

Monday, December 1, 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 November 3, 2025 meeting.
 - b. Motion to approve the November 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 Director Goals
 - b. Local History Policy
 - c. Electrical System Project Update
 - d. Dane County Library Service Extension of Service agreement
 - e. E. D. Locke Public Library Organization Chart
 - f. Pillar Booth Quote
 - g. Library Space Needs Study Update Proposal
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, November 3, 2025 - 5:15 PM

1. CALL TO ORDER

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

Members present: 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

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.*

b. *Social Media Comments*

3. ACTION ITEMS

a. *Motion to approve the minutes of the September 2, 2025 meeting.*

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the September 2, 2025 meeting. Motion carries 6 - 0 - 1 by acclamation, with Mona Nelson abstaining.

b. *Motion to approve the September & October 2025 invoices*

Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the September & October 2025 invoices totaling \$38,288.21 Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *Budget Update*

b. *Director's Report*

c. *August & September Statistical Report*

d. *Community Center*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. 2026 Budget

b. 2026 Library Closed Dates

Motion by Member Staci Fritz, second by Member Peter Sobol, to approve 2026 Library Closed Dates Motion carries 7 - 0 - 0 by acclamation.

c. Review Strategic Plan Goals

d. Omni Fire Panel Quote

Motion by Member Mona Nelson, second by Member Evan Richards, to approve Omni Fire Panel Quote for \$4585.00. Motion carries 7 - 0 - 0 by acclamation.

e. McFarland Youth Center Update

f. Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director's 2025 performance evaluation

Motion by Member Ken Machtan, second by Member Karin Mandli, to convene into Closed Session at 6:14pm pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director's 2025 performance evaluation.

Motion carries 7-0-0 on a roll call vote Machtan - Aye; Richards - Aye; Fritz - Aye; Nelson - Aye; Annon - Aye; Mandli - Aye; Sobol - Aye;

g. Discussion and action to reconvene into Open Session from Closed Session.

Motion by Member Ken Machtan, second by Village Trustee Kathy Annen, to approve Discussion and action to reconvene into Open Session from Closed Session at 6:36. Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Kathy Annen, second by Member Peter Sobol, to adjourn at 6:37 pm.

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

November Invoices

Vendor	Amounts
AMAZON CAPITAL SERVICES	\$ 1,437.79
ASSOCIATED TECH SERVICES	\$ 5,235.00
AVANT GARDENING & LANDSCAPING	\$ 1,051.66
BARNES & NOBLE INC	\$ 74.38
BOOK PAGE	\$ 756.00
CORPORATE BUSINESS SYSTEMS	\$ 381.44
DEMCO INC	\$ 227.61
FRONTIER	\$ 177.08
HEASTY, KELLY	\$ 30.00
IAN'S PIZZA GARVER LLC	\$ 188.43
INGRAM LIBRARY SERVICES	\$ 2,073.54
JM BRENNAN INC	\$ 3,455.00
MADISON WINDOW CLEANING	\$ 2,513.90
MCFARLAND ACE HARDWARE	\$ 8.99
MENARDS - MONONA	\$ 17.43
MICROMARKETING LLC	\$ 216.99
MIDWEST TAPE	\$ 15.74
OMNI TECHNOLOGIES	\$ 2,292.50
ORIENTAL TRADING CO	\$ 109.45
US CELLULAR	\$ 43.75
VESTIS LLC	\$ 253.40
WERNER ELECTRIC SUPPLY CO	\$ 177.57
(blank)	
Grand Total	\$ 20,737.65

2025 Budget Update

2025 Budget Update										
REVENUES										
		Budget Amount	August Actual	September Actual	October Estimated	November actual	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	\$ -	\$ 1.00	\$ -	\$ 3.00		\$ 28.30			
Interest	48100	\$ 30,000	\$ 1,475.64	\$ 1,256.11	\$ 1,400.00	\$ 1,400.00	\$ 21,493.47	71.64%	92%	
Transfers from other Act.	48500-101	\$ -					\$ -			
Library Fees	46710	\$ 3,500	\$ 463.55	\$ 337.27	\$ 415.10	\$ 111.55	\$ 4,175.45	119.30%	92%	\$ 3,208.33
		\$ 1,201,250.00	\$ 1,940.19	\$ 1,593.38	\$ 1,818.10	\$ 1,511.55	\$ 1,196,757.22	99.63%	92%	
Expenditures										
Salaries	110	\$449,000.00	\$ 37,485.30	\$ 36,537.28	\$ 36,764.06	\$ 36,609.05	\$420,191.77	93.58%	92%	\$ 411,583.33
Part-time	120	\$234,500	\$ 14,740.16	\$ 15,122.61	\$ 15,991.32	\$ 15,591.52	\$175,238.27	74.73%	92%	\$ 214,958.33
Health Insurance	130	\$144,500	\$ 5,221.33	\$ 11,608.92	\$ 11,608.92	\$ 13,922.23	\$125,319.22	86.73%	92%	
Retirement	131	\$39,000	\$ 2,861.33	\$ 2,852.27	\$ 2,925.73	\$ 3,002.80	\$34,187.13	87.66%	92%	\$ 35,750.00
SS/Medicare	132	\$52,250	\$ 3,879.84	\$ 3,829.65	\$ 3,913.43	\$ 3,763.69	\$44,847.73	85.83%	92%	
Other Benefits	135	\$2,500	\$ 19.74	\$ 143.47	\$ 143.47	\$ 148.04	\$1,636.85	65.47%	92%	
Total Personnel		\$921,750.00	\$64,207.70	\$0.00	\$71,346.93	\$73,037.33	\$801,420.97	86.95%	92%	\$ 844,937.50
				\$ -						
Support Services	210	\$ 12,000	\$ -	\$ -	\$ -	\$ 2,513.90	\$ 4,218.46	35.15%	92%	\$ 11,000.00
Consulting Services	211	\$ 49,750	\$ -	\$ -	\$ -		\$ 54,038.85	108.62%	92%	\$ 45,604.17
Utilities	220	\$ 40,000	\$3,359.98	\$2,911.77	\$2,754.88	\$2,296.40	\$ 30,839.98	77.10%	92%	\$ 36,666.67
Communication	221	\$ 6,500	\$585.47	\$585.47	\$588.73	\$585.81	\$ 6,348.48	97.67%	92%	\$ 5,958.33
Equipment Maintenance	240	\$ 11,000	\$680.32	\$1,545.33	\$85.40	\$591.25	\$ 9,964.46	90.59%	92%	\$ 10,083.33
Facility Maintenance	242	\$ 23,250	\$2,246.00	\$4,343.68	\$11,963.99	\$4,673.76	\$ 63,461.34	272.95%	92%	\$ 21,312.50
Other Contractual Services	290	\$ -					\$ -	0.00%	92%	
Total Services		\$ 142,500.00	\$ 6,871.77	\$ 9,386.25	\$ 15,393.00	\$ 10,661.12	\$ 168,871.57	118.51%	92%	\$ 130,625.00
Office Supplies	310	\$ 8,500	\$ 92.84	\$ 710.60	\$ 1,136.28	\$ 196.49	\$ 7,356.03	86.54%	92%	\$ 7,791.67
Postage	311	\$ 250	\$ 13.46	\$ 4.96	\$ 12.75	\$ -	\$ 280.33	112.13%	92%	\$ 229.17
Dues	320	\$ 750	\$ -	\$ 215.00	\$ -	\$ -	\$ 365.00	48.67%	92%	\$ 687.50
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -	\$ 188.43	\$ 262.27	26.23%	92%	\$ 916.67
Training Expenses	331	\$ 3,250	\$ -	\$ -	\$ -	\$ -	\$ 3,161.05	97.26%	92%	\$ 2,979.17
Operating Supplies	340	\$ 5,000	\$ 897.03	\$ (395.17)	\$ 590.94	\$ -	\$ 3,478.28	69.57%	92%	\$ 4,583.33
Technology	342	\$ 36,750	\$ -	\$ 9,013.95	\$ 5,116.42	\$ -	\$ 29,086.07	79.15%	92%	\$ 33,687.50
Collection - Print	344	\$ 60,000	\$ 4,704.23	\$ 3,861.82	\$ 4,857.43	\$ 1,758.02	\$ 50,659.58	84.43%	92%	\$ 55,000.00
Collection - AV	345	\$ 12,500	\$ 569.17	\$ 809.60	\$ 676.79	\$ 697.45	\$ 6,376.86	51.01%	92%	\$ 11,458.33
Library Miscellaneous	390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	92%	\$ -
Programming	391	\$ 9,000	\$ 2,110.06	\$ 275.42	\$ (2,351.28)	\$ 46.18	\$ 9,667.96	107.42%	92%	\$ 8,250.00
Other Total		\$ 137,000.00	\$ 8,386.79	\$ 14,496.18	\$ 10,039.33	\$ 2,886.57	\$ 110,693.43	80.80%	92%	\$ 125,583.33
Total Budget		\$1,201,250.00	\$ 79,466.26	\$ 23,882.43	\$ 96,779.26	\$ 86,585.02	\$ 1,080,985.97	89.99%	92%	\$ 1,101,145.83

