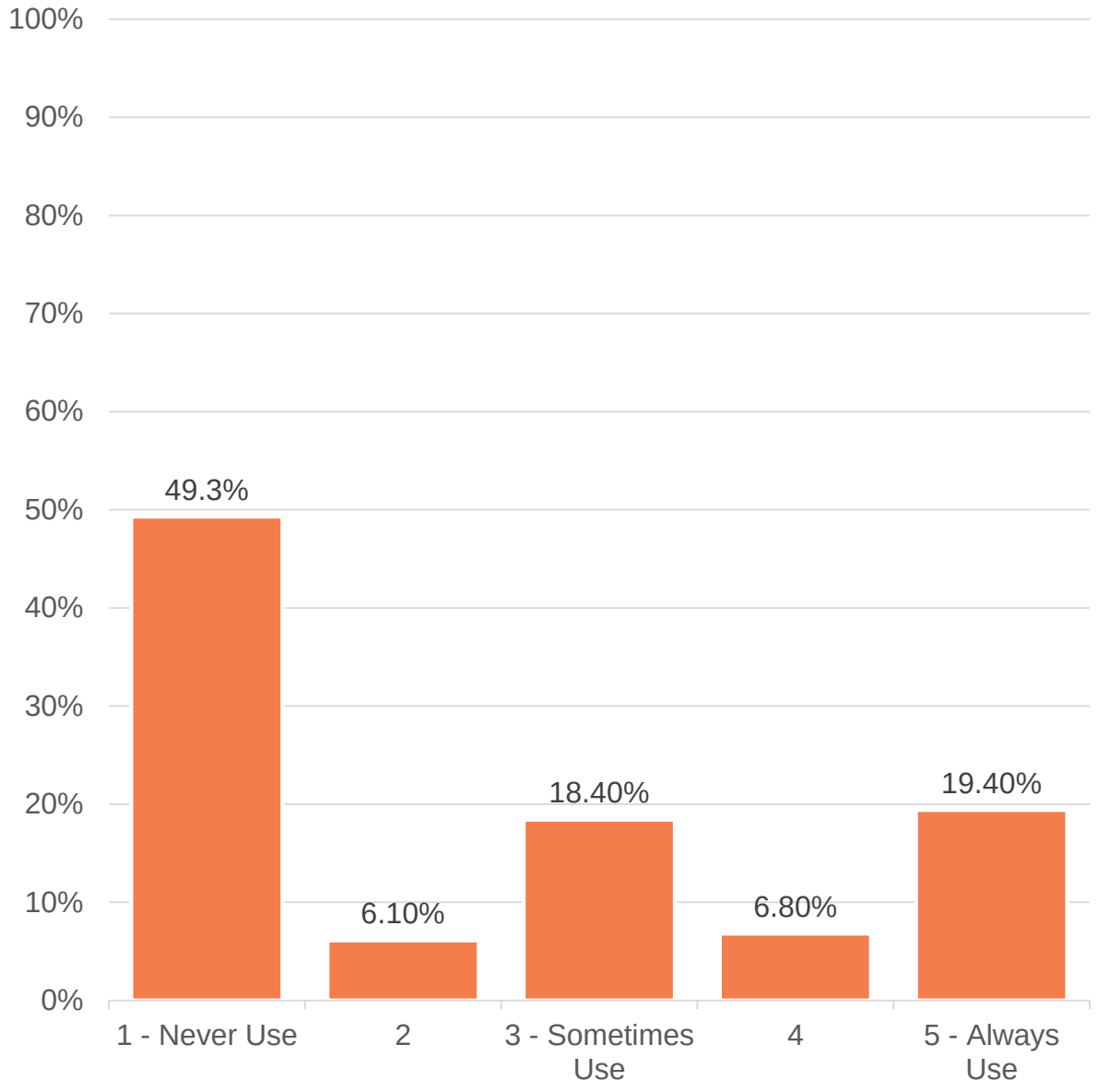
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

OUTDOOR PLAY AREA



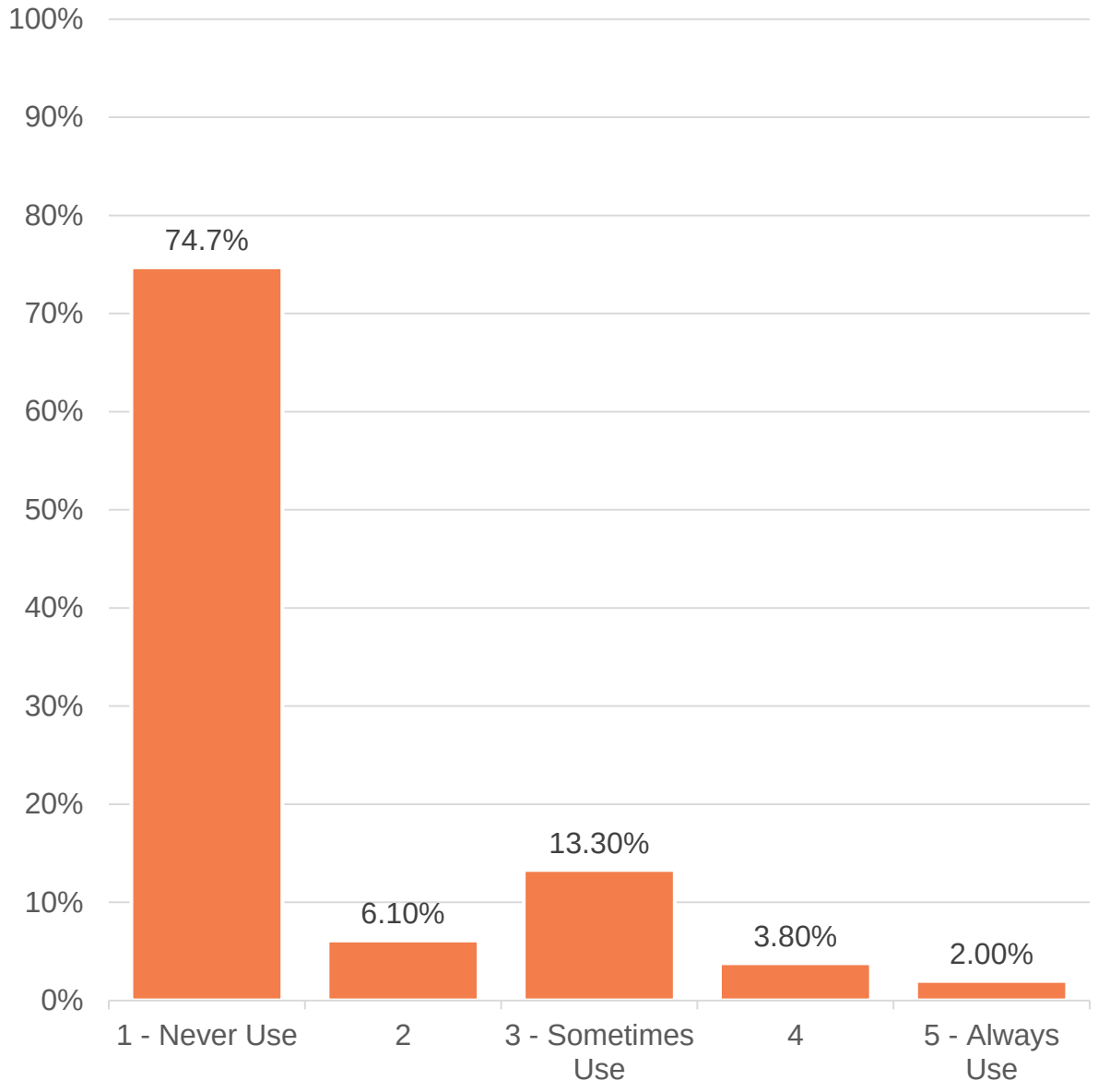
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

