



VILLAGE OF MENOMONEE FALLS NOTICE OF PUBLIC MEETING

www.menomonee-falls.org

MENOMONEE FALLS PUBLIC LIBRARY BOARD OF TRUSTEES Library Community Room W156N8436 Pilgrim Road, Menomonee Falls, WI Wednesday, April 16, 2025, 6:00 PM

This meeting will be live streamed at: <https://www.youtube.com/@menomoneefallspubliclibrary/streams>

1. **CALL TO ORDER & ROLL CALL**

2. **PUBLIC COMMENT:**

The Library Board of Trustees will hold a Public Comment period for the purpose of allowing the non-appointed public the opportunity to address the Board regarding any matter that involves the Library or matters over which the Library Board of Trustees has authority to take. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Board President. Library Board members shall not respond to or debate matters raised during public comment. Public comments should be addressed to the Library Board as a body. Any questions or comments posed to an individual member of the Library Board will be deemed out of order by the Board President. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, Library employees, or residents of the Village of Menomonee Falls. No campaigning for political office is allowed during the comment period. Comments, questions, and concerns shall be presented in a respectful and professional manner. Any individual violating these expectations will be deemed out of order by the Board President.

3. **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. Minutes of the last regular meeting
- b. Bill Approval for March 2025 in the amount of \$85,534.85

Fund 220 - \$62,280.51
Fund 221 - \$18,254.34

4. **COMMITTEE REPORTS:**

- a. Policy Review Committee
- b. Special Projects, Outreach and Fundraising Committee

- c. Finance Committee

5. **NEW BUSINESS:** Items for Discussion/Action/Possible Approval:

- a. Recognition of Trustee Carole McGibany for her six years of service on Menomonee Falls Public Library Board of Trustees
- b. Discuss and consider for approval 2025 Bridges Library System Allowable Costs Worksheet
- c. Discuss and consider for approval 2025 Staff Education Day breakfast plans (May 9, 2025)
- d. Overview of 2024 Children's Refresh Project Budget vs. Actual Expenses
- e. Discuss and consider for approval spending no more than \$25,000 from 220 Fund Balance for purchase of Community Room tables and chairs

6. **LIBRARY BOARD PRESIDENT'S REPORT:**

7. **DIRECTOR'S REPORT:**

- a. Statistics
- b. Coffee Shop Update
- c. Facilities Maintenance Plan Update

8. **VILLAGE TRUSTEE'S REPORT:**

9. **MENOMONEE FALLS SCHOOL DISTRICT REPORT:**

10. **MFPL FRIENDS' REPORT:**

- a. Discuss vacancy of Library Friends Liaison position

11. Next Meeting: Wednesday, May 21, 2025 6:00 PM

12. Convene into Closed Session under Wisconsin Statute § 19.85(1)(c) with the Library Director and Library Board for purposes of a performance review and goal setting for the Library Director.
13. Reconvene into Open Session pursuant to Wisconsin Statutes §19.85(2) for possible additional discussion and/or action concerning any matter discussed in Closed Session and/or any unfinished item remaining on the Agenda and adjourn
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: 04/16/2025

Topic: Minutes of the last regular meeting

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

Minutes of the last regular meeting

2023 03 minutes unapproved

DRAFT

Menomonee Falls Public Library

LIBRARY BOARD

MEETING MINUTES

Tuesday, MARCH 19, 2025 6:30 PM

Present: Nicole Barker, Carole McGibany, David Muñoz, Ann Lessila, Thomas Ewig, John S. Soper

Absent: Matthew Forner

Staff Present: Jacqueline Rammer, Ellen Rohr

1. **CALL TO ORDER & ROLL CALL**

Roll call was taken at 6:07 pm.

2. **PUBLIC COMMENT:**

No one wished to speak for public comment.

3. **CONSENT AGENDA:**

a. Minutes of the last regular meeting

b. Bill Approval for February 2025 in the amount of \$49,491.23

Fund 220 - \$27,481.61

Fund 221 - \$19,009.62

Motion by SDMF Superintendent David Muñoz, second by Member Carole McGibany to approve the consent agenda as presented. Carried.

Vote: 6 - 0

Other: Member Matthew Forner (Absent)

4. **COMMITTEE REPORTS:**

a. Policy Review Committee: The policy review committee did not meet since the last meeting. They have a meeting scheduled for April 9 at 6PM.

- b. Special Projects, Outreach and Fundraising Committee: No updates
- c. Finance Committee: The committee will be scheduling a meeting during the last week of April.

5. **NEW BUSINESS:** Items for Discussion/Action/Possible Approval:

- A. Discuss and consider for approval 2024 Wisconsin Public Library Annual Report

Motion by SDMF Superintendent David Muñoz, second by Member Thomas Ewig to approve the 2024 Annual Report. Carried.

