



9151 West Loomis Road
Franklin, Wisconsin 53132
414.425.8214 FAX: 414.425.9498
www.FranklinPublicLibrary.org

Franklin Public Library Board of Trustees Meeting
6:00 p.m., Monday, November 26, 2018
Sievert Conference Room
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

AGENDA

- I. Call to Order and Roll Call – J. Williams-Killackey
- II. Public Comment (no action may be taken on issues raised unless otherwise on the agenda)
- III. Correspondence (Attachment A)
- IV. Approval of the Minutes
 - a. Board of Trustees Meeting, October 22, 2018 (Attachment B)
 - b. Personnel Committee Meeting, October 16, 2018 (Attachment C)
- V. Finance Committee – T. Berres
 - a. Approval of Vouchers and Invoices
 - b. Treasurer’s Report (Attachments D, E)
- VI. Report on City of Franklin Matters – K. Wilhelm
- VII. Report of the President
- VIII. Report of the Library Director – J. Loeffel
 - a. Monthly Activity of Library Director & Library, including Upcoming Events (Attachment F)
 - b. FPL @ a Glance Statistics Report (Attachment G)
- IX. Report of the Franklin Public Library Foundation – K. Wesener, J. Loeffel
- X. Report of the Building and Grounds Committee
- XI. Report of the Personnel Committee
- XII. Report of the Strategic Planning Committee (Attachment H)
- XIII. Business:
 - a. Discussion and Approval of Staff In-Service/Training Day, February 18, 2019, Including Effect on Library Hours (Attachment I)
 - b. Discussion and Approval of Mobile Hotspot Policy, 11/18 revision (Attachment J)
 - c. Discussion and Approval of Library Director Evaluation Form and Goals (Attachment K)
 - d. Discussion and Approval of Library Board Representative on Franklin Public Library Foundation Board
 - e. Discussion of 2019 Library Budget, Including Clarification on the Impact of Changes in the Retirement System and Healthcare Costs (Attachment L)
 - f. Discussion of Potential Library Needs in the Next Six Months to One Year (Attachment M)
- XIV. Future Meeting Date(s) and Agenda Item(s)
 - a. Next Regular Trustees Meeting: Monday, December 17, 2018, 6:00 p.m.
- XV. Adjourn

Agenda dated November 21, 2018

Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Council per State ex. Re. Badke v. Greendale Village Bd. even though the Council will not take formal action at this meeting.

Dear Jennifer,

Thank you so much for everything you do. I deeply appreciate your input and support for the Veterans Day program and for the veterans. The support from you and your staff is outstanding.

Ed



Name	Attended	Name	Attended	Name	Attended
Judi Williams-Killackey (JW) President	X	Karen Wesener (KAW) Vice- President	X	Terry Berres (TB) Treasurer	X
Madelyn Kempen (MAK) Secretary	X	Maria Imp (MI)	X	Mike Karolewicz (MK) Excused Absence	<i>Excused Absence</i>
Judy Mueller (JM)	X	Annemarie Vitas-Oklobdzija (AV)	<i>Excused Absence</i>	Kristen Wilhelm (KW)	X

ALSO ATTENDED: Jennifer Loeffel (JL), Library Director

CALL TO ORDER: President Judi Williams-Killackey called the Franklin Public Library Board meeting to order at 6:00 p.m.

Public Comment/Visitors: None.

Correspondence: None.

Approval of minutes from regular meeting of September 24, 2018.

- Change to City Matters – the Mayor presented his budget and the library budget received favorable comments.
- Change to Buildings and Grounds: KW will contact the city forester about raising the evergreen branches.
- Change Karen Wesener’s initials from KW to KAW.

MI moved to approve the minutes with the above changes. KW seconded.

COMMITTEE REPORTS:

Finance—Approval of vouchers and invoices: Motion by KW to approve Invoices from October 18. Seconded by JW.

City Matters—Public hearing of the budget will be held on November 13th. Updates regarding the City Hall renovation.

President— November 13th planned as the date of the Strategic Planning Committee kick-off meeting.

Director—Attachments D, E presented by JL. The Mobile hot spots will be discussed next meeting.

Foundation— 2019 fundraisers were discussed at the last meeting. KAW will be moving into the treasurer’s role. The Foundation will be seeking a new representative from the Library Board.

Buildings and Grounds— Discussion of raising the evergreens and trimming the shrubs.

Personnel— The Personnel committee provided an update of the Director evaluation process. The committee will be meeting again in November to create the evaluation form.

BUSINESS:

Approval of Virtual Reality Center Policy & Waiver Release Form (Attachment F) – MI motioned to approve. KW seconded.

Discussion on Reciprocal Borrowing Payment for 2020, Trends and Effects on 2019 Budget (Attachment G) –Discussion regarding interaction with Strategic Plan.

Approval of Mayor’s Recommended Budget (Attachment H) - TB moved to approve the Mayor’s Recommended Budget subject to JL going to finance meeting for clarification on retirement increase and changes regarding WRS and healthcare. MI seconded.

Discussion and Approval of Mobile Hotspot Policy (Attachment I) – Requested that the form be changed to bullet points for ease of reading and a place for initials be added next to each section. Moved to next agenda for approval.

Discussion and Approval of 2018 Library Director Evaluation Process and Goals (Attachment J) – Discussed and reviewed process. Approval of form and goals moved to next agenda.

Adjourn: TB motioned to adjourn and JW seconded at 8:07 pm.

Next regular meeting will be Monday, November 26, 2018 at 6:00pm in the Sievert Conference Room.



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Franklin Public Library Personnel Committee Meeting
4:30 p.m., Tuesday, October 16, 2018
Sievert Conference Room
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

Present: Michel Karolewicz, Judi Williams-Killackey, Madelyn Kempen

- I. **M. Karolewicz called the meeting to order at 4:34 p.m.**
- II. **Review Library Director Evaluation Process**
 - a. **Evaluation Form Review for Update:** The members discussed using a evaluation form that reviewed the Director's progress on goals and basic job requirements. It was decided to move away from a form that used a numerical scale in order to give more specific feedback on performance.
 - b. **Define Committee Member Roles:** The personnel committee members will provide the evaluation sheet to the Board of Trustees in November in order to allow the members to have an opportunity to provide feedback. The evaluation form will be filled out by the Personnel Committee in December with results shared with the Director in January.
- III. **Discuss Library Director Goals for 2019:** It was decided to bring the goals to the Board of Trustees to include the members on the discussion of the 2019 goals.
- IV. **Select Future Meeting Date(s):** The Personnel Committee will meet again before the November meeting.
- V. **Adjourn:** The meeting was adjourned at 4:58 p.m.

Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Council per State ex. Re. Badke v. Greendale Village Bd. even though the Council will not take formal action at this meeting.

