VILLAGE OF MCFARLAND

Library Board

NOTICE OF PUBLIC MEETING

Tuesday, July 5, 2022

5:15 PM

AGENDA

E.D. Locke Public Library

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Motion to approve the minutes of the June 6, 2022 meeting.
   b. Motion to approve the June invoices
4. INFORMATION ITEMS
   a. Budget Update
   b. Director's Report
   c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Space needs study
   b. Banned Books Statement
6. ADJOURNMENT

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

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, June 6, 2022 - 5:15 PM

1. CALL TO ORDER

Evan Richards called the Library Board to order at 5:16 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Carrie Nelson, Mona Nelson, Evan Richards, Staci Fritz, Peter Sobol

Members not present: Ken Machtan, Karin Mandli

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the May 2, 2022 meeting.*

Motion by Member Staci Fritz, second by Member Peter Sobol, to approve the minutes of the May 2, 2022 meeting with one correction (correct the spelling of Mona Nelson's name). Motion carries 4 - 0 - 1 by acclamation, with Mona Nelson abstaining.

b. *Motion to approve the May invoices*

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the May invoices totally $14,265.23 Motion carries 5 - 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. *Disposing of surplus library furniture*

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve Disposing of surplus library furniture Motion carries 5 - 0 - 0 by acclamation.

b. *Space Needs Study and Downtown Plan*

c. *Book Challenges*

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Mona Nelson, to adjourn at 6:23

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 Invoices
June 2022

Vendor	Sum of Amount	Description
ALLIANT ENERGY	$3,065.40	Utilities
AMAZON CAPITAL SERVICES	$900.03	Library Supplies
ARAMARK	$209.32	Mat Rental
AVANT GARDENING & LANDSCAPING	$945.04	Landscape Maintenance
BLACK STONE PUBLISHING	$34.94	Audio Books
CARDMEMBER SERVICES	$550.20	Credit Card Chages
CHERRY & JERRY	$250.00	Program Fee
CORPORATE BUSINESS SYSTEMS	$222.88	Copier Lease
DEMCO INC	$166.77	Library Supplies
EBI INC	$604.36	Furniture reupholstery
ENVIRONMENT CONTROL	$2,699.00	Janitorial Services
FILE 13 E-WASTE SOLUTIONS	$24.00	Electroncs Recycling
FRIENDS OF THE MCFARLAND LIBRARY	$110.50	Credit card changes - September book sale
FRONTIER	$72.00	Phone
HOOP ELATION, LLC	$500.00	Program Fee
ILLINGWORTH-KILGUST MECHANICAL	$6,511.94	HVAC repair
ILLINOIS LIBRARY ASSOCIATION	$372.78	Program Supplies
INGRAM LIBRARY SERVICES	$4,361.38	Books
MCFARLAND ACE HARDWARE	$201.37	Building supplies
MENARDS - MONONA	$51.94	Building supplies
MICROMARKETING LLC	$330.96	Audio Books
RACE DAY EVENTS	$479.00	Program Fee
SCHILLING SUPPLY COMPANY	$522.90	Library Supplies
TDS	$280.62	Phone
THE MCFARLAND THISTLE	$68.95	Newspaper Subscription
VIKING ELECTRIC SUPPLY	$93.60	Building supplies
WISCONSIN STATE JOURNAL	$1,317.99	2 Newspaper Subscriptions
Grand Total	$24,947.87	

2022 Budget Update

REVENUES									
		Budget Amount	**April Actual**	**May Estimated**	**June 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	100.00%	50%	
County Library Aids	**43000**	$ 325,000.00	$ -		$ -	$ 309.93	0.10%	50%	
Library Fines	**45000**	$ -	$ 7.25	$ 5.00	$ 13.35	$ 26.70			
Interest	**48100**	$ 1,000	$ 137.77			$ 670.14	67.01%	50%	
Library Fees	**46000**	$ 1,500	$ 276.39	$ 223.52	$ 874.50	$ 1,608.40	107.23%	50%	$ 750.00
		$ 1,001,750.00	**$ 421.41**	**$ 228.52**	**$ 887.85**	$ 676,865.17	**67.57%**	50%	
Expenditures						$ -			
Salaries	110	$357,250.00	$ 28,116.82	$ 28,116.83	$ 28,416.95	$174,061.92	48.72%	50%	$ 178,625.00
Part-time	120	$180,750	$ 11,069.46	$ 11,925.72	$ 10,950.19	$64,447.19	35.66%	50%	$ 90,375.00
Health Insurance	130	$106,750	$ 4,319.30	$ 9,180.64	$ 9,180.64	$54,579.75	51.13%	50%	
Retirement	131	$30,500	$ 2,252.00	$ 2,237.96	$ 2,265.13	$14,843.54	48.67%	50%	$ 15,250.00
SS/Medicare	132	$42,000	$ 2,879.84	$ 2,895.87	$ 2,844.22	$18,658.21	44.42%	50%	
Other Benefits	135	$2,000	$ 43.16	$ 86.37	$ 107.62	$539.47	26.97%	50%	
Wage Adjustment	140	$ 12,250	$ -	$ -		$0.00	0.00%	50%	$ 6,125.00
Expense Reimbursement	141	$ 250	$ -	$ -		$0.00			
Total Personnel		**$731,750.00**	**$48,680.58**	**$54,443.39**	**$53,764.75**	**$327,130.08**	**44.71%**	50%	**$ 365,875.00**
Support Services	210	$ 42,000	$ 2,699.00	$ 2,699.00	$ 2,699.00	$ 16,194.00	38.56%	50%	$ 21,000.00
Consulting Services	211	$ 46,000	$ -	$ -	$ -	$ 48,274.00	104.94%	50%	$ 23,000.00
Utilities	220	$ 28,000	$2,549.55	$2,544.91	$ 3,065.40	$ 16,844.86	60.16%	50%	$ 14,000.00
Communication	221	$ 2,000	$373.26	$371.28	$ 50.00	$ 1,750.12	87.51%	50%	$ 1,000.00
Equipment Maintenance	240	$ 9,000	$ 1,898.10	$152.92	$ 997.23	$ 6,026.93	66.97%	50%	$ 4,500.00
Facility Maintenance	242	$ 23,250	$ 1,512.28	$6,936.26	$ 518.76	$ 18,420.92	79.23%	50%	
Other Contractual Services	290	$ -	$ 116.59	$0.00	$ (499.81)	$ -	0.00%	50%	$ 11,625.00
Total Services		**$ 150,250.00**	**$ 9,148.78**	**$ 12,704.37**	**$ 6,830.58**	**$ 107,510.83**	**71.55%**	50%	**$ 75,125.00**
Office Supplies	310	$ 9,000	$ 767.02	$ 1,595.10	$ (45.65)	$ 2,916.79	32.41%	50%	$ 4,500.00
Postage	311	$ 250	$ 74.01	$ 4.23	$ -	$ 90.33	36.13%	50%	$ 125.00
Dues	320	$ 500	$ -	$ -	$ -	$ 419.00	83.80%	50%	$ 250.00
Meeting Expenses	330	$ 1,000	$ 6.98	$ 57.96	$ -	$ 119.62	11.96%	50%	$ 500.00
Training Expenses	331	$ 3,250	$ 2,295.19	$ 38.55	$ -	$ 6,167.44	189.77%	50%	$ 1,625.00
Operating Supplies	340	$ 5,500	$ -	$ 167.84	$ 522.90	$ 1,137.61	20.68%	50%	$ 2,750.00
Technology	342	$ 24,500	$ 721.60	$ 83.66	$ (75.00)	$ 6,164.48	25.16%	50%	$ 12,250.00
Collection - Print	344	$ 55,000	$ 3,296.15	$ 4,415.25	$ 4,276.37	$ 30,248.97	55.00%	50%	$ 27,500.00
Collection - AV	345	$ 12,500	$ 542.64	$ 896.35	$ 551.89	$ 4,615.95	36.93%	50%	$ 6,250.00
Library Miscellaneous	390	$ 250	$ -	$ -		$ -		50%	
Programming	391	$ 8,000	$ 490.31	$ 1,231.29	$ 910.05	$ 2,947.91	36.85%	50%	$ 4,000.00
Other Total		**$ 119,750.00**	**$ 8,193.90**	**$ 8,490.23**	**$ 6,140.56**	$ 54,828.10	**45.79%**	50%	**$ 59,875.00**
Total Budget		**$1,001,750.00**	**$ 66,023.26**	**$ 75,637.99**	**$ 66,735.89**	**$ 489,469.01**	**48.86%**	50%	**$ 500,875.00**

