

Monday, June 9, 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 May 5, 2025 meeting.
- b. Motion to approve the May 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. Permission to close the library November 19, 2025 for staff training
- b. Capital Improvement plan 2026-2032

6. ADJOURNMENT

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

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, May 5, 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: Kathy Annen, 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

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3. ACTION ITEMS

- a. *Motion to approve the minutes of the April 7, 2025 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the April 7, 2025 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the April 2025 invoices*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the April 2025 invoices totaling \$44,913.92 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. *Welcome New Board Members*
- b. *Board Member Elections*

Motion by Member Karin Mandli, second by Member Staci Fritz, to approve the officer slate as presented: Ken Machtan, President; Evan Richards, Vice President; Peter Sobol, Secretary/Treasurer; Staci Fritz, Friends of McFarland Library Board Liason Motion carries 7 - 0 - 0 by acclamation.

c. Board Member Resources

d. Flag Pole Policy

Motion by Village Trustee Kathy Annen, second by Member Karin Mandli, to approve the Flag Pole Policy Motion carries 7 - 0 - 0 by acclamation.

e. Library Capital Improvement Plan Draft

Motion by Member Staci Fritz, second by Village Trustee Kathy Annen, to approve the Library Capital Improvement Plan Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Village Trustee Kathy Annen, to adjourn at 6:25

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	\$5,639.31	Electrical work (Exterior Lights) & Plumbing Work (Water Heater Repair)
AMAZON CAPITAL SERVICES	\$773.56	Office Supplies, DVDs, CDs
AT&T MOBILITY II LLC	\$37.09	Cell phone
BOUND TREE MEDICAL LLC	\$62.56	First Aid Kits
CAMBRIDGE COMMUNITY LIBRARY	\$19.95	Lost Item Refund
CORPORATE BUSINESS SYSTEMS	\$289.56	Copier Lease
FCI	\$233.13	HVAC Filters
FRONTIER	\$312.62	Library Telephone (two months)
HUEFFNER, ERIN	\$22.00	Lost Item Refund
INGRAM LIBRARY SERVICES	\$9,369.70	Books
JM BRENNAN INC	\$1,020.65	HVAC Repair
MENARDS - MONONA	\$279.60	Facility Repair
MICROMARKETING LLC	\$235.91	Audio Books, DVDs, CDs
MIDWEST TAPE	\$23.24	Audio Books
PREMIER PAINT & WALLPAPER	\$63.99	Painting Supplies
RACE DAY EVENTS	\$973.75	5K registration & timing software
RELIABLE FLOOR CARE	\$528.00	Carpet Cleaning
SCHILLING SUPPLY COMPANY	\$261.21	Operating Supplies
SMALL AXE COOPERATIVE	\$500.00	Program Fee - Wisconsin Wills 101
SOUTH CENTRAL LIBRARY SYS	\$980.00	Staff Laptop
STEVENSON, ERIC	\$600.00	Program Fee
US CELLULAR	\$49.17	Cell Phone
VESTIS LLC	\$361.98	Mat Rental
WISCONSIN METALSMITHS	\$550.00	Program Fee
(blank)		
Total	\$23,186.98	

Gift Fund		
Gee Funny Farm	\$500.00	Summer Reading Program Kick Off
Madison Community Foundation	\$100.00	Endowment Fund Donation
Christian Strutz	\$375.00	Summer Reading Program
Smarty Pants World LLC	\$600.00	Summer Reading Program
Total	\$1,575.00	

Grand Total \$24,761.98

2025 Budget Update

2025 Budget Update									
REVENUES									
		Budget Amount	March Estimated	April Actual	May 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	\$ 366,023.00	\$ -	\$ -	\$ 367,810.00	100.22%		
Library Fines	45190	\$ -	\$ -	\$ 5.00	\$ -	\$ 6.40			
Interest	48100	\$ 30,000	\$ 2,922.77	\$ -		\$ 8,660.48	28.87%	42%	
Transfers from other Act.	48500-101	\$ -		\$ 2,500.00		\$ -			
Library Fees	46710	\$ 3,500	\$ 432.74	\$ 551.78	\$ 171.45	\$ 1,841.07	52.60%	42%	\$ 1,458.33
		\$ 1,201,250.00	\$ 369,378.51	\$ 3,056.78	\$ 171.45	\$ 1,181,567.95	98.36%	42%	
Expenditures									
Salaries	110	\$449,000.00	\$ 37,048.84	\$ 36,921.86	\$ 55,477.96	\$199,215.72	44.37%	42%	\$ 187,083.33
Part-time	120	\$234,500	\$ 15,651.02	\$ 15,402.36	\$ 23,009.80	\$82,435.20	35.15%	42%	\$ 97,708.33
Health Insurance	130	\$144,500	\$ 11,826.77	\$ 11,833.61	\$ 18,221.20	\$59,290.60	41.03%	42%	
Retirement	131	\$39,000	\$ 2,980.28	\$ 2,961.00	\$ 4,484.65	\$16,559.49	42.46%	42%	\$ 16,250.00
SS/Medicare	132	\$52,250	\$ 3,927.29	\$ 3,895.18	\$ 5,876.74	\$21,642.59	41.42%	42%	
Other Benefits	135	\$2,500	\$ 163.74	\$ 163.74	\$ 252.82	\$825.89	33.04%	42%	
Total Personnel		\$921,750.00	\$71,597.94	\$71,177.75	\$107,323.17	\$379,969.49	41.22%	42%	\$ 384,062.50
Support Services	210	\$ 12,000	\$ 29.99	\$ 29.99	\$ -	\$ 1,644.58	13.70%	42%	\$ 5,000.00
Consulting Services	211	\$ 49,750	\$ -	\$ -	\$ -	\$ 53,893.00	108.33%	42%	\$ 20,729.17
Utilities	220	\$ 40,000	\$2,558.25	\$2,736.40	\$2,385.23	\$ 12,793.41	31.98%	42%	\$ 16,666.67
Communication	221	\$ 6,500	\$595.34	\$552.97	\$330.40	\$ 2,545.37	39.16%	42%	\$ 2,708.33
Equipment Maintenance	240	\$ 11,000	\$ 3,073.69	\$ 412.72	\$170.62	\$ 5,817.86	52.89%	42%	\$ 4,583.33
Facility Maintenance	242	\$ 23,250	\$ 3,150.31	\$ 15,074.93	\$2,028.37	\$ 24,892.45	107.06%	42%	\$ 9,687.50
Other Contractual Services	290	\$ -				\$ -	0.00%	42%	
Total Services		\$ 142,500.00	\$ 9,407.58	\$ -	\$ 4,914.62	\$ 101,586.67	71.29%	42%	\$ 59,375.00
Office Supplies	310	\$ 8,500	\$ 847.25	\$ 1,817.06	\$ 251.36	\$ 3,757.06	44.20%	42%	\$ 3,541.67
Postage	311	\$ 250	\$ 11.64	\$ 4.40	\$ -	\$ 36.48	14.59%	42%	\$ 104.17
Dues	320	\$ 750	\$ -	\$ -	\$ -	\$ 150.00	20.00%	42%	\$ 312.50
Meeting Expenses	330	\$ 1,000	\$ (411.54)	\$ -	\$ -	\$ (374.62)	-37.46%	42%	\$ 416.67
Training Expenses	331	\$ 3,250	\$ 2,007.87	\$ 24.30	\$ (1,029.62)	\$ 1,722.55	53.00%	42%	\$ 1,354.17
Operating Supplies	340	\$ 5,000	\$ -	\$ 887.05	\$ 282.02	\$ 1,866.36	37.33%	42%	\$ 2,083.33
Technology	342	\$ 36,750	\$ 504.00	\$ 725.40	\$ -	\$ 12,222.75	33.26%	42%	\$ 15,312.50
Collection - Print	344	\$ 60,000	\$ 2,867.64	\$ 6,579.84	\$ 1,067.54	\$ 24,540.20	40.90%	42%	\$ 25,000.00
Collection - AV	345	\$ 12,500	\$ 891.98	\$ 871.56	\$ (1,006.03)	\$ 2,099.84	16.80%	42%	\$ 5,208.33
Library Miscellaneous	390	\$ -	\$ -	\$ -		\$ -	0.00%	42%	\$ -
Programming	391	\$ 9,000	\$ 307.94	\$ 2,165.00	\$ 1,019.94	\$ 6,087.75	67.64%	42%	\$ 3,750.00
Other Total		\$ 137,000.00	\$ 7,026.78	\$ 13,074.61	\$ 585.21	\$ 52,108.37	38.04%	42%	\$ 57,083.33
Total Budget		\$1,201,250.00	\$ 88,032.30	\$ 84,252.36	\$ 112,823.00	\$ 533,664.53	44.43%	42%	\$ 500,520.83



May Highlights

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

Endowment –

March 2025	April 2025	Difference	Contributions

• **Library Facilities Management**

• **HVAC**

- Spring Maintenance is scheduled for June 11-12
- Greg Reible our longtime HVAC Controls Programmer is retiring in July. He’s been the only Controls Programmer we’ve had since the building opened. He’ll be missed.

