



**Franklin Public Library Board of Trustees Meeting**  
**6:00 p.m., Monday, July 23, 2018**  
Sievert Conference Room  
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

**AGENDA**

- I. Call to Order and Roll Call – K. Wesener
- II. Public Comment (no action may be taken on issues raised unless otherwise on the agenda)
- III. Introduction of New Trustees, Madelyn Kempen and Maria Imp– K. Wesener
- IV. Approval of the Minutes  
Board of Trustees Meeting, June 25, 2018 (Attachment A)
- V. Finance Committee – T. Berres  
Approval of Vouchers and Invoices  
Treasurer’s Report (Attachments B, C)
- VI. Report on City of Franklin Matters – K. Wilhelm
- VII. Report of the President
- VIII. Report of the Library Director – J. Loeffel  
Monthly Activity of Library Director & Library, including Upcoming Events (Attachment D)  
FPL @ a Glance Statistics Report (Attachment E)
- 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. Business:
  - a. Discussion on Officer Positions and Nominations
  - b. Discussion and Possible Action on the Bylaws of the Franklin Public Library Board of Trustees
  - c. Approval of WiLS/Franklin Public Library’s Memo of Understanding Regarding Strategic Planning Services (Attachment F)
  - d. Discussion and Possible Action on the 2018 Reciprocal Borrowing Miscalculation (Attachment G)
  - e. Approval of Master Calendar Draft 2 (Attachment H)
  - f. Approval of Virtual Reality Center Policy and Release Form (Attachment I)
  - g. Discussion on Public Library System Redesign Proposed Models (Attachment J)
  - h. Discussion on Safety, Security, and Surveillance in the Library
- XIII. Future Meeting Date(s) and Agenda Item(s)  
Next Regular Trustees Meeting: Monday, August 27, 2018, 6:00 p.m.
- XIV. Adjourn

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.

**Minutes of the Franklin Public Library Board of Trustees Regular Meeting, held in the Franklin Public Library Sievert Conference Room, 9151 W. Loomis Rd. Franklin, WI on Monday, June 25, 2018**

Meeting called to order by President Mike Karolewicz at 6:06pm.

**Roll Call:** Present- Karen Wesener, Judy Mueller, Terry Berres, Annie Vitas-Oklobdzija, Mike Karolewicz, Judith Williams-Killackey, Kristen Wilhelm, Tom Loew. Others present- Jennifer Loeffel

**Public Comment/Visitors:** Introduction of Youth Services Intern Taylor Hamann.

**Correspondence:** None.

**Approval of Minutes from regular meeting of Monday May 21, 2018:** Motion to approve minutes made by Tom L., second by Judith W. Motion approved.

**COMMITTEE REPORTS:**

**Finance-**Approval of Vouchers and Invoices: Motion from Karen W., second by Tom L. to approve expenses of \$13,151.16. Motion passed.

**City Matters-**None.

**President-**One additional name submitted for board, one open slot remaining.

**Director-**Attachment D, E.

**Foundation-** None.

**Building and Grounds-**None.

**Personnel-**None.

**BUSINESS:**

**Approval of an Amendment to the Bylaws of the Franklin Public Library Board of Trustees, Deleting Article III, Section 2:** Tabled.

**Discussion and Possible Action on the Bylaws of the Franklin Public Library Board of Trustees:** Changes were discussed. New proposed Bylaws will be mailed for approval to all trustees for approval in their entirety at the July meeting.

**Approval of Amendments to the Master Calendar:** Additional changes will be made for approval at the July meeting.

**Update and Possible Action on Strategic Planning:** Revisions and minor changes needed to WILS Memorandum of Understanding prior to approval.

**Discussion and Possible Action on Audio Recording of Library Board of Trustees Meetings for the Purpose of Taking Minutes:** Discussion only, no action taken.

**Discussion on Safety, Security, and Surveillance in the Library:** Motion by Kristen W., second by Judith W. to table discussion until July meeting, Motion passed.

**Next regular meeting will be Monday July 23, 2018 6:00pm in the Sievert Room.**

Motion by Tom L., second by Karen W., to adjourn the meeting, Motion approved. Adjourned at 7:53p.m.

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	YEAR-TO-DATE THRU 06/30/18	BUDGET	YTD BALANCE 06/30/2018	% BDGT USED	ACTIVITY FOR MONTH 06/30/18	AVAILABLE BALANCE
<b>Fund 15 - LIBRARY FUND</b>									
Revenues									
Dept 0000 - GENERAL									
REAL ESTATE TAXES									
15-0000-4011	GENERAL PROPERTY TAX	1,303,200.00	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	1,303,200.00	100.00	0.00	0.00
INTERGOVERNMENTAL									
15-0000-4458 LIBRARY RECIPROCAL BORROWING									
15-0000-4458	LIBRARY RECIPROCAL BORROWING	75,000.00	75,000.00	9,831.54	9,831.54	458.00	0.61	0.00	74,542.00
15-0000-4458	LIBRARY RECIPROCAL BORROWING	75,000.00	75,000.00	9,831.54	9,831.54	458.00	0.61	0.00	74,542.00
INTERGOVERNMENTAL									
15-0000-4711 INTEREST ON INVESTMENTS									
15-0000-4711	INTEREST ON INVESTMENTS	8,500.00	8,500.00	4,250.02	4,250.02	9,326.00	109.72	1,913.00	(826.00)
15-0000-4713	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	(2,943.00)	100.00	(210.00)	2,943.00
15-0000-4713	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	6,383.00	75.09	1,703.00	2,117.00
15-0000-4713	INTEREST ON INVESTMENTS	8,500.00	8,500.00	4,250.02	4,250.02	6,383.00	75.09	1,703.00	2,117.00
INTERGOVERNMENTAL									
15-0000-4713 INTEREST ON INVESTMENTS									
15-0000-4713	INTEREST ON INVESTMENTS	8,500.00	8,500.00	4,250.02	4,250.02	9,326.00	109.72	1,913.00	(826.00)
15-0000-4713	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	(2,943.00)	100.00	(210.00)	2,943.00
15-0000-4713	INTEREST ON INVESTMENTS	8,500.00	8,500.00	4,250.02	4,250.02	6,383.00	75.09	1,703.00	2,117.00
TOTAL Dept 0000 - GENERAL									
		1,386,700.00	1,386,700.00	1,317,281.56	1,317,281.56	1,310,041.00	94.47	1,703.00	76,659.00
TOTAL REVENUES		1,386,700.00	1,386,700.00	1,317,281.56	1,317,281.56	1,310,041.00	94.47	1,703.00	76,659.00
Expenditures									
Dept 0511 - LIBRARY									
PERSONAL SERVICES									
15-0511-5111	SALARIES-FT	372,354.00	372,354.00	178,729.92	178,729.92	187,743.06	50.42	26,683.48	184,610.94
15-0511-5113	SALARIES-PT	304,865.00	304,865.00	146,335.20	146,335.20	146,142.59	47.94	23,227.52	158,722.41
15-0511-5115	SALARIES-TEMP	0.00	0.00	0.00	0.00	722.68	100.00	0.00	(722.68)
15-0511-5118	COMPTIME TAKEN	0.00	0.00	0.00	0.00	135.28	100.00	0.00	(135.28)
15-0511-5133	LONGEVITY	1,225.00	1,225.00	588.00	588.00	566.25	46.22	95.00	658.75
15-0511-5134	HOLIDAY PAY	36,148.00	36,148.00	17,351.04	17,351.04	15,779.68	43.65	3,311.53	20,368.32
15-0511-5135	VACATION PAY	43,806.00	43,806.00	21,026.88	21,026.88	13,350.98	30.48	3,692.44	30,455.02
15-0511-5135	VACATION PAY	43,806.00	43,806.00	21,026.88	21,026.88	13,350.98	30.48	3,692.44	30,455.02
15-0511-5135	VACATION PAY	758,398.00	758,398.00	364,031.04	364,031.04	364,440.52	48.05	57,009.97	393,957.48
PERSONAL SERVICES									
EMPLOYEE BENEFITS									
15-0511-5151	FICA	58,017.00	58,017.00	27,848.16	27,848.16	27,016.62	46.57	4,206.78	31,000.38
15-0511-5152	RETIREMENT	26,082.00	26,082.00	12,519.36	12,519.36	12,460.44	47.77	1,919.51	13,621.56
15-0511-5153	RETIREE GROUP HEALTH	2,129.00	2,129.00	1,021.92	1,021.92	1,062.00	49.88	177.00	1,067.00
15-0511-5154	GROUP HEALTH & DENTAL	84,682.00	84,682.00	40,647.36	40,647.36	26,557.12	31.36	4,526.92	58,124.88
15-0511-5155	LIFE INSURANCE	2,622.00	2,622.00	1,311.00	1,311.00	1,068.09	40.74	174.98	1,553.91
15-0511-5156	WORKERS COMPENSATION INS	1,365.00	1,365.00	655.20	655.20	655.00	47.99	102.00	710.00
15-0511-5156	WORKERS COMPENSATION INS	1,365.00	1,365.00	655.20	655.20	655.00	47.99	102.00	710.00
TOTAL EMPLOYEE BENEFITS		174,897.00	174,897.00	84,003.00	84,003.00	68,819.27	39.35	11,107.19	106,077.73
CONTRACTUAL SERVICES									
15-0511-5242	EQUIPMENT MAINTENANCE	13,000.00	13,000.00	10,650.73	10,650.73	9,955.98	76.58	0.00	3,044.02
15-0511-5257	SOFTWARE MAINTENANCE	500.00	500.00	249.98	249.98	0.00	0.00	0.00	500.00
15-0511-5299	SUNDRY CONTRACTORS	2,000.00	2,000.00	1,798.73	1,798.73	1,415.00	70.75	115.00	585.00
15-0511-5299	SUNDRY CONTRACTORS	2,000.00	2,000.00	1,798.73	1,798.73	1,415.00	70.75	115.00	585.00
TOTAL CONTRACTUAL SERVICES		15,500.00	15,500.00	12,699.44	12,699.44	11,370.98	73.36	115.00	4,129.02
SUPPLIES									
15-0511-5311	POSTAGE	750.00	750.00	286.44	286.44	401.69	53.56	21.36	348.31
15-0511-5312	OFFICE SUPPLIES	4,500.00	4,500.00	2,250.00	2,250.00	1,902.61	42.28	449.13	2,597.39
15-0511-5312	OFFICE SUPPLIES	4,500.00	4,500.00	2,250.00	2,250.00	1,902.61	42.28	449.13	2,597.39

