

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, January 28, 2019
Sievert Conference Room
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

AGENDA

- I. Call to Order – J. Williams-Killackey
- II. Public Comment (no action may be taken on issues raised unless otherwise on the agenda)
- III. Visitors—Indian Community School Update on Mural Project Design
- IV. Correspondence and Acknowledgement of Donation
 - a. Goodwill Supported Employment thank you letter (Attachment A)
 - b. Donation of \$280 from Curtis R. Edmark
- V. Approval of the Minutes
 - a. Board of Trustees Meeting, December 17, 2018 (Attachment B)
- VI. Finance Committee – T. Berres
 - a. Approval of Vouchers and Invoices
 - b. Treasurer’s Report (Attachments C, D)
- VII. Report on City of Franklin Matters – K. Wilhelm
- VIII. Report of the President
- IX. Report of the Library Director – J. Loeffel
 - a. Monthly Activity of Library Director & Library, including Upcoming Events (Attachment E)
 - b. FPL @ a Glance Statistics Report (Attachment F)
- X. Report of the Franklin Public Library Foundation – K. Wesener, J. Loeffel
- XI. Report of the Building and Grounds Committee
- XII. Report of the Personnel Committee
- XIII. Report of the Strategic Planning Committee
- XIV. Business:
 - a. Director Evaluation and Discussion of Compensation of the Library Director
 - i. The Board may enter closed session pursuant to Wisconsin Statute Section 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The committees will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.
 - ii. Action Relating to Evaluation and Compensation of the Library Director
 - b. Discussion and Possible Action Relating to Library Staffing for 2019
 - c. Discussion and Possible Action Relating to the Performance of Weekend Maintenance at the Library (Attachment G)
 - d. Discussion and Action on the Public Code of Conduct Policy and Banning Procedure (Attachment H)
 - e. Discussion and Action on the Franklin Public Library Strategic Plan Format Guidance for WILS
- XV. Future Meeting Date(s) and Agenda Item(s)
 - a. Next Regular Trustees Meeting: Monday, February 25, 2019, 6:00 p.m.
- XVI. Adjourn

Agenda dated January 23, 2019

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.

Franklin Library,

We would like to thank you for giving Andre the opportunity to explore new tasks during his internship at the library. He has grown tremendously through these weeks and has gained so much work experience while here!

Thanks!

Goodwill Supported Employment



Name	Attended	Name	Attended	Name	Attended
Judi Williams-Killackey (JW-K) President	X	Karen Wesener (KAW) Vice- President	X	Terry Berres (TB) Treasurer	X
Madelyn Kempen (MAK) Secretary	EXCUSED	Maria Imp (MI)	X	Mike Karolewicz (MK)	X
Judy Mueller (JM)	X	Annemarie Vitas-Oklobdzija (AV)	X	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 6:05 p.m.

Public Comment/Visitors: None.

Correspondence: None.

Approval of minutes from regular meeting of November 26, 2018: JM moved to approve the minutes with corrections to attendance – MK should not indicate ‘Excused Absence’, JW-K should have last name spelled Williams-Killackey and use JW-K as initials. MK seconded. All voted aye. Motion carried.

COMMITTEE REPORTS:

Finance—Motion made by MK to approve payment of invoices from Fund 15 totaling \$6,891.40. AV seconded. All voted aye. Motion carried. Motion made by MK to approve payment of invoices from Fund 16 totaling \$5,502.84. AV seconded. All voted aye. Motion carried.

City Matters—N/A

President— Review of patron conduct will be discussed under Business.

Director— See Attachment D & E. Custodian services will be discussed by Building and Grounds committee.

Foundation— Will be meeting in January.

Buildings and Grounds— N/A

Personnel— The Director Evaluation Form is expected to be available by early January.

Strategic Planning – Review the draft survey and refer comments to MI.

BUSINESS:

Discussion and Approval of 2019 FPL Board of Trustees meeting dates. KAW moved to approve the dates as submitted in attachment F and to use December 16 as a tentative date. MI seconded. All voted aye. Motion carried.

Discussion of Staff Training Day. The Director will use her discretion to best arrange staff hours during this time.

Discussion and Approval of 2019 Library Holiday Closings and Special Hours. KAW moved to approve the schedule submitted in Attachment H with these changes: Monday, May 27 (not 28); hours on July 5 and 6 will be 10:00-a.m. – 2:00 p.m. MK seconded. All voted aye. Motion carried. JK-W moved to allow the Director, in consultation with the President to change hours as needed. MK seconded. All voted aye. Motion carried.

Discussion of Library Director Evaluation and Process. Trustees should review Attachment I when completing the evaluation form which will be available in early January.

Review and Discussion of Patron Issues and Patron Code of Conduct. Discussed the addition of a patron banning procedure – Attachment J.

Adjourn: KAW made motion to adjourn the meeting at 7:55. AV seconded. All voted aye. Motion carried.

Next regular meeting will be Monday, January 28, 2019 at 6:00pm in the Sievert Conference Room.