• **Electrical/Lighting**

- Working on getting quotes and a design ready for the meeting room and the rotunda areas.
- The new lighting for the new book area is in and we’re waiting for that project to get scheduled.

• **Roof**

- Maintenance and repairs were completed on June 5, 2025.
- The Village’s civil engineer has offered to have their roofing expert look at our roof. We’re working on scheduling a meeting. I am interested in what a third party will have to say about the roof especially after the repairs and maintenance work is complete.

• **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.

• **Continuing Education**

- **Workplace Neurodiversity** - Diversity drives innovative thinking and creative solutions in the workplace. Neurodiversity reflects the natural variation in human minds and how people interact with the world differently as a result. Companies that embrace neurodiversity, gain competitive advantages and facilitate an inclusive workplace allowing all talent to thrive. Improving systems and spaces to be more flexible and inclusive is key to maintaining an engaged and successful workforce.
- **Lifecycle of a Library Employee** – This webinar was first in a series on HR for Library Managers. This session covered best practices for policies, hiring and on-boarding.

- **Bird Festival** - The Bird Festival was held on May10th and was a success we had over two hundred people attend 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’ve hired two additional substitutes to work at the Circulation Desk. Kelly is currently working on training them.

Library Circulation (Kelly Heasty)

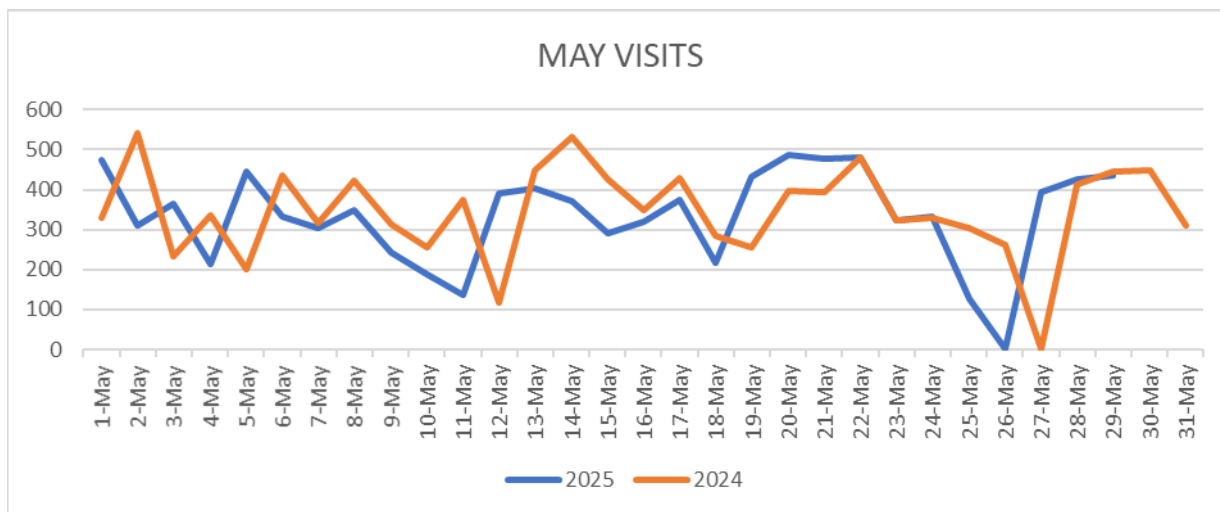
- **Conversaciones en Espanol:** 6 in attendance at 5/3 meeting; 9 in attendance at 5/17 meeting

- 14 on-line applications for new cards received via CivicPlus form for this month.
- 5 Notary appts --four walk-in/one by appt
- EZ scan installed, but not yet ready for patrons. Assigned video to staff to review.
- Blood Drive on 5/30 with ImpactLife
- Mobile App not working all of Memorial Day weekend. Fielded quite a few complaints from patrons.
- Booked study room for 2 Mondays a month (until Dec) for Lucero at Joining Forces for Families so that she could do outreach for a few hours during Food Pantry pickup hours.
- Launched Staff Summer Reading Program in Beanstack.
- Wed afternoon book club on May 14 , Community Room, Selection: Remarkably Bright Creatures by Shelby Van Pelt. 11 in attendance
- Katie officially helping manage AB book club. They've placed a few months of books on hold.
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club, Fab 4 book clubs & AB Book Club now. *Katie helping place books on hold.

STAFF:

- Started training two new subs week of 5/26
- Had Circ staff complete Beanstack refresher and review Patron Behavior and Computer policy.

MAY LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

Storytimes Finished up on May 1st for the spring session. They will resume on the 2nd of June at Lewis Park as summer library program kicks off.

Programming:

On Monday, May 5th we had Ricardo from Dane County Library services come and lead a Spanish storytime. Families were treated to stories and activities in Spanish. He will come back in the fall for another special storytime.



D&D Club met one more time on Tuesday, May 6th. We had a quick adventure that was based on the Beast of Bray Road. This group is always enthusiastic and energetic.

Graphic Novels Book Club met on May 20th with three books to discuss. When given options, the kids want all the books. We discussed *Dungeon Critters*, *Pathfinder Society Book 1*, and *The City of Ember* graphic novels. We then did another one page adventure where they were skeletons who were tired of being “monsters” and have headed out to become adventurers looking for treasure. We didn’t have as much time as we would have liked, but it was a good end to the program.

Other

On Monday, May 19th the 7th grade students from IMMS came to help with cleaning tasks as part of their service day. We had them wipe down all the play surfaces and toys in the children’s library as well as dust the entire library with Swiffer cloths.

Thursday, May 29th Heather went to the primary school to talk with the K-2 classes about the upcoming summer library program and summer reading.

Teen Services (Holly Wergin)

Summer Program Planning

With May having minimal programming, I had time to dedicate towards summer reading plans. Our Summer Reading Program for teens is once again jam packed with programs; Mondays we have Snack & Chat, Tuesdays is Group Gaming, and Wednesdays is our ongoing summer D&D campaign (which is already full). On Thursdays we have our unique Teen Summer Camp program which has new activities each week; this summer’s activities include painting miniature figurines, tie-dye, a screening of the *Wicked* movie, outdoor recess games, and we’re bringing back, by popular demand, our Create-A-Cryptid event from last year. Fridays is teen Drama Camp led by Heather, and I heard a lot of interest in teens joining that this year. Something new I added this year are two D&D one-shots, one in June and one in July, that give another option so more kids can play D&D. Since we can only have 6 teens at a D&D table, I always have a really long waitlist of teens who can’t play each session, so these additional D&D sessions will allow more teens to have the opportunity!

Alongside making marketing materials for each of these specific programs, like slides and flyers, I also spent May making bookmarks and marketing materials for our Teen Summer Reading Challenge. I spent some time building this year’s challenge in Beanstack and I added new reading badges and prizes at the suggestion of our VolunTeens. Teens miss out on a lot of milestone prizes due to the age of a lot of our coupons, so I decided to add the option to pick from a prize bin

as a milestone prize to boost engagement. The VolunTeens also suggested adding more reading badges and having a “Badge Champion” crown for finishing all of the reading badges (thank you Heather for starting that one).

Part of marketing was also putting together our summer Teen Zine with everything provided by the VolunTeens. This is the first one we’ve ever done and I definitely learned what I want to change for the next one, but the finished product has some beautiful contributions from teens and is also a helpful tool in promoting summer reading.

School Visits

May is also the month of school visits to promote our Summer Reading Program. This year, I visited both the middle and high schools to give a short presentation about what they can do at the library this summer. I first talked about the summer reading challenge, how to earn prizes, and how to sign up for Beanstack; then, I went over each and every one of our summer programs and explained how to register on our website. I also used my presentation to promote our new library card designs, and I saw a lot of teens who didn’t have library cards get really interested in getting a limited edition design this summer. I once again gave the presentation to every single middle school English class, and I also gave the presentation to almost every single freshman and sophomore English class at the high school. This totaled out to about 600-700 students! Since this year’s summer reading theme is all about games, I made a little puzzle that anyone listening to the presentation could do while I talk and, in exchange for filling out the correct answers and completing the puzzle, could earn some candy at the end. School visits are always super fun, and I had a lot of interest from the middle school (especially since I emphasize the fact that this is free stuff I’m trying to give them). As for the high school, it’s a little harder to tell, but I did get some high schoolers signing up for the challenge after my presentation, which was great to see. As of right now, we have 42 teens signed up and ready to go for the summer reading challenge!

Adult Programming (Sara Hendrickson)

Programming:

Craft Club

- We had 12 people attend craft club. Patrons created prints using flat faced LEGOS and stamp pads. Katie created examples, and discussed tricks to help everyone be successful with their prints. She did a great job taking point.
- June’s craft is friendship bracelets. Sara is in charge of marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 13 people attend this month’s book club, including another newbie! We discussed *The Spy Who Came in From the Cold* by John Le Carre. There was some definite dated language, and people were split on whether they enjoyed it or not, for the exact same reasons: some liked the level of thinking needed to figure things out, some did not; some enjoyed delving into information about the Cold War, some did not. 😊
- Updated marketing and created bookmarks for June’s book (*The Girl with the Dragon Tattoo* by Stieg Larsson).

