

Monday, May 5, 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 April 7, 2025 meeting.
 - b. Motion to approve the April 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. Welcome New Board Members
 - b. Board Member Elections
 - c. Board Member Resources
 - d. Flag Pole Policy
 - e. Library Capital Improvement Plan Draft
6. ADJOURNMENT

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, April 7, 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, Mona Nelson, Evan Richards, Peter Sobol

Members not present:

Staff Present: Heidi Cox, Library Director

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.*
Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the minutes of the March 3, 2025 meeting. Motion carries 6 - 0 - 1 by acclamation, with Evan Richards abstaining.
- b. *Motion to approve the March 2025 invoices*
Motion by Member Evan Richards, second by Member Karin Mandli, to approve the March 2025 invoices totaling \$50,121.37 Motion carries 7 - 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. *Stephanie Brassington - library priorities discussion*
- b. *Review Strategic Plan & Director Goals*

c. 2025 Adjacent County Reimbursement Requests

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve SCLS requesting on behalf of the E. D. Locke Public Library the 2025 Adjacent County Reimbursements. Motion carries 7 - 0 - 0 by acclamation.

d. Youth Center

e. Proctoring Exams Policy

Motion by Member Peter Sobol, second by Member Mona Nelson, to approve Proctoring Exams Policy Motion carries 7 - 0 - 0 by acclamation.

f. Notary Public Policy

Motion by Member Evan Richards, second by Member Staci Fritz, to approve Notary Public Policy Motion carries 7 - 0 - 0 by acclamation.

g. Roofing Repair and Maintenance

Motion by Village Trustee Luke Fessler, second by Member Evan Richards, to approve quotes from GBR Corporation for repair of the library roof totaling \$18,100. Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Mona Nelson, to adjourn at 6:29

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 2025 Invoices

Vendor	Sum of Amount	Description
1901 INC	\$9,739.00	Building Surge Suppression Upgrade
AMAZON CAPITAL SERVICES	\$1,676.33	Office Supplies, Program Supplies DVDs, & CDs
ANDERSON, JOHN	\$20.00	Patron Refund
AT&T MOBILITY II LLC	\$37.09	Cell Phone
CORPORATE BUSINESS SYSTEMS	\$190.74	Copier Lease
CROWLEY, KIMBERLY	\$1,100.00	program Fee
DEMCO INC	\$861.56	Library Supplies
EBI INC	\$12,952.70	Accoustical Tiles, Magazine Holders, Signage & PAC Stands
FRIENDS OF THE MCFARLAND LIBRARY	\$100.00	Credit Card Charges
HENDRICKSON, SARA	\$24.30	Parking Reimbursement
HJ PERTZBORN	\$370.00	Sprinkler System Test
ILLINOIS LIBRARY ASSOCIATION	\$304.74	Summer Reading Materials
INGRAM LIBRARY SERVICES	\$3,186.12	Books
JM BRENNAN INC	\$8,718.70	HVAC Controls Upgrade
JUSZCZAK, GAIL	\$50.00	program Fee - McFarland Bird Festival
MCFARLAND ACE HARDWARE	\$6.83	Facility Repair
MENARDS - MONONA	\$34.42	Facility Repair
MICROMARKETING LLC	\$290.91	Audio Books
PREMIER PAINT & WALLPAPER	\$94.16	Painting Supplies
RIVISTAS LLC	\$2,476.22	Magazine Subscriptions
SCHILLING SUPPLY COMPANY	\$887.05	Operating Supplies
STACKTRACE MUSIC LLC	\$225.00	Preschool Prom DJ
US CELLULAR	\$91.86	Cell Phone
VESTIS LLC	\$180.99	Mat Rental
WISCONSIN PRINTING	\$365.20	Envelopes
Total	\$43,983.92	

Gift Fund		
Tracy Herold	\$700.00	Actor Fee for Table Read
Lindsay Lamb	\$230.00	Refreshments for Table Read
Total	\$930.00	