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

June 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 May 31, 2022 is $153,690.17
- **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 program runs July 14- September 15. Over 40 people have registered as of 6/20/22
  - The library will be hosting a 1000 Books before Kindergarten celebration on Friday night. The celebration will feature a Children's singer.
  - The teen volunteers will be hosting the kids' games tent on Saturday 12-4.
- **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.
- **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.
- **Local Holds Task Force –** The local holds task force decided on parameters for the pilot project. Beginning July 1, all new Adult Fiction books will remain in the library for 60 days. The only holds they will be filling are holds that will be picked up at our library. If there aren't any holds for McFarland patrons, the book will return to the shelf and made available to patrons who are browsing the shelves. SCLS is gathering data to see the effects of the project. Our library is a net-lender (we send out more books for other library's holds then we borrow to fill our holds). This will hopefully make more of our materials available to our patrons. The pilot project runs through the end pf the year.
- **Public Art Project –** I'm working with the Community Development Department and Dane Mural Arts on a mural project that will go on the pump house in Discover Garden Park. We're hoping to have it unveiled during the Community Festival.

Youth Services highlights (Heather Kent)

- **Storytime:**

- Storytime is back in full swing for the summer. We are offering an outdoor storytime on Mondays at Lewis Park and indoor storytime on Tuesdays at the library. Numbers have been very high for attendance – including one

Monday where we had 90 people attend! Indoor storytime is seeing anywhere from 40-70 people attend. Really great to see such strong turnout.

- We are also offering a virtual option for the Tuesday storytimes and have regularly had families tune in to participate.

- Programming:

- Zumbini resumed this month with two sessions. Because of the nature of this program we cannot have more than 30 people in the program at a time. We are also offering a virtual option for this program so that families can join in from home.

- Drama Camp returns this summer in person and it has been a wild time. Because of the lack of teen registrants, we ended up changing the 11:30 teen section in to an overflow K-5 group. This has worked out really well and the few teens that were signed up have taken on the roles of directors and leaders in the program.

- Family Fare Performers kicked off with Zoozort at Lewis Park. This performer ALWAYS has us close to breaking fire code in our meeting room because of the popularity of animal programs. We had 250 people attend this program in the park!

- Magic of Isaiah performed on June 16^{th} at Lewis Park in the shelter – due to the wind. The audience was wowed by his tricks and laughing along at the various jokes. We had 75 people attend this program which was snug in the Lewis Park Shelter.

- Due to heat we moved Dinosaur Dimensions to the library for June 23. Curt Strutz brought his one man dino show which had the kids enraptured. After the program he took time to do a photo opportunity for the families. There were 124 people who attended this program – which is just 10 shy of fire code. That being said, we couldn't have fit another 10 people in the room.




<u>Other</u>

- Heather is halfway through her ASL in storytime class and has really enjoyed learning proper ways to incorporate ASL in programming. This program has also dispelled myths about teaching small children ASL at a young age, the importance of avoiding made-up signs, and how to connect with the deaf community.

- The registration has gone live for the Library 5K (On Your Bookmark…GO!) and promotion has started for this event as well as the Couch to 5K program at the library and lead by Stoughton Health.

Teen Services (Abby Seymour)

- The Summer Reading Program is off and running! This is my first "real" summer working at this library and it has been a whirlwind of a month, so far. Overall, I am thrilled with how it's going. After the abnormal summers for the past two years, it has been great being back in person with a full crowd of teens. And wow, has it been a crowd! The highest number of program attendees has been 28 teens.

- It's very helpful that my first program of the week, Snack & Chat, doesn't take much preparation so that I can ease into the week a bit. It's a simple program and yet it has been one of my most well attended programs. All I do is provide some snack for the teens and have a few card game and board game options. The rest is up to them! Some kids love the card games and some are content to just sit in a chair and talk to their friends for an hour. Either way is fine with me!

- Gamer Club is every Tuesday afternoon and has the advantage of drawing a slightly different crowd than some of my other programs. At Gamer Club, I set up the Nintendo Switch and have a few video game options for them to play. The biggest challenge is finding games with higher amounts of players. For example, a popular game to play is a racing game called Mario Kart. However, Mario Kart only allows four players at a time. This is a problem when I have 12 teens who all want to play. Overall though, they've been very good about taking turns. I still want as many people to be playing at one time though so I am looking into other Nintendo Switch games with six or more players.