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRANKLIN
 PERIOD ENDING 10/31/2018
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/18	YTD BALANCE 10/31/2018	% BDGT USED	ACTIVITY FOR MONTH 10/31/18	AVAILABLE BALANCE
Fund 15 - LIBRARY FUND								
Revenues								
Dept 0000 - GENERAL	GENERAL PROPERTY TAX	1,303,200.00	1,303,200.00	1,303,200.00	1,303,200.00	100.00	0.00	0.00
15-0000-4011	REAL ESTATE TAXES	1,303,200.00	1,303,200.00	1,303,200.00	1,303,200.00	100.00	0.00	0.00
INTERGOVERNMENTAL								
15-0000-4458	LIBRARY RECIPROCAL BORROWING	75,000.00	75,000.00	24,773.55	68,526.00	91.37	0.00	6,474.00
INTERGOVERNMENTAL		75,000.00	75,000.00	24,773.55	68,526.00	91.37	0.00	6,474.00
INVESTMENT EARNINGS								
15-0000-4711	INTEREST ON INVESTMENTS	8,500.00	8,500.00	7,083.34	15,126.00	177.95	1,138.00	(6,626.00)
15-0000-4713	INVESTMENT GAINS/LOSSES	0.00	0.00	0.00	(3,321.00)	100.00	25.00	3,321.00
INVESTMENT EARNINGS		8,500.00	8,500.00	7,083.34	11,805.00	138.88	1,163.00	(3,305.00)
Total Dept 0000 - GENERAL								
		1,386,700.00	1,386,700.00	1,335,056.89	1,383,531.00	99.77	1,163.00	3,169.00
TOTAL REVENUES								
		1,386,700.00	1,386,700.00	1,335,056.89	1,383,531.00	99.77	1,163.00	3,169.00
Expenditures								
Dept 0511 - LIBRARY PERSONAL SERVICES								
15-0511-5111	SALARIES-FT	372,354.00	372,354.00	297,883.20	320,423.67	86.05	30,719.81	51,930.33
15-0511-5113	SALARIES-PT	304,865.00	304,865.00	243,892.00	250,265.83	82.09	23,532.99	54,599.17
15-0511-5115	SALARIES-TEMP	0.00	0.00	0.00	4,562.68	100.00	256.00	(4,562.68)
15-0511-5118	COMPTIME TAKEN	0.00	0.00	0.00	135.28	100.00	0.00	(135.28)
15-0511-5133	LONGEVITY	1,225.00	1,225.00	980.00	946.25	77.24	95.00	278.75
15-0511-5134	HOLIDAY PAY	36,148.00	36,148.00	28,918.40	26,191.98	72.46	1,364.03	9,956.02
15-0511-5135	VACATION PAY	43,806.00	43,806.00	35,044.80	28,421.71	64.88	2,842.62	15,384.29
PERSONAL SERVICES		758,398.00	758,398.00	606,718.40	630,947.40	83.19	58,810.45	127,450.60
EMPLOYEE BENEFITS								
15-0511-5151	FICA	58,017.00	58,017.00	46,413.60	46,737.04	80.56	4,326.74	11,279.96
15-0511-5152	RETIREMENT	26,082.00	26,082.00	20,865.60	21,654.14	83.02	2,131.95	4,427.86
15-0511-5153	RETIREE GROUP HEALTH	2,129.00	2,129.00	1,703.20	1,770.00	83.14	177.00	359.00
15-0511-5154	GROUP HEALTH & DENTAL	84,682.00	84,682.00	67,745.60	49,074.68	57.95	5,996.88	35,607.32
15-0511-5155	LIFE INSURANCE	2,622.00	2,622.00	2,622.00	1,768.01	67.43	174.98	853.99
15-0511-5156	WORKERS COMPENSATION INS	1,365.00	1,365.00	1,092.00	1,135.00	83.15	106.00	230.00
EMPLOYEE BENEFITS		174,897.00	174,897.00	140,442.00	122,138.87	69.83	12,913.55	52,758.13
CONTRACTUAL SERVICES								
15-0511-5242	EQUIPMENT MAINTENANCE	13,000.00	13,000.00	12,431.36	9,955.98	76.58	0.00	3,044.02
15-0511-5257	SOFTWARE MAINTENANCE	500.00	500.00	416.66	0.00	0.00	0.00	500.00
15-0511-5299	SUNDRY CONTRACTORS	2,000.00	2,000.00	1,807.87	1,415.00	70.75	0.00	585.00
CONTRACTUAL SERVICES		15,500.00	15,500.00	14,655.89	11,370.98	73.36	0.00	4,129.02
SUPPLIES								
15-0511-5311	POSTAGE	750.00	750.00	527.97	647.97	86.40	100.58	102.03
15-0511-5312	OFFICE SUPPLIES	4,500.00	4,500.00	3,750.00	2,319.98	51.56	116.76	2,180.02

User: JLoeffel
 DB: Bsageneralledger
 PERIOD ENDING 10/31/2018
 % Fiscal Year Completed: 83.29

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Fund 15 - LIBRARY FUND								
Expenditures								
15-0511-5329	OPERATING SUPPLIES	14,000.00	14,000.00	10,519.85	13,612.22	97.23	982.68	387.78
15-0511-5393	E-BOOKS	8,525.00	8,525.00	7,104.16	8,522.00	99.96	0.00	3.00
	SUPPLIES	27,775.00	27,775.00	21,901.98	25,102.17	90.38	1,200.02	2,672.83
SERVICES & CHARGES								
15-0511-5422	SUBSCRIPTIONS	21,110.00	21,110.00	20,053.97	22,428.14	106.24	5,509.29	(1,318.14)
15-0511-5424	MEMBERSHIPS/DUES	1,800.00	1,800.00	1,500.00	1,353.00	75.17	0.00	447.00
15-0511-5425	CONFERENCES & SCHOOLS	1,000.00	1,000.00	833.34	0.00	0.00	0.00	1,000.00
15-0511-5432	MILEAGE	800.00	800.00	666.66	591.15	73.89	0.00	208.85
15-0511-5433	EQUIPMENT RENTAL	1,800.00	1,800.00	1,500.00	2,093.92	116.33	15.72	(293.92)
15-0511-5451	MCFLS COMPUTER	38,750.00	38,750.00	37,624.00	38,365.67	99.01	289.67	384.33
	SERVICES & CHARGES	65,260.00	65,260.00	62,177.97	64,831.88	99.34	5,814.68	428.12
CONTINGENCY								
15-0511-5499	UNRESTRICTED CONTINGENCY	0.00	10,000.00	8,333.34	2,000.00	20.00	0.00	8,000.00
	CONTINGENCY	0.00	10,000.00	8,333.34	2,000.00	20.00	0.00	8,000.00
FACILITY CHARGES								
15-0511-5528	ALLOCTD INSUR COST-FACILITY	31,650.00	31,650.00	26,375.00	26,375.00	83.33	2,637.50	5,275.00
15-0511-5551	WATER	1,602.00	1,602.00	1,335.00	1,562.74	97.55	420.66	39.26
15-0511-5552	ELECTRICITY	81,000.00	81,000.00	64,569.56	54,351.79	67.10	15,288.84	26,648.21
15-0511-5553	SEWER	416.00	416.00	346.66	421.94	101.43	125.57	(5.94)
15-0511-5554	NATURAL GAS	27,040.00	27,040.00	19,084.71	14,808.32	54.76	2,627.73	12,231.68
15-0511-5556	JANITORIAL SUPPLIES	6,000.00	6,000.00	5,000.00	3,475.27	57.92	419.37	2,524.73
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000.00	10,000.00	8,795.96	8,238.64	82.39	245.00	1,761.36
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200.00	1,200.00	1,000.00	814.28	67.86	81.18	385.72
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500.00	18,500.00	15,416.66	15,364.88	83.05	303.00	3,135.12
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	85,680.00	85,680.00	71,400.00	71,400.00	83.33	7,140.00	14,280.00
	FACILITY CHARGES	252,088.00	263,088.00	213,323.55	196,812.86	74.81	29,288.85	66,275.14
CAPITAL OUTLAY								
15-0511-5812	FURNITURE/FIXTURES	0.00	0.00	0.00	994.21	100.00	0.00	(994.21)
15-0511-5816	LIBRARY MATERIALS	85,282.00	85,282.00	69,520.65	70,225.62	82.35	9,208.13	15,056.38
15-0511-5822	BUILDING IMPROVEMENTS	0.00	4,000.00	3,333.34	0.00	0.00	0.00	4,000.00
15-0511-5841	COMPUTER EQUIPMENT	7,500.00	7,500.00	6,276.92	12,283.51	163.78	0.00	(4,783.51)
	CAPITAL OUTLAY	92,782.00	96,782.00	79,130.91	83,503.34	86.28	9,208.13	13,278.66
Total Dept 0511 - LIBRARY								
		1,386,700.00	1,411,700.00	1,146,684.04	1,136,707.50	80.52	117,235.68	274,992.50
TOTAL EXPENDITURES								
		1,386,700.00	1,411,700.00	1,146,684.04	1,136,707.50	80.52	117,235.68	274,992.50
Fund 15 - LIBRARY FUND:								
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,335,056.89	1,383,531.00	99.77	1,163.00	3,169.00
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	1,146,684.04	1,136,707.50	80.52	117,235.68	274,992.50
	NET OF REVENUES & EXPENDITURES	0.00	(25,000.00)	188,372.85	246,823.50	987.29	(116,072.68)	(271,823.50)
	BEG. FUND BALANCE	450,300.43	450,300.43	450,300.43	450,300.43			
	END FUND BALANCE	450,300.43	425,300.43	638,673.28	697,123.93			