November Highlights

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

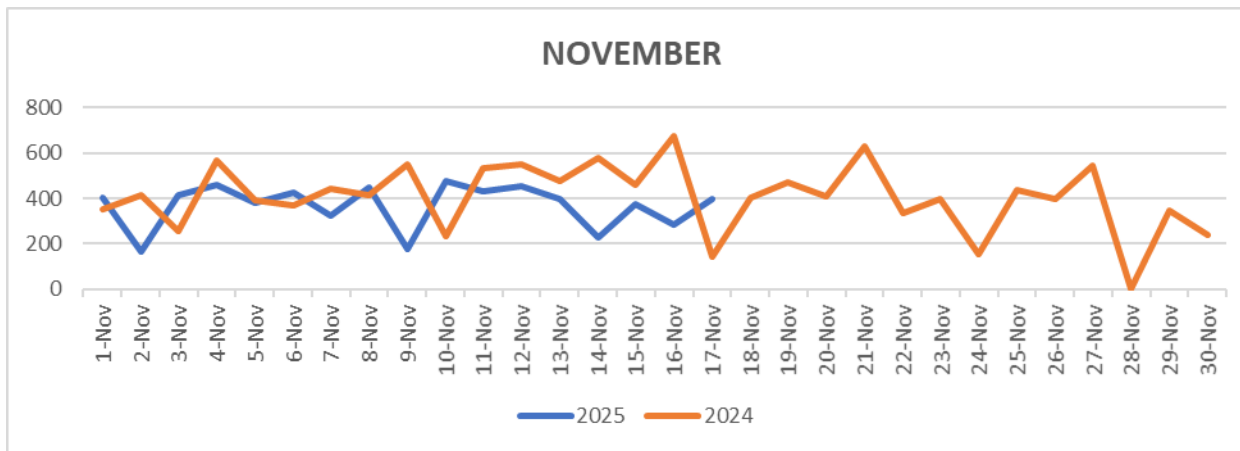
Endowment –

September 2025	October 2025	Difference	YTD Difference	Contributions
\$249,120.04				

- **Marketing plan** - We have started to discuss putting together an updated marketing plan with Design Craft. We didn't budget for this project but the Friends of McFarland Library have agreed to pay for the new plan.
- **Staffing –**
 - We are in the process of hiring a Shelver. The application process closes November 26th. We hope to have someone in place by mid-December.
 - Staff Training Day – The staff training day was held on November 19th. Part-time staff were recertified in CPR. Full-time staff will be recertified in January.
- **Library Facilities Management**
 - **HVAC**
 - The Fall HVAC maintenance has been completed. There aren't any issues
 - Fire Panel – the quote has been submitted and we're waiting for parts to be ordered and plans to be approved by the Fire Inspector.
 - Plumbing
 - Cross-Connection Inspection – a cross-connection is any potential plumbing connection between drinking water and a source of non-potable water. An example would be the mop sink where a hose from the faucet left in a soapy bucket could contaminate drinking water. The building is inspected each year for potential problems. This year an issue was found in the main HVAC room. There's a trap system that trickles water into the drain to stop sewer gas from coming up the drain. The trap system needs to have an airgap installed. That is scheduled to happen Tuesday, November 25th.
 - **2025 Capital Projects**
 - HVAC Controls and Server upgrade-Done
 - New Study Room –
 - **Space Needs Study** – I've started talking with HGA about the process for updating the space needs study. Staff are touring Monona Public Library on November 24th.

Library Circulation (Kelly Heasty)

- Relaunched Grab n Go services (social media, signage, website, etc) – no increase yet in participation to date.
- Started doing some trivia research to come up with a local history or book history category. Patrick Fernan on board again for Jan 31
- 4 on-line applications for new cards received via CivicPlus form for this month.
- 2 Notary appts: one scheduled for this Sunday (11/23)



Youth Services (Heather Kent)

November 2025 Library Board Report

Storytime:

- Storytimes continued this month with still very high numbers at our baby programming – esp the 9:30 time when we are seeing around 40-50 people (children and adults) attend the program. The 10:30 time slot is well attended but not to such high numbers which is nice.
- We were lucky to have a guest lead our storytime on Thursday, November 20th. Misty Jackson, a water protector from the Bad River Ojibwe tribe, came and shared a few stories and had families participate in a water appreciation activity.
- It was a busy day on the 20th because in the pm was our PJ Storytime annual stuffed animal sleepover. This year’s theme was a royal storytime. Participants attended storytime, made crafts, and then were able to leave their stuffed animals in the castle for an overnight adventure after hours at the library.

Programming:

- Zumbini session 1 ended on November 5th. Registration for session 2 opened on November 10th and filled in 30 minutes. The second session began on Wednesday, November 26th.
- D&D Club met on Tuesday, November 4th with an almost full group. Participants this session are learning not only about playing through the story aspects of the game but also how to level their characters up and acquire equipment. Some participants are even learning the importance of budgeting as well as how to navigate a manual – using the index to find items, etc...
- Magic Tree House Book Club was hopping as we discussed a Late Lunch with Llamas. We discussed the adventures – including what Manchu Pichu means (old mountain) – played an active game of fruit basket, and made llamas with weaved blankets on their backs.
- Lego Club met once this month due to the Thanksgiving holiday this month.
- Graphic Novels Book Club this month discussed the second Lightfall Book and Goosebumps Slappyworld. Because heather was out of town Liz led the group discussion and then they created items using pearler beads.

