

Monday, June 5, 2023

**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 May 1, 2023 meeting.
 - b. Motion to approve the May invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
 - d. Village Community Center
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Space Needs Study Review
 - b. Endowment Mission Statement
 - c. Donations-Monetary, Memorial & Bequests Policy
 - d. Donations – Other Policy
 - e. Dane County Library Services Plan of Service Review
 - f. SCLS Technology Agreement
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, May 1, 2023 - 5:15 PM

1. CALL TO ORDER

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

Members present: Luke Fessler, Mona Nelson, Evan Richards, Ken Machtan, Staci Fritz, Peter Sobol

Members not present: Karin Mandli

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the April 3, 2023 meeting.

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the April 3, 2023 meeting. Motion carries 5 - 0 - 1 by acclamation, with Luke Fessler abstaining.

b. Motion to approve the April invoices

Motion by Member Peter Sobol, second by Member Evan Richards, to approve the April invoices Motion carries 6 - 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. Introduction of new board member

b. Library Board Officers Elected

Motion by Member Mona Nelson, second by Member Staci Fritz, to approve Library Board Officers slate as presented:

Ken Machtan, President
Evan Richards, Vice President
Peter Sobol, Secretary/Treasurer

Motion carries 6 - 0 - 0 by acclamation.

c. Library Closing for Juneteenth and Indigenous Persons Day

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve closing the

library for Juneteenth and Indigenous Persons Day Motion carries 6 - 0 - 0 by acclamation.

d. Puzzle Storage

Motion by Member Luke Fessler, second by Member Peter Sobol, to approve the quote for the Puzzle Storage for \$2,354. Motion carries 6 - 0 - 0 by acclamation.

e. Meeting Room Policy

Motion by Member Evan Richards, second by Member Staci Fritz, to approve changes to the Meeting Room Policy Motion carries 6 - 0 - 0 by acclamation.

f. Personnel Policy Manual

The library board discussed updating chapter 35 of the village personnel manual to reflect the areas where the library has different authority and policy than the village.

g. Finance subcommittee

Motion by Member Staci Fritz, second by Member Mona Nelson, to approve the creation of a Finance subcommittee. Membership will include two members of the Library board and one member of the Friends board. The mission of the finance subcommittee will be to recommend to the library board policy and uses for monies raised or appropriated in the benefit of the library. member Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Mona Nelson, second by Member Luke Fessler, to adjourn at 6:20pm

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

May Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$847.08	DVDs, CDs, Office Supplies
ARAMARK	\$209.32	Mat Rental
CORPORATE BUSINESS SYSTEMS	\$51.21	Copier lease
DESIGNCRAFT LLC	\$1,600.00	Logo Update
ENVIRONMENT CONTROL	\$2,699.00	Janitorial Services
HOO'S WOODS RAPTOR CENTER	\$425.00	Program Fee
INGRAM LIBRARY SERVICES	\$3,711.84	Books
MICROMARKETING LLC	\$84.99	Audio Books
RYAN, LARY	\$250.00	Program Fee
TDS	\$282.06	Phone
WALL STREET JOURNAL	\$149.97	Subscription
ZEN ED WELLNESS	\$400.00	Program Fee
Grand Total	\$10,710.47	

2023 Budget Update

REVENUES										
		Budget Amount	February Actual	March Actual	April Estimated	May Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41000	\$ 733,000.00	\$ -	\$ -	\$ -	\$ -	\$ 733,000.00	100.00%		
County Library Aids	43000	\$ 327,500.00	\$ 1,024.06	\$ 1,443.39	\$ -	\$ -	\$ 2,847.80	0.87%		
Library Fines	45000	\$ -				\$ -	\$ -			
Interest	48100	\$ 2,000	\$ 2,962.15			\$ -	\$ 6,227.32	311.37%	42%	
Library Fees	46000	\$ 1,500	\$ 80.39	\$ 562.53	\$ 304.76	\$ -	\$ 1,176.52	78.43%	42%	\$ 625.00
		\$ 1,064,000.00	\$ 4,066.60	\$ 2,005.92	\$ 304.76	\$ -	\$ 743,251.64	69.85%	42%	
Expenditures										
Salaries	110	\$410,000.00	\$ 25,825.82	\$ 29,824.18	\$ 29,824.18	\$ 31,226.37	\$142,526.37	34.76%	42%	\$ 170,833.33
Part-time	120	\$204,750	\$ 13,818.09	\$ 13,174.95	\$ 13,210.37	\$ 11,583.86	\$65,363.35	31.92%	42%	\$ 85,312.50
Health Insurance	130	\$112,000	\$ 8,822.83	\$ 5,681.08	\$ 9,533.15	\$ 9,462.11	\$42,322.00	37.79%	42%	
Retirement	131	\$34,000	\$ 2,256.57	\$ 2,538.68	\$ 2,590.74	\$ 2,485.55	\$12,153.49	35.75%	42%	\$ 14,166.67
SS/Medicare	132	\$47,000	\$ 2,889.08	\$ 3,193.52	\$ 3,143.18	\$ 3,107.03	\$15,203.36	32.35%	42%	
Other Benefits	135	\$2,500	\$ 107.62	\$ 53.81	\$ 90.32	\$ 84.50	\$443.87	17.75%	42%	
Expense Reimbursement	141	\$ 250	\$ -	\$ -			\$0.00		42%	
Total Personnel		\$810,500.00	\$ 53,720.01	\$54,466.22	\$58,391.94	\$6.42	\$278,012.44	34.30%	42%	\$ 337,708.33
Support Services	210	\$ 8,500	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ 13,495.00	158.76%	42%	\$ 3,541.67
Consulting Services	211	\$ 48,000	\$ -	\$ 500.00	\$ -	\$ -	\$ 48,173.81	100.36%	42%	\$ 20,000.00
Utilities	220	\$ 36,000	\$ 3,055.33	\$2,853.22	\$0.00	\$0.00	\$ 13,524.38	37.57%	42%	\$ 15,000.00
Communication	221	\$ 4,750	\$ 447.08	\$397.08	\$587.44	\$332.06	\$ 2,210.74	46.54%	42%	\$ 1,979.17
Equipment Maintenance	240	\$ 9,000	\$ 562.09	\$ 396.05	\$ 326.52	\$51.21	\$ 4,029.22	44.77%	42%	\$ 3,750.00
Facility Maintenance	242	\$ 23,250	\$ 1,109.75	\$ 2,014.15	\$ 1,075.17	\$156.99	\$ 4,873.11	20.96%	42%	
Other Contractual Services	290	\$ -					\$ -	0.00%	42%	\$ 9,687.50
Total Services		\$ 129,500.00	\$ 7,873.25	\$ 8,859.50	\$ 4,688.13	\$ 3,239.26	\$ 86,306.26	66.65%	42%	\$ 53,958.33
Office Supplies	310	\$ 9,000	\$ 951.92	\$ 201.41	\$ 1,906.11	\$ -	\$ 3,411.07	37.90%	42%	\$ 3,750.00
Postage	311	\$ 250	\$ 4.13	\$ 10.41	\$ -	\$ -	\$ 14.54	5.82%	42%	\$ 104.17
Dues	320	\$ 500	\$ -	\$ 244.00	\$ -	\$ -	\$ 384.00	76.80%	42%	\$ 208.33
Meeting Expenses	330	\$ 1,000	\$ 76.59	\$ 208.08	\$ 117.25	\$ -	\$ 429.92	42.99%	42%	\$ 416.67
Training Expenses	331	\$ 3,250	\$ 385.00	\$ 94.40	\$ 49.00	\$ -	\$ 874.50	26.91%	42%	\$ 1,354.17
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 42.48	0.77%	42%	\$ 2,291.67
Technology	342	\$ 28,750	\$ 1,870.62	\$ (13.73)	\$ 3,020.40	\$ 2,958.07	\$ 15,067.70	52.41%	42%	\$ 11,979.17
Collection - Print	344	\$ 55,000	\$ 6,032.39	\$ 4,276.83	\$ 2,766.28	\$ 501.25	\$ 20,788.85	37.80%	42%	\$ 22,916.67
Collection - AV	345	\$ 12,500	\$ 606.48	\$ 1,109.89	\$ 310.52	\$ -	\$ 3,915.80	31.33%	42%	\$ 5,208.33
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ 1,041.92	\$ 1,147.72	459.09%	42%	
Programming	391	\$ 8,000	\$ 625.52	\$ 865.94	\$ 114.49		\$ 1,904.14	23.80%	42%	\$ 3,333.33
Other Total		\$ 124,000.00	\$ 10,552.65	\$ 6,997.23	\$ 8,284.05	\$ 4,501.24	\$ 47,980.72	38.69%	42%	\$ 51,666.67
Total Budget		\$1,064,000.00	\$ 72,145.91	\$ 70,322.95	\$ 71,364.12	\$ 7,746.92	\$ 412,299.42	38.75%	42%	\$ 443,333.33



