



Franklin Public Library Board of Trustees Meeting

6:00 p.m., Monday, August 27, 2018

Sievert Conference Room

Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

AGENDA

Call to Order and Roll Call – M. Karolewicz

Public Comment (no action may be taken on issues raised unless otherwise on the agenda)

Approval of the Minutes

Board of Trustees Meeting, July 23, 2018 (Attachment A)

Finance Committee – T. Berres

Approval of Vouchers and Invoices

Treasurer's Report (Attachments B, C)

Report on City of Franklin Matters – K. Wilhelm

Report of the President

Report of the Library Director – J. Loeffel

Monthly Activity of Library Director & Library, including Upcoming Events (Attachment D)

FPL @ a Glance Statistics Report (will be distributed at the Library Board meeting)

Report of the Franklin Public Library Foundation – K. Wesener, J. Loeffel

Report of the Building and Grounds Committee

Report of the Personnel Committee

Business:

Board Officer Elections

Committee Assignments

Discussion and Possible Action on WiLS/FPL Strategic Planning

Discussion and Possible Action Regarding Sale of Fadrow Meeting Room Tables

Discussion and Approval of 2019 Budget Recommendation (Attachment E)

Approval of Virtual Reality Center Policy and Agreement and Waiver/Release of Liability Form
(Attachment F)

Presentation and Discussion on Safety, Security, and Surveillance in the Library

Start of Director Evaluation Process

Future Meeting Date(s) and Agenda Item(s)

Next Regular Trustees Meeting: Monday, September 24, 2018, 6:00 p.m.

Adjourn

Agenda dated August 22, 2018

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

Minutes of the Franklin Public Library Board of Trustees Regular Meeting, held in the Franklin Public Library Sievert Conference Room, 9151 W Loomis Road, Franklin, WI on Monday, July 23, 2018.

Meeting called to order by Karen W. at 6:00pm

Roll Call: Present—Karen Wesener, Judy Mueller, Terry Berres, Annie Vitas-Oklobdzija, Judi Williams-Killackey, Madelyn Kempen, Maria Imp. Others present—Jennifer Loeffel. Excused—Mike Karolewicz, Kristen Wilhelm.

Public Comment/Visitors: None.

Correspondence: None.

Approval of minutes from regular meeting of June 25, 2018: Motion to approve minutes made by Terry B., second by Judi W. Motion passed.

COMMITTEE REPORTS:

Finance—Approval of vouchers and invoices: Motion by Terry, second by Judy M. to approve expenses of \$20,450.84. Motion passed.

City Matters—None.

President—None.

Director—Attachments D, E.

Foundation—John Gurda program, “Milwaukee on Tap” will be September 20. There will be a meet-and-greet fundraiser for the Foundation with John Gurda starting at 5:30pm which will include wine and cheese. Tickets are \$20. New meeting room tables have been purchased and will be delivered sometime late August or September.

Buildings and Grounds—None.

Personnel—None.

BUSINESS:

Discussion on Officer Positions and Nominations: Elections will be taking place at upcoming meeting.

Discussion and Possible Action on the Bylaws of the Franklin Public Library Board of Trustees: Motion by Judy M., second by Judi W. to approve changes to bylaws. Motion passed.

Approval of WiLS/Franklin Public Library’s Memo of Understanding regarding Strategic Planning Services: Motion by Judy M., second by Judi W. to approve the WiLS/Franklin Public Library Memo of Understanding subject to the review of the office of the City Attorney, which may include changes presented by the City Attorney’s office.

Discussion and Possible Action on the 2018 Reciprocal Borrowing Miscalculation: Motion by Judy W. to approve the option of deducting the amount owed to MCFLS from the 2019 reciprocal borrowing payment, second by Terry B. Motion passed.

Approval of Master Calendar Draft 2: The Library Board decided no approval was necessary.

Approval of Virtual Reality Center Policy and Release Form: The Library Board made some minor changes. Approval is pending input from city’s insurance company.

[Judy M. excused at 7:30pm]

Discussion of Public Library System Redesign Proposed Models: The Library Board reviewed and discussed new framework options for Wisconsin Library Systems.

Discussion on Safety, Security, and Surveillance in the Library: Moved to August meeting.

Next regular meeting will be Monday, August 27, 2018 at 6:00pm in the Sievert Conference Room.

Motion by Madelyn K., second by Karen W. to adjourn the meeting. Motion passed. Adjourned at 8:05pm.

