

Monday, April 7, 2025

5:15 PM

E.D. Locke Public Library
5920 Milwaukee St, McFarland

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
 - a. This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to hcox@mcfarlandlibrary.org to be included as part of the meeting.
3. ACTION ITEMS
 - a. Motion to approve the minutes of the March 3, 2025 meeting.
 - b. Motion to approve the March 2025 invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
 - d. Community Center
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Stephanie Brassington - library priorities discussion
 - b. Review Strategic Plan & Director Goals
 - c. 2025 Adjacent County Reimbursement Requests
 - d. Youth Center
 - e. Proctoring Exams Policy
 - f. Notary Public Policy
 - g. Roofing Repair and Maintenance
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, March 3, 2025 - 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, Staci Fritz, Ken Machtan, Karin Mandli, Peter Sobol

Members not present: Evan Richards, Mona Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

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3. ACTION ITEMS

a. *Motion to approve the minutes of the February 3, 2025 meeting.*

Motion by Village Trustee Luke Fessler, second by Member Staci Fritz, to approve the minutes of the February 3, 2025 meeting. Motion carries 5 - 0 - 0 by acclamation.

b. *Motion to approve the February 2025 invoices*

Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the February 2025 invoices. Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *Budget Update*

b. *Director's Report*

c. *Monthly Statistical Report*

d. *Community Center*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Board Member Appointment Renewal*

The board discussed member appointments. Machtan and Fritz asked to be reappointed.

b. *Youth Center*

c. New Book Area Lighting Quote

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve New Book Area Lighting Quote from 1901 for \$3,487 Motion carries 5 - 0 - 0 by acclamation.

d. ALA National Conference Attendance

Motion by Village Trustee Luke Fessler, second by Member Peter Sobol, to approve the Library Director attending ALA National Conference in Philadelphia, PA in June 2025. Motion carries 5 - 0 - 0 by acclamation.

e. Privacy of Library Records and Library Use

Motion by Village Trustee Luke Fessler, second by Member Staci Fritz, to approve Privacy of Library Records and Library Use as presented. Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Karin Mandli, to adjourn at 6:07pm

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

March Invoices

Vendor	Sum of Amount	Description
1901 INC	\$ 2,300.00	Hand Dryer Replacement
ADVANCED CHEMICAL SYSTEMS	\$ 600.00	Chemical Pot Testing
AMAZON CAPITAL SERVICES	\$ 879.52	DVDs, CDs, & Office Supplies
AT&T MOBILITY II LLC	\$ 37.09	Library Cell phone
CORPORATE BUSINESS SYSTEMS	\$ 383.89	Copier Lease
ENVISIONWARE	\$ 2,689.80	Self check, RFID pad maintence fee
FRONTIER	\$ 272.18	Phone Bills - Jan & Feb
GBR CORPORATION	\$ 500.00	Roof Inspection
INGRAM LIBRARY SERVICES	\$ 1,240.20	Books
JM BRENNAN INC	\$ 39,819.13	2nd payment for HVAC Controls Upgrade
MCFARLAND ACE HARDWARE	\$ 8.99	Facility Repair
MICROMARKETING LLC	\$ 265.94	Audio Books
MIDWEST TAPE	\$ 62.23	DVDs
SOUTH CENTRAL LIBRARY SYS	\$ 717.00	RFID Tags
US CELLULAR	\$ 43.75	Library Cell phone
VESTIS LLC	\$ 301.65	Mat Rental - 5wks
Grand Total	\$ 50,121.37	