ATTACHMENT D
 PAGE 2 OF 4

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/18	YTD BALANCE 10/31/2018	% BDGT USED	ACTIVITY FOR MONTH 10/31/18	AVAILABLE BALANCE
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES								
Revenues								
Dept 0000 - GENERAL								
INVESTMENT EARNINGS								
16-0000-4719-4002	MISC INTEREST-Donation MMKT Acct	60.00	60.00	45.24	55.04	91.73	5.63	4.96
16-0000-4719-4005	MISC INTEREST-Checking Acct	40.00	40.00	30.78	31.85	79.63	1.80	8.15
	INVESTMENT EARNINGS	100.00	100.00	76.02	86.89	86.89	7.43	13.11
CHARGES FOR SERVICES								
16-0000-4419-4005	TAXABLE SALES-copy, fax, coffee, rummage	9,400.00	9,400.00	7,208.07	10,731.62	114.17	1,531.42	(1,331.62)
	CHARGES FOR SERVICES	9,400.00	9,400.00	7,208.07	10,731.62	114.17	1,531.42	(1,331.62)
MISCELLANEOUS REVENUE								
16-0000-4748-4002	DONATIONS - LIBRARY-Donation MMKT acct	1,000.00	1,000.00	833.34	585.00	58.50	200.00	415.00
16-0000-4748-4005	DONATIONS - LIBRARY-Checking Acct	6,000.00	6,000.00	5,529.08	7,752.38	129.21	982.28	(1,752.38)
16-0000-4764-4005	LIBRARY SALES-Books-nontaxable	12,000.00	12,000.00	10,000.00	12,335.13	102.79	737.10	(335.13)
16-0000-4765-4005	LIBRARY FINES	0.00	0.00	0.00	26,909.34	100.00	4,452.54	(26,909.34)
16-0000-4766-4005	LIBRARY MEETING ROOM RENTAL	0.00	0.00	0.00	4,555.00	100.00	480.00	(4,555.00)
16-0000-4799-4005	MISC REVENUE-Lost Items & Fee Cards	40,000.00	40,000.00	31,769.20	3,164.80	7.91	169.55	36,835.20
	MISCELLANEOUS REVENUE	59,000.00	59,000.00	48,131.62	55,301.65	93.73	7,021.47	3,698.35
Total Dept 0000 - GENERAL								
	TOTAL REVENUES	68,500.00	68,500.00	55,415.71	66,120.16	96.53	8,560.32	2,379.84
Expenditures								
Dept 0511 - LIBRARY								
CONTRACTUAL SERVICES								
16-0511-5242-4005	EQUIPMENT MAINTENANCE	900.00	900.00	572.51	1,296.79	144.09	887.96	(396.79)
16-0511-5257-4005	SOFTWARE MAINTENANCE	1,750.00	1,750.00	1,680.83	1,085.00	62.00	0.00	665.00
16-0511-5299-4005	SUNDRY CONTRACTORS	7,000.00	7,000.00	5,566.75	6,833.04	97.61	715.00	166.96
	CONTRACTUAL SERVICES	9,650.00	9,650.00	7,820.09	9,214.83	95.49	1,602.96	435.17
SUPPLIES								
16-0511-5311-4005	POSTAGE	400.00	400.00	303.00	189.09	47.27	14.72	210.91
16-0511-5312-4005	OFFICE SUPPLIES	6,000.00	6,000.00	3,714.96	9,392.31	156.54	1,052.00	(3,392.31)
16-0511-5313-4005	PRINTING	500.00	500.00	416.66	373.18	74.64	0.00	126.82
16-0511-5329-4005	OPERATING SUPPLIES	5,330.00	5,330.00	4,116.05	3,183.07	59.72	627.64	2,146.93
16-0511-5393-4005	E-BOOKS	12,000.00	12,000.00	10,000.00	6,466.77	53.89	1,408.66	5,533.23
	SUPPLIES	24,230.00	24,230.00	18,550.67	19,604.42	80.91	3,103.02	4,625.58
SERVICES & CHARGES								
16-0511-5422-4005	SUBSCRIPTIONS	1,980.00	1,980.00	1,888.81	1,100.67	55.59	400.00	879.33
16-0511-5424-4005	MEMBERSHIPS/DUES	400.00	400.00	268.80	215.00	53.75	0.00	185.00
16-0511-5425-4005	CONFERENCES & SCHOOLS	1,500.00	1,500.00	1,072.20	317.00	21.13	217.00	1,183.00
16-0511-5432-4005	MLEAGE	220.00	220.00	112.29	0.00	0.00	0.00	220.00
16-0511-5433-4005	EQUIPMENT RENTAL	6,120.00	6,120.00	3,902.56	5,646.45	92.26	1,445.72	473.55
	SERVICES & CHARGES	10,220.00	10,220.00	7,244.66	7,279.12	71.22	2,062.72	2,940.88
FACILITY CHARGES								

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRANKLIN

PERIOD ENDING 10/31/2018
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		BUDGET YEAR-TO-DATE THRU 10/31/18	YTD BALANCE 10/31/2018	% BDGT USED	ACTIVITY FOR MONTH 10/31/18	AVAILABLE BALANCE
		ORIGINAL BUDGET	2018 AMENDED BUDGET					
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES								
Expenditures								
16-0511-5556.4005	JANITORIAL SUPPLIES	500.00	500.00	416.66	0.00	0.00	0.00	500.00
16-0511-5559.4005	BUILDING MAINTENANCE-OTHER	500.00	500.00	500.00	616.14	123.23	436.00	(116.14)
	FACILITY CHARGES	1,000.00	1,000.00	916.66	616.14	61.61	436.00	383.86
CAPITAL OUTLAY								
16-0511-5812.4005	FURNITURE/FIXTURES	5,000.00	5,000.00	4,829.85	767.52	15.35	0.00	4,232.48
16-0511-5816.4005	LIBRARY MATERIALS	10,000.00	10,000.00	7,952.89	213.70	2.14	0.00	9,786.30
16-0511-5841.4005	COMPUTER EQUIPMENT	5,000.00	5,000.00	3,333.33	635.73	12.71	635.73	4,364.27
16-0511-5843.4005	SOFTWARE	2,400.00	2,400.00	2,400.00	199.00	8.29	0.00	2,201.00
	CAPITAL OUTLAY	22,400.00	22,400.00	18,516.07	1,815.95	8.11	635.73	20,584.05
CLAIMS, CONTRIB. AND AWARDS								
16-0511-5734.4005	VOLUNTEER RECOGNITION	1,000.00	1,000.00	833.34	811.36	81.14	710.92	188.64
	CLAIMS, CONTRIB. AND AWARDS	1,000.00	1,000.00	833.34	811.36	81.14	710.92	188.64
Total Dept 0511 - LIBRARY								
		68,500.00	68,500.00	53,881.49	39,341.82	57.43	8,551.35	29,158.18
TOTAL EXPENDITURES								
		68,500.00	68,500.00	53,881.49	39,341.82	57.43	8,551.35	29,158.18
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES:								
TOTAL REVENUES		68,500.00	68,500.00	55,415.71	66,120.16	96.53	8,560.32	2,379.84
TOTAL EXPENDITURES		68,500.00	68,500.00	53,881.49	39,341.82	57.43	8,551.35	29,158.18
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,534.22	26,778.34	100.00	8.97	(26,778.34)
BEG. FUND BALANCE		130,780.30	130,780.30	130,780.30	130,780.30			
END FUND BALANCE		130,780.30	130,780.30	132,314.52	157,558.64			
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		1,455,200.00	1,455,200.00	1,390,472.60	1,449,651.16	99.62	9,723.32	5,548.84
NET OF REVENUES & EXPENDITURES		0.00	(25,000.00)	189,907.07	1,176,049.32	79.45	125,787.03	304,150.68
BEG. FUND BALANCE - ALL FUNDS		581,080.73	581,080.73	581,080.73	581,080.73			
END FUND BALANCE - ALL FUNDS		581,080.73	556,080.73	770,987.80	854,682.57	1,094.41	(116,063.71)	(298,601.84)