ATTACHMENT	<u> A </u>
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GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 07/31/18	YTD BALANCE 07/31/2018	% BGDY USED	ACTIVITY FOR MONTH 07/31/18	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	9,831.54	458.00	0.61	0.00	74,542.00
15-0000-4713	INTEREST ON INVESTMENTS	8,500.00	8,500.00	4,958.35	10,974.00	129.11	1,648.00	(2,474.00)
15-0000-4713	INVESTMENT GAIN/LOSSES	0.00	0.00	0.00	(3,351.00)	100.00	(408.00)	3,351.00
15-0000-4713	INVESTMENT EARNINGS	8,500.00	8,500.00	4,958.35	7,623.00	89.68	1,240.00	877.00
Total Dept 0000 - GENERAL								
		1,386,700.00	1,386,700.00	1,317,989.89	1,311,281.00	94.56	1,240.00	75,419.00
TOTAL REVENUES		1,386,700.00	1,386,700.00	1,317,989.89	1,311,281.00	94.56	1,240.00	75,419.00
Expenditures								
PERSONAL SERVICES								
15-0511-5111	SALARIES-FT	372,354.00	372,354.00	208,518.24	216,545.05	58.16	28,801.99	155,808.95
15-0511-5113	SALARIES-PT	304,865.00	304,865.00	170,724.40	168,720.99	55.34	22,578.40	136,144.01
15-0511-5115	SALARIES-TEMP	0.00	0.00	0.00	1,746.68	100.00	1,024.00	(1,746.68)
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	686.00	661.25	53.98	95.00	563.75
15-0511-5134	HOLIDAY PAY	36,148.00	36,148.00	20,242.88	18,408.52	50.93	2,628.84	17,739.48
15-0511-5135	VACATION PAY	43,806.00	43,806.00	24,531.36	15,996.43	36.52	2,645.45	27,809.57
15-0511-5135	PERSONAL SERVICES	758,398.00	758,398.00	424,702.88	422,214.20	55.67	57,773.68	336,183.80
EMPLOYEE BENEFITS								
15-0511-5151	FICA	58,017.00	58,017.00	32,489.52	31,281.82	53.92	4,265.20	26,735.18
15-0511-5152	RETIREMENT	26,082.00	26,082.00	14,605.92	14,375.28	55.12	1,914.84	11,706.72
15-0511-5153	RETIREE GROUP HEALTH	2,129.00	2,129.00	1,192.24	1,239.00	58.20	177.00	890.00
15-0511-5154	GROUP HEALTH & DENTAL	84,682.00	84,682.00	47,421.92	31,084.04	36.71	4,526.92	53,597.96
15-0511-5155	LIFE INSURANCE	2,622.00	2,622.00	1,966.50	1,243.07	47.41	174.98	1,378.93
15-0511-5156	WORKERS COMPENSATION INS	1,365.00	1,365.00	764.40	759.00	55.60	104.00	606.00
15-0511-5156	EMPLOYEE BENEFITS	174,897.00	174,897.00	98,440.50	79,982.21	45.73	11,162.94	94,914.79
CONTRACTUAL SERVICES								
15-0511-5242	EQUIPMENT MAINTENANCE	13,000.00	13,000.00	11,294.36	9,955.98	76.58	0.00	3,044.02
15-0511-5257	SOFTWARE MAINTENANCE	500.00	500.00	291.65	0.00	0.00	0.00	500.00
15-0511-5299	SUNDRY CONTRACTORS	2,000.00	2,000.00	1,798.73	1,415.00	70.75	0.00	585.00
15-0511-5299	CONTRACTUAL SERVICES	15,500.00	15,500.00	13,384.74	11,370.98	73.36	0.00	4,129.02
SUPPLIES								
15-0511-5311	POSTAGE	750.00	750.00	307.97	509.32	67.91	107.63	240.68
15-0511-5312	OFFICE SUPPLIES	4,500.00	4,500.00	2,625.00	1,958.89	43.53	56.28	2,541.11

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRANKLIN
 PERIOD ENDING 07/31/2018
 % Fiscal Year Completed: 58.08

GL NUMBER	DESCRIPTION	2018		BUDGET	YEAR-TO-DATE THRU 07/31/18	YTD BALANCE 07/31/2018	% BDGT USED	ACTIVITY FOR MONTH 07/31/18	AVAILABLE BALANCE
		ORIGINAL BUDGET	2018 AMENDED BUDGET						
Fund 15 - LIBRARY FUND									
Expenditures									
15-0511-5329	OPERATING SUPPLIES	14,000.00	14,000.00	7,879.33	10,713.75	76.53		4,217.46	3,286.25
15-0511-5393	E-BOOKS	8,525.00	8,525.00	4,972.90	8,522.00	99.96		0.00	3.00
	SUPPLIES	27,775.00	27,775.00	15,785.20	21,703.96	78.14		4,381.37	6,071.04
SERVICES & CHARGES									
15-0511-5422	SUBSCRIPTIONS	21,110.00	21,110.00	9,989.98	13,973.80	66.20		0.00	7,136.20
15-0511-5424	MEMBERSHIPS/DUES	1,800.00	1,800.00	1,050.00	1,353.00	75.17		0.00	447.00
15-0511-5425	CONFERENCES & SCHOOLS	1,000.00	1,000.00	583.35	0.00	0.00		0.00	1,000.00
15-0511-5432	MILEAGE	800.00	800.00	466.65	243.22	30.40		0.00	556.78
15-0511-5433	EQUIPMENT RENTAL	1,800.00	1,800.00	1,050.00	1,694.48	94.14		191.86	105.52
15-0511-5451	MCFLS COMPUTER	38,750.00	38,750.00	37,415.22	38,076.00	98.26		2,420.00	674.00
15-0511-5499	UNRESTRICTED CONTINGENCY	0.00	10,000.00	5,833.35	0.00	0.00		0.00	10,000.00
	SERVICES & CHARGES	65,260.00	75,260.00	56,388.55	55,340.50	73.53		2,611.86	19,919.50
FACILITY CHARGES									
15-0511-5528	ALLOCTD INSUR COST-FACILITY	31,650.00	31,650.00	18,462.50	18,462.50	58.33		2,637.50	13,187.50
15-0511-5551	WATER	1,602.00	1,602.00	934.50	1,142.08	71.29		391.95	459.92
15-0511-5552	ELECTRICITY	81,000.00	81,000.00	36,660.15	30,974.27	38.24		12,789.86	50,025.73
15-0511-5553	SEWER	416.00	416.00	242.65	296.37	71.24		108.80	119.63
15-0511-5554	NATURAL GAS	27,040.00	27,040.00	14,980.28	10,956.83	40.52		1,631.37	16,083.17
15-0511-5556	JANITORIAL SUPPLIES	6,000.00	6,000.00	3,500.00	2,554.00	42.57		336.74	3,446.00
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	1,200.00	10,000.00	6,677.83	1,233.33	12.33		0.00	8,766.67
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200.00	1,200.00	700.00	572.88	47.74		81.09	627.12
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500.00	18,500.00	10,791.65	12,349.87	66.76		424.00	6,150.13
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	85,680.00	85,680.00	49,980.00	49,980.00	58.33		7,140.00	35,700.00
	FACILITY CHARGES	252,088.00	263,088.00	142,929.56	128,622.13	48.85		25,541.31	134,565.87
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	49,648.56	46,922.29	55.02		4,957.95	38,359.71
15-0511-5822	BUILDING IMPROVEMENTS	0.00	4,000.00	2,333.35	0.00	0.00		0.00	4,000.00
15-0511-5841	COMPUTER EQUIPMENT	7,500.00	7,500.00	3,987.15	12,283.51	163.78		7,520.33	(4,783.51)
	CAPITAL OUTLAY	92,782.00	96,782.00	55,969.06	60,200.01	62.20		12,478.28	36,581.99
Total Dept 0511 - LIBRARY									
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	807,600.49	779,333.99	55.21		113,949.44	632,366.01
TOTAL EXPENDITURES									
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	807,600.49	779,333.99	55.21		113,949.44	632,366.01
Fund 15 - LIBRARY FUND:									
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,317,989.89	1,311,281.00	94.56		1,240.00	75,419.00
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	807,600.49	779,333.99	55.21		113,949.44	632,366.01
	NET OF REVENUES & EXPENDITURES	0.00	(25,000.00)	510,389.40	531,947.01	2,127.79		(112,709.44)	(556,947.01)
	BEG. FUND BALANCE	450,300.43	450,300.43	450,300.43	450,300.43				
	END FUND BALANCE	450,300.43	425,300.43	960,689.83	982,247.44				