- Cottage Grove programming continue on the 1st and 3rd Friday of the month. Liz and Heather alternate who leads the programming – Liz does the storytime on the 1st and Heather does zumbini programming on the 3rd.

Teen Services (Holly Wergin)

- *Snack & Chat & Teen Hangout*
 - Snack & Chat and Teen Hangout are always a great time, and I've had teens who are typically more combative make new friends and find new interests through these programs. Oftentimes a huge draw for our programs is video games, but I try to diversify when I offer video games to encourage more socializing and new experiences rather than just the one. One of our more regular teens who only comes for video games has really expanded his horizons when they are not offered; he was really interested in perler beads and found some new friends through playing board games instead.
- *UnBook Club*
 - This month's UnBook Club featured collage-making, YA storytime, and, of course, discussion of books! As usual, some teens come to discuss books and do the crafts, and others simply come to hang out with friends. We have a lot of fun, and the YA storytimes I do at the end are always a hit. Typically I bring in three fiction options for storytime, but this month I added a non-fiction option about the history of Jonestown in there and they immediately sprang for it.
- *Teen STEAM*
 - STEAM this month is all about Morse Code. Teens will have four different stations to practice and have fun with Morse Code. Stations include practicing Morse Code spacing with Lego bricks, making Morse Code bracelets, using flashlights to send Morse Code messages to someone else, and using a comprehensive free Morse Code translator to equivocate sending dots and dashes.
- *D&D*
 - Due to some personal matters, we had to cancel one of our D&D sessions this month. However, teens who attend this program are always excited for sessions regardless. I've already had questions about spring D&D, and I will continue working with Mike to determine what format we will pursue in 2026.
- *After Hours*
 - Our After Hours this month came early with our annual Nerf Night with the McFarland Police Department on Friday, November 7th. We had a full house registered and then some with a few of the volunteer police officers' children joining us as well. The time flew by, and teens had a great time as per usual with many teens expressing that they wanted to keep playing even longer. I also know that we had teens from outside McFarland (particularly Verona and Fitchburg) coming in to join us for this event.



- *Crochet Club*
 - This month brings our second Crochet Club meeting. Our first program in October brought in a few teens who were already lamenting that we only had this program once a month. I helped some more experienced crocheters learn new skills, and I started the process of teaching a complete beginner how to crochet!
- *VolunTeens*
 - This month, we had 7 teen volunteers contribute 15 volunteer hours to the library. These teens helped with setup and cleanup for different programs, as well as assisting children with crafts and activities during events like PJ Storytime.
- ***Webinars & Events***
 - CCBC Starred Review Days
 - CCBC Shorts: A (Brief) Look at Books for Children & Teens
 - 2026 Beyond the Page Ideas Workshop
 - Nourishing Minds: A Free Toolkit for Teen Mental Health Programming in Libraries

Adult Services (Sara Hendrickson)

Craft Club

- Since we were closed for a staff in-service, our November Craft Club was a take-n-make kit for Fall Pom-Pom Garland. Katie prepped for and created 20 kits.
- December’s craft is Cinnamon Dough Ornaments. Katie and I are planning and preparing the craft and the marketing together.

Mystery Book Club

- We had 14 people attend this month's book club, and again had two new readers. We discussed *Rebecca* by Daphne du Maurier. We had the longest discussion of a book that I think the book club has ever had, with almost everyone loving the book.
- Updated marketing and created bookmarks for December's book (*Motherless Brooklyn* by Jonathan Lethem).

Other

- Bridge Club continues to have a steady group of 8-12 players every week.
- Our monthly D&D continues to move along with their campaign. We were short players this month, so we will be wrapping up in December, and starting a new campaign in February.
- Project Home did a presentation on Furnace Maintenance (11/6) with a live demonstration on a Furnace. 17 people attended, and we had McFarland Cable record the program for future viewing. Kari Nichols, the person in charge of booking programs for Project Home, said she loves coming to E.D. Locke because we partner with the Communications Department to get their programs recorded.
- Family Game Day (11/8) was fantastic. We had 40 people stop in to play games. We're taking a break over the upcoming holiday season, and will return in February.
- It was an honor and privilege to have Karen Ann Hoffman come and present "Native Art in Wisconsin" (11/12). 22 people attended. She started with early Native American forms of art (rock, effigies, etc.) and then showed how those art forms influenced her beaded artwork. We would love to have her come back in future years!
- Our McFarland Caring Quilts Gallery and Reception (11/15) was delightful. Public Works came a week prior to hang the quilts (thank you PW!), and 33 people came to view the quilts and take part in our reception. Both Katie Gletty-Syoen and I have appreciated the partnership this project has allowed us to have with Senior Outreach and the Library. We look forward to continuing this project in future years.
- Began our annual Clothing Drive in partnership with Free Sales for Families. The drive will go through January 2026.
- Met with Ron Larson and Heidi to discuss specifics for a program in April 2026.
- Met with Katie to plan and prepare Craft-a-Palooza, December's Craft Club, and possible 2026 programs.
- Created marketing and advertised for December's Used Book Sale, Craft-a-Palooza, Christmas Bird Count: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.
- Sent adult programming information to the Thistle, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

Collections & Other Services:

- New Displays
 - While You're Waiting Read Alike Displays (joint effort with Katie)
 - *The Black Wolf* by Louise Penny
 - *The Seven Rings* by Nora Roberts

- *Buckeye* by Patrick Ryan
- Stranger Things read alike (Katie)
- NaNoWriMo (Katie)
- Native American Heritage Month (Katie)
- Quilting fiction and non-fiction books to coincide with Caring Quilts Reception (Sara)
- Trans Awareness Week (Katie)
- Attended webinars/zoom meeting for: SCLS Adult programming meeting; Booklist Adult Faves; What's News in Debuts.
- Continued SCLS Infosec Training.
- Met with a patron to help with her iPad; met with another patron regarding the transfer of photos to her laptop; met with another patron to troubleshoot email on her iPad

E.D. Locke Public Library - Monthly Report October 2025							
	Sep-25	Oct-25	Oct-24	% change May 2024 - May 2025	YTD 2025	YTD 2024	% change YTD 2024-2025
Materials Checked Out	12,422	12,651	13,144	-4%	135,028	139,751	-3%
Materials Checked In	10,422	10,206	11,054	-8%	107,578	110,183	-2%
Curbside Appointments	1	1	0	100%	4	8	-50%
Locker Pickups	0	0	1	#DIV/0!	2	2	0%
New library cards	57	29	55	-90%	587	573	2%
new materials added	453	331	548	-66%	3973	3793	5%
Internet use	361	323	328	-2%	3528	3296	7%
Average daily pick list	134	124	120	3%	137	136	
Visitor count	23,498	20,428	20,022	2%	220,849	213,844	3%
Wireless Internet use (#users)	2,011	1,711	1,608	6%	17375	15449	12%
App use	2,628	2,619	2,442	7%	26135	29683	-12%
Study room use	112	21	94	-348%	1133	868	31%
Meeting room use	66	73	62	15%	590	486	21%
Reference Questions Answered	431	508	354	30%	4548	3148	44%
Children's Program Participation (in-person)	997	2105		#DIV/0!	13256		#DIV/0!
Teen's Program Participation (in-person)	75	101	77	31%	1709	1991	-14%
Adult's Program Participation (in-person)	154	279	119	134%	1591	7101	-78%
Adult's Program Participation (on-line)	0	0	91	-100%	885	605	46%
All Ages/General Interest	7724	18	0	#DIV/0!	8589	0	
Volunteer hours worked	22.25	36.5	28.25	29%	568.5	494.25	15%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2026 Director Goals

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2026 Goals Library Director

2026 Goals Library Director

Goal 1 Using the findings from 2022 facilities study and ongoing facility maintenance reports, determine library expansion and funding plans.

