

Monday, July 7, 2025

5:15 PM

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

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
 - a. This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to hcox@mcfarlandlibrary.org to be included as part of the meeting.
3. ACTION ITEMS
 - a. Motion to approve the minutes of the June 2, 2025 meeting.
 - b. Motion to approve the June 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. 2026 Budget
 - b. Joint Village Board and Library Board Meeting
 - c. Review Director & Strategic Plan Goals
6. ADJOURNMENT

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

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, June 9, 2025 - 5:15 PM

1. CALL TO ORDER

Ken Machtan called the Library Board to order at 5:18 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: Library Director, Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

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3. ACTION ITEMS

- a. *Motion to approve the minutes of the May 5, 2025 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the May 5, 2025 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the May 2025 invoices*
Motion by Member Staci Fritz, second by Member Karin Mandli, to approve the May 2025 invoices totaling \$24,761.98 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. *Permission to close the library November 19, 2025 for staff training*
Motion by Member Karin Mandli, second by Village Trustee Kathy Annen, to approve closing the library November 19, 2025 for staff training Motion carries 7 - 0 - 0 by

acclamation.

b. Capital Improvement plan 2026-2032

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Karin Mandli, to adjourn at 6:03

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

June 2025 Invoices

Vendor	Sum of Amount	Description
ADVANCED CHEMICAL SYSTEMS	\$600.00	HVAC Chemical Tests
AMAZON CAPITAL SERVICES	\$590.48	DVDs, CDs, Office Supplies
AT&T MOBILITY II LLC	\$74.18	Cell phone
AUTOMATION ARTS LLC	\$200.00	AV Repair
AVANT GARDENING & LANDSCAPING	\$579.41	Landscape Maintenance
BAKER & TAYLOR BOOKS	\$48.43	Vox Books
CORPORATE BUSINESS SYSTEMS	\$631.05	Copier Lease
EBSCO INFORMATION SERVICES	\$2,237.01	Flipster Renewsal
FERGUSON ENTERPRISES	\$1,061.21	Bathroom Repair
FRONTIER	\$176.31	Phone Bill
GBR CORPORATION	\$17,100.00	Roof Repair
GRAINGER INC	\$116.38	Step Stool
INGRAM LIBRARY SERVICES	\$2,801.56	Books
JM BRENNAN INC	\$3,168.00	Spring Maintenance
LARSON, RON	\$150.00	Program Fee
MCFARLAND ACE HARDWARE	\$47.46	Painting Supplies
MICROMARKETING LLC	\$274.94	Audio Books
MIDWEST TAPE	\$23.24	DVD
NASSCO INC	\$203.48	Cleaning Supplies
NOVEL MOTION CIRCUS LLC	\$600.00	Program Fee
SCHILLING SUPPLY COMPANY	\$262.06	Operating Supplies
STEVENSON, ERIC	\$600.00	Program Fee
US CELLULAR	\$71.71	Cell phone
VESTIS LLC	\$301.65	Mat Rental
WISCONSIN PRINTING	\$135.00	Printing: promotional library cards & book marks
ZOOZORT CORP	\$450.00	Program Fee
Grand Total	\$32,503.56	