2025 Budget Update

2025 Budget Update									
REVENUES									
		Budget Amount	January Actual	Feburary Estimated	March Estimated	YTD Estimated	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41110	\$ 800,750.00	\$ 800,750.00	\$ -	\$ -	\$ 800,750.00	100.00%		
County Library Aids	43720	\$ 367,000.00	\$ -	\$ 1,787.00	\$ 366,023.00	\$ 367,810.00	100.22%		
Library Fines	45190	\$ -	\$ 1.40	\$ -	\$ -	\$ 1.40			
Interest	48100	\$ 30,000	\$ 2,426.76	\$ -	\$ -	\$ 2,426.76	8.09%		
Library Fees	46710	\$ 3,500	\$ 386.16	\$ 298.94	\$ 247.95	\$ 933.05	26.66%	25%	\$ 875.00
		\$ 1,201,250.00	\$ 803,564.32	\$ 2,085.94	\$ 366,270.95	\$ 1,171,921.21	97.56%	25%	
Expenditures									
Salaries	110	\$449,000.00	\$ 33,146.41	\$ 36,620.65	\$ 37,048.84	\$106,815.90	23.79%	25%	\$ 112,250.00
Part-time	120	\$234,500	\$ 13,723.23	\$ 14,648.79	\$ 15,651.02	\$44,023.04	18.77%	25%	\$ 58,625.00
Health Insurance	130	\$144,500	\$ 5,576.89	\$ 11,832.13	\$ 11,826.77	\$29,235.79	20.23%	25%	
Retirement	131	\$39,000	\$ 3,146.94	\$ 2,986.62	\$ 2,980.28	\$9,113.84	23.37%	25%	\$ 9,750.00
SS/Medicare	132	\$52,250	\$ 4,125.70	\$ 3,817.68	\$ 3,927.29	\$11,870.67	22.72%	25%	
Other Benefits	135	\$2,500	\$ 81.85	\$ 163.74	\$ 163.74	\$409.33	16.37%	25%	
Total Personnel		\$921,750.00	\$ 59,801.02	\$ 70,069.61	\$71,597.94	\$201,468.57	21.86%	25%	\$ 230,437.50
Support Services	210	\$ 12,000	\$ -	\$ 1,584.60		\$ 1,584.60	13.21%	25%	\$ 3,000.00
Consulting Services	211	\$ 49,750	##### ##	\$ 4,285.00		\$ 53,893.00	108.33%	25%	\$ 12,437.50
Utilities	220	\$ 40,000	\$ 2,382.45	\$ 2,731.08	\$2,558.25	\$ 7,671.78	19.18%	25%	\$ 10,000.00
Communication	221	\$ 6,500	\$ 489.58	\$ 577.08	\$367.39	\$ 1,434.05	22.06%	25%	\$ 1,625.00
Equipment Maintenance	240	\$ 11,000	\$ 1,759.10	\$ 401.73	\$ 2,851.71	\$ 5,012.54	45.57%	25%	\$ 2,750.00
Facility Maintenance	242	\$ 23,250	\$ 3,250.19	\$ 1,388.65	\$ 3,089.98	\$ 7,728.82	33.24%	25%	\$ 5,812.50
Other Contractual Services	290	\$ -	\$ -			\$ -	0.00%	25%	
Total Services		\$ 142,500.00	\$ 57,489.32	\$ 10,968.14	\$ 8,867.33	\$ 77,324.79	54.26%	25%	\$ 35,625.00
Office Supplies	310	\$ 8,500	\$ 412.70	\$ 142.50	\$ (73.14)	\$ 482.06	5.67%	25%	\$ 2,125.00
Postage	311	\$ 250	\$ 15.33	\$ -	\$ -	\$ 15.33	6.13%	25%	\$ 62.50
Dues	320	\$ 750	\$ 150.00	\$ -	\$ -	\$ 150.00	20.00%	25%	\$ 187.50
Meeting Expenses	330	\$ 1,000	\$ 18.46	\$ -	\$ -	\$ 18.46	1.85%	25%	\$ 250.00
Training Expenses	331	\$ 3,250	\$ -	\$ -	\$ -	\$ -	0.00%	25%	\$ 812.50
Operating Supplies	340	\$ 5,000	\$ 282.49	\$ 414.80	\$ -	\$ 697.29	13.95%	25%	\$ 1,250.00
Technology	342	\$ 36,750	\$ 8,752.35	\$ 2,241.00	\$ -	\$ 10,993.35	29.91%	25%	\$ 9,187.50
Collection - Print	344	\$ 60,000	\$ 7,295.30	\$ 3,418.58	\$ (225.42)	\$ 10,488.46	17.48%	25%	\$ 15,000.00
Collection - AV	345	\$ 12,500	\$ 699.59	\$ 642.74	\$ 733.38	\$ 2,075.71	16.61%	25%	\$ 3,125.00
Library Miscellaneous	390	\$ -	\$ -		\$ -	\$ -	0.00%	25%	\$ -
Programming	391	\$ 9,000	\$ 1,247.36	\$ 788.00	\$ (236.37)	\$ 1,798.99	19.99%	25%	\$ 2,250.00
Other Total		\$ 137,000.00	\$ 18,873.58	\$ 7,647.62	\$ 198.45	\$ 26,719.65	19.50%	25%	\$ 34,250.00
Total Budget		\$1,201,250.00	\$ 136,163.92	\$ 88,685.37	\$ 80,663.72	\$ 305,513.01	25.43%	25%	\$ 300,312.50

March Highlights

- **Village News** - Luke Fessler will give an update
- **Friends** – Staci Fritz will give an update

Endowment –

January 2025	February 2025	Difference	Contributions
\$223,124.36	222561.68	-\$562.68	\$1085.20

- **Library Facilities Management**

- **HVAC**

- The 2nd HVAC upgrade started on January 27, 2025. The upgrade is 85% completed. We're hoping to have it completed by March 7th.
- Actuator in Men's room
- Pump in teen area
- Leak in potable water supply

- **Electrical/Lighting**

- The new building surge suppression systems have been installed.
- Many of the external lights that are on the building have burned out. When pricing replacement bulbs that they are over \$100 a bulb and there is a one case (20) minimum to purchase. 1901 had proposed retrofitting the fixtures with an LED kit. The LED bulbs are currently easier to purchase.
- Working on getting quotes and a design ready for the meeting room and the rotunda areas.

- **Roof**

- A leak has been found in the book sale room. We're waiting for a quote to schedule the repair.

- **2024 Capital Projects –**

- Scanner/Copier/Translator – The system was be installed in December. We're waiting for installation of the printer.
- GBR has been here to inspect the roof and are working on a proposal for maintenance.

- **2025 Capital Projects**

- HVAC Controls and Server upgrade- In-progress
- New Study Room – I asked libraries across the state about their experiences with the pre-built study rooms. They gave a lot of great advice on what their patrons and staff liked and didn't like. I am hoping to get our study room ordered in Q1 of 2025.
- Roofing project – I have the wording for the RFT from the architect for replacing the roof. I'm currently investigating replacement vs. repair.

- **Continuing Education**

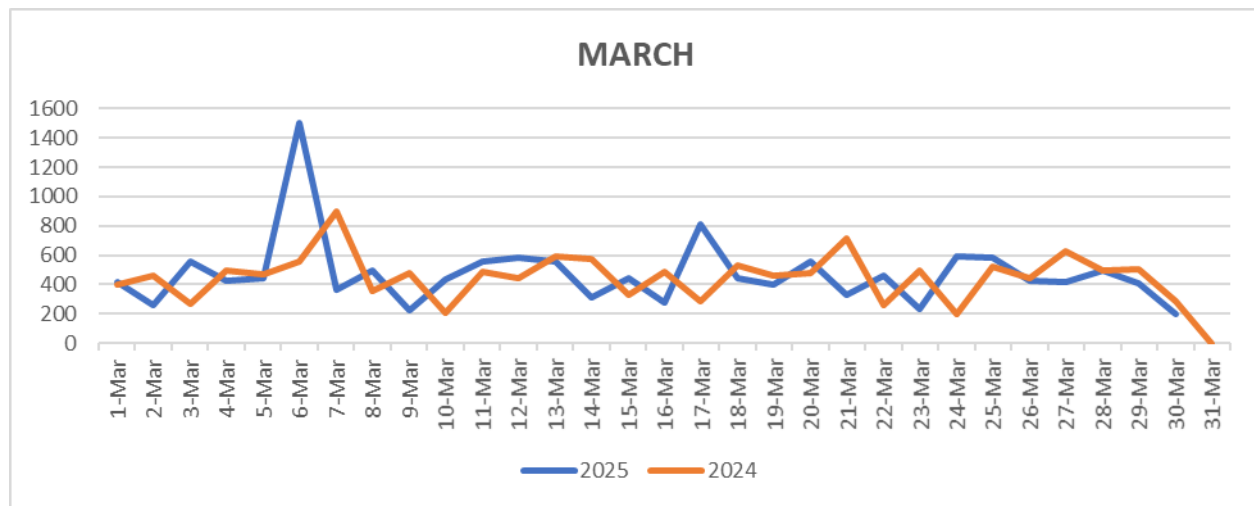
- **Afterschool HQ Software Demo** – Afterschool HQ helps track attendance and engagement with parents for Youth Centers and afterschool programs.
- **Credit card Processing Software** – The company we currently use Allpaid has decided to almost double the transaction fees on credit card charges. We're working with the village to try to find another solution.
- **Table Reading** – The Table Reading for library donors has been scheduled for Saturday, April 26th. The play they will be reading is *The Lion in Winter*. You should have all gotten invitations. Please make sure to RSVP.

