

Monday, March 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 February 2, 2026 meeting.
 - b. Motion to approve the February invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Discussion of Dane County Funding Formula & Library Standards
 - b. 2025 Year in Review
 - c. Library space needs update
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, February 2, 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, 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 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.*
Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the January 5, 2026 meeting. Motion carries 5 - 0 - 2 by acclamation, with Staci Fritz, Mona Nelson abstaining.
- b. *Motion to approve the January 2026 invoices*
Motion by Member Staci Fritz, second by Member Mona Nelson, to approve the January 2026 invoices. Motion carries 7 - 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. *2025 Annual Report*
Motion by Member Peter Sobol, second by Member Evan Richards, to accept 2025 Annual Report Motion carries 7 - 0 - 0 by acclamation.
- b. *Overdue Items, Fines, and Billing Policy update*

Motion by Member Evan Richards, second by Member Staci Fritz, to approve changes to the Overdue Items, Fines, and Billing Policy. Motion carries 7 - 0 - 0 by acclamation.

c. Space Needs and Facilities Discussion

6. ADJOURNMENT

Motion by Member Mona Nelson, second by Member Karin Mandli, to adjourn at 6:31

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 Febraury 2026 Invoices

| Vendor | Amounts | Description |
|----------------------------------|-------------|---|
| AMAZON CAPITAL SERVICES | \$1,434.38 | Supplies and Books |
| AT&T MOBILITY II LLC | \$37.11 | Library Cell Phone |
| AUTOMATION ARTS LLC | \$3,200.84 | Meeting Room AV |
| CORPORATE BUSINESS SYSTEMS | \$358.99 | Copier Lease |
| FERGUSON ENTERPRISES | \$9.99 | Plumbing Repair |
| FRIENDS OF THE MCFARLAND LIBRARY | \$100.00 | CC Charges |
| FRIENDS OF THE MCFARLAND PARKS | \$941.50 | 2024-2025 Raffle Proceeds |
| FRONTIER | \$236.71 | Library Phone |
| HJ PERTZBORN | \$11,702.00 | Water Heater Replacement |
| INGRAM LIBRARY SERVICES | \$3,726.17 | Books |
| LEADER INDEPENDENT | \$120.30 | Newspaper Subscription |
| LIBRARY IDEAS LLC | \$243.55 | Vox Books |
| MCFARLAND ACE HARDWARE | \$61.17 | Facility Repair |
| MENARDS - MONONA | \$65.98 | Facility Repair |
| MICROMARKETING LLC | \$141.97 | Audio Books |
| NASSCO INC | \$20.72 | Cleaning Supplies |
| ROWE, TEAL | \$300.00 | Program Fee |
| SCHILLING SUPPLY COMPANY | \$430.48 | Cleaning Supplies |
| SPRINGSHARE, LLC | \$2,319.00 | Library Software - staff scheduling and meeting room reservations |
| US CELLULAR | \$54.14 | Cell Phone |
| VANGUARD ID SYSTEMS | \$2,236.48 | 2025 Library Card order |
| VESTIS LLC | \$253.40 | Mat Rental |

Grand Total **\$27,994.88**

| Gift Fund | | |
|------------------------------|----------|----------------------------|
| Madison Community Foundation | \$650.00 | Donations to the Endowment |