2025 Budget Update

2025 Budget Update									
REVENUES									
		Budget Amount	April Actual	May Estimated	June 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	\$ -	\$ -	\$ -	\$ 367,810.00	100.22%		
Library Fines	45190	\$ -	\$ 5.00	\$ -	\$ 15.00	\$ 21.40			
Interest	48100	\$ 30,000	\$ 2,187.35	\$ 2,103.01		\$ 12,950.84	43.17%	42%	
Transfers from other Act.	48500-101	\$ -	\$ 2,500.00		\$ -	\$ -			
Library Fees	46710	\$ 3,500	\$ 551.78	\$ 456.14	\$ 142.10	\$ 2,267.86	64.80%	50%	\$ 1,750.00
		\$ 1,201,250.00	\$ 5,244.13	\$ 2,559.15	\$ 157.10	\$ 1,186,300.10	98.76%	50%	
Expenditures									
Salaries	110	\$449,000.00	\$ 36,921.86	\$ 55,477.96	\$ 55,477.96	\$254,693.68	56.72%	50%	\$ 224,500.00
Part-time	120	\$234,500	\$ 15,402.36	\$ 23,009.80	\$ 23,009.80	\$105,445.00	44.97%	50%	\$ 117,250.00
Health Insurance	130	\$144,500	\$ 11,833.61	\$ 18,221.20	\$ 18,221.20	\$77,511.80	53.64%	50%	
Retirement	131	\$39,000	\$ 2,961.00	\$ 4,484.65	\$ 4,484.65	\$21,044.14	53.96%	50%	\$ 19,500.00
SS/Medicare	132	\$52,250	\$ 3,895.18	\$ 5,876.74	\$ 5,876.74	\$27,519.33	52.67%	50%	
Other Benefits	135	\$2,500	\$ 163.74	\$ 252.82	\$ 252.82	\$1,078.71	43.15%	50%	
Total Personnel		\$921,750.00	\$71,177.75	\$107,323.17	\$107,323.17	\$487,292.66	52.87%	50%	\$ 460,875.00
Support Services	210	\$ 12,000	\$ 29.99	\$ -	\$ -	\$ 1,644.58	13.70%	50%	\$ 6,000.00
Consulting Services	211	\$ 49,750	\$ -	\$ -	\$ -	\$ 53,893.00	108.33%	50%	\$ 24,875.00
Utilities	220	\$ 40,000	\$2,736.40	\$5,526.52	\$ -	\$ 15,934.70	39.84%	50%	\$ 20,000.00
Communication	221	\$ 6,500	\$552.97	\$543.80	\$ 439.20	\$ 3,197.97	49.20%	50%	\$ 3,250.00
Equipment Maintenance	240	\$ 11,000	\$ 412.72	\$392.60	\$ 609.07	\$ 6,648.91	60.44%	50%	\$ 5,500.00
Facility Maintenance	242	\$ 23,250	\$ 15,074.93	\$6,801.03	\$ 4,703.22	\$ 34,368.33	147.82%	50%	\$ 11,625.00
Other Contractual Services	290	\$ -				\$ -	0.00%	50%	
Total Services		\$ 142,500.00	\$ -	\$ 13,263.95	\$ 5,751.49	\$ 115,687.49	81.18%	50%	\$ 71,250.00
Office Supplies	310	\$ 8,500	\$ 1,817.06	\$ 416.61	\$ 207.94	\$ 4,130.25	48.59%	50%	\$ 4,250.00
Postage	311	\$ 250	\$ 4.40	\$ 22.75	\$ -	\$ 59.23	23.69%	50%	\$ 125.00
Dues	320	\$ 750	\$ -	\$ -	\$ -	\$ 150.00	20.00%	50%	\$ 375.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	\$ (374.62)	-37.46%	50%	\$ 500.00
Training Expenses	331	\$ 3,250	\$ 24.30	\$ (1,029.62)	\$ -	\$ 1,722.55	53.00%	50%	\$ 1,625.00
Operating Supplies	340	\$ 5,000	\$ 887.05	\$ 282.02	\$ 465.54	\$ 2,331.90	46.64%	50%	\$ 2,500.00
Technology	342	\$ 36,750	\$ 725.40	\$ 80.00	\$ 2,237.01	\$ 14,539.76	39.56%	50%	\$ 18,375.00
Collection - Print	344	\$ 60,000	\$ 6,579.84	\$ 5,744.75	\$ 2,593.63	\$ 31,811.04	53.02%	50%	\$ 30,000.00
Collection - AV	345	\$ 12,500	\$ 871.56	\$ (822.91)	\$ 467.29	\$ 2,750.25	22.00%	50%	\$ 6,250.00
Library Miscellaneous	390	\$ -	\$ -		\$ -	\$ -	0.00%	50%	\$ -
Programming	391	\$ 9,000	\$ 2,165.00	\$ 1,995.23	\$ 257.97	\$ 7,321.01	81.34%	50%	\$ 4,500.00
Other Total		\$ 137,000.00	\$ 13,074.61	\$ 6,688.83	\$ 6,229.38	\$ 64,441.37	47.04%	50%	\$ 68,500.00
Total Budget		\$1,201,250.00	\$ 84,252.36	\$ 127,275.95	\$ 119,304.04	\$ 667,421.52	55.56%	50%	\$ 600,625.00