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 07/31/18	YTD BALANCE 07/31/2018	%BDGT USED	ACTIVITY FOR MONTH 07/31/18	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	30.52	38.35	63.92	5.62	21.65
16-0000-4719.4005	MISC INTEREST-Checking Acct	40.00	40.00	21.84	22.55	56.38	3.57	17.45
	INVESTMENT EARNINGS	100.00	100.00	52.36	60.90	60.90	9.19	39.10
CHARGES FOR SERVICES								
16-0000-4419.4005	TAXABLE SALES-copy, fax, coffee, rummage	9,400.00	9,400.00	4,818.41	7,004.59	74.52	703.80	2,395.41
	CHARGES FOR SERVICES	9,400.00	9,400.00	4,818.41	7,004.59	74.52	703.80	2,395.41
MISCELLANEOUS REVENUE								
16-0000-4748.4002	DONATIONS- LIBRARY-Donation MMKT acct	1,000.00	1,000.00	583.35	385.00	38.50	0.00	615.00
16-0000-4748.4005	DONATIONS - LIBRARY-Checking Acct	6,000.00	6,000.00	4,622.83	6,032.38	100.54	188.61	(32.38)
16-0000-4764.4005	LIBRARY SALES-Books-nontaxable	12,000.00	12,000.00	7,000.00	6,846.78	57.06	956.70	5,153.22
16-0000-4765.4005	LIBRARY FINES	0.00	0.00	0.00	19,343.29	100.00	4,772.38	(19,343.29)
16-0000-4766.4005	LIBRARY MEETING ROOM RENTAL	0.00	0.00	0.00	3,035.00	100.00	200.00	(3,035.00)
16-0000-4799.4005	MISC REVENUE-Lost Items & Fee Cards	40,000.00	40,000.00	19,643.54	1,999.30	5.00	152.00	38,000.70
	MISCELLANEOUS REVENUE	59,000.00	59,000.00	31,849.72	37,641.75	63.80	6,269.69	21,358.25
Total Dept 0000 - GENERAL								
	TOTAL REVENUES	68,500.00	68,500.00	36,720.49	44,707.24	65.27	6,982.68	23,792.76
TOTAL REVENUES								
	TOTAL REVENUES	68,500.00	68,500.00	36,720.49	44,707.24	65.27	6,982.68	23,792.76
Expenditures								
Dept 0511 - LIBRARY CONTRACTUAL SERVICES								
16-0511-5242.4005	EQUIPMENT MAINTENANCE	900.00	900.00	466.52	313.07	34.79	0.00	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	4,444.81	4,618.04	65.97	1,425.00	2,381.96
	CONTRACTUAL SERVICES	9,650.00	9,650.00	6,592.16	6,016.11	62.34	1,425.00	3,633.89
SUPPLIES								
16-0511-5311.4005	POSTAGE	400.00	400.00	277.12	115.17	28.79	26.14	284.83
16-0511-5312.4005	OFFICE SUPPLIES	6,000.00	6,000.00	2,462.38	6,751.98	112.53	603.86	(751.98)
16-0511-5313.4005	PRINTING	500.00	500.00	291.65	373.18	74.64	0.00	126.82
16-0511-5329.4005	OPERATING SUPPLIES	5,330.00	5,330.00	2,900.81	2,365.29	44.38	834.40	2,964.71
16-0511-5393.4005	E-BOOKS	12,000.00	12,000.00	7,000.00	4,113.18	34.28	485.89	7,886.82
	SUPPLIES	24,230.00	24,230.00	12,931.96	13,718.80	56.62	1,950.29	10,511.20
SERVICES & CHARGES								
16-0511-5422.4005	SUBSCRIPTIONS	1,980.00	1,980.00	1,589.50	450.00	22.73	75.00	1,530.00
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	101.31	0.00	0.00	0.00	220.00
16-0511-5433.4005	EQUIPMENT RENTAL	6,120.00	6,120.00	2,278.61	3,067.32	50.12	395.75	3,052.68
	SERVICES & CHARGES	10,220.00	10,220.00	5,001.20	3,832.32	37.50	470.75	6,387.68
FACILITY CHARGES								