- **Canoe Mobile** – A company called Wilderness Inquiry has a floating classroom of 10 canoes they could bring to the village. I've reached out to the Waubesa Lake Association and the Chamber of Commerce both organizations are interested in partnering. I've contacted Wilderness Inquiry for dates.
- **Bird Festival** - We're busy planning the Bird Festival for May 10th. We have a new partner this year, the Natural Resources Foundation will have a booth, help promote the festival and is helping us line up speakers for the few weeks before the festival.
- **Certiport Testing Center** – We're a part of a pilot project to become a certified testing center for a few Microsoft Office certification tests. You can find more information here: <https://www.itedgrantwisconsin.com/>
- **DEI Committee funding for Library Programs** – The DEI committee has agreed to fund four programs this year the four programs are:
 - Native Art in Wisconsin on November 12, 2025
 - Black Ash Basketmaking on May 17, 2025
 - Ho-Chunk Food Tasting on October 11
 - Cooking Demonstrations with the Mekong, TBD
- **ILS Software Evaluation** – The ILS Software Evaluation Committee has made a recommendation to change library software. This will go to a vote later this year. If approved, we will migrate to a new software solution in the fall of 2026.
- **Substitute Library Assistant** – We are currently recruiting for a sub for the circ desk. One of our subs is considering retiring and between vacations and illnesses, we struggle to cover the desk. We're hoping to get two subs from this recruitment.
- **Spanish Story Times** – We're working with Dane County Library Services to offer two Spanish story times this year. There will be one in May and one in October. We're excited to be able to offer this new program.

Library Circulation (Kelly Heasty)

- Launched LibCal Appointments app for patrons/staff to use for curbside appointments
- **Display Case:** Youth Art month. Next Month: Birdfest
- **Conversaciones en Espanol:** 6 in attendance at 3/1 meeting; 7 in attendance at 3/15 meeting
- **6 on-line applications** for new cards received via CivicPlus form for this month.
- **2 Notary appts** – one walk-in/one by appt
- EZ scan installed, but not yet ready for patrons.
- Madison meeting with the Ebike reps at the end of March/beginning of April. Margie will let me know the outcome
- Placed general library flyers (bi-lingual) at 6 different business around McFarland + Food Pantry
- CSS Meeting*: discussed a standard protocol for Circ staff to use in identifying materials damage where items need to be sent back to owning library vs. those that can continue to be circulated. WAU, MTH and MCM provided their guidelines to be potentially combined in one document for all libraries.
- Scheduled blood drive for May
- Wrote up a guideline re: patron's requesting hold extensions due to vacation and included a new bookmark to put in materials indicating how patrons can suspend holds.

MAR LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

Storytimes for the month of March saw good numbers with a few days that were very busy. Our baby programming has been VERY full lately with a lot of new faces. We kept regular storytime programming during the McFarland School's spring break and were amazed to see high numbers that week as a lot of people chose to stay in the area for the break.

Programming:

- March is Youth Art Month and we were excited to host youth art projects for grades K-12. The month was kicked off on Thursday, March 6th with an evening reception where families to browse art, participate in a scavenger hunt, and talk with art teachers from the McFarland K-12 schools. We also had music this year – which has been absent from the event since 2019. For the 1.5 hour program the library had around 500 visitors in the building.
- D&D club members finally learned the truth about the Hodag on Tuesday, March 4th. There was resistance to the fact that the Hodag was a hoax so there was a lot of discussion about Luke Kearny – the man who invented the Hodag.
- Session 3 of Zumbini continued this month with lots of giggles and dancing.
- March 7th and March 21st were Cottage Grove programming days. Liz did the storytime and Heather did the Zumbini class. The attendance at these programs ebbs and flows – this month was a quieter month. April is the last month of programming until the fall. At this time it is unclear what the fall plans will be.
- Friday, March 7th was a no school day so in the afternoon we had the Lussier Family Heritage Center/Dane County Parks come to do CSI – Critter Scene Investigation. Participants had to become animal sleuths to figure out what animals left what tracks.
- Magic Tree House Book Club met on Tuesday, March 11th and discussed Hurricane Heroes in Texas which is about the 1900 hurricane in Galveston. They learned about how deadly hurricanes are and how the people in 1900 didn't have the same resources we had to predict and warn about weather. Participants were challenged to build structures that could with stand a hurricane (battery powered leaf blower).
- Thursday, March 20th was Seymour's Birthday! So we celebrated during our monthly PJ Storytime. We shared songs, rhymes, and activities that Seymour loves. This included dancing with balloons at the end of storytime. Treats that night were extra special – cupcakes.
- Graphic Novel Book Club met on Tuesday, March 25th and discussed Mighty Jack and the Goblin King. This is a great book to discuss how a character develops and grows. Our activity was to play a one sheet RPG called "The

Orkegon Trail” – like the Oregon Trail but with monsters. This is in homage to the author of the Mighty Jack books who makes monsters both villains and heroes.