June Highlights

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

Endowment –

April 2025	May 2025	Difference	YTD Difference	Contributions
\$214,362.87	\$220,598.82	\$6,235.95	\$-2,525.54	\$0.00

• **Library Facilities Management**

• **HVAC**

- Spring Maintenance is completed. Everything came back good.

• **Electrical/Lighting**

- Working on getting quotes and a design ready for the meeting room and the rotunda areas.
- Surges – Working with Two Oaks to try to figure out why the power surges are occurring. There have been XX since June 1st.
- The new lighting in the book area is complete. It's made quite a difference. We have had more than one patron say they never knew that section was there (it's been there since the building opened).

• **Roof**

- Nothing New

• **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 Q3 of 2025.

• **Continuing Education**

- **ALA Annual Conference** – I attended the ALA annual conference in Philadelphia, PA June 27-June 30. I attended a tour of four branches of the Philadelphia Free Library, sessions on Artificial Intelligence, Disaster planning, library building design and new books. I also had meetings with self-check vendors and was able to demo a lot of new technology.
- **Conflict in the Workplace** -- This course covered how to deal with conflict in the work place and talked about skills like active listening, empathy, and different ways to resolve differences.
- **Lifecycle of a Library Employee** – This webinar was third in a series on HR for Library Managers. This session covered best practices for policies, firing, exit interviews, and succession planning.

- **Bird Festival** - We're working with the Southern Wisconsin Bird Alliance to expand our bird programs throughout the year and offer some that are accessible to people who have mobility issues.

- **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/>

- **Community Read Program** – We're working on a Community Read Program with the School District. The book that has been chosen is the *Anxious Generation*.

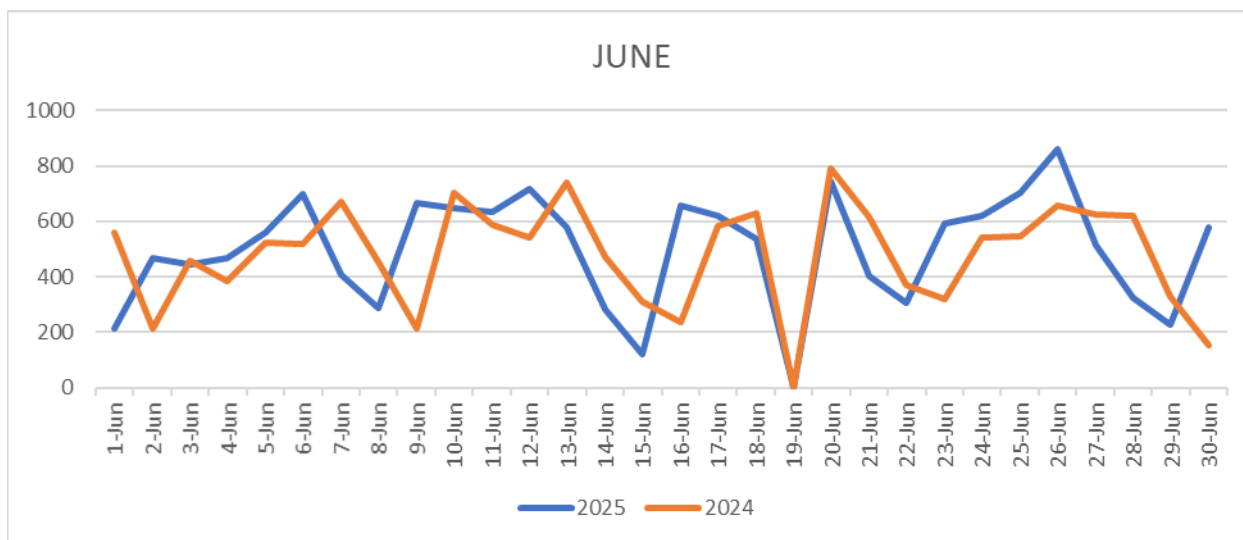
- **Trustee Education** -This year's Trustee Training Week is scheduled for the week of August 18, 2025. Registration is now open for all the webinars. Please share with your trustees.