Grand Total \$44,913.92

2025 Budget Update

2025 Budget Update									
REVENUES									
		Budget Amount	February Actual	March Estimated	April 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	100.00%		
County Library Aids	43720	\$ 367,000.00	\$ 1,787.00	\$ 366,023.00	\$ -	\$ 367,810.00	100.22%		
Library Fines	45190	\$ -	\$ -	\$ -	\$ 5.00	\$ 6.40			
Interest	48100	\$ 30,000	\$ 3,310.95	\$ 2,922.77	\$ -	\$ 8,660.48	28.87%	25%	
Library Fees	46710	\$ 3,500	\$ 298.94	\$ 432.74	\$ 287.80	\$ 1,405.64	40.16%	33%	\$ 1,166.67
		\$ 1,201,250.00	\$ 5,396.89	\$ 369,378.51	\$ 292.80	\$ 1,178,632.52	98.12%	33%	
Expenditures									
Salaries	110	\$449,000.00	\$ 36,620.65	\$ 37,048.84	\$ 36,921.86	\$143,737.76	32.01%	33%	\$ 149,666.67
Part-time	120	\$234,500	\$ 14,648.79	\$ 15,651.02	\$ 15,402.36	\$59,425.40	25.34%	33%	\$ 78,166.67
Health Insurance	130	\$144,500	\$ 11,832.13	\$ 11,826.77	\$ 11,833.61	\$41,069.40	28.42%	33%	
Retirement	131	\$39,000	\$ 2,986.62	\$ 2,980.28	\$ 2,961.00	\$12,074.84	30.96%	33%	\$ 13,000.00
SS/Medicare	132	\$52,250	\$ 3,817.68	\$ 3,927.29	\$ 3,895.18	\$15,765.85	30.17%	33%	
Other Benefits	135	\$2,500	\$ 163.74	\$ 163.74	\$ 163.74	\$573.07	22.92%	33%	
Total Personnel		\$921,750.00	\$ 70,069.61	\$71,597.94	\$71,177.75	\$272,646.32	29.58%	33%	\$ 307,250.00
Support Services	210	\$ 12,000	\$ 1,584.60	\$ 29.99	\$ -	\$ 1,614.59	13.45%	33%	\$ 4,000.00
Consulting Services	211	\$ 49,750	\$ 4,285.00	\$ -	\$ -	\$ 53,893.00	108.33%	33%	\$ 16,583.33
Utilities	220	\$ 40,000	\$ 2,731.08	\$2,558.25	\$2,736.40	\$ 10,408.18	26.02%	33%	\$ 13,333.33
Communication	221	\$ 6,500	\$ 533.33	\$595.34	\$564.00	\$ 2,226.00	34.25%	33%	\$ 2,166.67
Equipment Maintenance	240	\$ 11,000	\$ 401.73	\$ 3,073.69	\$ 500.00	\$ 5,734.52	52.13%	33%	\$ 3,666.67
Facility Maintenance	242	\$ 23,250	\$ 1,388.65	\$ 3,150.31	\$ 13,615.02	\$ 21,404.17	92.06%	33%	\$ 7,750.00
Other Contractual Services	290	\$ -				\$ -	0.00%	33%	
Total Services		\$ 142,500.00	\$ 10,924.39	\$ 9,407.58	\$ -	\$ 95,280.46	66.86%	33%	\$ 47,500.00
Office Supplies	310	\$ 8,500	\$ 428.69	\$ 847.25	\$ 1,281.75	\$ 2,970.39	34.95%	33%	\$ 2,833.33
Postage	311	\$ 250	\$ 5.11	\$ 11.64	\$ -	\$ 32.08	12.83%	33%	\$ 83.33
Dues	320	\$ 750	\$ -	\$ -	\$ -	\$ 150.00	20.00%	33%	\$ 250.00
Meeting Expenses	330	\$ 1,000	\$ 18.46	\$ (411.54)	\$ -	\$ (374.62)	-37.46%	33%	\$ 333.33
Training Expenses	331	\$ 3,250	\$ 720.00	\$ 2,007.87	\$ 24.30	\$ 2,752.17	84.68%	33%	\$ 1,083.33
Operating Supplies	340	\$ 5,000	\$ 414.80	\$ -	\$ 887.05	\$ 1,584.34	31.69%	33%	\$ 1,666.67
Technology	342	\$ 36,750	\$ 2,241.00	\$ 504.00	\$ -	\$ 11,497.35	31.29%	33%	\$ 12,250.00
Collection - Print	344	\$ 60,000	\$ 4,253.66	\$ 2,867.64	\$ (455.00)	\$ 16,437.82	27.40%	33%	\$ 20,000.00
Collection - AV	345	\$ 12,500	\$ 642.74	\$ 891.98	\$ 825.21	\$ 3,059.52	24.48%	33%	\$ 4,166.67
Library Miscellaneous	390	\$ -		\$ -	\$ -	\$ -	0.00%	33%	\$ -
Programming	391	\$ 9,000	\$ 1,042.77	\$ 307.94	\$ 1,156.82	\$ 4,059.63	45.11%	33%	\$ 3,000.00
Other Total		\$ 137,000.00	\$ 9,767.23	\$ 7,026.78	\$ 3,720.13	\$ 42,168.68	30.78%	33%	\$ 45,666.67
Total Budget		\$1,201,250.00	\$ 90,761.23	\$ 88,032.30	\$ 74,897.88	\$ 410,095.46	34.14%	33%	\$ 400,416.67



March Highlights

- **Village News** – Kathy Annen will give an update
- **Friends** – Staci Fritz will give an update

Endowment –

February 2025	March 2025	Difference	Contributions
\$222,561.68	\$21,6465.85	-\$6,095.83	\$0

• **Library Facilities Management**

• **HVAC**

- The 2nd HVAC upgrade started on January 27, 2025. The upgrade is completed.