Respectfully submitted, Karen Wesener, acting Library Board Secretary

User: JLoeffel
 DB: Bsageneralledger
 PERIOD ENDING 12/31/2018
 % Fiscal Year Completed: 100.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 12/31/18	YTD BALANCE 12/31/2018	%BDGT USED	ACTIVITY FOR MONTH 12/31/18	AVAILABLE BALANCE
Fund 15 - LIBRARY FUND								
Revenues								
15-0000-4011	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	75,000.00	68,526.00	91.37	0.00	6,474.00
15-0000-4711	INTERGOVERNMENTAL	75,000.00	75,000.00	75,000.00	68,526.00	91.37	0.00	6,474.00
INVESTMENT EARNINGS								
15-0000-4713	INTEREST ON INVESTMENTS	8,500.00	8,500.00	8,500.00	16,950.00	199.41	853.00	(8,450.00)
15-0000-4713	INVESTMENT GAINS/LOSSES	0.00	0.00	0.00	(625.00)	100.00	1,924.00	625.00
15-0000-4713	INVESTMENT EARNINGS	8,500.00	8,500.00	8,500.00	16,325.00	192.06	2,777.00	(7,825.00)
Total Dept 0000 - GENERAL								
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,386,700.00	1,388,051.00	100.10	2,777.00	(1,351.00)
Expenditures								
PERSONAL SERVICES								
15-0511-5111	SALARIES-FT	372,354.00	372,354.00	372,354.00	376,825.49	101.20	24,944.19	(4,471.49)
15-0511-5113	SALARIES-PT	304,865.00	304,865.00	304,865.00	296,660.51	97.31	21,805.29	8,204.49
15-0511-5115	SALARIES-TEMP	0.00	0.00	0.00	4,562.68	100.00	0.00	(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	1,225.00	1,136.25	92.76	95.00	88.75
15-0511-5134	HOLIDAY PAY	36,148.00	36,148.00	36,148.00	33,257.19	92.00	6,303.81	2,890.81
15-0511-5135	VACATION PAY	43,806.00	43,806.00	43,806.00	34,310.56	78.32	4,034.85	9,495.44
15-0511-5135	PERSONAL SERVICES	758,398.00	758,398.00	758,398.00	746,887.96	98.48	57,183.14	11,510.04
EMPLOYEE BENEFITS								
15-0511-5151	FICA	58,017.00	58,017.00	58,017.00	55,261.98	95.25	4,202.25	2,755.02
15-0511-5152	RETIREMENT	26,082.00	26,082.00	26,082.00	25,860.59	99.15	2,079.71	221.41
15-0511-5153	RETIREE GROUP HEALTH	2,129.00	2,129.00	2,129.00	2,129.00	100.00	182.00	0.00
15-0511-5154	GROUP HEALTH & DENTAL	84,682.00	84,682.00	84,682.00	61,068.44	72.12	5,996.88	23,613.56
15-0511-5155	LIFE INSURANCE	2,622.00	2,622.00	2,622.00	2,117.97	80.78	174.98	504.03
15-0511-5156	WORKERS COMPENSATION INS	1,365.00	1,365.00	1,365.00	1,344.00	98.46	103.00	21.00
15-0511-5156	EMPLOYEE BENEFITS	174,897.00	174,897.00	174,897.00	147,781.98	84.50	12,738.82	27,115.02
CONTRACTUAL SERVICES								
15-0511-5242	EQUIPMENT MAINTENANCE	13,000.00	13,000.00	13,000.00	12,752.78	98.10	0.00	247.22
15-0511-5257	SOFTWARE MAINTENANCE	500.00	500.00	500.00	0.00	0.00	0.00	500.00
15-0511-5299	SUNDRY CONTRACTORS	2,000.00	2,000.00	2,000.00	1,730.00	86.50	315.00	270.00
15-0511-5299	CONTRACTUAL SERVICES	15,500.00	15,500.00	15,500.00	14,482.78	93.44	315.00	1,017.22
SUPPLIES								

ATTACHMENT C
 PAGE 1 OF 4

User: JLoeffel
 DB: Bsageneralldger
 PERIOD ENDING 12/31/2018
 % Fiscal Year Completed: 100.00