- August 18, noon - 1 pm: **Wisconsin Library Law with Kris Turner**

- August 19, noon - 1 pm: **Trustee 101: An Introduction to Being a Wisconsin Public Library Trustee with Bradley Shipps and Tracy Vreeke**
- August 20, noon - 1 pm: **Basics of an Efficient, Effective Board Meeting with Laura Meade**
- August 21, noon - 1 pm: **Library Advocacy and Storymaking: the Hero's Journey from Community to Page (and Beyond) with Dawn Tevis**
- I hope you're able to join us for one or all of this year's webinars. If not, they will be recorded and available on the Recordings & Resources page.

Library Circulation (Kelly Heasty)

- **Conversaciones en Español:** 7 in attendance at 6/7 meeting; 3 in attendance at 6/21 meeting
- **10 on-line applications** for new cards received via CivicPlus form for this month.
- **1 Notary appts** -- walk-in
- EZ scan to start up in July. Assigned video to staff to review.
- 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.
- Scheduled another blood drive with ImpactLife for late fall.
- 2 new Substitutes were hired in early June. They are now trained and already filling shifts.



Youth Services (Heather Kent)

Storytime:

Storytimes started again on Monday June 2nd with our Monday Outdoor Storytime in Lewis Park. This program has had great attendance – averaging around 100 people at each session. Because of weather we have had to be flexible about where the program is held. One Monday we were in the shelter and during the high heat advisory we met at the library.

Tuesday All Ages Storytime at the library has also had really good attendance – having over 90 people one day. It is similar to the Monday program with adjustments to whatever age is in attendance. (Both programs are skewing very young right now)

Programming:

Zumbini started back up again on Wednesday, June 4th with the “No Way, Jose!” curriculum. This is always an enthusiastic group of little dancers.

On Friday, June 6th GEE Funny Farm returned for our Summer Library Kick-Off Celebration. The weather couldn't have been better for this program – around 460 people in attendance. This year they had stations with animals that moved away from a general “petting zoo” event and more about education about animals. Abish the sloth was a hit as were the temporary tattoos of Seymour. Buddha Belly Pizza and Kona Ice were also here for the event.



Tuesday, June 10th was our first Outdoor STEAM program which was hosted by the Lussier Heritage Center and Dane County Parks. Participants were able to learn about storm water and the effects of storm water run off on our lakes and streams.

It was a dance party on Thursday, June 12th when Wesley Waffles came to perform for our families. This high energy music, comedy, and magic show had the audience cheering for more.

Friday, June 13th was our first Drama Camp day with a great bunch of students. Our grade 1-2 group is actually the smallest it has been, but all of the participants are very enthusiastic about being in the program.

Tuesday, June 24th was our second STEM Program – Bird Houses. Participants could explore birds nests, spy feathered friends with binoculars, and paint their own bird house to take home. Registration for this filled very quickly – even with 48 slots.

Smarty Pants Balloon Show was here on Thursday, June 26th to wow our families with balloons, comedy, and magic. This was our first performance this summer that we had standing room only in the hallway. As an added treat, the performer left behind a giant balloon dog and balloon person for the library.



Other

- Heather, Liz, and Katie H manned the library table at this years McFarland Pride in the Park. We had around 520 people stop by, say hi, and win library swag. Heather participated in the Pie in the Face fundraiser and 4 kids were ready and willing to splat her with whipped cream.

