

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, September 24, 2018
Sievert Conference Room
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

AGENDA

- I. Call to Order and Roll Call – M. Karolewicz
- II. Public Comment (no action may be taken on issues raised unless otherwise on the agenda)
- III. Approval of the Minutes
 - a. Board of Trustees Meeting, August 27, 2018 (Attachment A)
- IV. Finance Committee – T. Berres
 - a. Approval of Vouchers and Invoices
 - b. Treasurer’s Report (Attachments B, C)
- V. Report on City of Franklin Matters – K. Wilhelm
- VI. Report of the President
- VII. Report of the Library Director – J. Loeffel
 - a. Monthly Activity of Library Director & Library, including Upcoming Events (Attachment D)
 - b. FPL @ a Glance Statistics Report (Attachment E)
- VIII. Report of the Franklin Public Library Foundation – K. Wesener, J. Loeffel
- IX. Report of the Building and Grounds Committee
- X. Report of the Personnel Committee
- XI. Business:
 - a. Discussion and Possible Approval of an amendment to the Bylaws of the Franklin Public Library Board of Trustees, Article III Section 1 (Attachment F)
 - b. Election of Library Board President
 - c. Presentation and Discussion on Safety, Security, and Surveillance in the Library
 - d. Start of Director Evaluation Process
- XII. Future Meeting Date(s) and Agenda Item(s)
 - a. Next Regular Trustees Meeting: Monday, October 22, 2018, 6:00 p.m.
- XIII. Adjourn

Agenda dated September 19, 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, August 27, 2018.

Meeting called to order by Mike K. at 6:00pm

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

Public Comment/Visitors: None.

Correspondence: None.

Approval of minutes from regular meeting of July 23, 2018: Motion to approve minutes made by Karen, second by Terry. Motion passed.

COMMITTEE REPORTS:

Finance—Approval of vouchers and invoices: Motion from Karen, second by Judy M., to approve expenses of \$18,835.39. Motion passed.

City Matters—None.

President—None.

Director—Attachment D.

Foundation—John Gurda program, “Milwaukee on Tap” will be September 20. New meeting room tables will be delivered on September 5.

Buildings and Grounds—None.

Personnel—None.

BUSINESS:

Board Officer Elections--Office of President to remain vacant until next meeting where a full board will be available from which to nominate. Karen Wesener accepted nomination and was voted Vice-President. Madelyn Kempen accepted nomination and was voted Secretary. Terry Berres accepted nomination and was voted Treasurer.

Committee Assignments--Committee members were assigned as follows:

Personnel: Mike, Madelyn, and Judi W.

Building and Grounds: Judy M., Annie, and Kristen

Finance: Terry, Karen, and Maria

Discussion and Possible Action on WILS/FPL Strategic Planning—Jennifer is continuing to wait for approval by City Attorney.

Discussion and Possible Action Regarding Sale of Fadrow Meeting Room Tables—The Library will advertise the sale of tables on Facebook. Jennifer will also check with Mark Luberda to see if the city might have a need for them.

Discussion and Approval of 2019 Budget Recommendation (Attachment E)—The Library Board examined the budget recommendation and offered suggestions to work towards a balanced budget.

Approval of Virtual Reality Center Policy and Agreement and Waiver/Release of Liability Form (Attachment F)—Approved with minor changes to be made.

Presentation and Discussion on Safety, Security, and Surveillance in the Library--Moved to September Agenda.

Start of Director Evaluation Process--Moved to September Agenda.

Next regular meeting will be Monday, September 24, 2018 at 6:00pm in the Sievert Conference Room

Motion by Karen, second by Terry, to adjourn the meeting, Motion approved. Adjourned at 8:08pm.