Goal 2 Seek grants and partnerships to support library efforts for diversity, equity, and inclusion.

Goal 3 Establish a communication plan for effectively sharing library marketing materials to reach specific audiences for programs and services.

Goal 4 Utilize library technology such as push notifications, the library website, search engine ads, and social media accounts to identify and reach the specific audiences that use these technologies.

Goal 5 Explore feasibility of digital signage on exterior of library.

Goal 6 Identify areas to align safety and security protocols and language with other municipal departments and school district.

Goal 7 Replace Lighting and Acoustical Tiles in rotunda.


McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Local History Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. EDL Local History policy

	E. D. Locke Public Library	
Page 1 of 2	Local History Collection	

Purpose and Scope of the Local History Collection

The purpose of the local history collection is to preserve materials that document the history of McFarland and Dane County and to make these materials available to researchers and the general public. The major emphasis of the collection is historical and current information about the Village of McFarland and the surrounding communities of Dane County. Subject areas include: early settlers, ethnic groups, family, business, schools, work, and prominent individuals, and events. Materials on these subjects will not be declined based on language. The collection houses materials in a variety of formats including, but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs, electronic records, and scrapbooks.

Purchases, Gifts, and Loans

The library welcomes donations to its local history collection. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Three dimensional objects may be accepted if they fit the scope of the collection and do not require special storage and preservation needs.

Materials that do not fit within our collection policy may be referred to local historical societies. The library reserves the right to decline gift offers.

Donors must sign a Deed of Gift transferring ownership, and copyright if applicable, to the E. D. Locke Public Library. The donor and the library each retain a copy of the deed of gift.

Once a donation has been made, the library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the Local History Collection may be scanned and placed on the internet for viewing, may be moved to another location within the library and may be withdrawn from the collection if deemed no longer appropriate to the collection.

Items will not be accepted on deposit except by separate signed agreement that is approved by the full library board. The only exception is the temporary loan of items for exhibition.

Under special circumstances, items from the E. D. Locke Public Library will be loaned to other institutions for exhibition.

Selection Criteria

- Relevance of the history of McFarland and Dane County
- Uniqueness and historical value of the item
- Physical condition of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Signed "Deed of gift" form

	E. D. Locke Public Library	
Page 2 of 2	Local History Collection	

Access

The Local History Collection is mainly housed in the Local History Room, which is open for public use during normal library hours. Every effort is made to make the collection as accessible to the public as possible, but due to the nature of the collection, some materials may be non-circulating and must be used in the library.

Library staff may refuse to allow the handling, scanning, or photocopying of fragile material. Some materials may be protected by copyright. Patrons assume all responsibility for possible infringement of copyright.

Discarding Materials

E. D. Locke Public Library reserves the right to dispose of materials inappropriate to our collections. Options include selling items, recycling items, and offering collections to other institutions (when feasible).

Research Assistance

Due to limited staffing detailed research assistance may not be available.

Cooperative Agreements

Occasionally, the E. D. Locke Public Library enters into cooperative arrangements with other organizations in order to preserve historical materials and/or to make them more widely available.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Electrical System Project Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E.D. Locke Public Library Electrical Transient Study 103025

E.D. Locke Public Library
Transients Voltage Electrical Study
Progress Update



**E. D. LOCKE
PUBLIC LIBRARY**

McFarland, Wisconsin



Overview

The library has been experiencing periodic transient voltages alarms the new SPDs at the Main Service Switchboard and Panel B. This project's goal is to identify the source of the transients.

Statement of Work

- Work with 1901 Inc. and the HVAC Controls technician to isolate the source of transient currents that are being introduced to the electrical distribution system. It is assumed they are coming from the condensing units.
- This work will include onsite observations and troubleshooting with the electrician and HVAC control technician.
- An electrical meter (provided and connected by 1901) was applied to the breakers serving the condensing units using a high-resolution meter.

Analysis

New SPD devices were installed on Main Service Switchboard and Panel B on March 28, 2025. The first alarms were acknowledged in May of 2025. The SPD will register and clear two types of transients Surges and TOV (Transient Overvoltage). The difference is in the duration of the transient on the system. TOV's are greater than 1sec and will begin to register at 700V (Line to Neutral) (Line to Ground) (Neutral-Ground) and 900V (Line to Line). Surges are in milli-seconds and register at 150V (Line to Neutral) (Line to Ground)(Neutral-Ground). Surges can also register at 900V (Line to Line). This means the SPD provides multi-level protection for a wide range of transients. All the transients causing alarms at the library are in the Surge category.

The timing of the surge alarms appears to align with the cooling season and the energization of condensing units. The SPD manufacturer's engineer was consulted and confirmed the SPD will alarm at the thresholds indicated. In their experience condensing or chiller units often introduce currents above 150V during start up. Heidi began recording the surge timelines noting the time and date. The HVAC trend data was reviewed with Heidi, JM Brenan and Two Oaks to determine if there was a strong coloration between the enabling of the cooling sequence and the surges. There was not a definitive correlation between the two data points. The agreed next step is to simulate the cooling sequence and the meter the electrical system to record the transients. Transient voltages that are brief and inconsistent are challenging to simulate a capture, but a simulation may provide insight without a longer meter recording duration.

Power Analysis

The simulation and metering took place on September 29th, 2025. The simulation manually energized each condensing unit to the maximum load capacity. Metering was applied in two places for each condensing unit. First the metering was applied to the feeder wire in each condensing unit. Providing a snapshot of electrical characteristics with the unit. Next the meter was applied to the load side of breaker serving the condensing units. That would provide a snapshot of what the SPD would be capturing. In all four scenarios, metering was applied to A/B/C phases, neutral and ground conductors.

During this simulation the data analysis didn't show any voltage anomalies more than 150V. The values observed. This doesn't conclude the condensing units are not producing the transients is confirms that we are not able to capture via this simulation.

Summary

The SPDs are performing correctly and clearing voltage anomalies before any impacting any other electrical equipment. Each SPD has a 10-year full replacement warranty.