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 06/30/18	YTD BALANCE 06/30/2018	% BDGT USED	ACTIVITY FOR MONTH 06/30/18	AVAILABLE BALANCE
<b>Fund 15 - LIBRARY FUND</b>								
Expenditures								
15-0511-5329	OPERATING SUPPLIES	14,000.00	14,000.00	6,978.44	6,496.29	46.40	2,417.21	7,503.71
15-0511-5393	E-BOOKS	8,525.00	8,525.00	4,262.48	8,522.00	99.96	0.00	3.00
	SUPPLIES	27,775.00	27,775.00	13,777.36	17,322.99	62.37	2,887.70	10,452.41
<b>SERVICES &amp; CHARGES</b>								
15-0511-5422	SUBSCRIPTIONS	21,110.00	21,110.00	8,222.96	13,973.80	66.20	0.00	7,136.20
15-0511-5424	MEMBERSHIPS/DUES	1,800.00	1,800.00	900.00	1,353.00	75.17	0.00	447.00
15-0511-5425	CONFERENCES & SCHOOLS	1,000.00	1,000.00	500.02	0.00	0.00	0.00	1,000.00
15-0511-5432	MILEAGE	800.00	800.00	399.98	243.22	30.40	150.31	556.78
15-0511-5433	EQUIPMENT RENTAL	1,800.00	1,800.00	900.00	1,502.62	83.48	376.81	297.38
15-0511-5451	MCFLS COMPUTER	38,750.00	38,750.00	36,956.21	35,656.00	92.02	0.00	3,094.00
15-0511-5499	UNRESTRICTED CONTINGENCY	0.00	10,000.00	5,000.02	0.00	0.00	0.00	10,000.00
	<b>SERVICES &amp; CHARGES</b>	65,260.00	75,260.00	52,879.19	52,728.64	70.06	527.12	22,531.36
<b>FACILITY CHARGES</b>								
15-0511-5528	ALLOCTD INSUR COST-FACILITY	31,650.00	31,650.00	15,825.00	15,825.00	50.00	2,637.50	15,825.00
15-0511-5551	WATER	1,602.00	1,602.00	801.00	750.13	46.82	0.00	851.87
15-0511-5552	ELECTRICITY	81,000.00	81,000.00	29,572.80	18,184.41	22.45	0.00	62,815.59
15-0511-5553	SEWER	416.00	416.00	207.98	187.57	45.09	0.00	228.43
15-0511-5554	NATURAL GAS	27,040.00	27,040.00	13,319.54	9,325.46	34.49	0.00	17,714.54
15-0511-5556	JANITORIAL SUPPLIES	6,000.00	6,000.00	3,000.00	2,217.26	36.95	36.45	3,782.74
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000.00	10,000.00	5,360.74	1,233.33	12.33	665.58	8,766.67
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200.00	1,200.00	600.00	491.79	40.98	120.10	708.21
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500.00	18,500.00	9,249.98	11,925.87	92.46	192.24	6,574.13
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	85,680.00	85,680.00	42,840.00	42,840.00	50.00	7,140.00	42,840.00
	<b>FACILITY CHARGES</b>	252,088.00	263,088.00	120,777.04	102,980.82	39.14	10,791.87	160,107.18
<b>CAPITAL OUTLAY</b>								
15-0511-5812	FURNITURE/FIXTURES	0.00	0.00	0.00	994.21	100.00	665.00	(994.21)
15-0511-5816	LIBRARY MATERIALS	85,282.00	85,282.00	43,661.33	41,964.34	49.21	8,078.33	43,317.66
15-0511-5822	BUILDING IMPROVEMENTS	0.00	4,000.00	2,000.02	0.00	0.00	0.00	4,000.00
15-0511-5841	COMPUTER EQUIPMENT	7,500.00	7,500.00	3,987.15	4,763.18	63.51	0.00	2,736.82
	<b>CAPITAL OUTLAY</b>	92,782.00	96,782.00	49,648.50	47,721.73	49.31	8,743.33	49,060.27
<b>Total Dept 0511 - LIBRARY</b>								
		1,386,700.00	1,411,700.00	697,815.57	665,384.55	47.13	91,182.18	746,315.45
<b>TOTAL EXPENDITURES</b>								
		1,386,700.00	1,411,700.00	697,815.57	665,384.55	47.13	91,182.18	746,315.45
<b>Fund 15 - LIBRARY FUND:</b>								
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,317,281.56	1,310,041.00	94.47	1,703.00	76,659.00
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	697,815.57	665,384.55	47.13	91,182.18	746,315.45
	NET OF REVENUES & EXPENDITURES	0.00	(25,000.00)	619,465.99	644,656.45	2,578.63	(89,479.18)	(669,656.45)
	BEG. FUND BALANCE	450,300.43	450,300.43	450,300.43	450,300.43			450,300.43
	END FUND BALANCE	450,300.43	425,300.43	1,069,766.42	1,094,956.88			1,094,956.88