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 08/31/18	YTD BALANCE 08/31/2018	%BDGT USED	ACTIVITY FOR MONTH 08/31/18	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	24,773.55	458.00	0.61	0.00	74,542.00
15-0000-4711	INTEREST ON INVESTMENTS	8,500.00	8,500.00	5,666.68	12,708.00	149.51	1,734.00	(4,208.00)
15-0000-4713	INVESTMENT GAINS/LOSSES	0.00	0.00	0.00	(2,625.00)	100.00	726.00	2,625.00
15-0000-4713	INVESTMENT EARNINGS	8,500.00	8,500.00	5,666.68	10,083.00	118.62	2,460.00	(1,583.00)
Total Dept 0000 - GENERAL								
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,333,640.23	1,313,741.00	94.74	2,460.00	72,959.00
Expenditures								
PERSONAL SERVICES								
15-0511-5111	SALARIES-FT	372,354.00	372,354.00	238,306.56	261,019.54	70.10	44,474.49	111,334.46
15-0511-5113	SALARIES-PT	304,865.00	304,865.00	195,113.60	205,037.12	67.26	36,316.13	99,827.88
15-0511-5115	SALARIES-TEMP	0.00	0.00	0.00	3,282.68	100.00	1,536.00	(3,282.68)
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	784.00	756.25	61.73	95.00	468.75
15-0511-5134	HOLIDAY PAY	36,148.00	36,148.00	23,134.72	21,231.58	58.74	2,823.06	14,916.42
15-0511-5135	VACATION PAY	43,806.00	43,806.00	28,035.84	21,146.93	48.27	5,150.50	22,659.07
15-0511-5135	PERSONAL SERVICES	758,398.00	758,398.00	485,374.72	512,609.38	67.59	90,395.18	245,788.62
EMPLOYEE BENEFITS								
15-0511-5151	FICA	58,017.00	58,017.00	37,130.88	38,028.70	65.55	6,746.88	19,988.30
15-0511-5152	RETIREMENT	26,082.00	26,082.00	16,692.48	17,398.34	66.71	3,023.06	8,683.66
15-0511-5153	RETIREE GROUP HEALTH	2,129.00	2,129.00	1,362.56	1,416.00	66.51	177.00	713.00
15-0511-5154	GROUP HEALTH & DENTAL	84,682.00	84,682.00	54,196.48	37,080.92	43.79	5,996.88	47,601.08
15-0511-5155	LIFE INSURANCE	2,622.00	2,622.00	1,966.50	1,418.05	54.08	174.98	1,203.95
15-0511-5156	WORKERS COMPENSATION INS	1,365.00	1,365.00	873.60	922.00	67.55	163.00	443.00
15-0511-5156	EMPLOYEE BENEFITS	174,897.00	174,897.00	112,222.50	96,264.01	55.04	16,281.80	78,632.99
CONTRACTUAL SERVICES								
15-0511-5242	EQUIPMENT MAINTENANCE	13,000.00	13,000.00	11,658.32	9,955.98	76.58	0.00	3,044.02
15-0511-5257	SOFTWARE MAINTENANCE	500.00	500.00	333.32	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	13,790.37	11,370.98	73.36	0.00	4,129.02
SUPPLIES								
15-0511-5311	POSTAGE	750.00	750.00	402.54	509.32	67.91	0.00	240.68
15-0511-5312	OFFICE SUPPLIES	4,500.00	4,500.00	3,000.00	2,184.45	48.54	225.56	2,315.55

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	YEAR-TO-DATE THRU 08/31/18	BUDGET	YTD BALANCE 08/31/2018	% BDGT USED	ACTIVITY FOR MONTH 08/31/18	AVAILABLE BALANCE
Fund 15 - LIBRARY FUND									
Expenditures									
15-0511-5329	OPERATING SUPPLIES	14,000.00	14,000.00	8,466.87	8,466.87	12,067.24	86.19	1,353.76	1,932.76
15-0511-5393	E-BOOKS	8,525.00	8,525.00	5,683.32	5,683.32	8,522.00	99.96	0.00	3.00
	SUPPLIES	27,775.00	27,775.00	17,552.73	17,552.73	23,283.01	83.83	1,579.05	4,491.99
SERVICES & CHARGES									
15-0511-5422	SUBSCRIPTIONS	21,110.00	21,110.00	10,400.79	10,400.79	16,388.80	77.64	2,415.00	4,721.20
15-0511-5424	MEMBERSHIPS/DUES	1,800.00	1,800.00	1,200.00	1,200.00	1,353.00	75.17	0.00	447.00
15-0511-5425	CONFERENCES & SCHOOLS	1,000.00	1,000.00	666.68	666.68	0.00	0.00	0.00	1,000.00
15-0511-5432	MILEAGE	800.00	800.00	533.32	533.32	243.22	30.40	0.00	556.78
15-0511-5433	EQUIPMENT RENTAL	1,800.00	1,800.00	1,200.00	1,200.00	1,886.34	104.80	191.86	(86.34)
15-0511-5451	MCFLS COMPUTER	38,750.00	38,750.00	37,495.54	37,495.54	38,076.00	98.26	0.00	674.00
15-0511-5499	UNRESTRICTED CONTINGENCY	0.00	10,000.00	6,666.68	6,666.68	0.00	0.00	0.00	10,000.00
	SERVICES & CHARGES	65,260.00	75,260.00	58,163.01	58,163.01	57,947.36	77.00	2,606.86	17,312.64
FACILITY CHARGES									
15-0511-5528	ALLOCTD INSUR COST-FACILITY	31,650.00	31,650.00	21,100.00	21,100.00	21,100.00	66.67	2,637.50	10,550.00
15-0511-5551	WATER	1,602.00	1,602.00	1,068.00	1,068.00	1,142.08	71.29	0.00	459.92
15-0511-5552	ELECTRICITY	81,000.00	81,000.00	47,490.67	47,490.67	39,062.95	48.23	8,088.68	41,937.05
15-0511-5553	SEWER	416.00	416.00	277.32	277.32	296.37	71.24	0.00	119.63
15-0511-5554	NATURAL GAS	27,040.00	27,040.00	16,209.34	16,209.34	12,180.59	45.05	1,223.76	14,859.41
15-0511-5556	JANITORIAL SUPPLIES	6,000.00	6,000.00	4,000.00	4,000.00	3,026.05	50.43	472.05	2,973.95
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000.00	10,000.00	7,769.16	7,769.16	6,712.64	67.13	5,479.31	3,287.36
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200.00	1,200.00	800.00	800.00	651.99	54.33	79.11	548.01
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500.00	18,500.00	12,333.32	12,333.32	12,730.34	68.81	380.47	5,769.66
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	85,680.00	85,680.00	57,120.00	57,120.00	57,120.00	66.67	7,140.00	28,560.00
	FACILITY CHARGES	252,088.00	263,088.00	168,167.81	168,167.81	154,023.01	58.54	25,500.88	109,064.99
CAPITAL OUTLAY									
15-0511-5812	FURNITURE/FIXTURES	0.00	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	55,453.88	55,453.88	55,160.83	64.68	8,238.54	30,121.17
15-0511-5822	BUILDING IMPROVEMENTS	0.00	4,000.00	2,666.68	2,666.68	0.00	0.00	0.00	4,000.00
15-0511-5841	COMPUTER EQUIPMENT	7,500.00	7,500.00	3,987.15	3,987.15	12,283.51	163.78	0.00	(4,783.51)
	CAPITAL OUTLAY	92,782.00	96,782.00	62,107.71	62,107.71	68,438.55	70.71	8,238.54	28,343.45
Total Dept 0511 - LIBRARY									
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	917,378.85	917,378.85	923,936.30	65.45	144,602.31	487,763.70
Fund 15 - LIBRARY FUND:									
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,333,640.23	1,333,640.23	1,313,741.00	94.74	2,460.00	72,959.00
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	917,378.85	917,378.85	923,936.30	65.45	144,602.31	487,763.70
	NET OF REVENUES & EXPENDITURES	0.00	(25,000.00)	416,261.38	416,261.38	389,804.70	1,559.22	(142,142.31)	(414,804.70)
	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	866,561.81	866,561.81	840,105.13			