Although the transients were not captured during the simulation of the cooling system they occur intermittently during normal operation of the facility. The cooling season is complete, and our recommendation is to monitor the surge alarm during the heating season. This will assist in confirming or denying our suspicion the cooling system is causing the transients. If they persist further investigation would be required. To isolate the equipment suspected of causing the transients we recommend metering each piece of equipment for a 2-week duration. In the case of cooling this would be for two condensing units.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Dane County Library Service Extension of Service agreement

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 20251111083815269

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as “the County Library Board”) and **McFarland Library Board** (hereinafter “the local Library Board”) serving the municipality of McFarland.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers’ cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 28, 2026 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board’s providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$308,011. This sum represents
 - a. The net payment due after averaging use and cost data from 2022, 2023 and 2024: \$182,887
 - b. Subtraction of Central Service Costs: \$13,739
 - i. *Administrative:* \$3,311
 - ii. *Delivery:* \$3,383
 - iii. *Outreach:* \$7,045
 - c. Cross-municipal usage adjustment: \$138,862

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$61,703.
6. The County Library Board shall make payment by June 30, 2026.
7. This agreement shall be in effect from January 1, 2026 and shall continue in full force and effect until December 31, 2026 unless sooner terminated.

LOCAL LIBRARY BOARD

DANE COUNTY LIBRARY BOARD

BY:

BY:

President, Library Board



President, Library Board

BY:

BY:

Secretary, Library Board



Director

	Total	Payer	Description
SEC. 4	\$308,011	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$61,703	Dane County	Reimbursement for facility services to County residents
TL Pymt	\$369,714	Dane County	Net payment


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: E. D. Locke Public Library Organization Chart

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

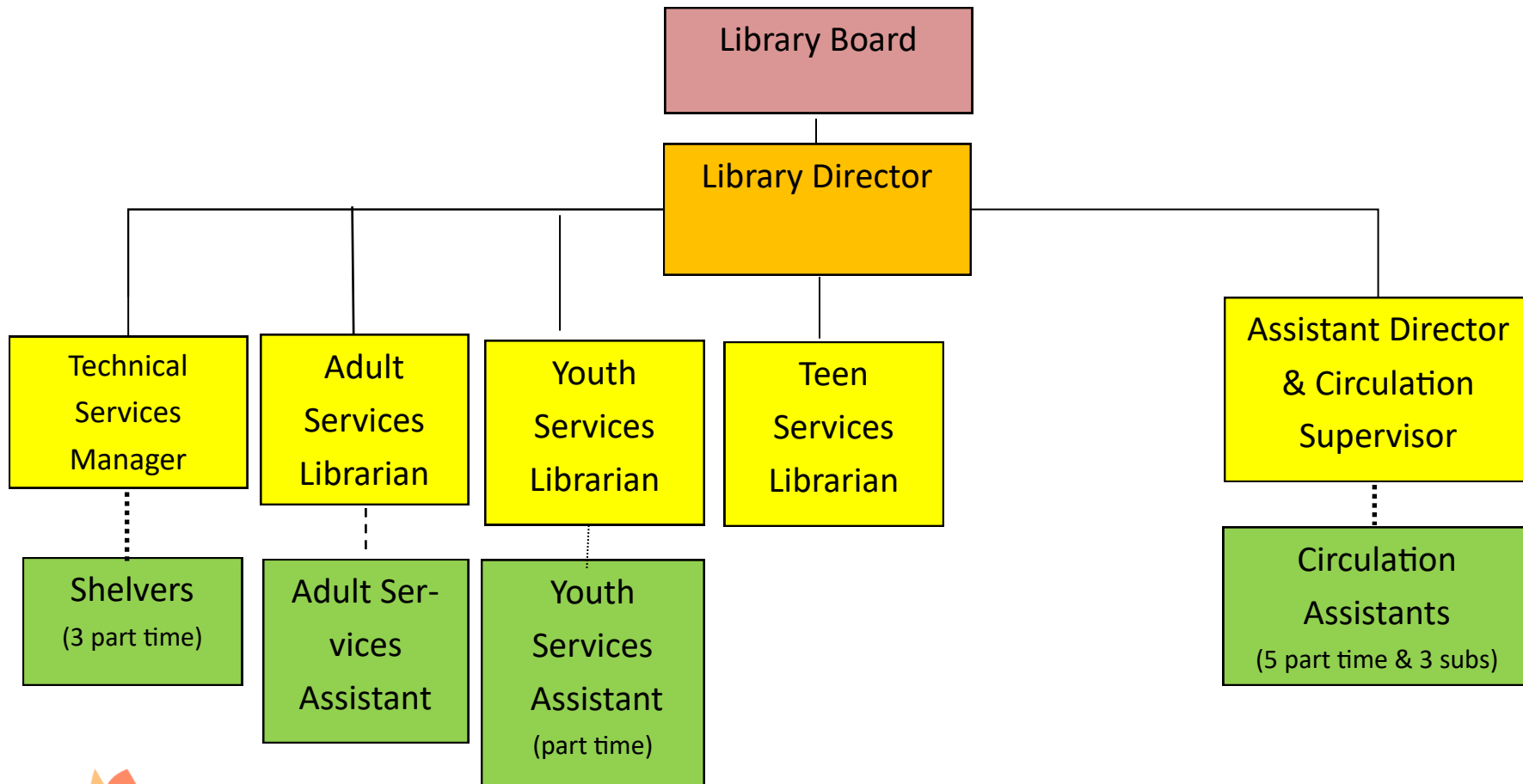
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Organizational Chart

E. D. Locke Public Library Organizational Chart




VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Pillar Booth Quote

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. The Pillar Booth Brochure
2. QUOTE_215-027_McFarland Public Library_11.14.2025

pillar

Inspire focus +
productivity





A brief history on phone booths

WHAT IS A PHONE BOOTH?

To further understand what a phone booth is, it's helpful to understand the circumstances that brought them into being: the open plan office. The open plan office was first popularized by architect Frank Lloyd Wright in the mid-20th century. It took a while to catch on, but by the time of the dot-com bubble open plan offices – along with their shared desks, benches, and dearth of private offices – were all but ubiquitous. There are many benefits to open plan offices. To name a few, they help companies save money – the open plan allows for more employees per square foot – and by the very nature of their layout they facilitate more collaboration than the cubical farms of yore.

However, the proliferation of open plan office space had unintended consequences. In a 2018 study of more than 1,000 working adults in the U.S., a full 76% reported negative feelings toward open office layouts, with 43% citing lack of privacy as a major concern. Employees noted discomfort overhearing others' personal conversations (34%), an inability to fully concentrate (29%), and concerns about the security of sensitive information (23%). In other words, people find the lack of private space to be exhausting, and they want to have space where they won't be bothered by – and they won't have to worry about bothering – their coworkers. The phone booth was developed to address these concerns, and to allow the open plan office to adapt and thrive.

A brief history on phone booths

(continued)



WHERE ARE PHONE BOOTHS USED?

Traditionally, phone booths could be found in offices, co-working spaces, and condominium/apartment building common spaces. Recently, the use of phone booths has extended to less obvious locations such as laboratories, colleges, airports, bars, gyms, libraries, warehouses, and correctional facilities.