GL NUMBER	DESCRIPTION	2018 BUDGET		YEAR-TO-DATE THRU 07/31/18	YTD BALANCE 07/31/2018	%BDGT USED	ACTIVITY FOR MONTH 07/31/18	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES								
Expenditures								
16-0511-5556.4005	JANITORIAL SUPPLIES	500.00	500.00	291.65	0.00	0.00	0.00	500.00
16-0511-5559.4005	BUILDING MAINTENANCE-OTHER	500.00	500.00	0.00	180.14	36.03	0.00	319.86
	FACILITY CHARGES	1,000.00	1,000.00	291.65	180.14	18.01	0.00	819.86
CAPITAL OUTLAY								
16-0511-5812.4005	FURNITURE/FIXTURES	5,000.00	5,000.00	4,204.85	767.52	15.35	336.00	4,232.48
16-0511-5816.4005	LIBRARY MATERIALS	10,000.00	10,000.00	5,366.54	188.70	1.89	2,506.36	9,811.30
16-0511-5841.4005	COMPUTER EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
16-0511-5843.4005	SOFTWARE	2,400.00	2,400.00	1,600.00	199.00	8.29	0.00	2,201.00
	CAPITAL OUTLAY	22,400.00	22,400.00	11,171.39	1,155.22	5.16	2,842.36	21,244.78
CLAIMS, CONTRIB. AND AWARDS								
16-0511-5734.4005	VOLUNTEER RECOGNITION	1,000.00	1,000.00	583.35	100.44	10.04	0.00	899.56
	CLAIMS, CONTRIB. AND AWARDS	1,000.00	1,000.00	583.35	100.44	10.04	0.00	899.56
Total Dept 0511 - LIBRARY		68,500.00	68,500.00	36,571.71	25,003.03	36.50	6,688.40	43,496.97
TOTAL EXPENDITURES		68,500.00	68,500.00	36,571.71	25,003.03	36.50	6,688.40	43,496.97
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES:								
TOTAL REVENUES		68,500.00	68,500.00	36,720.49	44,707.24	65.27	6,982.68	23,792.76
TOTAL EXPENDITURES		68,500.00	68,500.00	36,571.71	25,003.03	36.50	6,688.40	43,496.97
NET OF REVENUES & EXPENDITURES		0.00	0.00	148.78	19,704.21	100.00	294.28	(19,704.21)
BEG. FUND BALANCE		130,780.30	130,780.30	130,780.30	130,780.30			
END FUND BALANCE		130,780.30	130,780.30	130,929.08	150,484.51			
TOTAL REVENUES - ALL FUNDS		1,455,200.00	1,455,200.00	1,354,710.38	1,355,988.24	93.18	8,222.68	99,211.76
TOTAL EXPENDITURES - ALL FUNDS		1,455,200.00	1,480,200.00	844,172.20	804,337.02	54.34	120,637.84	675,862.98
NET OF REVENUES & EXPENDITURES		0.00	(25,000.00)	510,538.18	551,651.22	2,206.60	(112,415.16)	(576,651.22)
BEG. FUND BALANCE - ALL FUNDS		581,080.73	581,080.73	581,080.73	581,080.73			
END FUND BALANCE - ALL FUNDS		581,080.73	556,080.73	1,091,618.91	1,132,731.95			

	2018 Budget	January	February	March	April	May	June	July	August	September	October	November	December	FPL YTD Total	CITY YTD	DIFFERENCE
CHARGES FOR SERVICES																
4419 Public Copier/Fax	\$ 2,000.00	239.50	272.41	232.55	202.30	279.82	140.85	100.90						\$ 1,468.33		
4419 Public Printer (Register)	\$ 6,500.00	632.90	621.00	559.49	536.25	571.65	526.73	454.15						\$ 3,902.17		
4419 Coffee/Rummage/Bags (Register)	\$ 900.00				542.75	846.84	377.34	98.50						\$ 1,865.43		
4419 Coffee ACH Deposit	\$ -						92.18							\$ 92.18		
4419 Tote Bag Sales	\$ 12,000.00	1,178.86	1,071.60	950.01	841.45	629.16	1,218.90	956.70						\$ 6,846.68		\$ 7,004.59
4764 Book Sales (Register)	\$ 12,000.00	2,477.17		3,142.60			3,126.68							\$ 8,746.45		\$ 6,846.78
4765 MCFLS Ecommerce Fines	\$ 20,000.00	1,497.54	1,274.59	1,615.08	1,431.57	1,227.87	1,904.49	1,645.70						\$ 10,596.84		\$ 19,343.29
4765 Fines (Register)	\$ 4,000.00	680.00	290.00	705.00	320.00	480.00	360.00	200.00						\$ 3,035.00		\$ 3,035.00
4766 Meeting Rooms (Register)	\$ 3,000.00	117.00	152.00	181.00	222.00	136.40	215.00	152.00						\$ 1,174.40		\$ 3,035.00
4799 Lost/Damaged Items (Register)	\$ 1,000.00	225.00	300.00			75.00	225.00							\$ 825.00		\$ 1,999.30
4799 Fee Cards (Register)	\$ 61,400.00	7,047.97	3,981.60	4,243.13	7,238.92	4,246.74	5,059.49	6,826.63						\$ 38,644.48		\$ (415.52)
INTEREST																
4719 Interest	\$ 100.00	8.55	7.84	8.71	8.60	9.13	8.88	9.19						\$ 60.90		\$ -
DONATIONS																
4748 Foundation (from)	\$ 6,000.00	493.00				2,181.62								\$ 2,680.62		\$ 385.00
4748 Miscellaneous (Register)	\$ 1,000.00	82.95	205.10	28.60	3,031.00	164.20	36.30	188.61						\$ 3,736.76		\$ 6,032.38
TOTAL REVENUES	\$ 68,500.00	\$ 7,638.47	\$ 4,194.54	\$ 4,280.44	\$ 10,278.52	\$ 6,601.69	\$ 5,104.67	\$ 7,024.43						\$ 45,122.76		\$ 44,707.24
EXPENDITURES																
5242 Equipment Maint.	\$ 900.00		101.99	43.86	85.60	27.66	53.96							\$ 313.07		\$ 586.93
5257 Software Maintenance	\$ 1,750.00					435.00								\$ 435.00		\$ 1,315.00
5299 Sundry Contractors	\$ 7,000.00	100.00	617.94	847.10	100.00		1,800.00	1,425.00						\$ 4,890.04		\$ 2,109.96
5311 Postage	\$ 400.00	44.77	3.50	4.19	14.71	21.86	26.14							\$ 115.17		\$ 284.83
5312 Office/Program Supplies	\$ 6,000.00	1,107.81	376.99	646.31	710.25	1,620.53	1,686.23	603.86						\$ 6,751.98		\$ 6,751.98
5313 Printing	\$ 500.00					190.55	182.63							\$ 373.18		\$ 126.82
5329 Operating Supplies	\$ 5,330.00	124.60	124.60	13.98	208.24	984.12	124.95	834.40						\$ 2,290.29		\$ 3,039.71
5393 Ebooks	\$ 12,000.00		1,997.47			1,035.89	1,109.97	485.89						\$ 4,629.22		\$ 7,370.78
5422 Subscriptions	\$ 1,980.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00						\$ 525.00		\$ 1,455.00
5424 Memberships	\$ 400.00			15.00		200.00								\$ 145.00		\$ 255.00
5425 Conferences & Schools	\$ 1,500.00					145.00								\$ -		\$ 1,500.00
5432 Mileage & Parking	\$ 220.00													\$ -		\$ 220.00
5433 Equipment Rental	\$ 6,120.00		623.69	113.97	911.47	512.72	509.72	395.75						\$ 3,067.32		\$ 3,052.68
5556 Janitorial Supplies	\$ 500.00													\$ -		\$ 500.00
5559 Building Maint-Other	\$ 500.00		15.00		100.44	11.34	153.80							\$ 180.14		\$ 319.86
5734 Volunteer Recognition	\$ 1,000.00													\$ 100.44		\$ 900.00
5812 Furniture/Fixtures	\$ 5,000.00					431.52		336.00						\$ 767.52		\$ 4,232.48
5816 Library Materials	\$ 10,000.00				18.00	170.70								\$ 188.70		\$ 9,811.30
5841 Computer Equipment	\$ 5,000.00													\$ -		\$ 5,000.00
5843 Software	\$ 2,400.00		100.00				99.00							\$ 199.00		\$ 2,201.00
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						\$ 25,186.07		\$ (183.04)
NET OF REV/EXPENDITURES	\$ -	\$ 6,310.89	\$ 158.36	\$ 2,521.03	\$ 8,069.52	\$ 746.95	\$ (712.45)	\$ 2,842.39						\$ 19,936.69		\$ (232.48)