• **Electrical/Lighting**

- Working on getting quotes and a design ready for the meeting room and the rotunda areas.
- External lighting- 1901 is working on relamping our some of our exterior that have burned out. Also working on a bypass switch so that we can turn the exterior lights on during the day.

• **Roof**

- We're waiting for the repair and maintenance to be scheduled.

• **2025 Capital Projects**

- HVAC Controls and Server upgrade-Done
- 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 Q2 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**

- **Introduction to Human Centered Management**– This course presented information on human-centered leadership, a style that prioritizes empathy, inclusion, employee fulfillment, and human well-being. We learned some interesting tools that can be used to help work through difficult issues.

- **Table Reading** – The Table Reading for library supporters was a success. About 30 people attended.

- **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/>

- **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.

- **New Library Cards** – We've ordered two new cards for kids. One card features Seymour and it is intended for younger kids. The 2nd card was the winner of our Teen Library Card design contest and it's meant for older kids and adults. The cards will be here in time for the beginning of the summer reading program.

- **New Advocacy Page on our website** - <https://www.mcfarlandlibrary.org/library-advocacy> Amy Lawrence created a page which lists all of the different ways that people can help advocate for the library.

- **Cottage Grove** – We signed a memorandum of understanding with Cottage Grove for the fall story times. The story times will be on the 1st and 3rd Fridays September – December. We will reevaluate the program in late fall to see if we’ll be continuing the program.

Library Circulation (Kelly Heasty)

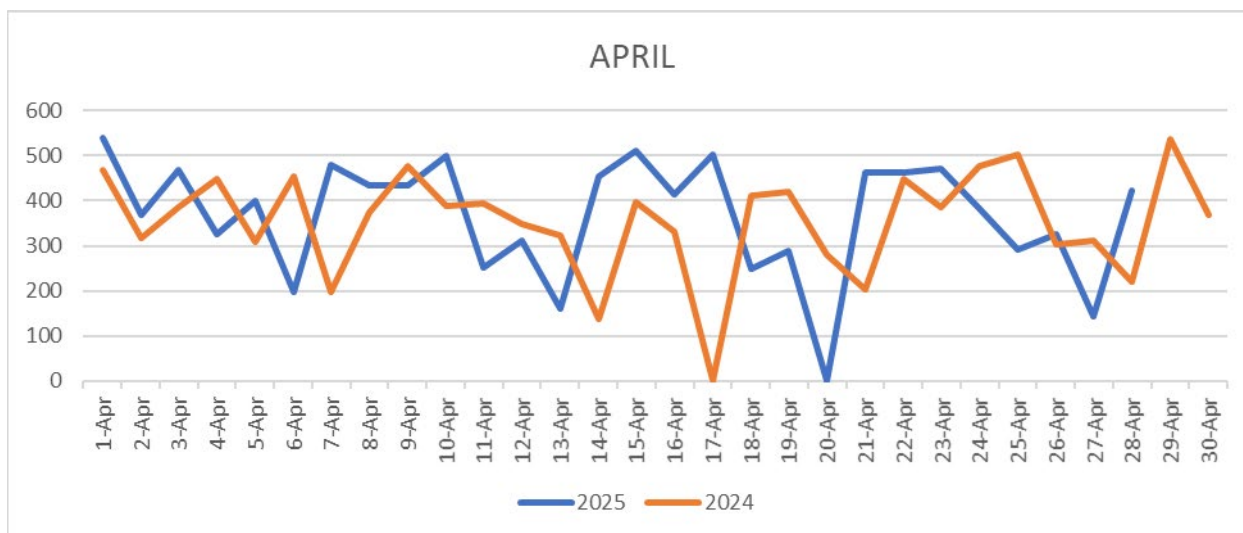
MEETINGS:

- Meeting with McFarland Community Resource Team (Lucero from County services, Senior Outreach and the Food Pantry) 4/24
- Met with Amy and Heidi about Library Advocacy and communicating with patrons (due to Federal cuts)

OTHER:

- **Display Case:** BirdFest; Next month: BirdFest
- **Conversaciones en Espanol:** 5 in attendance at 4/5 meeting; 8 in attendance at 4/19 meeting
- **6 on-line applications** for new cards received via CivicPlus form for this month.
- **5 Notary appts** --four walk-in/one by appt
- E-bikes program at Madison still up in the air. Following progress with Margie at MAD.
- Meeting with various SCLS libraries & H. Oliverson re: Lockers and service contracts. At least one library who received the lockers as part of the grant is considering discontinuing lockers due to low use.

APR LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

April is the last month for school year storytime programming. Attendance has been great including an overabundance of attendees at the Baby Bounce Program (54 one morning!) and 80 at a 9:30 Toddler Monday program.

Programming:

Tuesday, April 1 there was no fooling around at D&D club. They concluded their adventure investigating the Hodag and returned back to town to celebrate. Because we had extra time, the group started to learn how to level up their character and use the newest version of the character sheet.