The reality is, phone booths are useful anywhere someone might want to have a private conversation, or a safe space to escape noise and distractions without being disturbed (and without disturbing others).

When compared to alternative solutions – e.g. construction of more offices or moving to a new space – the value of phone booths is obvious; they provide a solution that is easier to implement, less expensive, and more flexible.

WHAT SEPARATES PILLAR FROM THE COMPETITION?

There are a lot of differences between the various phone booths on the market today, and not just when it comes to price. For example, when comparing different phone booths you may notice differences in the quality of the soundproofing, the ease of assembly, the ability (or lack thereof) to move the booth once it has been assembled, the ergonomics of the desk, the power of the ventilation system, and the overall aesthetics. It's important to keep in mind that, while any company can throw four walls together and call it a phone booth, that doesn't mean it's a good phone booth.

Explore this brochure to see what sets Pillar's phone booths apart from the competition.

**Step into a Pillar Booth
and pause distractions.**



Why Pillar

A privacy booth to inspire focus & productivity. Pillar Booths are designed to be the industry-leader in sustainability, comfort, and durability. Made in the USA with incredible attention to detail, audio engineering, and comfort.

Step into a Pillar Booth to do quiet, heads down work, take a video or phone call, and press pause on the distractions of the modern-day workplace.



PILLAR OF PRIVACY

Block out the noise and focus in silence.



Acoustic Panels

Removable and cleanable acoustic panels made of two-inch thick sound absorbing recycled material keep conversations private and mute distracting background noise inside your phone booth.



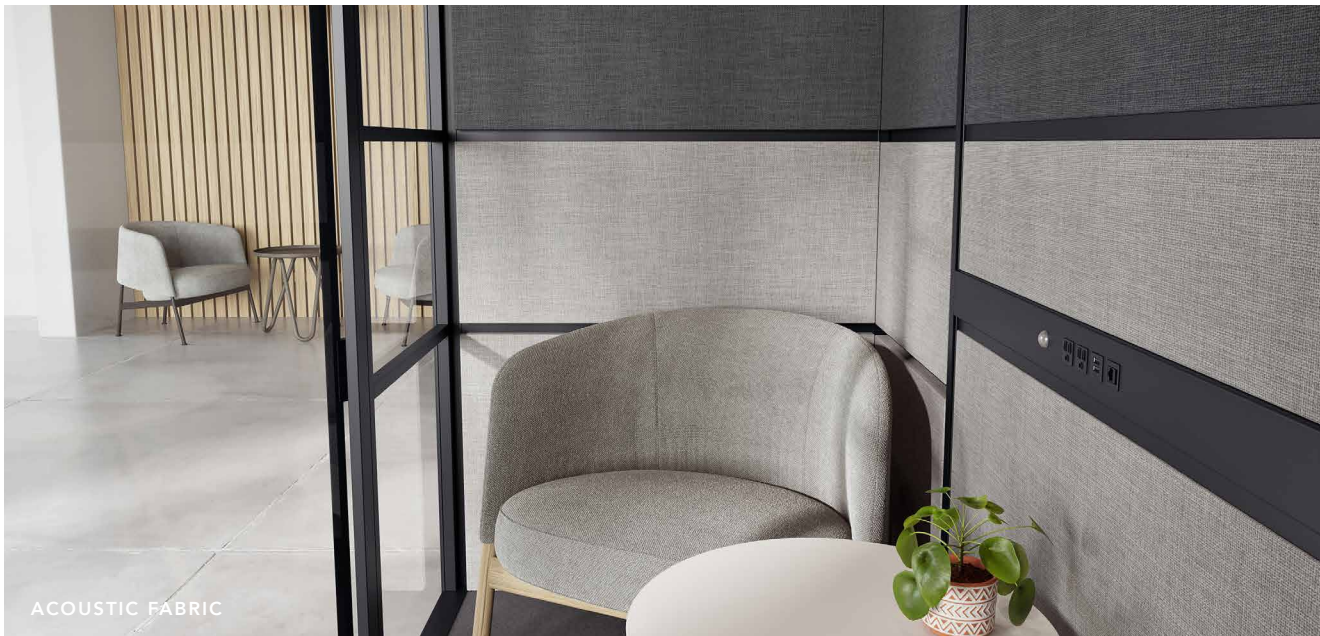
Acoustic Fabric

The removable acoustic panels on the interior of the phone booth are wrapped in a fabric that is designed to maximize sound absorption and minimize echo.



Magnetic Door Seal

The thick acrylic door with a tight seal keeps your conversation in and exterior noise out.



"The soundproofing is perfect when you just need a quiet space to work."

JARED HOUGHTON
Ambition

PILLAR OF EXPERIENCE

The best user experience is created by focusing on the details.



LED Lighting

Motion activated LED lights help to conserve energy and create a well-lit environment for video conferencing and focused work.



Height Adjustable Desk

The desk can be set at three different heights, making it easy to work from a chair, a stool, or while standing.



Active Ventilation

Four fans work together to refresh the air in the booth once per minute, providing significantly better ventilation than other privacy booths.



Power + Connectivity

USB A+C ports, outlets and an ethernet port ensure you can connect all your devices at one time.



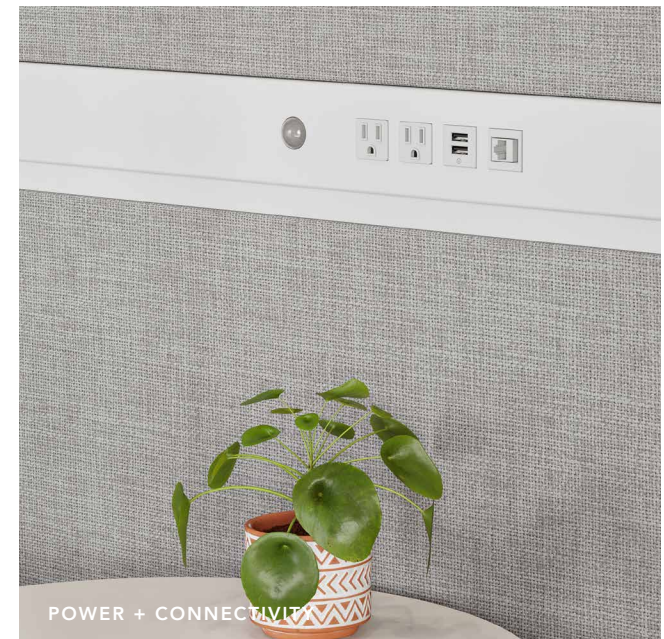
LED LIGHTING



ACTIVE VENTILATION



HEIGHT ADJUSTABLE DESK



POWER + CONNECTIVITY



AV KIT

PILLAR OF FLEXIBILITY

Customize your privacy booth to fit your office, culture, and brand.

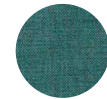


Custom Colors + Finishes

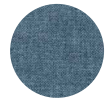
Add door graphics, choose your acoustic panel fabric colors, external wood, and more.



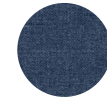
Claret Accent



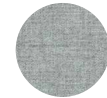
Ultramarine



Wedgewood



Baltic



Verte Papier



Amethyst



Casters

Lockable casters provide an easy way to move booths around your office or facility, maximizing flexibility as your privacy needs evolve.



