



9151 West Loomis Road
Franklin, Wisconsin 53132
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www.FranklinPublicLibrary.org

Franklin Public Library Board of Trustees Meeting
6:00 p.m., Monday, October 22, 2018
Sievert Conference Room
Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

AGENDA

- I. Call to Order and Roll Call – J. Williams-Killackey
- II. Public Comment (no action may be taken on issues raised unless otherwise on the agenda)
- III. Approval of the Minutes
 - a. Board of Trustees Meeting, September 24, 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. Approval of Virtual Reality Center Policy & Waiver/Release Form (Attachment F)
 - b. Discussion on Reciprocal Borrowing Payment for 2020, Trends, and Effects on 2019 Budget (Attachment G)
 - c. Approval of Mayor’s Recommended Budget (Attachment H)
 - d. Discussion and Approval of Mobile Hotspot Policy (Attachment I)
 - e. Discussion and Approval of 2018 Library Director Evaluation Process and Goals (Attachment J)
- XII. Future Meeting Date(s) and Agenda Item(s)
 - a. Next Regular Trustees Meeting: Monday, November 26, 2018, 6:00 p.m.
- XIII. Adjourn

Agenda dated October 16, 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.



Name	Attended	Name	Attended	Name	Attended
Judi Williams-Killacky (JW) President	X	Karen Wesener (KW) Vice- President	X	Terry Berres (TB) Treasurer	X
Madelyn Kempen (MaK) Secretary	X	Maria Imp (MI)	X	Mike Karolewicz (MK)	X
Judy Mueller (JM)	X	Annemarie Vitas-Oklobdzija (AV)	X	Kristen Wilhelm (KrW)	X

ALSO ATTENDED: Jennifer Loeffel (JL), Library Director

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

Public Comment/Visitors: None.

Correspondence: None.

Approval of minutes from regular meeting of August 27, 2018: Motion to approve minutes made by KW, second by TB. Motion passed.

COMMITTEE REPORTS:

Finance—Approval of vouchers and invoices: Motion by TB, second by MI. to approve expenses of \$13,231.07. Motion passed.

City Matters—KrW reported the Mayor has presented his budget and received favorable comments from the City Council.

President— None.

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

Foundation— A meeting is coming up. The new tables for the meeting room have arrived. The John Gurda program was successful.

Buildings and Grounds— The committee will be looking at trees that need to be trimmed.

Personnel— The personnel committee will be meeting before the next Trustees meeting.

BUSINESS:

Discussion on Officer Positions and Nominations: MI nominated JW as president. JW accepted. All voted in favor.

Discussion and Possible Action on the Bylaws of the Franklin Public Library Board of Trustees: Motion by JW that Article III be amended as stated in the notice provided on September 19th: "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 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." KW seconded. Motion passed.

Presentation and Discussion on Safety, Security and Surveillance in the Library: The Trustees discussed contacting the police department for active shooter training, to have staff CPR trained and to remove the fake cameras.

Start of Director Evaluation Process: The personnel committee will meet.

Next regular meeting will be Monday, October 22, 2018 at 6:00pm in the Sievert Conference Room.

Motion by AV, second by JM to adjourn the meeting. Motion passed. Adjourned at 7:51pm.

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRANKLIN
 PERIOD ENDING 09/30/2018
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 09/30/18	YTD BALANCE 09/30/2018	% BDGT USED	ACTIVITY FOR MONTH 09/30/18	AVAILABLE BALANCE
Fund 15 - LIBRARY FUND								
Revenues								
Dept 0000 - GENERAL								
REAL ESTATE TAXES								
15-0000-4011	GENERAL PROPERTY TAX	1,303,200.00	1,303,200.00	1,303,200.00	1,303,200.00	100.00	0.00	0.00
REAL ESTATE TAXES		1,303,200.00	1,303,200.00	1,303,200.00	1,303,200.00	100.00	0.00	0.00
INTERGOVERNMENTAL								
15-0000-4458	LIBRARY RECIPROCAL BORROWING	75,000.00	75,000.00	24,773.55	68,526.00	91.37	68,068.00	6,474.00
INTERGOVERNMENTAL		75,000.00	75,000.00	24,773.55	68,526.00	91.37	68,068.00	6,474.00
INVESTMENT EARNINGS								
15-0000-4711	INTEREST ON INVESTMENTS	8,500.00	8,500.00	6,375.01	13,988.00	164.56	1,280.00	(5,488.00)
15-0000-4713	INVESTMENT GAINS/LOSSES	0.00	0.00	0.00	(3,346.00)	100.00	(721.00)	3,346.00
INVESTMENT EARNINGS		8,500.00	8,500.00	6,375.01	10,642.00	125.20	559.00	(2,142.00)
Total Dept 0000 - GENERAL								
		1,386,700.00	1,386,700.00	1,334,348.56	1,382,368.00	99.69	68,627.00	4,332.00
TOTAL REVENUES								
		1,386,700.00	1,386,700.00	1,334,348.56	1,382,368.00	99.69	68,627.00	4,332.00
Expenditures								
Dept 0511 - LIBRARY								
PERSONAL SERVICES								
15-0511-5111	SALARIES-FT	372,354.00	372,354.00	268,094.88	289,703.86	77.80	28,684.32	82,650.14
15-0511-5113	SALARIES-PT	304,865.00	304,865.00	219,502.80	226,732.84	74.37	21,695.72	78,132.16
15-0511-5115	SALARIES-TEMP	0.00	0.00	0.00	4,306.68	100.00	1,024.00	(4,306.68)
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	882.00	851.25	69.49	95.00	373.75
15-0511-5134	HOLIDAY PAY	36,148.00	36,148.00	26,026.56	24,827.95	68.68	3,596.37	11,320.05
15-0511-5135	VACATION PAY	43,806.00	43,806.00	31,540.32	25,579.09	58.39	4,432.16	18,226.91
PERSONAL SERVICES		758,398.00	758,398.00	546,046.56	572,136.95	75.44	59,527.57	186,261.05
EMPLOYEE BENEFITS								
15-0511-5151	FICA	58,017.00	58,017.00	41,772.24	42,410.30	73.10	4,381.60	15,606.70
15-0511-5152	RETIREMENT	26,082.00	26,082.00	18,779.04	19,522.19	74.85	2,123.85	6,559.81
15-0511-5153	RETIREE GROUP HEALTH	2,129.00	2,129.00	1,532.88	1,593.00	74.82	177.00	536.00
15-0511-5154	GROUP HEALTH & DENTAL	84,682.00	84,682.00	60,971.04	43,077.80	50.87	5,996.88	41,604.20
15-0511-5155	LIFE INSURANCE	2,622.00	2,622.00	1,966.50	1,593.03	60.76	174.98	1,028.97
15-0511-5156	WORKERS COMPENSATION INS	1,365.00	1,365.00	982.80	1,029.00	75.38	107.00	336.00
EMPLOYEE BENEFITS		174,897.00	174,897.00	126,004.50	109,225.32	62.45	12,961.31	65,671.68
CONTRACTUAL SERVICES								
15-0511-5242	EQUIPMENT MAINTENANCE	13,000.00	13,000.00	11,893.04	9,955.98	76.58	0.00	3,044.02
15-0511-5257	SOFTWARE MAINTENANCE	500.00	500.00	374.99	0.00	0.00	0.00	500.00
15-0511-5299	SUNDRY CONTRACTORS	2,000.00	2,000.00	1,807.87	1,415.00	70.75	0.00	585.00
CONTRACTUAL SERVICES		15,500.00	15,500.00	14,075.90	11,370.98	73.36	0.00	4,129.02
SUPPLIES								
15-0511-5311	POSTAGE	750.00	750.00	477.06	547.39	72.99	38.07	202.61
15-0511-5312	OFFICE SUPPLIES	4,500.00	4,500.00	3,375.00	2,203.22	48.96	18.77	2,296.78