*NOTE: Available Balance /Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018		BUDGET YEAR-TO-DATE THRU 12/31/18	YTD BALANCE 12/31/2018	% BDGT USED	ACTIVITY FOR MONTH 12/31/18	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 15 - LIBRARY FUND								
Expenditures								
15-0511-5311	POSTAGE	750.00	750.00	750.00	673.35	89.78	25.38	76.65
15-0511-5312	OFFICE SUPPLIES	4,500.00	4,500.00	4,500.00	3,148.90	69.98	708.38	1,351.10
15-0511-5329	OPERATING SUPPLIES	14,000.00	14,000.00	14,000.00	15,472.74	110.52	854.22	(1,472.74)
15-0511-5393	E-BOOKS	8,525.00	8,525.00	8,525.00	8,522.00	99.96	0.00	3.00
	SUPPLIES	27,775.00	27,775.00	27,775.00	27,816.99	100.15	1,587.98	(41.99)
SERVICES & CHARGES								
15-0511-5422	SUBSCRIPTIONS	21,110.00	21,110.00	21,110.00	22,428.14	106.24	0.00	(1,318.14)
15-0511-5424	MEMBERSHIPS/DUES	1,800.00	1,800.00	1,800.00	1,353.00	75.17	0.00	447.00
15-0511-5425	CONFERENCES & SCHOOLS	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
15-0511-5432	MILEAGE	800.00	800.00	800.00	619.00	77.38	27.85	181.00
15-0511-5433	EQUIPMENT RENTAL	1,800.00	1,800.00	1,800.00	2,304.65	128.04	18.87	(504.65)
15-0511-5451	MCFLS COMPUTER	38,750.00	38,750.00	38,750.00	38,365.67	99.01	0.00	384.33
	SERVICES & CHARGES	65,260.00	65,260.00	65,260.00	65,070.46	99.71	46.72	189.54
CONTINGENCY								
15-0511-5499	UNRESTRICTED CONTINGENCY	0.00	10,000.00	10,000.00	2,000.00	20.00	0.00	8,000.00
	CONTINGENCY	0.00	10,000.00	10,000.00	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	31,650.00	31,650.00	100.00	2,637.50	0.00
15-0511-5551	WATER	1,602.00	1,602.00	1,602.00	1,562.74	97.55	0.00	39.26
15-0511-5552	ELECTRICITY	81,000.00	81,000.00	81,000.00	63,390.68	78.26	4,088.43	17,609.32
15-0511-5553	SEWER	416.00	416.00	416.00	421.94	101.43	0.00	(5.94)
15-0511-5554	NATURAL GAS	27,040.00	27,040.00	27,040.00	19,553.22	72.31	3,194.45	7,486.78
15-0511-5556	JANITORIAL SUPPLIES	6,000.00	6,000.00	6,000.00	4,300.79	71.68	242.68	1,699.21
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000.00	10,000.00	10,000.00	9,010.89	90.11	379.50	989.11
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200.00	1,200.00	1,200.00	979.62	81.64	81.65	220.38
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500.00	18,500.00	18,500.00	17,408.89	94.10	1,387.36	1,091.11
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	85,680.00	85,680.00	85,680.00	85,680.00	100.00	7,140.00	0.00
	FACILITY CHARGES	252,088.00	263,088.00	263,088.00	233,958.77	88.93	19,151.57	29,129.23
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	85,282.00	83,504.16	97.92	3,085.51	1,777.84
15-0511-5822	BUILDING IMPROVEMENTS	0.00	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00
15-0511-5841	COMPUTER EQUIPMENT	7,500.00	7,500.00	7,500.00	12,283.51	163.78	0.00	(4,783.51)
	CAPITAL OUTLAY	92,782.00	96,782.00	96,782.00	96,781.88	100.00	3,085.51	0.12
Total Dept 0511 - LIBRARY								
		1,386,700.00	1,411,700.00	1,411,700.00	1,334,780.82	94.55	94,108.74	76,919.18
TOTAL EXPENDITURES								
		1,386,700.00	1,411,700.00	1,411,700.00	1,334,780.82	94.55	94,108.74	76,919.18
Fund 15 - LIBRARY FUND:								
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,386,700.00	1,388,051.00	100.10	2,777.00	(1,351.00)