INDOOR CHILDREN'S PLAY AREA



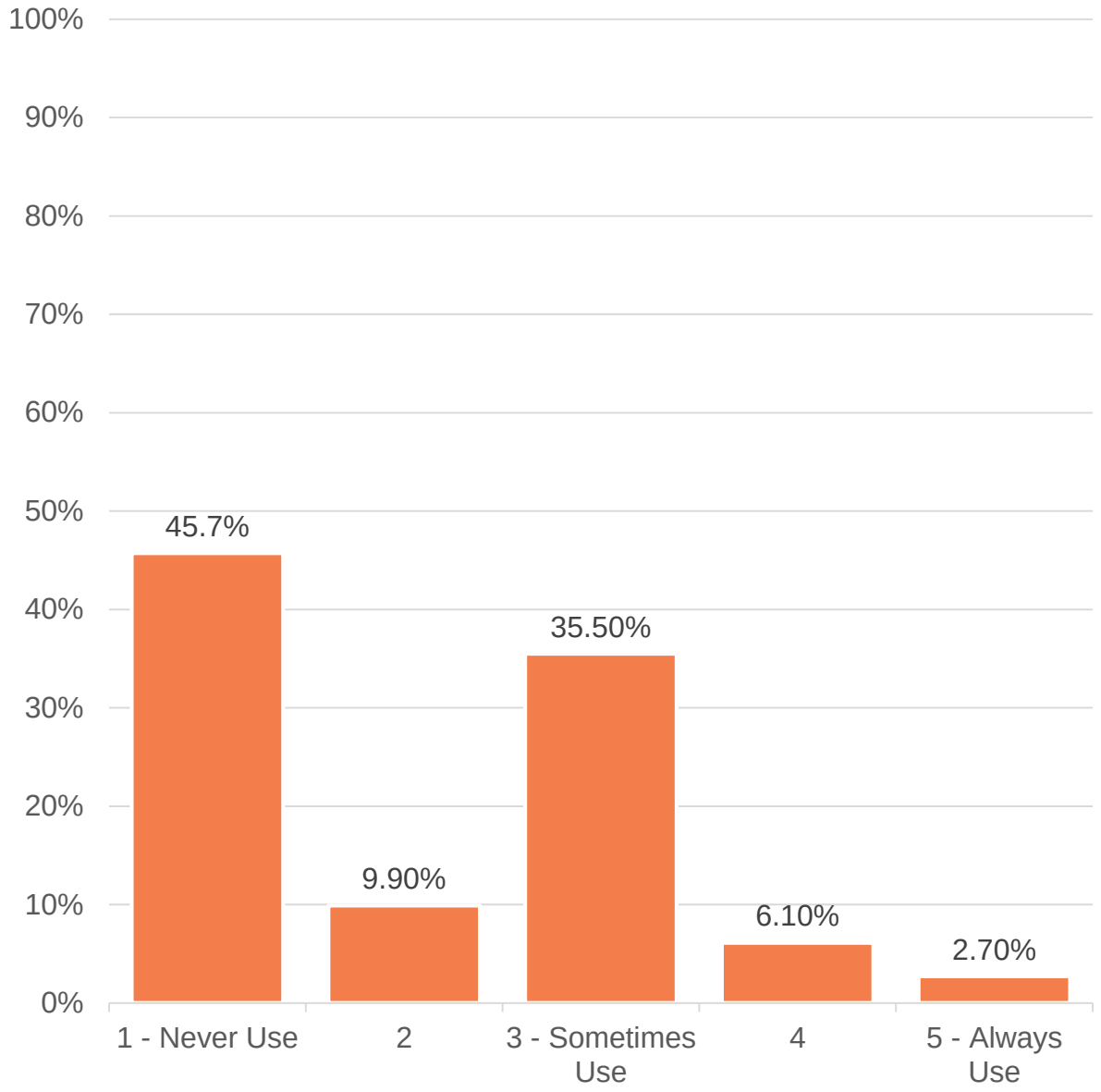
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

TEEN AREA



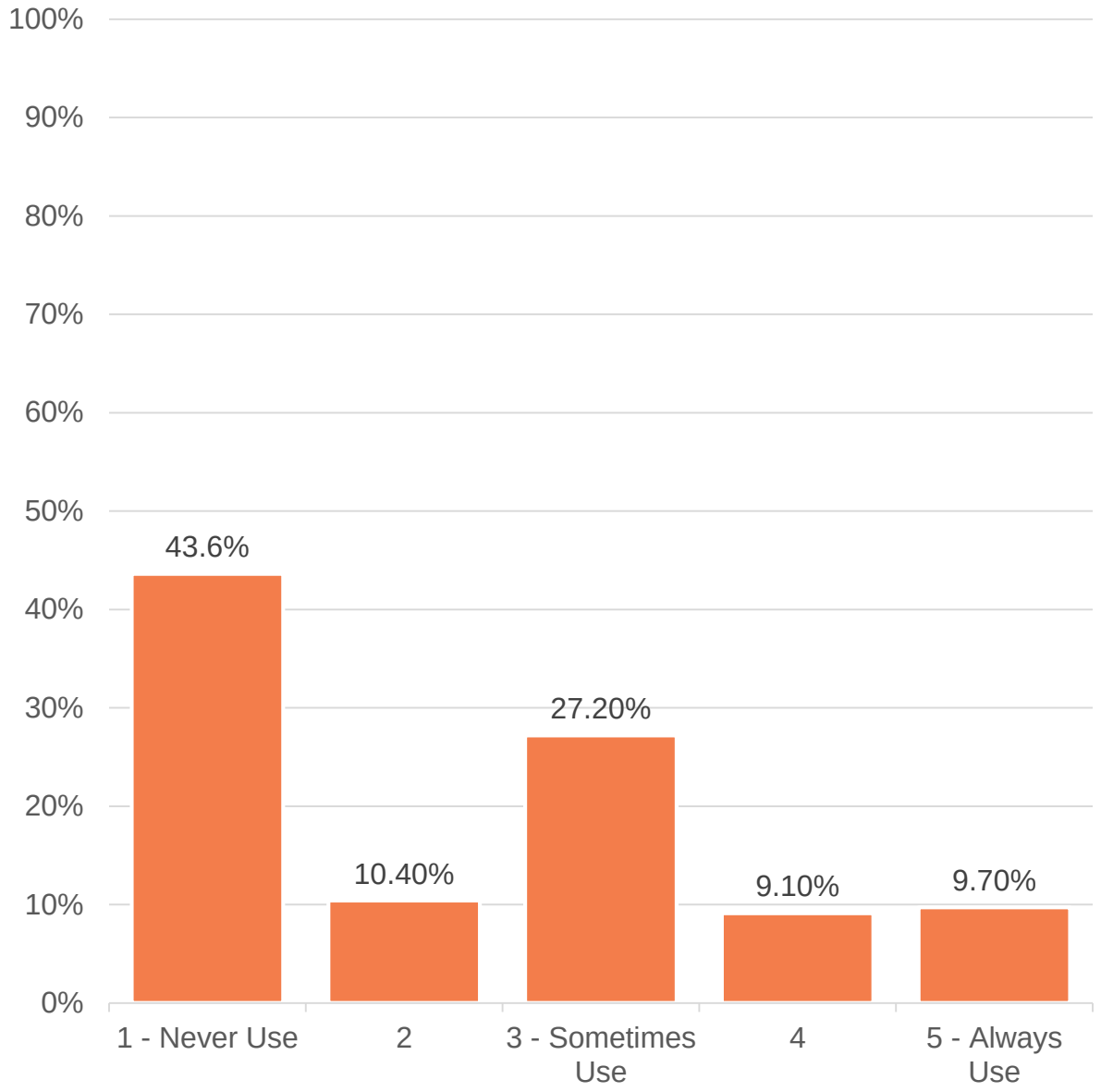
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