E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
June 2023

May Highlights

- **Village News** - Luke Fessler will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** – The total in endowment funds since 4/30/2023 is \$174,953.77. We had one donation for \$100 in honor of a child's birthday.
- **McFarland Community Festival** –
 - The festival committee is working on fundraising through sponsorships for this year. So far they have raised about \$3,000.
 - The committee is working on the site map and discussing how we might be able to take advantage of Public Safety being relocated. We're hoping to use the apparatus bays for the vendor tent and possibly the Optimist's Bingo.
 - The festival this year will include a celebration of indigenous people and the land acknowledgement statement that was passed by the village and the school board.
- **Library Facilities Management**
 - **HVAC** –
 - We have seen a vast improvement in the HVAC since the project began. The project is 80% complete. The punch list for the project is:
 - The work on the meeting room side has been delayed until October. The week they were scheduled to complete the work, the temperatures were forecasted to be in the 90s and they didn't want to take out the AC with it being so hot.
 - Boiler Number 2 – hasn't been started yet. When they tried to upgrade the software for the pump for boiler 1, the upgrade failed. They are researching the issue and will be back the first week in June to finish the setup for boiler 2.
 - Controls setup – We've had a delay in getting boilers and the controls software talking. Our programmer had a family issue that has delayed installation a few days.
 - Water and Air balance testing – end of June/early July
 - Return air vents in Youth Services office – return air vents need to be installed in the YS office. This will be done in the next few weeks.
 - Outside of our boiler project we have two issues:
 - Warranty work on AHU1 GPS—the bipolar ionization has had some warranty issues and some parts need to be replaced. The parts are on order.
 - JM Brennan is looking into getting new covers for the condensing unit outside. The coils on the unit fill with cottonwood in the summer if they aren't cleaned weekly, the unit overheats and shuts down. The new covers will slow the buildup down.
 - **Janitorial Services** –
 - Public Works has taken over janitorial services for the library as of June 1st. We have had a successful meeting going through the building and discussing maintenance and cleaning.
 - **Outdoor spaces**
 - I requested \$5000 for some landscape improvement for shrubs and trees that won't be effected by the campus concept. Matt has given me permission to get the work completed this year.
- **Strategic Planning** –
 - The strategic Planning Committee met in May to begin focusing in on a few ideas to create a plan around.
- **Personnel**
 - Staff recruitment

- Shelver – We had a failed recruitment for a Shelver and have put this position on hold. The candidate that we selected, thought the position was for summer only so we rescinded the offer. It was mentioned in the ad, in the job description, and in the interview that this was a year-round position.
- Library Assistant – We hired a regular Library Assistant for 16 hours a week and an additional sub Library Assistant. Both employees start the week of June 5th.

Youth Services (Heather Kent)

Storytime - Storytimes ended the first week of this month. It's always a fun time and there were lots of questions of "what will we do for a whole month?" They will resume on Monday, June 5 at Lewis Park.

Programming:

- Zumbini Session 3 ended on May 3. Registration opened and very quickly filled for the next session which starts on Wednesday, June 7 at the library.
- The Magic Tree House book club had their last meeting on Tuesday, May 9 where we discussed "Hour of the Olympics." Club members tried their athletic skills with the long jump, discus (paper plate) throw, and a "hand and foot race" where they had to crab walk around the tables in the meeting room. It's been wonderful to have such an enthusiastic group this year.
- D&D club met two more times this month. They have mostly finished the campaign they were on. This group will take a break for the summer (although, if the opportunity arises for one-shot games they will be offered.)

Other:

- Tuesday May 9 and Thursday May 11 Heather was a guest for the Meriter New Mom's Group. This is a group of new mother's that meet via zoom each month to talk with other mother's and nursing staff at Meriter. Gretchen Markos RN leads the group and has had Heather to talk to the groups in the spring and fall meetings about the benefits of teaching their babies American Sign Language. She also shares all of the programming available at the library for babies and young children.
- Monday, May 15th Ms. Davis and Ms. Mueller's 1st grade classes came back to the library for a second visit – this time with library cards in hand. Ms. Heather read them a book and then helped them find books to check out. Hopefully next school year we can have students come visit the library again.
- Monday, May 15 Heather took a guided tour of the Watertown Public Library and their new expansion. In particular, looking at their children's library and how they are using the space.
- Tuesday, May 30 was a day full of class visits for Heather at the primary school. Students in grades K-2 learned about the summer reading program and all of the different activities going on this summer at the library.

Teen Services (Abby Seymour)

The month of May was an abnormal month at the library. For one thing, all programming went on a break, much to the disappointment of the teens. For another, the building was closed for an entire week. However, the combination of both of those factors did not mean that it was a quiet month.

I used the time I would normally spend on after school programs prepping for the Summer Reading Program. I made sure that the schedule of programs was accurate on the website calendar, the teen page on the website, the meeting room calendar, and the Village calendar in the Outlook. To go along with all of the marketing, I made flyers (for print, as well as digital versions) for all of my programs. Those were also loaded into the Digital Signs. Another stage of prep work

was ordering and gathering supplies for the programs I have. Some of the supplies I worked on ordering were also prizes for the Summer Reading Program. I worked on the prize options while I was setting up the reading challenge in Beanstack, which also took some prep work.

Not only did I work on promoting my own teen programs on social media, but I am promoting everyone's programs on social media. As of this month, I am now taking the reins on handling all social media for the library. In the past, there were too many cooks in the kitchen when it came to Facebook, Instagram, and Twitter and a bunch of us librarians were all contributing. From now on, I'll be posting updates about the library, promoting events, and getting information out there about our services in what is hopefully a clear and concise way.

While promoting my teen summer programs on social media and on the digital signs is definitely helpful, it is by no means the strongest way to spread the information. That would be word of mouth! During the week the library was closed, I spent my time at the Indian Mound Middle School library. I was able to speak to every single ELA class in 6th, 7th, and 8th grade. I started my 20-minute talk by going over the basics of the public library. For example, I would quiz them on how many items you can check out with your library card (100) and how much it costs to check out a book (free). Then I talked about the Summer Reading Program by way of a game. I wanted to find a way to get the students more involved and more engaged in the presentation so I created a Jenga game for them to play. Using the wooden blocks from the giant Jenga set that we own, I wrote on each block an element of the Teen Summer Reading program (like Snack & Chat, Drama Camp, or Beanstack). The idea was that one student at a time would come up to the front and pull a Jenga block from the stack. They would read what it said and I would take a minute or so to explain what it meant. The best part was when the tower of blocks was close to falling and the students would be on the edge of their seats waiting to watch it tumble. Surprisingly, the 6th grade classes were the most careful when it came to pulling the blocks and the tower almost never fell with them. Giving this presentation countless times over the course of the entire week was definitely draining but it was so worth it to be able to talk to each class individually, as opposed to doing a large all-school assembly. It was certainly more effective this way and allowed me to answer more questions and convey my information more clearly.

I have to make one correction: I did have one program for teens! That was my VolunTeen Orientation Meeting. While having teen volunteers isn't brand new, this is the first year I'm calling the group VolunTeens. I also changed up the way they apply and instead of having it be a first come, first served system, I had each of them fill out an application. I also stated on the application that not everyone who filled out an application was guaranteed a spot. That did not end up being true, but for a good reason. I had such a lovely, strong bunch of candidates that I ended up accepting all 12 of them to the VolunTeen program. As part of being accepted to the program, they had to attend an orientation meeting where I explained to them the different tasks they would be doing this summer, how to hand out prizes, and how to conduct themselves as library volunteers.

In addition to all this, I also had a few meetings with both local and statewide Teen Librarians where we all discussed our different Summer Reading Programs and swapped ideas.

Adult Services (Sara Hendrickson) Programming:

Programs

- Craft Club - May craft club went well. Our regular attendees came and created a wide range of tin-can makeovers.
- Book Nook Craft was a great success! We had 13 people show up for the longer-than-usual Saturday craft.
- The Bird Festival was Saturday, May 13th, with a few programs leading up to it. Dozens of people showed up to the bird walks, and the Hoo's Woods program had 35 people in attendance. Over 300 people attended the festival itself!

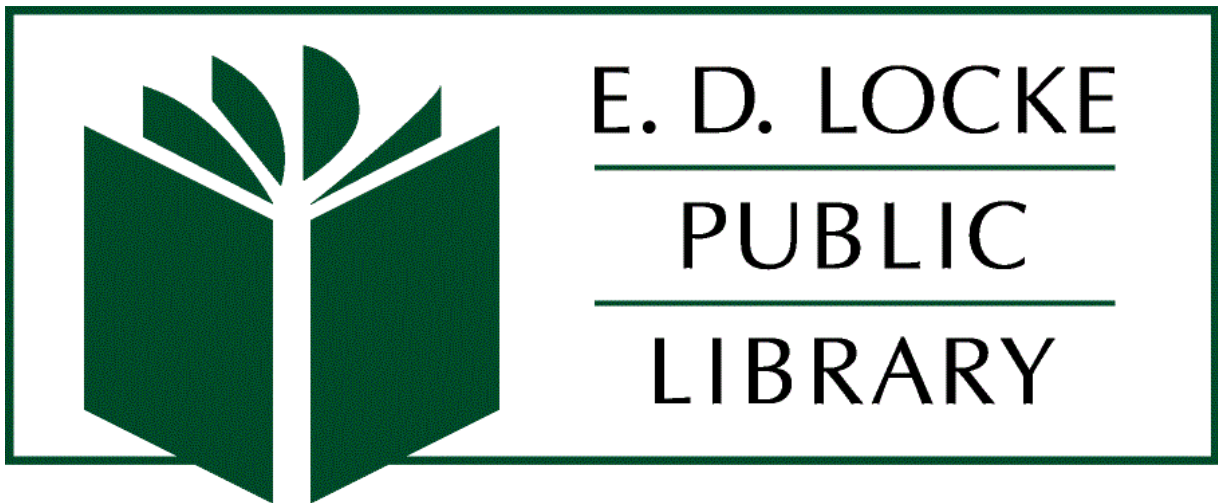
- Dawn Cogger's author visit is set for June 22. We have coordinated with Mystery to Me bookstore to sell copies of her book.
- Planned an August program with local psychotherapist on Hoarding Behaviors
- Created marketing for Friends Book Sale, Zen Ed yoga sessions, Stress Busters class, Family Board Game Day, and Dawn Cogger's author visit: flyers, website, TV display slides, Facebook, and Instagram.

Training:

- Completed Overdrive Support Course, offered by SCLS, which will allow me to better support patrons with Libby and Overdrive issues.
- Attended webinars for Craft and Hobby, Libby, Graphic Novels & Mental Health Awareness Month, ChatGPT & AI Tools, SCLS Discover Layer User Group, SCLS Adult Programming group, and four different upcoming book previews.