ATTACHMENT C
 PAGE 2 OF 4

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 12/31/18	YTD BALANCE 12/31/2018	% BDGT USED	ACTIVITY FOR MONTH 12/31/18	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	60.00	66.14	110.23	5.64	(6.14)
16-0000-4719.4005	MISC INTEREST-Checking Acct	40.00	40.00	40.00	39.58	98.95	3.83	0.42
INVESTMENT EARNINGS		100.00	100.00	100.00	105.72	105.72	9.47	(5.72)
CHARGES FOR SERVICES								
16-0000-4419.4005								
CHARGES FOR SERVICES								
16-0000-4419.4005	TAXABLE SALES-copy, fax, coffee, rummage	9,400.00	9,400.00	9,400.00	12,030.48	127.98	741.29	(2,630.48)
CHARGES FOR SERVICES		9,400.00	9,400.00	9,400.00	12,030.48	127.98	741.29	(2,630.48)
MISCELLANEOUS REVENUE								
16-0000-4748.4002								
DONATIONS - LIBRARY-Donation MMKT acct								
16-0000-4748.4005	DONATIONS - LIBRARY-Checking Acct	1,000.00	1,000.00	1,000.00	585.00	58.50	0.00	415.00
16-0000-4764.4005	LIBRARY SALES-Books-nontaxable	6,000.00	6,000.00	6,000.00	7,897.08	131.62	134.10	(1,897.08)
16-0000-4765.4005	LIBRARY FINES	12,000.00	12,000.00	12,000.00	13,753.87	114.62	840.54	(1,753.87)
16-0000-4766.4005	LIBRARY MEETING ROOM RENTAL	0.00	0.00	0.00	29,660.28	100.00	1,302.70	(29,660.28)
16-0000-4769.4005	MISC REVENUE-Lost Items & Fee Cards	0.00	0.00	0.00	5,375.00	100.00	580.00	(5,375.00)
MISCELLANEOUS REVENUE		40,000.00	40,000.00	40,000.00	3,597.00	8.99	200.50	36,403.00
		59,000.00	59,000.00	59,000.00	60,868.23	103.17	3,057.84	(1,868.23)
Total Dept 0000 - GENERAL								
TOTAL REVENUES		68,500.00	68,500.00	68,500.00	73,004.43	106.58	3,808.60	(4,504.43)
Expenditures								
Dept 0511 - LIBRARY								
CONTRACTUAL SERVICES								
16-0511-5242.4005	EQUIPMENT MAINTENANCE	900.00	900.00	900.00	1,316.76	146.31	0.00	(416.76)
16-0511-5257.4005	SOFTWARE MAINTENANCE	1,750.00	1,750.00	1,750.00	1,085.00	62.00	0.00	665.00
16-0511-5299.4005	SUNDRY CONTRACTORS	7,000.00	7,000.00	7,000.00	7,083.04	101.19	250.00	(83.04)
CONTRACTUAL SERVICES		9,650.00	9,650.00	9,650.00	9,484.80	98.29	250.00	165.20
SUPPLIES								
16-0511-5311.4005	POSTAGE	400.00	400.00	400.00	249.62	62.41	54.19	150.38
16-0511-5312.4005	OFFICE SUPPLIES	6,000.00	6,000.00	6,000.00	11,318.14	188.64	1,184.05	(5,318.14)
16-0511-5313.4005	PRINTING	500.00	500.00	500.00	547.34	109.47	0.16	(47.34)
16-0511-5329.4005	OPERATING SUPPLIES	5,330.00	5,330.00	5,330.00	3,772.74	70.78	338.69	1,557.26
16-0511-5393.4005	E-BOOKS	12,000.00	12,000.00	12,000.00	9,605.79	80.05	1,944.83	2,394.21
SUPPLIES		24,230.00	24,230.00	24,230.00	25,493.63	105.22	3,521.92	(1,263.63)
SERVICES & CHARGES								
16-0511-5422.4005	SUBSCRIPTIONS	1,980.00	1,980.00	1,980.00	1,250.67	63.17	75.00	729.33
16-0511-5424.4005	MEMBERSHIPS/DUES	400.00	400.00	400.00	215.00	53.75	0.00	185.00
16-0511-5425.4005	CONFERENCES & SCHOOLS	1,500.00	1,500.00	1,500.00	357.91	23.86	0.00	1,142.09
16-0511-5432.4005	MILEAGE	220.00	220.00	220.00	5.00	2.27	0.00	215.00
16-0511-5433.4005	EQUIPMENT RENTAL	6,120.00	6,120.00	6,120.00	6,772.32	110.66	470.46	(652.32)
SERVICES & CHARGES		10,220.00	10,220.00	10,220.00	8,600.90	84.16	545.46	1,619.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRANKLIN
 PERIOD ENDING 12/31/2018
 % Fiscal Year Completed: 100.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 12/31/18	YTD BALANCE 12/31/2018	% BDTG USED	ACTIVITY FOR MONTH 12/31/18	AVAILABLE BALANCE
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES								
Expenditures								
FACILITY CHARGES								
16-0511-5556.4005	JANITORIAL SUPPLIES	500.00	500.00	500.00	0.00	0.00	0.00	500.00
16-0511-5559.4005	BUILDING MAINTENANCE-OTHER	500.00	500.00	500.00	748.38	149.68	82.24	(248.38)
	FACILITY CHARGES	1,000.00	1,000.00	1,000.00	748.38	74.84	82.24	251.62
CAPITAL OUTLAY								
FURNITURE/FIXTURES								
16-0511-5812.4005	LIBRARY MATERIALS	5,000.00	5,000.00	5,000.00	431.52	8.63	(336.00)	4,568.48
16-0511-5816.4005	BLDG CONSTRUCTION/IMPROVEMTS	10,000.00	10,000.00	10,000.00	5,890.50	58.91	5,576.80	4,109.50
16-0511-5822.4005	COMPUTER EQUIPMENT	0.00	0.00	0.00	4,235.80	100.00	0.00	(4,235.80)
16-0511-5841.4005	SOFTWARE	5,000.00	5,000.00	5,000.00	2,052.31	41.05	1,416.58	2,947.69
16-0511-5843.4005		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	22,400.00	12,809.13	57.18	6,657.38	9,590.87
CLAIMS, CONTRIB. AND AWARDS								
VOLUNTEER RECOGNITION								
16-0511-5734.4005		1,000.00	1,000.00	1,000.00	811.36	81.14	0.00	188.64
	CLAIMS, CONTRIB. AND AWARDS	1,000.00	1,000.00	1,000.00	811.36	81.14	0.00	188.64
Total Dept 0511 - LIBRARY								
	TOTAL EXPENDITURES	68,500.00	68,500.00	68,500.00	57,948.20	84.60	11,057.00	10,551.80
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES:								
TOTAL REVENUES								
	TOTAL EXPENDITURES	68,500.00	68,500.00	68,500.00	73,004.43	106.58	3,808.60	(4,504.43)
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	57,948.20	84.60	11,057.00	10,551.80
	BEG. FUND BALANCE	130,780.30	130,780.30	130,780.30	15,056.23	100.00	(7,248.40)	(15,056.23)
	END FUND BALANCE	130,780.30	130,780.30	130,780.30	145,836.53			
TOTAL REVENUES - ALL FUNDS								
	TOTAL EXPENDITURES - ALL FUNDS	1,455,200.00	1,455,200.00	1,455,200.00	1,461,055.43	100.40	6,585.60	(5,855.43)
	NET OF REVENUES & EXPENDITURES	1,455,200.00	1,480,200.00	1,480,200.00	1,392,729.02	94.09	105,165.74	87,470.98
	BEG. FUND BALANCE - ALL FUNDS	0.00	(25,000.00)	(25,000.00)	68,326.41	273.31	(98,580.14)	(93,326.41)
	END FUND BALANCE - ALL FUNDS	581,080.73	581,080.73	581,080.73	581,080.73			
		581,080.73	556,080.73	556,080.73	649,407.14			