COMPUTER STATIONS



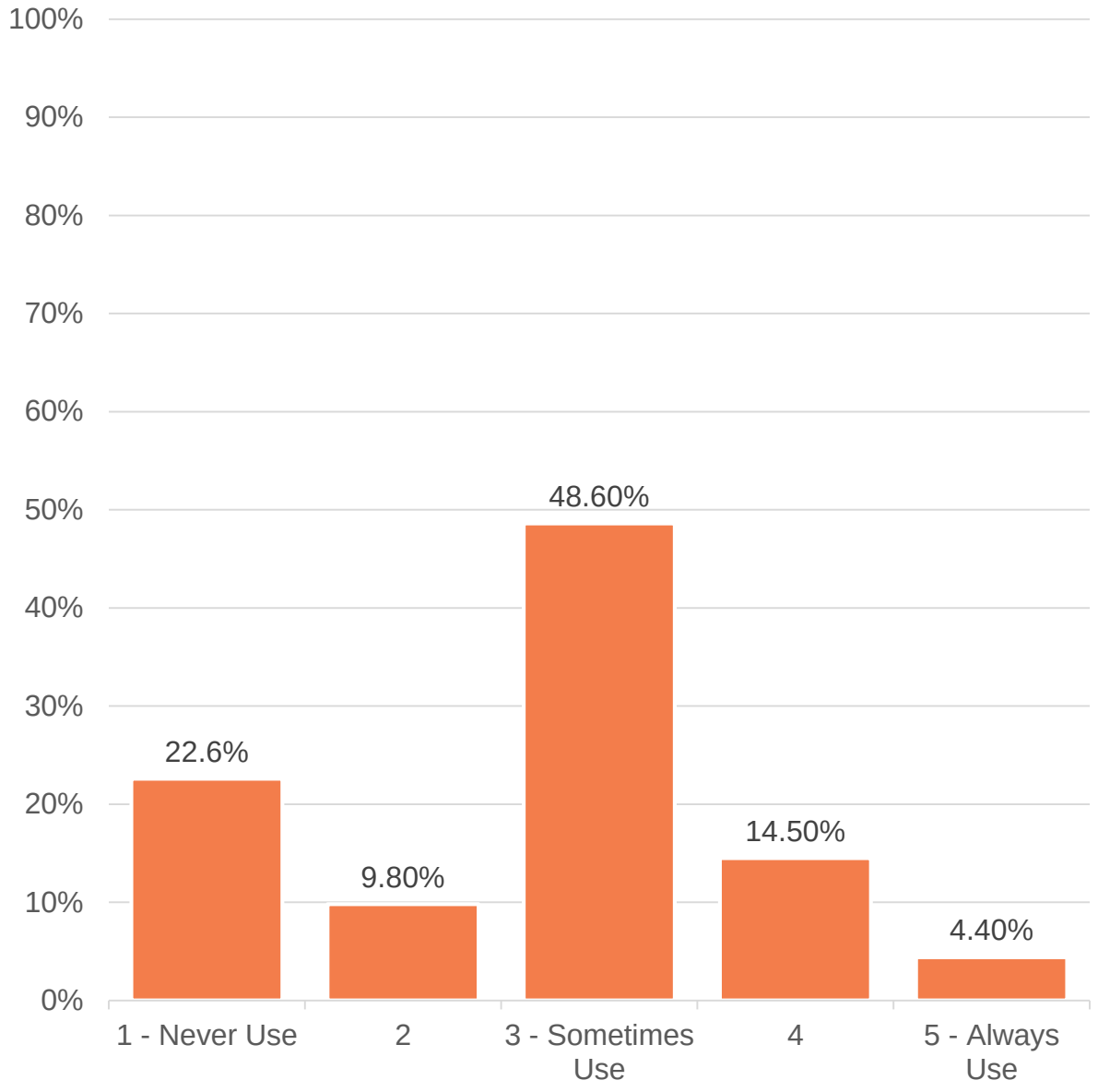
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

FRIEND'S BOOK SALE ROOM



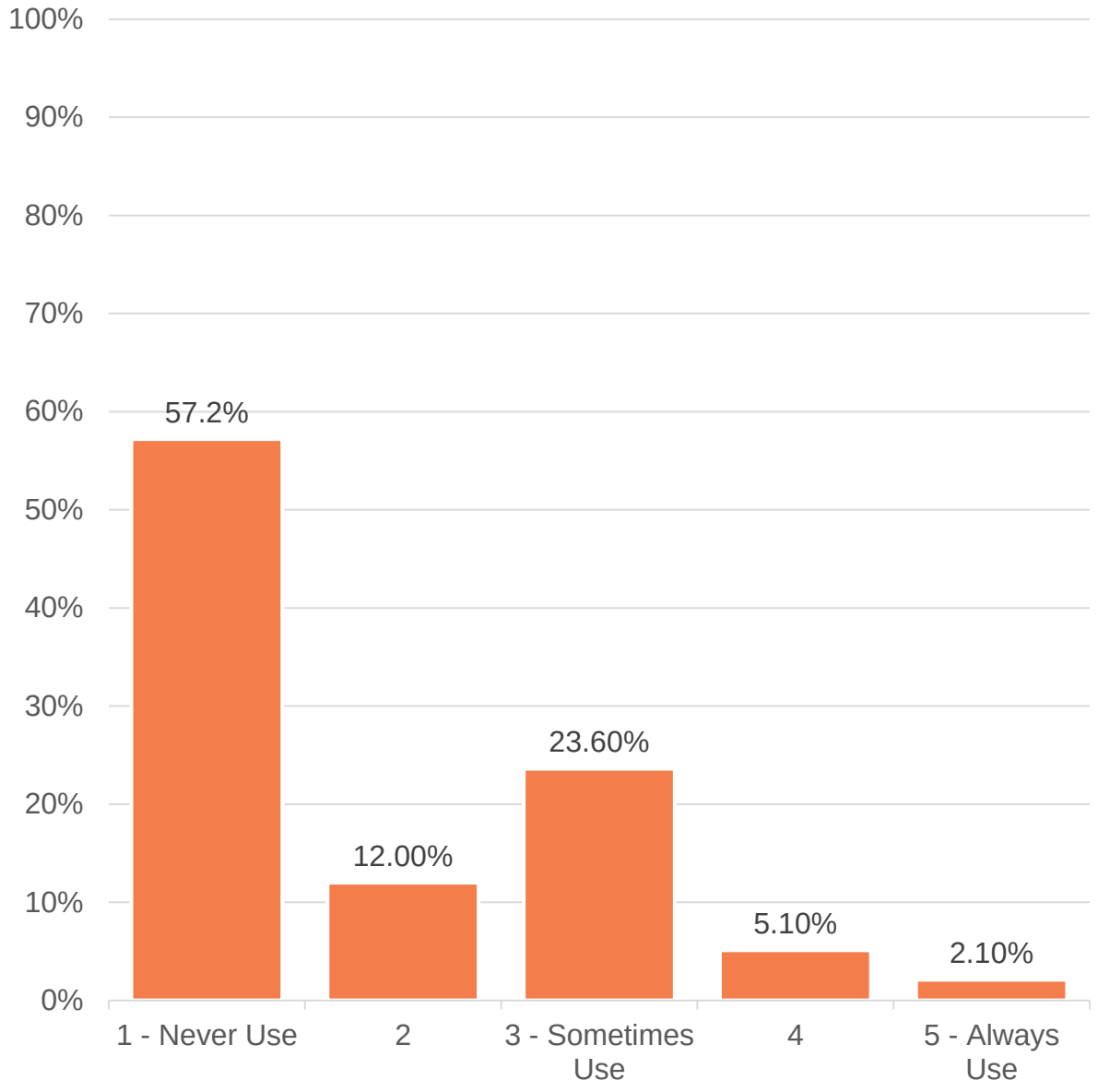
ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

