

Monday, February 2, 2026

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 attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to librarydirector@mcfarlandlibrary.org to be included with the agenda materials.
3. ACTION ITEMS
 - a. Motion to approve the minutes of the January 5, 2026 meeting.
 - b. Motion to approve the January 2026 invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2025 Annual Report
 - b. Overdue Items, Fines, and Billing Policy update
 - c. Space Needs and Facilities Discussion
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, January 5, 2026 - 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, Ken Machtan, Karin Mandli, Evan Richards, Peter Sobol

Members not present: Staci Fritz, Mona Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

a. *This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to librarydirector@mcfarlandlibrary.org to be included with the agenda materials.*

3. ACTION ITEMS

- a. *Motion to approve the minutes of the December 1, 2025 meeting.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the December 1, 2025 meeting. Motion carries 5 - 0 - 0 by acclamation.
- b. *Motion to approve the December 2025 invoices*
Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the December 2025 invoices Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

- a. *Budget Update*
- b. *Director's Report*
- c. *Monthly Statistical Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. *Design Craft Marketing Proposal*
Motion by Member Peter Sobol, second by Member Karin Mandli, to approve Design Craft Marketing Proposal Motion carries 5 - 0 - 0 by acclamation. The Library Board would like to thank the Friends of McFarland Library for agreeing to pay for this initiative.
- b. *Library Space Needs Study Update Proposal*

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the updated Facilities Study and Advanced Conceptual Study with HGA. Not to exceed \$29,5000. Proposal Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Village Trustee Kathy Annen, to adjourn at 6:11

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

January 2026 Invoices

Vendor	Sum of Amount	Description
AMAZON CAPITAL SERVICES	\$1,341.61	CDs, DVDs, Books, Office Supplies
AT&T MOBILITY II LLC	\$37.11	Library Cell Phone
AUTOMATION ARTS LLC	\$3,200.85	AV Equipment Deposit
BARNES & NOBLE INC	\$81.98	Books
BARNEY, KATHRYN	\$24.95	Lost Book Refund
CORPORATE BUSINESS SYSTEMS	\$348.06	Copier Lease
FCI	\$219.52	HVAC Filters
FRONTIER	\$177.08	Library Phone
HJ PERTZBORN	\$315.00	Sprinkler Inspection
INGRAM LIBRARY SERVICES	\$4,067.88	Books
JEFFERSON FIRE & SAFETY INC	\$564.10	Fire Extinguisher & Fire panel monitor
LIBRARY IDEAS LLC	\$228.53	Vox Books
MADISON COMMUNITY FOUNDATION	\$2,953.17	5K Run proceeds
MCFARLAND ACE HARDWARE	\$59.09	Misc. parts
NASSCO INC	\$157.32	Cleaning Supplies
NICHE ACADEMY LLC	\$3,076.61	Training Software
NOTARY BOND RENEWAL SERVICE	\$30.00	Heasty Notary Renewal
OMNI TECHNOLOGIES	\$2,292.50	Fire Panel Dialer upgrade
RIVISTAS LLC	\$2,443.44	Magazine Subscriptions
TWO OAKS DESIGN AND CONSULTING	\$1,280.00	Electrical Monitoring (from Sept. 2021)
US CELLULAR	\$43.75	Library Cell Phone
VESTIS LLC	\$253.40	Mat Rental
VILCHIS, JESUS	\$19.00	Lost Book Refund
WI DEPT OF FINANCIAL INSTITUTIONS	\$20.00	Heasty Notary Renewal
ZOOBEAN INC	\$771.75	Reading Challenges software
Grand Total	\$24,006.70	