	2018 Budget	January	February	March	April	May	June	July	August	September	October	November	December	FPLYTD Total	CITY YTD
CHARGES FOR SERVICES															
4419 Public Printer	\$ 1,000.00									\$ 482.18	\$ 374.52	\$ 261.54	\$ 322.51	\$ 1,440.75	
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	217.80	156.50	\$ 2,358.86	
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	45.90	88.00	\$ 4,479.72	
4419 Coffee/Rummage (Register)	\$ 900.00				542.75	846.84	377.34	98.50	82.35	107.90	747.25	134.25	163.25	\$ 3,100.43	
4419 Coffee ACH Deposit	\$ -						92.18							\$ 92.18	
4419 Tote Bag Sales								92.00	198.00	88.00	78.00	22.00	55.00	\$ 533.00	
4419 Bake Sales								956.70	739.20					\$ 739.20	\$ 12,030.48
4764 Book Sales (Register)	\$ 12,000.00	1,178.86	1,071.60	950.01	841.45	629.16	1,218.90		1,003.35	565.05	737.10	578.20	803.95	\$ 10,534.33	
4764 Annual Book Sale									3,182.85					\$ 3,182.85	
4764 Book Sales (Online)													36.59	\$ 36.59	\$ 13,753.87
4765 WFLS 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	1,645.45	1,788.35	1,325.16	1,448.79	1,448.24	1,302.70	\$ 17,904.08	\$ 29,660.28
4766 Meeting Rooms (Register)	\$ 4,000.00	680.00	290.00	705.00	320.00	480.00	360.00	200.00	680.00	360.00	480.00	240.00	580.00	\$ 5,375.00	\$ 5,375.00
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	156.70	125.50	\$ 2,322.10	
4799 Fee Cards (Register)	\$ 1,000.00	225.00	300.00	300.00	75.00	75.00	225.00		300.00			75.00	75.00	\$ 1,275.00	\$ 3,597.00
	\$ 61,400.00	7,047.97	3,981.60	4,243.13	7,238.92	4,246.74	5,059.49	6,825.63	8,800.68	3,425.89	7,370.61	3,179.63	3,709.00	\$ 65,130.29	\$ 64,416.63
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	9.36	9.47	\$ 107.92	\$ 105.72
DONATIONS															
4748 Foundation (from)	\$ 6,000.00	499.00				2,181.82				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	10.60	64.10	\$ 4,139.97	
	\$ 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	\$ 10.60	\$ 64.10	\$ 8,412.08	\$ 8,482.08
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	\$ 8,825.53	\$ 4,157.32	\$ 8,562.52	\$ 3,199.59	\$ 3,782.57	\$ 73,650.29	\$ 73,004.43
5242 Equipment Maint.	\$ 900.00		101.99	43.86	85.60	27.66	53.96		48.15	47.61	887.96	19.97	13.28	\$ 1,330.04	\$ 1,316.76
5257 Software Maintenance	\$ 1,750.00					435.00								\$ 435.00	\$ 1,085.00
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		250.00	\$ 7,355.04	\$ 7,083.04
5311 Postage	\$ 400.00	44.77	3.50	4.19		14.71	21.86	26.14	56.03	3.17	14.72	6.34	54.19	\$ 249.62	\$ 249.62
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	747.78	1,184.05	\$ 11,318.14	\$ 11,318.14
5313 Printing	\$ 500.00					190.55	182.63					174.00	0.16	\$ 547.34	\$ 547.34
5329 Operating Supplies	\$ 5,330.00		124.60	13.98	208.24	984.12	124.95	834.40	178.14	12.00	627.64	250.98	325.41	\$ 6,884.46	\$ 3,772.74
5393 Ebooks	\$ 12,000.00	1,997.47				1,035.89	1,109.87	485.89	218.99	725.94	1,408.66	1,194.19	1,944.83	\$ 10,121.83	\$ 9,605.79
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	75.00	75.00	\$ 1,325.67	\$ 1,250.67
5424 Memberships	\$ 400.00			15.00		200.00								\$ 215.00	\$ 215.00
5425 Conferences & Schools	\$ 1,500.00					145.00					217.00	40.91		\$ 402.91	\$ 357.91
5432 Mileage & Parking	\$ 220.00											5.00		\$ 5.00	\$ 5.00
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	655.41	470.46	\$ 6,772.32	\$ 6,772.32
5556 Janitorial Supplies	\$ 500.00													\$ -	\$ -
5559 Building Maint-Other	\$ 500.00		15.00		100.44	11.34	153.80				436.00	50.00	82.24	\$ 748.38	\$ 748.38
5734 Volunteer Recognition	\$ 1,000.00							336.00			710.92			\$ 811.36	\$ 811.36
5812 Furniture/Fixtures	\$ 5,000.00					431.52						4,235.80		\$ 5,003.32	\$ 4,667.32
5816 Library Materials	\$ 10,000.00				18.00	170.70				25.00		100.00	5,576.80	\$ 5,890.50	\$ 5,890.50
5841 Computer Equipment	\$ 5,000.00										635.73		1,416.58	\$ 2,052.31	\$ 2,052.31
5843 Software	\$ 2,400.00		100.00				99.00							\$ 199.00	\$ 199.00
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	\$ 8,554.35	\$ 7,549.38	\$ 11,393.00	\$ 58,467.24	\$ 57,948.20
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	\$ (4,349.79)	\$ (7,610.43)	\$ 15,183.05	\$ 15,056.23
														\$ 126.82	\$ 126.82

Fines & Fees Account

12/31/2018

Beginning Balance			\$ 94,333.85
Revenues			
Register	November	\$	1,328.25
Register	December	\$	2,466.02
Copy/FAX		\$	79.50
Copy/FAX		\$	77.00
Public Printer/Cash		\$	119.00
Public Printer/Cash		\$	153.50
Public Printer/ACH		\$	15.27
Public Printer/ACH		\$	11.74
Public Printer/ACH		\$	15.56
Public Printer/ACH		\$	7.44
Book Sales (Paypal)		\$	36.59
Interest		\$	3.83
		Total Revenue	\$ 4,313.70
		Sub-Total	\$ 98,647.55
Expenditures			
EFT*	BMO Harris Credit Card	\$	1,122.29
2624	Bibliotheca LLC	\$	1,194.19
2625	Embury	\$	4,235.80
2626	MacDowell Montessori	\$	25.00
2627	Keri Whitmore	\$	55.96
2628	GFC Leasing	\$	395.75
2629	City of Franklin	\$	75.00
2630	Kidsplay	\$	250.00
2631	Sprint	\$	74.71
2633	Center Point	\$	140.22
2634	Gale/Cengage Learning	\$	235.12
2635	Office Depot	\$	91.39
2636	Gordon Flesch Co., Inc.	\$	13.28
2638	MCFLS	\$	1,416.58
		Total Expenditures	\$ 9,325.29
Ending Balance			\$ 89,322.26