- Wednesday brings us to Dungeons and Dragons. This is my first time having a successful D&D program in person! I have done it in the past but it was virtual. Having it virtual worked alright, but in-person makes the game easier and more fun with more opportunities for collaboration. To lead the group, I've hired Michael Hall from the Sun Prairie Public Library. He is great with the teens and has years and years of experience when it comes to playing Dungeons and Dragons. The game only allows six players and the registration filled up quickly. There is a waitlist of other players who are interested in joining but the main purpose of the waitlist was to contact them in case one of the players had to drop out. Next year I'd like to try and expand the group to accommodate more players.

- Teen Hangout is a program that involves a different activity every week which makes it one of the more exciting programs but is also the event that requires the most amount of prep work. We kicked off Teen Hangout with a Taste Test Challenge! I bought six different types of Pop Tarts, ranging in totally normal flavors like S'mores to outrageous flavors like Eggo Waffle. The Pop Tarts were cut into bite-sized pieces and put on plates with no labeling. The teens had to go around and guess what the flavor was and give it a rating out of five stars. The Cookies and Cream was the most popular one and no one cared for the Eggo Waffle one. The second week was a tie dye event. Teens were encouraged to bring their own item to tie dye but I also had backup socks and pillowcases for anyone who needed something. We stationed ourselves outside on the Anthony Street lawn where we had a setup for water (to get their item wet) and 12 different colored dye in squirt bottles. It was messy and chaotic but incredibly fun! Everyone had some amazing tie dye creations.

- The next item on the Teen Hangout schedule was LEGO Mindstorms. These are kits that I was able to borrow from the South Central Library System and include the materials and instructions for LEGO robots. First the teen assembled their robots using the LEGO instructions and once they were built, they were able to use the software on the laptops to make the robots move. In theory, anyways. The teens either ran out of time to get to do much coding or they completely lost interest and did something else. I wouldn't call this the most successful program, but not a failure either. I think the teens would have much preferred to just have free play with the LEGO's. The final Teen Hangout activity has not occurred at the time of me writing this, but it's going to be a Tallest Tower Challenge and will involve the teens constructing towers out of random objects (cups, tissue boxes, rulers, etc.) and seeing who can build the tallest one.

- The week ends on Friday with Drama Camp. The original thought was that teens would have their own section of Drama Camp so that middle school and high school students could learn more about the theater and put on a play of their own at the end of the summer. We were very disappointed when we did not get enough teens to register and unfortunately had to cancel. However, the few teens who did sign up were given the option of helping out with the younger kids and they agreed! Those teens are now directors for the younger kids' plays. We're happy to be able to keep those teens involved!
- A new added layer to summer at the library is that we now have teen volunteers. We have 9 volunteers who help at the library and at Lewis Park. Their duties have so far varied greatly. They've helped set up and tear down for both teen and children's programming, prepped craft supplies, lent a hand cleaning up games and toys, handed out prizes for the Summer Reading Program, and other duties as assigned. They have been a great help and it's been wonderful having an extra pair of hands during this busy time.

Adult Services (Ann Engler)

Programming

- A busy month of programs didn't translate into high participation, but I suspect lots of people are going out of town to celebrate summer and reasonable Covid numbers (and vaccines for all ages!). I am very pleased with what I was able to offer this month, however. Some highlights include Ron Larson's historic McFarland walking tours, which are always popular and fun, a BadgerTalk all about native bees of Wisconsin featuring Susan Carpenter, who is the native plant curator and gardener for the UW Arboretum, and Charles Payne's slam poetry workshop, which was made possible via the Ripple Project of the Beyond the Page program. I also hosted freelance librarian and writer Sarah Cords for a program about the true crime genre, and she recorded a Browse the Stacks video about her favorite gardening books throughout the year. Allow me to slip in a plug for the Browse the Stacks YouTube series and how I welcome hearing from anyone like, oh, say, a library board member who may be interested in recording their own.
- Craft Club at Lewis Park was canceled this month due to severe weather. It was scheduled for the park because the Friends group needed the community room to set up for their book sale, so we were unable to move back to the library for it. Something to keep in mind during summer months—moving outdoors due to lack of programming space at the library is entirely dependent on the weather cooperating.
- **Continuing Education**
- I am now a fully-fledged Mental Health First Aider, complete with certificate, after taking the course. I am also signed up for an open access webinar on June 29. I've also been reading several professional library titles to get more programming and marketing ideas.

- **Other**
- I have a new proctoring student who will be taking at least two exams in July. I am working on fall programming plans, and advertising/marketing the programs I have scheduled through the summer as well as our online resources and physical collection. I'm filling in circulation shifts here and there this month, and that's always a dynamic experience.
- As of June 17, we have almost 150 adults signed up for our summer reading program. Very pleased!

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	**187,193**	-3%
2020	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	**90,754**	-52%
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370	12,140	12,864	12,076	11,978	**137,706**	52%
2022	12,686	12,362	14,023	13,121	12,498								**64,690**	51%
% change month to month	63%	63%	70%	67%	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	-19%	-17%	-13%	-11%	-12%									
	visitor count													
2021	60	386	179	320	2,803	6,025	6,820	6,224	5,199	7302	7,256	6,574	**49,148**	-56%
2022	9,609	10,329	12,684	12,774	14,362								**59,758**	1494%

E.D. LOCKE PUBLIC LIBRARY
FACILITIES STUDY

August 21, 2021
REV : June 8, 2022
EUA Project No. : 720257

E. D. LOCKE PUBLIC LIBRARY

TABLE OF CONTENTS

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Vice President

Mike Flaherty
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Karin Mandli
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E. D. LOCKE PUBLIC LIBRARY

one:

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

INTRODUCTION + PURPOSE

The E.D. Locke Library in McFarland, Wisconsin began a facilities master planning process in the fall of 2020 to better understand the evolving community needs for a library expansion. This process represents an opportunity for the staff, 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 Master Plan 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 programming and services. The Facilities Assessment provides an objective, high level, analysis of present building and site conditions and capabilities. It also serves as a foundational resource document to support responsible immediate and long-term facilities planning.

The information presented in this report was gathered through on-site inspections of the site and building, a survey to the community and interviews with the library director. Future engagement of staff and other board members is anticipated, however, was not conducted at the time of this report due to the Covid 19 pandemic and a shift in the priority of this assessment.