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 06/30/18	YTD BALANCE 06/30/2018	% BDGT USED	ACTIVITY FOR MONTH 06/30/18	AVAILABLE BALANCE
<b>Fund 16 - LIBRARY-RESTRICTED-FINES &amp; FEES</b>								
Revenues								
Dept 0000 - GENERAL								
INVESTMENT EARNINGS								
16-0000-4719.4002	MISC INTEREST-Donation MMKT Acct	60.00	60.00	29.41	32.73	54.55	5.44	27.27
16-0000-4719.4005	MISC INTEREST-Checking Acct	40.00	40.00	21.12	18.98	47.45	3.44	21.02
	INVESTMENT EARNINGS	100.00	100.00	50.53	51.71	51.71	8.88	48.29
<b>CHARGES FOR SERVICES</b>								
16-0000-4419.4005	TAXABLE SALES-copy,fax,coffee,rummage	9,400.00	9,400.00	4,670.23	6,300.79	67.03	2,385.19	3,099.21
	CHARGES FOR SERVICES	9,400.00	9,400.00	4,670.23	6,300.79	67.03	2,385.19	3,099.21
<b>MISCELLANEOUS REVENUE</b>								
16-0000-4748.4002	DONATIONS - LIBRARY-Donation MMKT acct	1,000.00	1,000.00	500.02	385.00	38.50	0.00	615.00
16-0000-4748.4005	DONATIONS - LIBRARY-Checking Acct	6,000.00	6,000.00	4,585.19	5,843.77	97.40	36.30	156.23
16-0000-4764.4005	LIBRARY SALES-Books-nontaxable	12,000.00	12,000.00	6,000.00	5,890.08	49.08	(170.69)	6,109.92
16-0000-4765.4005	LIBRARY FINES	0.00	0.00	0.00	14,570.91	100.00	1,904.49	(14,570.91)
16-0000-4766.4005	LIBRARY MEETING ROOM RENTAL	0.00	0.00	0.00	2,835.00	100.00	360.00	(2,835.00)
16-0000-4799.4005	MISC REVENUE-Lost Items & Fee Cards	40,000.00	40,000.00	19,089.32	1,847.30	4.62	439.00	38,152.70
	MISCELLANEOUS REVENUE	59,000.00	59,000.00	30,174.53	31,372.06	53.17	2,569.10	27,627.94
<b>Total Dept 0000 - GENERAL</b>								
		68,500.00	68,500.00	34,895.29	37,724.56	55.07	4,963.17	30,775.44
<b>TOTAL REVENUES</b>								
		68,500.00	68,500.00	34,895.29	37,724.56	55.07	4,963.17	30,775.44
<b>Expenditures</b>								
Dept 0511 - LIBRARY								
CONTRACTUAL SERVICES								
16-0511-5242.4005	EQUIPMENT MAINTENANCE	900.00	900.00	441.36	313.07	34.79	53.96	586.93
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	4,326.53	3,193.04	45.61	1,800.00	3,806.96
	CONTRACTUAL SERVICES	9,650.00	9,650.00	6,448.72	4,591.11	47.58	1,853.96	5,058.89
<b>SUPPLIES</b>								
16-0511-5311.4005	POSTAGE	400.00	400.00	274.75	89.03	22.26	21.86	310.97
16-0511-5312.4005	OFFICE SUPPLIES	6,000.00	6,000.00	2,353.44	6,148.12	102.47	1,686.23	(148.12)
16-0511-5313.4005	PRINTING	500.00	500.00	249.98	373.18	74.64	182.63	126.82
16-0511-5329.4005	OPERATING SUPPLIES	5,330.00	5,330.00	2,800.97	1,530.89	28.72	199.95	3,799.11
16-0511-5393.4005	E-BOOKS	12,000.00	12,000.00	6,000.00	3,627.29	30.23	1,109.97	8,372.71
	SUPPLIES	24,230.00	24,230.00	11,679.14	11,768.51	48.57	3,200.64	12,461.49
<b>SERVICES &amp; CHARGES</b>								
16-0511-5422.4005	SUBSCRIPTIONS	1,980.00	1,980.00	1,534.61	375.00	18.94	0.00	1,605.00
16-0511-5424.4005	MEMBERSHIPS/DUES	400.00	400.00	168.80	215.00	53.75	0.00	185.00
16-0511-5425.4005	CONFERENCES & SCHOOLS	1,500.00	1,500.00	862.98	100.00	6.67	0.00	1,400.00
16-0511-5432.4005	MILEAGE	220.00	220.00	85.74	0.00	0.00	0.00	220.00
16-0511-5433.4005	EQUIPMENT RENTAL	6,120.00	6,120.00	2,145.24	2,671.57	43.65	509.72	3,448.43
	SERVICES & CHARGES	10,220.00	10,220.00	4,797.37	3,361.57	32.89	509.72	6,858.43
<b>FACILITY CHARGES</b>								

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRANKLIN  
 PERIOD ENDING 06/30/2018  
 % Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	2018 BUDGET		YTD BALANCE 06/30/2018	% BDGT USED	ACTIVITY FOR MONTH 06/30/18	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 16 - LIBRARY-RESTRICTED-FINES &amp; FEES</b>							
Expenditures							
16-0511-5556.4005	JANITORIAL SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00
16-0511-5559.4005	BUILDING MAINTENANCE-OTHER	500.00	500.00	180.14	36.03	153.80	319.86
	FACILITY CHARGES	1,000.00	1,000.00	180.14	18.01	153.80	819.86
<b>CAPITAL OUTLAY</b>							
16-0511-5812.4005	FURNITURE/FIXTURES	5,000.00	5,000.00	431.52	8.63	0.00	4,568.48
16-0511-5816.4005	LIBRARY MATERIALS	10,000.00	10,000.00	(2,317.66)	(23.18)	0.00	12,317.66
16-0511-5841.4005	COMPUTER EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
16-0511-5843.4005	SOFTWARE	2,400.00	2,400.00	199.00	8.29	99.00	2,201.00
	CAPITAL OUTLAY	22,400.00	22,400.00	(1,687.14)	(7.53)	99.00	24,087.14
<b>CLAIMS, CONTRIB. AND AWARDS</b>							
16-0511-5734.4005	VOLUNTEER RECOGNITION	1,000.00	1,000.00	100.44	10.04	0.00	899.56
	CLAIMS, CONTRIB. AND AWARDS	1,000.00	1,000.00	100.44	10.04	0.00	899.56
<b>Total Dept 0511 - LIBRARY</b>							
		68,500.00	68,500.00	18,314.63	26.74	5,817.12	50,185.37
<b>TOTAL EXPENDITURES</b>							
		68,500.00	68,500.00	18,314.63	26.74	5,817.12	50,185.37
<b>Fund 16 - LIBRARY-RESTRICTED-FINES &amp; FEES:</b>							
TOTAL REVENUES							
		68,500.00	68,500.00	37,724.56	55.07	4,963.17	30,775.44
	TOTAL EXPENDITURES	68,500.00	68,500.00	18,314.63	26.74	5,817.12	50,185.37
	NET OF REVENUES & EXPENDITURES	0.00	0.00	19,409.93	100.00	(853.95)	(19,409.93)
	BEG. FUND BALANCE	130,780.30	130,780.30	130,780.30			
	END FUND BALANCE	130,780.30	130,828.97	150,190.23			
<b>TOTAL REVENUES - ALL FUNDS</b>							
		1,455,200.00	1,455,200.00	1,347,765.56	92.62	6,666.17	107,434.44
	TOTAL EXPENDITURES - ALL FUNDS	1,455,200.00	1,480,200.00	683,699.18	46.19	96,999.30	796,500.82
	NET OF REVENUES & EXPENDITURES	0.00	(25,000.00)	664,066.38	2,656.27	(90,333.13)	(689,066.38)
	BEG. FUND BALANCE - ALL FUNDS	581,080.73	581,080.73	581,080.73			
	END FUND BALANCE - ALL FUNDS	581,080.73	556,080.73	1,245,147.11			

**Fines & Fees Account**

6/30/2018

<b>Beginning Balance</b>			<b>\$ 84,178.35</b>
Revenues			
Register	May	\$ 1,851.45	
Register	June	\$ 2,446.99	
Copy/FAX		\$ 140.85	
Coffee	Fundraiser	\$ 28.79	
Coffee	Fundraiser	\$ 24.91	
Coffee	Fundraiser	\$ 38.48	
Interest		\$ 3.44	
Total Revenue		\$ 4,534.91	
Sub-Total			\$ 88,713.26
Expenditures			
EFT*	BMO Harris Credit Card	\$ 2,032.40	
2555	Volition Franklin	\$ 25.00	
2556	Bibliotheca, LLC	\$ 1,109.97	
2557	GFC Leasing	\$ 395.75	
2558	Stone Creek Coffee	\$ 177.00	
2559	Gene Covelli	\$ 400.00	
2560	Kidsplay	\$ 250.00	
2562	Anita Reed (Hands of Henna)	\$ 150.00	
2563	Sprint	\$ 113.97	
2564	Gordon Flesch	\$ 46.49	
2565	Gordon Flesch	\$ 7.47	
2566	Stone Creek Coffee	\$ 252.50	
2567	Singing Leaf, Inc	\$ 100.00	
2568	Mark Hayward	\$ 375.00	
Total Expenditures		\$ 5,435.55	
<b>Ending Balance</b>			<b>\$ 83,277.71</b>

Innovative Member Apprec. Fee  
 Ebooks  
 Printer/Copier lease  
 1st half coffee fundraiser payment  
 SRP kick-off performer  
 Children's SRP performer  
 Teen SRP performer  
 Mobile hotspots  
 Public printer overage  
 Public copier overage  
 Final coffee fundraiser payment  
 Children's yoga program  
 Children's SRP performer

**Donations Account**

6/30/2018

<b>Beginning Balance</b>			<b>\$ 66,197.50</b>
Revenues			
Donations			
Interest		\$ 5.44	
Total Revenue		\$ 5.44	
Sub-Total			\$ 66,202.94
Expenditures			
Total Expenditures		\$ -	
<b>Ending Balance</b>			<b>\$ 66,202.94</b>

BMO Harris Credit Card

GL #16.	Description	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total
0511														
5299	Sundry Contractors													-
5311	Postage	44.77	3.50	4.19		14.71	21.86							89.03
5312	Program Supplies	1,107.81	376.99	379.27	592.90	1,364.68	1,256.73							5,078.38
5313	Printing					190.55	182.63							373.18
5329	Operating Supplies			13.98	14.71	76.12	99.95							204.76
5393	eBooks													
5422	Subscripts	75.00	75.00	75.00	75.00	75.00	75.00							450.00
5424	Member-ship					200.00								
5425	Conferences/Schools					100.00								100.00
5432	Mileage & Parking													
5433	Equipment Rental													
5556	Janitorial Supplies													
5559	Build Maint.					11.34	153.80							
5734	Volunteer Breakfast				100.44									
5812	Furniture /Fixtures													
5816	Library Materials				18.00									18.00
5841	Computer Equipment													
5843	Software		100.00				99.00							
	<b>Total Charges</b>	<b>1,227.58</b>	<b>555.49</b>	<b>472.44</b>	<b>801.05</b>	<b>2,032.40</b>	<b>1,888.97</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,977.93</b>