	2018 Budget	January	February	March	April	May	June	July	August	September	October	November	December	FPL YTD Total	CITY YTD
CHARGES FOR SERVICES															
4419 Public Printer	\$ 1,000.00									\$ 482.18	\$ 374.52			\$ 856.70	
4419 Public Copier	\$ 1,000.00	239.50	272.41	232.55	202.30	279.82	140.85	100.90	156.93	130.40	228.90			\$ 1,984.56	
4419 Copier/Fax (Register)	\$ 6,500.00	632.90	621.00	559.49	536.25	571.65	526.73	454.15	264.15	76.75	102.75			\$ 4,345.82	
4419 Coffee/Rummage (Register)	\$ 900.00			542.75	846.84	377.34	98.50	82.35	107.90	747.25				\$ 2,802.93	
4419 Coffee ACH Deposit	\$ -						92.18							\$ 92.18	
4419 Tote Bag Sales								92.00	198.00	88.00	78.00			\$ 456.00	
4419 Bake Sales								739.20						\$ 739.20	
4764 Book Sales (Register)	\$ 12,000.00	1,178.86	1,071.60	950.01	841.45	629.16	1,218.90	956.70	1,003.35	565.05	737.10			\$ 9,152.18	
4764 Annual Book Sale									3,182.85					\$ 3,182.85	
4765 MCHLS Ecommerce Fines	\$ 12,000.00	2,477.17		3,142.60				3,126.68			3,009.75			\$ 11,756.20	
4765 Fines (Register)	\$ 20,000.00	1,497.54	1,274.59	1,615.08	1,431.57	1,227.87	1,904.49	1,645.70	1,788.35	1,325.16	1,442.79			\$ 15,153.14	
4766 Meeting Rooms (Register)	\$ 4,000.00	680.00	290.00	705.00	220.00	480.00	360.00	200.00	680.00	360.00	480.00			\$ 4,555.00	
4799 Lost/Damaged Items (Register)	\$ 3,000.00	117.00	152.00	181.00	222.00	136.40	214.00	152.00	405.50	290.45	169.55			\$ 2,039.90	
4799 Fee Cards (Register)	\$ 1,000.00	225.00	300.00	75.00	225.00	75.00	225.00	300.00	300.00					\$ 1,125.00	
	\$ 61,400.00	7,047.97	3,981.60	4,243.13	7,238.92	4,246.74	5,059.49	6,826.63	8,800.68	3,425.89	7,370.61			\$ 58,241.66	
INTEREST															
4719 Interest	\$ 100.00	8.55	7.84	8.71	8.60	9.13	8.88	9.19	9.30	9.26	9.63			\$ 89.09	
DONATIONS															
4748 Foundation (from)	\$ 6,000.00	499.00				2,181.62				641.67	949.82			\$ 4,272.11	
4748 Miscellaneous	\$ 1,000.00	82.95	205.10	28.60	3,031.00	164.20	36.30	188.61	15.55	80.50	232.46			\$ 4,065.27	
	\$ 7,000.00	\$ 581.95	\$ 205.10	\$ 28.60	\$ 3,031.00	\$ 2,345.82	\$ 36.30	\$ 188.61	\$ 15.55	\$ 722.17	\$ 1,182.28	\$ -	\$ -	\$ 8,337.38	
TOTAL REVENUES	\$ 68,500.00	\$ 7,638.47	\$ 4,194.54	\$ 4,280.44	\$ 10,278.52	\$ 6,601.69	\$ 5,104.67	\$ 7,024.43	\$ 8,823.53	\$ 4,157.32	\$ 8,562.52	\$ -	\$ -	\$ 66,668.13	\$ (547.97)
5242 Equipment Maint.	\$ 900.00		101.99	43.86	85.60	27.66	53.96		48.15	47.61	887.96			\$ 1,296.79	
5257 Software Maintenance	\$ 1,750.00					435.00								\$ 435.00	
5299 Sundry Contractors	\$ 7,000.00	100.00	617.94	847.10	100.00		1,800.00	1,425.00	700.00	800.00	715.00			\$ 7,105.04	
5311 Postage	\$ 4,000.00	44.77	3.50	4.19		14.71	21.86	26.14	56.03	3.17	14.72			\$ 189.09	
5312 Office/Program Supplies	\$ 6,000.00	1,107.81	376.99	646.31	710.25	1,620.53	1,686.23	603.86	601.04	987.29	1,052.00			\$ 9,392.31	
5313 Printing	\$ 500.00					190.55	182.63							\$ 373.18	
5329 Operating Supplies	\$ 5,330.00		124.60	13.98	208.24	984.12	124.95	834.40	178.14	12.00	627.64			\$ 3,108.07	
5393 Ebooks	\$ 12,000.00		1,957.47			1,035.89	1,109.97	485.89	218.99	725.94	1,408.66			\$ 6,982.81	
5422 Subscriptions	\$ 1,980.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	175.67	400.00			\$ 1,175.67	
5424 Memberships	\$ 400.00			15.00		200.00								\$ 215.00	
5425 Conferences & Schools	\$ 1,500.00					145.00					217.00			\$ 362.00	
5432 Mileage & Parking	\$ 220.00													\$ -	
5433 Equipment Rental	\$ 6,120.00		623.69	113.97	911.47	512.72	509.72	395.75	623.69	509.72	1,445.72			\$ 5,646.45	
5556 Janitorial Supplies	\$ 500.00					11.34	153.80				436.00			\$ 616.14	
5559 Building Maint-Other	\$ 500.00		15.00		100.44						710.92			\$ 811.36	
5734 Volunteer Recognition	\$ 1,000.00					431.52	336.00							\$ 767.52	
5812 Furniture/Fixtures	\$ 5,000.00			18.00		170.70				25.00				\$ 213.70	
5816 Library Materials	\$ 10,000.00										635.73			\$ 635.73	
5841 Computer Equipment	\$ 5,000.00		100.00				99.00							\$ 199.00	
5843 Software	\$ 2,400.00													\$ -	
TOTAL EXPENDITURES	\$ 68,500.00	\$ 1,327.58	\$ 4,036.18	\$ 1,759.41	\$ 2,209.00	\$ 5,854.74	\$ 5,817.12	\$ 4,182.04	\$ 2,501.04	\$ 3,286.40	\$ 8,551.35	\$ -	\$ -	\$ 39,524.86	\$ 133.04
NET OF REV/EXPENDITURES	\$ -	\$ 6,310.89	\$ 158.36	\$ 2,521.03	\$ 8,069.52	\$ 746.95	\$ (712.45)	\$ 2,842.39	\$ 6,324.49	\$ 870.92	\$ 11.17	\$ -	\$ -	\$ 27,143.27	\$ (414.93)

Fines & Fees Account

10/31/2018

Beginning Balance			\$ 93,318.51
Revenues			
Register	September	\$ 1,521.35	
Register	October	\$ 1,441.55	
Copier	10/02	\$ 72.35	
Copier	10/18	\$ 91.50	
Fax	10/30	\$ 32.00	
Copier	10/30	\$ 65.05	
Printing	Cash deposit 10/2	\$ 117.05	
	Nayax ACH Deposit 10/5	\$ 8.35	
	Nayax ACH Deposit 10/12	\$ 26.46	
	Nayax ACH Deposit 10/19	\$ 36.61	
	Nayax ACH Deposit 10/26	\$ 21.35	
	Cash deposit 10/30	\$ 164.70	
Tax. Sales	Meeting room table sales	\$ 610.00	
MCFLS		\$ 3,009.75	
Found.		\$ 949.82	
Interest		\$ 4.00	
	Total Revenue	\$ 8,171.89	
	Sub-Total		\$ 101,490.40
Expenditures			
EFT*	BMO Harris Credit Card	\$ 1,193.97	
2593	Caitlin Sprague	\$ 9.16	
2598	Diane Oleson	\$ 29.84	
2599	Bibliotheca	\$ 691.96	
2600	GFC Leasing	\$ 395.75	
2601	Balance Studios	\$ 250.00	
2602	Jessica Michna	\$ 165.00	
2603	Chicago Tribune	\$ 325.00	
2605	MCFLS	\$ 446.69	
2606	Bruce Cole	\$ 100.00	
2607	Gordon Flesch	\$ 28.53	
2609	Sprint	\$ 113.97	
2610	Bibliotheca	\$ 716.70	
2611	Digicorp	\$ 936.00	
2612	Ricoh	\$ 859.43	
2613	Friends of the MKI	\$ 100.00	
2614	Brian Cummings	\$ 100.00	
	Debit for coin strap charge	\$ 2.00	
	Debit for coin fee	\$ 0.20	
	Total Expenditures	\$ 6,464.20	
Ending Balance			\$ 95,026.20

Reimb for supplies
 9/30/18 program supplies
 Ebooks
 Printer/copier lease
 Website repair
 10/04 performer
 6 month newspaper subscription
 Ecommerce fee/computer equipment
 10/18 speaker
 Printer/copier overages
 Mobile hotspots
 Ebooks
 Meraki wifi licenses (3-year terms)
 Staff copier overage
 10/25 speaker
 10/27 coding program
 Had too many cash deposits :(
 " "

Donations Account

10/31/2018

Beginning Balance			\$ 66,219.62
Revenues			
Donations	Pioneer Insurance	\$ 200.00	
Interest		\$ 5.63	
	Total Revenue		
	Sub-Total	\$ 205.63	
Expenditures			
	Total Expenditures	\$ -	
Ending Balance			\$ 66,425.25

A donation in honor of FPL's helpful staff

BMO Harris Credit Card October 2018

5299	5311	5312	5313	5329	5393	5422	5424	5425	5432	5556	5559	5734	5816	5841	5843	Total
Contractors/Pre-sentors	Postage	Program Supplies	Printing	Operating Supplies	eBooks	Subs.	Member-ship	Confer-ences & Schools	Mileage & Parking	Janitorial Supplies	Building Maint.	Vol. Breakfast	Library Materials	Computer Equip.	Software	
	\$ 3.68	\$ 39.42		\$ 76.93		\$ 75.00					\$ 336.00	\$ 29.78		\$ 336.00		\$ 896.81
	\$ 11.04	\$ 49.33		\$ 206.71								\$ 4.22				\$ 271.30
		\$ 32.71		\$ 45.00								\$ 358.31				\$ 436.02
		\$ 49.33		\$ 92.50								\$ 74.41				\$ 216.24
		\$14.78		\$ 29.55								\$ 30.62				\$ 74.95
		\$ 21.01		\$ 17.99								\$ 30.00				\$ 69.00
		\$ 9.85		\$ 12.00								\$ 14.45				\$ 36.30
		\$ 35.32										\$ 31.18				\$ 66.50
		\$ 21.01										\$ 98.00				\$ 119.01
		\$ 37.90										\$ 39.95				\$ 77.85
		\$ 32.21														\$ 32.21
		\$ 21.48														\$ 21.48
		\$ 19.15														\$ 19.15
		\$ (15.84)														\$ (15.84)
		\$ 25.73														\$ 25.73
		\$ 17.96														\$ 17.96
		\$ 44.00														\$ 44.00
		\$ 43.42														\$ 43.42
		\$ 124.50														\$ 124.50
		\$ 43.11														\$ 43.11
		\$ 21.96														\$ 21.96
		\$ 36.00														\$ 36.00
		\$ 272.12														\$ 272.12
		\$ 21.91														\$ 21.91
		\$ 3.79														\$ 3.79
																\$ -
																\$ -
	\$ 14.72	\$ 1,022.16	\$ -	\$ 480.68	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 336.00	\$ 710.92	\$ -	\$ 336.00	\$ -	\$ 2,975.48

My activities since the last Board of Trustees meeting have included:

- City Finance Committee meeting, 10/23
- Wisconsin Library Association Conference, 10/24-10/26
- MCFLS LDAC meeting, 11/1
- Meeting with Jon Czerwinski, Franklin PD, 11/1
- Webinar: "Libraries and Authentic Community Engagement", 11/7
- Meeting with Health Dept. and Rec. Dept, 11/8
- Strategic Planning Committee meeting, 11/13
- Common Council meeting (Budget Hearing), 11/13
- Meeting with Finance Director, 11/14
- Meeting with Goodwill Job Developer, 11/14
- Meeting with Bruce Smith, 11/14
- WPLC Steering Committee mtg., 11/15
- Meeting with Franklin PD and FD, 11/20

Strategic Planning

The planning committee had their kick-off meeting on November 13. There were a lot of ideas and progress made on the survey questions and mission statement. I have attached a timeline for the process (Attachment H). Maria Imp and Mike Karolewicz will provide a summary at the Library Board meeting.