Grand Total **\$28,644.88**

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 | \$ 380.85 | \$ 4,837.71 | 138.22% | 100% | \$ 3,500.00 |
| | | \$ 1,201,250.00 | \$ 1,593.38 | \$ 1,367.05 | \$ 1,006.20 | \$ 858.12 | \$ 1,196,658.94 | 99.62% | 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 | \$ 1,584.43 | \$37,328.56 | 95.71% | 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 | \$47,834.66 | \$886,087.82 | 96.13% | 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 | \$325.14 | \$1,186.44 | \$342.69 | \$ 11,142.08 | 101.29% | 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 | \$ 8,635.89 | \$ 7,877.37 | \$ 6,376.89 | \$ 134,321.80 | 94.26% | 100% | \$ 142,500.00 |
| | | | | | | | | | | |
| Office Supplies | 310 | \$ 8,500 | \$ 710.60 | \$ 1,136.28 | \$ 638.13 | \$ 3,008.12 | \$ 10,805.79 | 127.13% | 100% | \$ 8,500.00 |
| Postage | 311 | \$ 250 | \$ 4.96 | \$ 12.75 | \$ 114.16 | \$ 140.40 | \$ 534.89 | 213.96% | 100% | \$ 250.00 |
| Dues | 320 | \$ 750 | \$ 215.00 | \$ - | \$ - | \$ - | \$ 365.00 | 48.67% | 100% | \$ 750.00 |
| Meeting Expenses | 330 | \$ 1,000 | \$ - | \$ - | \$ 284.64 | \$ 18.46 | \$ 376.94 | 37.69% | 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 | \$ 1,910.99 | \$ 33,497.06 | 91.15% | 100% | \$ 36,750.00 |
| Collection - Print | 344 | \$ 60,000 | \$ 3,861.82 | \$ 4,857.43 | \$ 3,689.46 | \$ 4,491.06 | \$ 57,082.08 | 95.14% | 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 | \$ 4,028.79 | \$ 14,534.57 | 161.50% | 100% | \$ 9,000.00 |
| Other Total | | \$ 137,000.00 | \$ 14,496.18 | \$ 10,039.33 | \$ 9,131.44 | \$ 15,926.65 | \$ 132,864.95 | 96.98% | 100% | \$ 137,000.00 |
| | | | | | | | | | | |
| Total Budget | | \$1,201,250.00 | \$ 23,279.43 | \$ 90,022.15 | \$ 126,878.33 | \$ 70,138.20 | \$ 1,153,274.57 | 96.01% | 100% | \$ 1,201,250.00 |

2026 Budget Update

| 2026 Budget Update | | | | | | | | |
|----------------------------|-----------|------------------------|---------------------|---------------------|----------------------|-------------------|-----------------|-----------------------------------|
| REVENUES | | | | | | | | |
| | | Budget Amount | January Estimated | February Estimated | YTD Estimated | % of Budget total | % to hit target | amount it should be to hit target |
| Property Tax | 41110 | \$ 845,250.00 | \$ - | \$ - | \$ - | 0.00% | | |
| County Library Aids | 43720 | \$ 370,750.00 | \$ 809.92 | \$ 649.46 | \$ 1,459.38 | 0.39% | | |
| Library Fines | 45190 | \$ - | \$ 4.00 | \$ - | \$ 4.00 | | | |
| Interest | 48100 | \$ 30,000 | \$ - | \$ - | \$ - | 0.00% | 17% | |
| Transfers from other Act. | 48500-101 | \$ - | \$ - | \$ - | \$ - | | | |
| Library Fees | 46710 | \$ 4,000 | \$ 121.60 | \$ - | \$ 121.60 | 3.04% | 17% | \$ 666.67 |
| | | \$ 1,250,000.00 | \$ 935.52 | \$ 649.46 | \$ 1,584.98 | 0.13% | 17% | |
| Expenditures | | | | | | | | |
| Salaries | 110 | \$473,000.00 | \$ 39,509.76 | \$ 38,348.81 | \$77,858.57 | 16.46% | 17% | \$ 78,833.33 |
| Part-time | 120 | \$248,750 | \$ 15,346.53 | \$ 15,857.63 | \$31,204.16 | 12.54% | 17% | \$ 41,458.33 |
| Health Insurance | 130 | \$139,500 | \$ 6,583.11 | \$ 15,588.76 | \$22,171.87 | 15.89% | 17% | |
| Retirement | 131 | \$40,750 | \$ 3,358.24 | \$ 3,264.80 | \$6,623.04 | 16.25% | 17% | \$ 6,791.67 |
| SS/Medicare | 132 | \$55,250 | \$ 4,026.78 | \$ 3,856.31 | \$7,883.09 | 14.27% | 17% | |
| Other Benefits | 135 | \$2,250 | \$ 73.33 | \$ 81.23 | \$154.56 | 6.87% | 17% | |
| Total Personnel | | \$959,500.00 | \$ 68,897.75 | \$ 76,997.54 | \$145,895.29 | 15.21% | 17% | \$ 159,916.67 |
| Support Services | 210 | \$ 10,000 | \$ 1,584.60 | \$ - | \$ 1,584.60 | 15.85% | 17% | \$ 1,666.67 |
| Consulting Services | 211 | \$ 50,000 | \$ - | \$ - | \$ - | 0.00% | 17% | \$ 8,333.33 |
| Utilities | 220 | \$ 42,250 | \$ 3,125.39 | \$ 3,373.62 | \$ 6,499.01 | 15.38% | 17% | \$ 7,041.67 |
| Communication | 221 | \$ 6,500 | \$ 416.87 | \$ 236.71 | \$ 653.58 | 10.06% | 17% | \$ 1,083.33 |
| Equipment Maintenance | 240 | \$ 11,500 | \$ 126.08 | \$ 358.99 | \$ 485.07 | 4.22% | 17% | \$ 1,916.67 |
| Facility Maintenance | 242 | \$ 36,500 | \$ 1,748.22 | \$ 269.29 | \$ 2,017.51 | 5.53% | 17% | \$ 6,083.33 |
| Other Contractual Services | 290 | \$ - | \$ - | \$ - | \$ - | 0.00% | 17% | |
| Total Services | | \$ 156,750.00 | \$ 7,001.16 | \$ 4,238.61 | \$ 11,239.77 | 7.17% | 17% | \$ 26,125.00 |
| Office Supplies | 310 | \$ 9,000 | \$ - | \$ 524.23 | \$ 524.23 | 5.82% | 17% | \$ 1,500.00 |
| Postage | 311 | \$ 500 | \$ (109.20) | | \$ (109.20) | -21.84% | 17% | \$ 83.33 |
| Dues | 320 | \$ 1,000 | \$ 50.00 | | \$ 50.00 | 5.00% | 17% | \$ 166.67 |
| Meeting Expenses | 330 | \$ 1,000 | \$ - | \$ - | \$ - | 0.00% | 17% | \$ 166.67 |
| Training Expenses | 331 | \$ 3,500 | \$ - | \$ - | \$ - | 0.00% | 17% | \$ 583.33 |
| Operating Supplies | 340 | \$ 6,250 | \$ 157.32 | \$ 4,512.00 | \$ 4,669.32 | 74.71% | 17% | \$ 1,041.67 |
| Technology | 342 | \$ 37,500 | \$ 3,848.36 | \$ 1,892.00 | \$ 5,740.36 | 15.31% | 17% | \$ 6,250.00 |
| Collection - Print | 344 | \$ 60,000 | \$ 7,537.55 | \$ 2,704.60 | \$ 10,242.15 | 17.07% | 17% | \$ 10,000.00 |
| Collection - AV | 345 | \$ 12,500 | \$ 672.34 | \$ 283.89 | \$ 956.23 | 7.65% | 17% | \$ 2,083.33 |
| Library Miscellaneous | 390 | \$ - | \$ - | | \$ - | 0.00% | 17% | \$ - |
| Programming | 391 | \$ 10,000 | \$ 328.31 | \$ 342.40 | \$ 670.71 | 6.71% | 17% | \$ 1,666.67 |
| Other Total | | \$ 141,250.00 | \$ 12,484.68 | \$ 10,259.12 | \$ 22,743.80 | 16.10% | 17% | \$ 23,541.67 |
| Total Budget | | \$1,257,500.00 | \$ 88,383.59 | \$ 91,495.27 | \$ 179,878.86 | 14.30% | 17% | \$ 209,583.33 |