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Checkouts														
2022	12,686	12,362	14,023	13,121	12,498	15,731	15,213	15,322	13,172	12,700	12,895	12,124	161,847	18%
2023	13,998	12,535	14,717	12,412	10,573								64,235	-1%
% change month to month	10%	1%	5%	-5%	-15%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
New Library Cards														
2022	47	41	45	57	60	113	97	58	73	57	50	29	727	52%
2023	42	58	62	48	34								244	-2%
	-11%	41%	38%	-16%	-43%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
visitor count														
2022	11,264	12,148	15,779	13,842	16,998	24,974	22876	23,756	21654	18657	18404	16997	217,349	342%
2023	17,884	16,809	22,142	19,145	16,238								92,218	32%



E.D. LOCKE PUBLIC LIBRARY
FACILITIES STUDY

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

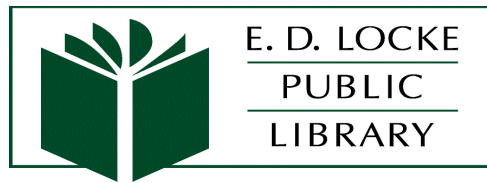


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Mike Flaherty

Village Trustee

Staci Fritz

Citizen Member

Kenneth Machtan

Secretary / Treasurer

Karin Mandli

School Liaison

Mona Nelson

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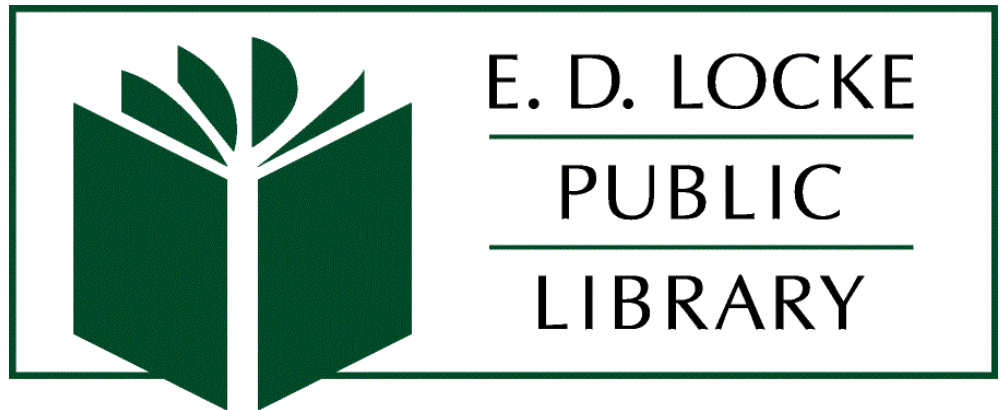
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EXECUTIVE SUMMARY

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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.

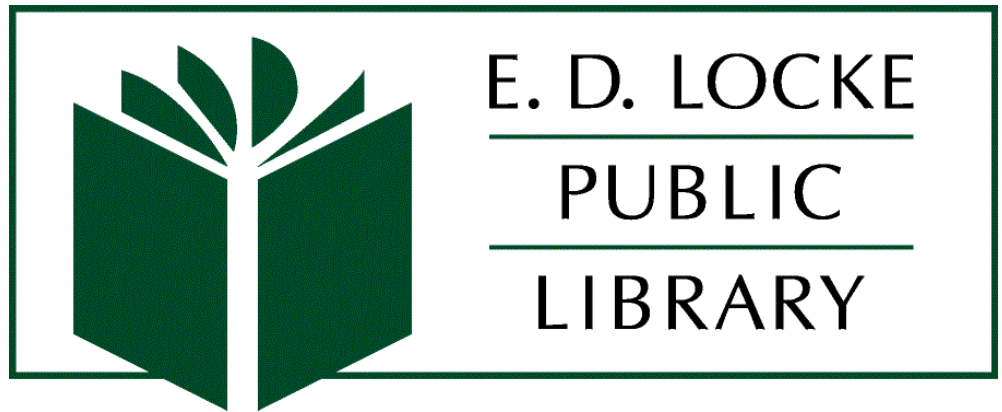
Expansion Preference

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.



two:

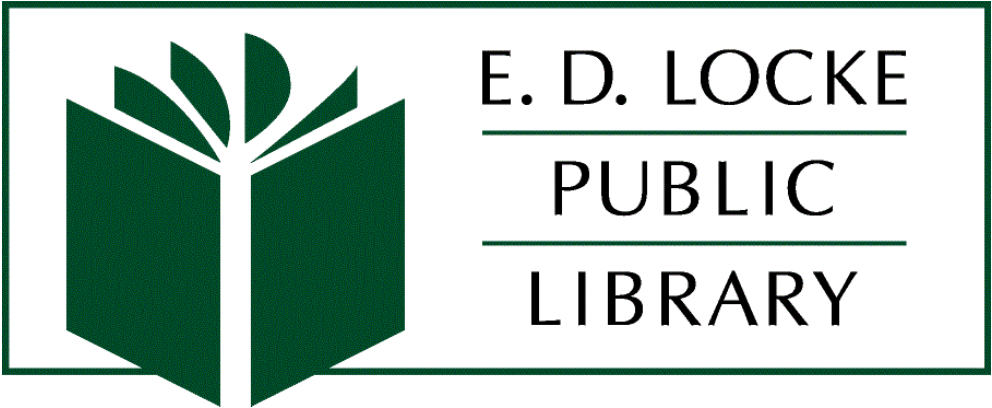
**EXISTING
CONDITIONS /
BACKGROUND**

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



three:

LIBRARY FACILITY ASSESSMENT

<i>Data Gathering Process</i>	16
<i>Understanding the Facility Assessment</i>	16
<i>Matrix</i>	17
<i>Floor Plan Assessment</i>	18
<i>Site Photos</i>	19

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 patrons, 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 fire or life safety components associated with building systems, including code requirements, dampers, fire rating of systems, etc.

LIBRARY ASSESSMENT MATRIX

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

LIBRARY ASSESSMENT MATRIX			
	CRITERIA	GOALS FOR OBSERVATIONS	E.D. LOCKE LIBRARY
A	MEETING / GATHER	The meeting space will not accommodate the suggested 250 people, it does accommodate smaller groups adequately.	FAIR
B	COMPUTERS	Current individual deskings is too big for current equipment. Because it is a built-in casework unit, it is not easily revised or flexible.	POOR
C	STUDY / QUIET READING	Currently there are not enough quiet areas. There is a need for more closed rooms for small group discussion.	FAIR
D	STACKS	Current stacks are at capacity and not easily expanded. They are too tall to provide visibility 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



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



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



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



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



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



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



L

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



M

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



N

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



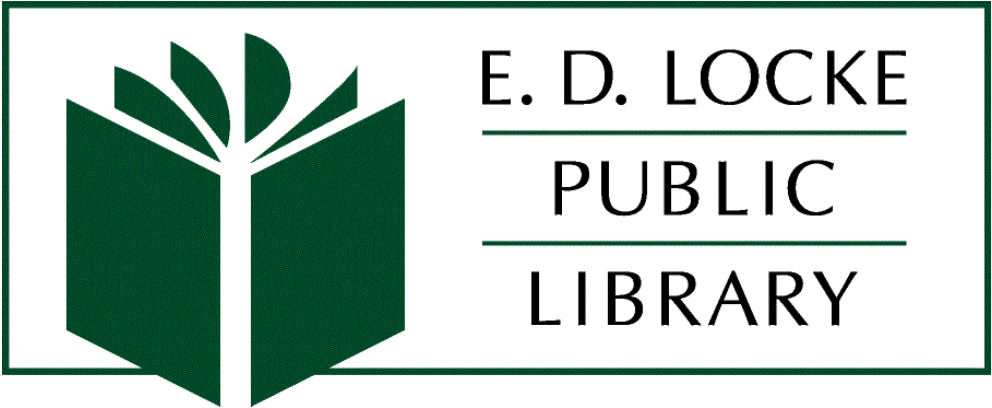
O

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



P

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



four:

OPTIONS

<i>Option 1</i>	24
<i>Option 2</i>	26

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:

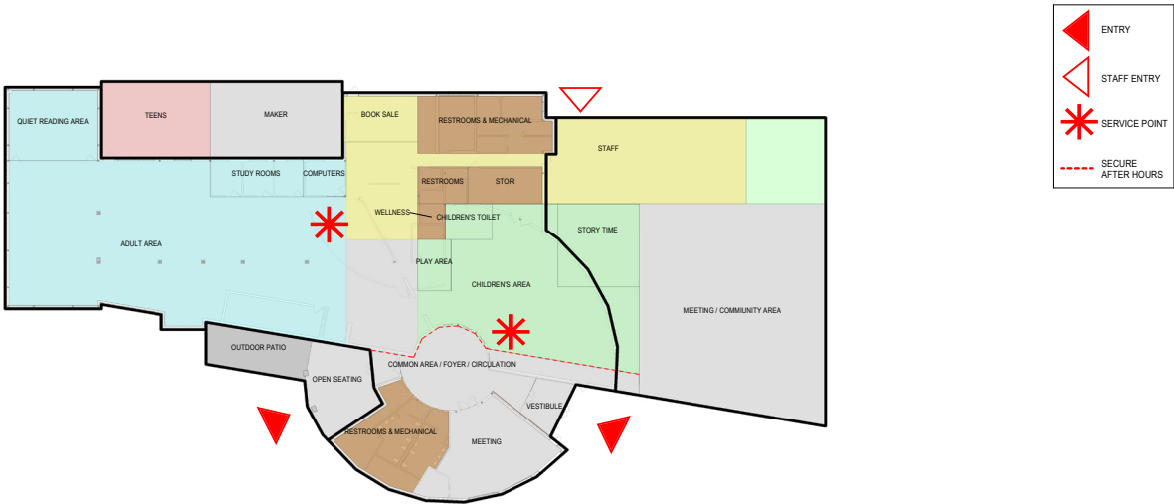
PROS:

- 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

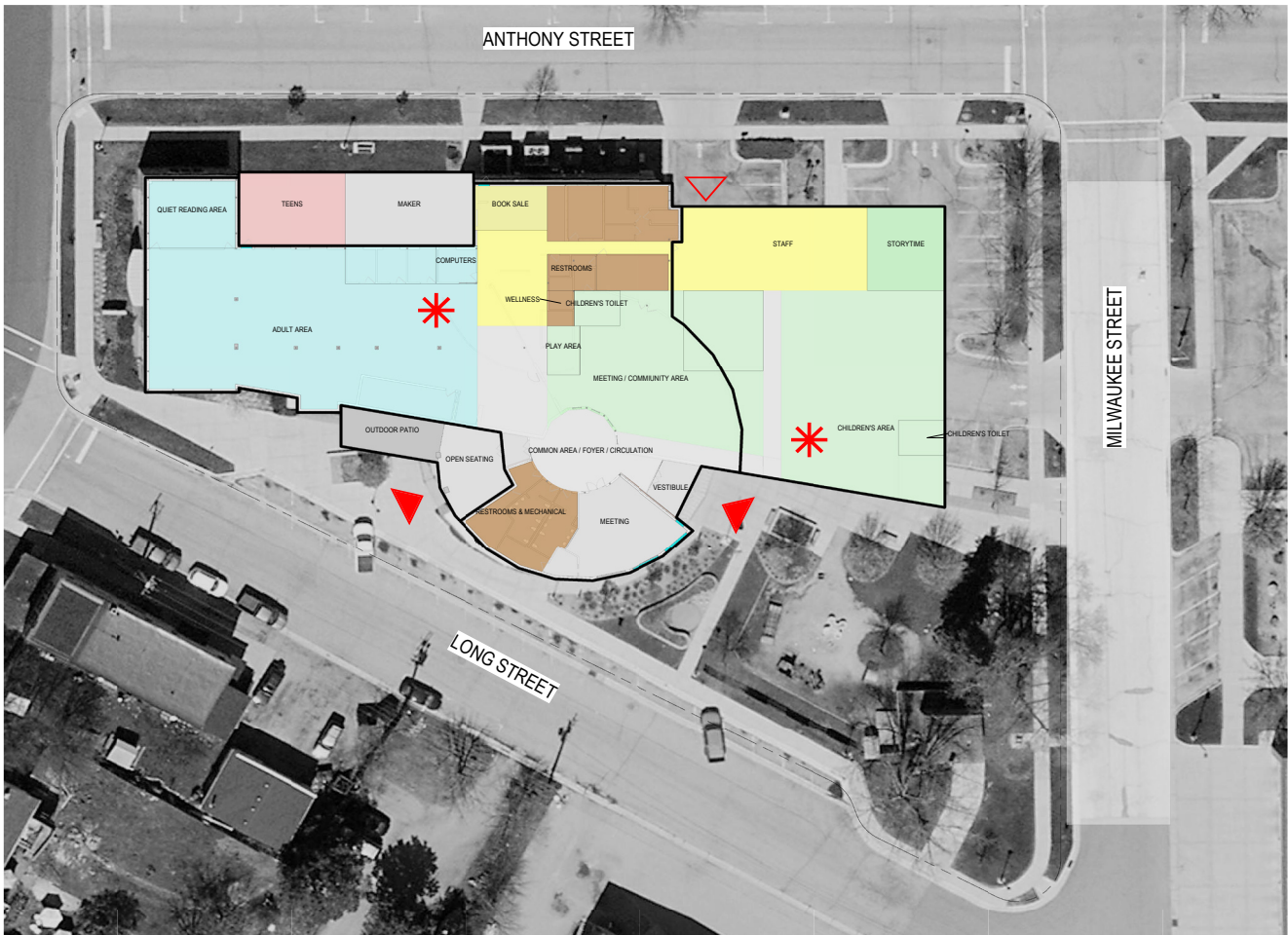
CONS:

- 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:

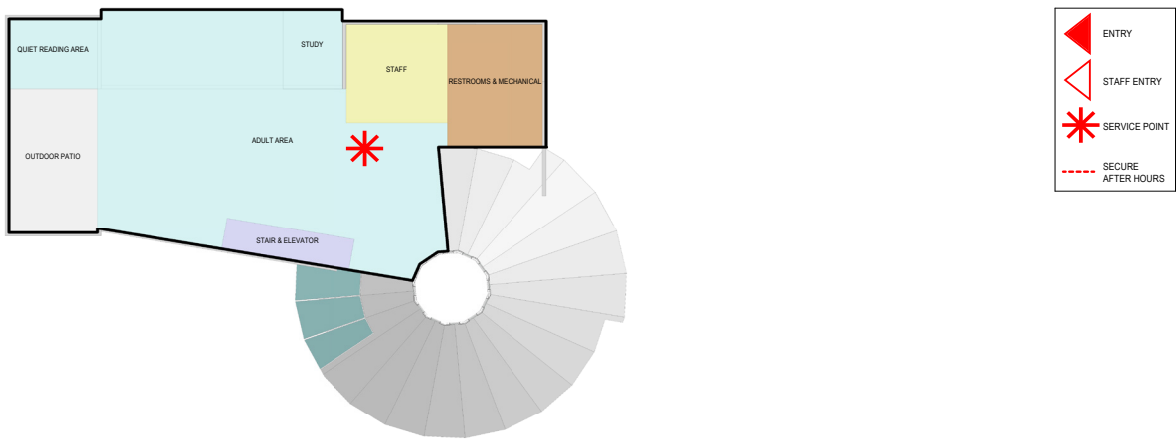
PROS:

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

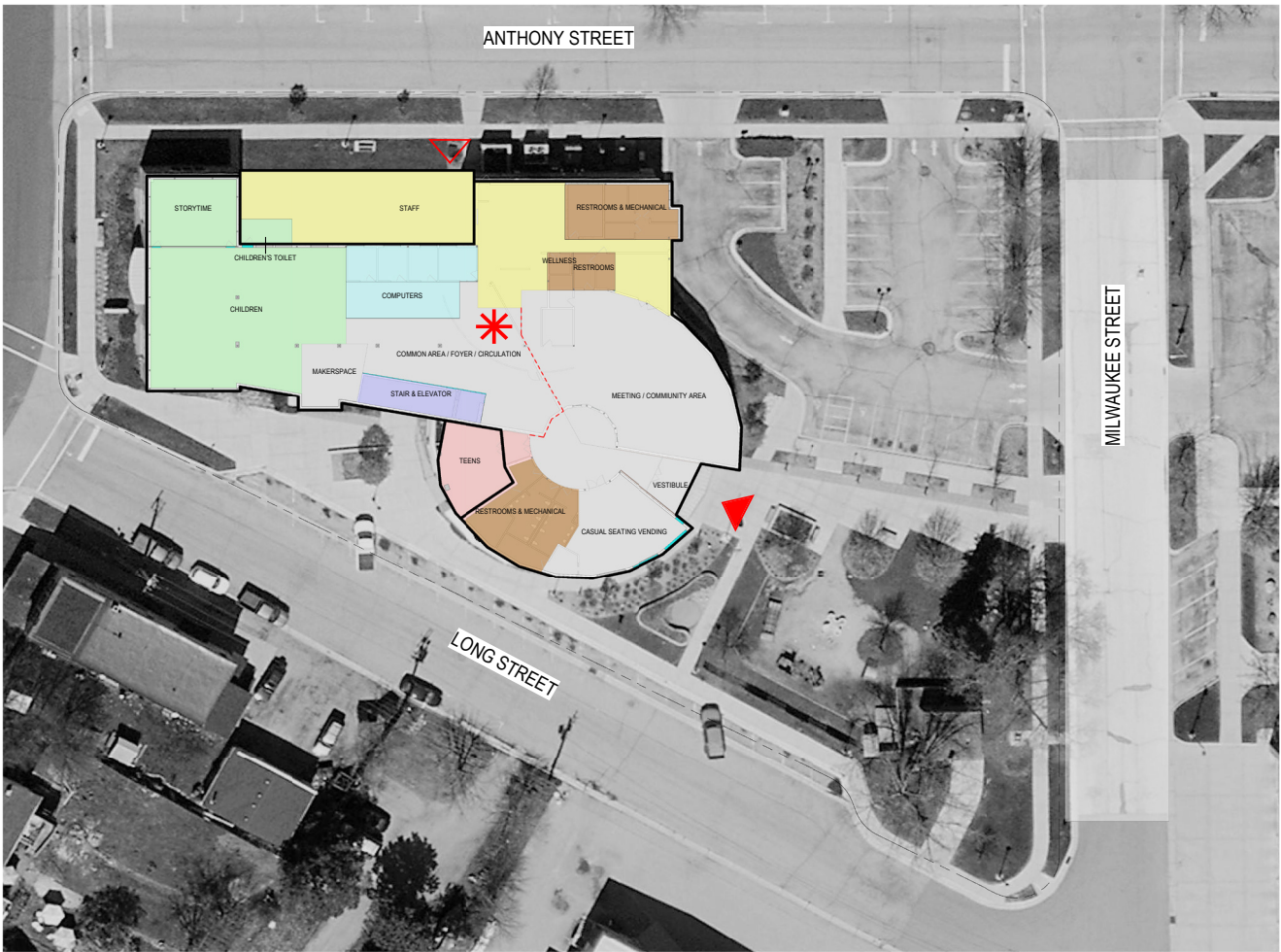
CONS:

- 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.