The staff SWOT team members met with Bruce Smith on November 7 for a very productive team meeting.

OPERATIONS:

Personnel: We've had a Library Assistant out on medical leave since late October, expecting that she will be able to return to work on limited duty the first week of December. Staff has been very flexible with switching shifts and picking up weekends.

It is looking likely we will be having some personnel changes in maintenance at the end of January.

Meeting Rooms: The meeting room tables have all been sold. No interest whatsoever in the computer tables that were in the CreateSpace. Bob Tesch will be moving them to City Hall sometime in the next couple of weeks and putting them in the staff lunchroom.

HVAC: Bob T. has yet to schedule preventative maintenance on the boiler, but we will be doing that before end of December.

Website: I have contacted our website design firm, Balance Studios, regarding adding a CreateSpace link to the top of the homepage, between "Resources" and "Kids." There would be many advantages of highlighting the CreateSpace and it would allow us to emphasize programming in this space such as the Wednesday Workshops, Saturday Crafternoons, and new programming that we are planning for 2019. It would cost the library a one-time development fee of \$750.



UPDATES:

Virtual Reality Center: The Virtual Reality Center Grand Opening was Saturday, November 3 from 1-4pm. Eagle Scout Candidate Justin had 26 people sign up to try out the Oculus Rift, with 60 attendees altogether. We have had a number of inquiries about the VR Center and a couple of people have been trained to use it. We also will be hosting the December Memory Café in the CreateSpace and will be inviting people to try out the Mt. Everest experience.

Mural Project Update: Nothing new to report at this time. A reminder: the next step will be the Indian Community School's presentation of the design concept to the Library Board. I would anticipate that to happen either at the December or January meeting.

LED Lighting Project: Bob Tesch has contacted DPW to start work on the remaining interior lights to be converted, but has not heard back. He has been made aware of some discussions going on about other city departments potentially covering the staff costs of the DPW guys for non-public works duties. I will be discussing this with Mark Luberta as soon as we can get a meeting scheduled. If this is the case for us, this work may need to be completed by Bob Tesch and Joe as they get time. Nothing is for sure at this point.

BUDGET:

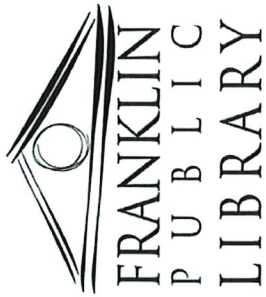
The 2019 Mayor's Recommended Budget was approved by the Common Council on November 13. At the same meeting, a majority of the Common Council approved moving forward with the Wisconsin Retirement System. On Attachment L, I have noted the budgetary change that we will see in Retirement costs for the Library. Assuming that everyone who is eligible for pension makes the switch from Principal to WRS, we will see an increase of \$10,362 in Retirement expenditure. I do know one person will not be switching and there may be at least 2 more, so I would anticipate that will decrease to \$9,500.

The impact of changes in employee health and dental coverage won't be known until after open enrollment is done (November 30). The current amount budgeted for 2019 employee health costs is \$81,329. This amount is an assumption that every employee who takes health/dental insurance through the city will choose the most expensive plan. Again, that is not going to be the case here at the library. So I believe we will see savings in health care and it might be enough to make up for the additional retirement costs. The Finance Director recommends the Library Board wait to see how the 2019 numbers are going to play out (his exact words: "Let the dust settle.")

UPCOMING EVENTS:

I am not sure if the monthly newsletter will be ready by the time of the Board meeting. I will email it out as soon as it is finished.

An Evening with Santa, December 2, from 4-6pm



at a glance

2018 Month	Gates		Circulation				New Cards	Distinct WiFi Users	Holds Filled	Library Programs			Create Space Visitors	Website Visits	Bookable Meeting Rm Use			
	Days Open	Gate Count	Diff. from prior year	Physical Circ.	Diff. from prior year	eBooks Audio Mags Movies				Diff. from prior year	Total	Computer Sessions				Kids & Teens	Adults	Guests
Jan.	30	17431	972	32505	(2096)	3112	545	35617	2006	1815	101	4865	27	19	679	6150	78	
Feb.	28	16374	(512)	29416	(3430)	2606	299	32022	1699	1537	111	4188	27	19	1285	4280	69	
March	31	18535	(328)	34945	(2761)	3076	422	38021	2087	1933	93	4745	23	20	1062	5777	72	
April	29	17195	(398)	32695	(1710)	2933	407	35628	1886	1673	96	4577	27	22	1163	4803	98	
May	30	15866	0	30341	(3320)	2840	411	33181	1759	1721	83	4152	2	21	421	5392	78	
June	26	22197	782	39059	(269)	2747	225	41806	1931	1842	202	4318	34	19	2384	6923	121	
July	25	19783	(990)	37497	(856)	3074	352	40571	1813	1907	123	4264	37	20	4906	5324	99	
Aug.	27	19190	422	34607	(1093)	3333	615	37940	1763	1763	92	4418	4	21	356	5946	104	
Sept.	28	15557	(300)	29494	(994)	3065	394	32559	1645	1621	100	4050	31	19	1588	5304	79	
Oct.	31	17032	(1433)	31402	(1668)	3330	694	34732	1597	1890	75	4428	29	20	1820	4539	82	
Nov.								0										
Dec.								0										
Totals	285	179160	(1785)	331961	(18197)	30116	4364	362077	18186	17702	1076	44005	241	200	15664	369	54438	880



**Franklin Public Library
Strategic Plan Development Timeline
November 13, 2018**

Project Start

- Planning Committee
 - Assignments due November 27th
 - Assignment 1: complete Doodle poll to schedule planning committee meetings in February & March
 - Assignment 2: provide survey input to Jennifer
 - Assignment 3: provide names and contact information to Jennifer of potential community conversation participants
 - Assignments due December 7th
 - Assignment 4: provide feedback on any new draft(s) of the mission statement
 - Assignment 5: complete an online library and community issues and needs questionnaire.

Community Assessment

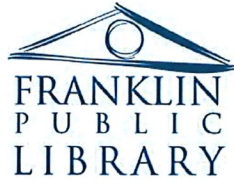
- Survey period – January 7th through February 3rd
- Community Conversations period – January 7th through February 3rd
 - Committee members may attend, but they will not be participants. Full notes will be available to the committee.

Plan Development

- Data and Information Webinar Review – Week of February 25th
 - 1.5-hour webinar presentation of data and information gathered (will be recorded). Planning Committee attends or views recording and other data documents.
- Strategic Plan Development Meeting – Week of March 11th
 - 4-hour in-person strategic plan development meeting of the library strategic Planning Committee. The committee will have been asked to review data and info to share their thoughts about themes and action ideas before this meeting.
- Implementation Development Meeting – Week of April 1st
 - 4-hour in-person meeting – this is a meeting that works best with 5-8 key staff. Jennifer will need to identify this staff and work with WiLS to set the date.

Writing The Plan

- Write the Strategic Plan Document – Complete by May 10th.
- WiLS will write the first draft. The committee, through Jennifer, will provide feedback and assistance with any writing changes or edits as needed.



memo

To: Franklin Public Library Board

From: Jennifer Loeffel, Library Director

Date: November 21, 2018

Re: Staff In-Service Day, February 18, 2018

I have been working with the Franklin Police Department and the Franklin Fire Department to schedule staff training. At this point, a mutually agreeable date/time of February 18, 2019 from 9am-1pm has been tentatively scheduled.

Training will consist of:

- Active Shooter Power Point presentation
- Danger awareness and self defense
- A Police/Fire demonstration on what you may see from our agencies in the event a mass casualty incident should occur at the library
- CPR and AED training

The time estimate for this training is that it will take at least 4 hours to complete, not counting some time for a break halfway through and the time to address staff questions and concerns between sessions. I would anticipate the total training to be about 4 ½ to 5 hours. It will be mandatory for all employees who work at least 20 hours a week, which is every position with the exception of the shelvers. Shelvers are invited to attend if they can, understanding that two of them are in school during the day.