February Highlights

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

Endowment –

| December 2025 | January 2026 | Difference | YTD Difference | Contributions |
|---------------|--------------|------------|----------------|---------------|
| \$260,440.87 | \$265,203.10 | \$4,762.23 | 0 | \$81.93 |

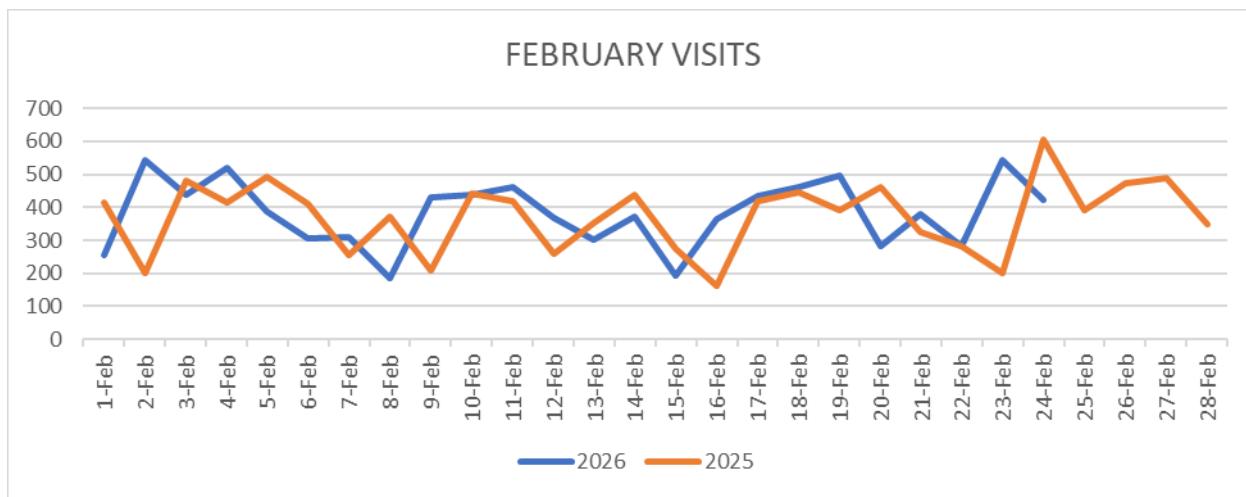
Contributions were \$50 in honor of Charley Mathes Shilling and \$35 in honor of Jerry Apps minus credit card fees.