COMMUNITY ROOM

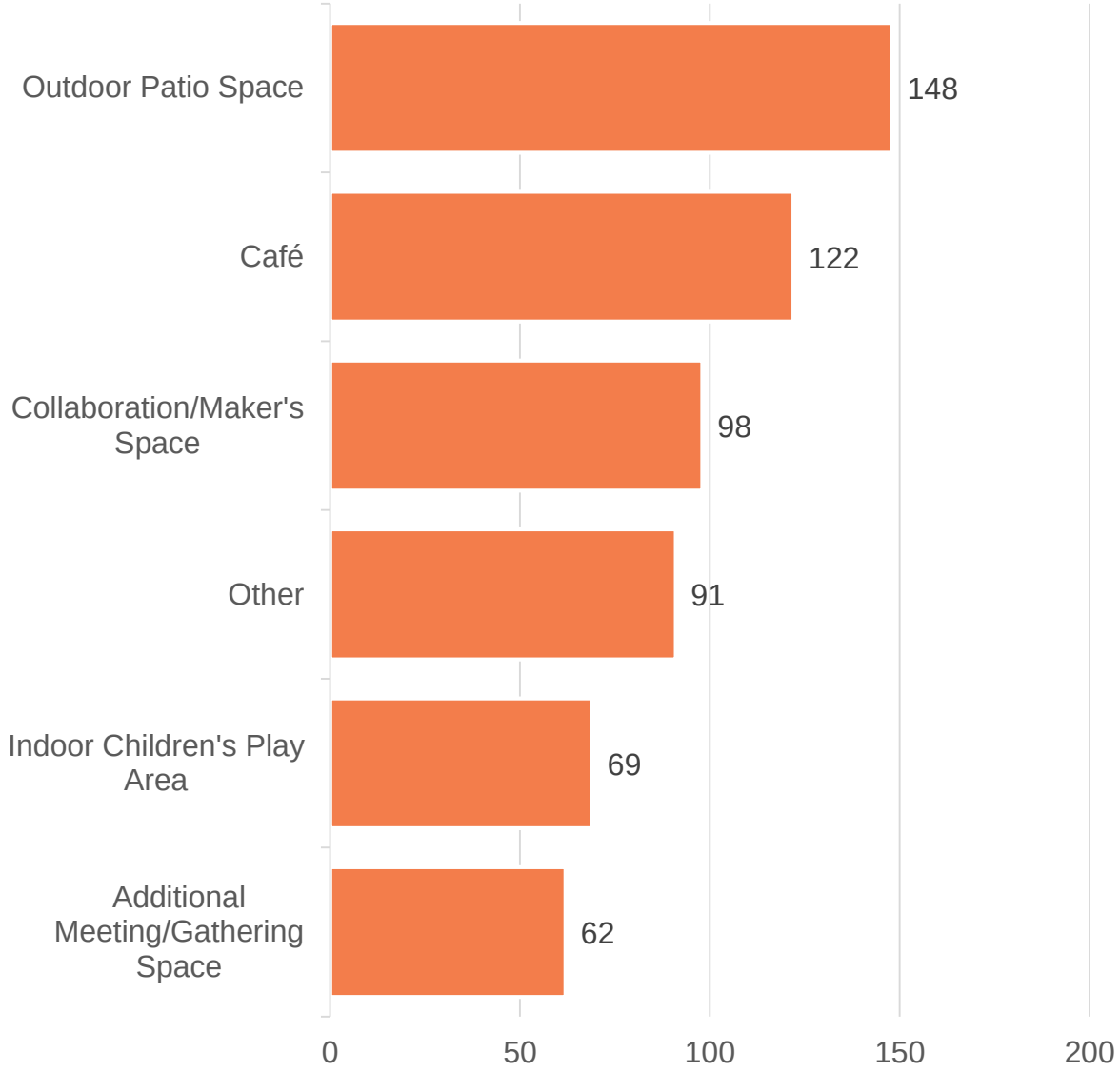


ON A SCALE OF 1-5, WHAT FACILITY SPACES DO YOU UTILIZE THE MOST WHEN VISITING THE LIBRARY?