Fines & Fees Account

7/31/2018

Beginning Balance			\$ 83,277.71
Revenues			
Register	June	\$ 2,415.77	
Register	July	\$ 1,656.20	
Copy/FAX		\$ 100.90	
MCFLS		\$ 3,126.68	
Found.			
Interest		\$ 3.57	
	Total Revenue	\$ 7,303.12	
	Sub-Total		\$ 90,580.83
Expenditures			
EFT*	BMO Harris Credit Card	\$ 1,888.97	
2561	Robin's Dog Stars	\$ 375.00	
2569	Naomi Shersty	\$ 150.00	
2571	GFC Leasing	\$ 395.75	
2572	Bibliotecha	\$ 485.89	
2574	MCFLS	\$ 137.80	
2575	Mike Schneider	\$ 275.00	
2576	Vera Shows LLC	\$ 300.00	
2578	Carole Stephens	\$ 450.00	
	Total Expenditures	\$ 4,458.41	
Ending Balance			\$ 86,122.42

6/19/18 performer
 6/26/18 Teen program
 Public copier/printer lease
 Ebook licenses
 Ecommerce fees
 7/10/18 performer
 7/17/18 performer
 7/24/18 performer

Donations Account

7/31/2018

Beginning Balance			\$ 66,202.94
Revenues			
Donations			
Interest		\$ 5.62	
	Total Revenue	\$ 5.62	
	Sub-Total		\$ 66,208.56
Expenditures			
	Total Expenditures	\$ -	
Ending Balance			\$ 66,208.56

BMO Harris Credit Card July 2018

GL #16. 0511	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
5299	Sundry Contractors													-
5311	Postage	44.77	3.50	4.19		14.71	21.86	26.14						115.17
5312	Program Supplies	1,107.81	376.99	379.27	592.90	1,364.68	1,256.73	603.86						5,682.24
5313	Printing					190.55	182.63							373.18
5329	Operating Supplies			13.98	14.71	76.12	99.95	696.60						901.36
5393	eBooks													
5422	Subscripts	75.00	75.00	75.00	75.00	75.00	75.00	75.00						525.00
5424	Memberships					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							
	Total Charges	1,227.58	555.49	472.44	801.05	2,032.40	1,888.97	1,401.60	-	-	-	-	-	8,379.53

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

- Meeting with administrators from Indian Community School, 7/26
- New trustee orientation with Maria Imp, 7/27
- MCFLS LDAC meeting, 8/2
- TBS PC management software installation, 8/21
- New Director Boot Camp, 8/23-8/24
- Used Book Sale, 8/24-8/26

GOALS:

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

I'm waiting for the final comments by Brian Sajdak so that I can sign the WILS/FPL Memo of Understanding. At this point, the earliest we can start strategic planning will be October.

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

I have completed two net-promoter surveys. Will continue to do these surveys from time-to-time to gauge customer satisfaction with our services.

Increase outreach services to the Franklin community...

Playground Tales will happen on the first Thursdays of September and October at 10am in the pavilion at Franklin Woods. For summer of 2019, we will be exploring other park locations in Franklin to reach other Franklin residents. The nice thing about the Franklin Woods location is that we hope to make connections with residents living over on the eastern side of Franklin to try and bring them over here to FPL and away from going to Oak Creek Library.

We are working with the Indian Community School for our first mural project. They are beyond excited about this project. The art teachers will be working with the students starting in September or October, with the idea they will be able to bring the project to the Library Board for approval early in 2019. We hope to have this completed by late Spring 2019. Our goal is to have the public unveiling in May 2019. They would like to make it an interactive mural. Very exciting. We are not the first organization they have worked with. The Urban Ecology Center has a piece of art designed by them at their Menomonee Valley location. I have not seen it personally, but have heard from others about it.

OPERATIONS:

Meeting Rooms: Our new meeting room tables will be delivered and installed on September 5. We will be selling 15 of the old tables at \$50/table. I would like the Library Board to consider turning over any funds raised from the sale of those tables to the Foundation. This would help offset their expenses for the new tables.

Electrical: If you've driven by the library at night, you might have noticed the flag pole and outside building (not parking lot) lights are out. Bob Tesch has been dealing with an electrical issue ever since National Night Out August 6. Since he and Joe have been unable to find the cause of the issue, Bob will be having an electrician come out to diagnose. However, while he and Joe were trying to find the problem, they decided to take out the old ballasts and put LED lights in, so once the outside building lights are back on, they will be running on less electricity.

Public computers: The new MyPC/Papercut software has been installed on our public PCs. We are very excited though it is a bit of a learning curve for patrons who were used to the SAM software. It is very easy to use so we do not anticipate any problems. An added benefit is people can pay with credit cards, apple pay with their phones, and can print wirelessly in the building. Also, this means patrons can now pay for their print jobs without intervention by library staff.

UPDATES:

Summer Reading programs: We are all pleased with the numbers. The children's program had a total of 1,220 participants which is 256 more than 2017. Teens had 268 participants, which was 100 more than last year and possibly the best numbers we've ever had. Adults had 265 participants which, oddly enough, is the exact same number as last year.