- Friday, March 28th we hosted a “Bad Art Afternoon” – all ages crafting program. (This was a collaborative program with Kids, Teen, and Adult services) This was a program designed to help clean out our craft closet that had become over full with supplies that we are unable to use. This was a great 2 hour program that people could drop in and create whatever they wanted.

Teen Services (Holly Wergin)

2025

- **Programming**
 - *Snack & Chat:* Snack & Chat continues as always with a similar turnout each week of teens ready to hang out with their friends. Last month, I started bringing the Switch in for Snack & Chat every other week, and that has brought some variety and a new way for teens to connect. Each week I also provide a new craft project; one of particular interest was gem/ diamond painting. I purchased a set of fruit coasters that come with gems to bedazzle one by one, and each week the teens ask for the diamond painting to come back out.
 - *Thursday Programs:* For this month’s **UnBook Club** meeting, teens came in to embroider personalized bookmarks. This activity was done in the back of the library due to the Youth Art Month reception, but I still had a great turnout and teens had a great time. Our Teen Librarian of the month also continues through this program with one of our UnBook Club teens creating a new display of book recommendations every month; this display has been seeing more and more checkouts each month, which is exciting to see.

For **Teen Hangout**, business continues as usual with teens coming in to enjoy time with their friends and meet new people along the way. I’ve been seeing new faces each week at Teen Hangout, and each of these new teens verbally mentioned enjoying their time/ the activities present at the library.

Teen STEAM this month featured Sphero Bots, which are (as you could probably guess) small, spherical robots. These came from a kit that I reserved from SCLS. These bots can roll around and light up, and users use an iPad to control the robot’s movements. Teens at this program spent some time just driving around the bots on the open floor, and then later used a coding app to practice creating a command line to lead the bot in a specific sequence of steps. I also brought out some of the big blue blocks so teens could create mazes for their bots to navigate through. The teens really took to this and enjoyed the bots the entire time. Not only that, but teens also expressed how much they enjoyed the blue blocks and asked if that could be the STEAM project for April. I would definitely do this again, and I think using these bots helped with the teens problem solving skills in real time.

- *After Hours:* This month’s After Hours, I partnered with Nerf Outings Madison (NOMAD) to put on another Nerf Night in the library. This program is always highly anticipated each year, and teens constantly ask when the next Nerf event will be, so I figured having a second one during the school year would be exciting for local teens. Josh from NOMAD did really well in setting up games, explaining rules, and working with kids throughout the night. I would definitely work with him again in the future, especially because we all had a great time!
- *VolunTeens:* This month, we had nine total volunteers for help with children’s programming, teen After Hours, and our Bad Art afternoon! During our monthly meeting, VolunTeens helped with prepping crafts for Seymour’s Birthday PJ Storytime, weighed in on teen programs, and shared their opinion on what the teen reading program should look like this summer. One thing that the teens requested were

crowns for teens who read over 100 hours (thank you Heather for setting that precedent with the kids), which I will try to implement for this summer. We also discussed what we want for the teen zine, which we are continuing to work on for this summer.

- *D&D*: Teen D&D this month went extremely well with all six registered teens showing up to participate. This month, our DM switched it up slightly by trying a campaign with the updated 2024 rules and playing with physical maps rather than online. The teens really took to having physical maps, and I think the physical maps also created more teamwork as teens would help each other figure out their next move.
- *Take & Makes*: Over spring break, I created teen Take & Make kits to provide an activity for teens who were staying in the area for spring break. The craft I decided on (with the help of the VolunTeens) was candle painting with broken crayons. Since we had most of the supplies already, the take and makes cost almost nothing and we have gotten rid of almost all of them in about a week. In the future, I may practice advertising the take and make kits ahead of time to encourage teens to visit the library more, but I still consider this a success nonetheless, and the teens I talked to who grabbed the kits said they really enjoyed them.
- *Passive Program*: For march, I created book genre march madness brackets where each teen could determine their favorite book genre. I had about 10 people participate, and I think I may spend more time next year making a book bracket for YA books to make this even more exciting.

- **Summer Program Planning:**

- For weekly D&D, I met with Mike Burke, a high schooler who was interested in being our volunteer DM this summer. Since the summer sessions are in the middle of the day, having a high-school-age DM makes setting up sessions a lot easier. Mike and I discussed dates and times that worked for the summer campaign and campaign ideas. I also am working through the logistics of adding additional one-shots once or twice a month on Saturdays to add to the excitement and give other teens a chance to play D&D.
- The VolunTeens and I discussed Teen Summer Camp programs to do this summer, and they had a lot of great ideas. I had suggested miniature painting, which they were very excited about, and they also suggested tie dyeing, a recess day, real life board games, and bringing back Create-A-Cryptid from last year. While it's still a work-in-progress, I'm trying to work with the ideas they provide as much as possible.

- **Special Programs:**

- *ACT Diagnostic Day*: Five sophomores came in to do a practice ACT with Galin Education. This partnership was entirely free, and the sophomores that attended seemed to really appreciate what they learned from taking the test ahead of time. I would definitely partner with them to do this again.
- *Trinity Irish Dancers*: On March 17th, we had the Trinity Irish Dancers come in to do an all ages performance for St. Patrick's Day. We had 115 people show up, including families, solo adults, and teens, to watch the performance. I had many people come up to me and thanked me for putting this together. Everyone had a great time, and it was a great way to celebrate St. Patrick's Day
- *Bad Art Day*: Our craft closet cleanout, AKA "Bad Art Afternoon," was also a rousing success. A large number of my regular teens came to partake, which was amazing to see, and they all were excited to show me what they were working on, and left with materials to make even more projects at home.

Adult Programming (Sara Hendrickson)

Craft Club

- We had 11 people attend craft club, and 16 registered. Patrons used pouncers (a spongy dotting tool) to create dotted art work on canvas. Patrons had a wonderful time, and many chose to creatively make unique versions of the example.
- April's craft is shrinky dinks, a throwback to childhood. Katie will be in charge of marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 12 people attend this month's book club. We discussed *The Curious Incident of the Dog in the Night-Time* by Mark Haddon. We all agreed that the book wasn't truly a mystery. However, we had wonderful conversations about neurodiverse characters in books.
- Updated marketing and created bookmarks for April's book (*The Last Thing He Told Me* by Laura Dave).