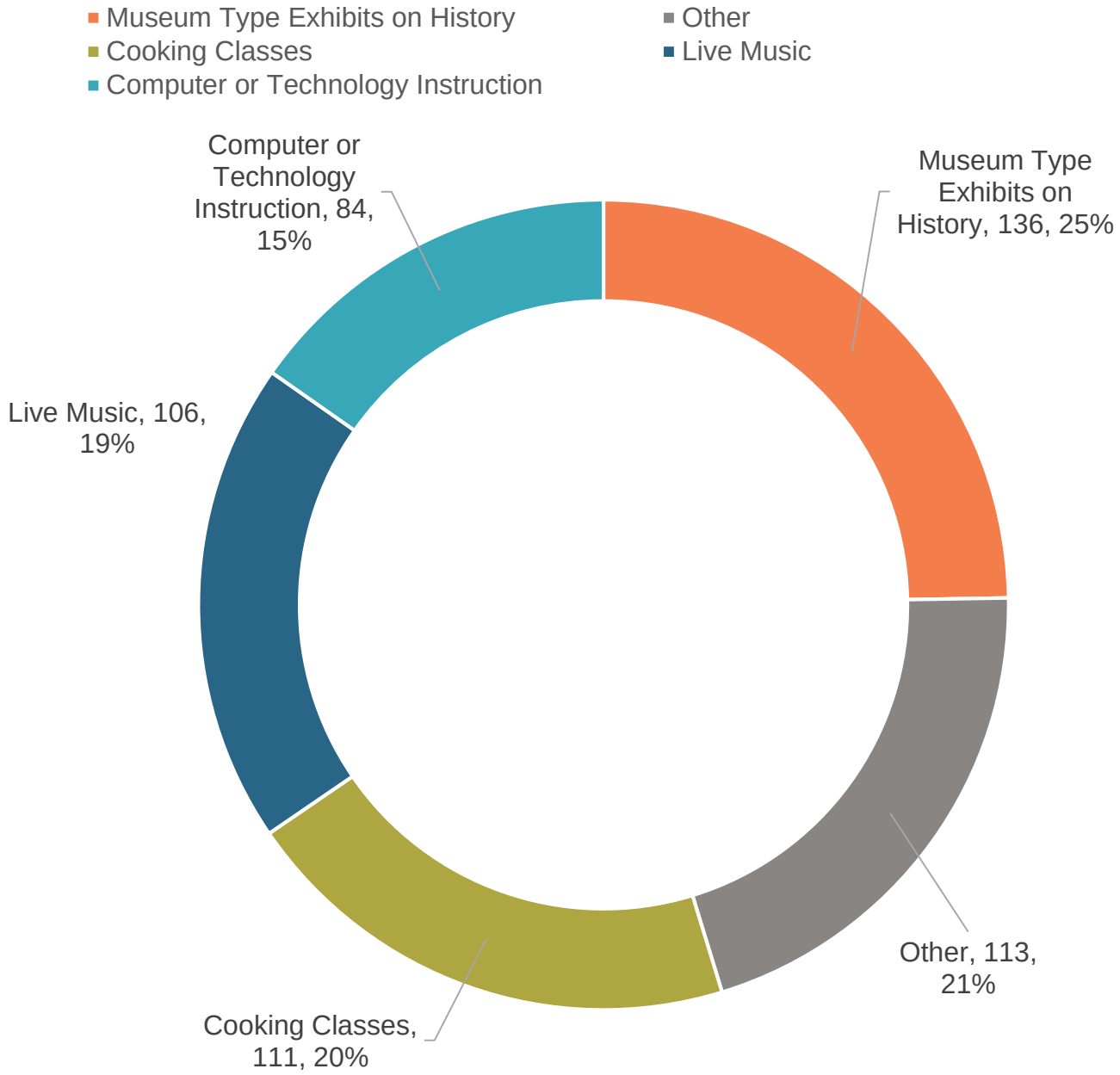
STUDY ROOM



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

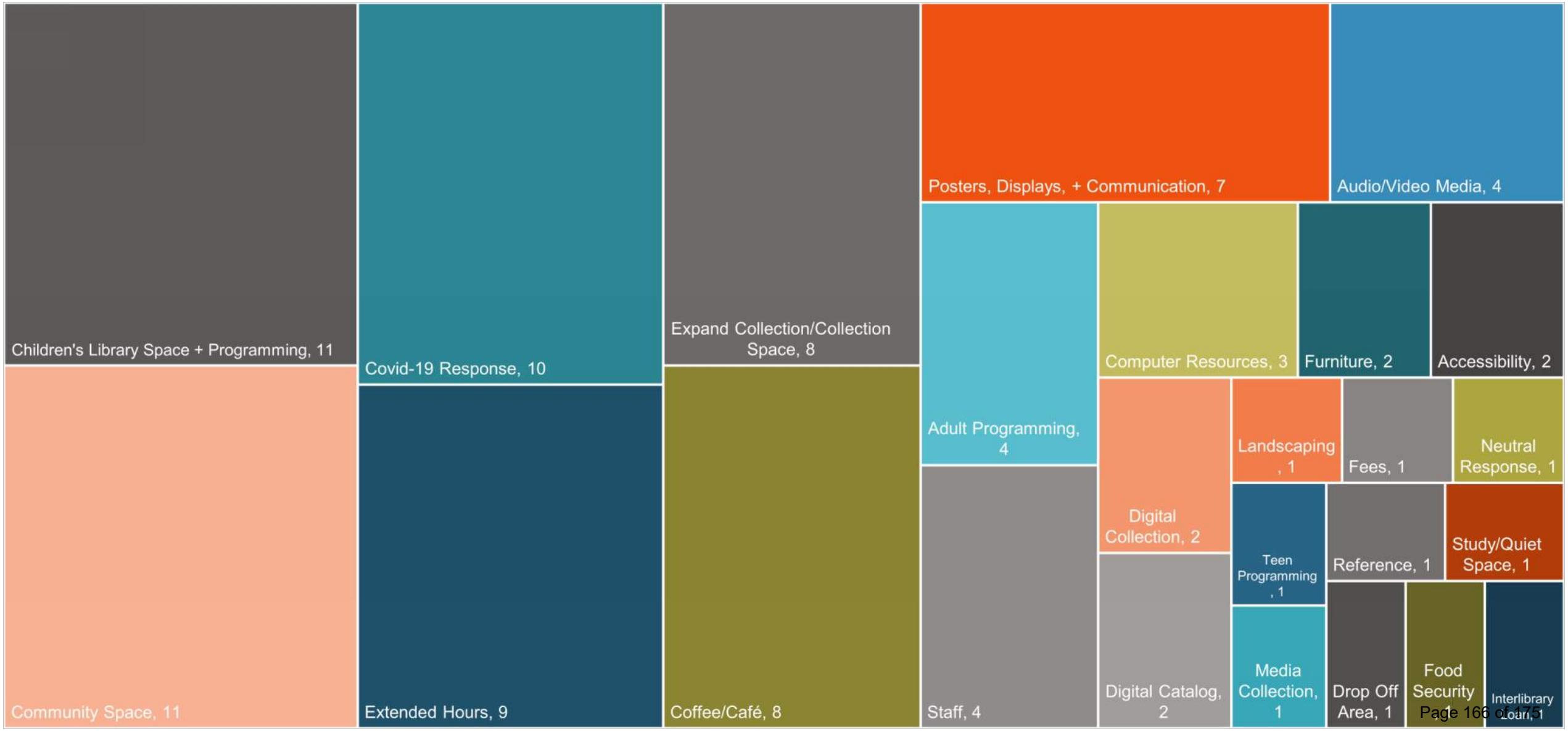


SELECT THREE FUTURE PROGRAMS YOU HOPE TO HAVE ACCESS TO AT THE LIBRARY IN THE FUTURE