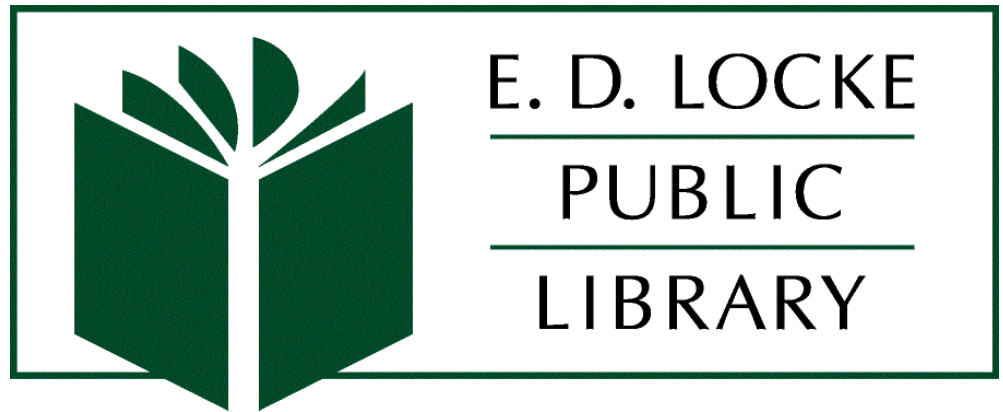
OPTION 2: 34,360 SF



2ND FLOOR - OPTION 2



1ST FLOOR - OPTION 2



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				
	Other Library Average # Programs (similar service area)	Other Library Program Attendance	ED Locke Library Programs	Program Attendance
2021				
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

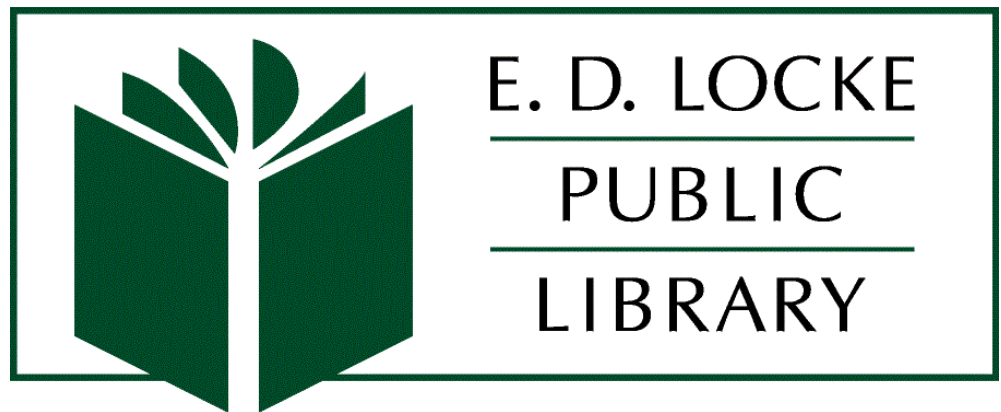
OPTION 1 is the less invasive option and provides potential for the library to remain open during construction. While the library would be able to remain open, but the work would be completed in a shorter duration if it were to close. The addition would take approximately 8-9 months to construct whereas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

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.

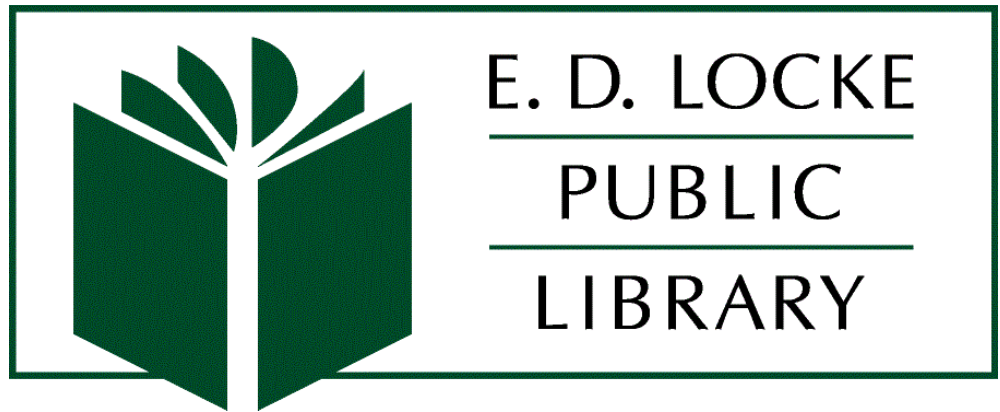
For the E.D. Locke Public Library, the next step will involve sharing the key findings with the broader community through Community Workshops and Engagement. It will be very helpful to gather initial feedback from a variety of library stakeholders to establish wants and priorities for long-term planning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



six:

APPENDIX

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

Why we need to expand:

1. Out of room for Children's Programs - For the bigger programs we have to turn people away. In 2019 it wasn't uncommon to have 200 people show up for a summer program or PJ story time. Our room capacity without chairs is 134.

	2011	2021	% Increase
Children's Programs	150	283	47%
Children's Attendance	4319	29,503	85%
Teen Programs	0	170	
Teen Attendance	0	760	
Adult Programs	15	104	85%
Adult Attendance	227	1324	83%



2. Would like dedicated Teen space – We get complaints about when teens are together. There are often adults sitting and working in the teen area. We'd like them to have their own space where they can hang out and play games, craft, work together, etc... Also a place to display their artwork.
3. Versatile space for crafting/making things – Crafting and makers spaces are very popular in this community. We need a room that has resilient, easy to clean flooring, tables, chairs, and plenty of storage. Also sinks at adult and child height for washing hands and equipment.
4. Would like more meeting room space – meeting room space in the large meeting rooms and the study rooms is often booked and we have to turn people away. We also have to carefully plan our activities to ensure they don't overlap because we only have one large meeting room.
5. Would like Children's area sound proofed or separated from the rest of the library – we often get noise complaints about the kids area. The kids are not unusually noisy but sound carries throughout the library.
6. Need more storage space – We struggle to be able to store items that we could reuse. We feel that we've done everything we can to make our spaces as efficient as possible.
7. Need larger breakroom – Our breakroom can only accommodate one staff person at a time. This creates issues during the week when multiple people are trying to eat lunch between 11 and 1. We often have to use the meeting room as a lunch room.
8. Need more staff office areas – we currently have two part time staff who don't have a dedicated work space. They either work from home or when they are in the library whatever space they can find.
9. Need laundry facilities – We have many items that need laundering – kids toys, story time props, craft supplies, rags, etc...Since the pandemic started, we have learned how important hygiene is. It would be nice to be able to wash things at the library and not constantly take things home.
10. Already have a need for about \$250,000 of repair in this building

- a. Parking lot – needs to be regraded and paved. We have a sink hole around the storm sewer. A lot of cracks have developed over the years as well.
- b. Roof – needs to be replaced. We have had some leaks and tenting in the flat roof material.
- c. HVAC VAV boxes – The VAV boxes we use for temperature control are no longer being made. They need to be phased out and upgraded to a newer style.
- d. Concrete walkways – The concrete walkways round the library are buckling, cracking, and crumbling. They need to be replaced before they become a hazard.
- e. Windows – our Windows are now almost 20 years old and do not have low e glass. This causes fabrics, carpets, and spine labels to fade over time. It also causes a lot of issues when we are trying to cool our building.

	E. D. Locke Public Library	
Page 1 of 1	Endowment Mission Statement	

The E.D. Locke Public Library Endowment Fund established in 2017 at the Madison Community Foundation supports augmenting the collections, programs and services of the E.D. Locke McFarland Public Library beyond what is supported by public funding. ~~The Fund is a means for individuals, companies, and private foundations to support the Library to continue and enhance a high level of service to the community.~~

	E. D. Locke Public Library	
Page 1 of 1	Donations—Monetary, Memorial & Bequests	Approved: March 5, 2018

E.D. Locke Public Library encourages and appreciates donations of money, materials and other property ~~from businesses, organizations and individuals~~, within the following guidelines. Any donations or gifts accepted by the Library will be viewed as an addition to, not as a replacement for the Library's operating budget. Expenses supported by donations must comply with the mission and policies of the library.

The purpose of this policy is to establish a regular procedure for receipt, management and disposition of funds or other properties that are received by the library as donations or bequests.

The Library Board is responsible for managing and otherwise directing the collective resources of ~~the endowment~~ funds in a way that are most consistent with the interests of donors and the library.

Monetary and memorial donations

Monetary or memorial donations that the donor would like designated for a specific purpose ~~will need to be discussed with the library's director~~ are subject to approval by the library director. The donor has a right to appeal the decision to the Library Board. Decisions by the Library Board are final.

Monetary donations

If the library receives a donation that is not specifically made out to the endowment fund:

Monetary donations of ~~\$100~~ \$500 or less are added to the library's Money Market account, which is allocated by the Library Board for purchase of materials, equipment or programs that are too expensive or specialized for the operating budget.

Undesignated monetary donations over ~~\$100~~ \$500 will be added to the library's endowment fund. The library's endowment fund is an account within the Madison Community Foundation; the funds are allocated by the ~~endowment sub-committee~~ Library Board for the purchase of items and/or services for the library that are ~~outside of too expensive for~~ the operating budget.

Donations may be made directly to the Library's endowment fund by sending a check made payable to the Madison Community Foundation with the fund name E.D. Locke Public Library – McFarland Endowment Fund ID: 8030408 to Madison Community Foundation 111 N. Fairchild Street, Suite 260 Madison, WI 53703

Memorial donations

Memorial gifts of money, materials or equipment may be donated in honor of a friend or relative. Materials are marked with special bookplates. Library staff will be pleased to select appropriate titles in memory of a relative or friend.