FUND 16 / GL#16.0511.	2018 Budget	January	February	March	April	May	June	July	August	September	October	November	December	FPL YTD Total	City YTD	Diff. YTD
<b>CHARGES FOR SERVICES</b>																
4419 Public Copier/Fax	\$ 2,000.00	239.50	272.41	232.55	202.30	279.82	140.85							\$ 1,367.43	\$ 6,300.79	\$ 373.77
4419 Public Printer (Register)	\$ 6,500.00	632.90	621.00	559.49	536.25	571.65	526.73							\$ 3,448.02	\$ 5,890.08	\$ (0.10)
4419 Coffee/Rummage (Register)	\$ 900.00				542.75	846.84	377.34							\$ 1,766.93	\$ 1,766.93	\$ -
4419 Coffee ACH Deposit	\$ -						92.18							\$ 92.18	\$ 92.18	\$ -
4764 Book Sales (Register)	\$ 12,000.00	1,178.86	1,071.60	950.01	841.45	629.16	1,218.90							\$ 5,889.98	\$ 5,889.98	\$ -
4765 M/CFLS Commerce Fines	\$ 12,000.00	2,477.17		3,142.60										\$ 5,619.77	\$ 5,619.77	\$ -
4765 Fines (Register)	\$ 20,000.00	1,497.54	1,274.59	1,615.08	1,431.57	1,227.87	1,904.49							\$ 8,951.14	\$ 14,570.91	\$ -
4766 Meeting Rooms (Register)	\$ 4,000.00	680.00	290.00	705.00	320.00	480.00	360.00							\$ 2,835.00	\$ 2,835.00	\$ -
4799 Lost/Damaged Items (Register)	\$ 3,000.00	117.00	152.00	181.00	222.00	136.40	214.00							\$ 1,022.40	\$ 1,022.40	\$ -
4799 Fee Cards (Register)	\$ 1,000.00	225.00	300.00			75.00	225.00							\$ 825.00	\$ 1,847.30	\$ 0.10
	\$ 61,400.00	7,047.97	3,981.60	4,243.13	7,238.92	4,246.74	5,059.49							\$ 31,817.85	\$ 31,444.08	\$ 373.77
<b>INTEREST</b>																
4719 Interest	\$ 100.00	8.55	7.84	8.71	8.60	9.13	8.88							\$ 51.71	\$ 51.71	\$ 0.00
<b>DONATIONS</b>																
4748 Foundation (from)	\$ 6,000.00	499.00				2,181.62								\$ 2,680.62	\$ 385.00	\$ -
4748 Miscellaneous	\$ 1,000.00	82.95	205.10	28.60	3,031.00	164.20	36.30							\$ 3,548.15	\$ 5,843.77	\$ -
	\$ 7,000.00	\$ 581.95	\$ 205.10	\$ 28.60	\$ 3,031.00	\$ 2,345.82	\$ 36.30							\$ 6,228.77	\$ 6,228.77	\$ -
<b>TOTAL REVENUES</b>	\$ 68,500.00	\$ 7,638.47	\$ 4,194.54	\$ 4,280.44	\$ 10,278.52	\$ 6,601.69	\$ 5,104.67							\$ 38,098.33	\$ 37,724.56	\$ 373.77
5242 Equipment Maint.	\$ 900.00		101.99	43.86	85.60	27.66	53.96							\$ 313.07	\$ 313.07	\$ -
5257 Software Maintenance	\$ 1,750.00					435.00								\$ 435.00	\$ 1,085.00	\$ (650.00)
5299 Sundry Contractors	\$ 7,000.00	100.00	617.94	847.10	100.00		1,800.00							\$ 3,465.04	\$ 3,193.04	\$ 272.00
5311 Postage	\$ 400.00	44.77	3.50	4.19		14.71	21.86							\$ 89.03	\$ 89.03	\$ -
5312 Office/Program Supplies	\$ 6,000.00	1,107.81	376.99	646.31	710.25	1,620.53	1,686.23							\$ 6,148.12	\$ 6,148.12	\$ (0.00)
5313 Printing	\$ 500.00					190.55	182.63							\$ 373.18	\$ 373.18	\$ -
5329 Operating Supplies	\$ 5,330.00		124.60	13.98	208.24	984.12	124.95							\$ 1,455.89	\$ 1,530.89	\$ (75.00)
5393 Ebooks	\$ 12,000.00		1,997.47			1,035.89	1,109.97							\$ 4,143.33	\$ 3,627.29	\$ 516.04
5422 Subscriptions	\$ 1,980.00	75.00	75.00	75.00	75.00	75.00	75.00							\$ 450.00	\$ 375.00	\$ 75.00
5424 Memberships	\$ 400.00			15.00		200.00								\$ 215.00	\$ 215.00	\$ -
5425 Conferences & Schools	\$ 1,500.00					145.00								\$ 145.00	\$ 100.00	\$ 45.00
5432 Mileage & Parking	\$ 220.00													\$ -	\$ -	\$ -
5433 Equipment Rental	\$ 6,120.00		623.69	113.97	911.47	512.72	509.72							\$ 2,671.57	\$ 2,671.57	\$ 0.00
5556 Janitorial Supplies	\$ 500.00													\$ -	\$ -	\$ -
5559 Building Maint-Other	\$ 500.00		15.00		100.44	11.34	153.80							\$ 180.14	\$ 180.14	\$ 0.00
5734 Volunteer Recognition	\$ 1,000.00													\$ 100.44	\$ 100.44	\$ -
5812 Furniture/Fixtures	\$ 5,000.00			28.60		431.52								\$ 431.52	\$ 431.52	\$ -
5816 Library Materials	\$ 10,000.00			18.00		170.70								\$ 188.70	\$ (2,317.66)	\$ (2,128.96)
5841 Computer Equipment	\$ 5,000.00						99.00							\$ -	\$ -	\$ -
5843 Software	\$ 2,400.00		100.00											\$ 199.00	\$ 199.00	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 68,500.00	\$ 1,327.58	\$ 4,036.18	\$ 4,759.41	\$ 2,209.00	\$ 5,854.74	\$ 5,817.12							\$ 21,004.03	\$ 18,314.63	\$ 2,689.40
<b>NET OF REV/EXPENDITURES</b>	\$ -	\$ 6,310.89	\$ 158.36	\$ 2,521.03	\$ 8,069.52	\$ 746.95	\$ (712.45)							\$ 17,094.30	\$ 19,409.93	\$ (2,315.63)

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

- Meeting with Lauren Lube of Volition Franklin, 6/28
- City Department Head meeting, 7/2
- Meeting with Bob Tesch and Chris Zuege from Integrity Mechanical, 7/10
- Special MCFLS LDAC meeting re: Public Library System Redesign (PLSR), 7/11
- South Suburban Chamber meeting, 7/11
- MCFLS Board of Trustees meeting, 7/16
- Meeting with Eagle Scout Candidate Justin P. , 7/17
- MCFLS Periodicals workgroup meeting, 7/18

**GOALS:**

***Plan and initiate the process for creating a strategic plan...***

The WiLS/FPL Memo of Understanding is being reviewed by attorney Brian Sajdak. Any comments will be brought to the Library Board at the July meeting for review.