Included in this report is an analysis of:

- Building exterior and interior assessments
- Existing library Program & Standards
- Space Capacity & Growth Estimates
- Cost, Schedule, and Phasing Summary
- Alternate Blocking Diagrams for vertical or horizontal expansion
- Appendix – Survey results

GENERAL UNDERSTANDING

The E.D. Locke Library Board engaged the services of EUA of Madison, WI, to develop options to accommodate library patrons' expanding space, programming, and technology needs. EUA's team has served as the architect for many facilities in both Wisconsin and Colorado for similar studies. This document captures the process as it currently stands and is a living document. Upon completion and approval by the Library Board (pending Village approval) additional phases of programming, which may include ongoing community & staff engagement, would further define proposed design solutions and ultimately prepare E.D. Locke for construction.

This report is based upon industry standards and practices in architecture and engineering in the area. The study reviews major building systems and building components. Observations and recommendations included in this report are based on a visual assessment and interviews on site as well as community survey feedback and results. The Library Assessment Matrix further breaks out each system and provides a tiered ranking from Poor to Fair to Good. It is important to note that the library is generally well-maintained and maintenance needs have been prioritized based on severity of need. However, when contemplating future moves, it is anticipated that items listed in this Matrix will only continue to deteriorate and require additional attention. As shown, the library needs updates to raise the overall quality of the facility and to meet future programming and service needs.

This study does not include all observations related to compliance with applicable building codes and regulations. Existing buildings may have been designed under less stringent building codes. Libraries designed today now face 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 and would be assessed in detail in future phases.

SUMMARY

As the E.D. Locke Library looks toward the future, results in this report will show that additional space and programs are needed and an expansion is necessary to further support the following:

- Population Growth
- Library Programming Demand Increases

POPULATION

Population projections show that McFarland is expected to double in size by the year 2040 with an expected population nearing 13,500. These population numbers, when calculated with the Wisconsin Public Library Standards (WPLS), paint a picture that the library, as currently sized, will not meet the minimum Tier 1 standards over the coming years (pg. 29). Additionally, programming participation numbers within the library have reached capacity. Children, youth, and adult programming are projecting above the WPLS standards.

LIBRARY PROGRAMMING DEMAND INCREASES

Given McFarland's rate of growth and the library's existing high rate of utilization, it is likely the facility will require additional space in the near future. A glance through the Wisconsin Public Library Database will show that libraries in the area vary in size and comparison for similar populations. However, based on existing tracking numbers at E.D. Locke Library, it is easy to see where the program's current attendance will increase with a growing population. As an example, the current meeting room capacity of 125 is regularly met with story time attendance of 250+ during peak hours with people regularly turned away for safety reasons.

SHORT TERM SOLUTIONS TO ACCOMMODATE GROWTH + PROGRAMMING DEMAND

In the short term, the library considered temporary solutions of programming relocation to existing community facilities that may accommodate immediate needs for growth and programming demand. In this analysis, the library may consider temporarily moving a portion of their services to the nearby Community Center being considered, should the space become available and/or is planned for in the future renovation project. Those services considered would be the temporary relocation of Children's programming and access to meeting rooms for general programming. The components needed to support this temporary relocation and required to be considered in the overall masterplan of the community center would be:

- Set up of an express library with 1,000 +/- picture books with movable shelving
- A small storage room, 150 SF
- A small craft room, 250 SF
- A work center / office to support added staff to support children's services, 300 SF
- Access to meeting rooms that can support a minimum of 220-250 people
- Continued access for shared parking between the two facilities to support increased parking times at the library due to programming

Based on the Program Analysis (pg. 33) these services would account for roughly 6,200 +- SF of need in the Community Center masterplan.
It is important to note; this is a short-term solution and would not be the recommendation of the library board, to consider this as a long-term solution due to loss of efficiency in staff, connectivity to programming and other synergies the library gains from having all services and programs under one roof.

LONG TERM SOLUTIONS TO ACCOMMODATE GROWTH + PROGRAMMING DEMAND

To assist the library in understanding its options to support long term growth and programming demand, results suggest a need to expand the facility beyond its current footprint with increased square footage. This specific study has looked at various ways to accommodate the estimated growth with a narrowed look towards options to expand horizontal versus vertical to accommodate the increased square footage needed. Cost, schedule, phasing and user impacts can be found in more detail in sections 4 & 5. The synopsis of these sections is that the preferred method of expansion is to utilize an already built structural system and add a second level to the library.

Vertical Expansion

By building vertically the library will maintain all site elements and existing parking, minimizing the impacts on the surrounding neighborhood. While WPLS suggests full-time equivalent (FTE) will be met with current staff numbers, we anticipate the need for the E.D. Locke Library to increase staff from its current 10.1 FTE to maintain the quality of service that is there today for a new two-story library. Libraries of similar size in the area also further support the need for 14+ FTE based on similar service styles. Staff needs will increase, but this would be expected with either expansion option. This option to expand "up" or vertically would require a temporary closure or move to continue to offer services within the McFarland community. A Phasing plan would be part of the general construction services with flexibility to provide some on-site services or look to explore offsite, possibly at the adjacent future Community Center.

Horizontal Expansion

Similar to building vertically, a horizontal build will look to maintain site elements where possible, such as the playground. However, due to the expansion, on-site parking would be eliminated and off-site or shared parking would need to be explored. Staffing needs (FTE) would be similar to a vertical expansion and we anticipate the need to increase staffing from the current 10.1 to 14+ to maintain existing qualities of service. One benefit to a horizontal expansion over vertical would be the ability to keep the existing library open during construction while an expansion is added on. Temporary interruptions would be expected, but not to the extent of the vertical expansion closures.

Service impacts can be expected with any expansion project. Both options listed in this report detail potential scenarios for reducing or moving services during a typical construction cycle. Costs for both options are presented in this report with the vertical option being higher priced, but also providing more square footage, thus similar cost per square foot ($$/SF). These costs per square foot would be refined as the project detail is increased in later phases.

Expansion Preference

The results of this report have been presented to the library board and it is noted that the preferred option is to expand vertically. Key element of this decisions were:

- Utilizing an existing infrastructure currently built
- Maintain site elements including parking, drive-up book return and children's playground
- Greater square footage potential

Prior to a final recommendation to move forward with either vertical or horizontal expansion, a confirmation of programming as well as cost and operations, should be completed.

In conclusion, the E.D. Locke Library is aiming to provide services for the community for the years to come. At the pace of growth, both to community and programming, the library has already outgrown its ability to serve patrons and more space is needed for the next 15+ years of service. Consideration should be given to the use of the Community Center for immediate needs with a long-term plan to further expand the existing Library with a vertical addition. Supporting documentation and detail are provided throughout the remainder of this report to assist in the overall understanding of specific systems, program, and other key elements.