2025 Budget Update

2025 Budget Update										
REVENUES										
		Budget Amount	September Actual	October Actual	November actual	December 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	\$ -	\$ -	\$ 3.00			\$ 28.30			
Interest	48100	\$ 30,000	\$ 1,256.11	\$ 948.95	\$ 613.24	\$ 477.27	\$ 20,732.93	69.11%	100%	
Transfers from other Act.	48500-101	\$ -					\$ -			
Library Fees	46710	\$ 3,500	\$ 337.27	\$ 415.10	\$ 392.96	\$ 158.73	\$ 4,615.59	131.87%	100%	\$ 3,500.00
		\$ 1,201,250.00	\$ 1,593.38	\$ 1,367.05	\$ 1,006.20	\$ 636.00	\$ 1,196,436.82	99.60%	100%	
Expenditures										
Salaries	110	\$449,000.00	\$ 36,537.28	\$ 36,764.06	\$ 55,101.77	\$ 20,108.68	\$458,793.17	102.18%	100%	\$ 449,000.00
Part-time	120	\$234,500	\$ 15,122.61	\$ 15,991.32	\$ 23,175.26	\$ 18,197.98	\$201,019.99	85.72%	100%	\$ 234,500.00
Health Insurance	130	\$144,500	\$ 11,608.92	\$ 11,608.92	\$ 21,149.47	\$ 5,140.12	\$137,686.58	95.28%	100%	
Retirement	131	\$39,000	\$ 2,852.27	\$ 2,925.73	\$ 4,559.80	3552.18-1967.	\$35,744.13	91.65%	100%	\$ 39,000.00
SS/Medicare	132	\$52,250	\$ 3,829.65	\$ 3,913.43	\$ 5,661.82	\$ 2,656.64	\$49,402.50	94.55%	100%	
Other Benefits	135	\$2,500	\$ 143.47	\$ 143.47	\$ 221.40	\$ 146.81	\$1,857.02	74.28%	100%	
Total Personnel		\$921,750.00	\$0.00	\$71,346.93	\$109,869.52	\$46,250.23	\$884,503.39	95.96%	100%	\$ 921,750.00
			\$ -							
Support Services	210	\$ 12,000	\$ -	\$ -	\$ 2,513.90	\$ -	\$ 4,218.46	35.15%	100%	\$ 12,000.00
Consulting Services	211	\$ 49,750	\$ -	\$ -	\$ -	\$ 1,280.00	\$ 55,318.85	111.19%	100%	\$ 49,750.00
Utilities	220	\$ 40,000	\$2,911.77	\$2,754.88	\$2,296.40	\$2,385.47	\$ 33,225.45	83.06%	100%	\$ 40,000.00
Communication	221	\$ 6,500	\$585.47	\$588.73	\$357.60	\$760.83	\$ 6,881.10	105.86%	100%	\$ 6,500.00
Equipment Maintenance	240	\$ 11,000	\$1,545.33	\$85.40	\$381.44	\$342.69	\$ 10,097.34	91.79%	100%	\$ 11,000.00
Facility Maintenance	242	\$ 23,250	\$3,740.68	\$4,967.14	\$1,523.03	\$1,607.90	\$ 23,535.86	101.23%	100%	\$ 23,250.00
Other Contractual Services	290	\$ -					\$ -	0.00%	100%	
Total Services		\$ 142,500.00	\$ 8,783.25	\$ 8,396.15	\$ 7,072.37	\$ 6,376.89	\$ 133,277.06	93.53%	100%	\$ 142,500.00
Office Supplies	310	\$ 8,500	\$ 710.60	\$ 1,136.28	\$ 638.13	\$ 179.52	\$ 7,977.19	93.85%	100%	\$ 8,500.00
Postage	311	\$ 250	\$ 4.96	\$ 12.75	\$ 114.16	\$ (110.00)	\$ 284.49	113.80%	100%	\$ 250.00
Dues	320	\$ 750	\$ 215.00	\$ -	\$ -	\$ -	\$ 365.00	48.67%	100%	\$ 750.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ 284.64		\$ 358.48	35.85%	100%	\$ 1,000.00
Training Expenses	331	\$ 3,250	\$ -	\$ -	\$ 32.80		\$ 3,193.85	98.27%	100%	\$ 3,250.00
Operating Supplies	340	\$ 5,000	\$ (395.17)	\$ 590.94	\$ -	\$ 747.85	\$ 4,226.13	84.52%	100%	\$ 5,000.00
Technology	342	\$ 36,750	\$ 9,013.95	\$ 5,116.42	\$ 2,500.00	\$ 1,035.00	\$ 32,621.07	88.76%	100%	\$ 36,750.00
Collection - Print	344	\$ 60,000	\$ 3,861.82	\$ 4,857.43	\$ 3,689.46	\$ 4,754.20	\$ 57,345.22	95.58%	100%	\$ 60,000.00
Collection - AV	345	\$ 12,500	\$ 809.60	\$ 676.79	\$ 988.25	\$ 1,580.98	\$ 8,248.64	65.99%	100%	\$ 12,500.00
Library Miscellaneous	390	\$ -	\$ -	\$ -			\$ -	0.00%	100%	\$ -
Programming	391	\$ 9,000	\$ 275.42	\$ (2,351.28)	\$ 884.00	\$ 3,496.44	\$ 14,002.22	155.58%	100%	\$ 9,000.00
Other Total		\$ 137,000.00	\$ 14,496.18	\$ 10,039.33	\$ 9,131.44	\$ 11,683.99	\$ 128,622.29	93.88%	100%	\$ 137,000.00
Total Budget		\$1,201,250.00	\$ 23,279.43	\$ 89,782.41	\$ 126,073.33	\$ 64,311.11	\$ 1,146,402.74	95.43%	100%	\$ 1,201,250.00