Zumbini Session 3 continued this month with lots of dancing, movement, and giggles. We will take a break for the month of May and resume the first week of June with Session 4. Registration for the summer session will be on May 19th.

April 4th and April 18th were the Cottage Grove programming days this month. On Friday the 18th the Wisconsin State Journal came to take pictures as part of an article they are doing about the Cottage Grove communities plans for the library after the referendum didn't pass. April is the last month of programming in Cottage Grove for this school year. They have sent a letter of understanding for the fall and we have agreed to resume programming in September.

Magic Tree House Book Club this month learned about ancient Rome as we discussed *Warriors in Winter*. Our game this month was a favorite of children in that time – Tali for the Emperor (although we used 4 sided dice rather than bones.) The craft was making your own centurion helmet which some of the kids took a step further by building their own shields. It was amusing to see a bunch of kids in Roman centurion helmets running amok on the playground after the club.

Graphic Novel Book Club this month talked about the book "Just Roll With It" which is about a middle school girl facing the challenges of OCD and how she coped with it as a tabletop gamer (sticking with the D&D theme.) Our single page adventure game this month was about a group of Kobolds needing to create a distraction to steal treasure. These games are really fun because they don't have as many rules as D&D and allows for more creative problem solving with team work.

PJ Storytime this month we went "Under the Sea" with ocean stories and activities including the bubble machine. This was the last PJ Storytime for this school year. PJ Storytimes will resume in October.



It was Prom Night on 4/25. Stacktrace Music came and provided DJ services for our small but enthusiastic crowd. This is always a fun event where kids can dance, play games, make crafts, and (of course) have cupcakes.



Other

Heather has sent out sponsor letters for both the Summer Library Program and fall 5K Run/Walk. The Library 5K Run/Walk site has been updated and registration will open on June 1.

Teen Services (Holly Wergin)

- **Programming**

- **Snack & Chat:** Snack & Chat largely continues as usual. Throughout April I continued bringing in the Switch every other week with great success. I’ve seen many teens who love video games meet new people and get better at teamwork and cooperation (and dealing with losing) while playing. As for crafts, teens have continued to enjoy gem painting into April as well as watercolor cards, DIY stamping, perler beads, and more.
- **Thursday Programs**
 - **Teen STEAM:** For this month, teens requested building with the Big Blue Blocks we typically use for children’s programming. I brought out a couple of these for STEAM last month and they enjoyed them so much that they specially requested that I bring out all of them for this month’s STEAM. The teens quickly took to it, building special forts, people, race tracks, and (to my dismay and verbal disapproval) weapons. It was fun seeing work together and use the blocks in ways I didn’t expect; at one point, a teen insisted on taking out additional tables and blankets to add to the fort they were making.



- **UnBook Club:** UnBook Club this month was a relaxed affair with the teens making scrabble letter coasters and talking about their new reads. This month, I brought in three new YA books of different genres that I thought the teens would enjoy. After a quick book talk to give an

overview of the plot and genre, I asked the teens which book they would like to read from. The teens overwhelmingly agreed, and the last 20 minutes or so of UnBook Club were spent having me read the first chapter of a book they were interested in. At the end, I asked the teens' their opinion on being read to, and they all agreed that they would love to do this again.

- *Teen Hangout*: Teen Hangout, like Snack & Chat, continues to go on with good attendance. Something interesting from this past month is that a group of boys who like to play video games during Hangout asked if I could check out a specific video game on my library card so they could play it together. The video game is *Pokemon Sword*, and they have practiced a lot of team work in making decisions for their character, naming new Pokemon, and taking turns on who gets to play. It's been really cool to see them working so well together.

○ **VolunTeens**

- Our VolunTeen meeting this month largely involved planning for Summer Reading. VolunTeens weighed in on prizes for summer reading, approaches for school visits, and contributions to our summer Teen Zine. While discussing these talking points, teens also helped make buttons for the poetry reception and take and make kits for the Star Wars Movie Screening. Our VolunTeens accrued 20 volunteer hours for the library this April.

○ **After Hours**

- Our VolunTeens requested a night where we plant pots for our next After Hours, and that's exactly what I gave them this month. For this "Pots, Plants, and Pollinators" After Hours, teens painted miniature pots, planted a live succulent, and watched *The Bee Movie* as a group. I think the mix of these different activities made it so even if someone was not interested in painting pots, like a few of my regular teens, they still enjoyed coming to watch *The Bee Movie*. The teens who painted pots and planted succulents seemed to be very proud of their finished creations (as they should be).



○ **D&D**

- Our final D&D One-Shot for the spring went well with a lot of our regulars coming back for our final adventure. Mike Moderski, our typical DM, will take a break for the summer D&D campaigns; he will be back in the fall to hopefully do another continuous campaign. We also discussed possibly reaching out to the Gaming Club at the middle school to help with promo and possibly see what other TTRPGs they teach in case we may want to switch it up.