Other

- Our guided bird walk through Indian Mound Park (5/7) had 18 attendees. Shawn Miller recorded 45 observed species, with 130 individual birds seen!
- We had perfect weather for the Bird Festival (5/10). About 265 attended, with dozens going on Shawn Miller's guided bird walks. Vendors included the Dane County Wildlife Center, the Wisconsin Natural Resources Foundation, Specialty Serpents, McFarland Girl Scouts, watercolor artist Gail Juszcak, local artist Gary Schneider, and the library.
- Our guided bird walk through Orchard Hill Park (5/14) had 9 attendees. The group observed 44 species, and saw 157 individual birds!
- Bridge Club has 10-12 people attending. We've moved the time (12:30-2:30) to accommodate the patrons. We will be hosting Bridge Club in the library proper for June and July due to summer reading programming.
- It was a privilege and honor to have Kim Crowley come and lead the Black Ash Basketmaking Workshop (5/17). She and her daughter helped each patron throughout the process, and she shared some videos with us discussing her family's basketmaking history. We had to limit it to 10 people, and we had 15 people on the waitlist, plus 5+ people called the days leading up to it about available spots. We are grateful to the McFarland DEI Committee for financing this program; it wouldn't have been possible without them.
- All members of our D&D session attended our 5/19 session. We will be wrapping up this campaign in the next month or so, and starting a new one shortly thereafter. We will also be doing a one-shot in July as a separate campaign.
- Planned summer walking tours with Ron Larson. One will focus on the Exchange Street Historical Markers, and the other will be in conjunction with the 250th anniversary of the first Norwegian immigrants. Ron will do both programs again during the Community Festival.
- Tentatively planned a Family Game Night and a puzzle competition for August as tie-ins to this year's Summer Reading Program theme: Level Up at Your Library.
- Created marketing and advertised for Friends of McFarland Used Book Sale, Bridge Club (updated with new time), Adult Summer Reading, Metal-smithing Workshop, and the Pocket Vinyl comic workshop + performance: 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.

E.D. Locke Public Library - Monthly Report April 2025							
	Mar-25	Apr-25	Apr-24	% change April 2024 - April 2025	YTD 2025	YTD 2024	% change YTD 2024-2025
Materials Checked Out	14,367	13,111	13,354	-2%	54,179	55,259	-2%
Materials Checked In	11,177	10,977	10,974	0%	42,725	42795	0%
Curbside Appointments	2	0	0	#DIV/0!	3	6	-50%
Locker Pickups	1	0	0	#DIV/0!	1	0	#DIV/0!
New library cards	56	41	55	-34%	186	193	-4%
new materials added	475	309	297	4%	1678	1260	33%
Internet use	351	351	289	18%	1316	1206	9%
Average daily pick list	133	194	134	31%	151	155	-3%
Visitor count	25,281	19,832	19,041	4%	82,097	78,102	5%
Wireless Internet use (#users)	1,985	1,850	1,510	18%	6617	6052	9%
App use	472	462	443	4%	1833	1746	5%
Study room use	125	125	85	32%	436	382	14%
Meeting room use	61	64	52	19%	249	198	26%
Reference Questions Answered	454	444	257	42%	1879	978	92%
Children's Program Participation (in-person)	1218	1218	995	22%	5011	4135	21%
Teen's Program Participation (in-person)	102	77	59	31%	338	285	19%
Adult's Program Participation (in-person)	85	125	95	32%	570	363	57%
Adult's Program Participation (on-line)	0	0	75	-100%	705	385	83%
All Ages/General Interest	671	32	0	#DIV/0!	808	0	#DIV/0!
Volunteer hours worked	26.75	46	35	31%	101.75	100.75	1%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 9, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Permission to close the library November 19, 2025 for staff training

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, June 9, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Capital Improvement plan 2026-2032

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

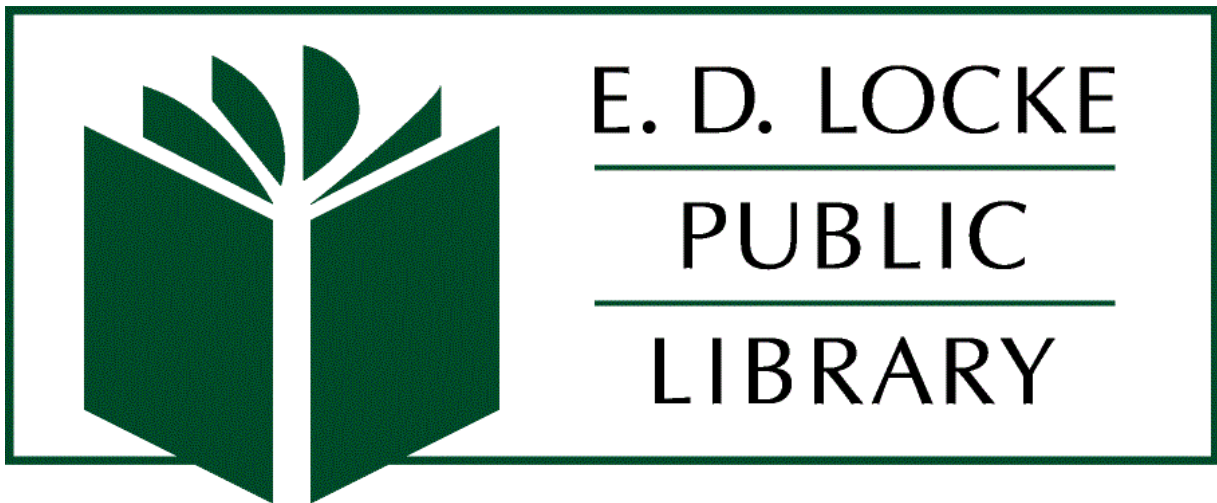
VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2022_0608 20257 FACILITIES STUDY_EDLocke Public Library_Final



E.D. LOCKE PUBLIC LIBRARY
FACILITIES STUDY

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

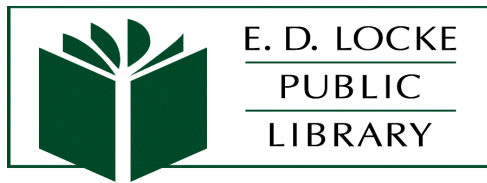


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LIBRARY | CONTACT INFORMATION

Heidi Cox

Director

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LIBRARY BOARD INFORMATION

Peter Sobol

President

Mike Flaherty

Village Trustee

Staci Fritz

Citizen Member

Kenneth Machtan

Secretary / Treasurer

Karin Mandli

School Liaison

Mona Nelson

Citizen Member

Evan Richards

Vice President

EUA | CONTACT INFORMATION

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Practice Leader

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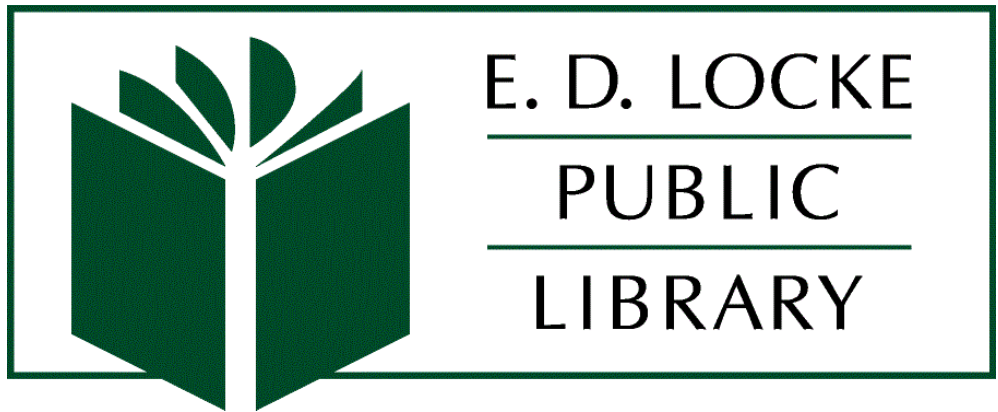
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one:

**EXECUTIVE
SUMMARY**

<i>Introduction + Purpose</i>	6
<i>General Understanding</i>	7
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EXECUTIVE SUMMARY

INTRODUCTION + PURPOSE

The E.D. Locke Library in McFarland, Wisconsin began a facilities master planning process in the fall of 2020 to better understand the evolving community needs for a library expansion. This process represents an opportunity for the staff, library leaders and McFarland community stakeholders to engage in a thoughtful, deliberate conversation about the long-term future of the E.D. Locke Library.