November Highlights

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

Endowment –

November 2025	December 2025	Difference	YTD Difference	Contributions
\$254,715.27	\$260,440.87	\$5,725.60	\$31,590.91	\$5000

- **Marketing plan -**
 - We didn't budget for this project but the Friends of McFarland Library have agreed to pay for the new plan. The first thing we'll be working on is search engine optimization and standardizing the website.
 - I've also asked a local photographer to take pictures of the building inside and out that can be used for the website and social media.
- **Staffing –**
 - We hired a Shelver in January. She started training in early January and is doing great.
- **Software Migration**
 - We're migrating to new library software on April 16th. A handful of staff have signed up for training which will occur in February and March. Then those staff will train the rest of us in March and the beginning of April. We're also working out plans for the week that we migrate since we'll have three days without access to the library software.
- **Library Facilities Management**
 - **HVAC**
 - There was a leak in the in-floor heat in early December which caused the system to drain and ruined two of the circulating pumps for the boilers. The pumps have been replaced and the leak in the in-floor heat will be fixed in early 2026.
 - When the temperature in January, we had some issues with cold air coming into the staff work room. It was found that the building pressure sensor was faulty. It was opening the damper to let air from the building out but the wind was coming in. JM Brennen was able to make some adjustments to compensate for the sensor and it will be replaced this spring.
 - **Fire Panel** – The change over to the ATT dialer has been completed and we're up and running. I've cancelled our land lines with Frontier.
 - **Water Heater**
 - The gas valve in the water heater is failing intermittently. In the past six months, we've replaced the ignitor and issues with the combustion chamber. Instead of spending another \$800-\$1000 on replacing the gas valve, the water heater is getting replaced on January 30th.
 - **2025 Capital Projects**
 - New Study Room – Ordered and scheduled to be installed in mid- January 2026.
 - **2026 Capital Projects**
 - Space Needs Study – The first meeting is scheduled for Feb. 11th.
 - Rotunda Lighting Replacement
 - Digital Signage

Library Circulation (Kelly Heasty)

MEETINGS:

- CSS Meeting 1/13: discussion of issues related to software migration in April
- Staff Meeting: 1/13

PERSONAL TRAINING/EDUCATION:

- Completed Infosec training
- Sirsi-Dynex training & testing on 1/28

COLLECTION:

- Weeding: Hoping to get back to CD weeding this week and get a bit more done on the Pop/Rock side of the case.
- Purchases:
 - ✓ 8% of 8% budget for AD N-FICT.
 - ✓ 0% of 8% budget for DVDs.
 - ✓ 0% of 8% Music CDs

MAGAZINES & NEWSPAPERS:

- Yearly serial renewal complete and invoice went to A/P.

OTHER notable items:

- In process of renewing my Notary Seal. All paperwork to the village last week. It expires on 3/2/26
- Signed up for the Train the Trainer sessions in Feb & March along with Maggie on Circ and Tracy on Serials.
- Reconciled Petty Cash for Jan
- One Locker pick-up
- **Display Case:** January: Lego Club Feb: Japanese Tea Service **Nicole now in charge if Display Case.**
- **Conversaciones en Espanol:** 8 at first mtng of the month & 8 at 2nd meeting
- **5 on-line applications** for new cards received via CivicPlus form for this month.
- **5 Notarizations:** all walk-in
- SCLS expecting to migrate to new database April 1-April 15, 2026
- Patrick has completed his portion of Trivia questions and mine are done. Only 2 teams signed up, so far.