***Implement a net-promoter survey to gage customer satisfaction and community perceptions...***

The second net-promoter survey ran from June 12-26. We were looking for patrons who had not filled out the survey the first time around in February. We received an additional 112 responses. Again it was overwhelmingly positive with a Net Promoter Score of 87. Combined with the score of 92 from the February survey, our average score is 89.5 for the two survey periods. Considering that anything above 70 is considered world class, I am very pleased with that score. Here are some comments that we received:

*"The library is awesome!"*

*"Perfection in every aspect!"*

*"Pleasant, helpful staff. Peaceful"*

*"Way better than Oak Creek ☺. The staff here are very kind."*

*"Many times the children's books I'm looking for are checked out. I wish there were more and puzzles to check out."*

*"Merp it's good..."*

*"Wonderful staff"*

*"Librarians always seem to be of assistance."*

*"Do a great job!" Not sure if this was a command, but it was from someone who gave us a high score, so I'm taking it as praise.*

*"We appreciate the young kid programs."*

*"The CreateSpace is the best thing ever! But you need more movies. Like Fantastic Planet and The Cats Return."*

*"We love our library! So lucky to have it in our community. The kids librarians are the BEST!"*

*"Glad you brought back book sale!"*

*"helpful staff...summer program is great! Online availability of classes."*

*"It is a great library with many fun activities and books!"*

*"I love our library!"*

*"Excellent library! One of my favorites ☺"*

*"Franklin Public Library is an awesome welcoming place."*

*"Very well organized."*

*"I think it's AWESOME"*

*"So convenient! Best library around!"*

*"Always helpful and has great activities for families in summer."*

*"Best library around! Would like lower room rental fee for Franklin residents though. I like to hold classes here but room fee is too high."*

*"What CreateSpace is. I think it needs better signage/explanation at front of library." We're looking at our sign up front and trying to brainstorm how improve it.*

*"Don't want everyone from all over trashing our library." From someone who gave us a 1.*

*"I have recommed (sic) it to many people already. We love this library.*

*"I would love the summer reading program to be changed for all kids to win." I would love to know who wrote this. I would mention all kids who read for 5 days get a prize-coupons for free items and entries to the State Fair, Brewer tickets, etc.*

### ***Increase outreach services to the Franklin community...***

Our Children's Librarians Briony and Sarah have finalized the details for story times and children's programming at the pavilion at the Franklin Woods Nature Center by Kayla's Playground. If approved, Briony will be performing ***Playground Tales*** on the first Thursdays of August, September, and October at 10am. We are also exploring other park locations in Franklin to reach other Franklin residents. Face-to-face outreach has proven results in increased participation here at the library. I am hoping the city will be willing to waive the fees for the library's use of the parks.

### **OPERATIONS:**

**Meeting Rooms:** We have reviewed our 2017 meeting room calendars for usage by other city departments. This is just for informational purposes for the Library Board as we do not charge to any city departments per FPL Meeting Room policy.

Health Department—16 uses, Educational Programming (value of \$1,160)

Police Department—2 uses, National Night Out and Citizens Academy (value of \$140)

Human Resources—2 uses, Dispatch Testing (value of \$120)

Planning Commission—1 use, Ballpark Commons Public Meeting (value of \$100)

**Total value to the City for use of the Library meeting rooms--\$1,520**

**Library Closures/HVAC:** In June, the library had to close twice. The first time was on June 18<sup>th</sup> during the huge thunderstorm that knocked out the power to some of the city buildings and businesses for a couple of hours in late afternoon. We reopened at 5:30pm when the power came back on, but I did cancel the Monday evening showing of a movie due to the heat/humidity in the building and the possibility of overheating the projector that is up next to the ceiling.

The second closing was on Saturday, June 30, when staff discovered that the A/C was not working upon entering the building at 9am. The temperature in the building had already reached 81 degrees at that point. Since Bob Tesch was on vacation, I spent the day here waiting on a J&H Heating technician to arrive and work on the system. He discovered that one of the motors had shorted out the other five motors. He was able to temporarily rig the wiring to get the A/C working. He came back the following week and permanently rewired the system.

I called Integrity Mechanical, an HVAC company Cudahy Family Library has used for 15 years and highly recommended. They sent someone right away to look at the server room A/C unit. Since they felt the unit is in good shape overall and should have a few more years left in it, I had them put nitrogen through the system. They found the leak, braised it, and then tested to make sure the refrigerant held. It did and as a result, we don't have to replace it at this time. Bob Tesch and I have met with Integrity Mechanical. Since we have not been happy with the response time, communication, and customer service from J&H, we think it is time to give another company a chance.

It's been an expensive summer for A/C repair. I checked with the city regarding our deductible to see if the fan/motor repair from June would qualify. Since our repair is only \$1,100-\$1,500 and our deductible is \$5,000 it's obviously not an option.

**UPDATES:**

**Summer Reading programs:** The Teen and Children’s reading programs are on track for the best numbers of participants in many years. We have wait lists for almost all of the programs that require registration. (A good and bad problem to have.) We have been trying to get as many people off the wait lists and into programs as possible. We did schedule a second program of Abby’s Cupcakes due to popularity.

**Virtual Reality Center:** Our Eagle Scout candidate Justin P. has finished the locking cabinet, purchased the software, and is planning the install sometime in late July/early August. We will have a library-wide kickoff event probably in September on a Saturday or Sunday where we will be available to mass train people on using the VR software. A policy/waiver form has been created and will be discussed at the Library Board meeting.

**Spectrum Cable Digital Adapter:** I talked to Bob Tesch regarding the Spectrum bill. The \$15.72 charge that we pay each month to Spectrum isn’t a rental equipment fee. The City used to get cable for free and now Spectrum charges. We have three access points in the building for possible connections: Staff Room, Fadrow, and Sievert. Each access point costs \$4.99 plus applicable taxes and fees (but no sales tax) to equal \$15.72/month.

**LED lighting update:** We are up to \$2,694.49 in electricity savings since mid-February when our project started. Now that we will be back up to full maintenance staff, Bob and our new maintenance employee will hopefully be able to start working on the project again.

**Minutes:** I have looked at minutes taken at other Library Board meetings. Most of the minutes I looked at were very similar to our minutes—one page with brief detail. A couple of libraries had more descriptive two to three page minutes. I will have samples at the Board of Trustees meeting should anyone want to look at them. I also talked with Sandi Wesolowski at City Hall and she sent me the templates that she uses. I will work with the Secretary of the Library Board to create a similar template to assist in the taking of the board meeting minutes.

**BUDGET:**

**2019 budget timeline from the Finance Director:**

- Now through July 30, 5pm: Capital and personnel requests
- August 3-24, 5pm: Budget input into BS&A software, program description due
- September 1-14: Mayor will work on his Recommended Budget
- September 18: Mayor’s Recommended Budget will be presented at the Common Council meeting
- October 1: Committee of the Whole review of the prepared budget

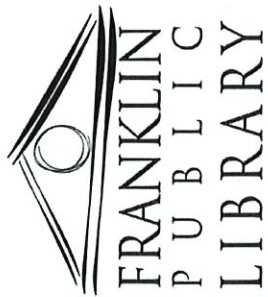
**STAFFING:**

The City has hired Joe Wilson to be the new morning maintenance guy to replace Keith. Joe started on Monday, July 16. He will be working Monday-Friday, 6-10am.

Maureen Walton, Circulation Supervisor, and I have been going over some different staffing scenarios for 2019 in preparation for the budget. We will be presenting those to the Personnel Committee at a future meeting TBD.

**UPCOMING EVENTS:**

HungryTown (folk duo) performing on the patio August 15 at 7pm



*at a glance*

2018	Gates		Circulation				Computer Sessions	Distinct WiFi Users	New Cards	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	Kids & Teens			
Jan.	30	17431	972	32505	(2096)	3112	545	35617	1815	101	4865	27	19	679	6150	78
Feb.	28	16374	(512)	29416	(3430)	2606	299	32022	1537	111	4188	27	19	1285	4280	69
March	31	18535	(328)	34945	(2761)	3076	422	38021	1933	93	4745	23	20	1062	5777	72
April	29	17195	(398)	32695	(1710)	2933	407	35628	1673	96	4577	27	22	1163	4803	98
May	30	15866	0	30341	(3320)	2840	411	33181	1721	83	4152	2	21	421	5392	78
June	26	22197	782	39059	(269)	2747	225	41806	1842	202	4318	34	19	2384	6923	121
July								0								
Aug.								0								
Sept.								0								
Oct.								0								
Nov.								0								
Dec.								0								
<b>Totals</b>	<b>174</b>	<b>107598</b>	<b>516</b>	<b>198961</b>	<b>(13586)</b>	<b>17314</b>	<b>2309</b>	<b>216275</b>	<b>10521</b>	<b>686</b>	<b>26845</b>	<b>140</b>	<b>120</b>	<b>6994</b>	<b>33325</b>	<b>516</b>



**Memorandum of Understanding  
WILS and Franklin Public Library  
For Strategic Plan Development, Consulting and Facilitation Services**

Introduction

The purpose of this MOU is to define the parameters and costs of the Strategic Plan Development, Consulting and Facilitation Services WILS will provide to the Franklin Public Library.