E. D. LOCKE PUBLIC LIBRARY

two:

EXISTING CONDITIONS / BACKGROUND

EXISTING CONDITIONS / BACKGROUND

The E.D. Locke Library is located at 5920 Milwaukee St, McFarland, WI. The library is centrally located on an active, main street, convenient for patrons. The library is a fixture in the community and loved by all who use it. The original facility was built in 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 into the adjacent parking lot, but would require zoning approval for detached parking on the site.

A. Existing Library
B. Library On-Site Parking
C. Playground
D. Book Return
E. Future Community Center

E. D. LOCKE PUBLIC LIBRARY

three:

LIBRARY FACILITY ASSESSMENT

LIBRARY FACILITY ASSESSMENT

DATA GATHERING PROCESS

Team site visit took place on 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. Which 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 project types 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, teaching and programs, and flexible collaboration in common areas.
- Space to accommodate technology and its infrastructure.
- Space needed to support users with special needs, disabilities, cognitively disabled patrols, and special education.
- Space needed to support librarians and staff, centered around library programming.

The Facility Assessment does NOT include:

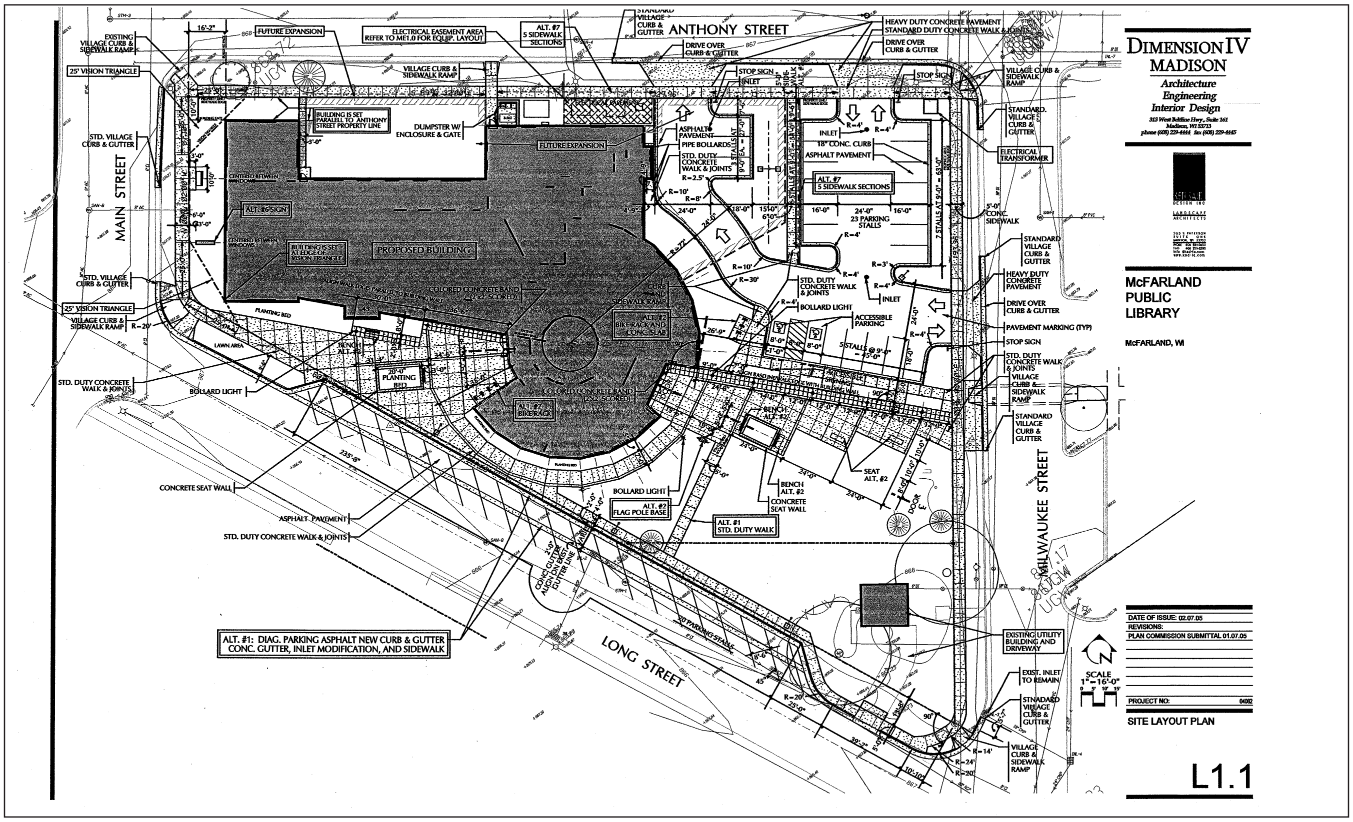
- Detailed validation of as-built conditions
- Hazardous material assessments
- Destructive testing or observation of concealed systems, below grade conditions, or components buried within walls, ceilings, or roofing systems
- Specific details about electrical panels, mechanical equipment, or plumbing 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.