Ebook licenses
 4 chairs
 Winter Reading Program gift cards
 4 Poinsettias for library
 Public copier/printer
 Foundation fundraising/City Public Grant
 12/15/18 Elf program
 2 mobile hotspots
 Large print books
 Large print books
 Operating supplies
 Printer overage charges
 Computer equipment

Donations Account

12/31/2018

Beginning Balance			\$ 66,430.71
Revenues			
Interest		\$	5.64
		Total Revenue	
		Sub-Total	\$ 5.64
Expenditures			
		Total Expenditures	\$ -
Ending Balance			\$ 66,436.35

BMO Harris Credit Card 2018

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	26.14	56.03	3.17	14.72	6.34	54.19	249.62
5312	Program Supplies	1,107.81	376.99	379.27	592.90	1,364.68	1,256.73	603.86	601.04	978.13	1,022.16	669.06	1,184.05	10,136.68
5313	Printing					190.55	182.63						0.16	373.34
5329	Operating Supplies			13.98	14.71	76.12	99.95	696.60	118.14	12.00	480.68	225.98	103.06	1,841.22
5393	eBooks													
5422	Subscripts	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	175.67	75.00	75.00	75.00	1,000.67
5424	Memberships					200.00								200.00
5425	Conferences/Schools					100.00						40.91		140.91
5432	Mileage & Parking											5.00		5.00
5433	Equipment Rental													
5556	Janitorial Supplies													
5559	Build Maint.					11.34	153.80				336.00		82.24	583.38
5734	Volunteer Breakfast				100.44						710.92			811.36
5812	Furniture /Fixtures													
5816	Library Materials				18.00					25.00		100.00	165.35	308.35
5841	Computer Equipment										336.00			336.00
5843	Software		100.00				99.00							199.00
	Total Charges	1,227.58	555.49	472.44	801.05	2,032.40	1,888.97	1,401.60	850.21	1,193.97	2,975.48	1,122.29	1,664.05	16,185.53

Library Director's Report
January 2019

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

- Meeting with Linda Berez re: Cyber Generations program, 12/18
- Meeting with Franklin Rec. Dept., 12/20
- LDAC meeting, 1/6
- Meeting with Lippert Tiles, 1/8
- FPL Foundation meeting, 1/8
- Foundation fundraiser, 1/11
- Meeting with Bruce Smith, 1/15

STRATEGIC PLANNING:

The Community Conversations will be held January 30 from 6-7:30pm, February 5 from 6-7:30pm, and February 6 from 1-2:30pm. The sessions are filling up, but I haven't heard back from some of the invitees yet. I anticipate having 15 participants in each session.

OPERATIONS:

Personnel: A lot of personnel announcements this month. We will discuss this a little more in depth during the Business portion of the meeting, but here are the recent developments:

- FT Librarian—still out on medical leave with return planned for this week, but at part-time status for an undetermined length of time.
- Programming & Outreach Coordinator—has a new job lined up and is planning on moving to Philadelphia in April.
- Youth Reference Librarian—out on maternity leave starting mid-late August.
- Evening Custodian—custodian from City Hall will be transferring to the Library as soon as his replacement starts.

We are missing our evening custodian. Joe is doing his best to keep up with the extra cleaning he has to do in the morning, but with the snow/salt, it's been difficult. The Library is looking a little unkempt. I've had volunteers vacuuming just to keep things a little cleaner.

Maureen, Keri, and I are in the process of doing performance appraisals. Our goal is to finish them in February.

HVAC: Nothing to report. Boilers will be getting a good workout with the cold. Keeping fingers and toes crossed.

Furniture replacement: New chairs are tentatively scheduled to be delivered this week.

Meeting Rooms: The sound system continues to be a pain in the Fadrow Room. During the Foundation fundraiser, the sound was very crackly. When we "fix" the crackliness, the sound is really softened. I will be meeting with many people over the next few months to get an idea of what we need to do in there to get good A/V in there. It is used heavily.

Curtis Edmark, a frequent user of our meeting rooms, has mentioned to me that other libraries in the area charge quite a bit more for use of the meeting rooms than we do. According to him, Greenfield is charging \$150. I haven't verified that yet or done a survey of meeting room charges yet, but thought I would bring this up in case the Board wants to consider changing the fees charged for the meeting rooms at some point. We have a very nice meeting room. It might be a way to recoup some costs of an A/V upgrade.

Bathrooms/Tile Floors: We had a very irate patron a few weeks ago upset about the condition of the men's bathroom floors. Specifically, he was upset about the staining underneath the urinals in the men's bathroom. He called the Health Department and they referred him to Bob Tesch. BT had the evening custodian strip the wax underneath the urinals and

then put urinal pads down. He also called Lippert Tiles to get a quote on stripping and re-sealing the tile floors along with fixing the missing grout throughout the lobby, bathroom floors, and fireplace area. I did ask Bob to get another quote or two so we can compare costs. However, he told me that Lippert is the only one in the area equipped to do what we need to have done.

Building/Grounds: I would like to find a person who would be willing to walk through the library and fill out a condition checklist. It should be someone who has a great eye for detail *and* isn't too familiar with the library. If you have anyone you could suggest, please give me their names and contact information.