The Facilities Master Plan is a critical first step in the planning process helping libraries and their stakeholders better understand the current state of its facilities and how well these facilities support their programming and services. The Facilities Assessment provides an objective, high level, analysis of present building and site conditions and capabilities. It also serves as a foundational resource document to support responsible immediate and long-term facilities planning.

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

Included in this report is an analysis of:

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

GENERAL UNDERSTANDING

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

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

This study does not include all observations related to compliance with applicable building codes and regulations. Existing buildings may

have been designed under less stringent building codes. Libraries designed today now face code compliance issues, such as with the Americans with Disabilities Act (ADA) guidelines. Some items may require corrections if renovations or additions are completed in the future and would be assessed in detail in future phases.

SUMMARY

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

- Population Growth
- Library Programming Demand Increases

POPULATION

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

LIBRARY PROGRAMMING DEMAND INCREASES

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

SHORT TERM SOLUTIONS TO ACCOMMODATE GROWTH + PROGRAMMING DEMAND

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

- Set up of an express library with 1,000 +/- picture books with movable shelving
- A small storage room, 150 SF
- A small craft room, 250 SF
- A work center / office to support added staff to support children's services, 300 SF
- Access to meeting rooms that can support a minimum of 220-250 people

- Continued access for shared parking between the two facilities to support increased parking times at the library due to programming

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

LONG TERM SOLUTIONS TO ACCOMMODATE GROWTH + PROGRAMMING DEMAND

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

Vertical Expansion

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

Horizontal Expansion

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

Service impacts can be expected with any expansion project. Both options listed in this report detail potential scenarios for reducing or moving services during a typical construction

cycle. Costs for both options are presented in this report with the vertical option being higher priced, but also providing more square footage, thus similar cost per square foot (\$\$/SF). These costs per square foot would be refined as the project detail is increased in later phases.

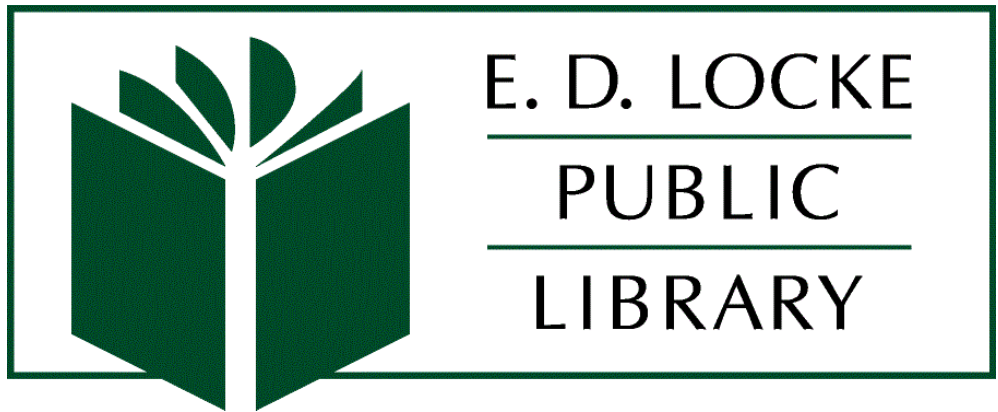
Expansion Preference

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

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

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

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



two:

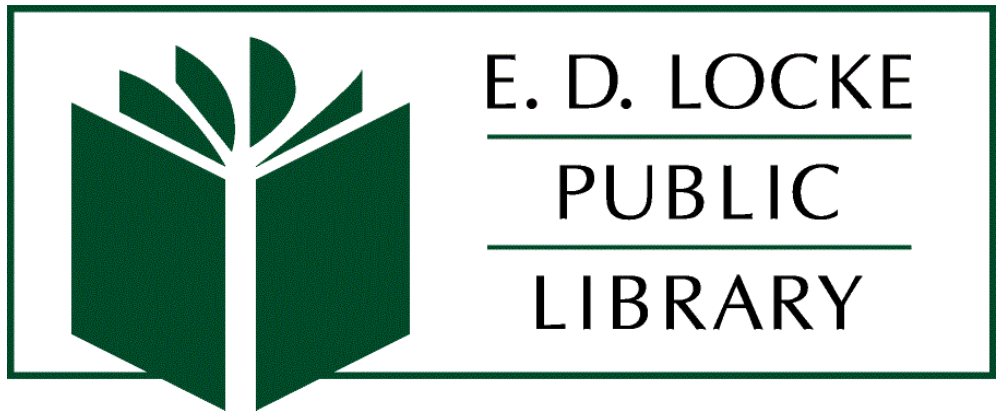
**EXISTING
CONDITIONS /
BACKGROUND**

EXISTING CONDITIONS / BACKGROUND

The E.D. Locke Library is located at 5920 Milwaukee St, McFarland, WI. The library is centrally located on an active, main street, convenient for patrons. The library is a fixture in the community and loved by all who use it. The original facility was built in 2005 and included engineering to allow for a future second floor addition. The building consists of a 17,000 square foot library with a small mezzanine for mechanical in the staff area. The facility sits on approximately 0.35 acres and is currently zoned C2 Commercial District 2 per the Village of McFarland zoning. There is limited expansion area on the site, as the building and parking maximizes build out to the property lines. There is an ability to expand to the east into the adjacent parking lot, but would require zoning approval for detached parking on the site.



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



three:

**LIBRARY FACILITY
ASSESSMENT**

<i>Data Gathering Process</i>	16
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<i>Matrix</i>	17
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<i>Site Photos</i>	19

LIBRARY FACILITY ASSESSMENT

DATA GATHERING PROCESS

Team site visit took place on August 11, 2020, and included Eppstein Uhen Architects (EUA). The team met with the library director to review priorities and concerns and gather general building information. The team walked through the building to conduct their own observations and analyses. Conditions observed were not field measured and require additional review if future action is to be taken.

UNDERSTANDING THE FACILITY ASSESSMENT

EUA assesses libraries from three perspectives:

1. What is the condition of the physical facility?
The Facility Assessment includes a comprehensive review of the library's exterior shell (roof, wall systems, windows / doors, etc.); interior finishes and materials (flooring, casework, etc.); mechanical, electrical, and plumbing systems; and general compliance with the Americans with Disabilities Act (ADA.)
2. Which space and utilization factors are the library system managing? The Library Assessment documents overall space needs and / or any internal space mis-allocation issues.
3. How are programmatic needs evolving and do these changes require a shift in physical facilities? The Library Assessment seeks to identify physical facilities that don't align with the current and future programmatic goals of the library.

The data collected is compared to EUA's experience with similar project types to confirm general quantities of square footage as well as storage and stack capacities. In general, over the past decade, recommended space provided per user has increased as libraries have become hubs

for both community and education programs.

The major reasons are:

- Space needed to support personalized learning and exploration, teaching and programs, and flexible collaboration in common areas.
- Space to accommodate technology and its infrastructure.
- Space needed to support users with special needs, disabilities, cognitively disabled patrons, and special education.
- Space needed to support librarians and staff, centered around library programming.

The Facility Assessment does NOT include:

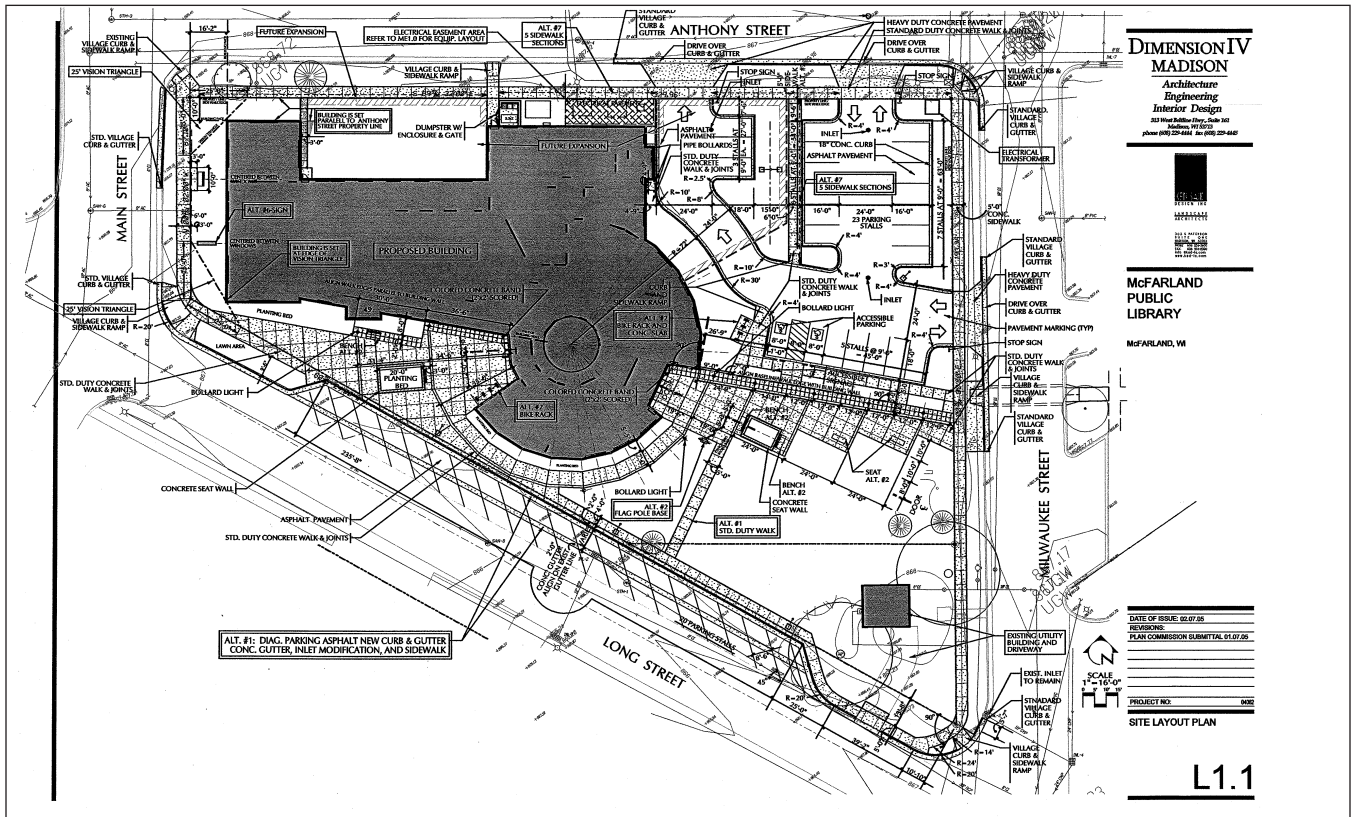
- Detailed validation of as-built conditions
- Hazardous material assessments
- Destructive testing or observation of concealed systems, below grade conditions, or components buried within walls, ceilings, or roofing systems
- Specific details about electrical panels, mechanical equipment, or plumbing components that are not readily visible
- Measurement of electrical loads or temperatures of any electrical equipment
- Actual efficiencies or performance testing of HVAC and plumbing equipment (pumps, fans, boilers, etc.). Adequacy of fire or life safety components associated with building systems, including code requirements, dampers, fire rating of systems, etc.

LIBRARY ASSESSMENT MATRIX

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

LIBRARY ASSESSMENT MATRIX			
	CRITERIA	GOALS FOR OBSERVATIONS	E.D. LOCKE LIBRARY
A	MEETING / GATHER	The meeting space will not accommodate the suggested 250 people, it does accommodate smaller groups adequately.	FAIR
B	COMPUTERS	Current individual deskings is too big for current equipment. Because it is a built-in casework unit, it is not easily revised or flexible.	POOR
C	STUDY / QUIET READING	Currently there are not enough quiet areas. There is a need for more closed rooms for small group discussion.	FAIR
D	STACKS	Current stacks are at capacity and not easily expanded. They are too tall to provide visibility throughout the space.	POOR
E	CHILDREN'S AREA	The space is too small to accommodate flexible programming and areas for parents.	POOR
F	BOOK SALE / FRIENDS	The space is adequate for storage but needs additional space for display.	FAIR
G	TEENS	Space is underutilized. Location needs to be refined further.	FAIR
H	STAFF	Staff space is inefficient within its current setup. Odd angles and radius between the circulation and sorting rooms could be improved to help create better circulation of materials.	POOR
I	MECHANICAL / ELECTRICAL	The space is limited in the mezzanine for expansion. System control is inconsistent. See appendix for full report.	POOR
J	TECHNOLOGY	Library has made adequate updates over the years to maintain patrons needs. Additional upgrades can be utilized across all spaces to further enhance user experiences.	FAIR
K	SITE	Limited amount of parking on-site for new expansion. Book Return configuration needs revision to allow for easier access by patrons.	FAIR
L	BUILDING ENVELOPE	The building envelope looks to be in good working order with no visible water infiltration.	GOOD
M	ROOF	Roof is in good working order. No visible deterioration.	GOOD
N	SUSTAINABILITY	Sustainability strategies are currently limited in the existing building. LED bulb replacement completed in 2015 to reduce energy consumption.	POOR
O	BUILDING INTERIOR	Interiors are adequate based on age of the building. Overall library has worked to maintain the interior by updating carpeting, paint and furnishings.	FAIR
P	RESTROOMS	Fixtures are in good working order. Finishes and lighting should be updated.	FAIR

FLOOR PLAN ASSESSMENT



**DIMENSION IV
MADISON**

Architecture
Engineering
Interior Design

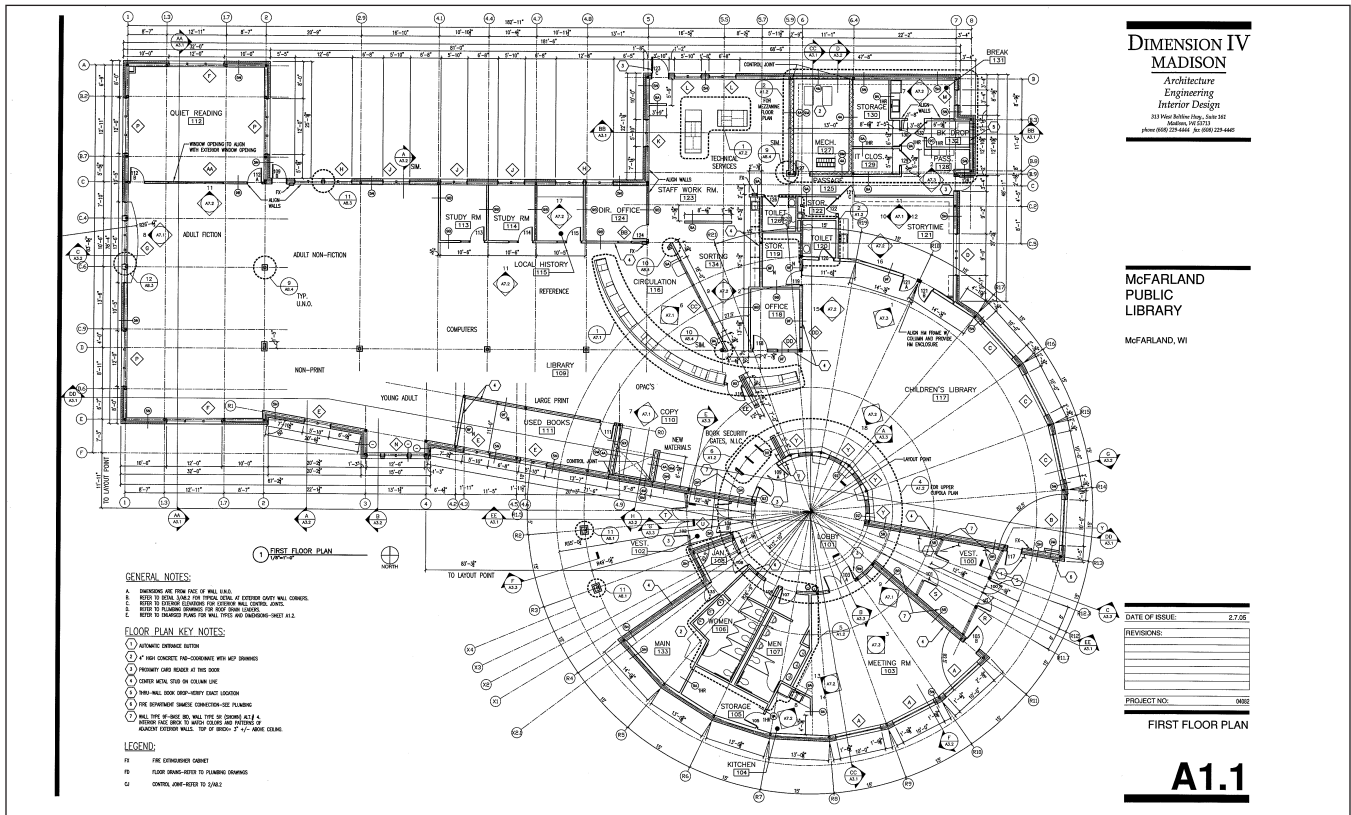


**McFARLAND
PUBLIC
LIBRARY**

McFARLAND, WI

DATE OF ISSUE:	01.07.25
REVISIONS:	PLAN COMMISSION SUBMITTAL 01.07.25
PROJECT NO.:	0002
SITE LAYOUT PLAN	

L1.1



**DIMENSION IV
MADISON**

Architecture
Engineering
Interior Design



**McFARLAND
PUBLIC
LIBRARY**

McFARLAND, WI

DATE OF ISSUE:	2.7.26
REVISIONS:	
PROJECT NO.:	0002
FIRST FLOOR PLAN	

A1.1



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



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



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



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



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



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



G

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



H

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



I.1

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



I.2

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



J

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



K

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



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



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



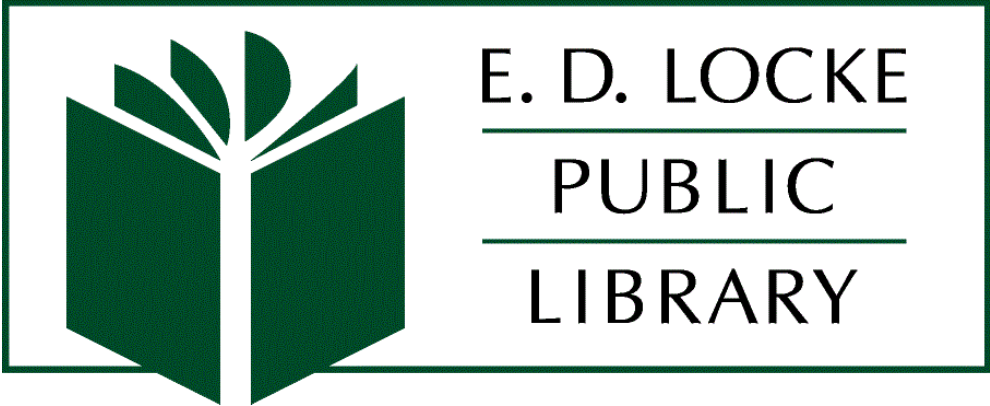
N
Sustainability: There did not appear to be many sustainable strategies at the time of visit. Future considerations for photovoltaics, passive solar design and general wellness could be considered.