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	BUDGET YEAR-TO-DATE THRU 09/30/18	YTD BALANCE 09/30/2018	% BDGT USED	ACTIVITY FOR MONTH 09/30/18	AVAILABLE BALANCE
Fund 15 - LIBRARY FUND								
Expenditures								
15-0511-5329	OPERATING SUPPLIES	14,000.00	14,000.00	9,253.59	12,629.54	90.21	562.30	1,370.46
15-0511-5393	E-BOOKS	8,525.00	8,525.00	6,393.74	8,522.00	99.96	0.00	3.00
	SUPPLIES	27,775.00	27,775.00	19,499.39	23,902.15	86.06	619.14	3,872.85
SERVICES & CHARGES								
15-0511-5422	SUBSCRIPTIONS	21,110.00	21,110.00	11,264.62	16,918.85	80.15	530.05	4,191.15
15-0511-5424	MEMBERSHIPS/DUES	1,800.00	1,800.00	1,350.00	1,353.00	75.17	0.00	447.00
15-0511-5425	CONFERENCES & SCHOOLS	1,000.00	1,000.00	750.01	0.00	0.00	0.00	1,000.00
15-0511-5432	MILEAGE	800.00	800.00	599.99	591.15	73.89	347.93	208.85
15-0511-5433	EQUIPMENT RENTAL	1,800.00	1,800.00	1,350.00	2,078.20	115.46	191.86	(278.20)
15-0511-5451	MCFLS COMPUTER	38,750.00	38,750.00	37,537.03	38,076.00	98.26	0.00	674.00
	SERVICES & CHARGES	65,260.00	65,260.00	52,851.65	59,017.20	90.43	1,069.84	6,242.80
CONTINGENCY								
15-0511-5499	UNRESTRICTED CONTINGENCY	0.00	10,000.00	7,500.01	2,000.00	20.00	2,000.00	8,000.00
	CONTINGENCY	0.00	10,000.00	7,500.01	2,000.00	20.00	2,000.00	8,000.00
FACILITY CHARGES								
15-0511-5528	ALLOCTD INSUR COST-FACILITY	31,650.00	31,650.00	23,737.50	23,737.50	75.00	2,637.50	7,912.50
15-0511-5551	WATER	1,602.00	1,602.00	1,201.50	1,142.08	71.29	0.00	459.92
15-0511-5552	ELECTRICITY	81,000.00	81,000.00	56,557.44	39,062.95	48.23	0.00	41,937.05
15-0511-5553	SEWER	416.00	416.00	311.99	296.37	71.24	0.00	119.63
15-0511-5554	NATURAL GAS	27,040.00	27,040.00	17,647.87	12,180.59	45.05	0.00	14,859.41
15-0511-5556	JANITORIAL SUPPLIES	6,000.00	6,000.00	4,500.00	3,055.90	50.93	29.85	2,944.10
15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000.00	10,000.00	8,005.83	7,993.64	79.94	1,281.00	2,006.36
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200.00	1,200.00	900.00	733.10	61.09	81.11	466.90
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500.00	18,500.00	13,874.99	15,061.88	81.42	2,331.54	3,438.12
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	85,680.00	85,680.00	64,260.00	64,260.00	75.00	7,140.00	21,420.00
	FACILITY CHARGES	252,088.00	263,088.00	190,997.12	167,524.01	63.68	13,501.00	95,563.99
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	61,976.38	61,017.49	71.55	5,856.66	24,264.51
15-0511-5822	BUILDING IMPROVEMENTS	0.00	4,000.00	3,000.01	0.00	0.00	0.00	4,000.00
15-0511-5841	COMPUTER EQUIPMENT	7,500.00	7,500.00	6,272.41	12,283.51	163.78	0.00	(4,783.51)
	CAPITAL OUTLAY	92,782.00	96,782.00	71,248.80	74,295.21	76.77	5,856.66	22,486.79
Total Dept 0511 - LIBRARY								
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	1,028,223.93	1,019,471.82	72.22	95,535.52	392,228.18
TOTAL EXPENDITURES								
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	1,028,223.93	1,019,471.82	72.22	95,535.52	392,228.18
Fund 15 - LIBRARY FUND:								
	TOTAL REVENUES	1,386,700.00	1,386,700.00	1,334,348.56	1,382,368.00	99.69	68,627.00	4,332.00
	TOTAL EXPENDITURES	1,386,700.00	1,411,700.00	1,028,223.93	1,019,471.82	72.22	95,535.52	392,228.18
	NET OF REVENUES & EXPENDITURES	0.00	(25,000.00)	306,124.63	362,896.18	1,451.58	(26,908.52)	(387,896.18)
	BEG. FUND BALANCE	450,300.43	450,300.43	450,300.43	450,300.43			
	END FUND BALANCE	450,300.43	425,300.43	756,425.06	813,196.61			

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Fund 16 - LIBRARY-RESTRICTED-FINES & FEES								
Revenues								
Dept 0000 - GENERAL								
INVESTMENT EARNINGS								
16-0000-4719.4002	MISC INTEREST-Donation MIMKT Acct	60.00	60.00	38.80	49.41	82.35	5.44	10.59
16-0000-4719.4005	MISC INTEREST-Checking Acct	40.00	40.00	27.51	30.05	75.13	3.82	9.95
INVESTMENT EARNINGS		100.00	100.00	66.31	79.46	79.46	9.26	20.54
CHARGES FOR SERVICES								
16-0000-4419.4005 TAXABLE SALES-copy fax,coffee,rummage								
CHARGES FOR SERVICES		9,400.00	9,400.00	6,331.73	9,200.20	97.87	835.66	199.80
		9,400.00	9,400.00	6,331.73	9,200.20	97.87	835.66	199.80
MISCELLANEOUS REVENUE								
DONATIONS - LIBRARY-Donation MIMKT acct								
16-0000-4748.4002	DONATIONS - LIBRARY-Checking Acct	1,000.00	1,000.00	750.01	385.00	38.50	0.00	615.00
16-0000-4748.4005	LIBRARY SALES-Books-nontaxable	6,000.00	6,000.00	4,678.37	6,770.10	112.84	722.17	(770.10)
16-0000-4764.4005	LIBRARY FINES	12,000.00	12,000.00	9,000.00	11,598.03	96.65	565.05	401.97
16-0000-4765.4005	LIBRARY MEETING ROOM RENTAL	0.00	0.00	0.00	22,456.80	100.00	1,325.16	(22,456.80)
16-0000-4766.4005	MISC REVENUE-Lost Items & Fee Cards	0.00	0.00	0.00	4,075.00	100.00	360.00	(4,075.00)
16-0000-4799.4005		40,000.00	40,000.00	28,048.56	2,995.25	7.49	290.45	37,004.75
MISCELLANEOUS REVENUE		59,000.00	59,000.00	42,476.94	48,280.18	81.83	3,262.83	10,7719.82
Total Dept 0000 - GENERAL								
TOTAL REVENUES		68,500.00	68,500.00	48,874.98	57,559.84	84.03	4,107.75	10,940.16
Expenditures								
Dept 0511 - LIBRARY								
CONTRACTUAL SERVICES								
16-0511-5242.4005	EQUIPMENT MAINTENANCE	900.00	900.00	549.75	408.83	45.43	47.61	491.17
16-0511-5257.4005	SOFTWARE MAINTENANCE	1,750.00	1,750.00	1,680.83	1,085.00	62.00	0.00	665.00
16-0511-5299.4005	SUNDRY CONTRACTORS	7,000.00	7,000.00	5,032.95	6,118.04	87.40	800.00	881.96
CONTRACTUAL SERVICES		9,650.00	9,650.00	7,263.53	7,611.87	78.88	847.61	2,038.13
SUPPLIES								
16-0511-5311.4005	POSTAGE	400.00	400.00	295.33	174.37	43.59	3.17	225.63
16-0511-5312.4005	OFFICE SUPPLIES	6,000.00	6,000.00	3,172.74	8,340.31	139.01	987.29	(2,340.31)
16-0511-5313.4005	PRINTING	500.00	500.00	374.99	373.18	74.64	0.00	126.82
16-0511-5329.4005	OPERATING SUPPLIES	5,330.00	5,330.00	3,334.31	2,555.43	47.94	12.00	2,774.57
16-0511-5393.4005	E-BOOKS	12,000.00	12,000.00	9,000.00	5,058.11	42.15	725.94	6,941.89
SUPPLIES		24,230.00	24,230.00	16,177.37	16,501.40	68.10	1,728.40	7,728.60
SERVICES & CHARGES								
16-0511-5422.4005	SUBSCRIPTIONS	1,980.00	1,980.00	1,766.44	700.67	35.39	175.67	1,279.33
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	903.89	100.00	6.67	0.00	1,400.00
16-0511-5432.4005	MILEAGE	220.00	220.00	102.34	0.00	0.00	0.00	220.00
16-0511-5433.4005	EQUIPMENT RENTAL	6,120.00	6,120.00	3,545.29	4,200.73	68.64	509.72	1,919.27
SERVICES & CHARGES		10,220.00	10,220.00	6,486.76	5,216.40	51.04	685.39	5,003.60
FACILITY CHARGES								