UPDATES:

Programming: Our Foundation "Paint! Sip! Glow! Dude" fundraiser was a success. We raised over \$1,000 for the Foundation. It was a fun night. Caitlin and Janice did a wonderful job with the painting instruction. Andy and Maureen also helped out behind the scenes.

We have two regularly scheduled new programs we're starting in 2019. One is "Papercraft Club" and the other is "Open Chess Knights". The Papercraft Club will meet on the 1st and 3rd Tuesdays every month in the CreateSpace. They will be trained on the Cricut and Diane Oleson will demonstrate projects. The Open Chess Knights will meet on the 4th Tuesday each month. We will be looking for donations of chess sets.

On MLK Jr. Day, we held a "Games With a Cop" program here at the library from 1-3:30pm. The Franklin PD had 5 officers over here and we ended up with over 60 kids and their parents here playing games and chatting with the officers. It was a success. I am hoping we can make this an annual tradition with the PD.

Mural Project Update: A representative from the Indian Community School will be at Monday's meeting to present the design concept.

LED Lighting Project: The floodlights that shine on the fireplace will be converted to LED. Due to the fact there were no LED bulbs compatible with the current fixtures, Bob purchased new fixtures.

Coffee/Tea Sales: We're on track to have \$300 in coffee/tea sales this month. Snow and cold weather have really caused a big spike in sales. Patrons are still loving it.

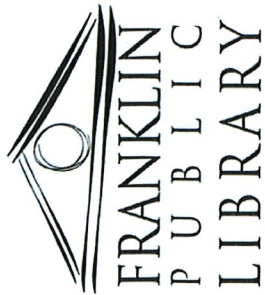
UPCOMING EVENTS:

I will have the monthly newsletter to pass out at the Monday meeting.

Random Acts of Kindness Day, February 17 from 1-3:30pm. Adults, teens, and kids are invited to paint rocks with encouraging phrases to be placed in the community for Franklin's Kindness Rocks Project.

Active Shooter/Safety Training/CPR refresher will be Monday, February 18 from 8-12pm. Any Library Board member who would like to attend is welcome to join us.

And, don't forget, Great Decisions returns at 6:30pm every Wednesday evenings in February and March. If you would like a copy of the 2019 book, I will have some at the Board meeting.



at a glance

2018 Month	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	4865	27	19	679	6150	78		
Feb.	28	16374	(512)	29416	(3430)	2606	299	32022	4188	27	19	1285	4933	69		
March	31	18535	(328)	34945	(2761)	3076	422	38021	4745	23	20	1062	5777	72		
April	29	17195	(398)	32695	(1710)	2933	407	35628	4577	27	22	1163	4803	98		
May	30	15866	0	30341	(3320)	2840	411	33181	4152	2	21	421	5739	78		
June	26	22197	782	39059	(269)	2747	225	41806	4318	34	19	2384	6924	121		
July	25	19783	(990)	37497	(856)	3074	352	40571	4264	37	20	4906	6220	99		
Aug.	27	19190	422	34607	(1093)	3333	615	37940	4418	4	21	356	5946	104		
Sept.	28	15557	(300)	29494	(994)	3065	394	32559	4050	31	19	1588	5515	79		
Oct.	31	17032	(1433)	31402	(1668)	3330	694	34732	4428	29	20	1820	5178	82		
Nov.	28	14927	(1484)	30326	(991)	3194	412	33520	4293	26	19	1644	4318	87		
Dec.	28	14963	238	28586	88	3378	514	31964	4300	15	16	1261	4241	105		
Totals	341	209050	(3031)	390873	(19100)	36688	5290	427561	52598	282	235	18569	65744	1072		

Professional Janitorial Service Proposal

Prepared for:

Franklin Library

9151 W. Loomis Rd
Franklin, WI 53132

Submitted By:

Anointed Cleaning Services

10437 West Innovations Dr. #B47

Wauwatosa, Wisconsin 53226

Valerie Tatum

Manager of Operations

414-803-9742

vtatum@acs-serviceswi.com



January 21, 2019

ATTACHMENT <u>6</u>
PAGE <u>1</u> OF <u>9</u>

Anointed Cleaning Services
10437 West Innovations Dr. #B47
Wauwatosa, Wisconsin 53226



January 21, 2019

Jennifer Loeffel
Franklin Library
9151 W. Loomis Rd
Franklin, WI 53132

Dear Jennifer ,

Subject: Janitorial Service Proposal - Franklin Library, 9151 W. Loomis Rd, Franklin, WI 53132

Thank you for allowing Anointed Cleaning Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Anointed Cleaning Services, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Anointed Cleaning Services, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Valerie Tatum
Manager of Operations
Anointed Cleaning Services

ATTACHMENT	<u>6</u>		
PAGE	<u>2</u>	OF	<u>9</u>

Franklin Library
Professional Janitorial Service Proposal

General

Anointed Cleaning Services agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Anointed Cleaning Services agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

1 day per week Professional Cleaning Service Program: **\$450/mo.**

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 1 day per week.

The cleaning crew will observe holidays observed by the customer. Anointed Cleaning Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Anointed Cleaning Services can provide these products and invoice them separately.

Anointed Cleaning Services will furnish all cleaning supplies inclusive of but not limited to: cleaning

agents, disinfectants, etc.