Securities, Stocks, or Bonds

Donations of securities, stocks, bonds, etc. will be accepted by the endowment fund. They will be sold by the Madison Community Foundation and the proceeds will be added to the library's endowment fund.

Real Estate

Donations of Real Estate made to the library's endowment fund will be liquidated.

Endowment Spending

Although individual projects may target a specific group, the long-range goal for the use of the endowment moneys is to fund a variety of innovative projects that benefit and are accessible to the library's entire constituency.

A subcommittee consisting of two members of the library board, a member of the Friends' board and the Library Director shall meet at least once a year in January to discuss how available funds will be used. Its recommendations will need to be ratified by the entire library board.

Disclaimers

The Library Board of Trustees reserves the right to accept or refuse all gifts.

The library accepts gifts with the understanding that no restrictions will be applied to the gift, except such restrictions jointly agreed upon.

Donations are tax deductible to the extent provided by law. Library staff cannot place a value on donated items but upon request will provide a donation slip at the time of intake of items. It is the responsibility of the donor to determine the tax implications of a donation. If the donor desires an appraisal, it must be accomplished by the donor and at their own expense by a qualified appraiser.

Donor, sponsor, and/or partner names are public information unless the donor requests anonymity.

Any changes to this policy shall require approval at two consecutive regularly scheduled meetings of the Library Board with the preannounced agenda of the specific proposal.

	E. D. Locke Public Library	
Page 1 of 1	Donations – Other	

Aesthetic donations

Aesthetic donations are those affecting the ambience or physical space of the library, such as artwork, furnishings, plants, landscaping, etc. Acceptance of aesthetic donations will be determined by the Library Board of Trustees, and must follow the mission and service philosophy of the library.

Aesthetic donations become the sole property of the library, and are not subject to any ongoing terms or conditions set by the donor, unless fully disclosed and agreed upon. Unless otherwise stipulated, the Library Board reserves the right to divest the library of an aesthetic donation, as it deems appropriate. A gift waiver transferring sole ownership of the donation to the library will be required.

The Library Board reserves the right to determine the location of an aesthetic donation within the library, as well as an appropriate honorary plaque for the donation.

Library staff will not estimate the value of any donation, or sign any statement of value; estimating value is the donor's responsibility. Upon request, library staff can provide a dated receipt stating a donation's description.

Real Estate

The Library Board will decide on a case by case basis on how to handle donations of real estate.



Plan of Service 2023 - 2027

DANE COUNTY LIBRARY SERVICE MISSION

The Dane County Library Service (DCLS) is dedicated to delivering a full range of library services to every resident of Dane County.

Goal I: Plan for structural and financial needs of future library service ~~Partnerships~~

Strategies:

- A. Work with ~~UW Madison Marketing school students~~ to develop a marketing ~~social media~~ plan
- B. Participate as a member of South Central Library System, including service on SCLS committees
- C. ~~Stabilize~~ circulation through quality collection development
- D. Build ~~& foster~~ an active Friends of the Bookmobile group who provide ~~and political~~ financial support ~~& advocacy~~
- E. Establish DCLS as a ~~resource~~ of Racial Equity/Social Justice information ~~& support~~ for Dane County libraries

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Goal II: Provide direct library service to residents in areas taxed by the county for library service ~~Peace & Justice~~

Strategies:

- A. Explore and enhance online services for county residents
- B. Develop ~~book, media and magazine~~ collections to serve the needs of DCLS patrons
- C. Explore ways to extend library service to non/under-served areas
- D. Plan for and adapt to shifts in usage based on county library use

Goal III: Develop /deliver library services to those who experience barriers & areas of special needs ~~Reduce inequities~~

Strategies:

- A. Maintain current levels of service to those unable to access traditional library services
- B. Seek and serve new populations in need of library services
- C. Explore new methods of delivering library services to group facility residents
- D. Increase number of participants in Home Service program
- E. Seek partnerships with other county agencies to further DCLS outreach
- F. Utilize social media to publicize and deliver library service
- G. Utilize County and DPI RESJ tools to develop awareness of racial/social barriers to service

Goal IV: Maintain full access to library service within Dane County for every resident of Dane County ~~Peace & Justice~~

Strategies:

- A. Maintain service model that towns and villages under 2,500 residents are better served by the umbrella of the Dane County Library Service
- B. Enforce full county funding of the Operating and Facility Reimbursement Programs without compromising direct services
- C. Evaluate methodology and measurements used for reimbursement program
- D. Offer, as required by WI State Statute, reimbursement to each public library in Dane County equal to 70% of the state defined operating cost for providing service to residents of areas taxed by the county of library services, in lieu of the standard package of non-exempt reimbursement and delivery, outreach and facilitating cross-municipal compensation
- E. Secure funding sufficient to reimburse libraries in adjacent counties for service to Dane County residents as required by WI State Statute 43.12
- F. Recommend and advocate for changes in state law, county ordinance, and contractual agreements that will enable library services in Dane County to be delivered equitably, effectively, and efficiently



Plan of Service 2023 - 2027

Goal V: Implement, update and enforce municipal library compliance with the Dane County Library Standards as developed through the county planning process and adopted by the County Board

Strategies:

- A. Hold municipal libraries accountable to the following requirements:
 - a. Utilize a delivery service that connects with all other Dane County public libraries, the DCLS, and the South Central Library Service with a minimum of 5-day/week service
 - b. Employ a director who is properly certified by the WI Department of Public Instruction
 - c. Offer delivery service to qualified confined-to-the-home individuals either directly or through a service contract with another library agency
 - d. Provide patron access to the Internet, governed by a locally determined policy
 - d-e. Provide patron access to SCLS WiFi services
 - e-f. Share an automated library system
 - f-g. Annually compensate all other standards-compliant libraries within Dane County, for the cost of services provided to residents of the library's municipality (service measured by checkouts; compensation model established by DCLS Board for compensating municipal libraries for serving residents of areas taxed by the county for library service)
 - h. Act as a source of RESJ information and resources for Dane County Libraries
 - g-i. Participation in Beyond the Page programming through EZ grants & collaborative projects
- B. Enforce the following minimum quantitative standards based on WI Official Population Final Estimates issued by WI DOA for the most recent year:

Minimum Hours open annually per capita

		RANGE
Villages up to 2,500 population	1	1,000 to 1,875 hours
Villages/cities between 2,500 and 5,000	.75	1875 to 2,250 hours
Villages/cities between 5,000 and 10,000	.45	2,250 to 2,500 hours
Villages/cities between 10,000 and 25,000	.25	2,500 to 3,000 hours
Villages/cities between 25,000 and 50,000	.12	3,000 to 3,250 hours
Villages/cities between 50,000 and 99,000	.065	3,250 to 3500 hours
Cities over 100,000	.05	3,500 to 12,500 hours

Minimum FTE Paid Staff Per Capita

Automated Handling = FTE Credit

Self-check machine = FTE Credit

		RANGE
Villages up to 2,500 population	.001 (1 FTE min total)	1.00 to 2.00 FTE
Villages/cities between 2,500 and 5,000	.0008	2.00 to 4.00 FTE
Villages/cities between 5,000 and 10,000	.0008	4.00 to 7.00 FTE
Villages/cities between 10,000 and 25,000	.0007	7.00 to 15 FTE
Villages/cities between 25,000 and 50,000	.0006	15 to 25.00 FTE
Villages/cities between 50,000 and 99,000	.0005	25 to 40.00 FTE
Cities over 100,000	.0004	40 to 120.00 FTE

Minimum Public Internet Access Workstations per capita

<u>SCLS WIFI REQUIRED</u>	<u>MINIMUM</u>	<u>RANGE:</u>
Villages up to 2,500 population	<u>1.001</u>	<u>1 to 2 Workstations</u>

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Plan of Service 2023 - 2027

Villages/cities between 2,500 and 5,000	3.001	3 to 5 Workstations
Villages/cities between 5,000 and 10,000	5.001	5 to 7 Workstations
Villages/cities between 10,000 and 25,000	7.0007	7 to 13 Workstations
Villages/cities between 25,000 and 50,000	13.0005	13 to 25 Workstations
Villages/cities between 50,000 and 99,000	25.0005	25 to 50 Workstations
Cities over 100,000	50.0005	50 to 125 Workstations

Minimum Annual Material Expenditures Per Capita

		Range:
Villages up to 2,500 population	\$6.00	\$6,000 to \$14,250
Villages/cities between 2,500 and 5,000	\$5.70	\$14,250 to \$28,500
Villages/cities between 5,000 and 10,000	\$5.70	\$28,500 to \$54,000
Villages/cities between 10,000 and 25,000	\$5.40	\$54,000 to \$127,500
Villages/cities between 25,000 and 50,000	\$5.10	\$127,500 to \$240,000
Villages/cities between 50,000 and 99,000	\$4.80	\$240,000 to \$340,000
Cities over 100,000	\$3.40	\$340,000 to \$850,000

Minimum Total Items Held per capita — includes digital collections

		RANGE
Villages up to 2,500 population	8	8,000 to 16,250
Villages/cities between 2,500 and 5,000	6.5	16,250 to 28,500
Villages/cities between 5,000 and 10,000	5.7	28,500 to 44,000
Villages/cities between 10,000 and 25,000	4.4	44,000 to 85,000
Villages/cities between 25,000 and 50,000	3.4	85,000 to 160,000
Villages/cities between 50,000 and 99,000	3.2	160,000 to 250,000
Cities over 100,000	2.5	250,000 to 625,000

Minimum Annual Item Acquisitions as a Percent of Standard Range for Items Held per capita

Villages up to 2,500 population	400—813
Villages/cities between 2,500 and 5,000	814—1,425
Villages/cities between 5,000 and 10,000	1,426—2,200
Villages/cities between 10,000 and 25,000	2,201—4,250
Villages/cities between 25,000 and 50,000	4,251—8,000
Villages/cities between 50,000 and 99,000	8,001—12,500
Cities over 100,000	12,501—31,250



Plan of Service 2023 - 2027

DCLS Standards Considerations:

- These are minimum standards per WI Statute 43.64(2m), (floor, not ceiling).