Teen Services (Holly Wergin)

Summer Programs

Snack & Chat

Summer Snack & Chat is largely formatted the same as the school year program. Every week, we have crafts, games, and other activities like a sticker poster, origami star making, and magnetic poetry. The craft changes every week, and I choose crafts that fit the larger summer reading theme, Level Up at Your Library. We've made DIY stickers with comic books and/or handmade drawings, bottle cap magnets with more comic books, and 8-bit perler bead creations.

Group Gaming

Group Gaming is back every Tuesday this summer, and we have consistent teens coming back every week to play video games and board games with friends. This year, I created clear rules prior to the start of the program to establish what behaviors are okay, and I've also chosen to restrict certain games when teens have become a little too... competitive. I've seen some great improvements in behavior with these new rules.

Dungeons & Dragons:

- On Wednesdays, we have our ongoing D&D campaign that spans through June and July. We have six players and one volunteer DM, Mike, who is a senior in high school. This campaign has a few returners as well as some new faces (some of which have been trying to get into the summer D&D program at the library for 2 years). With 10 additional teens on the waitlist, this program is definitely popular, and I will continue to think of ways we can expand this program in the future.
- In June and July, we've also added two monthly one-shots this summer to give more space for teens to play D&D. This one-shot also had a lot of interest, with multiple people on the waitlist once again. This program is run by another volunteer DM, Cora, who is also a senior at the high school. While I don't supervise this program, I heard the teens who played had fun, and I received a lot of positive feedback for having additional options to play D&D this summer.



Teen Summer Camp:

Teen Summer Camp is a program of revolving activities each week. For June, we hosted a miniature figurine painting program as well as a showing of the *Wicked* movie. The miniature figurine painting brought in a lot of new people, with 24 teens attending and having a ball making miniature creatures. A lot of teens who attended were not only proud of their final creations, but they also asked repeatedly if they could make more and more. I always offer the option to display finished creations in the teen area, and I had a large group of teens excited to share their finished creations with the public. For the showing of *Wicked*, I encouraged teens attending to wear green and pink to fit the movie's theme. I not only made popcorn, but I also provided options of green and pink juice boxes. As for activities, teens could make their own green elixir, AKA a potion bottle, using mini bottles and mica powder. I also put out materials to make friendship bracelets, as well as coloring sheets and a quiz where teens could figure out if they are more Elphaba or Glinda. The potion bottles were a huge hit, and I would definitely do that again as a craft program.



Drama Camp:

Teen Drama Camp has started up and I am once again assisting Heather in leading and directing. We have a good mix of returners and newcomers to the teen program, and it's always wonderful to see the teens open up and get more comfortable every week with acting exercises and practicing for the finale performance!

Passive Programs

Alongside our planned programming, I also have been providing various passive programs in the teen area. One type of passive program I offer are sticker polls, like voting on what the best ice cream flavor is and what the best book genre is; participants vote on their favorite choice using a sticker, and then I pick the "winner" after 2 weeks. Additionally, we received some donations of new board games from Tim, one of our volunteers for Family Game Day; with these board games, I decided to create a raffle where teens can finish a word puzzle, like a crossword, word scramble, word search, etc., and turn it in to the front desk to be entered to win one of the donated board games. I picked our first winner after two weeks, and she was very excited to pick out her new board game (she said it was the first time she's ever won a raffle).

Reading Program

The Teen Summer Reading Program is in full swing, and we have 141 readers currently signed up for the challenge! About 1/5 of those who signed up have already finished the challenge, and I've seen a lot of teens bonding over what they're reading and how much they've logged during summer programs. I'm also seeing a lot of really thoughtful book reviews for new YA books, which has given me some good insight into what teens are enjoying. I've used some of these reviews to recommend books to other teen readers with great success!

Summer VolunTeens

This summer, we have 14 Summer VolunTeens helping us with summer programs and handing out summer reading prizes. Throughout June, our VolunTeens have contributed 89 volunteer hours helping with programs like Outdoor Storytime, Zumbini, Teen Summer Camp, Drama Camp, and also working desk shifts to hand out prizes for summer reading. Our volunteers are really dedicated and personable, and they work really hard to help the library no matter what the task.