PERIOD ENDING 09/30/2018
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	YEAR-TO-DATE THRU 09/30/18	BUDGET	YTD BALANCE 09/30/2018	% BDOT USED	ACTIVITY FOR MONTH 09/30/18	AVAILABLE BALANCE
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES									
Expenditures									
16-0511-5556.4005	JANITORIAL SUPPLIES	500.00	500.00	374.99	374.99	0.00	0.00	0.00	500.00
16-0511-5559.4005	BUILDING MAINTENANCE-OTHER	500.00	500.00	0.00	0.00	180.14	36.03	0.00	319.86
	FACILITY CHARGES	1,000.00	1,000.00	374.99	374.99	180.14	18.01	0.00	819.86
CAPITAL OUTLAY									
16-0511-5812.4005	FURNITURE/FIXTURES	5,000.00	5,000.00	4,829.85	4,829.85	767.52	15.35	0.00	4,232.48
16-0511-5816.4005	LIBRARY MATERIALS	10,000.00	10,000.00	5,917.54	5,917.54	213.70	2.14	25.00	9,786.30
16-0511-5841.4005	COMPUTER EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
16-0511-5843.4005	SOFTWARE	2,400.00	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	13,147.39	13,147.39	1,180.22	5.27	25.00	21,219.78
CLAIMS, CONTRIB. AND AWARDS									
16-0511-5734.4005	VOLUNTEER RECOGNITION	1,000.00	1,000.00	750.01	750.01	100.44	10.04	0.00	899.56
	CLAIMS, CONTRIB. AND AWARDS	1,000.00	1,000.00	750.01	750.01	100.44	10.04	0.00	899.56
	Total Dept 0511 - LIBRARY	68,500.00	68,500.00	44,200.05	44,200.05	30,790.47	44.95	3,286.40	37,709.53
	TOTAL EXPENDITURES	68,500.00	68,500.00	44,200.05	44,200.05	30,790.47	44.95	3,286.40	37,709.53
Fund 16 - LIBRARY-RESTRICTED-FINES & FEES:									
	TOTAL REVENUES	68,500.00	68,500.00	48,874.98	48,874.98	57,559.84	84.03	4,107.75	10,940.16
	TOTAL EXPENDITURES	68,500.00	68,500.00	44,200.05	44,200.05	30,790.47	44.95	3,286.40	37,709.53
	NET OF REVENUES & EXPENDITURES	0.00	0.00	4,674.93	4,674.93	26,769.37	100.00	821.35	(26,769.37)
	BEG. FUND BALANCE	130,780.30	130,780.30	130,780.30	130,780.30	130,780.30			
	END FUND BALANCE	130,780.30	130,780.30	135,455.23	135,455.23	157,549.67			
TOTAL REVENUES - ALL FUNDS									
	TOTAL EXPENDITURES - ALL FUNDS	1,455,200.00	1,455,200.00	1,383,223.54	1,383,223.54	1,439,927.84	98.95	72,734.75	15,272.16
	NET OF REVENUES & EXPENDITURES	0.00	(25,000.00)	1,072,423.98	1,072,423.98	1,050,262.29	70.95	98,821.92	429,937.71
	BEG. FUND BALANCE - ALL FUNDS	581,080.73	581,080.73	581,080.73	581,080.73	581,080.73			
	END FUND BALANCE - ALL FUNDS	581,080.73	556,080.73	891,880.29	891,880.29	970,746.28	1,558.66	(26,087.17)	(414,665.55)

	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	\$ 1,000.00									\$ 482.18				\$ 482.18		
4419 Public Copier	\$ 1,000.00	239.50	272.41	232.55	202.30	279.82	140.85	100.90	156.93	130.40				\$ 1,755.66		
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				\$ 4,243.07		
4419 Coffee/Rummage (Register)	\$ 900.00				542.75	846.84	377.34	98.50	82.35	107.90				\$ 2,055.68		
4419 Coffee ACH Deposit	\$ -						92.18							\$ 92.18		
4419 Tote Bag Sales							92.00		799.20					\$ 799.20		
4419 Bake Sales									1,003.35	565.05				\$ 8,415.08		
4764 Book Sales (Register)	\$ 12,000.00	1,178.86	1,071.60	950.01	841.45	629.16	1,218.90	956.70	3,182.85					\$ 11,598.03		
4764 Annual Book Sale														\$ 8,746.45		
4765 MCFLS Ecommerce Fines	\$ 12,000.00	2,477.17			3,142.60			3,126.68						\$ 13,710.35		
4765 Fines (Register)	\$ 20,000.00	1,497.54	1,274.59	1,615.08	1,431.57	1,227.87	1,904.49	1,788.35	1,325.16					\$ 22,456.80		
4766 Meeting Rooms (Register)	\$ 4,000.00	680.00	520.00	705.00	320.00	480.00	360.00	200.00	680.00	360.00				\$ 4,075.00		
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				\$ 1,870.35		
4799 Fee Cards (Register)	\$ 1,000.00	225.00	300.00			75.00	225.00		300.00					\$ 1,125.00		
	\$ 61,400.00	7,047.97	3,981.60	4,243.13	7,238.92	4,246.74	5,059.49	6,826.63	8,800.68	3,425.89				\$ 50,871.05		\$ 50,325.28
INTEREST																
4719 Interest	\$ 100.00	8.55	7.84	8.71	8.60	9.13	8.88	9.19	9.30	9.26				\$ 79.46		\$ 79.46
DONATIONS																
4748 Foundation (from)	\$ 6,000.00	499.00				2,181.62				641.67				\$ 3,322.29		
4748 Miscellaneous (Register)	\$ 1,000.00	82.95	205.10	28.60	3,031.00	164.20	36.30	188.61	15.55	80.50				\$ 3,832.81		\$ 7,155.10
	\$ 7,000.00	\$ 581.95	\$ 205.10	\$ 28.60	\$ 3,031.00	\$ 2,345.82	\$ 36.30	\$ 188.61	\$ 15.55	\$ 722.17	\$ -	\$ -	\$ -	\$ 7,155.10		\$ 7,155.10
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	\$ -	\$ -	\$ -	\$ 58,105.61		\$ 57,559.84
5242 Equipment Maint.	\$ 900.00		101.99	43.86	85.60	27.66	53.96		48.15	47.61				\$ 408.83		\$ 408.83
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				\$ 6,390.04		\$ 6,118.04
5311 Postage	\$ 400.00	44.77	3.50	4.19		14.71	21.86	26.14	56.03	3.17				\$ 174.37		\$ 174.37
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				\$ 8,340.31		\$ 8,340.31
5313 Printing	\$ 500.00					190.55	182.63							\$ 373.18		\$ 373.18
5329 Operating Supplies	\$ 5,330.00		124.60	13.98	208.24	984.12	124.95	834.40	178.14	12.00				\$ 2,480.43		\$ 2,555.43
5393 Ebooks	\$ 12,000.00		1,997.47			1,035.89	1,109.97	485.89	218.99	725.94				\$ 5,574.15		\$ 5,058.11
5422 Subscriptions	\$ 1,980.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	175.67				\$ 700.67		\$ 700.67
5424 Memberships	\$ 400.00			15.00		200.00								\$ 215.00		\$ 215.00
5425 Conferences & Schools	\$ 1,500.00					145.00								\$ 145.00		\$ 145.00
5432 Mileage & Parking	\$ 220.00													\$ -		\$ -
5433 Equipment Rental	\$ 6,120.00		623.69	113.97	911.47	512.72	509.72	395.75	623.69	509.72				\$ 4,200.73		\$ 4,200.73
5556 Janitorial Supplies	\$ 500.00													\$ -		\$ -
5559 Building Maint-Other	\$ 500.00		15.00		100.44	11.94	153.80							\$ 180.14		\$ 180.14
5734 Volunteer Recognition	\$ 1,000.00													\$ 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				25.00				\$ 213.70		\$ 213.70
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	\$ 3,286.40	\$ -	\$ -	\$ -	\$ 30,973.51		\$ (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	\$ 870.92	\$ -	\$ -	\$ -	\$ 27,132.10		\$ 362.73

