



VILLAGE OF MENOMONEE FALLS
NOTICE OF PUBLIC MEETING
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MENOMONEE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES
Library Board Room
W156N8436 Pilgrim Road, Menomonee Falls, WI
Wednesday, February 15, 2017, 6:00 PM

1. Call to Order (ROBERTS)
2. Consent Agenda: Items listed under consent agenda will be approved in one motion unless any Board member requests that an item be removed for individual discussion. That item can be considered at an appropriate time during the Board's regular order of business or under New Business.
 - a. Approval of minutes of the regular board meeting held on January 18, 2017.
 - b. Approval of Disbursements January 2017, for year 2016 -- Total \$ 38,064.47; Approval of Disbursements January 2017, for year 2017 -- Total \$92,944.95
3. New Business - Items for Discussion/Action/Possible Approval:
 - a. 2016 Library Annual Report - Discussion and approval on 2016 Library Annual Report
 - b. System Effectiveness - Discussion and approval of System Library Effectiveness (included with Annual Report)
4. Unfinished Business - Items for Discussion/Action/Possible Approval:
 - a. We Want You Back - Fine Forgiveness Campaign Update
5. Trustee Education - Chapter 3 Library Bylaws
6. President's Report: (ROBERTS)
7. Budget and Personnel Committee Report: (DAKE)
8. Planning Committee Report - Initial Meeting will be held on March 6.
9. Director's Report: (KENNEDY)
10. Trustee's Report: (TADDA)
11. Friends' Report - Meeting Feb. 28.
12. Next Meeting: Wednesday, March 15, 2017, 6:00 PM, Library Board Room
13. Topics for next meeting agenda
 - Trustee Education - Chapter 4 Effective Board Meetings
14. Adjournment

THIS AGENDA IS SUBJECT TO REVISION

Members of the Village Board and other Village committees, boards, commissions, and authorities may attend and participate in this meeting, but will not take official action unless the notice so provides.

No qualified individual with a disability shall, by reason of that disability, be excluded from participation in or be denied benefits of the services, programs, or activities of the Village of Menomonee Falls, or be subject to discrimination by the Village. If you are disabled and require special accommodation, please advise the Library Administration office at (262) 532-8930 no later than 5 days before the scheduled meeting or activity.



Library Board

Meeting Date: 02/15/2017

Topic: Approval of minutes of the regular board meeting held on January 18, 2017.

**Date of Library Board
Action (if required):**

**Date of Village Board
Action (if required):**

Subject:

Approval of minutes of the regular board meeting held on January 18, 2017.

LB-1116 Minutes

NOT APPROVED

Village of Menomonee Falls, Wisconsin

LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Wednesday, January 18, 2017

Present: Janet Dake, Peggy Haas, Stephen Roberts, Kathleen Lysaght, Paul Tadda,
Carole Knobil, Corey Golla

Staff Present: Karol Kennedy, Ellen Rohr

1. Call to Order by President Roberts at 6:05 PM in the Library Board Room.

2. Consent Agenda:

Motion by Financial Secretary Janet Dake, second by Member Peggy Haas to approve the consent agenda as presented.

Vote: 7 - 0

a. Approval of the minutes of the regular board meeting

b. Approval of Expenditures - December 2016 Expenditures for a total of \$177,643.88.

3. New Business - Items for Discussion/Action/Possible Approval:

a. Library Legislative Day - Kennedy reported that WLA is sponsoring a Library Legislative Day. A one day conference held in Madison on Feb. 21, 2017. The program offers participants the ability to speak to their legislators. Kennedy and another staff member are attending. Anyone else wishing to attend please contact Kennedy.

4. Unfinished Business - Items for Discussion/Action/Possible Approval:

- a. February Love Your Library Welcome Back Fine Forgiveness Campaign Update - Kennedy reported the dates of the program will be Feb. 13-25, 2017. The goals of the program:

- For patrons to activate inactive library cards due to fines or issue new library cards to those that have lost them.
- For the Library to recover overdue materials.

Program will be published on Newspapers, Social Media and through publications within the library. Not all fees on a patrons card will be forgiven. Full details will be available in the library closer to the date.

5. Trustee Education - Kennedy discussed with the board members Chapter 2 in the Trustee Handbook.
6. President's Report: Roberts congratulated Kennedy for being ahead of the timeline for her required Continuing Education credits.
7. Budget and Personnel Committee Report: Dake reported there is nothing new to report.

Kennedy suggested for transparency reasons, board members receive a monthly budget update report. Consensus of members was yes, they wish to receive the report although it does not need to be discussed regularly unless there are questions.