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



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



four:

OPTIONS

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

OPTION 1: EXPANSION OUT

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

An expansion east would allow the library to look at existing space and re-use much of what is there. Friends sale, meeting rooms, restrooms, study rooms, quiet reading, along with their systems, could potentially remain as is. It is, however, recommended that these systems be looked at in detail to see if replacing now may prevent further needs for renovation in the near future. Additionally, new technology and sustainability may not be available in the existing areas. An overall Operations and Maintenance Plan may be possible with minor renovation work to lighting and other systems.

Overall, this option provides the staff of E.D. Locke Library easier overall staffing, as all spaces are visible from the main floor and potentially even the main desk. After hours access can be given from either the main entry or from new exterior doors on an expansion.

PROS/CONS:

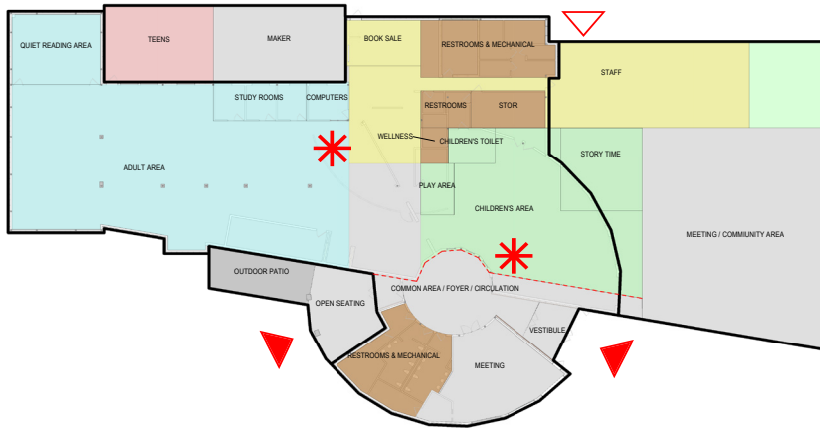
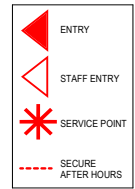
PROS:

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

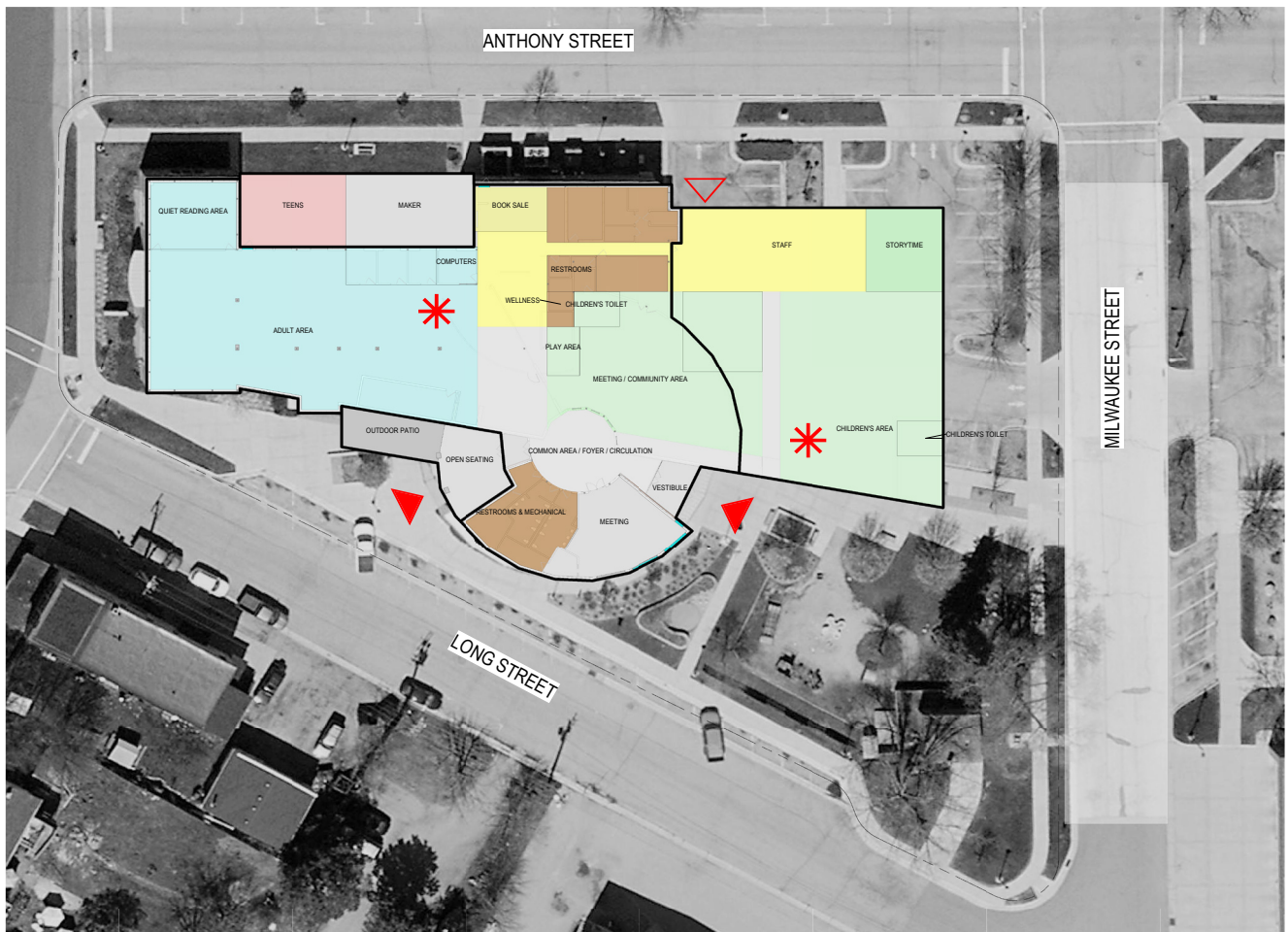
CONS:

- Eliminate site parking
- Less total square foot expansion

OPTION 1: 29,533 SF



1ST FLOOR - OPTION 1A



OPTION 2: EXPANSION UP

Option 2 was based off the original architecture and the future planning that exists in the library to add a 2nd Floor without requiring structural upgrades. The expansion to a 2nd Floor would allow for most of the adult collections to be located on the new level and also include a small staff area and large outdoor patio. 1st Floor would capture the remaining north courtyard and look to relocate the large meeting room and children's area and to increase staff area. The site would not be impacted in this option, but parking off-site would need to be explored similar to Option 1.

While it is possible to keep 1st Floor spaces, we feel the construction process will result in the need for many finishes and systems to be upgraded. This need will result from the impact of construction access to improve 2nd Floor and tie in all systems. Spaces could remain, but touch ups will be needed. Either way, it will be recommended that during the design phase, systems be evaluated fully to determine the best direction; leave existing or renovate. Additionally, new technology and sustainability may not be available in the existing areas and an overall Operations and Maintenance Plan may be possible with minor renovation work to lighting and other systems.

Overall this option provides unique challenges to the staff of E.D. Locke Library. The added floor will require additional staffing to oversee both floors and multiple areas; adult, children's, teen, maker space or other meeting areas. After hours access would remain at the main entry and the newly relocated meeting room would now accommodate the 250 occupants requested.