I would like the Library Board to consider closing the Library for the day. Mondays are typically not our busiest week days. It is also Presidents Day, but Franklin Schools do not have off that day. Other libraries in the area are open so Franklin patrons would have access to other libraries.



policy

Name: Mobile Hotspot Policy & User Agreement

Approved: **Pending**, Franklin Public Library Board of Trustees

In order to promote access to online resources, Franklin Public Library (FPL) circulates Mobile WiFi Hotspots. A Hotspot may be checked out by any Milwaukee County Federated Library System cardholder 18 years of age or older whose card is in good standing. All borrowers must initial each section and sign this User Agreement.

Deposit

Initials: _____

- A \$30 refundable deposit is required at the time the Hotspot is checked out.
- The \$30 deposit will be returned when the Hotspot is returned in good condition by its due date.
- After the due date, the deposit will be returned minus any applicable fees and/or overdue fines.
- After 30 days past its due date, the \$30 deposit will become nonrefundable.

Check Out

Initials: _____

- The Hotspots check out for 7 days with no grace period.
- The Hotspots must be checked out and returned in person at the FPL Check Out Desk.
- The Hotspots are not renewable.

Each Hotspot unit circulates in a case along with:

- 1 micro-USB cord
- 1 AC charger with USB port
- Instruction sheet

Overdue and Damage Charges

Initials: _____

- The late fee for the Hotspots is \$1.00 per day past its due date.
- If the Hotspot, its cord, or charger are returned damaged, appropriate replacement fees up to, but not exceeding, \$75 will be charged.
- The user is responsible for all charges.

Responsibility Statement

Initials: _____

- The Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe internet practices.
- The following behaviors can result in the suspension of hotspot privileges and/or criminal prosecution:
 - Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
 - Use of the Internet in any way which violates federal, state, or municipal laws.

(See other side)

Mobile Hotspot barcode _____

Patron Name _____ Patron barcode _____

I agree to assume full responsibility for the safety and care of the above Mobile Hotspot equipment during the time it is checked out to me. My signature below acknowledges that I have read, understand and agree to all of the terms and conditions of the Franklin Public Library Mobile Hotspot Policy. I understand that if the item is returned damaged, I will be assessed a fee to repair or replace the Hotspot, generally \$75. I understand a nonrefundable charge of \$30 will be assessed if the item is not returned within 30 days of the due date.

Signature

Date

LIBRARY DIRECTOR EVALUATION

EVALUATION PROCESS:

Determine the degree of accomplishment based on expected performance of the job description.

GUIDELINES:

The Trustees will complete this form and review the evaluation with the Library Director.

1. The Library Director will know the standards against which he/she will be evaluated.
2. An evaluation will occur at least once a year.
3. Both parties will prepare for the evaluation—the Library Director by conducting a self-evaluation and the Library Board of Trustees by examining various sources of information relating to the individual’s performance.
4. The evaluations should include a discussion of strengths as well as areas for improvement. As much rational and objective evidence as possible should support each judgment on the evaluation.

RATINGS:

- EXCELLENT:** exceeds expectations
- GOOD:** meets expectations
- FAIR:** slightly below expectations
- POOR:** does not meet expectations

ADMINISTRATION

Budget	Excel.	Good	Fair	Poor	Average
Assists the Library Board in the preparation of the annual budget. All necessary paperwork is completed in a timely manner.					
Proactively assesses and recommends capital purchases.					
Works effectively with appropriate officials regarding the budget.					
Comments:					
Overall Rating					

Collection Development	Excel.	Good	Fair	Poor	Average
User needs/wants are determined ongoing and are translated into acquisitions and services in a timely manner.					
The collection is maintained and acquisitions are made as appropriate and in compliance with any applicable policies.					
Comments:					
Overall Rating					

Policy Implementation and Recommendations	Excel.	Good	Fair	Poor	Average
Policy recommendations are reasonable, well thought out, necessary, and appropriate to the efficient operation of the library.					
Library Board decisions are fully implemented on a timely basis.					
Comments:					
Overall Rating					

Interaction with the Board of Trustees	Excel.	Good	Fair	Poor	Average
Upon request of the Library Board for specific data, Director provides information needed by the Board of Trustees in a timely manner.					
Annual reports are completed on time.					
Comments:					
Overall Rating					

Short & Long Range Planning	Excel.	Good	Fair	Poor	Average
Director develops, implements, and updates plans consistent with Library Board priorities.					
Plans are updated on a continuous basis to reflect changing circumstances.					
Comments:					
Overall Rating					

Maintenance & Construction of Physical Plant	Excel.	Good	Fair	Poor	Average
Director engages in ongoing efforts to properly maintain the library facility and grounds.					
Comments:					
Overall Rating					

PERSONAL AND STAFF PERFORMANCE

Utilization & Development of Staff	Excel.	Good	Fair	Poor	Average
Staffing decisions result in an effective workforce providing quality customer service.					
Director appropriately interacts with, motivates and enables staff.					
Comments:					
Overall Rating					

Professional Awareness	Excel.	Good	Fair	Poor	Average
Director is aware of New methods of service delivery and technical processes and maintains current knowledge of library science, state library laws, and standards.					
Comments:					
Overall Rating					

Technology & Professional Organizations	Excel.	Good	Fair	Poor	Average
Director maintains current knowledge of technology and attends Conferences, seminars and meetings of professional organizations.					
Comments:					
Overall Rating					

COMMUNITY INTERACTION / PUBLIC SERVICES

Community Development	Excel.	Good	Fair	Poor	Average
The needs of the community are effectively provided for and effectively communicated to the public..					
Comments:					
Overall Rating					

Programming	Excel.	Good	Fair	Poor	Average
Programs are planned, implemented, and evaluated for continuation, modification, or termination on a regular basis.					
Comments:					
Overall Rating					

Overall Rating					

Library Groups	Excel.	Good	Fair	Poor	Average
Director promotes and supports library groups.					
Comments:					
Overall Rating					

SHORT / LONG TERM GOALS

Short / Long Term Goals	Excel.	Good	Fair	Poor	Average
Director has been cooperative in assisting the Library Board to define short term goals (to be completed within the current year) and long term goals (to be completed within 2 to 5 years).					
Short term goals have been accomplished in the time expected.					
The Library Board has been informed of progress on long term goals.					
Plans are updated on a continual basis to reflect changing circumstances.					
Comments:					
Overall Rating					

SELF EVALUATION

What have been your major accomplishments during the review period?
What would you like to see changed in the operation and/or organization of the library?
To what extent have you met your short term goals?
What is your progress toward achieving your long term goals?

GOALS

What are your short term goals for the new period?
What long term goals will see progress in the next review period?

Review Date:

Next Review Date:

Employee Signature:

Date:

Board of Trustee Signatures:

Date:

Goals for 2019

Increase library usage and circulation, including by using available data to identify areas within Franklin with below average library usage and identifying opportunities for expanding outreach and services.

Identifying ways to address safety issues and to educate staff and the public.

Identifying opportunities to increase interaction with schools and capitalize on efficiencies and opportunities to work together.

Lead on developing strategic plan and executing same.