Fines & Fees Account

9/30/2018

Beginning Balance			\$ 91,158.21
Revenues			
Register	August	\$ 2,463.15	
Register	September	\$ 1,372.56	
Copier/FAX		\$ 61.00	
Copier/FAX		\$ 69.40	
Printer		\$ 69.00	
Printer		\$ 321.00	
Printer	ACH deposit	\$ 25.50	
Printer	ACH deposit	\$ 66.68	
MCFLS			
Found.	2018 Q2 reimbursement	\$ 641.67	
Interest		\$ 3.82	
	Total Revenue	\$ 5,093.78	
	Sub-Total		\$ 96,251.99
Expenditures			
EFT* (Aug)	BMO Harris Credit Card	\$ 850.21	
2591	Bibliotheca	\$ 725.94	
2592	GFC Leasing	\$ 395.75	
2594	Pabst Mansion	\$ 50.00	
2595	Sprint	\$ 113.97	
2596	Gordon Flesch Co., Inc.	\$ 47.61	
2597	John Gurda	\$ 750.00	
	Total Expenditures	\$ 2,933.48	
Ending Balance			
			\$ 93,318.51

Ebooks
 Printer/copier lease
 9/10/18 program
 Mobile hotspots
 Print/copy overage
 9/20/18 program

Donations Account

9/30/2018

Beginning Balance			\$ 66,214.18
Revenues			
Donations			
Interest			
		\$ 5.44	
	Total Revenue	\$ 5.44	
	Sub-Total		\$ 66,219.62
Expenditures			
Total Expenditures			
		\$ -	
Ending Balance			
			\$ 66,219.62

BMO Harris Credit Card September 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	Sundry Contractors													-
5299	Postage	44.77	3.50	4.19		14.71	21.86	26.14	56.03	3.17				174.37
5311	Program Supplies	1,107.81	376.99	379.27	592.90	1,364.68	1,256.73	603.86	601.04	978.13				7,261.41
5312	Printing					190.55	182.63							373.18
5329	Operating Supplies			13.98	14.71	76.12	99.95	696.60	118.14	12.00				1,031.50
5393	eBooks													
5422	Subscriptions	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	175.67				775.67
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					25.00				43.00
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	1,193.97	-	-	-	10,423.71

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

- Meeting with Nick Pal from James Imaging, 10/1
- Committee of the Whole budget meeting, 10/1
- Meeting with Mary Hansen, FPS Special Education Program, 10/3
- MCFLS LDAC meeting, 10/4
- Volunteer Breakfast, 10/6
- Meeting with Chief Oliva, 10/11
- FPL Foundation meeting, 10/15
- FPL Librarians Meeting, 10/17
- Meeting with Techteriors re: AV system in Fadrow, 10/18

GOALS:

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

The planning committee has been formed. Mike Karolewicz and Maria Imp are representing the Library Board. Staff reps are Keri Whitmore and Sarah Bublitz. The school rep will be Jill Polglaze. Other members are Sue McKnight, Jeffrey Leggett, and Anvitha Sriram. The kick-off meeting is November 13 from 5:30-8:30pm.

The staff SWOT members have been chosen and they are: Maureen Walton (Circulation Department), Briony Beckstrom (Children's Services), Andy Scott (Adult Services), Laura Gravander (Teen Services) and Caitlin Sprague (Outreach). They will be meeting on November 6 from 1-4pm with Bruce Smith.

Increase outreach services to the Franklin community...

Maureen and I are hosting a trunk at the Academy of Performing Arts Trunk-or-Treat here in Franklin on Sunday, October 21.

OPERATIONS:

Personnel: We have a full-time librarian out on medical leave for at least two weeks. A Library Assistant will be also be taking medical leave starting late October for 3-6 weeks. Vacations had already been approved so there may be times when we are stretched thin, but staff has been willing to pick up evenings and weekends so we will continue to adequate coverage.

Keri Whitmore and I will be at Wisconsin Library Association's Annual Conference in La Crosse on Wednesday and Thursday. Hopefully, we will come back with lots of inspiration and new ideas. It is also a great opportunity to network with fellow librarians.

Meeting Rooms: We have four meeting room tables left to sell along with all the computer tables that were in the CreateSpace. If we aren't able to sell or give them away, Bob Tesch will take them to City Hall to use in the staff lunchroom and get them out of our back hallway.

I met with a salesman from Techteriors on Thursday, October 18. We've been having some issues with the display from the projector. It started a couple of years ago when we noticed the color red wasn't showing up in powerpoint presentations. Now we're starting to see it during movies as well (which is a totally different setup). The audio units are starting to wear. We suspect the projector is starting to fail (it is a residential, not a commercial-grade projector). Seeing that it is over 5 years old and gets a lot of use, it's not a surprise.

HVAC: Nothing went wrong this month! Our boiler passed the state safety inspection. Bob Tesch will be scheduling fall maintenance on the furnace soon.

Public computers: We have received many positive comments from people who are happy we now accept credit cards for printing. We've also had people using the remote printing option and printing from home. People have gotten more comfortable using the new PC management system.

UPDATES:

Safety: I am in the process of scheduling staff Active Shooter training with the Franklin Police Department. That will take between 2-3 hours. In addition, the Fire Department will coordinate with us to have a CPR and AED training session the same day. We are still looking for a day that will work for all parties, most likely in late January or early February. I will have that confirmed by the next Library Board meeting.

Virtual Reality Center: The Virtual Reality Center Grand Opening is Saturday, November 3 from 1-4pm. Eagle Scout Candidate Justin will be there to demonstrate and train people on the Oculus Rift. We will have snacks and board games for everyone to play while waiting their turn. After the grand opening, the Virtual Reality Center will be open during normal CreateSpace hours.

Mural Project Update: I received an email from Jason Dropik, Head of the Indian Community School: "We decided to use the theme of Native Plants with 6th-grade classes. The 6th grade is currently working on a project to research and document plants that are native to the school grounds. Part of their research will involve finding the plants, photographing them and creating a powerpoint to share what they have learned about the plants and their traditional uses. We will use their photographs to guide images for block prints, the block prints will be used to create a mural with a mosaic effect. They will have an additional art class to work on this, the actual printing to be done in small groups. There will be a QR code for viewers to access student-led information regarding the plants."

I am anticipating that they will be ready to present their design concept to the Library Board for approval- possibly in December, but no later than January. After the Library Board approves it, they will have until May to finish up the project. It is anticipated we will finish up with a public reception in May, date/time TBD.

LED Lighting Project: Bob Tesch has been in contact with DPW to start work on the remaining interior lights to be converted. The 2x2 fixtures, interior can lighting, and almost all exterior lighting have been converted. They will start replacing the fluorescent tubes in the 2x4 fixtures.