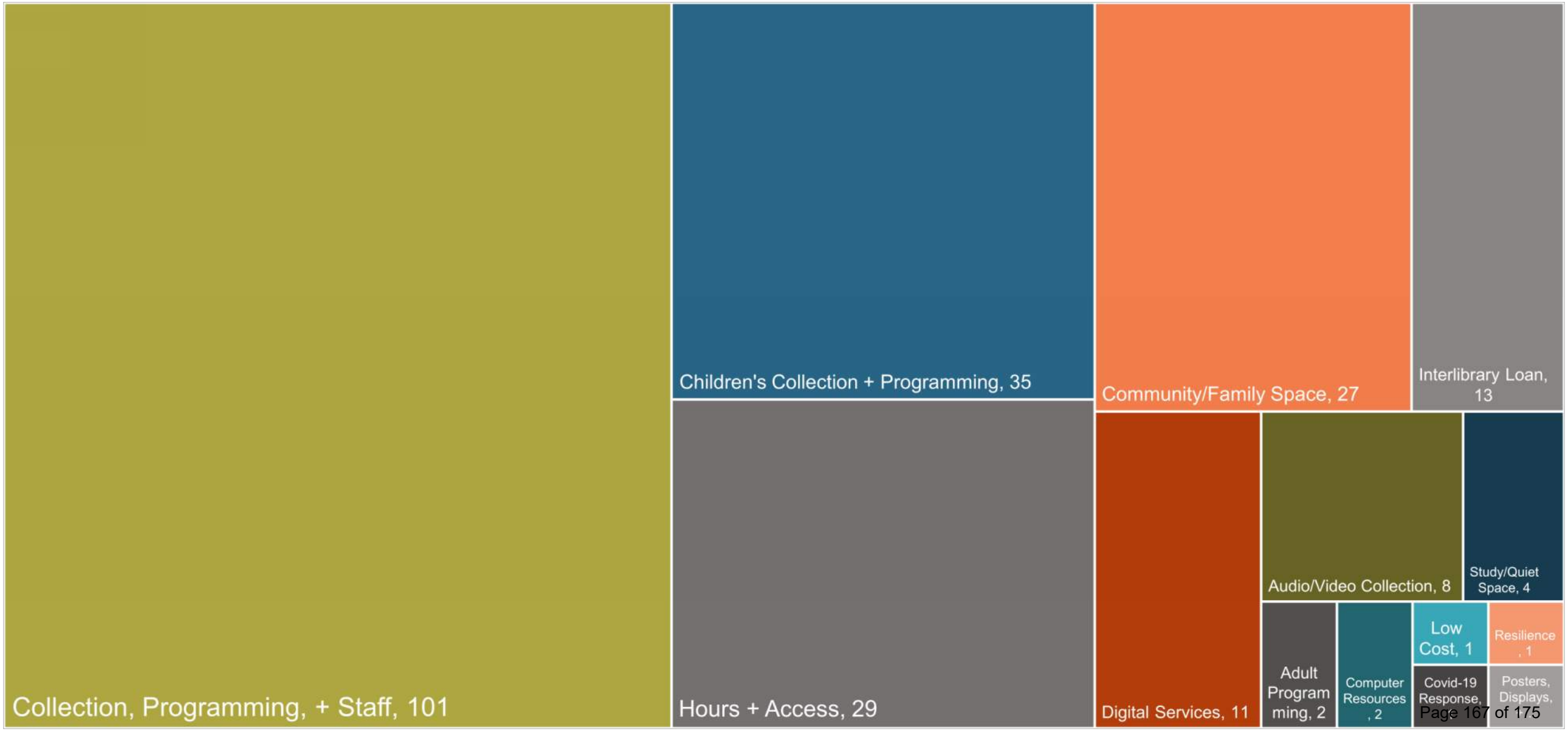


2 | OPEN ENDED QUESTIONS

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



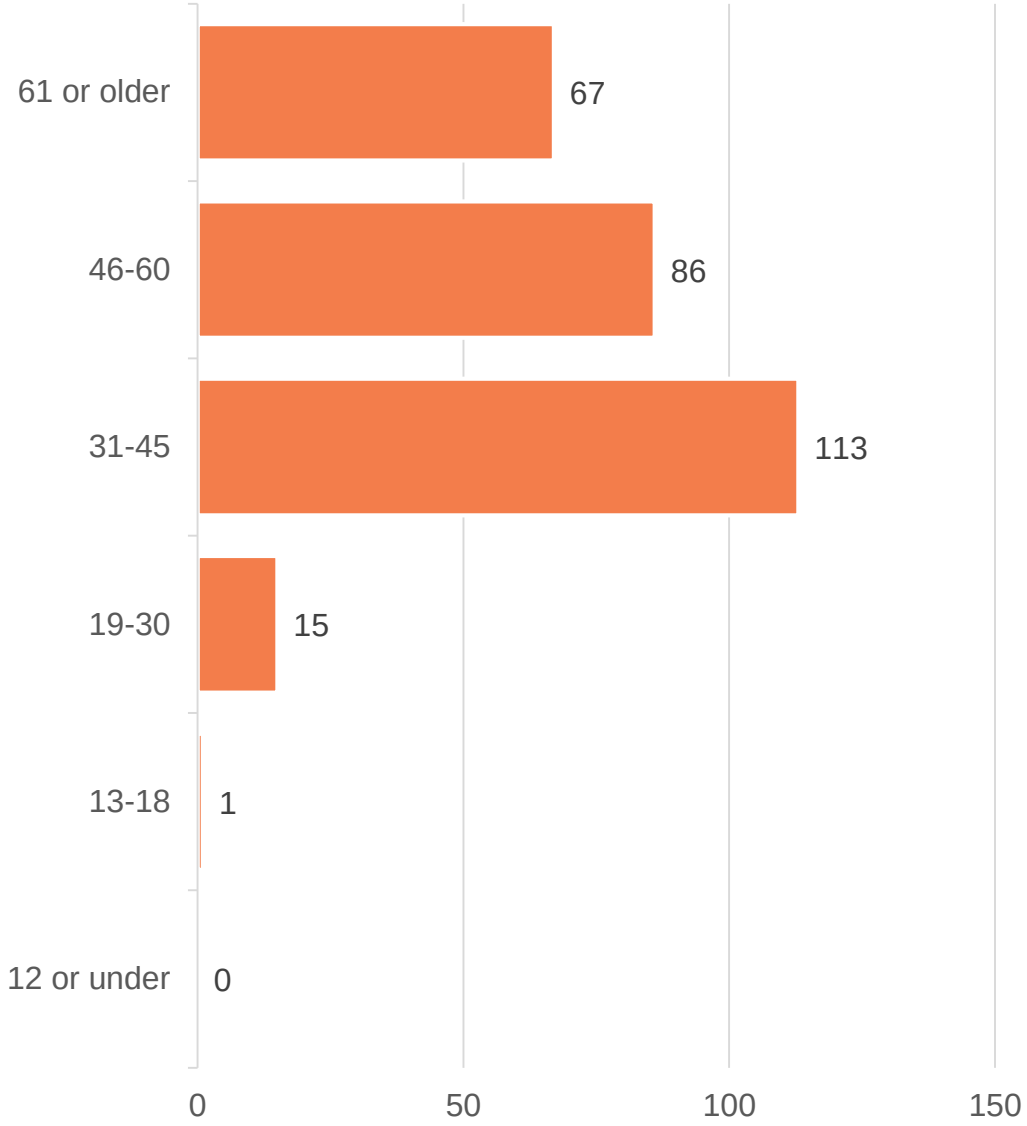
WHAT DO YOU VALUE MOST ABOUT THE LIBRARY?