Contacts

Communication regarding this agreement and the provided service should be directed to:

**WILS**

Bruce Smith  
1360 Regent Street, #121  
Madison, WI 53715-1255  
608-620-5421  
bsmith@wils.org

**Franklin Public Library**

Jennifer Loeffel  
9151 W. Loomis Rd.  
Franklin, WI 53711  
414-427-7545  
jennifer.loeffel@mcfls.org

**Phase 1 – Initial Project Meeting and Information and Data Gathering – \$1,675.00**

- Initial Project Meeting - \$875.00
  - *Project Meeting Prep Work*
    - WILS will work with the library director to form a planning committee that will lead this process for the library.
    - WILS will administer an issues and needs questionnaire to the planning committee to identify aspirations and challenges in the library and community, along with other information regarding the library's goals for the strategic plan.
    - WILS will develop and administer a form for the planning committee to fill out to identify ideas and potential language to update the library's mission statement.
  - *Project Meeting*
    - WILS will meet with the planning committee for a 3-hour session to start the planning process. This will include:
      - Review of roles, timeline and expectations of the planning process.
      - Review of issues and needs questionnaire responses.
      - Discussion data and information gathering, including community survey questions.
      - Begin developing a community map of individuals and organizations that may include key community and library stakeholders and groups to engage in community conversations to gather information about how the library can align its resources and services to support the community in meeting its needs, reaching its aspirations, and addressing its challenges.
      - Based on input from the planning committee submitted prior to this meeting, create an updated draft of the library mission statement that the library director will finalize with the committee/library board.

- *SWOT analysis with a focus group of library staff* - \$800.00
  - WiLS will coordinate a process and facilitate a 3-hour in-person meeting of a focus group of library staff to perform a Strengths, Weaknesses, Opportunities and Threats analysis. WiLS will work with the planning committee to identify a staff focus group selection process. WiLS will document and theme information gathered during this process to be shared as part of the information gathered with the planning committee for developing the strategic plan.

**Phase 2 – Community Assessment –\$2,640.00 (not to exceed)**

- *Community Survey* - \$1,200.00
  - WiLS will work with the library to administer a community survey to area residents. The survey will focus on the broader community and its perceptions of the library, in addition to specific service and usage questions. The library, with input from WiLS, will promote the survey to area residents through channels that will likely result in getting a high response rate. The survey WiLS has developed is a standardized survey we use with libraries for strategic planning. Request for customization will require discussion and may result in the need for an adjusted quote for this component.
- *Community Conversation* - \$480.00 x 3 ea. = \$1,440.00 (not to exceed)
  - WiLS will, with assistance from the library, coordinate up to three 1.5-hour community conversations to gather information about how the library can align its resources and services to support the community in reaching its aspirations and addressing its challenges. WiLS will work with the library to develop a protocol to identify and invite community conversation participants. WiLS will provide a facilitator to lead the conversations and document the input gathered during the conversations. WiLS will compile and theme the results of the conversations. The number of community conversations will be determined with the library based on discussions about key community and library stakeholders and groups.

**Phase 3 – Strategic Plan Development –\$2,725.00**

- *Data and Information Webinar Review* - \$900.00
  - WiLS will develop and deliver a 1.5-hour webinar to review the data and information gathered in Phases 1 & 2 with the library planning team before the strategic plan development meeting. The committee will be provided a slide deck of the compiled information along with the raw data used for the slide deck.
- *Strategic Plan Development Meeting* - \$1,025.00
  - WiLS will develop processes and provide facilitation services for a half-day in-person strategic plan development meeting of the library planning team. The result of this meeting will be identifying strategic service goals for the library and initiatives that can be done to reach the goals.
- *Implementation, Communication and Ongoing Planning Process Development* - \$800.00
  - Following the development of the strategic plan framework, WiLS will facilitate the development of a framework for an ongoing planning assessment, prioritization, implementation and communication process that will be scheduled and coordinated on an annual basis to align with the library's budget planning calendar. This includes administering a plan activity prioritization survey prior to 4-hour in-person session to provide the library with a toolkit for the library to project plan and assess strategic plan goals and activities.

**Phase 4 – Writing the Strategic Plan Document - \$1,200.00.**

- WiLS will compile the results of the planning meetings to include with other documentation, including, when relevant, the data and information gathered, assessed and summarized during the course of the planning process report, to develop and write a strategic plan document.
- WiLS will coordinate a schedule with the library to complete writing the plan. This schedule will include coordination for library committee input to create a final draft for presentation to the library board.
- WiLS has allocated 16 hours for writing the strategic plan document. If additional writing time is requested by the Library Board beyond the 16 hours as it will be scheduled with the library in the previous bullet point, an adjusted cost for this component will negotiated and agreed to by the parties.

**Cost Allocations and Terms of Agreement**

Cost Totals

Phase 1:	\$ 1,675.00
Phase 2:	\$ 2,640.00 (not to exceed)
Phase 3:	\$ 2,725.00
Phase 4:	\$ 1,200.00
<b>Total:</b>	<b>\$ 8,240.00 (not to exceed)</b>

- Costs include all preparation time; facilitation time; mileage expenses; and supplies for facilitation processes and documentation development.
- No additional changes without change order agreed and signed by the library director.

Payment Schedule

Upon start of project:	\$2,000.00
Upon completion of Phase 4:	\$6,240.00 (not to exceed)

Duration of agreement/cancellation

- WiLS and Franklin P.L. will work together to identify a timeline of the different activities to complete each phase of service. If either WiLS or Franklin P.L. need to alter the previously agreed upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by Franklin Public Library Board of Trustees without communicating with WiLS, WiLS reserves the right to change the project timeline with Franklin’s approval of the new timeline. If the change in timeline will result in overlap with other projects to the extent that WiLS will not be able to complete the work with existing staff resources, WiLS reserves the right to delay the project to a mutually agreed upon time or, if such time cannot be agreed to, to cancel the project.
- During the course of the agreement the contracting parties have the right to stop work at any time and WiLS will be paid for any work and expenses incurred through the time of cancellation.
- In the event of a termination, all data and written product collected or produced up to the termination shall be provided to the Franklin P.L. Board of Trustees.

Other Terms

- With the exception of community conversations, in-person planning meetings and sessions will have an end time of no later than 6:00 p.m.



- As part of the above costs, WiLS calculates up to 2 hours per month of communication time with the library to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the MOU. Should communication be required by the library beyond this amount of time each month, WiLS will discuss with the library either creating a communication plan to maintain communications within this time range or providing a cost estimate to provide more communication time for the project.
- A strategic planning process is often an iterative process. There may be points during the planning project where information is discovered that leads to the potentially adding or removing a step or two to the planning process. When this occurs, if requested, WiLS will provide a cost estimate to perform the additional work.

Agreed to and accepted by:

WiLS



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bruce Smith

Name

\_\_\_\_\_  
Community Liaison

Title

\_\_\_\_\_  
June 28, 2018

Date

Franklin Public Library

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Jennifer Loeffel

**From:** Steve Heser  
**Sent:** Tuesday, July 17, 2018 8:17 AM  
**To:** LDAC  
**Subject:** 2018 Reciprocal Borrowing Payment Calculation  
  
**Importance:** High

To all LDAC members,

I wanted to make you aware of an issue that has come up regarding the 2018 reciprocal borrowing payment that was sent out from MCFLS in February. I discovered that last year an error was made in calculating the 2018 payment. Instead of using 39% of state aid from **2017**, the calculations used 39% of state aid from **2018**. Since state aid went up in 2018, MCFLS paid out \$34,771 higher than we should have. Here is a table derived from the ILS, Resource Sharing and Technology agreement that illustrates how the reciprocal borrowing calculations are made with the 2018 payment highlighted.

State Aid Percentage	State Aid Year	MCFLS State Aid	Distribution	Circulation Period
40%, estimated to be \$1,070,802	2016	\$2,677,006	Feb. 2017	10/1/14-9/30/15
<b>39%, estimated to be \$1,044,032</b>	<b>2017</b>	<b>\$2,677,006</b>	<b>Feb. 2018</b>	<b>10/1/15-9/30/16</b>
38%, estimated to be \$1,051,142 *	2018	\$2,766,162	Feb. 2019	10/1/16-9/30/17
38%, estimated to be \$1,085,020 *	2019	\$2,855,317	Feb. 2020	10/1/17-9/30/18

\*State aid increased in 2018 and 2019

In the 2018 MCFLS budget, we allocated \$1,078,803 for reciprocal borrowing, which is 39% of the 2018 number of \$2,766,162. The correct number should be \$1,044,032 or 39% of the 2017 state aid total of \$2,677,006.