Virtual Reality Center: Our Eagle Scout candidate Justin P. has installed the Virtual Reality Center. We will be having the public kick-off in September and will know more once I get Justin's availability. We would really like him to be there at the debut. I've been working with the City's insurance company and Mark Luberdia to finish the Virtual Reality Center policy and waiver form. It is on the agenda for approval at the meeting on August 27 (Attachment F).

LED lighting update: Bob Tesch has been busy troubleshooting the electrical issues so he hasn't been able to start the conversion of the 2x4 fixtures in the library. However, as I mentioned above, he and Joe did convert the exterior lights and the parking lot lights are completed.

BUDGET:

2019 budget timeline:

August 3-24: Departmental Budget input into BS&A software, program description finished

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

As you will see from the printed budget (Attachment E), we have an estimated \$35,000 deficit in Fund 15 for 2019 that will need to be addressed. Keri, Maureen, and I have met to discuss some staffing changes. We are prepared to present at the upcoming Library Board Personnel Committee meeting in September. Once I know who is going to be on Personnel, I will be in contact with them to schedule a meeting. A Finance Committee meeting also needs to be scheduled.

UPCOMING EVENTS:

John Gurda, "Milwaukee on Tap," September 20 at 6:30pm

See our September newsletter for more programs

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

GL NUMBER	DESCRIPTION	2019 DEPT REQUEST BUDGET	2018 AMENDED BUDGET	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2017 ACTIVITY	2016 ACTIVITY	2015 ACTIVITY
ESTIMATED REVENUES								
15-0000-4011	GENERAL PROPERTY TAX	1,309,700	1,303,200	1,303,200	1,303,200	1,296,600	1,287,000	1,240,000
15-0000-4458	LIBRARY RECIPROCAL BORROWING	68,000	75,000	75,000	458	88,601	93,361	84,961
15-0000-4711	INTEREST ON INVESTMENTS	8,500	8,500	8,500	10,974	8,280	8,924	2,766
15-0000-4713	INVESTMENT GAINS/LOSSES				(3,351)	(1,199)	(2,289)	
15-0000-4781	REFUNDS/REIMBURSEMENTS							
15-0000-4799	MISCELLANEOUS REVENUE							
15-0000-4850	TRANSFERS FROM FUND BALANCE							
TOTAL ESTIMATED REVENUES		1,386,200	1,386,700	1,386,700	1,311,281	1,392,282	1,386,996	1,327,727
APPROPRIATIONS								
15-0511-5111	SALARIES-FT	388,143	372,354	372,354	247,774	321,676	349,823	345,702
15-0511-5113	SALARIES-PT	305,708	304,865	304,865	193,118	310,453	328,773	304,955
15-0511-5115	SALARIES-TEMP				2,771	12,906		
15-0511-5117	SALARIES-OT						13	
15-0511-5118	COMPTIME TAKEN				135	386		
15-0511-5133	LONGEVITY	1,225	1,225	1,225	756	1,095	960	975
15-0511-5134	HOLIDAY PAY	37,282	36,148	36,148	18,894	33,381	37,234	32,312
15-0511-5135	VACATION PAY	48,471	43,806	43,806	19,321	33,305	38,851	32,601
15-0511-5151	FICA	59,733	58,017	58,017	35,742	52,921	55,705	52,663
15-0511-5152	RETIREMENT	27,005	26,082	26,082	16,405	24,486	27,236	26,207
15-0511-5153	RETIREE GROUP HEALTH	2,225	2,129	2,129	1,239	1,679	1,111	2,500
15-0511-5154	GROUP HEALTH & DENTAL	105,354	84,682	84,682	37,081	67,349	98,751	108,152
15-0511-5155	LIFE INSURANCE	2,742	2,622	2,622	1,418	1,955	2,153	1,948
15-0511-5156	WORKERS COMPENSATION INS	1,405	1,365	1,365	815	1,849	1,954	1,994
15-0511-5162	EMPLOYER HSA CONTRIBUTION							
15-0511-5242	EQUIPMENT MAINTENANCE	9,000	13,000	13,000	9,956	13,103	15,094	12,294
15-0511-5247	DATA & TELEPHONE CABLING							
15-0511-5257	SOFTWARE MAINTENANCE	750	500	500	1,415		750	659
15-0511-5299	SUNDRY CONTRACTORS	3,000	2,000	2,000	509	522	2,500	5,465
15-0511-5311	POSTAGE	500	750	750	509	522	620	437
15-0511-5312	OFFICE SUPPLIES	4,000	4,500	4,500	1,959	3,077	5,004	6,065
15-0511-5313	PRINTING	4,000					675	
15-0511-5328	EDUCATION SUPPLIES							
15-0511-5329	OPERATING SUPPLIES	12,000	14,000	14,000	10,714	21,195	15,814	19,850
15-0511-5393	E-BOOKS	8,400	8,525	8,525	8,522	11,714	10,771	
15-0511-5422	SUBSCRIPTIONS	19,000	21,110	21,110	13,974	20,777	15,601	21,613
15-0511-5424	MEMBERSHIPS/DUES	1,800	1,800	1,800	1,353	1,764	1,656	1,175
15-0511-5425	CONFERENCES & SCHOOLS		1,000	1,000	1,000	60	928	442
15-0511-5432	MILEAGE	800	800	800	243	814	1,063	1,569
15-0511-5433	EQUIPMENT RENTAL	2,500	1,800	1,800	1,694	3,763	1,446	1,736
15-0511-5451	MCFLS COMPUTER	38,404	38,750	38,750	38,076	36,525	30,047	28,452
15-0511-5499	UNRESTRICTED CONTINGENCY		10,000					
15-0511-5528	ALLOCTD INSUR COST-FACILITY	33,000	31,650	31,650	18,463	31,650	30,400	30,400
15-0511-5551	WATER	1,750	1,602	1,602	1,142	1,543	1,095	1,413
15-0511-5552	ELECTRICITY	75,000	81,000	81,000	30,974	72,035	80,832	74,616