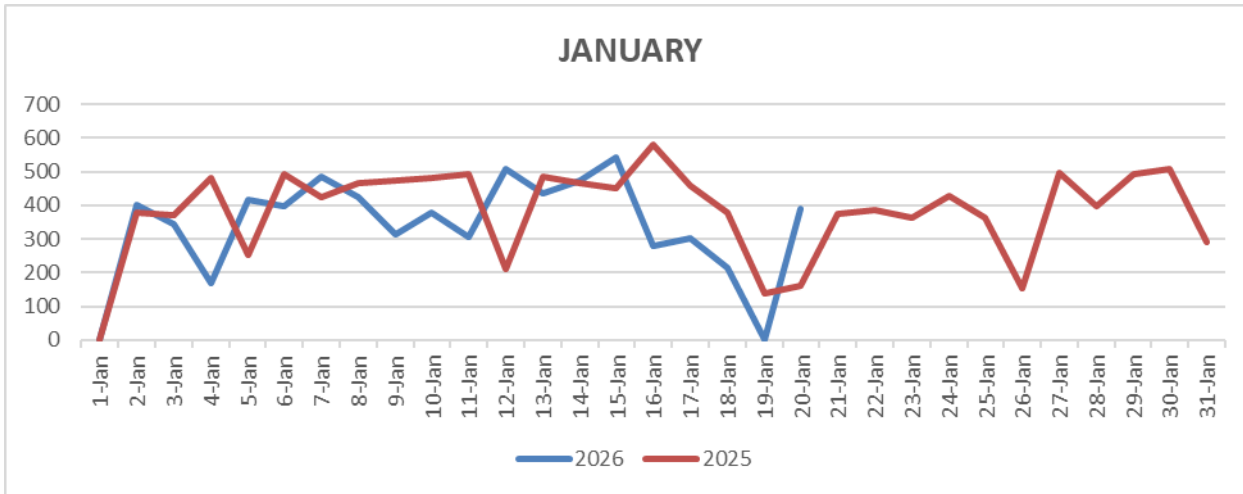
BOOKCLUBS:

- Wed afternoon book club: 1/14: Selection: The Age of Innocence by Edith Wharton. 8 in attendance. February selection: The Secret, Book & Scone Society by Ellery Adams
- Ordering for: Wed afternoon book club, Skaalen, Prairie Stone Book club, Fab 4 book clubs, AB Book Club & McF 50501 BC now.
- Reviewed release dates set for all the Bookclub holds that I handle and I only had to move one up. Notified the group that they'll get it a bit earlier.

STAFF:

- Helped Amy train new shelver. Madelyn will start this Wednesday (1/21)
- Updated shelver training documentation and shared it with Amy (and Circ staff)

JAN LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

- Storytimes were back in full swing starting January 5th. Programs continue to be well attended with new faces appearing regularly.
- PJ Storytime this month was Family Yoga Storytime. This is a great program that incorporates yoga, mindfulness, and stories. We had 30 people attend which is a good number for this type of program where you have to stretch out.



Programming:

- Our D&D group was back on the hunt for Gundren Rockseeker and the Mines of Phandelver. They were ready to get back in to the adventure and explore the next dungeon. The group meets for 80 minutes and those 80 minutes fly by with their shenanigans.
- Zumbini continued this month regardless of the weather. Even with ice parents were wanting to get their children out and moving.

- Magic Tree House Book Club this month discussed Rhinos at Recess. We talked about Jack and Annie’s adventure but also about the true issues facing these animals. We made rhino face crafts and our “minute to win it” activity of seeing how many beads you can get on a pipe cleaner with one hand turned in to bracelet making.
- Graphic Novels Book Club this month discussed the Beetle and the Hollowbones and Hilo book #1. It was a small group but we had fun talking about the books and making climbing robots.
- Cottage Grove programming this month was on the 2nd and the 16th. The 2nd was a low attended program but still fun. Weather on the 16th would have made you think there would be low attendance again but the numbers were actually very good.
- There was no school on the 23rd so we had two school age programs. The first was our Read to a Dog program with Hazel. Julianne Brown, a McFarland resident, has recently had her dog trained and certified as a therapy dog. This is a great opportunity because we haven’t been able to offer this program for quite some time. Registration filled the Monday before the program so we will definitely need to find another date to have Hazel back.
- The second school age program was a crafternoon where anyone (ages 5 and up) could come and create crayon watercolor resist pictures.