Used Book Sale: The dates for the 2019 Used Book Sale have been selected. We will hold it from Wednesday, May 8-11. Jim Luckey will recruit volunteers from the Lions and Historical Society. Peggy Kukla will do the same from the Lioness Club. Terry Berres and Diane Oleson have also expressed willingness to help out again. Since we heard feedback about it not being as organized as in prior years, we are going to try to organize a little bit better next year. However, getting everything super-organized requires a tremendous number of volunteers and more days to set up (which then makes Fadow unavailable for groups needing meeting space), so I think we'll just work on getting it a little bit more organized.

BUDGET:

Some hard news: the 2017-18 reciprocal borrowing numbers were sent out last week. FPL will be receiving almost \$20,000 less than 2016-17. This is the amount that will be applied to the 2019 budget, even though payment won't be received until February 2020. This means we have almost \$20,000 less next year in the budget. I've provided more detailed information in Attachment G.

2019 budget timeline remaining:

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

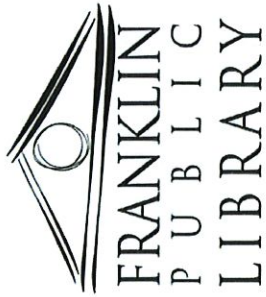
The public hearing on the budget just happens to be on the same night as the kick-off meeting for the Strategic Planning Committee. That was the only date that all committee members could make. I'll have to figure out a way to clone myself or leave the planning meeting for a while. I talked it over with Keri and she is comfortable taking my place for the time I need to be gone.

UPCOMING EVENTS:

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

VR Center Grand Opening, November 3, 1-4pm

An Evening with Santa, December 2, from 4-6pm (We need a Santa...hint, hint)



at a glance

2018 Month	Gates		Circulation			New Cards	Holds Filled	Library Programs			Website Visits	Bookable Meeting Rm Use						
	Days Open	Gate Count	Diff. from prior year	Physical Circ.	Diff. from prior year			eBooks Audio Mags Movies	Diff. from prior year	Total			Computer Sessions	Distinct WiFi Users	Kids & Teens	Adults	Guests	Create Space Visitors
Jan.	30	17431	972	32505	(2096)	3112	545	35617	2006	1815	101	4865	27	19	679	6150	78	
Feb.	28	16374	(512)	29416	(3430)	2606	299	32022	1699	1537	111	4188	27	19	1285	4280	69	
March	31	18535	(328)	34945	(2761)	3076	422	38021	2087	1933	93	4745	23	20	1062	5777	72	
April	29	17195	(398)	32695	(1710)	2933	407	35628	1886	1673	96	4577	27	22	1163	4803	98	
May	30	15866	0	30341	(3320)	2840	411	33181	1759	1721	83	4152	2	21	421	5392	78	
June	26	22197	782	39059	(269)	2747	225	41806	1931	1842	202	4318	34	19	2384	6923	121	
July	25	19783	(990)	37497	(856)	3074	352	40571	1813	1907	123	4264	37	20	4906	5324	99	
Aug.	27	19190	422	34607	(1093)	3333	615	37940	1763	1763	92	4418	4	21	356	5946	104	
Sept.	28	15557	(300)	29494	(994)	3065	394	32559	1645	1621	100	4050	31	19	1588	5304	79	
Oct.								0										
Nov.								0										
Dec.								0										
Totals	254	162128	(352)	300559	(16529)	26786	3670	327345	16589	15812	1001	39577	212	180	13844	315	49899	798



Name: Virtual Reality Center Policy

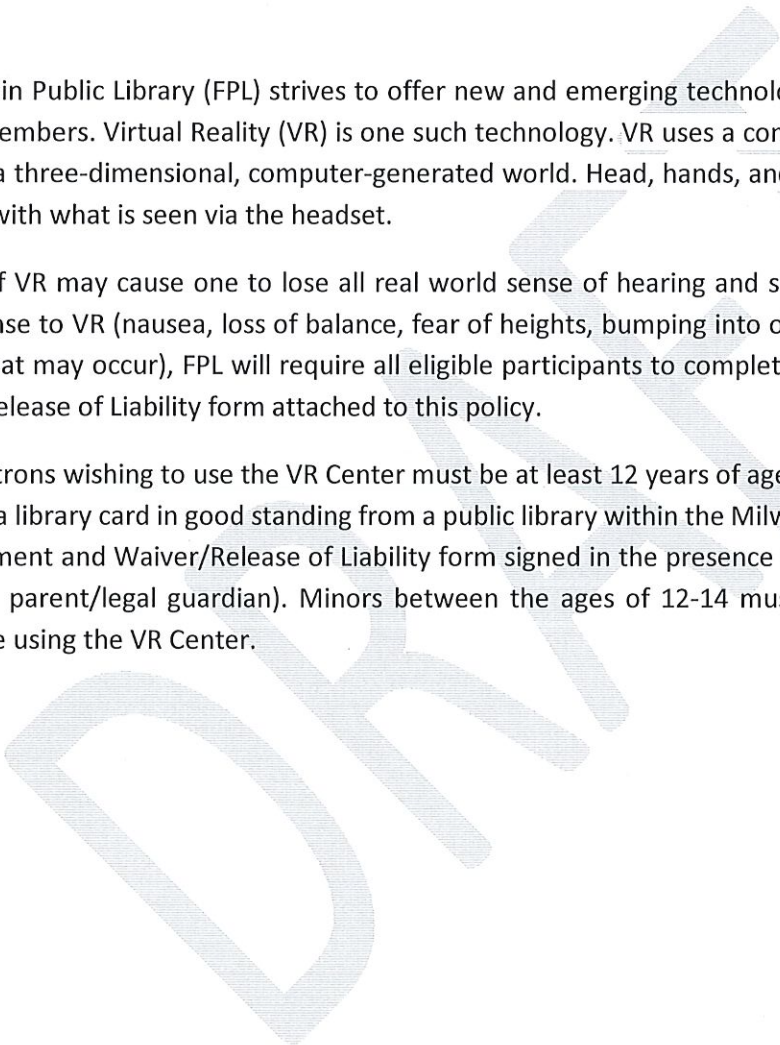
Approved: _____, 2018 by Franklin Public Library Board of Trustees

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 real world sense of hearing and sight. 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:

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 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:

z:\administration\director's office\policies\virtual reality center policy draft 3.docx

ATTACHMENT	<u>F</u>
PAGE	<u>2</u> OF <u>5</u>

- 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 the Director of Administration for the City of Franklin, at 414-858-1100 during normal business hours.