- **Marketing plan** - We have started work on the first phase of our marketing plan which is search engine optimization. This is going through the website and making sure there's consistency, key words, and settings with the domain name and analytics are done properly.
- **Software Migration –**
 - staff are attending “train the trainer” training in the next few weeks so that we can ensure everyone is trained by the time we go live on April 15th.
 - We're making plans for April 13-15 when we won't have access to any library software online. We will have access to off-line Circulation software to record checkouts. But we won't be able to check items in during that time period. Also patrons won't be able to place holds or use the self checks. We've been brain storming different ways to reduce stress for staff and still create an good experience for patrons.
 - I've been helping SCLS test the online catalog page for patrons. This has consisted of using the different features for the new catalog and reporting back any issues.
- **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 on Friday, March 6th, 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 on Friday, March 6th, 2026.
 - **Plumbing**
 - The water heater was replaced in early February. Many parts in the old heater had begun to fail and it had become unreliable.
 -
 - **2025 Capital Projects**
 - New Study Room – The new study room has been installed. We decided to do a soft open and not publicize the new study room until the April newsletter. That way, we could see what people like and don't like and what issues may arise with the new study room. As of February 24th, the new study room has been used 6 times.
 - **2026 Capital Projects**
 - Space Needs Study – We held the first meeting in early February where we discussed priorities for renovation. The 2nd meeting is scheduled for March 27, 2026.
 - Rotunda Lighting Replacement
 - Digital Signage

Library Circulation (Kelly Heasty)

- Received new notary certification.
- Mid-month problem with patrons receiving email notices – holds dates extended by LibLime.
- Attended the Circ Train the trainer session.
- Updated my Library Perks flyer and gave a copy to Lucero with DHS.
- **Display Case:** Feb: Japanese Tea Service (to correspond with program at the end of March). March: Art Month. **Nicole now in charge of Display Case.**
- **Conversaciones en Espanol:** 7 at first mtng of the month & 8 at 2nd meeting
- **12 on-line applications** for new cards received via CivicPlus form for this month.
- SCLS expecting to migrate to new database April 1-April 15, 2026
- After library board passed no refund policy, I updated SCLS's website with info.
- Ordered additional supplies for OAK box to replace expired test-strips.
- Creating a plan & documents for downtime & cutover to Sirsi-Dynix.
- Met with each of the regular library assistants to do a quick coaching/catch-up session and to give them information on ICE, Measles & the Sirsi-Dynix cutover.

FEB LIBRARY VISITS: TREND



Youth Services (Heather Kent)

Storytime:

Storytimes were very well attended this month. From Baby Bounce to Little Bodies, Big Feelings we had good numbers for each session. I do joke that my 10:30 groups are the “introverts group” with smaller numbers (20-30 vs the 50-60 in the 9:30 sessions.)

It was Family Fort Night for our PJ Storytime this month. We had a camping themed storytime followed by blanket fort making in the library. It was great to see some older children at storytime and the simplicity of just letting them build blanket forts instead of making a craft worked out great.



Programming:

We had a full D&D group this month as they traveled through the Red Brand Hideout and face puzzles. I've been trying to give the group members puzzle challenges that they have to work together to figure out. They had to figure out a puzzle that was based off of the Pips game from the New York Times.

Zumbini Session 2 ended on February 11 and Session 3 started on February 18. Registration went fast for the 9:30 class – and it is a very full group this time around but very enthusiastic.