AV Kit

Seamlessly integrate a monitor or CPU into your booth for video conferencing.



CUSTOMIZE



CASTERS

COM is available upon approval and testing of the material. Custom solutions can add lead-time & cost based on material & availability. All customizations are priced at the time of ordering. Please contact sales@pillarbooth.com.

PILLAR OF QUALITY

Designed to be the category-leader in sustainability, safety, and durability.



Sustainable

Sustainably designed with eco-friendly wood, removable acoustic panels and an occupancy sensor to conserve energy.



Quick Assembly

The assembly of each Pillar Booth is minimal and takes less than an hour with two people using only an allen wrench.



High-quality Materials

Made in the USA with locally sourced materials, The Pillar Booth is comprised of durable steel frames, eco friendly wood products, acoustic panels made from recycled denim, and UL listed electrical components.



Total Cost of Ownership

Pillar Booths are built to last and offer features that allow the booth to adapt to any space without additional expense.



SUSTAINABLE MATERIALS



QUICK ASSEMBLY

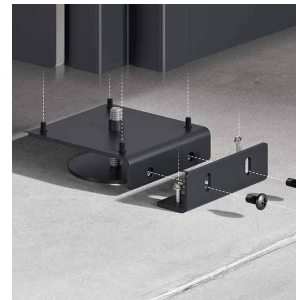


FITS IN ANY SPACE



CODE + COMPLIANCE

Pillar Booths align with building and local regulations without expensive modifications.



Seismic anchors

Anchor your booth to the floor with Pillar Booth's standard glides which can easily be bolted to the ground.



Fire suppression

Simply unscrew the sprinkler cap to install the sprinkler piping through a pre-drilled hole in the ceiling.



Hard wiring

Upon request, Pillar Booths can be shipped with a hard wired whip instead of a standard plug cord.

THE PILLAR BOOTH FAMILY



Soundproof phone booths designed for productivity.

Pillar Booths are the only soundproof phone booths that balance functionality, thoughtful design & affordability while utilizing sustainably sourced, high quality materials. Our industry best lead times are the fastest available — clocking in at 2 to 4 weeks compared to the 10 to 12 week lead time of the competition.

Warranty

Pillar Booths have a 3-year limited warranty covering defects in parts, materials, or the product as a whole.

Read more about our warranty offerings:
www.pillarbooth.com/pages/warranty



COLOR + FABRIC OPTIONS

Standard colors



White



Black



Silver Oak

Standard fabrics

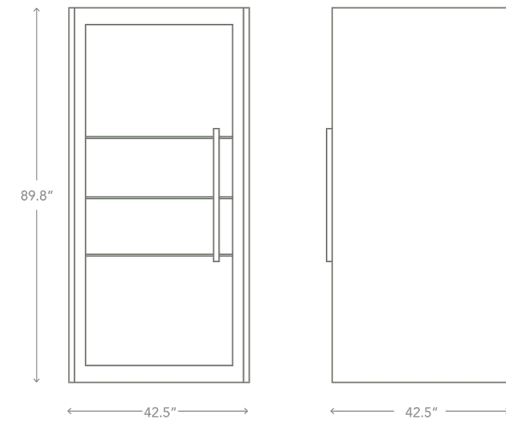


Grey Mix



Flannel

BOOTH SPECIFICATIONS



Exterior

42.5" W x 42.5" D x 89.8" H
44.5" D (with handle)
79" D (with door open)

Interior

36.4" W x 39.2" D x 81" H

Desk Work Area

34.5" W x 12" D x 29-41" H

Weight

500 lbs

Door

3/8" thick acrylic

Airflow

72 ft³/min | 4 fans

Power

2 outlets | 2 USB ports
120v | 3 prong plug
5.5 ft. length cord | UL listed

Lighting

Two 2.5" diameter puck lights
468 Lumens lasting 50,000 hours

Connectivity

Ethernet, CAT6e

The Pillar Booth

An oasis. The Pillar Booth is an individual workspace designed to add privacy to bustling environments without sacrificing comfort. With an adjustable sit/stand desk, The Pillar Booth provides a quiet, comfortable space for calls, meetings, and heads down focus.

"You can sit or stand.
I just love the design!"

JARED HOUGHTON
Ambition



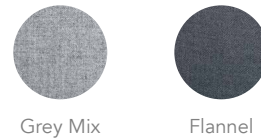
COLOR + FABRIC OPTIONS

Standard colors



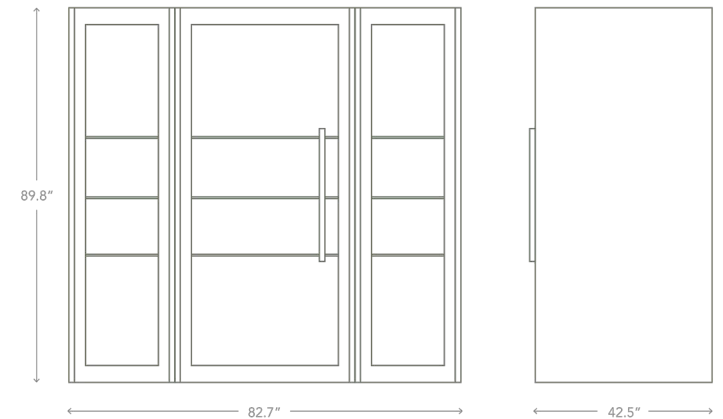
White Black Silver Oak

Standard fabrics



Grey Mix Flannel

BOOTH SPECIFICATIONS



Exterior

82.7" W x 42.5" D x 89.8" H
44.5" D (with handle)
79.4" D (with door open)

Interior

77.6" W x 38" D x 81" H

Weight

850 lbs

Door

3/8" thick acrylic

Airflow

72 ft³/min | 4 fans

Power

2 outlets | 2 USB ports
120v | 3 prong plug
5.5 ft. length cord | UL listed

Lighting

Four 2.5" diameter puck lights
468 Lumens lasting 50,000 hours

Connectivity

Ethernet, CAT6e

The Pillar Booth for Two

Have private conversations without needing to whisper. The Pillar Booth for Two accommodates small meetings, 1-on-1 conversations and coaching sessions. The same quality and comfort as The Pillar Booth, but with space for two.



"Great for added privacy without compromising comfort."