Adult Services(Sara Hendrickson)

Craft Club

- We had 6 people attend our June craft club, including a couple of new faces! Patrons were shown three different patterns for creating friendship bracelets, and were also sent video links on more complicated styles and closure techniques.
- July's craft is miniature bookmaking. Katie is in charge of marketing, planning, prepping, and leading this month.

Mystery Book Club

- We had 10 people attend this month's book club! We discussed *The Girl with the Dragon Tattoo* by Stieg Larsson. Multiple people said it wasn't a book they would choose to read, or weren't sure about it being a choice, but by the end loved the book and were looking forward to reading the other books in the series
- Updated marketing and created bookmarks for July's book (*The Precinct* by Patricia Cornwell).

Other

- Bridge Club continues to have two-three tables going each week. I think they enjoy being in the library proper and having permission to be their boisterous selves.
- We had 34 people registered for Wisconsin Wills 101 (6/11), and 24 attended. The attorneys were phenomenal. They were able to answer almost every single question the audience asked, and clearly had a deep understanding about Wisconsin laws and wills. We are hoping to have them come back again.
- We wrapped up our first Adult D&D Campaign (6/23) with all registered patrons present. Andrew Schwinn, our DM, did a great job. I enjoyed seeing patrons participate that I have yet to see at other programs. They also enjoyed the campaign, with most of them saying they hope to play in the next round. Registration for the second campaign opens July 7, and will begin July 21.
- Our Metal-smithing Workshop with Wisconsin Metalsmiths (6/25) was amazing! Registration filled the same day it was posted, and we had 9 people on the waitlist. WIM had 10 members there, each stationed at various tables teaching different steps of the metalsmithing process. Patrons created two pieces, each one using a different metalsmithing technique. I was impressed with the level of teaching by the members, and all the patrons were commenting on how great of a program it was. Thank you to Beyond the Page, the National Endowment for the Humanities, and the Madison Community Foundation for financing this program.
- Created marketing and advertised for Ron Larsons's two historical walks, Eagles and Ospreys of Wisconsin, Adult D&D One-Shot, and Adult D&D second session: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.

E.D. Locke Public Library - Monthly Report May 2025								
	Apr-25	May-25	May-24	% change May 2024 - May 2025	YTD 2025	YTD 2024	% change YTD 2024-2025	
Materials Checked Out	13,111	12,383	13,035	-5%	66,562	68,294	-3%	
Materials Checked In	10,977	9,861	10,215	-4%	52,586	53009	-1%	
Curbside Appointments	0	0	1	#DIV/0!	3	7	-57%	
Locker Pickups	0	0		#DIV/0!	1	0	#DIV/0!	
New library cards	41	43	51	-19%	229	244	-6%	
new materials added	309	483	399	17%	2161	1659	30%	
Internet use	351	343	286	17%	1316	1206	9%	
Average daily pick list	194	119	113	5%	145	146	-1%	
Visitor count	19,832	18,575	18,784	-1%	100,672	96,886	4%	
Wireless Internet use (#users)	1,850	1,668	1,524	9%	8285	7576	9%	
App use	462	463	440	5%	2296	2186	5%	
Study room use	125	113	86	24%	571	468	22%	
Meeting room use	64	33	29	12%	282	227	24%	
Reference Questions Answered	444	429	257	40%	2308	1235	87%	
Children's Program Participation (in-person)	1218	628	647	-3%	5639	4782	18%	
Teen's Program Participation (in-person)	77	812	633	28%	1150	918	25%	
Adult's Program Participation (in-person)	125	152	549	-72%	722	409	77%	
Adult's Program Participation (on-line)	0	0	47	-100%	705	204	246%	
All Ages/General Interest	32	280	0	#DIV/0!	1088	0	#DIV/0!	
Volunteer hours worked	46	30.75	33.25	-8%	175.5	147.5	19%	


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 7, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2026 Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2026Budget