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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	31.64	43.97	73.28	5.62	16.03
16-0000-4719.4005	MISC INTEREST-Checking Acct	40.00	40.00	22.60	26.23	65.58	3.68	13.77
INVESTMENT EARNINGS		100.00	100.00	54.24	70.20	70.20	9.30	29.80
CHARGES FOR SERVICES								
16-0000-4419.4005								
CHARGES FOR SERVICES	TAXABLE SALES-copy.fax.coffee.rummage	9,400.00	9,400.00	4,978.62	8,364.54	88.98	1,359.95	1,035.46
CHARGES FOR SERVICES		9,400.00	9,400.00	4,978.62	8,364.54	88.98	1,359.95	1,035.46
MISCELLANEOUS REVENUE								
16-0000-4748.4002								
16-0000-4748.4005	DONATIONS - LIBRARY-Donation MMKT acct	1,000.00	1,000.00	666.68	385.00	38.50	0.00	615.00
16-0000-4764.4005	DONATIONS - LIBRARY-Checking Acct	6,000.00	6,000.00	4,630.55	6,047.93	100.80	15.55	(47.93)
16-0000-4765.4005	LIBRARY SALES-Books-nontaxable	12,000.00	12,000.00	8,000.00	11,032.98	91.94	4,186.20	967.02
16-0000-4766.4005	LIBRARY FINES	0.00	0.00	0.00	21,131.64	100.00	1,788.35	(21,131.64)
16-0000-4799.4005	LIBRARY MEETING ROOM RENTAL	0.00	0.00	0.00	3,715.00	100.00	680.00	(3,715.00)
MISCELLANEOUS REVENUE	MISC REVENUE-Lost Items & Fee Cards	40,000.00	40,000.00	20,770.42	2,704.80	6.76	705.50	37,295.20
MISCELLANEOUS REVENUE		59,000.00	59,000.00	34,067.65	45,017.35	76.30	7,375.60	13,982.65
Total Dept 0000 - GENERAL								
TOTAL REVENUES		68,500.00	68,500.00	39,100.51	53,452.09	78.03	8,744.85	15,047.91
TOTAL REVENUES		68,500.00	68,500.00	39,100.51	53,452.09	78.03	8,744.85	15,047.91
Expenditures								
Dept 0511 - LIBRARY								
CONTRACTUAL SERVICES								
16-0511-5242.4005	EQUIPMENT MAINTENANCE	900.00	900.00	466.52	361.22	40.14	48.15	538.78
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	4,524.12	5,318.04	75.97	700.00	1,681.96
CONTRACTUAL SERVICES		9,650.00	9,650.00	6,671.47	6,764.26	70.10	748.15	2,885.74
SUPPLIES								
16-0511-5311.4005	POSTAGE	400.00	400.00	279.69	171.20	42.80	56.03	228.80
16-0511-5312.4005	OFFICE SUPPLIES	6,000.00	6,000.00	2,551.59	7,353.02	122.55	601.04	(1,353.02)
16-0511-5313.4005	PRINTING	500.00	500.00	333.32	373.18	74.64	0.00	126.82
16-0511-5329.4005	OPERATING SUPPLIES	5,330.00	5,330.00	2,909.69	2,543.43	47.72	178.14	2,786.57
16-0511-5393.4005	E-BOOKS	12,000.00	12,000.00	8,000.00	4,332.17	36.10	218.99	7,667.83
SUPPLIES		24,230.00	24,230.00	14,074.29	14,773.00	60.97	1,054.20	9,457.00
SERVICES & CHARGES								
16-0511-5422.4005	SUBSCRIPTIONS	1,980.00	1,980.00	1,613.03	525.00	26.52	75.00	1,455.00
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	2,355.43	3,691.01	60.31	623.69	2,428.99
SERVICES & CHARGES		10,220.00	10,220.00	5,101.55	4,531.01	44.33	698.69	5,688.99
FACILITY CHARGES								