Participant Name (please print): _____

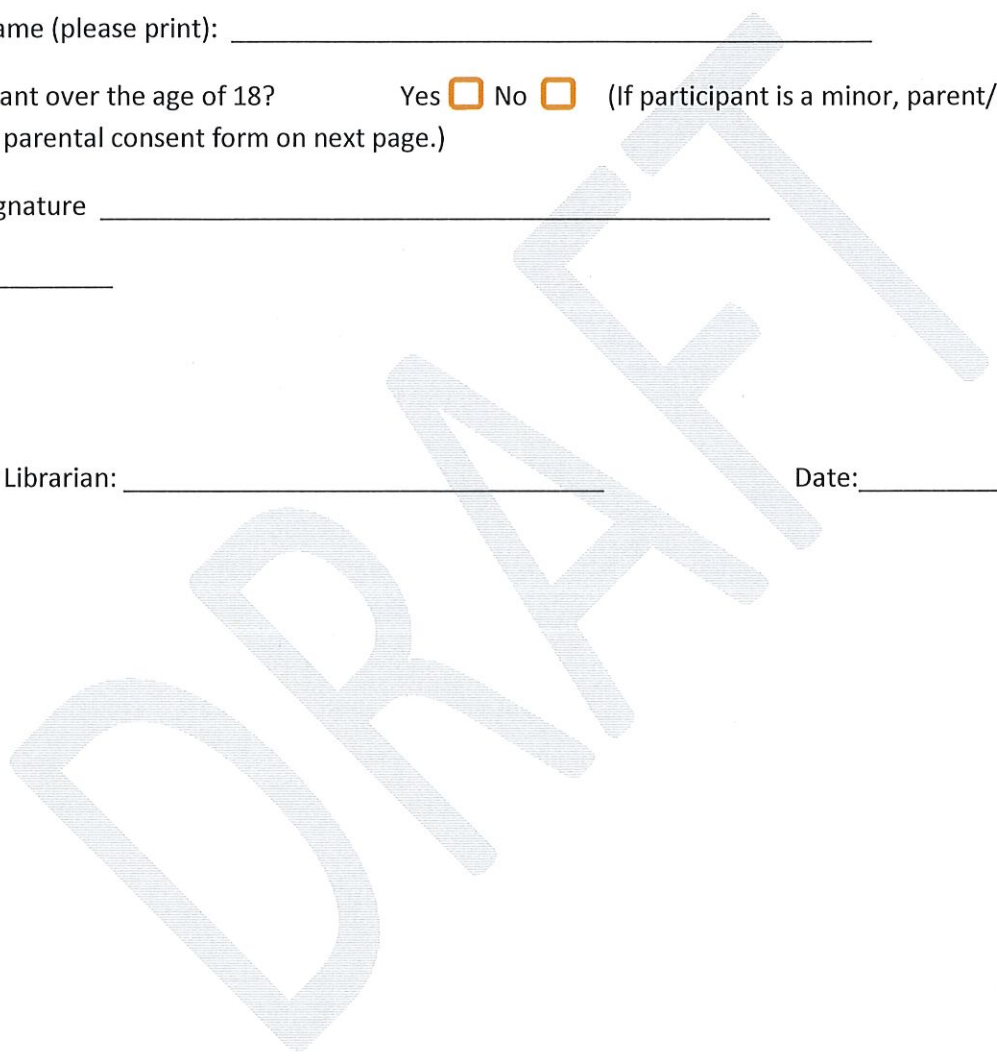
Is the participant over the age of 18? Yes No (If participant is a minor, parent/legal guardian must read and sign parental consent form on next page.)

Participant Signature _____

Date _____

Witnessed by Librarian: _____

Date: _____



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 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 the 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: _____

Witnessed by Librarian: _____

Date: _____



memo

To: Library Board

From: Jennifer Loeffel, Library Director

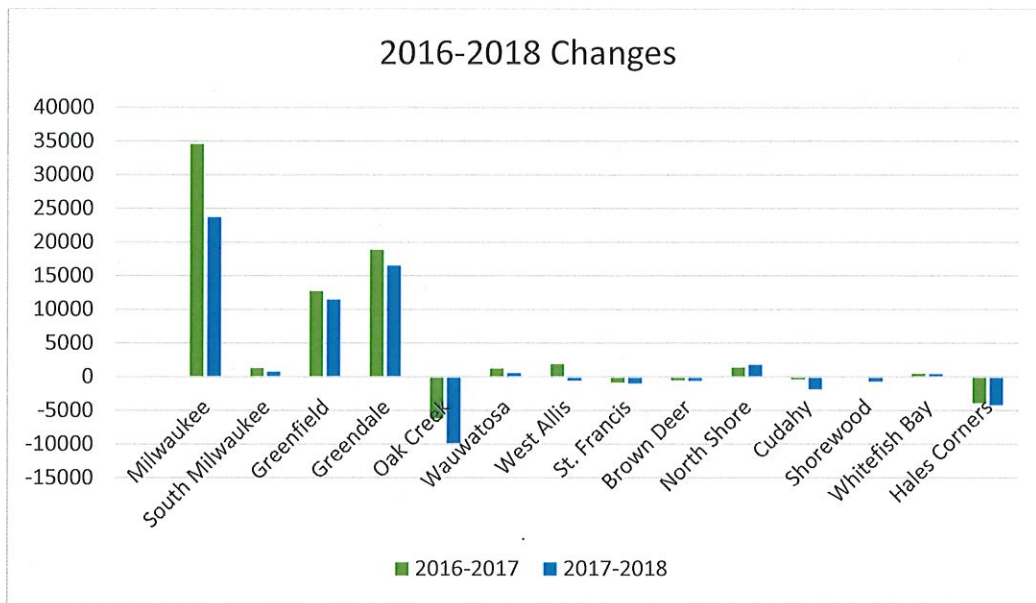
Date: October 16, 2018

Re: Reciprocal borrowing payment for 2020

I just received the reciprocal borrowing numbers for October 2017 - September 2018. Franklin Public Library will be receiving much less than in prior years—almost \$20,000 less than 2016-2017.

Looking to the chart below, there are two trends over the past couple of years I see happening that are primarily responsible:

- Oak Creek is seeing a larger increase in use by Franklin residents
- Franklin is seeing smaller increases in use by Milwaukee, Greenfield, and Greendale residents
- Franklin went from being a net lender to West Allis in 2016-17 to being a net borrower in 2017-18



The fact that Oak Creek Library is the “shiny new library” situated in a destination location with lots of shopping and restaurants will continue to be a challenge for FPL. (The City of Oak Creek actually has a Destination Marketing Specialist on staff.) West Allis Library has a very large collection budget and can buy many multiple copies of DVDs and popular titles, either flooding the system with extra copies for holds or having popular titles readily available for checkout.

In summary, moving forward FPL challenges will be keeping a library building that is well-maintained and clean, well-stocked with materials people want to check out, and well-staffed so we can continue to provide good service in a time when municipal funding is getting tighter and tighter.