15-0511-5553	SEWER	600	416	416	376	272	352
15-0511-5554	NATURAL GAS	25,000	27,040	27,040	19,436	23,761	22,453
15-0511-5556	JANITORIAL SUPPLIES	6,000	6,000	6,000	4,549	6,130	5,602
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000	10,000	10,000	14,730	16,562	10,281
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200	1,200	1,200	1,029	1,059	
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500	18,500	7,500	9,110	5,703	6,989
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	87,000	85,680	85,680	84,000	78,240	75,720
15-0511-5812	FURNITURE/FIXTURES				994		
15-0511-5816	LIBRARY MATERIALS	82,000	85,282	85,282	46,922	103,920	143,485
15-0511-5822	BUILDING IMPROVEMENTS		4,000				
15-0511-5841	COMPUTER EQUIPMENT	9,020	7,500	7,500	5,639	24,779	8,066
15-0511-5843	SOFTWARE				1,433		1,120
15-0512-5822	BUILDING IMPROVEMENTS						
15-0512-5841	COMPUTER EQUIPMENT						
TOTAL APPROPRIATIONS		1,421,517	1,411,700	1,386,700	1,313,354	1,422,484	1,391,348
NET OF REVENUES/APPROPRIATIONS - FUND 15		(35,317)	(25,000)		78,928	(35,488)	(63,621)
BEGINNING FUND BALANCE		908,975	450,300	450,300	371,371	406,863	470,482
ENDING FUND BALANCE		873,658	425,300	450,300	450,299	371,375	406,861

08/21/2018 BUDGET REPORT FOR CITY OF FRANKLIN
Calculations as of 12/31/2018

GL NUMBER	DESCRIPTION	2019 DEPT REQUEST BUDGET	2018 AMENDED BUDGET	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2017 ACTIVITY	2016 ACTIVITY	2015 ACTIVITY
ESTIMATED REVENUES								
16-0000-4418.4005	LIB APM COMPUTER PRINT-TAXBL-use 4419	9,400	9,400	9,400	7,005	8,906	1,159	4,006
16-0000-4419.4005	TAXABLE SALES-copy, fax, coffee, rummage	60	60	60	38	65	7,114	2,834
16-0000-4719.4002	MISC INTEREST-Donation MIMKT Acct	40	40	40	23	35	64	62
16-0000-4719.4005	MISC INTEREST-Checking Acct	500	1,000	1,000	385	1,128	42	66
16-0000-4748.4002	DONATIONS- LIBRARY-Donation MMKT acci	5,000	6,000	6,000	6,032	6,553	1,879	1,538
16-0000-4748.4005	DONATIONS - LIBRARY-Checking Acct	13,000	12,000	12,000	6,847	9,797	20,333	3,617
16-0000-4764.4005	LIBRARY SALES-Books-nontaxable	35,000	12,000	12,000	19,343	22,055	13,611	10,990
16-0000-4765.4005	LIBRARY FINES	4,000	3,035	3,035	3,035	4,875		
16-0000-4766.4005	LIBRARY MEETING ROOM RENTAL	3,000	40,000	40,000	1,999	4,875	46,556	42,795
16-0000-4799.4005	MISC REVENUE-Lost Items & Fee Cards	70,000	68,500	68,500	44,707	68,217	90,758	65,908
TOTAL ESTIMATED REVENUES								
APPROPRIATIONS								
16-0511-5242.4005	EQUIPMENT MAINTENANCE	900	900	900	313	670	545	177
16-0511-5257.4005	SOFTWARE MAINTENANCE	3,500	1,750	1,750	1,085	1,739	1,739	1,989
16-0511-5299.4005	SUNDRY CONTRACTORS	7,000	7,000	7,000	4,618	7,763	9,638	5,806
16-0511-5311.4005	POSTAGE	300	400	400	115	1,342	565	733
16-0511-5312.4005	OFFICE SUPPLIES	8,000	6,000	6,000	6,752	9,038	7,466	6,149
16-0511-5313.4005	PRINTING	1,200	500	500	373	76		
16-0511-5329.4005	OPERATING SUPPLIES	6,000	5,330	5,330	2,365	6,829	11,745	7,551
16-0511-5393.4005	E-BOOKS	8,500	12,000	12,000	4,113	8,985	11,045	
16-0511-5422.4005	SUBSCRIPTIONS	1,500	1,980	1,980	450	1,653	2,933	1,175
16-0511-5424.4005	MEMBERSHIPS/DUES	900	400	400	215	44		305
16-0511-5425.4005	CONFERENCES & SCHOOLS	1,500	1,500	1,500	100	1,063	219	2,058
16-0511-5432.4005	MILEAGE	200	220	220		28	196	416
16-0511-5433.4005	EQUIPMENT RENTAL	5,700	6,120	6,120	3,067	6,053	4,577	2,805
16-0511-5451.4005	MCFLS COMPUTER						4,267	116
16-0511-5499.4002	CONTINGENCY - UNRESTRICTED							
16-0511-5499.4005	CONTINGENCY - UNRESTRICTED							
16-0511-5556.4005	JANITORIAL SUPPLIES	300	500	500				
16-0511-5559.4005	BUILDING MAINTENANCE-OTHER	2,000	500	500	180			
16-0511-5734.4005	VOLUNTEER RECOGNITION	1,000	1,000	1,000	100			
16-0511-5812.4005	FURNITURE/FIXTURES	5,000	5,000	5,000	768		13,765	29,180
16-0511-5816.4005	LIBRARY MATERIALS	10,000	10,000	10,000	189	10,232	14,663	11,755
16-0511-5819.4005	OTHER CAPITAL EQUIPMENT							
16-0511-5822.4005	BLDG CONSTRUCTION/IMPROVEMTS	5,000	5,000	5,000		6,212		4,067
16-0511-5841.4005	COMPUTER EQUIPMENT	2,400	2,400	2,400	199		128	1,296
16-0511-5843.4005	SOFTWARE	70,000	68,500	68,500	25,002	64,727	83,491	75,578
TOTAL APPROPRIATIONS								
NET OF REVENUES/APPROPRIATIONS - FUND 16								
BEGINNING FUND BALANCE		150,485	130,780	130,780	19,705	6,490	7,267	(9,670)
ENDING FUND BALANCE		150,485	130,780	130,780	150,485	124,289	117,024	126,695
						130,779	124,291	117,025



Name: Virtual Reality Center Policy

Approved: _____, 2018 by Franklin Public Library Board of Trustees

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 appropriate Agreement and Waiver/Release of Liability form attached to this policy.