PROS / CONS:

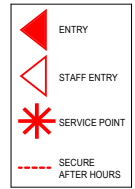
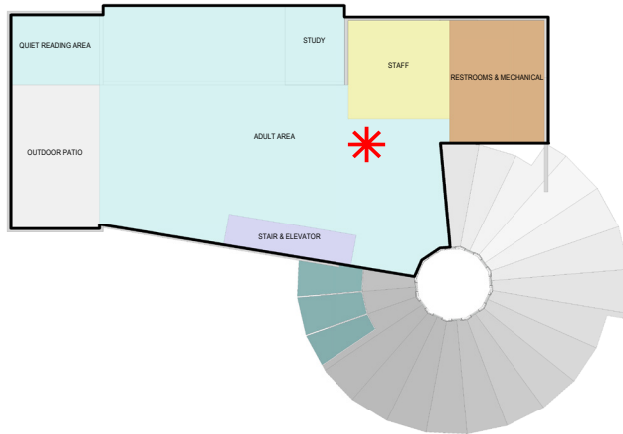
PROS:

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

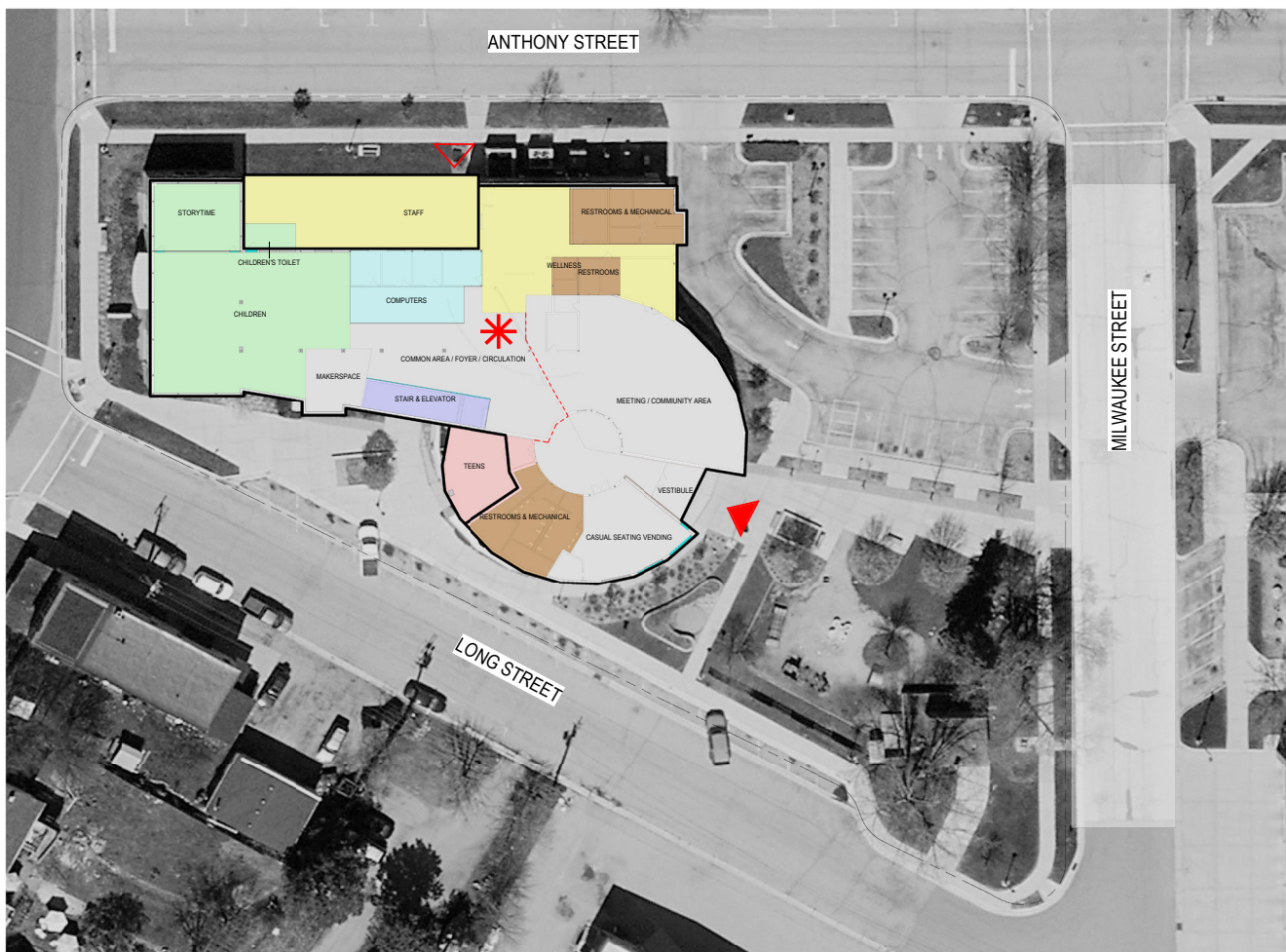
CONS:

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

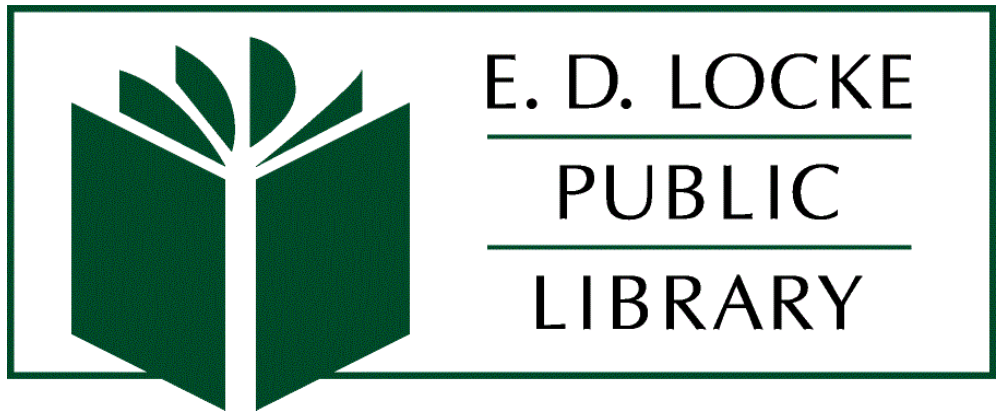
OPTION 2: 34,360 SF



2ND FLOOR - OPTION 2



1ST FLOOR - OPTION 2



five:

**PROGRAM & COST
SUMMARY**

PROGRAM & COST SUMMARY

PROGRAM DATA

A comparative analysis of the existing program was conducted based on similar completed projects by EUA and our staff. EUA held informational surveys, digitally, early on to hear library users' needs and wants. This information is included in the Appendix for reference. We concluded from this analysis the existing E.D. Locke Library is undersized compared to its peer libraries in surrounding communities and general user desires. Additionally, based upon input from the Director and staff it appears the library could use additional space to accommodate new and / or expanded programs that are becoming more common in communities such as McFarland.

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

DIAGRAM 1

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

DIAGRAM 2

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

PROGRAM REVIEW

Based on the data provided, the team developed two options for EDL to respond to these needs. The following highlights these options that are described in more detail on the previous pages:

- Option 1: Expand the library to the east.
- Option 2: Expand the library 'up' to a second level.

The chart on the following page provides existing square footages, proposed "target" square footages based on conversations and agreed upon growth, and the total square footage by space for each option as summarized above. This chart can be used in comparing Options 1 & 2 by Total Square Feet and function space change.

Based on the benchmarking and demographics used in this report, EUA has provided a quantitative breakout of recommended program size, shown under "Proposed." The goal of this analysis is to define an ideal E.D. Locke Library based on information collected over the course of conversations to date.

PROGRAM SPACE ANALYSIS								
Program Space	Existing (SF)	Proposed (SF)	Variance (SF)	Option 1		Option 2		Notes
				Provided	(+)/(-)	Provided	(+)/(-)	
Staff Area	3,039	3342.9	304	5000	1,961	5000	1,961	Increase of 10%
Staff Toilet	53	150	97	1000	947	1000	947	Double
Wellness Room	0	90	90	200	200	200	200	New room to be added in final plan
Meeting / Community Area	1,054	1500	446	2200	1,146	2200	1,146	Approx. 250 seats
Meeting Rm Storage	115	250	135	0	-115	0	-115	Included in Meeting Room Number at this time
Study Rooms	263	400	137	450	187	450	187	Add 2 more
Quiet Reading Area	724	724	0	724	0	724	0	Desire to have fireplace in here.
Adult	4,719	5898.75	1,180	6000	1,281	6000	1,281	Increase of 25%
Adult Computers	200	200	0	300	100	300	100	Remain as is, more efficient stations
Teen	799	998.75	200	400	-399	400	-399	25% increase
Children's	2,681	3351.25	670	3500	819	3500	819	25% increase
Children's Toilet	63	150	87	100	37	100	37	Double
Storytime	430	700	270	650	220	650	220	Approx. 100 seats
Indoor Children's Play Area	0	250	250	250	250	250	250	New estimated
Book Sale	388	400	12	400	12	400	12	Small increase for storage
History Rm	129	130	1	0	-129	0	-129	Remain as is - included in Adult numbers at this time
Mechanical	602	1000	398	900	298	900	298	Increase TBD
Restrooms	480	1000	520	1000	520	1000	520	Double
Large Vestibule	230	230	0	230	0	230	0	Remain as is
Small Vestibule	95	95	0	95	0	95	0	Remain as is
Foyer	821	821	0	821	0	821	0	Remain as is, attempt to recapture
Makerspace	0	500	500	500	500	500	500	2 new rooms
Casual Seating / Vending	0	500	500	500	500	500	500	Casual seating near vending
Gallery / Art	0	150	150	100	100	100	100	New Space
Outdoor Patio Space	0	500	500	500	500	500	500	Not included in Proposed SF
Total	16,885.0	23,331.7	6,446.7	25820	8,935	25220	8,935	
Circulation	0.35	8,166.1	2,256.3	9037		8827		
Grand Total	16,885.0	31,497.7	14,612.7	34857		34047		