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRANKLIN
 PERIOD ENDING 08/31/2018
 % Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 08/31/18	YTD BALANCE 08/31/2018	% BDGT USED	ACTIVITY FOR MONTH 08/31/18	AVAILABLE BALANCE
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES								
Expenditures								
16-0511-5556.4005	JANITORIAL SUPPLIES	500.00	500.00	333.32	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	333.32	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	0.00	4,232.48
16-0511-5816.4005	LIBRARY MATERIALS	10,000.00	10,000.00	5,366.54	188.70	1.89	0.00	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	0.00	21,244.78
CLAIMS, CONTRIB. AND AWARDS								
16-0511-5734.4005	VOLUNTEER RECOGNITION	1,000.00	1,000.00	666.68	100.44	10.04	0.00	899.56
	CLAIMS, CONTRIB. AND AWARDS	1,000.00	1,000.00	666.68	100.44	10.04	0.00	899.56
Total Dept 0511 - LIBRARY								
		68,500.00	68,500.00	38,018.70	27,504.07	40.15	2,501.04	40,995.93
TOTAL EXPENDITURES								
		68,500.00	68,500.00	38,018.70	27,504.07	40.15	2,501.04	40,995.93
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES:								
TOTAL REVENUES								
		68,500.00	68,500.00	39,100.51	53,452.09	78.03	8,744.85	15,047.91
TOTAL EXPENDITURES								
		68,500.00	68,500.00	38,018.70	27,504.07	40.15	2,501.04	40,995.93
NET OF REVENUES & EXPENDITURES								
		0.00	0.00	1,081.81	25,948.02	100.00	6,243.81	(25,948.02)
BEG. FUND BALANCE								
		130,780.30	130,780.30	130,780.30	130,780.30			
END FUND BALANCE								
		130,780.30	130,780.30	131,862.11	156,728.32			
TOTAL REVENUES - ALL FUNDS								
		1,455,200.00	1,455,200.00	1,372,740.74	1,367,193.09	93.95	11,204.85	88,006.91
TOTAL EXPENDITURES - ALL FUNDS								
		1,455,200.00	1,480,200.00	955,397.55	951,440.37	64.28	147,103.35	528,759.63
NET OF REVENUES & EXPENDITURES								
		0.00	(25,000.00)	417,343.19	415,752.72	1,663.01	(135,898.50)	(440,752.72)
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	998,423.92	996,833.45			