10/19/2018 BUDGET REPORT FOR CITY OF FRANKLIN
Calculations as of 12/31/2018

GL NUMBER	DESCRIPTION	2019 BUDGET	2019 DEPT REQUEST BUDGET	2019 FORECAST BUDGET	2018 PROJECTED ACTIVITY	2018 AMENDED BUDGET	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2017 ACTIVITY
ESTIMATED REVENUES									
15-0000-4011	GENERAL PROPERTY TAX	1,312,700	1,309,700	1,309,700	1,303,200	1,303,200	1,303,200	1,303,200	1,296,600
15-0000-4458	LIBRARY RECIPROCAL BORROWING	68,000	68,000	75,000	75,000	75,000	75,000	68,526	88,601
15-0000-4711	INTEREST ON INVESTMENTS	8,500	8,500	8,500	12,000	8,500	8,500	13,988	8,280
15-0000-4713	INVESTMENT GAINS/LOSSES				(2,900)			(3,346)	(1,199)
15-0000-4781	REFUNDS/REIMBURSEMENTS								
15-0000-4799	MISCELLANEOUS REVENUE								
15-0000-4850	TRANSFERS FROM FUND BALANCE								
TOTAL ESTIMATED REVENUES		1,389,200	1,386,200	1,393,200	1,387,300	1,386,700	1,386,700	1,382,368	1,392,282
APPROPRIATIONS									
15-0511-5111	SALARIES-FT	388,144	388,143	379,801	372,000	372,354	372,354	289,704	321,676
15-0511-5113	SALARIES-PT	305,708	305,708	310,962	304,000	304,865	304,865	226,733	340,453
15-0511-5115	SALARIES-TEMP				2,000			4,307	12,906
15-0511-5117	SALARIES-OT								
15-0511-5118	COMPTIME TAKEN				250			135	386
15-0511-5133	LONGEVITY	1,225	1,225	1,225	1,200	1,225	1,225	851	1,095
15-0511-5134	HOLIDAY PAY	37,282	37,282	36,871	36,100	36,148	36,148	24,828	33,381
15-0511-5135	VACATION PAY	48,471	48,471	44,682	43,800	43,806	43,806	25,579	33,305
15-0511-5151	FICA	59,733	59,733	59,177	58,000	58,017	58,017	42,410	52,921
15-0511-5152	RETIREMENT	27,005	27,005	26,604	26,000	26,082	26,082	19,522	24,486
15-0511-5153	RETIREE GROUP HEALTH	2,225	2,225	2,129	2,100	2,129	2,129	1,593	1,679
15-0511-5154	GROUP HEALTH & DENTAL	81,329	85,413	97,384	64,000	84,682	84,682	43,078	67,349
15-0511-5155	LIFE INSURANCE	2,742	2,742	2,674	2,600	2,622	2,622	1,593	1,955
15-0511-5156	WORKERS COMPENSATION INS	1,405	1,405	1,406	1,300	1,365	1,365	1,029	1,849
15-0511-5162	EMPLOYER HSA CONTRIBUTION								
15-0511-5242	EQUIPMENT MAINTENANCE	9,000	9,000	13,390	13,000	13,000	13,000	9,956	13,103
15-0511-5247	DATA & TELEPHONE CABLING								
15-0511-5257	SOFTWARE MAINTENANCE	750	750	515		500	500		
15-0511-5299	SUNDRY CONTRACTORS	3,000	3,000	2,060	2,500	2,000	2,000	1,415	
15-0511-5311	POSTAGE	500	500	750	700	750	750	547	522
15-0511-5312	OFFICE SUPPLIES	4,000	4,000	4,500	5,500	4,500	4,500	2,203	3,077
15-0511-5313	PRINTING	4,000	4,000						
15-0511-5328	EDUCATION SUPPLIES								
15-0511-5329	OPERATING SUPPLIES	12,000	12,000	14,000	14,000	14,000	14,000	12,630	21,195
15-0511-5393	E-BOOKS	8,400	8,400	8,525	8,500	8,525	8,525	8,522	11,714
15-0511-5422	SUBSCRIPTIONS	20,000	20,000	21,110	20,500	21,110	21,110	16,919	20,777
15-0511-5424	MEMBERSHIPS/DUES	1,800	1,800	1,800	1,700	1,800	1,800	1,353	1,784
15-0511-5425	CONFERENCES & SCHOOLS			1,000	500	1,000	1,000		60
15-0511-5432	MILEAGE	800	800	800	500	800	800	591	814
15-0511-5433	EQUIPMENT RENTAL	2,300	2,300	1,800	1,800	1,800	1,800	2,078	3,763
15-0511-5451	MCFLS COMPUTER	38,428	38,428	38,750	36,000	38,750	38,750	38,076	36,525
15-0511-5499	UNRESTRICTED CONTINGENCY					10,000		2,000	
15-0511-5528	ALLOCTD INSUR COST-FACILITY	33,000	33,000	32,916	31,600	31,650	31,650	23,738	31,650
15-0511-5551	WATER	1,750	1,750	1,666	1,500	1,602	1,602	1,563	1,543
15-0511-5552	ELECTRICITY	67,300	67,300	84,240	76,000	81,000	81,000	47,373	72,035
15-0511-5553	SEWER	600	600	433	300	416	416	422	376
15-0511-5554	NATURAL GAS	25,000	25,000	28,122	23,000	27,040	27,040	13,502	19,436
15-0511-5556	JANITORIAL SUPPLIES	6,000	6,000	6,120	6,000	6,000	6,000	3,056	4,549

15-0511-5557	BUILDING MAINTENANCE-SYSTEMS	10,000	10,200	10,000	10,000	10,000	10,000	10,000	7,994	14,730
15-0511-5558	BLDG MAINTENANCE-FLOORING	1,200	1,224	1,200	1,200	1,200	1,200	1,200	733	1,029
15-0511-5559	BUILDING MAINTENANCE-OTHER	7,500	7,650	7,500	15,000	18,500	18,500	7,500	15,062	9,110
15-0511-5560	INTERDEPT CHG-ALLOC PAY COST	78,500	87,394	78,500	85,600	85,680	85,680	85,680	64,260	84,000
15-0511-5812	FURNITURE/FIXTURES			1,000	1,000				994	5,613
15-0511-5816	LIBRARY MATERIALS	82,000	85,282	82,000	85,000	85,282	85,282	85,282	61,017	85,456
15-0511-5822	BUILDING IMPROVEMENTS	9,020	7,500	9,020	4,000	4,000	4,000	7,500	12,284	5,639
15-0511-5841	COMPUTER EQUIPMENT				7,500	7,500	7,500			1,433
15-0511-5843	SOFTWARE				1,500					
15-0512-5822	BUILDING IMPROVEMENTS									
15-0512-5841	COMPUTER EQUIPMENT									
TOTAL APPROPRIATIONS		1,382,117	1,424,662	1,386,200	1,367,750	1,411,700	1,411,700	1,386,700	1,029,650	1,313,354

NET OF REVENUES/APPROPRIATIONS - FUND 15		7,083	(31,462)	19,550	352,718	78,928
BEGINNING FUND BALANCE		469,850	469,850	450,300	450,300	371,371
ENDING FUND BALANCE		476,933	438,388	469,850	803,018	450,299

Fund 16 - LIBRARY-RESTRICTED-FINES & FEES						
ESTIMATED REVENUES						
16-0000-4418-4005	LIB APM COMPUTER PRINT-TAXB-use 4419	9,400	9,400	4,000	9,400	8,906
16-0000-4419-4005	TAXABLE SALES-copy, fax, coffee, rummage	60	60	2,300	60	49
16-0000-4719-4005	MISC INTEREST-Donation MIMKT Acct	40	40		40	30
16-0000-4719-4005	MISC INTEREST-Checking Acct	500	1,000	1,500	1,000	385
16-0000-4748-4005	DONATIONS- LIBRARY-Donation MIMKT acct	5,000	6,000	6,000	6,000	6,770
16-0000-4748-4005	DONATIONS - LIBRARY-Checking Acct	13,000	12,000	5,000	12,000	11,598
16-0000-4764-4005	LIBRARY SALES-Books-nontaxable	35,000				22,457
16-0000-4765-4005	LIBRARY FINES	4,000				4,075
16-0000-4766-4005	LIBRARY MEETING ROOM RENTAL	3,000				2,995
16-0000-4799-4005	MISC REVENUE-Lost Items & Fee Cards	70,000	68,500	40,000	40,000	14,803
TOTAL ESTIMATED REVENUES		70,000	68,500	58,800	68,500	57,559

APPROPRIATIONS						
16-0511-5242-4005	EQUIPMENT MAINTENANCE	900	900	900	900	670
16-0511-5257-4005	SOFTWARE MAINTENANCE	1,750	1,750	1,750	1,750	1,739
16-0511-5299-4005	SUNDRY CONTRACTORS	7,000	7,000	7,000	7,000	7,763
16-0511-5311-4005	POSTAGE	300	400	300	400	1,342
16-0511-5312-4005	OFFICE SUPPLIES	8,000	6,000	5,500	6,000	9,038
16-0511-5313-4005	PRINTING	1,200	500	500	500	76
16-0511-5329-4005	OPERATING SUPPLIES	6,000	5,330	7,500	5,330	6,829
16-0511-5393-4005	E-BOOKS	8,500	12,000	10,000	12,000	8,985
16-0511-5422-4005	SUBSCRIPTIONS	1,500	1,980	1,950	1,980	1,653
16-0511-5424-4005	MEMBERSHIPS/DUES	900	400	450	400	44
16-0511-5425-4005	CONFERENCES & SCHOOLS	1,500	1,500	2,000	1,500	1,063
16-0511-5432-4005	MILEAGE	200	220	450	220	28
16-0511-5433-4005	EQUIPMENT RENTAL	5,620	6,120	5,620	6,120	6,053
16-0511-5451-4005	MCFLS COMPUTER			150		
16-0511-5499-4002	CONTINGENCY - UNRESTRICTED					
16-0511-5499-4005	CONTINGENCY - UNRESTRICTED					
16-0511-5556-4005	JANITORIAL SUPPLIES	300	500	300	500	180
16-0511-5559-4005	BUILDING MAINTENANCE-OTHER	2,000	500	2,000	500	100
16-0511-5734-4005	VOLUNTEER RECOGNITION	1,000	1,000	1,000	1,000	768
16-0511-5812-4005	FURNITURE/FIXTURES	5,000	5,000	15,000	5,000	214
16-0511-5816-4005	LIBRARY MATERIALS	10,000	10,000	10,000	10,000	10,232
16-0511-5819-4005	OTHER CAPITAL EQUIPMENT					
16-0511-5822-4005	BLDG CONSTRUCTION/IMPROVEMENTS	5,000	5,000	5,000	5,000	6,212
16-0511-5841-4005	COMPUTER EQUIPMENT					