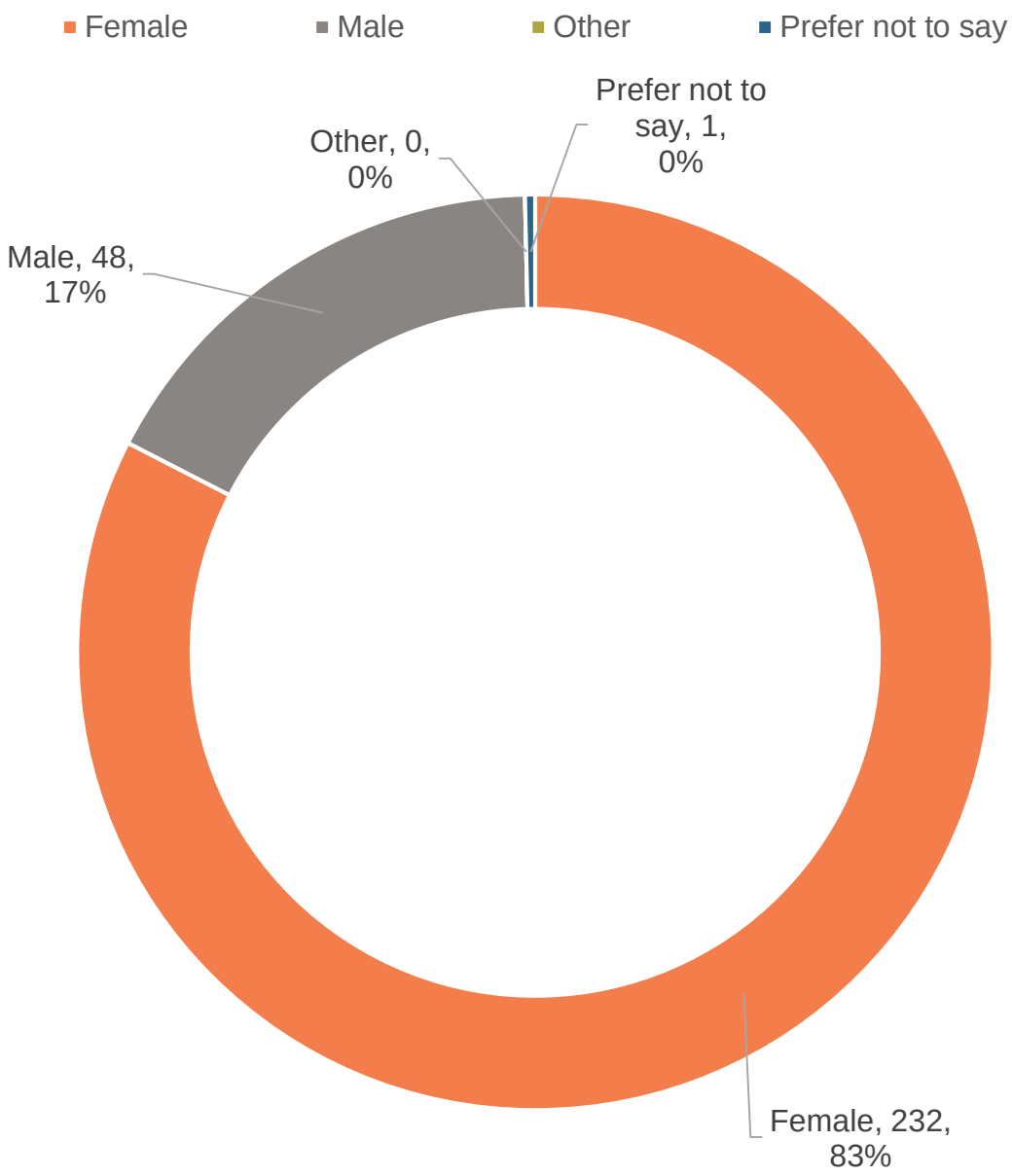
HOW DOES THE LIBRARY BENEFIT YOU AND/OR THE COMMUNITY?

3 | DEMOGRAPHIC QUESTIONS

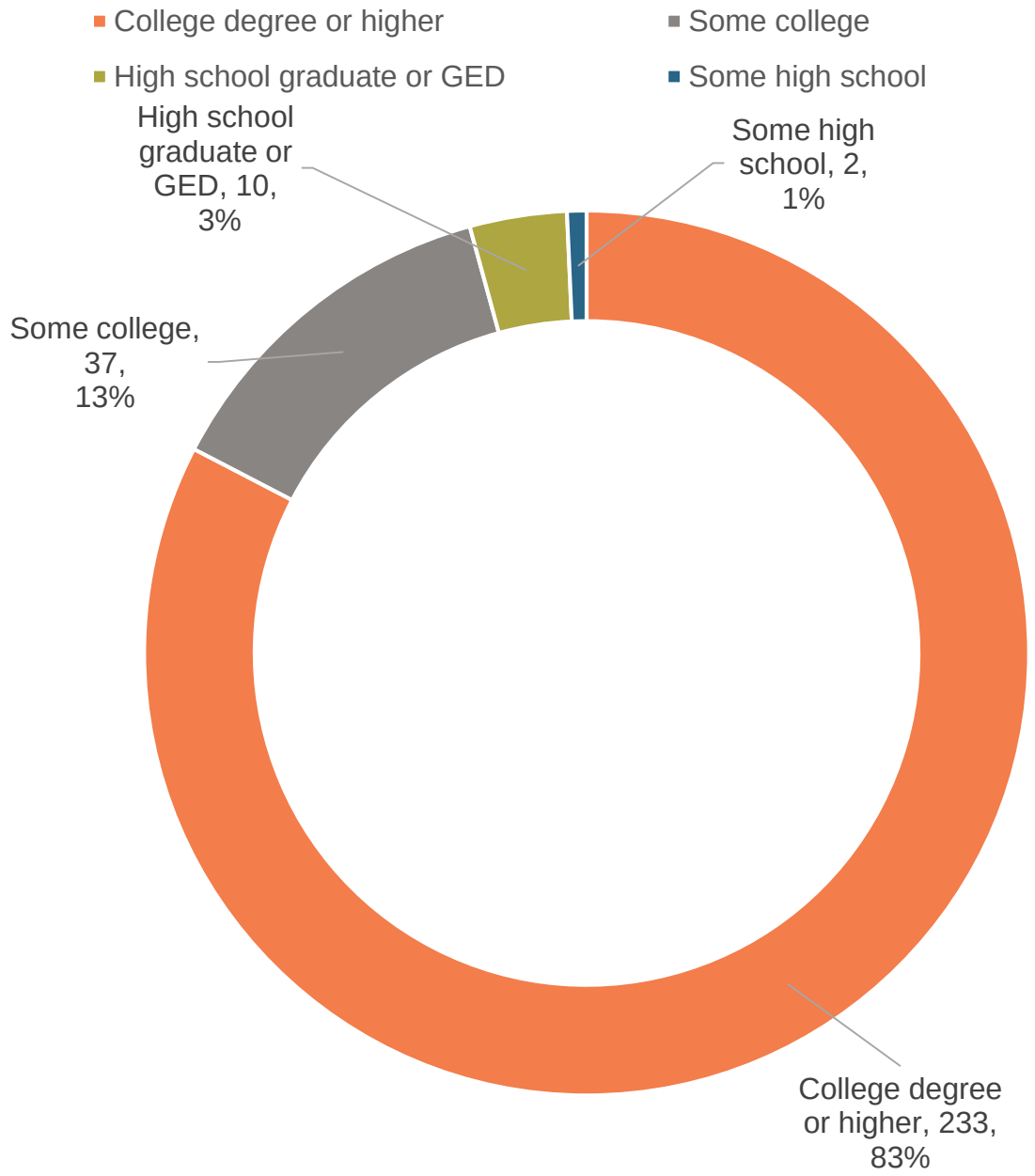
HOW OLD ARE YOU?