Magic Tree House Book Club this month discussed Time of the Turtle King. Participants learned about tortoises, sea turtles, and the Galapagos islands. Our physical activity had them doing the limbo under different heights that were connected to the depths of the ocean – and what sea creature can swim at that depth. So at 4 feet high it represented about 66 feet deep which is the furthest depth a Marine Iguana can swim. By the time we have the bar 1 foot 9 inches off the floor (they were just trying to go under it at this point) they learned that the leatherback sea turtle can dive 4,035 feet.

There was no school on Friday, February 13th so we had a craft afternoon making our own Squishies. Participants cut memory foam in to different shapes and then painted it. Once they are dry, they can use them as sensory tools/toys.

Graphic Novels Book Club this month discussed the New Kid and Hilo Book 2. We talked about how Jordan, the main character in New Kid, used art to work with his emotions/stress. The group talked about how they work with their feelings – what they do to stress release, etc... Then we got out paint and canvases to freestyle paint. There were no parameters – just to do what they wanted to do. It was interesting to see how each participant approached it. Some went abstract while others did pieces that were a little more structured.

Cottage Grove programming this month was on the 6th and 20th this month. Both programs were very well attended with around 35-45 people attending each.

Teen Services (Holly Wergin)

○ *Snack & Chat & Teen Hangout*

- This past month, we've had a surge of participation in Snack & Chat, with more and more teens coming back each week. I've also noticed more middle schoolers becoming good friends with high schoolers through these programs. Some highlights from this month include:
- We have a new subgroup of teens who come to Snack & Chat and Teen Hangout with math homework that they need help with, and other teens will sit down and help each other out. I've also noticed more teens sitting down to do homework together in general, and take breaks and have fun when things get too difficult.
- I recently had a request for sudoku and crosswords, and so I print out a daily crossword and sudoku for

program days. This has been really helpful to encourage some teens to do something solitary and mentally stimulating that's not on their phone.



- **UnBook Club**

- This month, UnBook Club teens discussed books, created recycled book hangings, and listened to *The Sacred & the Divine* by Kate Christensen for YA Storytime. This month, book discussions were the star of the show as one of our teens not only convinced every teen in the room to read a book she recommended, but also taught them how to access it on Libby (!). They also seemed excited to share their thoughts on this book in future UnBook Club meetings.

- **Teen STEAM**

- Teen STEAM this month was all about Black inventors and mathematicians. Teens could choose from four different stations based on three Black inventors:
 - Benjamin Banneker
 - Constellation luminaries
 - Sun and moon luminary
 - Katherine Johnson
 - Trajectory challenge with popsicle stick catapult
 - Dr. Gladys West
 - DIY Battleship

There was a little something for everyone, and it was interesting to see what each of the teens was drawn to.

- **D&D**

- This month is the beginning of a new Teen D&D session that will span from February - May. Mike, our DM, opted to set new stories in the same universe across campaigns, so teens who return in a new session can keep their previous characters and continue leveling them up.

- **After Hours: Frosted Frames**

- After Hours this month is based on a Tik Tok famous craft of decorating fake cakes. Teens used spackle, dyed to their desired color using acrylic paint, and piped it like icing to “frost” a wooden picture frame. This program was extremely popular, with 19 teens joining us, including many new faces (even one who came from Deerfield). While definitely messy and chaotic, teens really loved learning to use piping bags and adding all the little charms. Everyone left with frames that they were proud of, including many of them using this as an opportunity to make gifts for loved ones.



- ***Crochet Club***

- Teens at crochet club continue to come back each week and always look forward to the new pattern each time (particularly patterns for little creatures). Two teens are still learning, but they are building new skills with every session. Teens also love being able to check out materials to continue practicing or finish up a project that they started. They are very creative and always surprise me with what they end up making.

- ***VolunTeens***

- This month, 5 teen volunteers contributed 14 volunteer hours to the library. Volunteers helped with Family Fort Night, no school day crafts, and school-age programs.

- **Family Fun Night**

- At the end of this month, I volunteered to do a craft at IMMS’s annual Family Fun Night. This year, I brought materials for teens (and their families) to make friendship bracelets and pony bead keychains. As of writing this, this event hasn’t happened yet, but I’m sure it will be a great time!

- **Reading Rec Pages**

- This month, I also took some time to review the reading suggestions binder I created last year and update anything I saw as out of date. I also added an additional page I labeled as an introduction to the YA section, or reading selections for younger patrons who are aging out of the middle grade section, but still need something transitional in the YA area. I made this based off of some of the readers advisory questions I’ve taken recently, and I think this will be helpful for teens and parents who need some direction.