Teen Services (Holly Wergin)

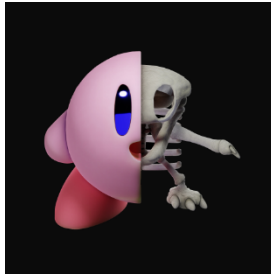
- **Programming**

- *Snack & Chat & Teen Hangout*

- Snack & Chat and Teen Hangout continue to be a relaxed space for teens to decompress, craft, and hang out. While January has brought some difficult weather, teens continue to come back to the library! Some notes from this month:
 - I brought out leftover Model Magic from our Craft-A-Palooza craft for one of our Snack & Chat crafts with a lot of success. As a result of this craft, some of the teens made some duck figurines that they now consider the “mascot” for teen programming.



- One Teen Hangout session brought a heated debate about the biological makeup of Kirby (the video game character) and if he has bones or not (and when I say heated, I mean on the verge of yelling at multiple points).



- There's been a renewed interest in sticker posters and sticker sheets this month, and there's been a continuous group movement made to finish the giant sticker poster by the end of the month (they're goal, not mine).
 - o **UnBook Club**
- This month's UnBook Club was all about setting reading goals. Our group craft was making 2026 reading bingo cards/ reading tracker bullet journal sheets. This was met with a lot of excitement and investment from the group, with most of the teens working on this craft for the full hour of the program. As always, I bring in three new YA books as options for our YA read aloud; however, this month, I decided to wrap the books up in paper so the teens would not choose a book purely based on the cover (which they have a history of doing). Instead, I printed a blurb about each book for them to read and then decide from there. This was really successful, and I had teens who admitted to me that they wouldn't have chosen the book that was decided on if they had only seen the cover.
 - o **Teen STEAM**
- Teen STEAM this month is blending engineering and art with Lego art printing. Teens will use flat lego pieces to make designs, then dip them in an ink pad to make custom shaped stamps for cards or art of any kind. Alongside this, I will also provide Legos with small building challenges to provide some variety.
 - o **D&D**
- January brings us our last D&D session of the fall/ winter campaign. Our next campaign will run from February through May with monthly meetings instead of meeting every two weeks.
- For the last couple of sessions, I provided some scrap paper for teens to doodle while we play. This was really successful in mellowing the players and keeping them on task, so I will continue to provide this in the future!
 - o **After Hours**
- Despite the terrible snow the night of, we still had enough teens to play a few games of Library Feud at our After Hours this month! Teens played the classic feud game with a handmade paper board, and both teams got to play the fast money rounds. Everyone had a great time, and I had a basket of prizes they could choose from, the most popular being little squishy creatures.





- **Crochet Club**

- January was the first month our Crochet Club started meeting biweekly. As always, I create a free pattern at every meeting, and this month's patterns included an egg-shaped cat (that's what the original pattern called it, not me) and a stuffed 3D heart. Teens have really been enjoying the chill atmosphere and are always excited and looking forward to the next meeting.

- **VolunTeens**

- So far this month, 5 VolunTeens have contributed 14 volunteer hours to the library. Also, starting this month, our meeting times have changed to the fourth Tuesday of the month to accommodate the schedules of our volunteers.

- **Winter Reading Bingo**

- Inspired by the Adult Winter Bingo, I decided to put together a Teen Winter Reading Bingo challenge this January to kick off the new year! I decided to do this with little idea of how many teens would participate or be interested in it using just the supplies I already had on hand to pull it off, and I've heard a lot of great feedback from promoting the challenge. So far, I've had about 25 bingo cards be picked up and 10 completed bingo cards between both the paper and Beanstack versions. A lot of teens really seemed to love the paper option for this challenge, so that may be something I have to consider in future reading programs.

Adult Services (Sara Hendrickson)

Programming:

Craft Club

- We have 10 people signed up for this month's craft club. Patrons will be decorating vision board journals for the new year.
- February's craft is a felt and embroidery project. Katie is planning and preparing the craft and the marketing.

Mystery Book Club

- We had **17** people attend this month's book club! We discussed *Listen to Me* by Tess Gerritsen. Many people appreciated the formulaic structure, as well as the subtle character development throughout the book. A handful of people said they plan on reading more from the series, and are interested in watching the television series based on the books. Seventeen people is a few too many to have a truly

in-depth conversation where everyone's voice is heard. I'm pondering what I might need to do to ensure an enjoyable book club for all members.

- Updated marketing and created bookmarks for February's book (*The Last to Vanish* by Megan Miranda).