Other

- Ron Larson presented on the Four Turning Points in McFarland's History on Feb 27. We had 21 people attend in person, and 7 people view it online. When he asked the audience what they thought our Fifth Turning Point might be, many suggested the library 😊
- Our D&D group held their second session on March 17. All four are enjoying the campaign, and we've had two more people sign up to play.
- We've had some new faces show up to our weekly Bridge Club! With snow birds soon making their way back, we should be averaging around 12 people each week.
- Connected with Rich Staffen from DNR to plan a program on Eagles and Ospreys in July.
- To combat an overcrowded and overwhelmed craft closet, Heather, Holly, and I decided to have a Bad Art afternoon on March 28. We took almost everything out of the closet, put it out for people to make art, and let their creative minds take over. There were kids, teens, and adults participating, and it was glorious. Everyone had a wonderful time, and we were able to get rid of enough stuff to organize our materials! Win-win!
- Connected with Pocket Vinyl, an Indie music group from the Northeast, to do a program at the library on July 1. The program will include a comic workshop (they've written a graphic novel memoir) and a performance, open to all ages.
- Created marketing and advertised for the Family Game Day; began working on marketing for Bird Festival, Bird Raffle, and Bird Walks: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.
- Sent adult programming information to the Thistle, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

Collections & Other Services:

- New Displays
 - While You're Waiting Read Alike Displays (joint effort with Katie)

- *Broken Country* by Claire Leslie Hall
 - *Isola* by Allegra Goodman
- Women's History Month (Katie)
- March is Craft Month (Katie)
- Spring Reads (Katie)
- Tournament of Tomes (Sara)
- Attended webinars/zoom meetings for: Coffee & Conversations: Libraries Building Communities through Memory Cafes, Summer Scares Adult Panel, Advancing Title II ADA Compliance through Inclusive Engagement and Collaboration, Adult & Inclusive Programming Meeting.
- Met with Bird Festival Committee members to discuss fundraising and finances for the festival. Confirmed some more vendors, including an artist who will do a watercolor painting demo during the festival.
- Met with Katie Gletty-Syoen and Sara Sprang to discuss ways we can partner together to meet the needs of our senior population. We plan on beginning the work to become a Dementia Friendly Community, as well as look into memory kits, parallel programming, and memory cafes.
- Met with Lisa Stippich, Electronic Services Manager at Fitchburg Public Library, to discuss Rokus. We are continually looking for ways to expand our Library of Things collection, and Rokus are one way we've thought of doing this. Nothing has been decided at this point, but Lisa really helped us understand all that would need to go into offering them.
- Continued SCLS Infosec Training.
- Updated Tournament of Tomes on a weekly basis. This included creating new paper brackets, new Google Forms, and printing pictures of books to update the bracket on the circulation desk. We've had between 10 and 30 people participate each week. The final voting closes on Sunday, April 6.

E.D. Locke Public Library - Monthly Report February 2025							
	Jan-25	Feb-25	Feb-24	% change Feb 2024 - Feb 2025	YTD 2025	YTD 2024	% change YTD 2024-2025
Materials Checked Out	13,981	12,720	13,493	-6%	26,701	26,848	-1%
Materials Checked In	10,358	10,213	10,278	-1%	20,571	20227	2%
Curbside Appointments	0	1	0	100%	0	8	-100%
Locker Pickups	0	0	0	#DIV/0!	0	3	#REF!
New library cards	45	44	54	-23%	89	105	-100%
new materials added	452	442	397	10%	894	631	42%
Internet use	322	292	331	-13%	614	588	4%
Average daily pick list	144	134	148	-10%	139	147	-5%
Visitor count	19,873	17,111	19,195	-12%	36,984	35,990	3%
Wireless Internet use (#users)	1,394	1,388	1,573	-13%	2782	2945	-6%
App use	463	436	428	2%	899	872	3%
Study room use	100	86	101	-17%	212	196	8%
Meeting room use	62	62	48	23%	124	93	33%
Reference Questions Answered	470	511	243	52%	981	596	65%
Children's Program Participation (in-person)	1263	1264	1657	-24%	2527		#DIV/0!
Teen's Program Participation (in-person)	71	88	178	-51%	159	193	-18%
Adult's Program Participation (in-person)	204	156	75	108%	360	188	91%
Adult's Program Participation (on-line)	257	448	23	1848%	705	82	760%
Volunteer hours worked	35.25	36.75	30.5	20%	72	51.75	39%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 7, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Stephanie Brassington - library priorities discussion

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 7, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Review Strategic Plan & Director Goals

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2025 Goals

2025 Goals Library Director

Goal 1) The Library's collections, programs, and services reflect the needs of the community.

- Develop a library service model for outreach, community engagement and satellite or express library.
 - Participate in the village's planning of library spaces within the community center.
 - **This project is on hold until May 2025.**
- Expansion of youth and teen programming.
 - I am working with Matt and Holly on planning for this project.
- Collaborate with the school district to participate in leveled literacy challenges that support readers at all developmental stages.
 - Working on expansion of 1,000 Books Before Kindergarten and add 500 books before Middle School
 - Met with Aaron Tarnitzer about holding a community reads program.
- Expand collection with a *Library of Things*, made up of library-loaned objects, gadgets, tools, games, or kits.
 - Added Pickleball kits and Disc Golf Kits. Worked with PW to allow patrons who checkout the Disc Golf Kit to use the course for free.
 - In partnership with Stoughton Health, created Blood Pressure Kits.

Goal 2) The Library is recognized as a valuable community contributor.

- Community engagement and event participation showcases the library prominently
 - Participate in the McFarland Community Festival, McFarland Bird Festival, McFarland Pride Fest, and McFarland Winter Wonderland.
 - **Currently working on Bird Festival scheduled for May 10th, 2025.**
- The library actively participates in community decisions and engages municipal leaders about library plans, assets, and benefits.

Goal 3) The Library cultivates and expands strong community support.