JON LEVY
Leap Retail



COLOR + FABRIC OPTIONS

Standard colors



White



Black

Standard fabrics

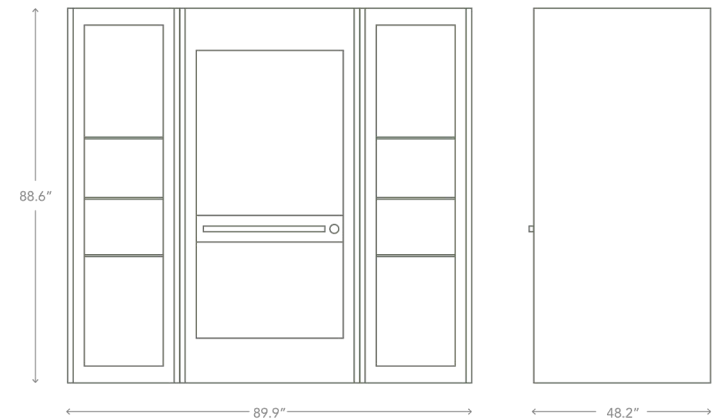


Grey Mix



Flannel

BOOTH SPECIFICATIONS



Exterior

89.9" W x 48.2" D x 88.6" H
50" D (with handle)
86.6" D (with door open)

Interior

84.7" W x 42.1" D x 85" H

Desk Work Area

39 5/8" W x 17" D steel desk

Weight

850 lbs

Door

Solid steel frame door with .22" thick polycarbonate

Airflow

2 fans

Power

2 outlets | 2 USB ports
120v | 3 prong plug
5.5 ft. length cord | UL listed

Lighting

Four 2.5" diameter puck lights
468 Lumens lasting 50,000 hours

Connectivity

Ethernet, CAT6e

ADA Accessibility

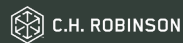
Designed to meet all ADA code requirements for wheelchair accessibility.

The Pillar Booth ADA

Accessibility is paramount in today's workplace and The Pillar Booth ADA is the first affordable ADA compliant privacy booth on the market. The Pillar Booth ADA is an individual workspace with all of the privacy of The Pillar Booth but the dimensions to accommodate a wheelchair. Additionally, this model can become a four person meeting space by adding a table and benches or stools.



Some of the world's best companies work in Pillar Booths.





sales@pillarbooth.com

pillarbooth.com

Prepared For:

McFarland Public Library

5920 Milwaukee St
McFarland, WI 53558

CONTACT
Sales | Maryanne
Michaelis

Designer | Aliasha Kulich
215-027

QUOTE

Pods
11/14/2025
8:42:09 AM

LINE	MFG	QTY	PRODUCT	UNIT LIST	EXT LIST	UNIT SELL	EXT SELL
MAIN AREA							
1	PLB	1	Pillar Booth - Standard Black Finishes	\$6,695.00	\$6,695.00	\$6,695.00	\$6,695.00
			MAIN AREA				
			Subtotal for: MAIN AREA		\$6,695.00		\$6,695.00
X. DESIGN							
2	Ebi	1	DESIGN SERVICES - FREE OF CHARGE	\$0.00	\$0.00	\$0.00	\$0.00
			X. DESIGN				
			Subtotal for: X. DESIGN		\$0.00		\$0.00
Y. FREIGHT							
3	PLB	1	PILLAR BOOTH FREIGHT TO MADISON	\$0.00	\$0.00	\$595.00	\$595.00
			Y. FREIGHT				
			Subtotal for: Y. FREIGHT		\$0.00		\$595.00
Z. INSTALL							
4	Ebi	1	DELIVERY & INSTALLATION	\$2,200.00	\$2,200.00	\$1,580.00	\$1,580.00
			Z. INSTALL				
			Subtotal for: Z. INSTALL		\$2,200.00		\$1,580.00
			GRAND TOTAL		\$8,895.00		\$8,870.00

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 1, 2025

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Space Needs Study Update Proposal

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Public Library Proposal - Conceptual Study _2025-11-25

Updated November 25, 2025

Writer's Cell: 414-520-6513

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

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

Dear Heidi and Members of the Library Board:

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

Project Description and General Scope

The ultimate goal is to renovate and expand the existing library to address functional issues and space needs to better serve the McFarland Community. However, given that the funds for a significant library expansion may be some years down the road, this study would both confirm the direction of a library expansion, as well as study a more immediate smaller renovation that would address some current functional issues, while also setting up the future expansion for success. In addition, the project will need to create options not only for how the building can grow but also create options for how a reconfigured parking area can expand to serve more library patrons and do it with a more efficient layout. Lastly, we have included several options for community engagement – to make sure that your patrons feel included in the process and to ensure that the community is informed, and has the opportunity to make sure that their voice is heard as a part of the process.

Anticipated HGA Services and Deliverables.

HGA will provide the following services and deliverables:

1. Program Verification
 - HGA will review the Program and Space Needs that were developed as a part of your 2022 Facilities Study to make any updates or modifications based on changes or evolving patron usage or needs.
 - Includes an in-person meeting with the Library Director and Library Team

2. Review + Validation of the Proposed 2022 Expansion Recommendations
 - Work with the Library Director and Staff to understand the key drivers of the proposed expansion and investigate any additional alternatives and updates based on the Program Verification
 - Includes an in-person meeting with the Library Director and the Library Team (this meeting could be combined with Meeting 1)

3. Advance Conceptual Layout Design
 - HGA will participate in the following:
 - Advance the future conceptual layout plans that were started in the 2022 Study by fleshing-out and providing more information on walls, build-out, circulation desk, staff spaces and furniture layouts.
 - Use the selected advanced future plan to create multiple options for review that show options for how a Phase 1 renovation (prior to the library expansion) could advance and address some of the current functionality and space needs including improvements to staff spaces, staff efficiency, staff security, library acoustics and maximizing space based on your current needs. Based on discussion with the Library Team, potentially this would include an option for an initial Phase 1 renovation only approach, as well as an option that includes renovation and some small targeted additions. HGA would provide high-level cost estimates for all approaches.
 - Study how the future expansion could build upon the work proposed in a Phase 1 renovation to provide more space for all of the library programs, staff and for additional meeting rooms and community room expansions.
 - Based on the preferred option, HGA would prepare a final conceptual plan and report that shows how the renovations would impact the space today and show how the future full expansion project would be arranged to work with a reconfigured parking area.
 - Includes two meetings with the Library Director and Library Team (one in-person and one virtual)

4. Community Engagement Options
 - HGA is proposing the following options:
 - Meet with your library team to develop the key stakeholders and engagement format that you would like to use to gather community input. We can discuss multiple library engagement options that we have used for libraries from surveys, pop-up stations, community design sessions and townhall meetings.
 - As a starting place we have included the planning for and one engagement meeting where the community is invited to attend and where we would present an informational update on the project progress but also prepare an engagement portion to the meeting that would encourage community participation. We have included a fee of \$1,750 for one engagement meeting, but a second one could be

added for an additional \$1,750. Again, we would meet with your team to develop a community engagement strategy and decide on the best approach and format for the meetings.

Fee.

We would propose a fee of \$29,500 for the expanded study effort including the four categories above: program verification, review renovation /expansion options, conceptual design for renovation, building expansion and parking, and one engagement meeting w/ the community.

Schedule.

HGA would estimate a duration of 3 to 5 months for the Study – depending on the sequencing of meetings. We have the staff ready and can start whenever you need to advance the work. A potential starting date could be sometime in January 2026.

Team.

It is anticipated that most of the work will be completed by the following HGA team:

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

Assumptions.

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

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

Potential Add Services.

HGA can provide the following additional services at your request:

- Photo-realistic renderings of the exterior and interior conceptual plans for informational or fundraising purposes.
- Additional Community Engagement meetings (beyond the one meeting included).

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

Sincerely,



Kevin Allebach, Library Principal