FUND 16 / GL#16.0511.	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 Printer/Copier/Fax	\$ 2,000.00	239.50	272.41	232.55	202.30	279.82	140.85	100.90	156.93					\$ 1,625.26		
4419 Public Printer (Register)	\$ 6,500.00	632.90	621.00	559.49	536.25	571.65	526.73	454.15	264.15					\$ 4,166.32		
4419 Coffee/Rummage (Register)	\$ 900.00				542.75	846.84	377.34	98.50	82.35					\$ 1,947.78		
4419 Coffee ACH Deposit	\$ -						92.18							\$ 92.18		
4419 Tote Bag Sales								92.00	198.00					\$ 290.00		
4419 Bake Sales								739.20	739.20					\$ 739.20		
4764 Book Sales (Register)	\$ 12,000.00	1,178.86	1,071.60	950.01	841.45	629.16	1,218.90	956.70	1,003.35					\$ 7,850.03	\$ 8,364.54	
4764 Annual Book Sale									3,182.85					\$ 3,182.85	\$ 11,032.98	
4765 MCFIS Ecommerce Fines	\$ 12,000.00	2,477.17			3,142.60				3,126.68					\$ 8,746.45		
4765 Fines (Register)	\$ 20,000.00	1,431.57	1,274.59	1,615.08	1,431.57	1,227.87	1,904.49	1,645.70	1,788.35					\$ 12,385.19	\$ 21,131.64	
4766 Meeting Rooms (Register)	\$ 4,000.00	680.00	290.00	705.00	320.00	480.00	360.00	200.00	680.00					\$ 3,715.00	\$ 3,715.00	
4799 Lost/Damaged Items (Register)	\$ 3,000.00	117.00	152.00	181.00	222.00	136.40	214.00	152.00	405.50					\$ 1,579.90		
4799 Fee Cards (Register)	\$ 1,000.00	225.00	300.00	300.00		75.00	225.00		300.00					\$ 1,125.00	\$ 2,704.80	
	\$ 61,400.00	7,047.97	3,981.60	4,243.13	7,238.92	4,246.74	5,059.49	6,826.63	8,800.68					\$ 47,445.16	\$ 46,948.96	
INTEREST																
4719 Interest	\$ 100.00	8.55	7.84	8.71	8.60	9.13	8.88	9.19	9.30					\$ 70.20	\$ 70.20	
DONATIONS																
4748 Foundation (from)	\$ 6,000.00	499.00				2,181.62								\$ 2,680.62		
4748 Miscellaneous (Register)	\$ 1,000.00	82.95	205.10	28.60	3,031.00	164.20	36.30	188.61	15.55					\$ 3,752.31	\$ 6,432.93	
	\$ 7,000.00	\$ 581.95	\$ 205.10	\$ 28.60	\$ 3,031.00	\$ 2,345.82	\$ 36.30	\$ 188.61	\$ 15.55	\$ -	\$ -	\$ -	\$ -	\$ 6,432.93	\$ 6,432.93	
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	\$ -	\$ -	\$ -	\$ -	\$ 53,948.29	\$ 53,452.09	\$ (496.20)
EQUIPMENT MAINTENANCE																
5242 Equipment Maint.	\$ 900.00		101.99	43.86	85.60	27.66	53.96		48.15					\$ 361.22	\$ 361.22	
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	1,800.00	1,425.00	700.00					\$ 5,590.04	\$ 5,318.04	
5311 Postage	\$ 400.00	44.77	3.50	4.19		14.71	21.86	26.14	56.03					\$ 171.20	\$ 171.20	
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					\$ 7,353.02	\$ 7,353.02	
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	834.40	178.14						\$ 2,468.43	\$ 2,543.43	
5393 Ebooks	\$ 12,000.00		1,997.47			1,035.89	485.89	218.99						\$ 4,848.21	\$ 4,332.17	
5422 Subscriptions	\$ 1,980.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00					\$ 600.00	\$ 525.00	
5424 Memberships	\$ 400.00			15.00		200.00								\$ 215.00	\$ 215.00	
5425 Conferences & Schools	\$ 1,500.00					145.00								\$ 145.00	\$ 100.00	
5432 Mileage & Parking	\$ 220.00													\$ -	\$ -	
5433 Equipment Rental	\$ 6,120.00		623.69	113.97	911.47	512.72	509.72	395.75	623.69					\$ 3,691.01	\$ 3,691.01	
5556 Janitorial Supplies	\$ 500.00													\$ -	\$ -	
5559 Building Maint-Other	\$ 500.00		15.00			11.34	153.80							\$ 180.14	\$ 180.14	
5734 Volunteer Recognition	\$ 1,000.00				100.44									\$ 100.44	\$ 100.44	
5812 Furniture/Fixtures	\$ 5,000.00					431.52	336.00							\$ 767.52	\$ 767.52	
5816 Library Materials	\$ 10,000.00				18.00	170.70								\$ 188.70	\$ 188.70	
5841 Computer Equipment	\$ 5,000.00													\$ -	\$ -	
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	\$ -	\$ -	\$ -	\$ -	\$ 27,687.11	\$ 27,504.07	\$ 183.04
NET OF REV/EXPENDITURES	\$ -	\$ 6,310.89	\$ 158.36	\$ 2,521.03	\$ 8,069.52	\$ 746.95	\$ (712.45)	\$ 2,842.39	\$ 6,324.49	\$ -	\$ -	\$ -	\$ -	\$ 26,261.18	\$ 25,948.02	\$ 313.16

Fines & Fees Account

8/31/2018

Beginning Balance			\$ 86,122.42
Revenues			
Register	July	\$ 2,131.46	
Register	August	\$ 2,274.10	
Copy		\$ 80.40	
Copy		\$ 62.00	
Fax		\$ 14.53	
Book Sale		\$ 3,182.85	
Bake Sale		\$ 739.20	
Interest			\$ 3.68
Total Revenue		\$ 8,488.22	
Sub-Total			\$ 94,610.64
Expenditures			
EFT* (July)	BMO Harris Credit Card	\$ 1,401.60	
2577	Abby Martin	\$ 100.00	
2579	Abby Martin	\$ 200.00	
2580	Abby Martin	\$ 100.00	
2581	City of Franklin	\$ 60.00	
2582	Abby Martin	\$ 200.00	
2583	Rebecca Hall	\$ 500.00	
2584	Gordon Flesch Co.	\$ 24.78	
2585	GFC Leasing	\$ 395.75	
2586	Bibliotheca LLC	\$ 218.99	
2587	Sprint	\$ 113.97	
2589	Gordon Flesch Co.	\$ 23.37	
2590	Sprint	\$ 113.97	
Total Expenditures		\$ 3,452.43	
Ending Balance			\$ 91,158.21

7/20/18 SRP program
 7/24/2018 Teen SRP program
 7/28/2018 Sat Crafternoon
 Gurda fundraiser liquor license
 8/2/2018 SRP program
 8/15/18 Hungrytown concert
 Copier/printer overages (July)
 Public copier/printer lease
 Ebook licenses
 Mobile Hotspots (July)
 Copier/printer overages (August)
 Mobile Hotspots (August)