- Establish priorities for Library Finance Committee.
 - The Library Finance Committee has established Advocacy as their priority for 2024-2025. We'll be creating a handout/brochure to help promote citizens and Friends advocating for the library.

Goal 4) The Library leverages technology, new tools, and services to benefit library staff and patrons.

- Explore feasibility of digital signage on exterior of library.
- Launch and evaluate reservation software for library spaces.
- Explore hands-on technology teaching opportunities for library users, especially older adults.

Goal 5) The Library pursues improvements to the library building and internal spaces which are necessary to enhance library collections, programs, and services.

- Investigate shelving alternatives and reorganize current collections to gain efficiency, visibility, and accessibility.
 - We repurposed some of the picture book shelving to add space in the Teen area.
 - We are currently moving the Children's magazines and removing the current magazine shelving to create more space.
 - We have rearranged the New Book area to make it more efficient.
- Explore alternate sites for library programs or services through satellite or express locations.

Goal 6) The Library uses a continuous growth model for the professional development and management of library staff.

- Evaluate staff alignment to ensure organizational structure meets library service needs.
- Staff receive relevant continuing education on best practices, service improvements, and library technology.
- Perform systematic policy/procedure review.
- Hold yearly in-service for all library staff.

Other:

- **Redesigned New Book area to make it more accessible and welcoming**
- **Currently working on redesigning lighting and acoustics for the foyer/rotunda area**
- **Currently working on redesigning lighting for the meeting room**
- **Completed HVAC controls upgrade**
- **Worked with staff and Friends to hold 1st annual trivia night**
- **Working on holding Library supporter thank you event April 26**
- **Worked with Teen Librarian to create Teen Library Card Design Contest**
- **Working on creating a Juvenile Library Card for preschool and school age kids.**


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 7, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2025 Adjacent County Reimbursement Requests

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. MCF 2025 Request (1)



South Central Library System

1650 Pankratz Street • Madison, WI 53704
608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 5, 2025
To Library Board & Director, **McFarland (MCF)**
From Tracie Miller, South Central Library System
RE: 2025 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2024 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2026 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?
Columbia	\$193.00	Yes No
Green	\$44.62	Yes No
Jefferson	\$649.46	Yes No
Sauk	\$9.92	Yes No