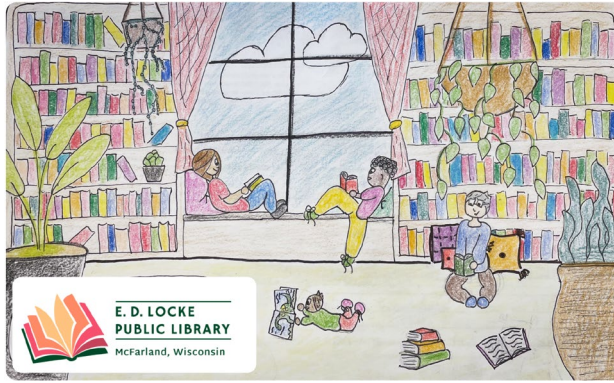
○ **Passive Programs**

- For poetry month and Poem in Your Pocket Day, I rolled up poems from the National Poetry Foundation and put them out for people to take a random poem. I had a lot of takers, with about 20 poems being taken.
- For the spring season, I also hung up a poll in the teen area asking people to vote on whether they love or hate Peeps. While it looked like most people loved Peeps for most of the month,

the vote swayed in the last week and the majority of voters said they hated Peeps (which I think matched the attitude of a majority of the staff, as well).

● **Teen Library Card Design Contest**

- We announced the winner of our Teen Library Card Design Contest, 8th grader and VolunTeen Ella Lord! Her design will be made into new library cards for the summer. We also made stickers of the three runner up designs which will be put out in summer, as well. To share the fun of the competition and promote new library card sign-ups, I also worked with Eleanor Kay to write an article on the competition for the *Outlook*.



● **YA Book Menu**

- A few months back, I ordered a mountable reference system that I planned to use in the young adult area to help with book recommendations. In early April we had the reference system installed, and so I spent much of April putting together the book recommendation sheets. A lot of the sheets center on genre since teens typically like sticking to one genre when looking for new books, but I also made reading recommendations based on popular series like *Percy Jackson*, *The Hunger Games*, and *Heartstopper*. I'm hoping to switch out some of the sheets every few months to promote holidays, library events, and timely events.



● **Summer Program Planning**

- I've been collecting submissions from VolunTeens for the summer Teen Zine. This zine will replace pamphlets I made last year, and I will include information about summer programs, the summer reading program, and showcase teen-made art and writings.
- Summer reading marketing materials are being put together to prepare for school visits, including slides and flyers for all of our programs, bookmarks, and slides for the school visits themselves. So far, I have planned to present to all of the middle school ELA classes and have a couple days with freshman ELA classes at the high school.

- I've been preparing Beanstack for summer reading, as well. Something VolunTeens suggested is adding more reading badges and having a crown for finishing the maximum amount of reading hours, which I set as 175 hours.

Adult Programming (Sara Hendrickson)

Programming:

Craft Club

- We had 17 people attend craft club. Patrons LOVED creating shrinky dinks; some even went home, purchased shrinky dink plastic, and made creations the whole weekend! Katie did a great job preparing for this craft.
- May's craft is printmaking with Legos. Katie will be in charge of marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 6 people attend this month's book club (there were thunderstorm and tornado warnings. We discussed *The Last Thing He Told Me* by Laura Dave. It was a suspense-filled book, and we all agreed that it was an enjoyable book. Many people said they were interested in reading more books by the same author
- Updated marketing and created bookmarks for April's book (*The Spy Who Came in From the Cold* by John Le Carre).

Other

- We had a Family Game Day on April 12; unfortunately for us, the weather was beautiful. We had nine people attend, and they stayed for almost the entire time. We are hoping to have a special Family Game Night sometime this summer to coincide with Summer Reading's "Level Up Your Reading" theme.
- Our D&D group held their third session on April 21. We are looking at wrapping up the first campaign in a couple of months, and starting a new campaign afterward. We are also hoping to do a D&D one-shot sometime this summer.
- Bridge Club continues to have 8-10 people in attendance. I spoke with two of the patrons who regularly attend. Both have spouses who have dementia. Both have said how much they appreciate our weekly Bridge Club, because it is one of their few outlets/breaks away from being full time caregivers.
- Our Poetry Reception on April 24 was wonderful. Dr. Janet Stutz emceed the event, and donated all the funds for the winners' prizes. We had 23 people attend, including one girl from Plymouth (whose ELA teacher saw the contest online and posted it in their Google Classroom)! All participants received a button, some library swag, and a poetry reception program. We are hoping to do the event again next year.
- We had a donor event on April 26 to say thank you to the many supporters of our library. Michael and Tracy Herold did a fantastic table read, and the library provided food and beverages. There were 32 people in attendance, with many more who had to send their regrets.