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

COST SUMMARY

For the proposed options, EUA & Vogel Construction have prepared a statement of probable cost, based on historical values from similar library projects in the Madison and surrounding areas. Costs are based on a hypothetical construction start date of 2022, knowing this is unlikely to take place. For projects taking place after the hypothetical start date, we would recommend budgeting a 5%+ per year cost escalation for inflation. This value may appear high given current economic conditions, but also takes into account the continued depreciation of various components of the Library over a delay in pursuing the project. Costs include architectural / engineering design services and a best guess estimate on Furniture Fixtures and Equipment (FF&E). Temporary facilities, abatement costs, technology, public art, and library materials are excluded.

CONSTRUCTION SCHEDULE

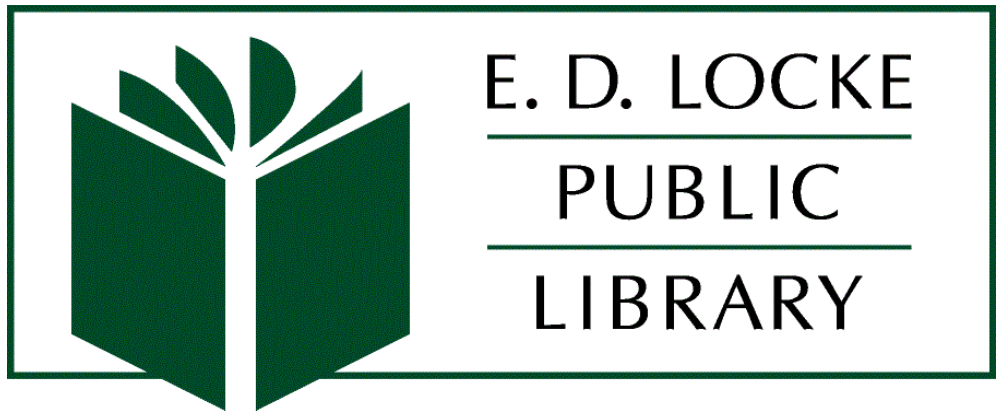
OPTION 1 is the less invasive option and provides potential for the library to remain open during construction. While the library would be able to remain open, but the work would be completed in a shorter duration if it were to close. The addition would take approximately 8-9 months to construct whereas the renovation would take 4-5 months. Here are scenarios to consider:

1. Existing space to remain open until month 3 of additional construction, then close for 4 months to complete the renovation work.
2. (Most cost-effective option)
3. Existing space to remain open for 8 months of the additional construction. The library will then occupy the new addition while renovation work is completed for 4 months on the existing space. (Cost premium approximately \$100-200k)
4. Existing space to remain open during entire construction but phase in the interior renovation work (estimated 2 -3 phases over 8-9 months) (Cost premium approximately \$50-\$100k more).

OPTION 2 is the more invasive option, as it would require closure for a period of time while construction takes place over the existing library spaces on Level 1. The library could minimize closure to 2-3 months while the structural work is completed for the new 2nd floor. Once the structural, mechanical rough-ins and exterior enclosure are complete, interruptions will be reduced, but not completely eliminated. The construction scenario could potentially be:

1. 2nd floor addition – 9 months (Full closure of Main Level)
2. 1st Floor renovations – 4-5 months (Intermittent closure of Library)
3. The 1st floor of library to be closed during the workday (for structural work) but could be open on weekends/nights for the first 4 months. Once the initial 2nd floor work is complete, the scenarios similar to option 1 would apply and closures could be limited to as-needed.

E.D. LOCKE PUBLIC LIBRARY					
COST ANALYSIS					
	Type	Sq ft	Cost / SF	Total	
Option 1					
	New	11,713	\$ 335	\$ 3,923,855.00	
	Renovated	17,820	\$ 165	\$ 2,940,300.00	
	Total	29,533	\$ 232	\$ 6,864,155.00	
				\$ 6,864,155.00	CONSTRUCTION TOTAL
				\$ 617,773.95	DESIGN FEES (ESTIMATED)
				\$ 15,000.00	SURVEY / SOILS
				\$ 1,250,000.00	FFE
				\$ 8,746,928.95	OPTION 1 TOTAL PROJECT BUDGET
Option 2					
	New	16,539	\$ 335	\$5,540,565	
	Renovated	17,821	\$ 165	\$2,940,465	
	Total	34,360	\$ 247	\$ 8,481,030.00	
				\$ 8,481,030.00	CONSTRUCTION TOTAL
				\$ 763,292.70	DESIGN FEES (ESTIMATED)
				\$ 15,000.00	SURVEY / SOILS
				\$ 1,550,000.00	FFE
				\$ 10,809,322.70	OPTION 2 TOTAL PROJECT BUDGET



six:

**SUMMARY &
RECOMMENDED
NEXT STEPS**

SUMMARY & RECOMMENDED NEXT STEPS

SUMMARY FINDINGS

Interviews with the Library Director and opt-in survey data suggest that the E.D. Locke Library is an important community asset. However, the physical space at E.D. Locke Library could better support current and future library programs and services. For example:

E.D. Locke Library is undersized for the community it serves based on the latest census information as compared to communities of similar population. A lack of adequate teen, community, individual areas, in addition to inefficient staff workspace, consolidate patrons and staff together, increasing noise levels. Additional square footage would benefit the library by allowing for the future expansion of programs and services.

E.D. Locke Library would benefit from a reconfiguration of its internal space. Maintaining good sight lines to critical areas of the library is important, as staff manages the safety and security of their patrons. In addition, an internal space renovation better aligns programs with similar functions.

There is limited expansion area on the site as the building and parking maximizes build out to the property lines. There is an ability to expand to the east into the adjacent parking lot but would require zoning approval for detached parking on the site.

NEXT STEPS

At the conclusion of a Facilities Assessment, many libraries ask how to best proceed. It is our recommendation that the stakeholders closely review the document for content and understand the observations and options presented.

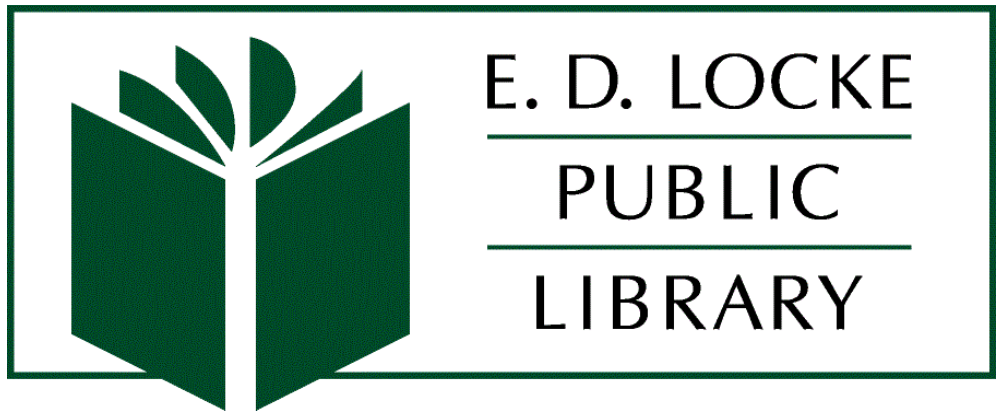
For the E.D. Locke Public Library, the next step will involve sharing the key findings with the broader community through Community Workshops and Engagement. It will be very helpful to gather initial feedback from a variety of library stakeholders to establish wants and priorities for long-term planning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

Once wants and priorities have been discussed, the identified needs should again be considered with targeted areas confirmed for additional research and preliminary costing developed with the support of Vogel Construction, our current Estimator.

From there, each recommendation can be prioritized in a way that best works with your funding strategy and shared for further community feedback. This will develop a phased approach to building your long-term library master plan and to resolving the most pressing facility needs at E.D. Locke Public Library

As libraries seek to create environments appropriate for today's users, it is our hope that this document will provide some context for that process. While there are certainly many design possibilities and circumstances that are not covered here, we believe the themes presented will prove useful. Creating spaces that are safe, flexible, transparent, and collaborative are critical for future library needs.

Thank you for the opportunity to participate in this endeavor. If you have any questions or concerns regarding this summary, please contact the EUA team.



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APPENDIX

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