Other

- Bridge Club continues to have a steady group of 8-12 players every week. We've also had some new players join us.
- We had a wonderful time with Araceli and Trish with their first Sound Experience (1/10). We had 22 people attend, and the feedback Araceli and Trish received was overwhelmingly positive. They would love to return in the near future!
- Jamie Statz-Paynter returned for another card making class (1/10). We had 8 of the 12 registered people come. Patrons left with four created cards. Jamie always does such a great job, and puts forth so much work to prepare each card kit for patrons to make.
- World traveler and now local author Joe Fahey came to talk about his first book (1/14). We had 6 people attend. Joe did a great job of discussing how he came to the decision to write a book, how he chose the stories to include in the book, and what his future travel plans look like.
- We wrapped up our D&D campaign (1/12), with some of the players deciding to continue playing outside of the library group. Our new campaign will start February 16, and we've had a handful of new players express interest in joining. A big thank you to Andrew Schwinn for being our DM, and helping bring D&D to our adults.
- Met with the McFarland School District to continue planning *The Anxious Generation* community book discussion. Advertising is up, books are being checked out, and we have planned out the two book discussion dates.
- Continued planning for Trivia Night. Advertised in a few more places in hopes of getting some more teams to sign up.

Collections & Other Services:

- Continued SCLS Infosec Training.
- Attended Wild Wisconsin Winter Web Conference: Cultivating Community Support through Partnerships, Managing Library Collections, Riding the Whirlwind: The Changing World of Collection Development, Promoting Your Collection, Programs, and Services with Better Book Displays, RISE (Really Incredible Simple & Easy) Programming, No One Came to My Program: Recovering from Poor Attendance and Other Program Failures, Stronger Together: Building Community Partnerships that Strengthen, Not Strain Library, Reading the World Around Us: Rocks as Libraries.
- Weeded materials for condition and circulation.
- Met with a patron for tech help.
- Set up a proctor session for a patron; will have at least one more this semester.

E.D. Locke Public Library - Monthly Report December2025							
	Nov-25	Dec-25	Dec-24	% change Nov. 2024 - Nov. 2025	YTD 2025	YTD 2024	% change YTD 2024-2025
Materials Checked Out	11,811	12,508	12,549	0%	159,347	165,622	-4%
Materials Checked In	9,613	10,073	10,160	-1%	127,264	130,817	-3%
Curbside Appointments	1	1	0	100%	6	8	-25%
Locker Pickups	0	0	0	#DIV/0!	2	3	-33%
New library cards	40	27	20	26%	654	635	3%
new materials added	346	289	347	-20%	4608	4529	2%
Internet use	266	270	274	-1%	4064	3852	6%
Average daily pick list	115	113	113	0%	134	133	
Visitor count	18,335	20,313	18,629	8%	259,497	252,717	3%
Wireless Internet use (#users)	1,422	1,422	1,520	-7%	20219	18479	9%
App use	2,559	2,666	2,416	9%	31360	34561	-9%
Study room use	96	83	55	34%	1300	994	31%
Meeting room use	54	50	60	-20%	694	602	15%
Reference Questions Answered	424	382	336	12%	5354	3762	42%
Children's Program Participation (in-person)	965	1273	1213	5%	15494	14257	9%
Teen's Program Participation (in-person)	107	58	91	-36%	1874	2093	-10%
Adult's Program Participation (in-person)	115	115	123	-7%	1833	7240	-75%
Adult's Program Participation (on-line)	0	0	0	#DIV/0!	875	644	36%
All Ages/General Interest	163	115	0	#DIV/0!	2754	0	
Volunteer hours worked	33.25	40.25	14.25	182%	642	228.25	181%


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 2, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2025 Annual Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. WI1769707208



I. GENERAL INFORMATION

1. Name of Library E.D. Locke Public Library		2. Public Library System South Central Library System			
3b. Head Librarian First Name Heidi	3c. Head Librarian Last Name Cox	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 03/31/2027	
6a. Street Address 5920 Milwaukee St.	6b. Mailing Address or PO Box 5920 Milwaukee St	7. City / Village / Town McFarland	8a. ZIP 53558	8b. ZIP4 8962	9. County Dane
10. Library Phone Number 6088389030	11. Fax Number (608)838-3619	12. Library E-mail Address of Director hcox@McFarlandLibrary.org			
13. Library Website URL www.mcfarlandlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 17,820	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	65	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,380	0	0