11/21/2018 BUDGET REPORT FOR CITY OF FRANKLIN
Calculations as of 12/31/2018

GL NUMBER	DESCRIPTION	2019 DR'S RECOMMENDED BUDGET	2019 DEPT REQUEST BUDGET	2019 FORECAST BUDGET	2018 PROJECTED ACTIVITY	2018 AMENDED BUDGET	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2017 ACTIVITY
ESTIMATED REVENUES									
15-0000-4011	GENERAL PROPERTY TAX	1,312,700	1,309,700	1,309,700	1,303,200	1,303,200	1,303,200	1,303,200	1,296,600
15-0000-4458	LIBRARY RECIPROCAL BORROWING	-20,000	68,000	75,000	75,000	75,000	75,000	68,526	88,601
15-0000-4711	INTEREST ON INVESTMENTS	8,500	8,500	8,500	12,000	8,500	8,500	15,126	8,280
15-0000-4713	INVESTMENT GAINS/LOSSES				(2,900)			(3,321)	(1,199)
15-0000-4781	REFUNDS/REIMBURSEMENTS								
15-0000-4799	MISCELLANEOUS REVENUE								
15-0000-4850	TRANSFERS FROM FUND BALANCE								
TOTAL ESTIMATED REVENUES		1,389,200	1,386,200	1,393,200	1,387,300	1,386,700	1,386,700	1,383,531	1,392,282
APPROPRIATIONS									
15-0511-5111	SALARIES-FTE	388,144	388,143	379,801	372,000	372,354	372,354	336,483	321,676
15-0511-5113	SALARIES-PT	305,708	305,708	310,962	304,000	304,865	304,865	262,254	310,453
15-0511-5115	SALARIES-TEMP				2,000			4,563	12,906
15-0511-5117	SALARIES-OT								
15-0511-5118	COMPTIME TAKEN				250			135	386
15-0511-5133	LONGEVITY	1,225	1,225	1,225	1,200	1,225	1,225	946	1,095
15-0511-5134	HOLIDAY PAY	37,282	37,282	36,871	36,100	36,148	36,148	26,192	33,381
15-0511-5135	VACATION PAY	48,471	48,471	44,682	43,800	43,806	43,806	29,578	33,305
15-0511-5151	FICA	59,733	59,733	59,177	58,000	58,017	58,017	48,885	52,921
15-0511-5152	RETIREMENT	27,005	27,005	26,604	26,000	26,082	26,082	22,710	24,486
15-0511-5153	RETIRE GROUP HEALTH	2,225	2,225	2,129	2,100	2,129	2,129	1,770	1,679
15-0511-5154	GROUP HEALTH & DENTAL	81,329	85,413	97,384	64,000	84,682	84,682	52,073	67,349
15-0511-5155	LIFE INSURANCE	2,742	2,742	2,674	2,600	2,622	2,622	1,856	1,955
15-0511-5156	WORKERS COMPENSATION INS	1,405	1,405	1,406	1,300	1,365	1,365	1,188	1,849
15-0511-5162	EMPLOYER HSA CONTRIBUTION								
15-0511-5242	EQUIPMENT MAINTENANCE	9,000	9,000	13,390	13,000	13,000	13,000	9,956	13,103
15-0511-5247	DATA & TELEPHONE CABLING								
15-0511-5257	SOFTWARE MAINTENANCE	750	750	515	500	500	500	1,415	
15-0511-5299	SUNDRY CONTRACTORS	3,000	3,000	2,060	2,500	2,000	2,000	648	522
15-0511-5311	POSTAGE	500	500	750	700	750	750	2,320	
15-0511-5312	OFFICE SUPPLIES	4,000	4,000	4,500	5,500	4,500	4,500		
15-0511-5313	PRINTING	4,000	4,000						
15-0511-5328	EDUCATION SUPPLIES								
15-0511-5329	OPERATING SUPPLIES	12,000	12,000	14,000	14,000	14,000	14,000	13,612	21,195
15-0511-5393	E-BOOKS	8,400	8,400	8,525	8,500	8,525	8,525	11,714	11,714
15-0511-5422	SUBSCRIPTIONS	20,000	20,000	21,110	20,500	21,110	21,110	22,428	20,777
15-0511-5424	MEMBERSHIPS/DUES	1,800	1,800	1,800	1,700	1,800	1,800	1,353	1,764
15-0511-5425	CONFERENCES & SCHOOLS			1,000	500	1,000	1,000		60
15-0511-5432	MILEAGE	800	800	800	500	800	800	591	814
15-0511-5433	EQUIPMENT RENTAL	2,300	2,300	1,800	1,800	1,800	1,800	2,094	3,763
15-0511-5451	MCFLS COMPUTER	38,428	38,428	38,750	36,000	38,750	38,750	38,366	36,525
15-0511-5499	UNRESTRICTED CONTINGENCY					10,000		2,000	
15-0511-5528	ALLOCTD INSUR COST-FACILITY	33,000	33,000	32,916	31,600	31,650	31,650	26,375	31,650
15-0511-5551	WATER	1,750	1,750	1,666	1,500	1,602	1,602	1,563	1,543
15-0511-5552	ELECTRICITY	67,300	67,300	84,240	76,000	81,000	81,000	54,352	72,035
15-0511-5553	SEWER	600	600	433	300	416	416	422	376
15-0511-5554	NATURAL GAS	25,000	25,000	28,122	23,000	27,040	27,040	14,808	19,436
15-0511-5556	JANITORIAL SUPPLIES	6,000	6,000	6,120	6,000	6,000	6,000	3,475	4,549
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000	10,000	10,200	10,000	10,000	10,000	8,156	14,730

15-0511-5558	1,200	1,200	1,224	1,200	1,200	1,200	814	1,029
BIDG MAINTENANCE-FLOORING								
15-0511-5559	7,500	7,500	7,650	7,500	7,500	7,500	15,365	9,110
BUILDING MAINTENANCE-OTHER								
15-0511-5560	78,500	78,500	87,394	78,500	85,680	85,680	71,400	84,000
INTERDEPT CHG-ALLOC PAY COST								
15-0511-5812	82,000	82,000	85,282	82,000	85,282	85,282	70,226	85,456
FURNITURE/FIXTURES								
15-0511-5816	82,000	82,000	85,282	82,000	85,282	85,282	70,226	85,456
LIBRARY MATERIALS								
15-0511-5822	9,020	9,020	7,500	9,020	7,500	7,500	12,284	5,639
BUILDING IMPROVEMENTS								
15-0511-5841	9,020	9,020	7,500	9,020	7,500	7,500	12,284	5,639
COMPUTER EQUIPMENT								
15-0511-5843	1,500	1,500		1,500				1,433
SOFTWARE								
15-0512-5822								
BUILDING IMPROVEMENTS								
15-0512-5841								
COMPUTER EQUIPMENT								
TOTAL APPROPRIATIONS	1,382,117	1,386,200	1,424,662	1,367,750	1,411,700	1,386,700	1,172,172	1,313,354

NET OF REVENUES/APPROPRIATIONS - FUND 15	7,083	19,550	(31,462)	19,550	(25,000)	211,359	78,928
BEGINNING FUND BALANCE	469,850	469,850	469,850	450,300	450,300	450,300	371,371
ENDING FUND BALANCE	476,933	469,850	438,388	469,850	423,300	450,300	450,299

+7,083

-14,779

Fund 16 - LIBRARY-RESTRICTED-FINES & FEES

ESTIMATED REVENUES								
16-0000-4418.4005	9,400	9,400	9,400	4,000	9,400	9,400	10,732	8,906
LIB APM COMPUTER PRINT-TAXBL-use 4419								
16-0000-4419.4005	60	60	60	2,300	60	60	55	65
TAXABLE SALES-copy,tax,coffee,rummage								
16-0000-4719.4002	40	40	40	1,500	40	40	32	35
MISC INTEREST-Donation MMKT acct								
16-0000-4719.4005	500	500	1,000	1,500	1,000	1,000	585	1,128
MISC INTEREST-Checking acct								
16-0000-4748.4002	5,000	5,000	6,000	6,000	6,000	6,000	7,752	6,563
DONATIONS- LIBRARY-Donation MMKT acct								
16-0000-4748.4005	13,000	13,000	12,000	5,000	12,000	12,000	12,335	9,797
DONATIONS - LIBRARY-Checking acct								
16-0000-4764.4005	35,000	35,000		40,000	40,000	40,000	26,909	22,055
LIBRARY SALES-Books-nontaxable								
16-0000-4765.4005	4,000	4,000	40,000	40,000	40,000	40,000	4,555	4,875
LIBRARY FINES								
16-0000-4766.4005	3,000	3,000	68,500	58,800	68,500	68,500	3,165	14,803
LIBRARY MEETING ROOM RENTAL								
16-0000-4799.4005	70,000	70,000					66,120	68,217
MISC REVENUE-Lost Items & Fee Cards								
TOTAL ESTIMATED REVENUES	70,000	70,000	68,500	58,800	68,500	68,500	66,120	68,217

APPROPRIATIONS								
16-0511-5242.4005	3,500	3,500	900	900	900	900	1,297	670
EQUIPMENT MAINTENANCE								
16-0511-5257.4005	7,000	7,000	1,750	2,500	1,750	1,750	1,085	1,739
SOFTWARE MAINTENANCE								
16-0511-5299.4005	300	300	400	300	400	400	6,833	7,763
SUNDRY CONTRACTORS								
16-0511-5311.4005	8,000	8,000	6,000	5,500	6,000	6,000	189	1,342
POSTAGE								
16-0511-5312.4005	1,200	1,200	500	500	500	500	9,392	9,038
OFFICE SUPPLIES								
16-0511-5313.4005	6,000	6,000	5,330	7,500	5,330	5,330	3,183	76
PRINTING								
16-0511-5329.4005	8,500	8,500	12,000	10,000	12,000	12,000	6,467	6,829
OPERATING SUPPLIES								
16-0511-5393.4005	1,500	1,500	1,980	1,950	1,980	1,980	1,101	1,653
E-BOOKS								
16-0511-5422.4005	900	900	400	450	400	400	215	44
SUBSCRIPTIONS								
16-0511-5424.4005	1,500	1,500	1,500	2,000	1,500	1,500	317	1,063
MEMBERSHIPS/DUES								
16-0511-5425.4005	200	200	220	450	220	220	28	28
CONFERENCES & SCHOOLS								
16-0511-5432.4005	5,620	5,620	6,120	6,120	6,120	6,120	5,646	6,053
MILEAGE								
16-0511-5433.4005								
EQUIPMENT RENTAL								
16-0511-5451.4005	300	300	500	500	500	500	616	
MCFLS COMPUTER								
16-0511-5499.4002	2,000	2,000	500	500	500	500	811	
CONTINGENCY - UNRESTRICTED								
16-0511-5499.4005	1,000	1,000	1,000	1,000	1,000	1,000	768	
CONTINGENCY - UNRESTRICTED								
16-0511-5556.4005	5,000	5,000	5,000	5,000	5,000	5,000	214	10,232
JANITORIAL SUPPLIES								
16-0511-5559.4005	10,000	10,000	10,000	10,000	10,000	10,000	214	
BUILDING MAINTENANCE-OTHER								
16-0511-5734.4005	300	300	500	500	500	500	636	6,212
VOLUNTEER RECOGNITION								
16-0511-5812.4005	2,000	2,000	1,000	1,000	1,000	1,000	214	
FURNITURE/FIXTURES								
16-0511-5816.4005	15,000	15,000	10,000	10,000	10,000	10,000	214	
LIBRARY MATERIALS								
16-0511-5819.4005	10,000	10,000	10,000	10,000	10,000	10,000	214	
OTHER CAPITAL EQUIPMENT								
16-0511-5822.4005	5,000	5,000	5,000	5,000	5,000	5,000	636	6,212
BLDG CONSTRUCTION/IMPROVEMTS								
16-0511-5841.4005								
COMPUTER EQUIPMENT								