2026 Budget

REVENUES				
	2025	Balance 6/30/2025	2025 Projected (as of 6/30/25)	2026
Property Tax	\$ 800,750	\$ 800,750	\$ 800,750	\$ 811,327
County Library Aids	\$ 367,000	\$ 367,810	\$ 367,810	\$ 370,611
Library Fines	\$ -	\$ 21	\$ 21	\$ -
Library Fees	\$ 3,500	\$ 2,268	\$ 4,536	\$ 4,000
Library Donations	\$ -	\$ -	\$ -	\$ -
Library Interest	\$ 30,000	\$ 12,951	\$ 25,000	\$ 20,000
Transfer from General Fund	\$ -	\$ 2,500	\$ 2,500	\$ -
Miscellaneous Income				\$ -
	\$ 1,201,250	\$ 1,186,300	\$ 1,200,617	\$ 1,205,938
Expenditures				
Salaries	\$449,000	\$235,674	\$ 454,636	\$468,275.29
Part-Time	\$234,500	\$99,014	\$ 198,485	\$204,439.39
Health Insurance	\$144,500	\$77,512	\$ 135,535	\$150,443.72
Retirement	\$39,000	\$21,044	\$ 37,383	\$40,074.82
SS/Medicare	\$52,250	\$27,519	\$ 48,806	\$50,270.13
Other Benefits	\$2,500	\$1,079	\$ 2,072	\$2,134.62
Total Personnel	\$ 921,750	\$ 461,842	\$ 876,918	\$ 915,638
Support Services	\$ 12,000	\$ 1,645	\$ 12,000.00	\$ 12,000.00
Consulting Services	\$ 49,750	\$ 53,893	\$ 53,893.00	\$ 54,000
Utilities	\$ 40,000	\$ 15,935	\$ 35,000.00	\$ 40,000
Communication	\$ 6,500	\$ 3,198	\$ 6,000.00	\$ 6,000
Equipment Maintenance	\$ 11,000	\$ 6,649	\$ 11,000.00	\$ 11,000
Facility Maintenance	\$ 23,250	\$ 34,368	\$ 40,000.00	\$ 25,000
Total Services	\$ 142,500	\$ 115,687	\$ 157,893	\$ 148,000
Office Supplies	\$ 9,000	\$ 4,130	\$ 9,000.00	\$ 9,000
Postage	\$ 250	\$ 59	\$ 400.00	\$ 250
Dues	\$ 750	\$ 150	\$ 1,000.00	\$ 1,200
Meeting expenses	\$ 1,000	\$ 55	\$ 1,000.00	\$ 1,000
Training Expenses	\$ 3,250	\$ 1,293	\$ 3,250.00	\$ 3,500
Operating Supplies	\$ 5,500	\$ 2,332	\$ 6,250.00	\$ 6,250
Technology	\$ 32,000	\$ 14,540	\$ 32,000.00	\$ 38,600
Collection - Print	\$ 60,000	\$ 29,335	\$ 60,000.00	\$ 60,000
Collection - AV	\$ 12,500	\$ 2,790	\$ 12,500.00	\$ 12,500
Programming	\$ 9,000	\$ 7,016	\$ 10,000.00	\$ 10,000
Other Total	\$ 133,250	\$ 61,700	\$ 135,400	\$ 142,300
Total Operating Budget	\$ 1,197,500	\$ 639,230	\$ 1,170,211	\$ 1,205,938


McFarland
SUMMARY SHEET

MEETING DATE: Monday, July 7, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Joint Village Board and Library Board Meeting

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, July 7, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Review Director & Strategic Plan Goals

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director Review Form



**E. D. LOCKE
PUBLIC LIBRARY**

McFarland, Wisconsin

Library Director Performance Survey

Thanks for taking your time to conduct the review.

1. Works with the Library Board and Library Systems

- Provides administrative support to the Board and attends all Board meetings.
- Assists in preparing agendas and arranges for minutes to be taken at Board meetings.
- Compiles and mails Board packets in advance of each meeting.
- Researches, compiles and distributes background materials for agenda items.
- Keeps the Board informed of issues and problems relating to the library, and presents options and recommendations for dealing with those issues.
- Assists and promotes continuing education of Board members, and orients new members.
- Prepares state annual report for review and approval by the Board.
- Participates in South Central Library System meetings, committees and training.
- Participates in Dane County librarian meetings and activities.
- Ensures that system contracts are signed and submitted on a timely basis.