1. Please indicate **above** whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO IN THE TABLE ABOVE**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2025, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2026. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 30, 2025.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.

~~~~~

The **McFarland (MCF)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 7, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Youth Center

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 7, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Proctoring Exams Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Proctoring Exams

|             |                                   |                          |
|-------------|-----------------------------------|--------------------------|
|             | <b>E. D. Locke Public Library</b> |                          |
| Page 1 of 1 | Proctoring Exams                  | Passed: February 4, 2013 |

In an effort to support the goal of lifelong learning, the E.D. Locke Public Library provides limited exam proctoring services:

#### What we can provide:

- Provide a place to take exam
- Be available during regular business hours, including evenings and weekends (exams must be completed 30 minutes prior to closing)
- Check ID
- Sign appropriate paperwork
- Distribute exams received in hard copy
- Print exams that have been emailed
- Return pre-stamped and addressed envelopes using USPS. When postage is not paid, the exam will not be mailed.

#### What we cannot provide:

- Constant one-on-one monitoring; including timing exams
- Postage or supplies
- Help students find answers to test questions
- Contact students to make test arrangements
- The proctor's personal information, such as Social Security number
- Be responsible for mailed, faxed, or emailed exams not received by the college or institution

#### Online Testing (Not Microsoft Certification/Certaport Exams):

~~One extended use computer is available for online exam use. The proctor will reserve the extended use computer for the student.~~

It is the student's responsibility to test the computer prior to the exam and assure any needed setting is available. We are not able to change computer settings or download programs or plug-ins.

Please schedule exams at least ~~three days~~ **one week** in advance. Proctoring can be set up by calling the library's Circulation Desk at 608-838-9030. Students will need to supply their name, phone number, the name of the testing institution (school), **instructor, instructor's contact**

information and the date and time of their exam. Students are responsible for verifying the library has received the exam or passwords before the day of the exam.

Microsoft Certification/Certaport Exams:

The E. D. Locke Public Library is a Certaport testing site for some Microsoft Certification exams. Please visit <https://www.itedgrantwisconsin.com/> for details and requirements.

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 7, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Notary Public Policy

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Notary Policy

|             |                                   |              |
|-------------|-----------------------------------|--------------|
|             | <b>E. D. Locke Public Library</b> |              |
| Page 1 of 1 | <b>Notary Public Policy</b>       | July 2, 2018 |

The E. D. Locke Public Library offers free (limited) Notary Public services for the benefit of our community and is based on the schedule of the library staff members who have received Notary certification.

- Fill out all information ahead of time except the signature. All documents MUST be signed in front of the notary. Do not sign your documents ahead of time. The documents must be presented in their entirety.
- Valid photo identification is required of any customer seeking Notary services. The determination of satisfactory and valid identification is at the sole discretion of the notary.
- Notaries cannot pre-date or post-date any action, prepare legal documents, give advice on legal matters, or Notarize documents in which they may have a personal interest.
- The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally know the person needing the service of the library. The witness must also provide valid photo identification.
- The information must be clearly written. The Library Notary and the customer requesting Notary service must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate from the customer requesting Notary services.
- Vital Records (Birth Certificates, Marriage Licenses, Adoption papers etc..) cannot be copied and/or Notarized.
- Documents written in any language other than English, and blank pieces of paper cannot be Notarized.
- Notaries will not provide services if the customer, the document, or any circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library.
- Should a problem appear/occur, the library notary may at his/her sole discretion, decline to provide Notary Service.
- If more than one person must sign the documents, they must all be present at the time of notarization.

A notary only verifies the signer's identity and that the signature was made willingly and freely.

Notarization does not prove a document to be true or accurate, legalize or validate a document, provide that a statement under oath is true.

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, April 7, 2025

**SECTION:** Business

**DEPARTMENT:** Library

**CONTACT:**

**AGENDA ITEM:** Roofing Repair and Maintenance

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Roof Inspection Email
2. ROOF INSPECTION - McFarland Library
3. McFarland Library - Roof Hatch Railing
4. McFarland Library - Tenting Repairs
5. McFarland Library - General Repairs

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## ROOF INSPECTION - Report and Proposals

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**From** Jamie Buenzli <Jamie@gbrcorporation.com>

**Date** Mon 3/31/2025 4:37 PM

**To** Heidi Cox <hcox@mcfarlandlibrary.org>

 3 attachments (3 MB)

ROOF INSPECTION - McFarland Library.pdf; McFarland Library - General Repairs.pdf; McFarland Library - Tenting Repairs.pdf;

Hello Heidi,

Please see the attached roof inspection report and proposals.