16-0511-5843.4005 SOFTWARE

TOTAL APPROPRIATIONS	2,400	2,400	2,400	1,000	2,400	2,400	199	61,727
	69,920	69,920	68,500	66,300	68,500	68,500	39,342	
NET OF REVENUES/APPROPRIATIONS - FUND 16	80	80		(7,500)			26,778	6,490
BEGINNING FUND BALANCE	123,280	123,280	123,280	130,780	130,780	130,780	130,780	124,289
ENDING FUND BALANCE	123,360	123,360	123,280	123,280	130,780	130,780	157,558	130,779
ESTIMATED REVENUES - ALL FUNDS	1,459,200	1,456,200	1,461,700	1,446,100	1,455,200	1,455,200	1,449,651	1,460,499
APPROPRIATIONS - ALL FUNDS	1,452,037	1,456,120	1,493,162	1,434,050	1,480,200	1,455,200	1,211,514	1,375,081
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	7,163	80	(31,462)	12,050	(25,000)		238,137	85,418
BEGINNING FUND BALANCE - ALL FUNDS	593,131	593,131	593,131	581,081	581,081	581,081	581,081	495,661
ENDING FUND BALANCE - ALL FUNDS	600,294	593,211	561,669	593,131	556,081	581,081	819,218	581,079

Customer Official System Quote

Quote Date: 11/20/2018
Quote Number: QUO-100075-Z5Y1, Rev: 1

Customer Bill To:

Franklin Public Library WI - Main

9151 W Loomis Rd
Franklin WI 53132
United States of America

jennifer.loeffel@mcfls.org
Tel: 414-425-8214

Quote Details

Wish List Budgetary Quote

Location Information:

Franklin Public Library
Jennifer Loeffel
9151 W Loomis Rd
Franklin WI 53132
United States of America

Sales Contact: Dustin Lamm
Sales Phone: 678-336-7980 Ext. 154
Sales Email: d.lamm@bibliotheca.com

Prices are in US Dollars
Quote expires (60) days from Quote Date above.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

Item ID	Item Type	Quantity	Sale Price	Sub Total
SCK500000-000-US	selfCheck 500 full height kiosk	1	\$8,395.000	\$8,395.00
STF000017-001-US	RFID workstation shielded	1	\$1,495.000	\$1,495.00
SHP000001-000-US	Shipping and Handling Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$510.000	\$510.00
Total				\$10,400.00
(Less Sales Tax):				

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001

Bibliotheca, LLC
3169 Holcomb Bridge Road, NW, Suite 200,
Norcross, GA 30071, USA

Phone No - 877-207-3127
Fax No - 1-877 689 2269
www.bibliotheca.com

ATTACHMENT	<u>M</u>
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Jennifer Loeffel

From: Marco Carini <marcarini@techteriors.com>
Sent: Friday, November 16, 2018 9:16 AM
To: Jennifer Loeffel
Subject: Budgetary Quote
Attachments: 15041 Franklin Public Library Budgetary Quote 20181116.pdf

Jennifer,

I wanted to provide you with an outline of what is included in the project. All is intended to provide an experience that allows for ease of use, clear audio and a better visual solution for content sharing and movies/videos that will be played. Please see below:

5400 Lumen Projector
164" Diagonal, 16:10 Wide Format, Tensioned Projector Motorized Screen
Touch Panel for Control of Presentations, Volume, Source Selection and on/off
Network Switch
Distribution Amp
Sixteen Speakers
Digital signal processor conference system with 10 mic/line input
New enclosed Rack to house all equipment
HDMI, HDMI to Display Port, HDMI to Mini Display Port Adapters

This budgetary quote is intended as a starting point. This is not a executable contract. We can work our way backwards. I wanted you to know what is possible for the room. Ways in which we can do that is by having a non-motorized screen, look at other projectors (not much savings due to size of the space), lower speaker count and look at removing the touch panel. By doing these things you are looking at reducing costs between \$5,000 to \$10,000.

Also, we could start by installing the items that would have the biggest impact. Those items would be the projector, motorized/non-motorized screen, speaker solution (potentially different from what we have) and an HDMI wall plate with adapters. This could bring the project in under \$20,000. I need to know what are the must haves and the budget that has been allocated. We can then put together the solution that works best to meet your needs.

I will call you shortly.

Thanks,

Marco Carini

Senior Client Manager
12308 Corporate Pkwy, Suite 600
Mequon, WI 53092
Tel: 262.243.9800
Cell: 262.419.8646

For technical support, please contact
our TechCare™ Team at: 262.292.6030

TECHTERIORS
Intelligent Environments™



ATTACHMENT	<u>M</u>
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TECHTERIORS

Intelligent Environments™

System Design for

Franklin Public Library

Large Meeting Room AV Upgrade

Project No.: 15041

Proposal Date: 11/16/2018

Presented By:

Marco Carini

12308 Corporate Parkway Suite 600

Mequon, WI 53092

262-243-9800

TECHTERIORS

Intelligent Environments

Thank you for the opportunity to propose a solution to meet your technology needs. Techteriors, LLC is a one-stop, full-service, audio/video company. We provide the design, engineering, installation, and service of easy-to-use, reliable systems. Our services consist of Audio Video and Control Integration (ex: speakers, screens, projectors, displays and microphones), conference and huddle room technologies, training rooms, lighting and shade control, executive board rooms and digital signage, music and displays for common areas.

At Techteriors, we have a passionate team that consists of expert professionals. We have a strong belief in employee education, and we stay current with state-of-the-art technological trends and necessary certifications. We want to earn your confidence, become your trusted technology advisor, and have the opportunity to assist you with any future needs you may have.

Our team can be quickly deployed because we are a local, home-grown company that is headquartered in Southeastern Wisconsin which is an area of focus for us. Also, we work throughout the entire state of Wisconsin, do business in Northern Illinois and do support our clients nationally when needed.

Customer service is our driving and guiding principle.

We are committed to strive for excellence in everything we do, to exceed our client's expectations, and to provide our commercial clients with technology to assist them in selling and delivering their products and services through the use of technology in simple, innovative, and cost-effective ways.

Your design has been completed by a CTS-D certified designer. Our technical staff is also certified (CTS) through a rigorous program of study, training and testing and has many years of experience in the A/V industry.

A Certified Technology Specialist – Design (CTS-D) is an audiovisual system design professional certified by Avixa (formerly Infocomm) for technicians who have earned the general CTS designation and who have continued-on to earn a specialized certification by demonstrating a detailed knowledge and understanding of how to analyze, select, and plan seamless audiovisual equipment inter-operation and integration. These certifications are ANSI accredited. ANSI accreditation is recognized both nationally and internationally and has become the hallmark of a quality certification program.

At Techteriors, we also have full-time Crestron Certified Master Programmers.

Below is a summary of the system we are proposing to meet your requirements.

Sincerely,

Marco Carini

Project Name: Large Meeting Room AV Upgrade

Project No.: 15041

11/16/2018

TECHTERIORS, LLC 12308 Corporate Parkway, Suite 600 Mequon, WI 53092 Tel: 262.243.9800 Fax: 262.243.9900 Web: techteriors.com

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TECHTERIORS

Intelligent Environments

System	Installed Price
Video Endpoints	\$11,957.26
Audio Endpoints	\$3,782.14
Sources	\$1,284.54
Collaboration Endpoints	\$1,060.65
Infrastructure	\$6,876.95
Racking	\$1,241.03
Professional Services	\$2,466.30
Integral Project Elements	\$730.00

Large Meeting Room AV Upgrade

Project No : 15041

Rev.0

11/16/2018

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TECHTERIORS

Intelligent Environments

Project Totals

Pretax Total	\$29,398.87
Tax Amount	\$1,646.34 exempt
Project Total	\$31,045.21

Assumptions:

- This Budget Proposal reflects the best estimate of the true and necessary costs for the Project, based on the accuracy of information provided, at the date of the Budget Proposal creation.
- Prices do not include electrical, carpentry, plaster, painting, other subcontractor work, or related activities that may be necessary due to the installation of any built-in components.