Donations Account

8/31/2018

Beginning Balance			\$ 66,208.56
Revenues			
Donations			
Interest			\$ 5.62
Total Revenue			
Sub-Total		\$ 5.62	
Expenditures			
Total Expenditures		\$ -	
Ending Balance			\$ 66,214.18

BMO Harris Credit Card August 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					171.20
5312	Program Supplies	1,107.81	376.99	379.27	592.90	1,364.68	1,256.73	603.86	601.04					6,283.28
5313	Printing					190.55	182.63							373.18
5329	Operating Supplies			13.98	14.71	76.12	99.95	696.60	118.14					1,019.50
5393	eBooks													
5422	Subscriptions	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00					600.00
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													
5812	Furniture /Fixtures				100.44									
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	850.21	-	-	-	-	9,229.74

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

- Meeting with Natasha Moser (KEI), 9/5
- MCFLS LDAC meeting, 9/6
- Meeting with Pyramax Bank, 9/14
- Meeting with Eagle Scout Candidate, 9/14
- Book Sale Wrap-Up meeting, 9/18
- Common Council meeting, 9/18
- WPLC Steering Committee meeting, 9/20
- John Gurda Meet-and-Greet fundraiser, 9/20
- Bruce Smith WiLS Strategic Planning meeting, 9/21
- Meeting with AARP (re: FPL hosting free tax prep. sessions in 2019), 9/21

GOALS:

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

After I received the go-ahead from Brian Sajdak, I signed the WiLS/FPL MOU. Due to the delay, we won't be able to start the process until November. Right now we are looking at a timeline of November to possibly May at the latest. I will provide an update on my Friday (Sept. 22) meeting with Bruce Smith at the meeting on Monday.

Increase outreach services to the Franklin community...

Our very first *Playground Tales* took place on September 6. Briony had 30 participants with a lot of inquiries about our programs here at the library. The next *Playground Tales* will be October 4 at the Franklin Woods Pavilion. We are excited about continuing this in 2019 in other parks.

FPL will be hosting a trunk at the Trunk-or-Treat event sponsored by the Academy of Performing Arts in Franklin on October 21 from 12:30-2:00pm. Our trunk will be literature themed and we will be passing out bookmarks, pens, library flyers, and—yes--candy.

OPERATIONS:

Meeting Rooms: We've only sold 2 meeting room tables so far. City Hall is not interested in them although they will take some of the computer tables off our hands for the staff lunchroom if they don't sell. We've advertised online in Facebook Marketplace, in the library, and I've sent emails to MCFLS library directors. Next step will be Craigslist and the government auction site. Eventually they will go. It's just been a little slower than anticipated. The new tables are beyond wonderful. Staff is very happy with them.

All 175 meeting room chairs, 35 computer chairs and the tree in the Children's Area have been steam-cleaned. Next I'll be moving on to the windows and ceiling above the library's entrance.

Holiday décor: I met with Natasha Moser of KEI regarding our holiday tree and wreaths that they store and install every year. We're working on some changes to bring our costs down. We will cut back to one tree to be located next to the fireplace and a wreath over the fireplace. In addition, we will continue hanging the two 60" wreaths on the exterior, but instead of paying extra for the LED lights, we are considering just having them lit from the spotlights below.

Electrical: The exterior of the building is now almost exclusively LED with the exception of the back patio lights. DPW will have to come with the bucket truck once the ground has hardened. With the help of an

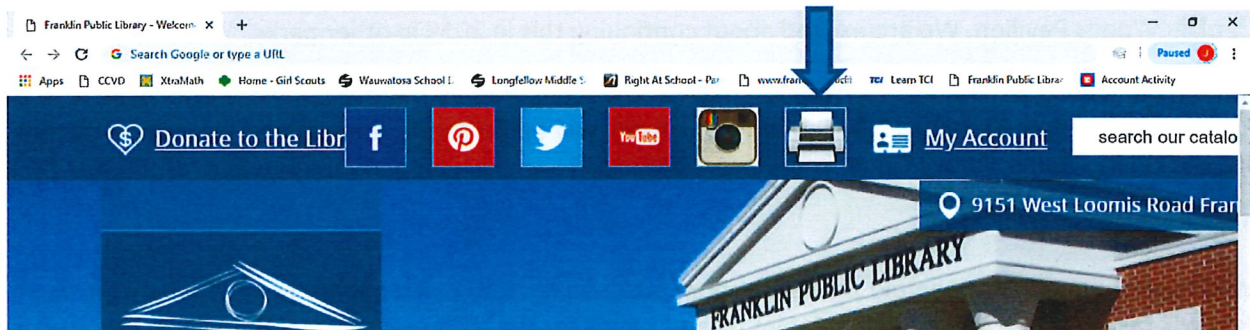
electrician, the problem with the exterior circuits has been solved. The underground wires were found to be fried, either by lightning or by rain, rain and more rain.