Rohr presented the draft of a Capital Budget Plan her and Kennedy are preparing. Kennedy reported that it is a work in progress. We will be unable to finalize the document until after the Strategic Planning is complete, since some of the items on the plan will be contingent on results of the strategic plan. Some items may come off, others may be added. Kennedy and Rohr will meet with the village Village Public Works Director and staff; and Village IT staff to discuss funds needed and expected lifespan of equipment.

Trustee Tadda suggested Member Golla send the School District Capital plan to Kennedy and Rohr. Dake requested that Rohr email a copy of the draft to all board members.

8. Planning Committee Report: Kennedy reported the Steering Committee for Strategic Planning is almost complete. There are three board members, three staff members, and at least two community members willing to be on the committee. WiLs will be sending an email out to all committee members around Feb. 1. Mid March there will be a committee meeting. We are now looking for candidates for the community conversations. If anyone knows of anyone that might be interested, please have them contact Kennedy.

- 9.** Director's Report - There were a number of questions on the Director's report items. Kennedy explained some of the items in more depth and answered questions.

Big Read Grant - Kennedy gave another update on the Big Read Grant. She asked the board their opinion on the cover of the book she selected. There were no objections to her choice of books.

- 10.** Trustee's Report: Tadda reported information from the recent village board meetings.

There was discussion on increased collaboration between CE & Rec, the School District and the Library. Communication between the departments are improving and we can expect to see some changes in the coming months.

- 11.** Friends' Report - No meeting until February.

- 12.** Next Meeting: Wednesday, February 15, 2017 6:00 PM in the Library Board Room

- 13.** Topics for next meeting agenda

a. 2016 Library Annual Report - Discussion and approval on 2016 Library Annual Report

b. System Effectiveness - Discussion and approval of System Library Effectiveness (included with Annual Report)

- 14.** Adjournment at 7:30 PM.

Minutes transcribed by Ellen M Rohr, Business Manager
Minutes approved on



Library Board

Meeting Date: 02/15/2017

Topic: Approval of Expenditures January 2017, for year 2016.

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

Approval of Disbursements January 2017, for year 2016 -- Total \$ 38,064.47;

Approval of Disbursements January 2017, for year 2017 -- Total \$92,944.95

0117-Library Disbursements

MENOMONEE FALLS LIBRARY
Disbursement Summary - Jan 2017

Vendor	Item Description	G/L Account	G/L Account Description	Line Total
Fund 220				
AT&T-2015 BOX 5080				
01/06/17	2017	220-500-000-8210-0000-00000-00	Telephone Service	46.61
01/20/17	2016	220-500-000-8210-0000-00000-00	Telephone Service	254.25
AT&T-2015 BOX 5080 Total				300.86
BAKER & TAYLOR INC.				
01/20/17	2016	220-500-000-8140-1130-00000-00	Child Materials	1,729.86
		220-500-000-8140-1110-00000-00	Adult Materials	1,374.53
		220-500-000-8140-1120-00000-00	Young Adult Materials	54.88
BAKER & TAYLOR INC. Total				3,159.27
BAYSCAN TECHNOLOGIES				
01/20/17	2016	220-500-000-8190-8000-00000-00	Computer Hardware	1,387.00
BAYSCAN TECHNOLOGIES Total				1,387.00
BLICK ART MATERIALS				
01/20/17	2016	220-500-000-8130-1000-00000-00	Programming	86.81
BLICK ART MATERIALS Total				86.81
BOUND TO STAY BOUND BOOKS				
01/20/17	2016	220-500-000-8140-1130-00000-00	Child Materials	258.72
BOUND TO STAY BOUND BOOKS Total				258.72
CENGAGE LEARNING				
01/20/17	2016	220-500-000-8140-1110-00000-00	Adult Materials	1,079.18
CENGAGE LEARNING Total				1,079.18
Cities & Villages Ins Work Comp Wires				
01/03/17	2017	220-500-000-8016-0000-00000-00	Worker's Comp Insurance	369.35
Cities & Villages Ins Work Comp Wires Total				369.35
COMPLETE OFFICE OF WISCONSIN				
01/20/17	2016	220-500-000-8100-0000-00000-00	Office Supplies	47.06
		220-500-000-8100-0020-00000-00	Paper/Printing	153.80
		220-500-000-8130-1000-00000-00	Programming	61.32
COMPLETE OFFICE OF WISCONSIN Total				262.18
DEMCO INC				
01/20/17	2016	220-500-000-8100-0100-00000-00	Processing/Circ Supplies	458.67
DEMCO INC Total				458.67
ENVISION WARE				
01/20/17	2016	220-500-000-8212-0004-00000-00	Internet Service	2,465.00
ENVISION WARE Total				2,465.00
FARONICS TECH USA INC				
01/06/17	2017 'Faronics Deep Freeze Enterprise for Windows Maintenance Renewal 1 Year - Start Date 21-Jan-2017	220-500-000-8301-0000-00000-00	IT Maint/Support	540.00
	2017 'Faronics Anti-Virus Subscription Renewal 1 year - Start Date 21-Jan-2017	220-500-000-8301-0000-00000-00	IT Maint/Support	960.00
FARONICS TECH USA INC Total				1,500.00