Adult Services (Sara Hendrickson)

Craft Club

- We had 15 people create hand-sewn bookmarks. Their creations ranged from worms, snails, and doughnuts to someone recreating their dog in felt.
- March's craft is shrinky dinks. Sara is planning and preparing the craft and the marketing.

Mystery Book Club

- We had 13 people attend this month's book club! We discussed *The Last to Vanish* by Megan Miranda. People were divided on the story, with some questioning plot points and others wishing characters were meatier. It led to a great conversation, though!
- Updated marketing and created bookmarks for March's book (*When the Stars Go Dark* by Paula McLain).

Other

- Our Winter Reading Challenge was another great success! We had 44 people turn their BINGO cards in for prizes. We got positive feedback from patrons that they enjoy this challenge, and even compete with their spouses to see who gets a BINGO first.
- Bridge Club continues to have a steady group of 8-12 players every week. We've also had some new players join us. They continue to say how much they love playing in our space compared to other community centers and libraries.
- The first Anxious Generation discussion (2/7) had 8 people. The discussions went well. The second session will be February 25.
- Family Game Day (2/14) saw 39 people! With the weather being so nice, we figured there wouldn't be too many people stopping by, but we were proven wrong. There were a lot of new faces, and a couple of them said they are looking forward to our next game day.
- Our new D&D campaign started this month (2/16). 2 of the 8 people are new, and one of them has never played anything like D&D before. It was a great first session.
- We had the Unjust Deeds Historical Traveling Exhibit for the month of February. It was great to see new faces coming into the library to check it out. Rick Bernstein's presentation on the subject (2/21) was phenomenal. We had 39 people attend, McFarland Cable recorded it, and our live stream worked (17 views so far)! Bridgit Van Belleghem, Senior Planner with the Dane County Department of Planning and Development was there to help community members complete a fill and file of the "Discharge and Release of Discriminatory Restriction Affecting Real Property" papers. These people received postcards in the mail from Dane County to let them know that there were racial covenants on their property.
- Met with a rep from Thorndike to discuss large print options.
- Worked with Automation Arts to ensure new live stream equipment operated correctly.
- Created marketing and advertised for Friends Used Book Sale, Wisconsin Film Festival Sneak Peak, Japanese Tea Ceremony, and Ron Larson's Conrad Elvehjem program: flyers, website, TV display slides, Facebook, Instagram, Nextdoor, Isthmus, and channel3000.com.
- Sent adult programming information to the Thistle, Senior Outreach, McFarland Communications Department, and McFarland's Community & Economic Development Specialist.

| E.D. Locke Public Library - Monthly Report January 2026 | | | | | | | | |
|--|---------------|---------------|---------------|---------------------------------------|-----------------|-----------------|-------------------------------|--|
| | Dec-25 | Jan-26 | Jan-25 | % change Nov. 2024 - Nov. 2025 | YTD 2025 | YTD 2024 | % change YTD 2024-2025 | |
| Materials Checked Out | 12,508 | 12,951 | 13,981 | -8% | 159,347 | 165,622 | -4% | |
| Materials Checked In | 10,073 | 10,208 | 10,358 | -1% | 127,264 | 130,817 | -3% | |
| Curbside Appointments | 1 | 2 | 0 | 100% | 6 | 8 | -25% | |
| Locker Pickups | 0 | 1 | 0 | 100% | 2 | 3 | -33% | |
| New library cards | 27 | 53 | 45 | 15% | 654 | 635 | 3% | |
| new materials added | 289 | 455 | 452 | 1% | 4608 | 4529 | 2% | |
| Internet use | 270 | 292 | 322 | -10% | 4064 | 3852 | 6% | |
| Average daily pick list | 113 | 146 | 144 | 1% | 134 | 133 | | |
| Visitor count | 20,313 | 19,063 | 19,873 | -4% | 259,497 | 252,717 | 3% | |
| Wireless Internet use (#users) | 1,422 | 1,303 | 1,394 | -7% | 20219 | 18479 | 9% | |
| App use | 2,666 | 3,283 | 3,017 | 8% | 31360 | 34561 | -9% | |
| Study room use | 83 | 93 | 78 | 16% | 1300 | 994 | 31% | |
| Meeting room use | 50 | 55 | 62 | -13% | 694 | 602 | 15% | |
| Reference Questions Answered | 382 | 377 | 470 | -25% | 5354 | 3762 | 42% | |
| Children's Program Participation (in-person) | 1273 | 1011 | 1263 | -20% | 15494 | 14257 | 9% | |
| Teen's Program Participation (in-person) | 58 | 75 | 71 | 6% | 1874 | 2093 | -10% | |
| Adult's Program Participation (in-person) | 115 | 135 | 204 | -34% | 1833 | 7240 | -75% | |
| Adult's Program Participation (on-line) | 0 | 0 | 257 | -100% | 875 | 644 | 36% | |
| All Ages/General Interest | 115 | 0 | 0 | #DIV/0! | 2754 | 0 | | |
| Volunteer hours worked | 40.25 | 32.25 | 32.25 | 0% | 642 | 228.25 | 181% | |