Here is how the corrected calculation impacts individual libraries:

	Net Positive 10/1/2015 - 09/30/16	Percent of Net	2018 Original Amount	2018 Corrected Amount	Difference
Brown Deer	81,845	8.49%	\$91,600	\$88,648	-\$2,952
Cudahy	127,314	13.21%	\$142,489	\$137,896	-\$4,593
Franklin	79,165	8.21%	\$88,601	\$85,745	<b>-\$2,856</b>
Greendale	20,927	2.17%	\$23,421	\$22,666	-\$755
Greenfield	24,514	2.54%	\$27,436	\$26,552	-\$884
Hales Corners	57,729	5.99%	\$64,610	\$62,527	-\$2,082
Shorewood	61,679	6.40%	\$69,031	\$66,806	-\$2,225
St. Francis	44,592	4.63%	\$49,907	\$48,298	-\$1,609
Wauwatosa	214,233	22.23%	\$239,768	\$232,040	-\$7,728
West Allis	203,112	21.07%	\$227,321	\$219,994	-\$7,327
Whitefish Bay	48,803	5.06%	\$54,620	\$52,859	-\$1,760
<b>TOTAL</b>	<b>963,913</b>	<b>100.00%</b>	<b>\$1,078,803</b>	<b>\$1,044,032</b>	<b>-\$34,771</b>

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 PAGE 1 OF 2

I sincerely apologize for missing the error in the calculations above and inconvenience this has caused. After speaking with the MCFLS Board yesterday, we'd like to offer the option for those libraries impacted to reimburse MCFLS with a

payment this year or to have the amount deducted from the 2019 payment. If you can let me know your decision by August 30<sup>th</sup>, I would appreciate it. The calculations for the 2019 reciprocal borrowing payment sent out earlier this month are correct. I apologize again for the error. If you have any questions, please let me know. Thank you.

Steve Heser  
System Director  
Milwaukee County Federated Library System  
414.286.8149  
steve.heser@mcfls.org

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PAGE	<u>  2  </u>	OF	<u>  2  </u>



# Memo

## Master Calendar

January	Policy Updates
February	Approval of State Annual Report (Director Prepares/Board Approves)
March	Volunteer Breakfast Approval (Board Approves)
April	Library Board Recommendations for Appointments
May	Strategic Plan Review
June	Committees Review
July	Committee Appointments (President) Mid-year budget and staffing review
August	Board Officer Elections Finance Committee Meets re: Upcoming Budget Budget Approval (Finance Committee Recommends/Board Approves) Distribute Director Evaluation Forms (Personnel Chair) DPI Trustee Training Week Webinars
September	Personnel Committee Meets re: Director Evaluation
October	Budget Update (Director/Finance Chair)
November	Mission Statement/Bylaws Review Adopt Mayor's Recommended Budget
December	Holiday Closing Schedule (including Civic Celebration) re: Upcoming Year Board of Trustee Meeting Schedule re: Upcoming Year Possible Budget Amendments

October 16, 2017; revised \_\_\_\_\_

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PAGE <u>  1  </u> OF <u>  1  </u>



# policy

Name: Virtual Reality Center Policy

Approved: \_\_\_\_\_, 2018 by Franklin Public Library Board of Trustees

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## Policy:

Franklin Public Library (FPL) strives to offer new and emerging technologies to support equitable access for our community members. Virtual Reality (VR) is one such technology. VR uses a computer, headset, and sensors to immerse the user into a three-dimensional, computer-generated world. Head, hands, and body movements are tracked to let the user interact with what is seen via the headset.

Use of VR may cause one to lose all sense of hearing and sight within the real world. Due to unpredictable nature of the human response to VR (nausea, loss of balance, fear of heights, bumping into objects, sickness, dizziness, and any other side effects that may occur), FPL will require all eligible participants to complete and return the Waiver/Release of Liability form attached to this policy.

All patrons wishing to use the Virtual Reality (VR) Center must be at least 12 years of age, have attended a FPL VR Center training session, have a library card in good standing from a public library within the Milwaukee County Federated Library System, and a signed Waiver/Release of Liability form. Minors between the ages of 12-14 must be accompanied by a parent or legal guardian while using the VR Center; minors between the ages of 15-17 must present a signed Waiver/Release form filled out by a parent or legal guardian before they can use the VR Center.



# waiver/release of liability

Each participant must complete and return this form before participating in the Virtual Reality (VR) Center experience. Participants ages 12-17 must have a signature from a parent/legal guardian.

I (or my minor child/dependent) wish to use the VR Center at the Franklin Public Library (FPL). I understand that in order for me (or my minor child/dependent) to participate, I agree and understand the following safety advisory:

- I will lose all sense of hearing and sight in the real world.
- I understand that I should not participate in VR if I (or my minor child/dependent) have a history of the following:
  - Motion sickness
  - Impaired balance or a condition that affects the ability to safely perform physical activities
  - Heart, orthopedic, or other serious medical condition
  - Pacemaker and/or other implanted medical devices
  - Pregnancy or possibility of pregnancy
  - Photosensitive seizures
  - Anxiety disorder or post-traumatic stress disorder
- I understand that I will be engaging in activities that could involve the risk of injury (including death) to myself (or my minor child/dependent).
- I (or my minor child/dependent) will discontinue the use of the VR Center if feelings of discomfort occur.
- I assume all physical, psychological, and financial risks associated with the use of the VR Center by me (or my minor/dependent child).

Minors between the ages of 12-14 must be accompanied by a parent/legal guardian at all times in the VR Center.

FPL does not allow the use of the VR Center for children under the age of 12.

In consideration of the risk of injury, I knowingly and voluntarily enter into this waiver and release of liability. By signing below, I acknowledge that I have read the safety advisory above and that I am giving up all substantial legal rights, including the right to sue Franklin Public Library or its employees.

Participant Name (please print): \_\_\_\_\_

Is the participant under the age of 18?      Yes  No

If yes, what is participant's age? \_\_\_\_

Participant (or parent/legal guardian) Signature \_\_\_\_\_

Date \_\_\_\_\_

## PLSR Preliminary Model Frameworks

### Summary of Framework Models

The preliminary results from the PLSR administrative/funding/governance discussions have led to two preliminary model frameworks for the library community to review: Model W and Model Y.

Model W is based on keeping the current regional system structure while changing the funding formula for aid distribution and improving system service standards.

- Model W was submitted by Sherry Machones, system director of Northern Waters Library System, as part of the model development meeting held on June 8<sup>th</sup>.
- **This model keeps the current system structure unchanged.** The rationale for doing so is based on the statewide survey of library directors that showed a high level of satisfaction with existing library systems.
- An alteration to Chapter 43 of state statutes is proposed in Model W that would allow a new funding formula to distribute state aid to systems based on a combination of population (85%), geographic area (7.5%) and shared revenue (7.5%). **This new formula would result in a shift of more money to other systems and less funding to systems such as MCFLS.** See Attachment A for more details on the funding formula.
- Model W focuses on improving local library services through an update of the library system standards of service and accountability structure.

Model Y would result in a 6-8 regional system model under a statewide services umbrella creating a statewide service philosophy with a more formalized regional structure.

- Model Y was one of three model frameworks originally submitted for consideration and appeared to have the greatest support of the three during the model development process.
- \* **This model would reduce the number of library systems to 6-8 regional systems** based heavily on the map provided by the delivery workgroup (see Attachment B for a map of the proposed regions).
- Model Y would include a statewide governing board and statewide service management team help to provide and monitor service expectations to ensure equitable service levels for all regional systems.
- Each of the new regional systems would see new budgets. The funding formula has yet to be determined.

\* See map on <sup>last</sup> ~~next~~ page

Model Y would create a population heavy library system made up of Milwaukee, Waukesha, Jefferson, Walworth, Racine, and Kenosha. These 6 counties contain one-third of the state's population.

How does that benefit Franklin? Hurt Franklin?

How would such a diverse (suburban, urban) population manage to work together + still meet the needs of their individual communities?

## Comparison of Both Frameworks

Here is a side-by-side comparison of both framework models as of June 11th, 2018. **Please note that this information is fluid and may change based on feedback from the library community and the summit taking place July 30<sup>th</sup> and 31<sup>st</sup>.**

	MODEL W	MODEL Y
<b>Overview</b>	Focuses on improving local library services throughout Wisconsin through update of library system standards of service and accountability structure, adoption of a more equitable library system funding formula while maintaining the current successful regional library system structure.	Reduces the number of systems to between 6 and 8, based on the delivery regions recommended by the Delivery Work Group.
<b>Timeline</b>	The timeline would need to be determined but changes could be implemented in the near future.	The timeline would need to be determined.
<b>Rationale</b>	There is a high level of satisfaction regarding library system services among the state's public libraries. This model builds on successes and offers remedies where inequity and dissatisfaction exist.	Increase in scale will create efficiencies and centralization will help ensure all libraries receive equitable services.
<b>Implementation</b>	Creation and implementation of revised library system standards followed by changes in the state's library system funding formula.	Method would need to be determined.
<b>Structure</b>	The structure currently in place would remain unchanged.	A statewide management team is responsible for delivering services. This would include a statewide portal and discovery layer.
<b>Governance</b>	The current governance structure would remain in place. DPI might have a larger role in overseeing system accountability through a revised set of system standards for service.	Provides for a statewide governing board for all library services, but systems remain with individual governing boards.
<b>Funding</b>	The current state aid to library systems formula in WI Stat. <u>43.24 (1) (a)</u> would be replaced with the formula outlined in <u>43.24 (1) (c)</u> . This revised formula factors in shared revenue payments instead of local funding.	Each of the new systems/regions will see new budgets based on the current formula. The only way the regions will see increased revenue is if the new larger systems include significantly higher levels of population.