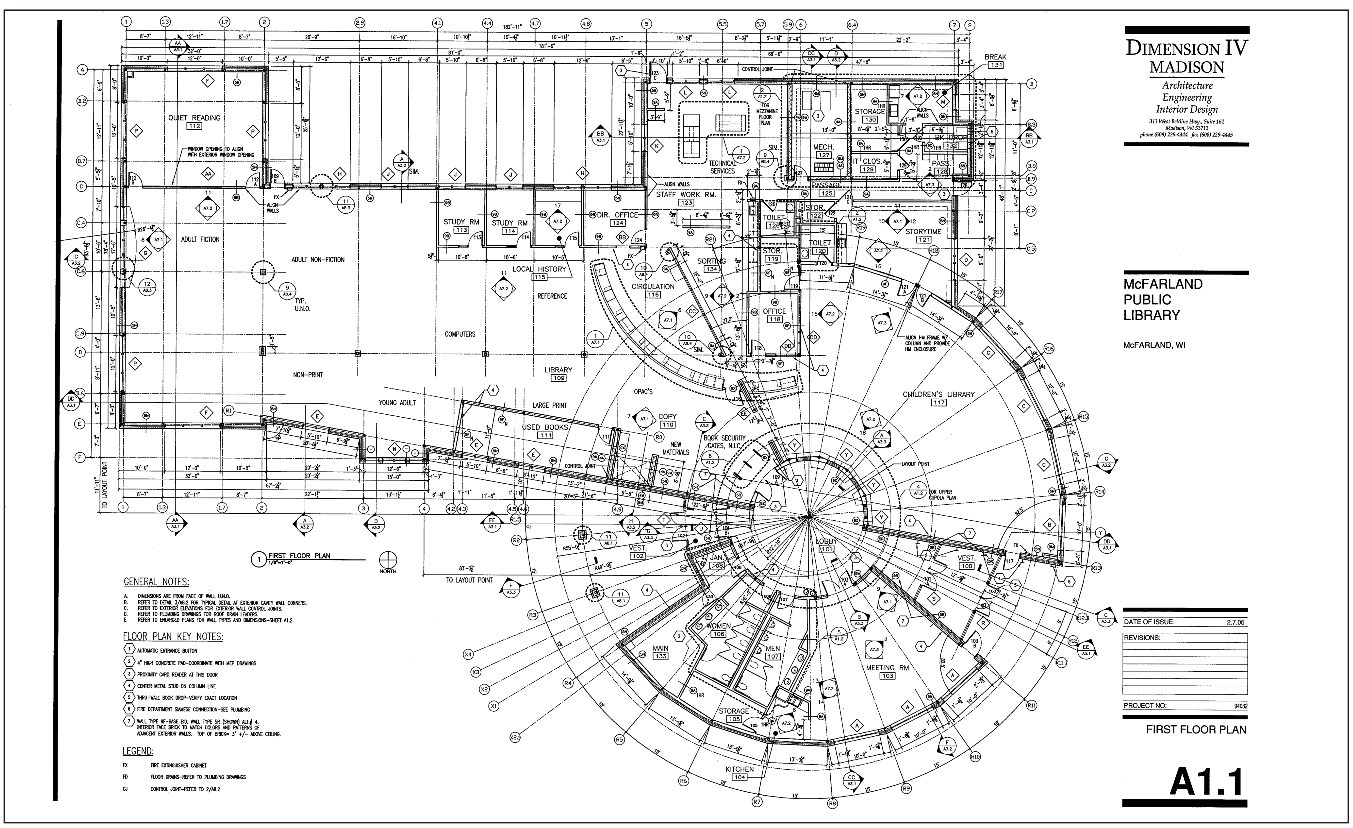
LIBRARY ASSESSMENT MATRIX

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 throughout the space.	POOR
E	CHILDREN'S AREA	The space is too small to accommodate flexible programming and areas 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 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 be 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 access for 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 are needed.

G

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

H

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

I.1

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

I.2

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

J

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

K

Site: Currently the site has limited on-site parking and no pickup window. The existing drive-through book return is problematic and difficult to maneuver around. The overall site can accommodate an expansion, but parking would need to be found/explored 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 restrooms for staff and children & families.

four:

OPTIONS

OPTION 1: EXPANSION OUT

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

An expansion east would allow 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 their 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. 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:

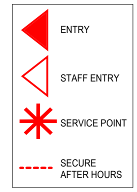
PROS:

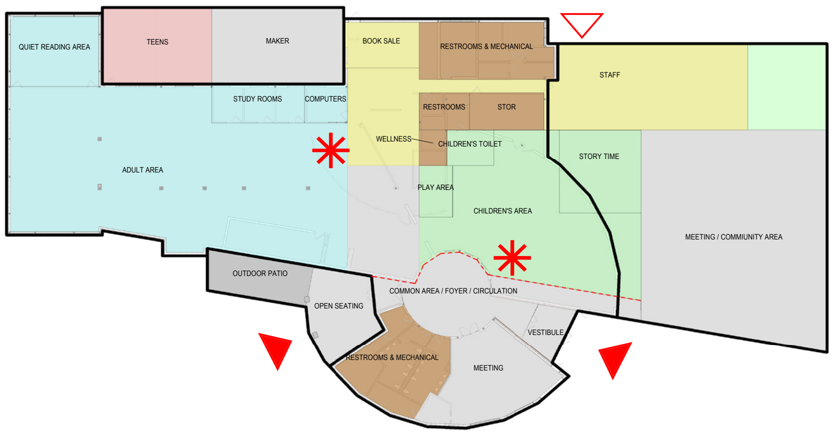
- Expansion without additional dedicated staffing of a second floor
- Ability to expand while library remains open
- Keeps families all on a single floor
- Provides new meeting and collaboration spaces

CONS:

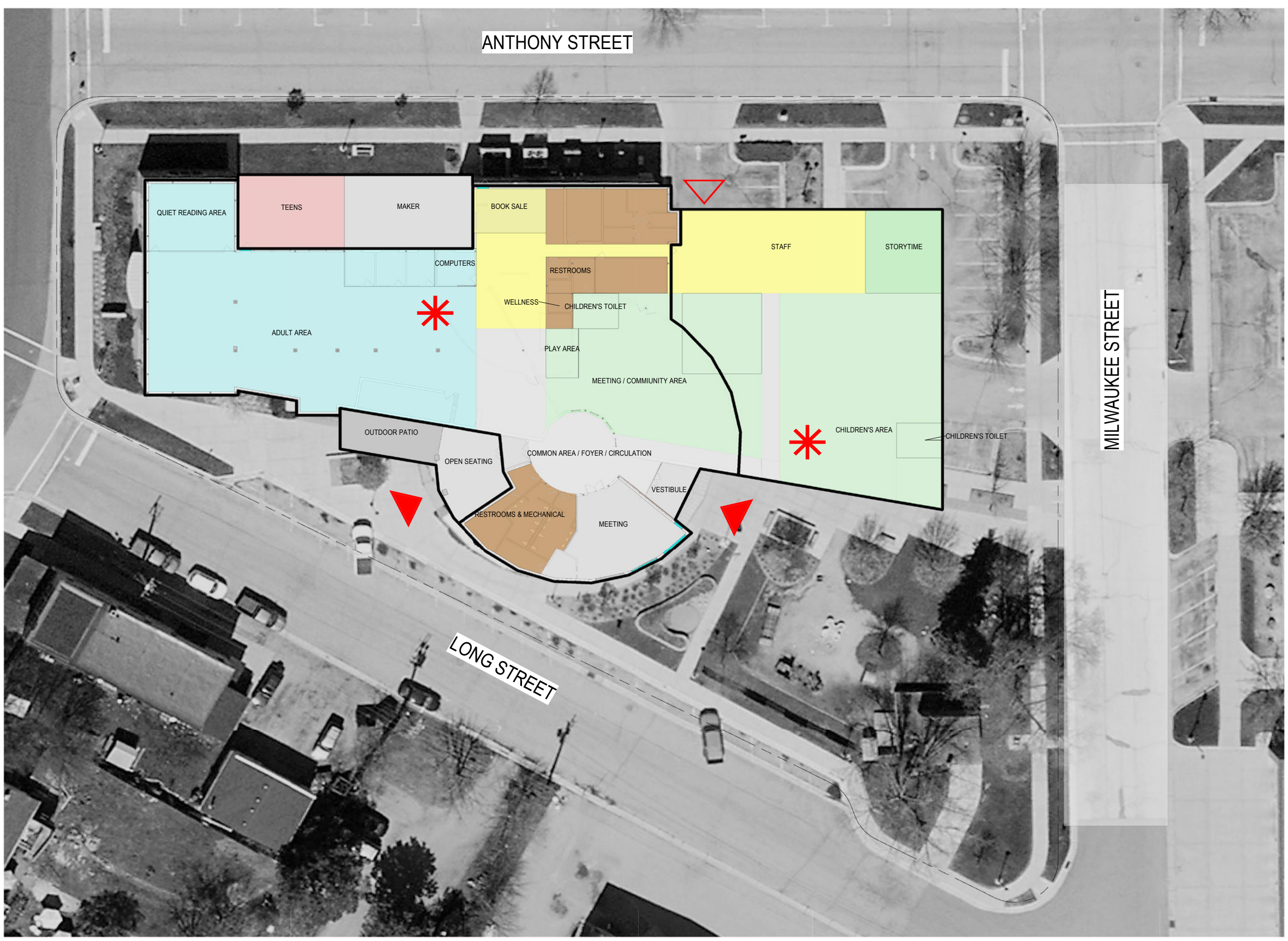
- Eliminate site parking
- Less total square foot expansion