Vendor	Item Description	G/L Account	G/L Account Description	Line Total
FINDAWAY WORLD LLC				
01/20/17	2016	220-500-000-8140-1130-00000-00	Child Materials	792.60
		220-500-000-8140-1110-00000-00	Adult Materials	388.43
		220-500-000-8140-1120-00000-00	Young Adult Materials	247.85
FINDAWAY WORLD LLC Total				1,428.88
GREAT AMERICA FINANCIAL SERV				
01/20/17	2016	220-500-000-8152-6100-00000-00	Rent-Copier	299.04
GREAT AMERICA FINANCIAL SERV Total				299.04
JONES, AMANDA				
01/20/17	2016	220-500-000-8070-0000-00000-00	Training & Education	25.00
		220-500-000-8080-0000-00000-00	Travel Expenses	52.92
		220-500-000-8130-1000-00000-00	Programming	124.59
JONES, AMANDA Total				202.51
KENNEDY, KAROL				
01/20/17	2016	220-500-000-8100-0000-00000-00	Office Supplies	199.57
KENNEDY, KAROL Total				199.57
KOSANKE, PAMELA				
01/20/17	2016	220-500-000-8070-0000-00000-00	Training & Education	164.00
		220-500-000-8080-0000-00000-00	Travel Expenses	64.98
KOSANKE, PAMELA Total				228.98
MILK STREET MAGAZINE				
01/20/17	2016	220-500-000-8140-1110-00000-00	Adult Materials	19.95
MILK STREET MAGAZINE Total				19.95
OFFICE COPYING EQUIP				
01/20/17	2016	220-500-000-8152-8100-00000-00	Subscript-Comp Software	141.79
OFFICE COPYING EQUIP Total				141.79
PAYROLL AND BENEFITS				
01/01/17	January 2016	Journal Entry - Multiple Accounts	PAYROLL AND BENEFITS	86,793.20
PAYROLL AND BENEFITS Total				86,793.20
PENGUIN RANDOM HOUSE, LLC				
01/20/17	2016	220-500-000-8140-1110-00000-00	Adult Materials	26.25
PENGUIN RANDOM HOUSE, LLC Total				26.25
PIRANHA PAPER SHREDDING				
01/06/17	2016 'LIB - Service of P3 Security Container	220-500-000-8162-8000-00000-00	RM-Computer Hardware	12.00
PIRANHA PAPER SHREDDING Total				12.00
POSTAGE PAID				
01/01/17	December 2016	220-200-000-8100-0010-00000-00	POSTAGE PAID	71.14
POSTAGE PAID Total				71.14
QUALITY BOOKS INC				
01/20/17	2016	220-500-000-8140-1130-00000-00	Child Materials	547.45
		220-500-000-8140-1110-00000-00	Adult Materials	84.25
QUALITY BOOKS INC Total				631.70
RECORDED BOOKS				
01/20/17	2016	220-500-000-8140-1110-00000-00	Adult Materials	7.95
RECORDED BOOKS Total				7.95