- Helped create marketing and advertised for Black Ash Basketmaking and Poetry reception; Finished 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)
 - *Great Big Beautiful Life* by Emily Henry
 - *Heartwood* by Amity Gaige
 - Arab American Heritage Month (Katie)
 - Poetry Month (Katie)
 - Citizen Science Month (Katie)
 - April Showers Read for Hours-Feel Good (Katie)
- Attended webinars/zoom meetings for: Library Love for LibraryReads, Adult Librarian Seasonal Showcase with Lisa Jewell, Mastering ipage for Adult Selectors.
- Finalized vendors, tables, prizes, and timeline for Bird Festival.
- Continued SCLS Infosec Training.
- Met with Kelly Heasty and Niche Academy for some updated training.
- Attended the Wisconsin Science Festival kick-off. This years theme is "Rock and Roll," which can be looked at through a geological, musical, and/or machinery lens.
- Attended Lead the Way: Libraries at the Heart of Community Engagement, a two-day conference. I had the pleasure of hearing keynote speaker Kathy Barri, who is an enrolled member of Red Cliff Band of Lake Superior Chippewa, and the Library Assistant for the Ginanda Gikendaasomin (We Seek To Learn) Tribal Library. Our closing speaker, Stephen Jackson, is founder of Global CommUnity Associates, and a former Director of Equity and Anti-Racism at Oak Park Public Library in Illinois. I also sat in on the following sessions: Book Clubs, Pubs, and Grub; Friends for a Season, Friends for a Reason: Building Resilient Library Partnerships; "Stitch N Bitch" N Ditch High-Pressure Programming: How Slow, Low-Structure Planning Turned a Crafting Circle into a Community Engagement Model; Smile! Health Outreach to Plain Communities; Community Partnerships: Creating and Maintaining Partnerships Respectfully and Responsibly; and Serving Seniors: Community Partnership & Outreach with Senior Living Facilities.

E.D. Locke Public Library - Monthly Report February 2025							
	Feb-25	Mar-25	Mar-24	change March 2024 - March 20	YTD 2025	YTD 2024	% change YTD 2024-2025
Materials Checked Out	12,720	14,367	15,057	-5%	41,068	41,905	-2%
Materials Checked In	10,213	11,177	11,594	-4%	31,748	31821	0%
Curbside Appointments	1	2	5	-150%	8	6	33%
Locker Pickups	0	1	0	100%	1	3	#REF!
New library cards	44	56	33	41%	145	635	-100%
new materials added	442	475	332	30%	1369	963	42%
Internet use	292	351	329	6%	965	917	5%
Average daily pick list	134	133	192	-44%	137	162	-15%
Visitor count	17,111	25,281	23,071	9%	62,265	56,061	11%
Wireless Internet use (#users)	1,388	1,985	1,597	20%	4767	4542	5%
App use	436	472	431	9%	1371	1303	5%
Study room use	86	125	101	19%	311	297	5%
Meeting room use	62	61	53	13%	185	146	27%
Reference Questions Answered	511	454	205	55%	1435	801	79%
Children's Program Participation (in-person)	1264	1218	1252	-3%	3745	2909	29%
Teen's Program Participation (in-person)	88	102	33	209%	261	211	24%
Adult's Program Participation (in-person)	156	85	75	13%	445	268	66%
Adult's Program Participation (on-line)	448	0		#DIV/0!	705	310	127%
All Ages/General Interest	105	671	0	#DIV/0!	776	5000	-84%
Volunteer hours worked	36.75	26.75	21.5	24%	98.75	73.25	35%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 5, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Welcome New Board Members

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, May 5, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Board Member Elections

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, May 5, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Board Member Resources

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, May 5, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Flag Pole Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Flag Pole policy
2. 29283f06-e6e5-4b0f-9d2f-4997294b34b0

	E. D. Locke Public Library	
Page 1 of 1	Flag Display Policy	Adopted:

[Purpose](#)

This purpose of this policy is to establish guidance for the display of flags at Library Board controlled facilities. The library has one flag pole near the Milwaukee St. entrance. This flag pole flies the United States Flag. The Library’s flag pole is not intended to serve as a forum for free expression by the public. The Library does not fly flags at the request of the public, any organization or any individual.

[Flag Pole](#)

The library has one flag pole near the Milwaukee St. entrance. This flag pole flies the United States Flag. The Library’s flag pole is not intended to serve as a forum for free expression by the public. The Library does not fly flags at the request of the public, any organization or any individual. The Library Director will oversee the administration of the Library’s flag pole.

CHAPTER 2 Display of Flags Policy

SECTION 2.01 Policy Purpose

This Policy entitled “Display of Flags Policy” is referred to herein as the “Policy.” The purpose of this Policy is to establish guidance for the display of flags on facilities or within property owned by the Village, including Commemorative Flags. Flags to be considered within the policy are: the flag of the United States of America, State of Wisconsin, POW/MIA as well as any flags for parades, holidays, cultural recognition, and celebrations as determined by the Village Board. The Village Board controls the flags displayed on facilities or within property owned by the Village with exception of library facilities and other property which falls under the jurisdiction of the Library Board.