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 exists in the library to add a 2nd Floor without requiring structural upgrades. The expansion to a 2nd Floor would allow for most of the adult collections to be located on the new level and also include a small staff area and large outdoor patio. 1st Floor would capture the remaining north courtyard and look to relocate the large meeting room and children's area and to 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 1st Floor spaces, we 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 2nd Floor and tie in all systems. Spaces could remain, but touch ups will be needed. Either way, it will be recommended that during the design phase, systems be evaluated fully to determine the 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 option 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, 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:

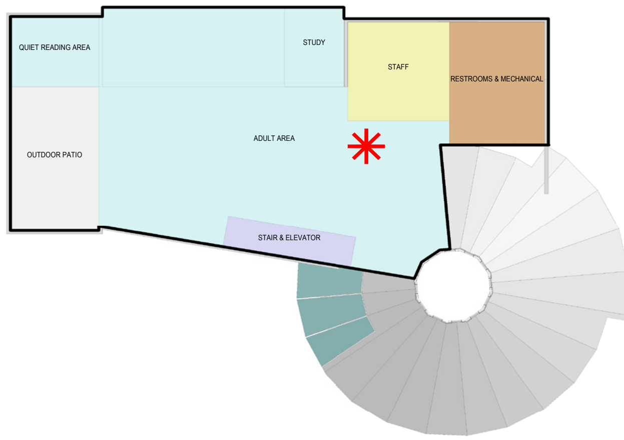
PROS:

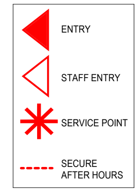
- Ability to maintain existing parking on site
- Ability to add roof deck amenity space
- Larger expansion

CONS:

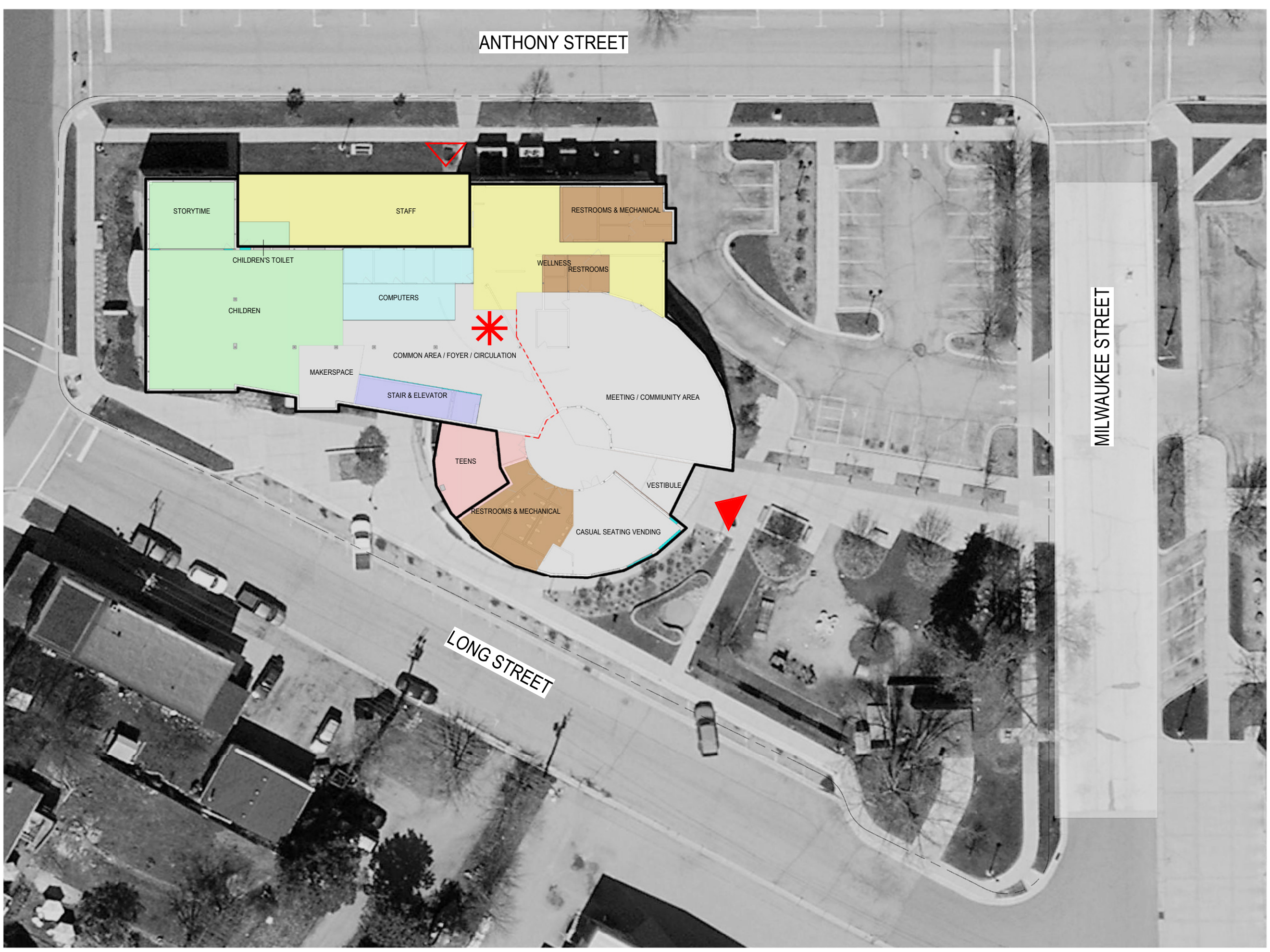
- Multiple floors will require additional dedicated staffing at the second floor
- All NEW parking will be required off-site. Existing parking to remain.
- Library will need to be closed during a portion of the renovation
- Potential for higher construction costs due to impacts on existing library space.