**SUMMARY:** The roof is starting to show signs of aging, but we can extend the longevity with repairs and preventative maintenance before going down the road of replacement. I broke up the proposals so you could prioritize budgeting. The general repairs are areas that are open where water can enter the building. These should be the top priority. Following that is the tenting repair around the perimeter. I am not sure how library budgeting works, but if you don't have the budget to do all 153-feet, we can discuss breaking the areas up to fit your budget, if necessary, but ideally you want to complete this all at once so that the tenting doesn't spread.

Lastly, the roof hatch does not have a railing, which it should. We currently have a 24-hour expiration on quotes of this type due to the tariffs and everchanging metal prices. I would ballpark the railing around \$3500 furnished and installed. If the board wants to move forward on this one, I can quote it when we are ready to order the railing.

Feel free to call or email if you have questions and let me know if you need us to get any of the work on the schedule.

Best regards,

**Jamie Buenzli**  
**Director of Business Operations**



4227 Triangle St.

McFarland, WI 53558

**Office:** (608)838-0066 ext. 1

**Fax:** (608)838-0508

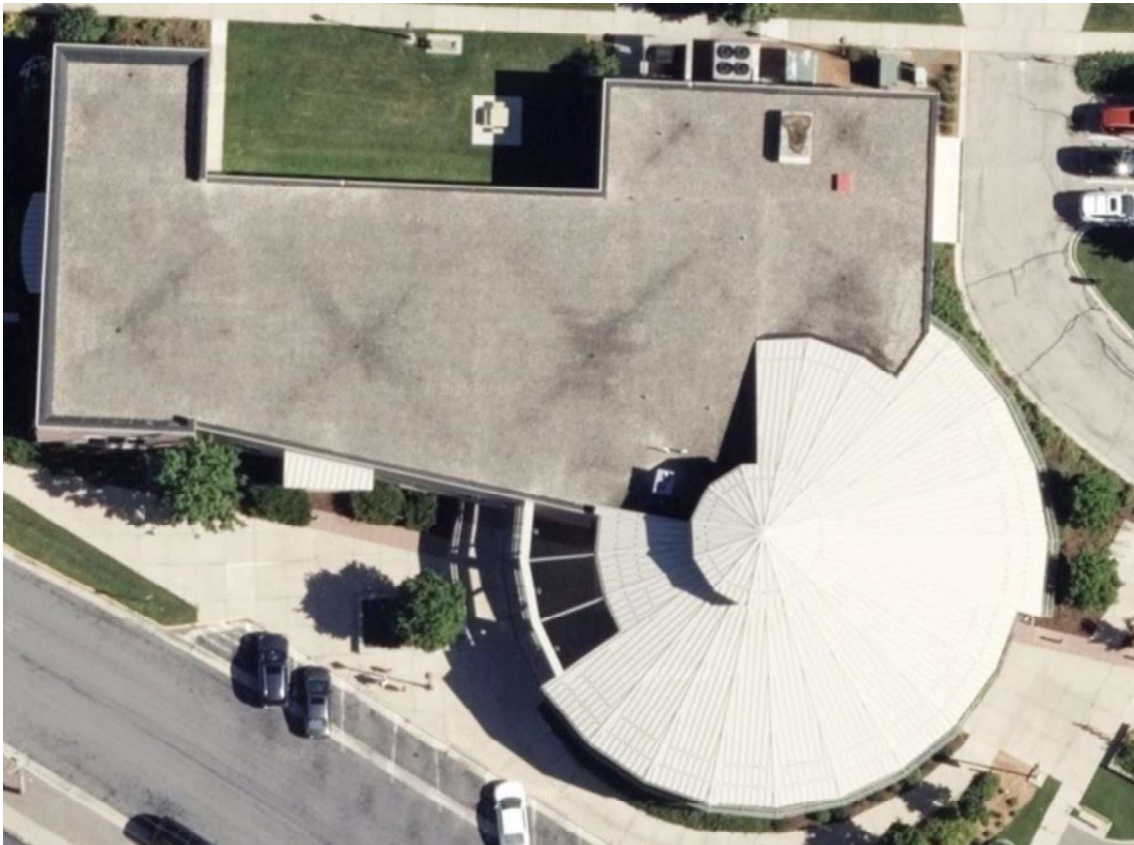
**Web:** <https://gbrcorporation.com/>



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## Roof Inspection Report

### **McFarland Public Library** 5920 Milwaukee St., McFarland, Wisconsin



## ROOF AREA

**Date of Inspection:** 03/14/2025

**Roof Dimensions:** Approximately 12,150 square feet of ballasted roof system.

## GENERAL ROOF CONDITION

✓ Ballast Roof - Gravel Distributed Properly

**Comments:** Ok

## PHOTOS



✓ Membrane Delamination, Tenting or Shrinkage

**Comments:** There are several areas of delamination on the walls and some delamination with base tie-in failure (tenting). This can occur when a roof is aging and loses elasticity. Essentially, the loss of elasticity causes the roof membrane to shrink and start pulling from the walls. Plain delamination is no need for concern and we can monitor these areas, however we recommend repairing the delaminated areas with base tie-in failure. We measured 153-feet of base tie-in failure (tenting).

PHOTOS



- ✓ Holes

**Comments:** OK – No holes identified.

- ✓ Insulation Warping or Saturated

**Comments:** Ok – No warping or saturation identified.

## PHOTOS



- ✓ Seams and Patches

**Comments:** OK - Seams

## PHOTOS



## ROOF PENETRATIONS

- ✓ Bad Corners on Roof Penetrations and Exterior Walls

**Comments:** We identified (3) open/bad corners that should be repaired.

## PHOTOS



- ✓ Pitch Pockets/Pans

**Comments:** We identified (1) pitch pan that should be resealed.

## PHOTOS



✓ Boots and Clamps

**Comments:** OK

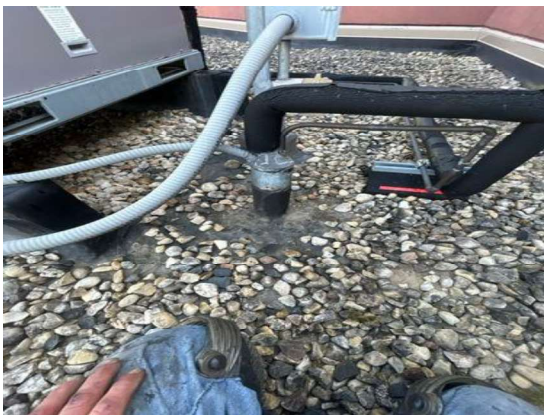
## PHOTOS



✓ Field Fabricated Flashings

**Comments:** OK

## PHOTOS



✓ Doors on Units

**Comments:** OK

## PHOTOS



✓ Chemical Spills

**Comments:** OK – No chemical spills identified.

## PHOTOS



## ROOF DRAINAGE

- ✓ Scuppers

**Comments:** We identified (1) scupper that needs to be resealed.

## PHOTOS



- ✓ Drains and Components

**Comments:** OK

## PHOTOS



- ✓ Pooling/Standing Water

**Comments:** OK – no standing water identified. Roof appears to drain well.

## PHOTOS

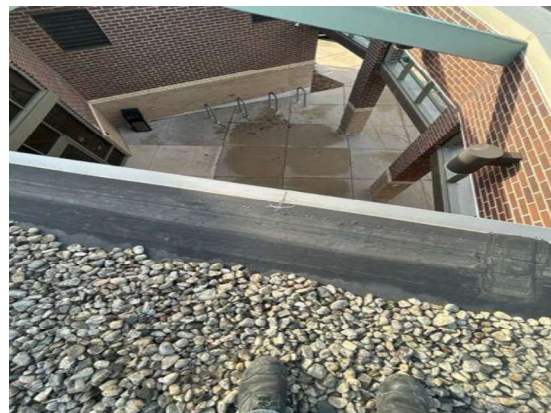


## METAL AND TRIM

- ✓ Metal Stripping

**Comments:** We recommend patching/caulking (40) metal joints. We believe these areas are most likely causing the leaks that are occurring.

## PHOTOS



## SAFETY

- ✓ Recommended Fall Protection

**Comments:** We recommend installing a safety railing around the roof hatch to ensure that you are compliant with OSHA guidelines.

## PHOTOS



## ADDITIONAL COMMENTS AND RECOMMENDATIONS

Overall, the roof is showing some signs of age with the delamination and base tie-in failure at areas around the perimeter wall. These areas can be repaired to help prolong the life of the roof. For the time being, the delaminated areas can be monitored, and we recommend focusing on the general maintenance repairs and repairing the base tie-in failure (tenting). Our recommendation for repairs and maintenance is as follows:

- Repair (3) open/bad corners
- Reseal (1) pitch pan
- Reseal (1) scupper
- Seal (40) metal joints
- Repair 153-feet of delamination with base tie-in failure (tenting) at walls.
- Install safety railing at the roof hatch



# PROPOSAL

**REQUESTED BY:** Heidi Cox

**BUILDING:** McFarland Library

**PROPOSAL DATE:** 04/01/2025

**PROJECT:** Roof Hatch Railing

**SCOPE OF WORK:** GBR Corporation proposes to furnish and install a roof hatch railing, including hoisting if necessary.

**PRICE:** Time and materials, not to exceed **\$3,450.00**

**THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE PROPOSAL DATE LISTED ABOVE.**

**SUBMITTED BY:**

A handwritten signature in black ink that reads "Jamie Buenzli". The signature is written in a cursive style.

**Name:** Jamie Buenzli

**Title:** Director of Business Operations

**Date:** 04/01/2025

**ACCEPTED BY:**

**Name:**

**Title:**

**Date:**



# PROPOSAL

**REQUESTED BY:** Heidi Cox

**BUILDING:** McFarland Library

**PROPOSAL DATE:** 03/31/2025

**PROJECT:** Roof Tenting Repairs

**SCOPE OF WORK:** GBR Corporation proposes to furnish all labor, materials and equipment to complete the following repairs and preventative maintenance items:

- Repair 153-feet of wall with delamination and base tie-in failure (tenting)

**PRICE:** Time and materials, not to exceed **\$13,500.00**

**THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE PROPOSAL DATE LISTED ABOVE.**

**SUBMITTED BY:**

A handwritten signature in black ink that reads "Jamie Buenzli".

**Name:** Jamie Buenzli

**Title:** Director of Business Operations

**Date:** 03/31/2025

**ACCEPTED BY:**

**Name:**

**Title:**

**Date:**



# PROPOSAL

**REQUESTED BY:** Heidi Cox

**BUILDING:** McFarland Library

**PROPOSAL DATE:** 03/31/2025

**PROJECT:** General Roof Repairs

**SCOPE OF WORK:** GBR Corporation proposes to furnish all labor, materials and equipment to complete the following repairs and preventative maintenance items:

- Repair (3) open/bad corners
- Reseal (1) pitch pan
- Repair/Reseal (1) open/bad scupper
- Seal (40) metal joints

**PRICE:** Time and materials, not to exceed **\$3,600.00**

**THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE PROPOSAL DATE LISTED ABOVE.**

**SUBMITTED BY:**

A handwritten signature in black ink that reads "Jamie Buenzli".

**Name:** Jamie Buenzli

**Title:** Director of Business Operations

**Date:** 03/31/2025

**ACCEPTED BY:**

**Name:**

**Title:**

**Date:**