HVAC: We had another leak in the server room A/C refrigerant line. Brad and Chris from Integrity Mechanical are both convinced that the compressor is starting to go, with the increased vibration causing the pipe to wear down and leak. They have fixed it for now with braising and a shim under the compressor to soften the vibration. When we do need to eventually replace the compressor (if we go that route), it would be \$2,750 parts and labor. They believe it will give us another 10 years since the Liebert system is the “Cadillac” of A/C units, designed to last 25-30 years (and it’s in great shape). Otherwise, we can replace it with a ductless split system for \$5,500 if we want to be proactive. I usually like to be on the proactive side of things, but I think we should wait at this point. Winter will be here and neither Bob Tesch nor I are worried about the server room in winter. Next spring, if we have trouble, we can review these options again.

I asked Bob about how many screws hold in the fan and he said “Two bolts holding the fan blade. Fan running at high speed for long hours, bolts break.” As I said at the last meeting, Bob and I are going to work to get preventative maintenance done on both boilers and A/C units once a year.

Public computers: MyPC/Papercut is going well with a few glitches the company has worked out very quickly. We are impressed with how speedy their tech support has been. It’s a welcome change from the last few years. We can now take credit card payments and apple pay. In fact, in less than two weeks, 43 patrons have used credit cards for over \$90 in printing.

Another great change—we now offer remote printing for anyone who wants to print from a device in the library or from home. For printing at home, the printer icon at the top of our homepage now directs patrons to the mobile printing website of FPL (see illus. below). FYI-the donate button is going to be moved over. The “PrinterOn” app can be downloaded for free from the app stores for printing from smart phones or tablets.



UPDATES:

Virtual Reality Center: Librarians will be trained on the Oculus Rift by our Eagle Scout Candidate, Justin P. on Thursday, September 27. We are planning a VR Center kick-off celebration to happen in October, dependent on Justin’s schedule.

CreateSpace: We have moved out the old computer tables and are now using 10 of our old meeting room tables. This gives us a lot of flexibility as we can move and position tables as needed for our many programs and activities in there. Keri has used money from the Foundation (raised by the Star Wars trivia fundraiser) to purchase new storage units from IKEA on wheels and organizing containers. She also has purchased some new tools for coding and robotics programming.

Lighting: As I mentioned earlier, the exterior is almost 100% LED. The interior LED project will resume whenever DPW finishes outside jobs. Bob Tesch is looking into the possibility of motion control sensors in the back areas of the library. The sensors would have to be very sensitive due to having a lot of people sitting and studying along the side and back (north) walls.

Trees: Tom Riha, City Arborist, will be pruning our trees this fall into winter. In addition, he and I will tour the library grounds and discuss the plantings in front of the library. The city has difficulty mowing under some of our evergreens. As long as the Library Board has no problem with it, he would like to prune them higher so a mower or string-trimmer can get in underneath.

Printing: I contacted Print Graphix regarding printer costs. They would charge .08/page for b&w, .22/page for color. In comparison, we pay .01 for b&w and .06 for color to do the copies ourselves. HOC printing facility has not responded to my phone calls as of this writing.

Miscellaneous: I am attaching to this report a couple of communications from DPI regarding inclusive services and community engagement. Just food for thought and future conversations as we move forward in the strategic planning process.

BUDGET:

I asked Paul about the negative number under investment gains/losses. These are longer held Treasury bonds and with rising interest rates, we will see losses. The investment interest that we see on the spreadsheet is our Fund Balance interest and since interest rates are higher, it's making up for the Treasury bond losses.

2019 budget timeline remaining:

September 18: Mayor's Recommended Budget was presented at the Common Council meeting

October 1: Committee of the Whole review of the prepared budget

November 13: Common Council meeting/public hearing and vote on the Proposed 2019 Budget

With making the suggested changes from last month's meeting and the city making some health care changes, the \$35,000 deficit has changed to a \$7,000 surplus at this time--though the budget is still a fluid document. I cut the weekend maintenance position by \$8,500. Dana Zahn and Bob Tesch are very skeptical we would be able to fill a position for Sundays only. If our weekend maintenance employee decides to resign rather than take the cut in hours, we might be in a bind. I am still thinking. One suggestion was to make it a seasonal position. When I ran that by Dana, she said if we make it a seasonal position, we would have to pay unemployment unless we only hired college kids. Another consideration would be to eliminate the position and have three Library Assistants on Sundays, with one of them being responsible for cleaning the public areas before we open (bathrooms and garbage only). We would need to increase LA hours by 4 hrs/week if we want to go that route. That would be approximately \$3,350 year extra, but we would be saving \$8,500 in weekend maintenance salary for a net savings of \$5,150.

UPCOMING EVENTS:

See our October newsletter for our great programs

What Does It Mean to Be Inclusive?
A Statement from the Division of Libraries and Technology
March 21, 2018

Wisconsin public libraries are places where everyone should be safe, welcomed, and respected in experiences such as (but not limited to):

- Arrival at the building (transportation, physical accessibility, signage, hours of service, greetings by library staff)
- Intersections with library policies (getting a library card, using a computer, paying a fine)
- Perusal, use, and request of library materials (navigating the aisles, accessing Wi-Fi, individual privacy, diversity of collection)
- Participation in library-sponsored or library-located events (marketing of events, time and location, transportation, registration, room set-up, novice-friendly vs. designed for frequent users)
- Interactions with library staff (body language, tone, diversity of library staff, proactive/reactive engagement)
- Passive and virtual interactions through library signage, webpages, displays, and marketing (readability, tone, diversity, accommodations).