SECTION 2.02 Definitions

- (a) **Wisconsin Flag.** The State Flag of Wisconsin as defined in Wis. Stat. § 1.08.
- (b) **Village Facility.** All real property and/or buildings that are owned or operated by the Village.
- (c) **Commemorative Flag.** Any other flag not otherwise included within these definitions conditioned upon the flag must be designed to symbolize and honor a specific event, person, group, or historical milestone. The commemorative flag is for significant occasions such as historical anniversaries, celebrations, memorials, or achievements. Commemorative flags serve as visual reminders of important moments in time and often carry symbolic elements or imagery relevant to the event or individual being commemorated. Commemorative Flags may not exceed 3’x5’ in size.
- (d) **Flag Laws.** The applicable laws and policies of the United States, the State of Wisconsin, or the Village of McFarland related to the display of the United States of America Flag and the Wisconsin Flag, including, but not limited to, U.S. Code Title 4, Chapter 1, and Wis. Stat. §§ 1.08, 1.14, and 5.35.
- (e) **POW/MIA Flag.** The flag of the National League of POW/MIA – Prisoner of War/Missing in Action Families and as described in Wis. Stat. § 84.04(4)(a).
- (f) **U.S. Flag.** The flag of the United States as defined in 4 USC 1.
- (g) **Tree City USA Flag.** The flag certifying Tree City USA status by the Arbor Day Foundation.
- (h) **Ho Chunk Nation Flag.** The flag certified as the official flag for the Ho-Chunk Nation.

SECTION 2.03 Objectives

- (a) Provide criteria for flags and guidelines for flag displays within Village Facilities.
- (b) Encourage a sense of community identity and pride by establishing guidelines for the respectful and appropriate display of flags within Village Facilities.
- (c) Establish clear and consistent protocols for the display of flags at government buildings and public spaces to ensure uniformity and respect for flag etiquette.
- (d) Develop procedures that recognize and respect the ability for the display of flags representing different cultures, religions, and community groups.
- (e) Protect the symbolic integrity of flags by outlining procedures for the proper handling, storage, and retirement of flags to prevent damage.
- (f) Promote public awareness and understanding of the significance of flag-raising ceremonies and the symbolism behind different flags through educational outreach programs and community engagement initiatives.

SECTION 2.04 Flag Selection Criteria

Flags considered for display at Village Facilities should have direct relevance to the local government or community, represent other official government entities, commemorate significant historical events, or celebrate cultural values or contributions or recognize community-supporting organizations. All flags shall be subject to approval by the Village Board as promoting a message which the Village government chooses to support, including the honoring of individuals or organizations, the commemoration of significant events, or the promotion of civic policies.

SECTION 2.05 Compliance with Flag Codes.

- (a) All flags displayed at Village Facilities shall comply with the United States Flag Code [4 U.S.C. Ch. 1], including, but not limited to, laws and regulations addressing the order in which flags shall be displayed on a flagpole and laws and regulations addressing display of flags at half-staff.
- (b) Outdoor flags will be flown at Village of McFarland facilities in the following order of precedence: first, the U.S. Flag; second, state flag or one or more commemorative flag as physical space allows.
- (c) **Half – Staff.**
 - (1) The flag will be half-staff for the following circumstance. Half-staff orders will come from presidential proclamations or Governor Orders. Unless directed by the President of the United States, The U.S. flag should generally not be flown at half-staff during national holidays, except as provided below. The considerations for displaying flags at half-staff include the following:

- (i) The mourning of the death of a highly regarded National or State Figure as provided in 4 U.S.C. §7(m).
- (ii) Marking a state or national tragedy or the anniversary thereof,
- (iii) Memorial Day (until noon).
- (iv) Patriot Day (September 11).
- (v) National Fallen Firefighters memorial service.

(d) **Commemorative Flags.**

- (1) Commemorative Flag displays including duration at a Village Facility may be authorized only by the Village Board

(g) **Other Considerations.**

- (1) Flags shall not be displayed in inclement weather; provided, however, an all-weather flag may be flown on a 24-hour basis if illuminated.
- (2) Any flag flown by the Village shall be clean and serviceable with dimensions no less than (3 ft by 5 ft) and no greater than (4.5 ft by 9 ft) unless otherwise be approved by the Village Board. Within these dimensions, the U.S. Flag should generally be larger than or equal in size to other flags when displayed together.
- (3) The Village's flagpoles are intended as a means of expression by the Village reflecting policies determined by the Village Board, and are not intended to serve as a forum for expression by the public or any member thereof.
- (4) The Public Works Department will be responsible for display including proper handling, storage, and retirement of flags where applicable.

Adopted: XXXX XX, 2025

Amended: None.


McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 5, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Capital Improvement Plan Draft

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library CIP 2025-2033
2. McFarland Public Library Proposal - Study Update _2025-05-01 (1)

Library Capital Improvement Plan

Year	Project	Estimated Cost
2025	Electrical System upgrades	\$35,000.00
2025	Prebuilt Study Room	\$10,000.00
2025	Roof Replacement	\$115,000.00
2026	Lighting For new books area	\$7,000.00
2026	Library Signage	\$20,000.00
2026	Digital Signage	\$30,000.00
2026	Exterior Design	\$25,000.00
2026	Update Space needs study	\$22,750.00
2026	Awe Afterschool Edge (Children's Gaming PC)	\$6,000.00
2027	Redesign/Remodel back of house	\$25,000.00
2027	Awe Station #2	\$6,000.00
2028	Redesign/Remodel circ desk	\$50,000.00
2030	Self Check Replacement	\$40,000.00
2030	Update/redo Space Needs Study	\$30,000.00
2032	Design for Addition	
2033	Build Addition	

Other Ideas

Concrete around entrances
 Parkinglot repair and redesign so the book drop works better
 extior ligthing
 interior lighting
 soundproofing childrens area
 stained glass in quiet reading room
 remodeling quiet reading room into local history room
 soundproofing rotunda
 ligthing in rotunda
 replacement of after hours lockers
 Book carts and tables for outreach
 landcaping upgrades
 Fire panel upgrade

May 1, 2025

Writer's Cell: 414-520-6513

Heidi Cox, Director
E.D. Locke Public Library
5920 Milwaukee Street
McFarland, WI 53558

Re: E.D. Locke Public Library – Updated Facilities Study
Advanced Conceptual Study - HGA Proposal

Dear Heidi and Members of the Library Board:

We are excited to hear about the potential study advancement and next steps at the E.D. Locke Public Library. This proposal will outline the scope of HGA's architectural services, deliverables and our proposed fee for expanding and advancing your 2022 Facilities Study on your library site located at 5920 Milwaukee Street, McFarland, Wisconsin.

Project Description and General Scope

The ultimate goal is to expand the library to address functional issues and space needs to better serve the McFarland Community. However, given that the funds for a significant Library expansion may be some years down the road, this study would both confirm the direction of the 2022 recommendations as well as study a more immediate smaller renovation that would address some current functional issues and also set up the future expansion for success.

Anticipated HGA Services and Deliverables.

HGA will provide the following services and deliverables:

1. Program Verification
 - HGA will review the Program and Space Needs that were developed as a part of your 2022 Facilities Study to make any updates or modifications based on changes or evolving patron usage or needs.
 - Includes an in-person meeting with the Library Director and staff
2. Review + Validation of the Proposed 2022 Expansion Recommendations
 - Work with the Library Director and Staff to understand the key drivers of the proposed expansion and investigate any additional alternatives and updates based on the Program Verification
 - Includes an in-person meeting with the Library Director and staff

3. Advance Conceptual Layout Design

- HGA will participate in the following:
 - Advance the future conceptual layout plans that were started in the 2022 Study by fleshing-out and providing more information on walls, build-out, circulation desk, staff spaces and furniture layouts.
 - Use the selected advanced future plan to create multiple options for review that show options for how a Phase 1 renovation (prior to the library expansion) could advance and address some of the current functionality and space needs. Based on discussion with the Library Team, potentially this would include an option for an initial Phase 1 renovation only approach, as well as an option that includes renovation and some small targeted additions. HGA would provide high-level cost estimates for both approaches.
 - Based on the preferred option, HGA would prepare final conceptual plan and report that shows how the renovations would impact the space today and allow for the future full expansion project to proceed without having to rework this initial renovation.
 - Includes two meetings with the Library Director and staff (one in-person and one virtual)

Fee.

We would propose a fee of \$22,750 for the expanded study effort.

Schedule.

HGA would estimate a duration of 3 – 5 months for the Study – depending on the sequencing of meetings. We have the staff ready and can start whenever you need to advance the work.

Team.

It is anticipated that most of the work will be completed by Jim Shields.

HGA Team:	Role:	Phone:	Email:
Kevin Allebach	Principal / PM	C. 414-520-6513	kallebach@hga.com
Erica Frederiksen	Library Planner/Programmer		efrederiksen@hga.com
Kim Workman	Project Architect		kworkman@hga.com

Assumptions.

HGA has made the following assumptions in preparation of this proposal:

- HGA assumes that the library can provide the existing library drawings and any CAD or electronic models that you have on the building.
- HGA has not included civil, structural engineering services or any mechanical, electrical, plumbing or fire protection services.

Potential Add Services.

HGA can provide the following additional services at your request:

- Photo-realistic renderings of the exterior and interior conceptual plans for informational or fundraising purposes.

As your project moves forward, HGA would very much like to be a part of the McFarland Library project. Please let me know if there are any questions about our proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Allebach". The signature is fluid and cursive, with a prominent initial "K" and a long, sweeping tail.

Kevin Allebach, Principal