**Attachment A. Funding formula changes.**

Model W proposes a significant change to the funding formula that determines how state aid is distributed to library systems. The rationale given behind this change is to give more aid to less well-funded systems and ensure services are equitably provided across the state. **For MCFLS this would mean reduced funding overall if state aid remains the same and smaller increases if state aid is increased.**

The current formula under 43.24 (1) (a) means that state aid to any library system is generally based on the percentage of aid received by the system in the previous fiscal year. The original calculation for this formula to determine state aid was based on a percentage of population, geographic area and municipal/county support to libraries. This calculation is based on older data and that fact is cited as one of the reasons to use the new formula in Model W.

Model W proposes the statute be altered to use the formula proposed in 43.24 (1) (c). This section of the statute was put in place in case state aid to systems met or exceeded 11.25% of the total operating expenditures for public library services from local and county sources. At the time of the legislation—around 1996—that 11.25% threshold was the point where no system would see a net reduction in their state aid. Instead of library and system operating expenditures, this "11.25%" method uses estimated Wisconsin shared revenue and expenditure restraint payments to municipalities and counties.

*(MCFLS gets 17.8% of state aid currently)*

Here is how the proposed funding formula changes may impact MCFLS. I've included two tables: one to show the effect on MCFLS with no increase in funding, and another assuming the average increase in state aid we've been given in the current fiscal year (3.275%). It should be noted that increases to state aid are NOT a given and we do not know what state aid will look like beyond 2019.

**Estimated State Aid to MCFLS under Proposed Model W  
With no increase in overall funding after fiscal year 2019**

	2017	2018	2019	2020	2021
Current Funding Model (assumes no increase after 2019)	\$2,677,006	\$2,766,162	\$2,855,317	\$2,855,317	\$2,855,317
Proposed Funding Model estimate (assumes no increase after 2019)			\$2,855,317	\$2,775,463 *	\$2,677,863
% Chg Year over Year w/ Proposed Model				-2.8%	-3.5%
% Chg Between Models				-2.8%	-6.2%

**Estimated State Aid to MCFLS under Proposed Model W  
With assumed 3.275% increase in state aid in 2020 and 2021**

	2017	2018	2019	2020	2021
Current Funding Model	\$2,677,006	\$2,766,162	\$2,855,317	\$2,948,829	\$3,045,403
Proposed Funding Model estimate			\$2,855,317	\$2,866,359 *	\$2,856,135
% Chg Year over Year with Proposed Model				0.4%	-0.4%
% Chg Between Models				-2.8%	-6.2%

\* Model W proposes a transition year in 2020 where 55% of the funding would be distributed using the current formula and 45% using the new formula. Funding from 2021 and moving forward would be entirely based on the new formula.

ATTACHMENT J  
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as practical, but, except as provided in subd. 2., each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. The public library board governing the designated resource library shall have at least one member on the system board. The remaining system board members shall include such representatives of the library boards governing public libraries of participating municipalities and counties and public members appointed from the counties at large as the county board determines.

2. A system board appointed under subd. 1. may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least 2 members on the system board.

(2) (a) Except as otherwise provided in this paragraph, a federated public library system whose territory lies within a single county shall be deemed an agency of the county and a federated public library system whose territory lies within 2 or more counties shall be deemed a joint agency of those counties. A federated public library system whose territory lies within 2 or more counties constitutes a separate legal entity for the purposes of having the exclusive custody and control of all system funds, holding title to and disposing of property, constructing, enlarging and improving buildings, making contracts and suing and being sued. A federated public library system whose territory lies within a single county with a population of 750,000 or more constitutes a separate legal entity solely for the purposes of having the exclusive custody and control of all system funds, making contracts and providing benefits to its employees under ch. 40.

(b) A federated public library system board shall have the powers of a public library board under s. 43.58 with respect to system-wide functions and services. The local library boards shall retain responsibility for their public libraries in all other areas.

History: 1971 c. 152; 1985 a. 177; 1993 a. 383; 1997 a. 150; 2015 a. 99; 2017 a. 207 s. 5.

**43.21 Consolidated public library systems.** (1) In a consolidated public library system, the system board shall consist of 7 or 9 members appointed by the county board. In the initial appointment of a system board, at least 3 members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries consolidated into the system. At least one but not more than 2 members of the county board shall be members of the system board at any one time.

(2) (a) A consolidated public library system shall be deemed an agency of the county by which created.

(b) A consolidated public library system board shall have the powers of a library board under ss. 43.58 and 43.60 and shall be responsible for the total program of public library service for the system territory.

(3) If it is consistent with the terms thereof, a gift, bequest or endowment to a public library becoming part of a consolidated public library system may be taken over by the system board. The system board shall maintain the gift, bequest or endowment for the benefit of the library to which it was given.

History: 1971 c. 152; 1985 a. 177 ss. 23, 71; 1993 a. 241.

**43.24 State aid.** (1) Each public library system shall be paid state aid for the operation and maintenance of the system. Except as provided in pars. (b) and (c), the amount paid to each system shall be determined as follows:

(a) 1. Determine the percentage change in the total amount appropriated under s. 20.255 (3) (qm) between the previous fiscal year and the current fiscal year, except that for the 2009–10 fiscal year, determine the percentage change in the total amount appropriated under s. 20.255 (3) (e), 2007 stats., and s. 20.255 (3) (qm) in the previous fiscal year, and s. 20.255 (3) (qm) in the current fiscal year.

2. Multiply the amount of state aid received by the system in the previous fiscal year by the sum of 1.0 and the result under subd. 1. expressed as a decimal.

(b) If the territory of a public library system is altered, the department shall adjust the aid paid to that system under par. (a). The department shall promulgate rules establishing the method the department will use to make the adjustment.

(c) Beginning in the fiscal year in which the total amount of state aid appropriated for public library systems under s. 20.255 (3) (qm), as determined by the department, equals at least 11.25 percent of the total operating expenditures for public library services from local and county sources in the calendar year ending in that fiscal year, the amount paid to each system shall be determined by adding the result of each of the following calculations:

1. Multiply the system's percentage of the state's population by the product of the amount appropriated under s. 20.255 (3) (qm) and 0.85.

2. Multiply the system's percentage of the state's geographical area by the product of the amount appropriated under s. 20.255 (3) (qm) and 0.075.

3. Divide the sum of the payments to the municipalities and counties in the system under subch. I of ch. 79 for the current fiscal year, as reflected in the statement of estimated payments under s. 79.015, by the total of all payments under subch. I of ch. 79 for the current fiscal year, as reflected in the statement of estimated payments under s. 79.015, and multiply the result by the product of the amount appropriated under s. 20.255 (3) (qm) and 0.075.

(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

(a) Written agreements that comply with s. 43.15 (4) (c) 4. with all member libraries.

(b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

(e) In-service training for participating public library personnel and trustees.

(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

(g) Service agreements with all adjacent library systems.

(h) Professional consultant services to participating public libraries.

(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

(k) Promotion and facilitation of library service to users with special needs.

(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and by every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

(n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such ser-

*Wanted  
change to  
this under  
Model w*

*Current  
formula →*

**Attachment B. Proposed Model Y Regions/Delivery Hubs.**

Here is the map proposed by Model Y to determine regional systems. This map is a starting point and the makeup of these regions may change after input from the library community.



July 16<sup>th</sup>, 2018

Dear PLSR Steering Committee Members:

On behalf of the Milwaukee County Federated Library System Board of Trustees, I would like to commend you and all those in the state library community that have put so much work into the PLSR project to this point. Your collaborative efforts that have resulted in the model frameworks under consideration are greatly appreciated by the board and member libraries throughout our system.

As a board we have reached out to our member libraries to gain insight into their thoughts regarding the model frameworks. On Wednesday, July 11<sup>th</sup> member library directors met in a special session to discuss the framework models together. Ultimately a motion was made and approved supporting the concept of voluntary collaboration and cooperation among other systems and regions, an idea that is consistent with both frameworks and has been part of the PLSR process from the very beginning. The directors further asked that model development be left open for discussion and asked the PLSR Steering Committee to seek more details and quantitative data to assess the frameworks.

The MCFLS Board stands with our member libraries and supports their motion regarding the framework models. We continue to support the PLSR project and will work collaboratively with other systems throughout the state but we also feel more discussion regarding these frameworks needs to take place. We also request more details and quantitative data be shared with the statewide library community to fully evaluate the model frameworks and their long term impact on libraries throughout Wisconsin.

Our board thanks you again for your contributions through this process and looks forward to working with you to improve services to our libraries and communities.

Sincerely,

Paul Ziehler  
President, MCFLS Board of Trustees