16-0511-5843.4005 SOFTWARE	2,400	2,400	2,400	1,000	2,400	2,400	199
TOTAL APPROPRIATIONS	69,920	69,920	68,500	66,300	68,500	68,500	30,790
NET OF REVENUES/APPROPRIATIONS - FUND 16	80	80		(7,500)			26,769
BEGINNING FUND BALANCE	123,280	123,280	123,280	130,780	130,780	130,780	130,780
ENDING FUND BALANCE	123,360	123,360	123,280	123,280	130,780	130,780	157,549
ESTIMATED REVENUES - ALL FUNDS	1,459,200	1,456,200	1,461,700	1,446,100	1,455,200	1,455,200	1,439,927
APPROPRIATIONS - ALL FUNDS	1,452,037	1,456,120	1,493,162	1,434,050	1,480,200	1,455,200	1,060,440
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	7,163	80	(31,462)	12,050	(25,000)		379,487
BEGINNING FUND BALANCE - ALL FUNDS	593,131	593,131	593,131	581,081	581,081	581,081	581,081
ENDING FUND BALANCE - ALL FUNDS	600,294	593,211	561,669	593,131	556,081	581,081	960,568



memo

To: Franklin Public Library Board

From: Jennifer Loeffel, Library Director

Date: October 10, 2018

Re: Circulation of FPL Mobile Hotspots

In November 2015, Franklin Public Library acquired two mobile hotspots for lending to patrons. The purpose of the lending of mobile hotspots was to promote online access to FPL's online access to those who lack it at home. The hotspot program proved to be very popular. They were constantly checked out and patrons were complaining about long wait lists. In June 2016, FPL acquired a third hotspot to help satisfy those wait lists.

The total cost per month for our hotspot lending program was \$37.99 per hotspot per or \$113.97 total per month. Due to one hotspot being out of commission, we are currently paying \$75.98/month.

The hotspots continue to be checked out constantly. The circulation statistics for the units are as follows:

Hotspot #1: 98 checkouts (in use since 11/2015)
Hotspot #2: 69 checkouts (in use since 11/2015)
Hotspot #3: 66 checkouts (in use since 6/2016)

We have had no hotspot lending issues until May of this year when a patron kept one hotspot for 50 days past the due date and another patron kept a hotspot 75 days overdue before returning it. These patrons were assessed a \$50 and \$75 dollar fine, respectively. In addition, hotspot #2 is now out of commission, leaving us with two hotspots.

Recently, at the September LDAC meeting, Milwaukee Public Library (MPL) reported on a hotspot program provided by T-Mobile that was less expensive (than Sprint's program) and offered some attractive options such as easy wifi cancellation, free hotspot equipment (we currently have to pay if we need a new unit), and is truly unlimited with no throttling. MPL is in the process of starting up their own hotspot lending program. The T-Mobile program would cost \$29.75/month per hotspot or \$59.50 total per month (not including surcharges) if we only have two hotspots which in my opinion time is all we would need at this time. Additional units could be added at any time.

The Library Board could make some changes to the Mobile Hotspot Policy and User Agreement that might discourage patrons from keeping the hotspots so long overdue. Also, with T-Mobile's easier system for turning off/on wifi, we could more easily control that particular aspect which would also be a deterrent for keeping them overdue.

At this time, I have attached the Mobile Hotspot Policy and User Agreement along with some proposed changes for your review.

ATTACHMENT	<u> I </u>
PAGE	<u> 1 </u> OF <u> 2 </u>



policy

Name: Mobile Hotspot Policy & User Agreement

Approved: _____ by Franklin Public Library Board of Trustees

Policy:

In order to promote access to online resources, Franklin Public Library (FPL) circulates Mobile WiFi Hotspots. A Hotspot may be checked out by any Milwaukee County Federated Library System cardholder 18 years of age or older whose card is in good standing. All borrowers must sign this User Agreement. **A \$30 deposit is required at checkout. The deposit will be returned to the cardholder when the mobile hotspot is returned in good condition within 7 days of its due date.**

Each Hotspot unit circulates in a bag with a micro-USB cord, AC charger with USB port, instruction manual **sheet**, and a copy of this policy. The user is responsible for returning all of these items in good condition. If the Hotspot, cord, or charger is returned damaged, the user will be responsible for the cost of repair or replacement, generally \$50 **\$75**. If the unit has not been returned within ~~30~~ **7** days of its due date, **the wifi will be deactivated. Upon 30 days overdue** the borrower will be assessed a **an overdue** fee of ~~\$200~~, **\$30 as well as a replacement charge of \$75 for the unit for a total of \$105.** ~~per FPL's Replacement Policy.~~

Hotspots circulate for a period of seven days. They must be checked out in person at FPL. Hotspots are fragile and must, therefore, be returned at the checkout desk and not in the book drops. Patrons will be responsible for damage to the item if it is returned via the book drop. The late fee for the Mobile Hotspot is \$1 per day. There is no grace period. Hotspots may not be renewed.

The Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe internet practices. The following behaviors can result in the suspension of hotspot privileges and/or criminal prosecution:

- Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
- Use of the Internet in any way which violates federal, state, or municipal laws.

Mobile Hotspot # _____ Barcode _____

Patron name _____ Patron barcode _____

I agree to assume full responsibility for the safety and care of the above Mobile Hotspot equipment during the time it is checked out to me. My signature below acknowledges that I have read, understand and agree to all of the terms and conditions of the Franklin Public Library Mobile Hotspot Policy. I understand that if the item is returned damaged, I will be assessed a fee to repair or replace the Hotspot. **I understand a nonrefundable replacement charge of \$200 \$105 will be assessed if the item is not returned within 30 days of the due date.**

Signature _____

Date: _____



proposal

To: Franklin Public Library Board Personnel Committee
From: Jennifer Loeffel, Library Director
Date: October 12, 2018
Re: 2019 Library Director Goals

As requested, here are my proposed 2019 goals:

ONGOING GOALS

Develop all staff by providing access to high-quality professional development and continuing education opportunities.

- Professional staff will attend either three continuing education programs or attend at least six hours of continuing education programs.
- All other staff (who work 20 hours or more per week) will attend at least one continuing education program.

Increase outreach services to the Franklin community.

- The library will develop two new outreach services to the community.

Creating a strategic planning document.

- The strategic planning process will begin in November 2018 and be completed no later than June 2019, in time for the 2020 city budget process.
- Develop and implement a Capital Improvement Plan, using the library facility maintenance calendar.
- Develop and implement a technology plan.
- Develop and implement a staffing plan.

Review Wisconsin Public Library Standards recommendations when released and incorporate them as necessary.

GOALS MOVED FROM 2018 to 2019

Using available data, identify areas within Franklin with below average library usage.

- Identify one to three targeted marketing initiatives to those areas.

NEW 2019 GOALS

Schedule and implement a staff in-service day at the library to increase staff and public safety.

- All staff (who work 20 hours or more per week) will undergo active shooter training by the Franklin Police Department.
- All staff (who work 20 hours or more per week) will be trained in CPR.
- All staff will receive training on the AED.

Review City of Franklin emergency procedures and incorporate them into a library disaster preparedness and response plan.

- A disaster plan will anticipate possible emergencies and disasters and implement measures to reduce any indecisions should such conditions occur.
- It will ensure the safety of people first and reduce the amount of damage to the library facilities and materials should such conditions occur.

Working with Franklin Public Schools, explore implementing a "LibraryNow" or other type of digital card program for students to access Franklin Public Library's electronic resources.

- Franklin Public Schools students would have access with their school ID to all the electronic resources offered by Franklin Public Library.

Approved by the FPL Board of Trustees _____