These standards were established in accordance with Wisconsin Statutes 43.11(3)(d) by Resolution 269, 2007-2008 of the Dane County Board of Supervisors and subsequently amended by Resolution 185, 2011-12 of the Dane County Board of Supervisors, and subsequently amended by Resolution 98, 2013-14, and Resolution 233, 2016-2017.

- Standards require data provided to DPI through the Annual Report.
- Standards are based on municipal (not service) population for the most recent year.
- Standards must be met by any municipality seeking an exemption from the county library tax.
- Libraries not meeting one or more standard may be granted a provisional exemption by submitting a compliance plan for the DCLS Board approval.
- Libraries are limited to 3 provisional exemptions in a 10-year period.
- Newly established libraries (WI Statutes 43.52) may be granted provisional exemptions in the first three years of existence, with a plan approved by the DCLS Board to bring the library into full compliance by year four of operation.
- Newly established libraries that comply in year four but fail to meet standards relating to collection size in a future year may be granted one additional provisional exemption in the first 10-year period of operation, contingent upon the DCLS Board's approval of a plan to bring the library back into compliance.

DCLS Standards Decision Timeline and Appeals Process

Municipal libraries will supply the data demonstrating compliance by April 1 of the year in which an exemption is desired. Should such data demonstrate that one or more standards have not been met, as judged by the County Library Board and noticed to the affected library by May 15 the Library will submit by June 15, a plan designed to bring the library into full compliance within the allowed time period. By July 15, the County Library Board will determine for each library that minimum standards have been met or will decide whether a library's submitted plan to meet all standards within the required time frame is sufficient. Any decision of the County Library Board may be appealed by any municipal library. Such an appeal must be filed within 15 days of the date of the original decision.

Appeals must be made in writing and delivered to: Dane County Library Board, 1874 S Stoughton Rd~~19 Aberg Av.~~, Madison, WI 5371694.

The basis for an appeal shall include one of the following:

- Natural disasters affecting the library's ability to meet the standards;
- Significant library building projects affecting the library's ability to meet the standards;
- Action of a governmental body whose authority exceeds that of the city, village, or county and which prevents compliance with these standards.

All appeals will be heard within 30 days of filing, at a regularly scheduled County Library Board meeting. Any such meeting will include a presentation by the appealing library and a public hearing. All libraries in Dane County will receive notice of the appeal and the hearing. The County Library Board will act on the appeal within 30 days of the hearing. The affected library will be notified. The decision of the County Library Board shall be final.

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Plan of Service 2023 - 2027

Responsibilities of the Dane County Library Board

The Dane County Library Board has been designated by the Dane County Board of Supervisors as the County Library Planning Committee under the provisions of Chapter 43.11(1) Wis. Statutes. Per Wisconsin Statute 43.11 (3), the following responsibilities are assigned to this body (emphasis added):

- (a) The committee may prepare a new plan for the organization of a county or multicounty system, **revise an existing plan** or change the boundaries of a public library system. It shall conduct public hearings concerning these plans, revisions and changes to which representatives of all libraries in the county shall be invited.
- (b) The committee's final report, including a new plan, revisions to an existing plan, or **changes to the boundaries of a public library system** and copies of any written agreements necessary to implement the proposal, shall be filed with the county board and submitted to the division. Plans for multicounty systems shall include a **method for allocating system board membership** among the member counties.
- (c) The plan of a library service for a county, whether for a single county or multicounty system, **shall provide for library services to residents of those municipalities in the county not maintaining a public library** under this chapter. The services shall **include full access to public libraries** participating in the public library system and the **plan shall provide for reimbursement for that access**. **Services may include books-by-mail, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee.** Service may be provided by contracting with existing public libraries in the county or in adjacent counties or with the public library system or by creating a county library organization under this chapter. The plan of library service for a county may provide for **improving public library service countywide** and in municipalities that have libraries. The plan shall specify the **method and level of funding to be provided by the county to implement the services** described in the plan, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library.
- (d) The plan of library services for a county may **include minimum standards of operation for public libraries in the county**. The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50% of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80% of the population of participating municipalities in the county.

Agreement to Participate in SCLS Technology Services

This Agreement to Participate in SCLS Technology Services (the "Agreement") is made this _____ day of _____ between the South Central Library System (hereinafter referred to as SCLS) and the Library Board of Trustees or other applicable governing body of _____ (hereinafter referred to as the Library).

WHEREAS SCLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS the Library is organized under Sections 43.52, 43.53, or 43.57, Wis. Stats., is a member in good standing of SCLS, and pledges to remain so for the life of this Agreement and agrees to share resources in accordance with the requirements of said Chapter 43; and

WHEREAS the Library has determined that the cooperative sharing of specific technology services will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS the parties desire to share, in an equitable and agreeable fashion as set forth herein, with other SCLS member libraries, the costs and expenses as well as the benefits of the purchase, development, operation, and maintenance of these specific technology services,

NOW THEREFORE, in consideration of the covenants and undertakings herein contained, the parties hereto agree as follows:

1. SCLS, with advice from the Technology Committee and/or the ILS Committee, both elected, representative bodies of participating libraries, **will provide services to the Library, as selected by the Library by having the member library director or other authorized representative initial one or more of these boxes:**

☒

A. Basic Services: SCLS will provide basic services to the Library in the form provided to SCLS members at no additional cost, including (subject to change or discontinuance by SCLS from time to time in its sole discretion) web hosting services, email services, database authentication, and reselling/purchase of products or equipment, together with such other services as SCLS may choose to offer from time to time as part of its basic services package.

☐

B. Infrastructure: The core cost that is required to support any of the three technology services. **Any library participating in any of the following three technology services must participate in the Infrastructure program.**

☐

C. Network Services: Including, but not limited to, Library network hardware and software, replacements, and upgrades; internet connectivity, network and response time support, Enterprise Wireless, third party vendor support, new building and remodeling support, wide-area network planning.



D. PC Support: Including, but not limited to, PC and peripheral equipment ordering, field and help desk support, automatic software updates, PC software testing and support, Windows and MS-Office, and anti-virus licenses, third party vendor support, technology planning. **PC Support is only available to libraries receiving Network Services.**



E. ILS Services: Including, but not limited to, the day-to-day operation and maintenance of the ILS modules of Acquisitions, Cataloging, Circulation, Public Access Catalog, Serials; development, implementation and support, planning for and coordinating ILS modifications, enhancements and/or replacement; centralized cataloging; required telecommunications and/or network connectivity; furnishing regular reports to the library. **Network Services are required to receive certain ILS services such as: response time troubleshooting and RFID/self-check and sorter response time support, peripheral devices associated with the ILS.**

2. With the exception of services offered at no charge to SCLS member libraries, the Library will pay a share of the total cost of the specific technology services selected in Section 1 above. The total cost shall include all sums required to cover expenses to be incurred by SCLS during the next year in providing the functionality as selected by the Library, including, without limitation, all operating, maintenance, and contractual expenses, and capital costs such as the purchase of substitutions, replacements, improvements, and additions to the components. Additional PCs, not included in the previous year's count, will be charged a pro-rated PC maintenance fee for the remainder of the year in which they are purchased. These costs shall be determined through the annual budgeting process, culminating in the adoption of an annual budget by the SCLS System Board of Trustees. The amount of Library's share of costs due under this Agreement will be calculated based on the cost formula adopted by the SCLS Board of Trustees on or before July 1, 2014. Changes may be made to the cost formula in subsequent years by similar action of the SCLS Board of Trustees on or before July 1 of the year preceding the budget year to which the formula will be applied.
3. The role of SCLS is limited by its statutory obligations to provide specific technology services to member public libraries within its territory and any contribution to the services offered must be consistent with its statutory responsibilities to support and extend resource sharing.
4. SCLS will continue to contribute to the support of services described in this Agreement at an amount and in a manner guided by the Administrative Council and ratified by the SCLS Board of Trustees.
5. Libraries participating in any services requiring fees selected in Section 1 of this Agreement shall vote annually to approve the related fees for the following fiscal year at the All-Directors' meeting held in July. This meeting will be noticed to all parties at least one month before the scheduled date of the meeting. Votes for each service shall be allocated as follows: a maximum of one thousand (1,000) shares or votes shall be allocated to Libraries participating in each service based on their share of the current year's operating budget for that service. A quorum

of 51% of the libraries participating in each service controlling 51% of allocated votes must attend the meeting or vote by proxy for action to be taken; libraries may attend and vote at such meetings by telephone or video conference. A super majority of 75% of all votes cast and 75% of the libraries in each service must be present or by proxy for passage of the fees. SCLS will not be responsible for performance of services if fees are not approved or timely paid.