The Division of Libraries and Technology interprets Statute 43.24(2)(k) "*Promotion and facilitation of library service to users with special needs*" to encompass **inclusive services**. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community. Diverse communities are strengthened by libraries that intentionally develop and deliver services to individuals or groups for whom accessing and using the library is difficult, limited, or minimized.

The library director and board of trustees should provide awareness and leadership concerning the concept and implementation of inclusive services to library staff and stakeholders. Regional library systems should both support member libraries in matters of compliance, and communicate such efforts through annual system plans and reports. The state library agency will provide consulting and collaborate with libraries and systems regarding inclusive services. Wisconsin public libraries serve everyone, and it is the duty of everyone in the service of Wisconsin public libraries to foster inclusivity.

The practice of providing inclusive services requires continuous reflection and ongoing dialog with and between library administration, staff, and members of the community, with particular emphasis on including the voices of those who are underserved, underrepresented, and underrecognized within the community. Efforts should respond to the assets and needs of non-library users and users alike. Attention to actual, versus perceived, assets and needs is paramount; i.e., a barrier perceived by library staff may or may not be an actual barrier experienced by the user.

On a concrete level, inclusive services should be visibly incorporated into all library services. The concept that libraries are for everyone should be evident through every point of access or interaction with the library. A person's race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, gender identity, sexuality, style of dress, familiarity with public libraries - or any other dimension of identity - should neither negatively influence nor interfere with access to library services.

When libraries honor the full diversity of their communities, communities thrive. First and foremost, inclusive library services should be developed locally with and for all community members. Wisconsin public library system and state library staff should facilitate coordinated regional and statewide inclusive services training and consulting. Our common goal is to improve life and learning opportunities for all Wisconsin residents.

Community Engagement

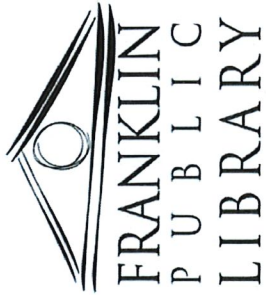
Community engagement for public libraries has arisen in recent years as a way to ensure that libraries are able to understand the broader needs of the communities they serve, actively contribute to meaningful dialogue with the community about these needs and define an appropriate role for the library based upon these community needs. The desired outcome from community engagement is a library that continues to fulfill an essential role in the vitality of its community.

There isn't just one way for a library to actively engage with the community. As a result, community engagement can take many forms. Here are just a few examples of what community engagement might look like for a library:

- Director and library staff represent the library (on library time/paid) on a variety of community boards and organizations with the primary role of "listening" to stakeholders needs (versus attending in order to offer library services/support).
- Committing to long-term partnerships with one or more community partners for a community need (not a library project). An example would be partnering with a school district to serve as a site for the Summer Food Service Program to feed children and families during non-school months.
- Serve as a facilitator for community discussions or projects that might not immediately or directly benefit the library. For example, host open forums for a downtown revitalization project or host a race relations movie and discussion series in connection with community organizations.

For more information about community engagement and public libraries, check out:

- The Aspen Institute Dialog on Public Libraries: Three Steps to Transforming Your Library and Community <http://www.libraryvision.org/>
- Harwood: The Institute for Public Innovation <https://theharwoodinstitute.org/libraries/>



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				Adults
Jan.	30	17431	972	32505	(2096)	3112	545	2006	1815	101	4865	27	19	679	6150	78	
Feb.	28	16374	(512)	29416	(3430)	2606	299	1699	1537	111	4188	27	19	1285	4280	69	
March	31	18535	(328)	34945	(2761)	3076	422	2087	1933	93	4745	23	20	1062	5777	72	
April	29	17195	(398)	32695	(1710)	2933	407	1886	1673	96	4577	27	22	1163	4803	98	
May	30	15866	0	30341	(3320)	2840	411	1759	1721	83	4152	2	21	421	5392	78	
June	26	22197	782	39059	(269)	2747	225	1931	1842	202	4318	34	19	2384	6923	121	
July	25	19783	(990)	37497	(856)	3074	352	1813	1907	123	4264	37	20	4906	5324	99	
Aug.	27	19190	422	34607	(1093)	3333	615	1763	1763	92	4418	4	21	356	5946	104	
Sept.							0										
Oct.							0										
Nov.							0										
Dec.							0										
Totals	226	146571	(52)	271065	(15535)	23721	3276	14944	14191	901	35527	181	161	12256	296	44595	719



September 19, 2018

Notice is thereby given to members of the City of Franklin Public Library Board of Trustees, pursuant to Article X Section 1 of the Bylaws of the Franklin Public Library Board of Trustees, that at the Board's meeting on September 24, 2018, the following amendments to the Bylaws will be discussed and may be acted upon:

Article III Section I shall read "The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the trustees within 60 days of July 1 of each year. An officer may succeed him/herself no more than twice. An officer may be re-elected to the same position after a lapse of one year."