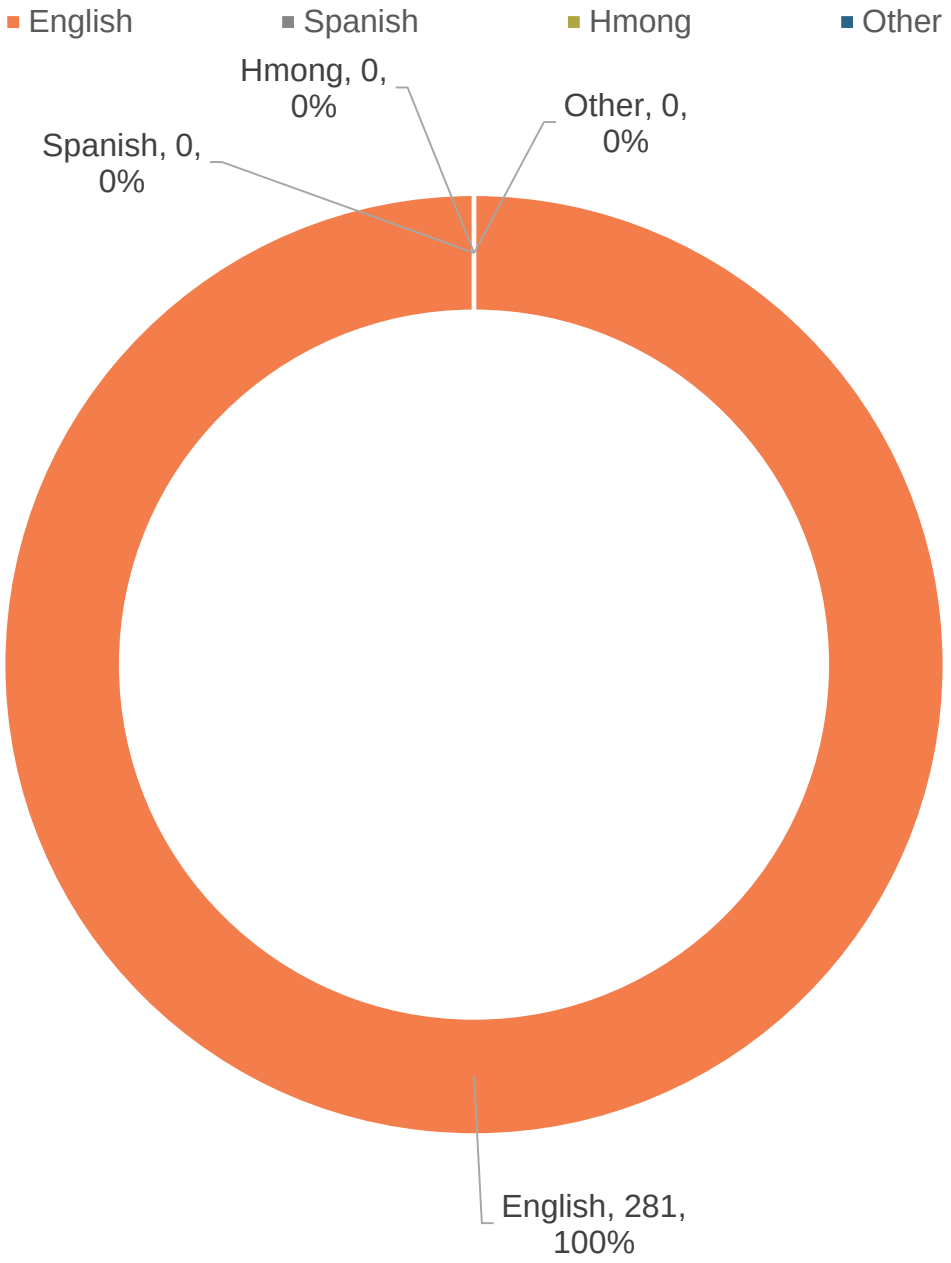
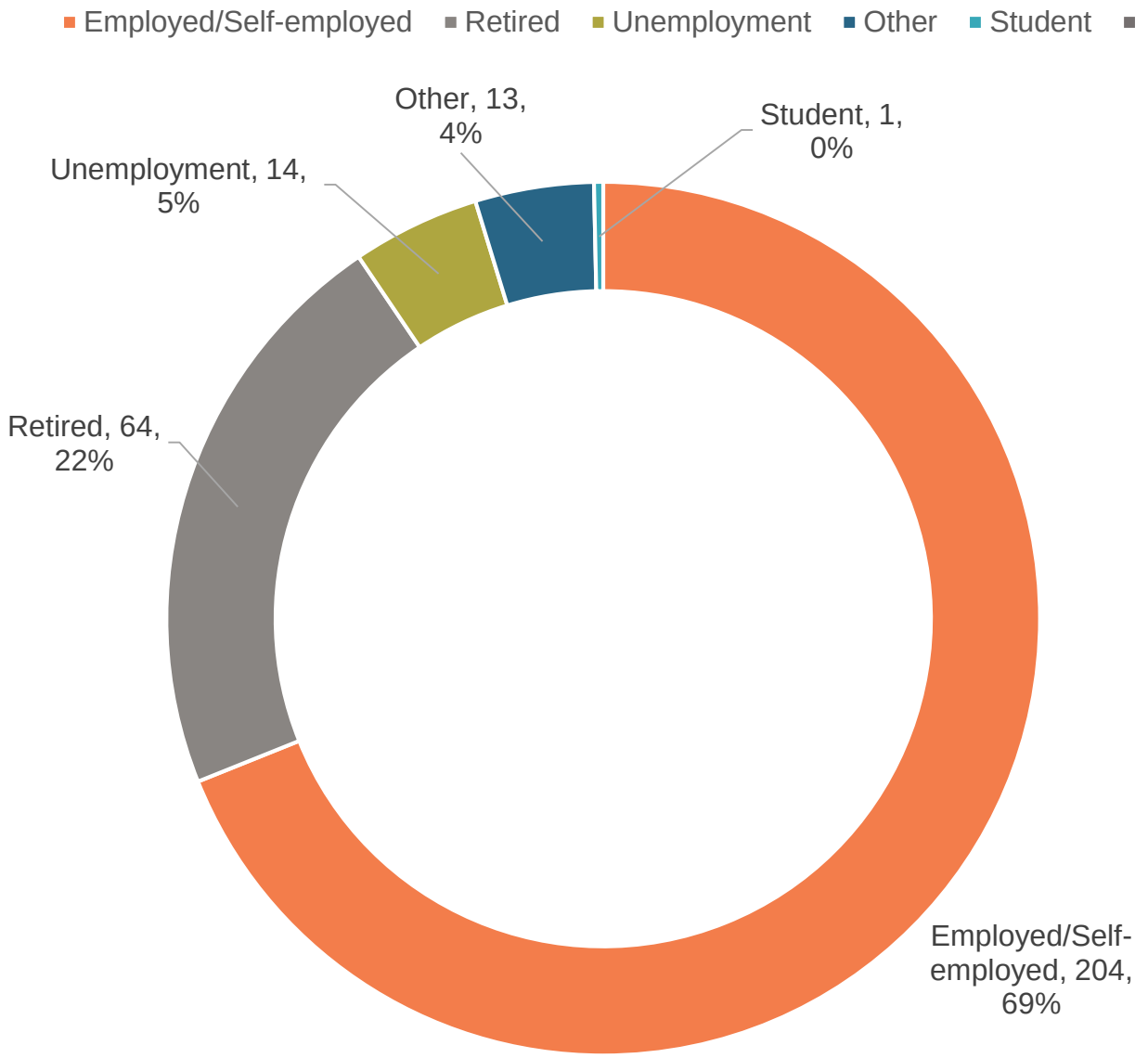
WHAT GENDER DO YOU IDENTIFY WITH?



WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?



WHAT IS YOUR PREFERRED LANGUAGE?



WHAT IS YOUR EMPLOYMENT STATUS?