All patrons wishing to use the 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 an Agreement and Waiver/Release of Liability form signed in the presence of a Librarian (and in the case of a minor signed by the parent/legal guardian). Minors between the ages of 12-14 must be accompanied by a parent or legal guardian while using the VR Center.

Agreement and Waiver/Release of Liability for Adults

NOTE: THIS IS A LEGAL DOCUMENT

I, _____, am choosing to voluntarily use the VR Center at the Franklin Public Library (FPL). I agree I won't use any of the virtual reality equipment unless I have been given a demonstration of its use and have been given an opportunity to ask questions about the use of the equipment.

NOTICE:

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UNDERSTANDING OF INHERENT RISK:

- I will lose all sense of hearing and sight in the real world.
- I understand that I should not participate in VR if I 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
 - Any other condition not listed above that may be affected by use of virtual reality
- I understand I will be engaging in activities that could involve the risk of injury (including death) to myself.
- I will discontinue the use of the VR Center if feelings of discomfort occur.
- I understand I assume all physical, psychological, and financial risks associated with the use of the VR Center by me.

Therefore, in addition to the specific inclusion and exclusion of releases stated hereafter, I release Franklin Public Library, its employees or Trustees from all claims for damages which are the result of my use of the Virtual Reality Center.

WAIVER OF CLAIMS BASED UPON NEGLIGENCE: I release Franklin Public Library, its officers, employees, agents, representatives, and insurers, including all of the assignees and successors in interest of all those aforementioned, from all claims based upon the negligent actions and/or inactions of Franklin Public Library, its officers, employees, agents, and/or representatives, which occur during my participation in the Virtual Reality Center at Franklin Public Library. The release in the previous sentence includes a release of claims against Franklin Public Library based upon the negligence of third persons which occur while they are in the Virtual Reality Center in Franklin Public Library. The claims released in this paragraph include those which may be based upon State or Federal statutes and/or administrative codes, common law, and Municipal and/or County Ordinances. The potential injuries and claims resulting from the identified type of events include physical and psychological injuries of all levels of seriousness, as well as in extreme circumstances, death.

AUTHORIZATION AND UNDERSTANDING: Although I am agreeing with all the terms of this agreement, I reiterate my intentions by signing below and certifying that:

- I have read this document and understand its terms;
- I understand that I am waiving some rights that I may otherwise have and am releasing Franklin Public Library from some liability that it may otherwise have in the absence of this agreement;
- I understand that in order for me to participate in the Virtual Reality Center at Franklin Public Library, an Agreement and Waiver/Release document in some form is required. For reasons that have value to me, I have chosen to accept the terms as identified within this document and hereby waive my rights to negotiate or bargain for different terms to this document. [Individuals wishing to negotiate different terms to this document should not sign the form and should contact Mark Luberd, Director of Administration for the City of Franklin, at 414-858-1100 during normal business hours.]

Participant Name (please print): _____

Is the participant over the age of 18? Yes No (If participant is a minor, parent/legal guardian must read and sign parental consent form on next page.)

Participant Signature: _____

Date: _____

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Agreement and Waiver/Release of Liability for Minors

NOTE: THIS IS A LEGAL DOCUMENT

I, _____, give consent to my minor/dependent child to use the VR Center at the Franklin Public Library (FPL). I agree my minor/dependent child will not use any of the virtual reality equipment unless he/she has been given a demonstration of its use and has been given an opportunity to ask questions about the use of the equipment.

NOTICE:

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.

UNDERSTANDING OF INHERENT RISK:

I understand my minor/dependent child:

- Will lose all sense of hearing and sight in the real world.
- Should not participate in VR if he/she has 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
 - Any other condition not listed above that may be affected by use of virtual reality
- Will be engaging in activities that could involve the risk of injury (including death) to himself/herself.
- Will be able to discontinue the use of the VR Center if feelings of discomfort occur.

I understand I assume all physical, psychological, and financial risks associated with the use of the VR Center by my minor/dependent child.

Therefore, in addition to the specific inclusion and exclusion of releases stated hereafter, I release Franklin Public Library, its employees or Trustees from all claims for damages which are the result of my minor/dependent child's use of the Virtual Reality Center.

WAIVER OF CLAIMS BASED UPON NEGLIGENCE: I release Franklin Public Library, its officers, employees, agents, representatives, and insurers, including all of the assignees and successors in interest of all those aforementioned, from all claims based upon the negligent actions and/or inactions of Franklin Public Library, its officers, employees, agents, and/or representatives, which occur during my participation in the Virtual Reality Center at Franklin Public Library. The release in the previous sentence includes a release of claims against Franklin Public Library based upon the negligence of

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third persons which occur while they are in the Virtual Reality Center in Franklin Public Library. The claims released in this paragraph include those which may be based upon State or Federal statutes and/or administrative codes, common law, and Municipal and/or County Ordinances. The potential injuries and claims resulting from the identified type of events include physical and psychological injuries of all levels of seriousness, as well as in extreme circumstances, death.

AUTHORIZATION AND UNDERSTANDING: Although I am agreeing with all the terms of this agreement, I reiterate my intentions by signing below and certifying that:

- I have read this document and understand its terms;
- I understand that I am waiving some rights that I may otherwise have and am releasing Franklin Public Library from some liability that it may otherwise have in the absence of this agreement;
- I understand that in order for me to participate in the Virtual Reality Center at Franklin Public Library, an Agreement and Waiver/Release document in some form is required. For reasons that have value to me, I have chosen to accept the terms as identified within this document and hereby waive my rights to negotiate or bargain for different terms to this document. [Individuals wishing to negotiate different terms to this document should not sign the form and should contact Mark Luberd, Director of Administration for the City of Franklin, at 414-858-1100 during normal business hours.]

Participant Name (please print): _____

Age of participant: _____

Parent/Legal Guardian Name (please print): _____

Parent/Legal Guardian Signature: _____

Date: _____