II. LIBRARY COLLECTIONS							
			a. Number Owned / Leased	b. Number Added			
1. Books in Print			55,335	3,341			
2. Physical Subscriptions			103				
3. Physical Audio Materials			3,390	128			
4. Physical Video Materials			7,671	199			
5. Other Physical Materials			446				
6. Total Physical Items in Collection			66,842				
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State			
7. E-books		Yes	Yes	No			
8. E-serials		Yes	Yes	No			
9. E-audio		Yes	Yes	No			
10. E-video		Yes	No	No			
11. Research Databases		Yes	No	Yes			
12. Online Learning Platforms		Yes	No	Yes			
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
156,580	79,819	2,881	72,091	53,142			
			Method for Counting ILL Transactions	Total ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)							
WISCAT							
Other (includes OCLC, manual tracking or other methods)							
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
14,846	7,009	24,151	2,437	2,844	48,443		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	No	a. Method	b. Annual Count	a. Method	b. Annual Count
4,557	2,456	7,013		Actual Count	5,354	Actual Count	259,497
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
10	6	Actual Count	4,064	Actual Count	148,593		

	LIBRARY PROGRAMS AND ATTENDANCE	
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Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	282	83	115	176	23
Total Attendance	10,786	4,708	1,874	1,979	8,867

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	624	46	9	9	
Total Attendance	22,721	5,383	110		
Total Program Views				775	

Describe the library's in-person programs:

Story time, Craft Club, book clubs, Local History, Travel, How-To, McFarland Community Festival, Teen Snack and Chat, Drama Camp, Silent Santa

Which platforms does the library use to host the library's live, virtual programs:

You Tube

Describe the library's live, virtual programs:

Adult Programs - Author visits, Local History, How-to

Which platforms does the library use to host the library's pre-recorded programs:

You Tube

Describe the library's pre-recorded programs:

Author Visits, Local History, How-To

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	City	Email Address
PRESIDENT			
1. Kenneth	Machtan	McFarland	ken.machtan@gmail.com
2. Mona	Nelson	Mc Farland	mona.nelson@rocketmail.com
3. Karin	Mandli	McFarland	karin_mandli@mcfarland.k12.wi.us
4. Staci	Fritz	McFarland	stacifritz@gmail.com
5. Kathy	Annen	McFarland	kathy.annen@mcfarland.wi.gov
6. Evan	Richards	McFarland	erichards@evanrichards.org
7. Peter	Sobol	McFarland	peter.sobol@gmail.com
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	McFarland	\$800,750
Subtotal 1		\$800,750

2. County

a. Home County Appropriation for Library Services

Subtotal 2a	\$366,023
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$123		
Green	\$517		
Jefferson	\$55		
Rock	\$101		
Sauk	\$91		
Subtotal 2b			\$887

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Lit Grant	\$475		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			\$475

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
SCLS CE Grant	\$1,030	
Erate	\$78	
Subtotal 4		\$1,108

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Village of Cottage Grove	\$1,800		
Subtotal 5			\$1,800

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

\$25,394

8. Total Operating Income Add 1 through 7 **\$1,196,437**

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$845,250
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			70,507
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	41,217	28,801	70,018
3. Circulation to Nonresidents Living in Another County in the Library System	91	73	164
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	166	121	287
5. Circulation to All Other Wisconsin Residents	38	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards? No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Columbia	26	f. Rock	3
b. Dodge	0	g. Sauk	12
c. Green	20	h.	
d. Iowa	0	i.	
e. Jefferson	118	j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	2	4	6
Total Self-Directed Activity Participation	725	2,134	526
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	8		20
Total Self-Directed Activity Participation	377		3,762

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Heather	Kent	hkent@mcfarlandlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Sara	Hendrickson	shendrickson@mcfarlandlibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Kenneth Machtan	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Heidi Cox	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The E.D. Locke Public Library Board of Trustees hereby states that in 2025 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

did provide effective leadership and adequately met the needs of the library.

did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Kenneth Machtan	

	COMMENTS	
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SECTION_II

1b. Books in Print Added During Year

We added more second copies of books in 2025. We also added more Large Print to keep up with demand.--2026-01-24

3a. Physical Audio Materials (end-of-year total)

We have been weeding audio books as demand for audio books on CD has declined.--2026-01-24

4a. Physical Video Materials

Decrease in number due to weeding and repackaging tv series as seasons instead of individual disks.--2026-01-26

SECTION_III

1c., Circulation of Other Physical Items (subset of 1a.)