6. On or before August 1st of each year, the Library will be informed of its share of the cost for each selected service for the calendar year following. Invoices for each year shall be issued by SCLS by January 31 of the year, with total payment due from the Library within sixty days.
7. SCLS agrees that all existing or future funds generated by SCLS ILS, Network Services, PC Support, or Infrastructure, including the annual SCLS contribution, will be allocated to that specific service fund. Operating funds not expended in one fiscal year will carry forward for future use, according to its originally-designated purpose. SCLS will receive all interest earnings on deposited funds designated for these services to help offset overhead costs associated with service management. The SCLS policy on investments, adopted by the SCLS Board of Trustees 3/10/2008, governs investment strategy. SCLS agrees to notify the Administrative Council in the event that the SCLS Board of Trustees considers materially amending said policy.
8. The ILS Committee has adopted or may from time to time adopt rules and policies for the operation of the ILS. The Technology Committee has adopted or may from time to time adopt rules and policies for the operation of Basic Services, Network Services, PC Support, and Infrastructure. The Library agrees to adhere to the rules and policies applicable to any and all selected services. SCLS may enforce these rules and policies by charging the Library for reasonable costs related to non-compliance or exercise other enforcement measures up to and including cessation of services to the Library. Without limiting the foregoing or any other term of this Agreement, Library is responsible for maintaining, and shall maintain, reasonable and not less than industry-standard security practices. Without limiting Library's obligations, Library shall comply with all security or network instructions or recommendations provided by SCLS.
9. NOTWITHSTANDING ANY OTHER TERMS OF THIS AGREEMENT OR ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES, ALL SERVICES ARE PROVIDED "AS-IS" WITH NO WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. SCLS WILL NOT BE RESPONSIBLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES ARISING OUT OF OR RELATING TO THE PERFORMANCE OF ANY SERVICES HEREUNDER. UNDER NO CIRCUMSTANCES, INCLUDING WITHOUT LIMITATION ANY NEGLIGENT ACTION OR INACTION OF SCLS OR ITS EMPLOYEES OR AGENTS, WILL SCLS BE RESPONSIBLE FOR, OR INCUR ANY LIABILITY TO, LIBRARY OR ANY THIRD PARTY IN EXCESS OF THE LESSER OF (i) THE FEES, IF ANY, ACTUALLY PAID TO SCLS BY LIBRARY FOR THE SERVICE GIVING RISE TO LIABILITY (EXCLUDING ANY PASS-THROUGH CHARGES) DURING THE THEN-CURRENT YEAR, OR (ii) \$1,000.

The parties agree that the limitations of liability set forth in this section and this Agreement represent a reasonable allocation of risk that is necessary for SCLS to be able to provide the services at issue.

10. SCLS will, in its reasonable discretion, use reasonable efforts to compel vendors to comply with contract terms and provide satisfactory performance, and will provide reasonable cooperation to Library to communicate problems or issues to vendors, to the extent allowed under SCLS's contracts with its vendors. NOTWITHSTANDING THE FOREGOING OR ANY OTHER TERM OF THIS AGREEMENT, THE PARTIES AGREE THAT SCLS IS NOT RESPONSIBLE FOR, AND SHALL HAVE NO LIABILITY FOR, THE FAILURE OR LACK OF PERFORMANCE OF ANY VENDOR WITH WHOM IT CONTRACTS TO PROVIDE ANY SERVICES UNDER THIS AGREEMENT, OR ANY PRODUCT, SOFTWARE OR EQUIPMENT ASSOCIATED WITH OR USED IN RELATION TO SERVICES PROVIDED UNDER THIS AGREEMENT, WHETHER SUCH PRODUCT, SOFTWARE, OR EQUIPMENT IS OWNED BY SCLS, THE LIBRARY, OR OTHERS. SCLS RESELLS AND PASSES THROUGH ANY EQUIPMENT OR PRODUCTS PURCHASED BY LIBRARY (COLLECTIVELY, AND INCLUDING ANY THIRD-PARTY SERVICES, "PRODUCTS") ON AN "AS IS, WHEN AVAILABLE" BASIS. EACH OF THE PRODUCTS MAY BE SUBJECT TO APPLICABLE WARRANTY, END-USER LICENSE, INTELLECTUAL PROPERTY INDEMNITY OR OTHER TERMS AVAILABLE FROM THE ORIGINAL EQUIPMENT MANUFACTURER ("OEM") OF THE PRODUCT. SCLS MAY, TO THE EXTENT PRACTICABLE, PASS APPLICABLE WARRANTIES, LICENSES, INDEMNITIES AND SUCH OTHER TERMS AS MAY APPLY FROM THE OEM THROUGH TO LIBRARY. SCLS AND LIBRARY HEREBY EXPRESSLY DISCLAIM ALL OTHER WARRANTIES AS TO PRODUCTS, WHETHER WRITTEN, ORAL, EXPRESSED, OR IMPLIED INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. IN ADDITION, SCLS DOES NOT REPRESENT OR WARRANT THAT ANY PRODUCT, INCLUDING HARDWARE, SOFTWARE OR THIRD-PARTY SERVICES, WILL BE FREE FROM ERRORS, DEFECTS OR INFRINGEMENT. IN NO EVENT SHALL SCLS, ITS AFFILIATES, OR THEIR RESPECTIVE TRUSTEES, DIRECTORS, OFFICERS, AGENTS OR EMPLOYEES, BE LIABLE TO LIBRARY OR ANY OTHER PARTY FOR ANY REASON, WHETHER IN CONTRACT OR IN TORT, FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS (INCLUDING THOSE RELATED TO CLAIMS OF INFRINGEMENT UPON A PROPRIETARY RIGHT OF A THIRD PARTY) SOLD OR RESOLD BY SCLS. FOR THE AVOIDANCE OF DOUBT, LIBRARY ACKNOWLEDGES THAT ITS SOLE RECOURSE FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS RESOLD UNDER THIS AGREEMENT SHALL BE AGAINST THE OEM OF THE APPLICABLE PRODUCT.
11. All data created and stored on the ILS shall remain the shared property of SCLS and the libraries receiving applicable ILS Services for the term of this Agreement. Decisions regarding methods and standards for the creation, maintenance, purging, or archiving of data and/or the ability of member libraries to alter such data shall be made by SCLS, as advised by the ILS Committee, and

shall be binding on all participating member libraries. The Library shall have a right to a copy of its own data, subject to availability and feasibility and provided it reimburses SCLS for the actual cost of extraction and duplication of the data. Upon request from the Library, SCLS will provide an estimate of the cost of extraction and duplication of the data. Library is responsible for backup of its own data and network/systems.

12. SCLS shall have no responsibility or liability for or arising from any loss of data or by Library or arising from any Library equipment, network, or system. IN ADDITION TO AND WITHOUT LIMITING ANY OTHER EXCLUSION OR LIMITATION OF SCLS'S LIABILITY UNDER THIS AGREEMENT, THE PARTIES ACKNOWLEDGE THAT DIGITAL SYSTEMS AND NETWORKS ARE BY THEIR NATURE IMPOSSIBLE TO SECURE COMPLETELY AGAINST INTRUSION, HACKING, OR SECURITY INCIDENTS. SCLS IS NOT, TO THE FULLEST EXTENT ALLOWED BY LAW AND INCLUDING WITHOUT LIMITATION ACTS OR LIABILITY ARISING FROM OR RELATED TO THE NEGLIGENCE OR INTENTIONAL MISCONDUCT OF SCLS OR ITS EMPLOYEES OR AGENTS, RESPONSIBLE OR LIABLE FOR ANY DAMAGES, LOSS (INCLUDING DATA LOSS), DIRECT OR INDIRECT DAMAGES OR OTHER LIABILITY OF ANY FORM OR NATURE ARISING FROM OR RELATED TO ANY ACTS OF HACKING, SYSTEM INTRUSION, "RANSOMWARE," OR OTHER SIMILAR ACTS OR INCIDENTS OF MANIPULATION OR MISUSE OF ANY NETWORKS, EQUIPMENT, OR SYSTEMS RELATED TO THIS AGREEMENT.
13. The purchase price of the remote site components installed at the Library (including but not limited to workstations, printers, and scanners) together with all expenses incurred with their installation, related internal wiring and connections, shall be paid by the Library. The Library holds title to equipment purchased under this section. Minimum standards/specifications for such remote site components shall be established and updated by SCLS, subject to adoption by the Technology Committee.
14. Network equipment purchase, replacement and maintenance shall be managed by SCLS, with payment by Library as applicable.
15. The Library will provide written notice to SCLS of any changes in the services selected under this Agreement, with such notice to be provided on or before August 15 of each year, with changes to services to be effective the next calendar year.
16. This Agreement shall remain in force and shall be automatically renewed and extended for terms of one year indefinitely, unless and until terminated by either party. Either party may withdraw from participation in this Agreement effective as of the end of any calendar year by notifying the other party in writing by August 15 of that year. If SCLS ILS services are terminated, the Library agrees to return all borrowed materials to the owning library or pay the respective replacement costs to the owning library and to pay SCLS for the actual cost of purging data unique to that library from the SCLS ILS and for reconciling any transactions (including but not limited to holds). Upon request from the Library, SCLS will provide an estimate of costs

associated with purging the data and reconciliation of transactions. If SCLS Network Services are terminated, the Library agrees to pay SCLS the actual costs of any internet or other service provider contracts which provide connectivity to the Library and whose terms extend beyond the withdrawal date.

17. Should SCLS withdraw from participation in this Agreement, SCLS agrees that any unspent funds accumulated for the operation or development of Infrastructure, Network Services, PC Support and/or ILS Services will be turned over to an organization, or organizations as agreed by all current participating members using the voting structure and methodology established in section 5.
18. The Library's services selected under this Agreement may be terminated by SCLS, with consent of the Administrative Council, for failure to adhere to the terms of this Agreement.
19. SCLS, in consultation with the Administrative Council, shall review this Agreement annually. Amendments, once proposed by the Administrative Council and adopted by the SCLS Board of Trustees, will be incorporated into a new contract that will be offered to the Library by August 1st to be effective as of the next renewal term.
20. Nothing in this Agreement waives the rights or protections of either party granted in Section 893.80 of Wisconsin State Statutes, or any other statute, law, or regulation.
21. This Agreement represents the complete agreement of the parties, and supersedes any written or oral communications relating to the subject matter hereof unless expressly incorporated herein by reference.

[Signature page follows]

SOUTH CENTRAL LIBRARY SYSTEM

System Director

Date

System Board President

Date

LIBRARY

Library Director

Date

Library Board President

Date

Adopted April 27, 2023 by the SCLS Board of Trustees