- 4 - Excellent
- 3 - Very good
- 2 - Good
- 1- Needs Improvement

Comments

2. Manages Public Services

- Helps develop and oversee a variety of services designed to meet the needs of a diverse public, including the lending of a wide variety of materials to users of all ages, reference and information services, readers advisory, user instruction, public programming, provision of public meeting spaces and access to electronic information.
- Operates the library under a philosophy of service which puts the needs of library users first, and responds to those needs in a positive, helpful and friendly manner.
- Ensures library accessibility to everyone in the community, including individuals with various types of disabilities.

- 4- Excellent
- 3 - Very Good
- 2 - Good
- 1 - Needs Improvement

Comments

3. Manages Collection Development & Technical Services

- Selects or directs the selection of a collection of library materials that meets the needs of a diverse public, based on a collection development policy approved by the Board.
- Reviews collection development policy regularly to make sure it is consistent with current practice and otherwise up-to-date.
- Oversees and participates in the acquisition, processing and cataloging of library materials.
- Oversees and participates in the circulation of library materials, using a shared automation system.
- Oversees the sharing of materials with other libraries in the shared system and in the state through outer-library loan.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

4. Manages Library Technology

- Manages the library’s website.
- Assists the Board in developing technology plans.
- Supervises replacement of computers on a scheduled basis and other equipment as needed.
- Ensures documentation of equipment is kept up-to-date.
- Ensures electronic equipment and network connections are well-maintained.
- Stays current with library technology trends, and explores and implements new applications.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

5. **Manages Personnel**

- Hires, schedules, assigns, trains, supervises, evaluates, coaches and disciplines library employees
- Enforces personnel policies established by the Board.
- Assists the Board in developing and revising job descriptions for library positions.
- Carries out tasks related to personnel in compliance with state and federal laws.
- Trains other staff members and facilitates their continuing education.
- Holds regular staff meetings and in-services.
- Acts as custodian of library employees' confidential personnel files.

4 - Excellent

3 - Very Good

2 - Good

1 - Poor

Comments

6. Manages Budget and Finances

- Assists the Board in developing an annual budget for the next fiscal year.
- Presents and justifies the annual budget to the Board and Village officials.
- Manages the library’s budget so that expenditures stay within the approved budget.
- Submits general and trust fund bills to the Board for approval each month.
- Maintains accurate and up-to-date financial records.
- Explores cost-saving measures and alternative revenue sources.
- Applies for grants when feasible.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

7. Develops Policies and Procedures

- Assists the Board in developing library policies.
- Ensures that day-to-day library services and operations are carried out under policies approved by the Board and the library system, and under procedures which have been developed by the staff to implement these policies.
- Ensures that policies and procedures result in library services that are fair, consistent, in compliance with local, state and federal laws, and in the public’s interest.
- Ensures that policies and procedures are kept up-to-date.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

8. Plans for the Library's Future

- Plans for improvements in library services, with the understanding that the role of the library and its services will be constantly changing and evolving.
- Assists the Board in developing a long-range or strategic plan for the library, in conjunction with the library community.
- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.

4 - Excellent

3 - Very Good

2 - Good

1 - Poor

Comments

9. Advocates and Promotes the Library

- Stays informed about, and involved in, the local community.
- Coordinates effective advocacy and public relations activities with library staff, the Board, the Friends of the McFarland Library, and library users.
- Assists with fundraising activities.

4 - Excellent

3 - Very Good

2 - Good

1 - Poor

Comments

10. Manages the Library's Facility

- Oversees the care and maintenance of the library facility and grounds.
- Coordinates maintenance activities with library staff, other Village departments and outside contractors.
- Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.
- Assesses space needs.
- Ensures that ADA requirements for the library space are being met.

- 4 - Excellent
- 3 - Very Good
- 2 - Good
- 1 - Poor

Comments

* 11. Your Name