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 2, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Discussion of Dane County Funding Formula & Library Standards

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 2, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2025 Year in Review

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2025 Year in Review
2. 20260226101220937



**E. D. LOCKE
PUBLIC LIBRARY**

McFarland, Wisconsin

2025 | YEAR IN REVIEW



159,347
Items Checked
Out



252,717
Library Visitors

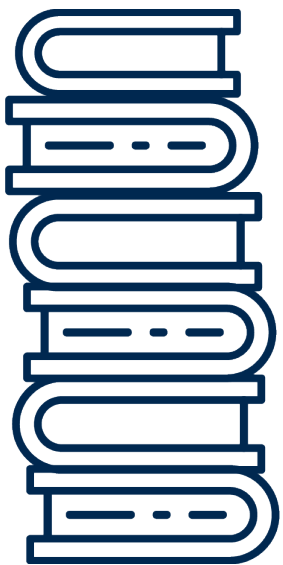
The library averaged
over 400 visitors each day!



654
New Cardholders



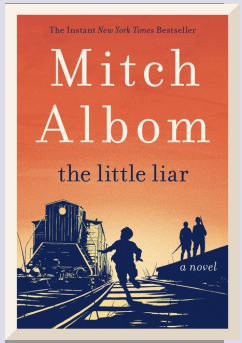
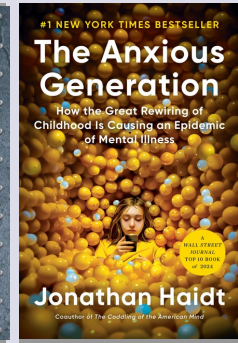
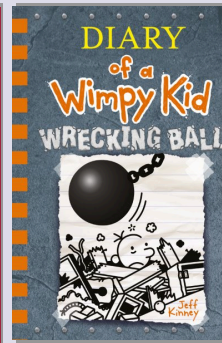
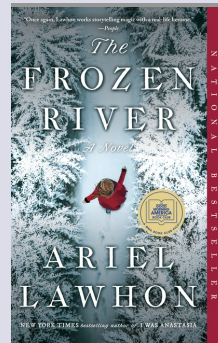
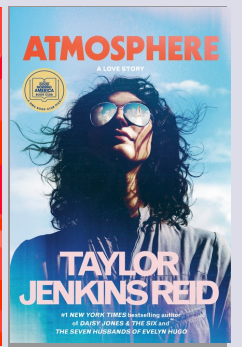
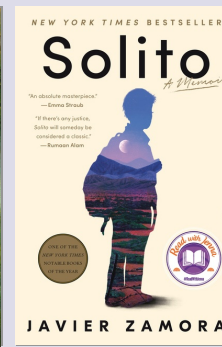
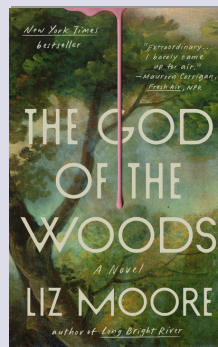
148,593
Wi-Fi sessions



3,341
New books were
added to our collection

82%
Of our circulation is
from print books

Top 10 Most Checked Out Books



Top Highlights

- ▶ Disk Golf & Pickleball sets are now available for checkout
- ▶ Over 200 people walked or ran our library 5K
- ▶ 880 people read for 934,006 minutes participated in our Summer Reading Program