Equipment

Anointed Cleaning Services will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Anointed Cleaning Services will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Anointed Cleaning Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Anointed Cleaning Services are deemed employees of Anointed Cleaning Services and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Anointed Cleaning Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Anointed Cleaning Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Anointed Cleaning Services, with its principal place of business located at 10437 West Innovations Dr. #B47, Wauwatosa, Wisconsin 53226 and Franklin Library with its principal place of business located at 9151 W. Loomis Rd, Franklin, WI 53132.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Anointed Cleaning Services

Franklin Library

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

What it REALLY takes to get and keep your building clean...

REAL Work LOAD-ing

The Calculated Time to Properly Clean Your Building

Selecting Customized Schedule of Tasks... *for YOUR Building!*



- detail vacuuming
- detail dusting using microfiber cloth
- emptying trash receptacle/replace liner

Using Industry Specific Production Rates... *for THOSE Tasks!*



- detail vacuuming carpeted areas; minutes/area
- detail dusting high & low areas; minutes/area
- emptying trash/replace liner; minutes/area

Identifying and Adjusting... *for KEY Factors!*



- overall size and dimensions by area
- floor type (i.e. carpet, tile) and difficulty
- frequency (i.e. 3x per week, 5 times per week)

Result

Get your money's worth EVERY week - using cleaners trained to clean for the scheduled amount of time, each visit

ATTACHMENT	<u>6</u>
PAGE	<u>6</u> OF <u>9</u>

Franklin Library

Job Specifications

ATTACHMENT	6		
PAGE	7	OF	9

Franklin Library

Measurement Summary

Area	Square Footage				Total
	Carpet	Waxable	Non-wax	Wood	
Restrooms	---	---	500.0	---	500.0
Totals:			500.0		500.0 sq ft

The information contained in this report is an estimate only.

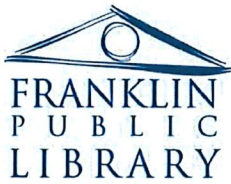
ATTACHMENT 6
PAGE 8 OF 9

Franklin Library

Area Hours Summary

Area	Avg./Day
Restrooms	3.8 hrs.
Other Requirements	0.2 hrs.
Total:	4.0 hrs.

ATTACHMENT 6
PAGE 9 OF 9



policy and procedure

Name: Public Code of Conduct and Banning Procedure

Approved: _____ by Franklin Public Library Board of Trustees

Policy:

To provide a pleasant and safe environment conducive to study as well as casual use, the Franklin Public Library Board of Trustees adopted this Code of Conduct. All conduct materially disrupting use of Library facilities, collections, or services or behavior defined as unacceptable is prohibited. Staff and Library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on Library property. Patrons are requested to report disruptive behavior to Library staff, rather than correcting others on their own. Library staff will enforce these guidelines in a consistent and impartial manner.

Staff is committed to providing:

- Courteous and knowledgeable assistance.
- Access to Library resources.
- A reasonably quiet environment.
- A clean physical environment.

Library patrons have the obligation to:

- Interact courteously with other users and Library staff.
- Properly check out materials that leave the Library.
- Return books by the due date.
- Keep Library materials clean, unmarked, and intact.
- Follow established computer use guidelines.
- Maintain a quiet environment in study and computer areas, and observe appropriate noise levels in all other areas and at Library programs.
- Maintain a clean environment.

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities.
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents.
- Damaging, defacing, destroying, or stealing Library property.
- Carrying, consuming, and/or being under the influence of drugs or alcohol.
- Harassing or threatening behavior towards another person or staff, which may include unwanted conversations with other individuals, constantly staring at, or following another person without consent.
- Behaving in a disorderly, boisterous, or loud manner.

- Panhandling or soliciting.
- Using Library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Prolonged or chronic sleeping.
- Smoking or use of electronic smoking devices.
- Loitering or interfering with free passage into and throughout the Library.
- Personal hygiene which disrupts others from using Library facilities, collections, or services.
- Entering without shoes or shirt and any other manner of dress resulting in indecent exposure.
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service.
- Using skateboards, scooters, rollerblades, and/or similar toy/sport items on Library property.
- Creating a disruptive atmosphere by allowing unruly children to go unsupervised by the caregiver.
- Violating computer use policies.
- Relocating Library furniture or equipment without the permission of Library staff.
- Bringing in animals except those required by persons with disabilities and protected under the Americans with Disabilities Act.
- Leaving pets unattended on Library property.
- Trespassing on Library property during a banning period.
- Any other behavior deemed inappropriate or a threat to public safety by a Librarian.

Anyone who disregards the above-listed prohibited behaviors is subject to removal from library property and/or restriction of Library privileges. In such cases in which it is deemed necessary to enforce library rules, the police will be called for assistance. Violations of the Franklin Public Library Code of Conduct may also result in a formal banning and/or criminal prosecution.

Franklin Public Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Procedure:

Banning process:

- Library staff will first request that a patron immediately discontinue any inappropriate conduct. Failure to comply may result in Library staff calling 911 to seek police assistance in cases where the patron's conduct poses an immediate threat to the peace, safety, health, and welfare of Library staff and patrons.
- Depending upon the nature of the conduct, the patron may be required to leave the Library for the remainder of the day or a longer period of time. The Librarian-in-Charge shall document and report the incident to the Library Director immediately.
- When an individual's inappropriate conduct is serious or repeated, the Library Director will review and make recommendations to the Library Board for duration of ban.
- The individual will be notified of the ban and its duration by certified mail sent to the address on record.

Appeals process:

- Appeals by banned patrons may be made to the Library Director in writing.
- The Library Director will bring a recommendation on the appeal to the Library Board at the next Board of Trustees meeting, where it will be discussed in open session.
- The decision of the Franklin Public Library Board of Trustees regarding the appeal shall be final and mailed to the patron within seven days of the Board's decision.