Vendor	Item Description	G/L Account	G/L Account Description	Line Total
ROHR, ELLEN				
01/20/17	2016	220-500-000-8080-0000-00000-00	Travel Expenses	19.87
ROHR, ELLEN Total				19.87
SALES TAX PAID - Book Sale/Copy Fees				
01/01/17	December 2016	Journal Entry - Multiple Accounts	SALES TAX PAID - Book Sale/Copy Fees	29.94
SALES TAX PAID - Book Sale/Copy Fees Total				29.94
SYNCB/AMAZON				
01/20/17	2016	220-500-000-8100-0000-00000-00	Office Supplies	152.81
		220-500-000-8130-1000-00000-00	Programming	318.30
		220-500-000-8140-1130-00000-00	Child Materials	360.84
		220-500-000-8140-1110-00000-00	Adult Materials	185.50
SYNCB/AMAZON Total				1,017.45
Fund 220 Total				102,457.26
Fund 221				
ALSCO				
01/06/17	2016 'Contracts-mat and mop service December	221-520-000-8300-0000-00000-00	Contracts	158.11
ALSCO Total				158.11
Cities & Villages Ins Work Comp Wires				
01/03/17	2017	221-520-000-8016-0000-00000-00	Worker's Comp Insurance	282.39
Cities & Villages Ins Work Comp Wires Total				282.39
FAITH TECHNOLOGIES				
01/06/17	2016 'Troubleshoot Library Fire Alarm Control Panel - Labor	221-520-000-8162-2000-00000-00	RM-Building & Grounds	210.00
01/20/17	2017	221-520-000-8162-2000-00000-00	RM-Building & Grounds	2,359.78
FAITH TECHNOLOGIES Total				2,569.78
FIRE DETECTION GROUP				
01/20/17	2016	221-520-000-8162-2000-00000-00	RM-Building & Grounds	1,679.00
FIRE DETECTION GROUP Total				1,679.00
ILLINGWORTH CORP				
01/20/17	2016	221-520-000-8162-2000-00000-00	RM-Building & Grounds	823.00
ILLINGWORTH CORP Total				823.00
KONE INC				
01/06/17	2016 'Contracts-elevator repair	221-520-000-8300-0000-00000-00	Contracts	3,180.00
KONE INC Total				3,180.00
LEFFLER CLEANING				
01/06/17	2016 'Custodial Contract-December	221-520-000-8300-1502-00000-00	Custodial Contract	3,498.00
LEFFLER CLEANING Total				3,498.00
MINVALCO INC.				
01/12/17	2017 'RM-Building & Grounds-3 way belimo valve	221-520-000-8162-2000-00000-00	RM-Building & Grounds	74.50
MINVALCO INC. Total				74.50
NEUS BUILDING CTR				
01/06/17	2017 'RM-Building & Grounds-reducer	221-520-000-8162-2000-00000-00	RM-Building & Grounds	3.79
	2017 'RM-Building & Grounds-union, reducer, and tee	221-520-000-8162-2000-00000-00	RM-Building & Grounds	19.86

Vendor	Item Description	G/L Account	G/L Account Description	Line Total
01/06/17	2017 'RM-Building & Grounds valves	221-520-000-8162-2000-00000-00	RM-Building & Grounds	35.27
NEUS BUILDING CTR Total				58.92
PAYROLL AND BENEFITS				
01/01/17	January 2016	Journal Entry - Multiple Accounts	PAYROLL AND BENEFITS	1,459.70
PAYROLL AND BENEFITS Total				1,459.70
PRO-SEAL ASPHALT PAVING				
01/06/17	2016 'Contracts-snow removal Dec. 11th and 12th	221-520-000-8300-0000-00000-00	Contracts	820.00
01/12/17	2016 'Contracts-snow removal Dec. 17th and 18th	221-520-000-8300-0000-00000-00	Contracts	1,160.00
01/20/17	2016 'Contracts-snow removal Dec. 23rd	221-520-000-8300-0000-00000-00	Contracts	580.00
PRO-SEAL ASPHALT PAVING Total				2,560.00
ROMAN ELECTRIC CO				
01/06/17	2016 'Electrical Work for the Library Fire Alarm Control Panel - Labor	221-520-000-8162-2000-00000-00	RM-Building & Grounds	484.50
	2016 'Electrical Work for the Library Fire Alarm Control Panel - Material	221-520-000-8162-2000-00000-00	RM-Building & Grounds	50.02
ROMAN ELECTRIC CO Total				534.52
SALAMONE SUPPLIES				
01/20/17	2016	221-520-000-8110-1501-00000-00	Custodial Supplies	507.10
SALAMONE SUPPLIES Total				507.10
WE ENERGIES-2011				
01/20/17	2016	221-520-000-8200-0010-00000-00	Light/Power	7,989.09
		221-520-000-8200-0020-00000-00	Heat (Gas & Oil)	3,181.05
WE ENERGIES-2011 Total				11,170.14
Fund 221 Total				28,555.16
Grand Total				131,012.42



Library Board

Meeting Date: 02/15/2017

Topic: 2016 Library Annual Report

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

2016 Library Annual Report - Discussion and approval on 2016 Library Annual Report



Library Board

Meeting Date: 02/15/2017

Topic: System Effectiveness

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

System Effectiveness - Discussion and approval of System Library Effectiveness (included with Annual Report)