656
Events were held

28,214
Patrons attended our events

Thank you for being a crucial part of our journey this year! | McFarlandLibrary.org



| 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 | 56,363 | 55,335 | 3,341 3,095 |
| 2. Physical Subscriptions | 98 | 103 | |
| 3. Physical Audio Materials | 3,544 | 3,390 | 128 123 |
| 4. Physical Video Materials | 8,155 | 7,671 | 199 |
| 5. Other Physical Materials | 446 | 446 | |
| 6. Total Physical Items in Collection | 68,508 | 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 Provided to | b. Items Received Received from |
| 163,059 156,580 | 82,094 79,819 | 2,881 4395 | 70,386 72,091 | 53,142 58,310 |

| | 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 Provided to | Items Borrowed from Other Libraries Received from |
| 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 |
| 15,453 14,846 | 10,397 7,009 | 22,843 24,151 | 2,003 2,437 | 2,844 2,810 | 48,443 50,696 |

| | | | | | | | |
|-------------------------------|----------------|------------|------------------|---------------------------|-----------------|-------------------|-----------------|
| 4. Number of Registered Users | | | 5. Overdue Fines | 6. Reference Transactions | | 7. Library Visits | |
| a. Resident | b. Nonresident | c. TOTAL | | a. Method | b. Annual Count | a. Method | b. Annual Count |
| 4837 4,557 | 2597 2,456 | 7434 7,013 | No | Actual Count | 3762 5,354 | Actual Count | 252,717 259,497 |

| | | | | | |
|--------------------------------------|--|--------------|-----------------|-------------------------------------|-------------------|
| 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 | 3852 4,064 | Actual Count | 187 989 148,593 * |

PI-2401

| | | |
|--|--|--|
| | LIBRARY PROGRAMS AND ATTENDANCE | |
|--|--|--|

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 <i>269</i> | 83 <i>68</i> | 115 <i>108</i> | 176 <i>114</i> | 23 |
| Total Attendance | <i>9985</i> 10,786 | 4,708 <i>4272</i> | 1,874 <i>2184</i> <i>2230</i> | 1,979 | 8,867 <i>5000</i> |

Total Program Statistics by Program Category

| | In-Person On-Site | In-Person Off-Site | Live, Virtual | Pre-recorded |
|---------------------|---------------------|--------------------|---------------|----------------|
| Number of Programs | 624 <i>508</i> | 46 <i>54</i> | 9 <i>6</i> | 9 <i>29</i> |
| Total Attendance | <i>13847</i> 22,721 | <i>9824</i> 5,383 | 110 <i>6</i> | |
| Total Program Views | | | | 775 <i>644</i> |

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.annan@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

a. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|-------------|--------|-------------|--------|
| Columbin | \$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 CB 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 |
| 2. Circulation to Nonresidents Living in the Library's County | 39261 39261 | 41,217 | 26,698 28,801 |
| 3. Circulation to Nonresidents Living in Another County in the Library System | 147 | 91 | 50 73 |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System | 76 | 166 | 131 121 |
| 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? | 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)? | 8b. If yes, does the library allow residents in adjacent systems to purchase library cards? | |
| Actual | No | 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 | 39 26 | f. Rock | 0 3 |
| b. Dodge | 0 0 | g. Sauk | 2 12 |
| c. Green | 0 20 | h. | |
| d. Iowa | 0 0 | i. | |
| e. Jefferson | 131 118 | 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 1 | 4 3 | 6 4 |
| Total Self-Directed Activity Participation | 725 1892 | 2,134 1306 | 526 102 |
| | d. Adult (19+) | e. General Interest (all ages) | f. Total |
| Number of Self-Directed Activities | 8 11 | 0 0 | 20 19 |
| Total Self-Directed Activity Participation | 377 585 | 0 0 | 3,762 3945 |

| | | |
|--|--------------|----------------------------|
| 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 |


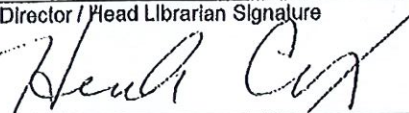
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 county 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 | Date Signed |
| ➤  | Kenneth Machtan | 2/2/2024 |
| Library Director / Head Librarian Signature | Library Director / Head Librarian Print or type | Date Signed |
| ➤  | Heidi Cox | 2/2/2026 |

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.

Table with 3 columns: President, Library Board of Trustees Signature or Designee; Name of President or Designee Print or type; Date Signed. Includes handwritten signature and date 2/2/2024.

COMMENTS

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

1e., 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

Rev'd 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, March 2, 2026

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library space needs update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None