Decrease due to declined demand for video games and elimination of software collections.--2026-01-26

2b. Items Received (borrowed from)

Decline in items borrowed from other libraries due to decrease in physical item circulation.--2026-01-26

3b., E-serial Circulation

6,724 = Overdrive

285 = Flipster--2026-01-24

3d., E-video Circulation

Kanopy--2026-01-24

4c. Registered Users

Decrease in registered users due to a database purge of inactive cards.--2026-01-26

6b. Reference Transactions

Increase in Reference Transactions due to adding desk hours at the Children's Information Desk and additional training for Circulation Staff.--2026-01-26

8d., Number of Uses (sessions) of Public Internet Computers

We don't know why there was an increase in use of the public internet computers.--2026-01-26

9b., Wireless Internet Uses

Statistics are for January - September 2025. In October 2025, the vendor changed the algorithm for counting sessions.--2026-01-26

Total Children's Synchronous Programs Ages 6 to 11

Increase due to changing Lego club to two times monthly and adding special programs for days school is not scheduled.--2026-01-26

Total Young Adult Synchronous Programs

In 2025 Crochet Club, DnD sessions, and special interest programs.--2026-01-26

Total General Interest Synchronous Programs

General Interest programs increased because we changed the way we counted programs to make them more accurate.--2026-01-26

SECTION_V

Amount

Rcvd May 2025--2026-01-24

Amount

Payments for story time.--2026-01-24

SECTION_VII

f. Definition

Capital improvement expenditures shall include any amounts expended for equipment or other assets with a useful life of more than five years and/or which involve amounts more than \$2,500.--2026-01-26


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 2, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Overdue Items, Fines, and Billing Policy update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Overdue Items fines and billing

	E. D. Locke Public Library	
Page 1 of 2	Overdue Items, Fines, and Billing	Adopted: December 3, 2002 Revised: August 2, 2010 December 2, 2017

Overdue Notices/Bills

A bill with a statement of replacement charges will be sent 29 days after the library materials are due if they have not been returned.

If the patron’s balance becomes \$50.00 or more, a billing notice titled “Notice of Unresolved Charges” is generated. The balance includes all charges on the patron’s record.

Fines

Fines will be charged for overdue library materials according to a separate schedule adopted by the Library Board. This schedule is to be reviewed ~~annually.~~ **As needed** The maximum fine is determined by materials type.

Replacement Charges

Replacement charges for lost or damaged materials are based on the cost when they were purchased.

Patrons will be issued receipts when they pay for lost or damaged materials.

~~In most cases, refunds will not be made for materials returned. more than three months after the date the item was given “Lost” status in the online catalog.~~ At the discretion of the Library Director or their designee, refunds may be issued.

No refunds will be issued for materials that have already been replaced.

Refunds that are less than \$20.00 will not be issued.

Refunds will be for the amount paid less any incurred fines. Incurred fines will be adjusted to be not more than \$1.00 less than the amount paid for the lost item.

Replacement of lost or damaged items by patrons is discouraged, and any exceptions must be approved by the Library Director or designated staff. If a replacement is allowed, the replacement must be a new and exact match of the lost item, and patrons are still liable for any overdue fines or processing fees the library may assess.

Claims Returns

If a patron believes the material checked out on his/her card was returned, the library can put a “claims return” status on the item. Claims return procedures stated in the SCLS Circulation Manual are followed. Following application of a claims return status, the library will search at least three times for the material on the library shelves. Patrons are allowed a maximum three Claims Return items per calendar year.

	E. D. Locke Public Library	
Page 2 of 2	Overdue Items, Fines, and Billing	Adopted: December 3, 2002 Revised: August 2, 2010 December 2, 2017

Borrowing Privileges

Library privileges will no longer be extended to anyone having outstanding charges against his/her card in excess of \$20.00, until such charges are less than \$20.00.

No library cards will be renewed or reissued for anyone who has fines or lost materials charged to his/her previous library card until such charges have been paid or materials have been returned.

Limited Use Card

If an immediate family member or person living in the same residence as a patron has excessive fines or lost/damage charges, the Library Director has the discretion of limiting checkout privileges to age-appropriate materials only and/or limited quantities of materials.

Referral to Collection Agency

~~If the patron's balance does not fall under \$50.00 for 31 days, the patron record will have the "Debt Collect: last update <date>" message flag applied to their check-out screen and will be included as a new submission on that day's report to UMS. Koha automatically applies an "Account Management" fee of \$10.00 to the patron's account.~~


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 2, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Space Needs and Facilities Discussion

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None