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 WPLS 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 an 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.

DIAGRAM 1

Wisconsin Public Library Standards							
	WPL Standards per Capita (Tier 1 / Min)	2020 Standard	2021 Actuals ED Locke	Standard Level Met Tier 1 (Min) Tier 3 (Max)	WPL Standards per Capita	2040 Standard Projected	Meets WPL Standards
Population		8,991	8,991			13,350	
Hours Open	56		59	Tier 2	63	63	yes
Volume	5.9	53,047	58,285	Tier 1	4.5	60,075	no
FTE Staff per 1000	0.8	7.2	10.1	Tier 2	0.8	10.7	no
Material Expenditures per Capita	$ 7.37	$ 66,263.67	$ 80,843.00	Tier 1	$ 5.92	$ 79,032.00	yes
Collection Size	7	62,937	101,188	Tier 1	5.4	72,090	yes
Periodical Subscriptions held per 1,000 population	12.2	109.7	100	Tier 1	8.7	116.1	no
Audio Recordings	0.43	3,866	3,848	Tier 1	0.34	4,539	no
Video Recordings	0.63	5,664	8,170	Tier 2	0.59	7,877	yes
Public Use Internet Computers per 1,000 population	1.89	17	16	Tier 1	1.11	15	no

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.

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	5000	1,961	5000	1,961	Increase of 10%
Staff Toilet	53	150	97	1000	947	1000	947	Double
Wellness Room	0	90	90	200	200	200	200	New room to be added in final plan
Meeting / Community Area	1,054	1500	446	2200	1,146	2200	1,146	Approx. 250 seats
Meeting Rm Storage	115	250	135	0	-115	0	-115	Included in Meeting Room Number at this time
Study Rooms	263	400	137	450	187	450	187	Add 2 more
Quiet Reading Area	724	724	0	724	0	724	0	Desire to have fireplace in here.
Adult	4,719	5898.75	1,180	6000	1,281	6000	1,281	Increase of 25%
Adult Computers	200	200	0	300	100	300	100	Remain as is, more efficient stations
Teen	799	998.75	200	400	-399	400	-399	25% increase
Children's	2,681	3351.25	670	3500	819	3500	819	25% increase
Children's Toilet	63	150	87	100	37	100	37	Double
Storytime	430	700	270	650	220	650	220	Approx. 100 seats
Indoor Children's Play Area	0	250	250	250	250	250	250	New estimated
Book Sale	388	400	12	400	12	400	12	Small increase for storage
History Rm	129	130	1	0	-129	0	-129	Remain as is - included in Adult numbers at this time
Mechanical	602	1000	398	900	298	900	298	Increase TBD
Restrooms	480	1000	520	1000	520	1000	520	Double
Large Vestibule	230	230	0	230	0	230	0	Remain as is
Small Vestibule	95	95	0	95	0	95	0	Remain as is
Foyer	821	821	0	821	0	821	0	Remain as is, attempt to recapture
Makerspace	0	500	500	500	500	500	500	2 new rooms
Casual Seating / Vending	0	500	500	500	500	500	500	Casual seating near vending
Gallery / Art	0	150	150	100	100	100	100	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**	**25820**	**8,935**	**25220**	**8,935**	
Circulation	**0.35**	**8,166.1**	**2,256.3**	**9037**		**8827**		
Grand Total	**16,885.0**	**31,497.7**	**14,612.7**	**34857**		**34047**		

Parking Impact								
Existing Spaces	23	23		0		23		
Existing On-Street Parking	0			0		0		Library parking calculations do not currently include the use of on-street parking, although available.
Required (1space/800sf)	22	40		44		43		
Parking Peak Anticipated (1space/250sf)	68	126		104		101		
Added per Scheme				22		21		

COST SUMMARY

For the proposed options, EUA & Vogel Construction have 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 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 (FF&E). 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. While the library would be able to remain open, but the work would be completed in a shorter duration if it were to close. The addition would take approximately 8-9 months to construct whereas the renovation would take 4-5 months. Here are scenarios to consider:

1. Existing space to remain open until month 3 of additional construction, then close for 4 months to complete the renovation work.
2. (Most cost-effective option)
3. Existing space to remain open for 8 months of the additional 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)
4. 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**

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 is important, as staff manages the safety and security of their patrons. In addition, an internal space renovation better aligns 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. It will be very helpful to gather initial feedback from a variety of library stakeholders to establish wants and priorities for long-term 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 contact the EUA team.

E. D. LOCKE PUBLIC LIBRARY

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APPENDIX

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

As we celebrate our nation's independence, we also want to recognize your freedom to read. The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful. In a letter to the Committee on Oversight and Reform the American Library Association put it eloquently:

"The Constitution prohibits public bodies, such as libraries, from discriminating on the basis of viewpoint or censoring materials based on their message. Libraries uphold these principles by enabling a reader to choose materials representing variety of ideas, opinions, and views."

We respect each person's right to read what they want. To learn more about intellectual freedom and how you can support libraries, visit these resources:

- E.D. Locke Public Library Equity, Diversity, and Inclusion page

- American Library Association Freedom to Read Statement
- American Library Association Intellectual Freedom Resources
- Unite Against Book Bans: A national initiative to empower individuals and communities to fight censorship and protect the freedom to read.
- Anti-Censorship Toolkit: Resources to fight book bans and challenges.
- FReadom Fighters: Resources for librarians, teachers or authors facing book challenges