Vote: 6 - 0

Other: Member Matthew Forner (Absent)

- B. Discuss and consider for approval 2024 Bridges Library System Effectiveness Statement

Motion by Trustee Ann Lessila, second by Member Carole McGibany to approve the system effectiveness statement for the Annual Report. Approved.

Vote: 6 - 0

Other: Member Matthew Forner (Absent)

- C. Discuss and consider for approval President Barker's appointment of Carole McGibany to the Finance Committee

Motion by SDMF Superintendent David Muñoz, second by Trustee Ann Lessila to approve President Barker's appointment of Carole McGibany to the Finance Committee. Failed.

Vote: 1 - 4

Nay: President Nicole Barker
Member Carole McGibany
Trustee Ann Lessila
Member John S. Soper

Other: Member Matthew Forner (Absent)
Member Thomas Ewig (Abstain)

- 6. **LIBRARY BOARD PRESIDENT'S REPORT:** There was discussion regarding whether donations from the board members personally, public funds, or proceeds from the Coffee Shop should be used to show appreciation to the staff. Superintendent Muñoz recommended the finance committee create a not-to-exceed policy the Director can follow. Giving the director spending parameters.

7. **DIRECTOR'S REPORT:**
Director Rammer reported on the new Storyteller which is Friends Themed (around the TV show Friends) featuring Ross and Rachel on the cover. She also discussed that she is working on the 1st floor refresh project.
 - a. Statistics
 - b. Coffee Shop Update: Latitude will be open the night of the School District Student Art Show. Director Rammer is also working with them on other collaborations.
 - c. Facilities Maintenance Plan Update: Nothing new to report.
8. **VILLAGE TRUSTEE'S REPORT:** Trustee Lessila reported on the new Village Ordinance in effect at the Parks. There are new closing times for the park and age restrictions on use of the equipment.
9. **MENOMONEE FALLS SCHOOL DISTRICT REPORT:**
Superintendent Muñoz reported on the progress of Riverside and the Community Center. He also reported on other goings on in the district.
10. **MFPL FRIENDS' REPORT:**
Friends had a fundraiser at Epilogue Books on March 8 and raised \$650. Thank you to Michelle at Epilogue. May 3 there will be a fundraiser at Poppy & Thyme. The group discussed membership types at their last meeting.
11. Next Meeting: Wednesday, April 16, 2025 6PM. After the Regular Meeting the board will go into closed session for Director Rammer's annual review.
12. Adjournment at 7:25 PM.

Minutes transcribed by Ellen Rohr

Minutes approved on _____



Library Board

Meeting Date: 04/16/2025

Topic: Bill Approval for March 2025

Date of Library Board

Action (if required):

Date of Village Board

Action (if required):

Subject:

Bill Approval for March 2025 in the amount of \$85,534.85

Fund 220 - \$62,280.51

Fund 221 - \$18,254.34

2025 03 Expenditures

MENOMONEE FALLS LIBRARY
Disbursement Summary -March Expenditures 2025
 payroll not included

KEY	
(FOL)	Friends of the Library Reimbursement
(DON)	Directed Donation or Grant Funded
(VIL)	Assessed or contracted by Village

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220	AMAZON CAPITAL SERVICES				
	03/06/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$7.99
		STICKERS, BOOKMARKS, 500 BOOKS POCKET FOLDERS EY	8130-1000	PROGRAMMING	\$105.20
		FORGE CLASS SUPPLIES	8130-1000	PROGRAMMING	\$27.98
	03/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$518.34
		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$54.98
		PERLER BEADS GLUE	8130-1000	PROGRAMMING	\$34.48
		GLUE	8140-1110	ADULT MATERIALS	\$10.59
	03/21/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$35.93
		COMMAND HOOKS, BROCHURE HOLDER	8100-0000	OFFICE SUPPLIES	\$23.79
		BROCHURE HOLDERS	8100-0000	OFFICE SUPPLIES	\$38.99
		PROCESSING LABELS	8100-0100	PROCESSING/CIRC SUPPLIES	\$26.99
	03/27/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$199.77
		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$6.50
	AT&T				
	03/27/2025	AT&T IP FLEX CIRCUITS 03/11/25 - 04/10/25 (VIL)	8210-0000	TELEPHONE SERVICE	\$86.96
	BAKER & TAYLOR INC.				
	03/14/2025	CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$562.68
		YOUNG ADULT AND CHILD MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$218.37
			8140-1130	CHILD MATERIALS	\$21.89
		ANNUAL SUBSCRIPTION FEE	8152-8100	SUBSCRIPT-COMP SOFTWARE	\$1,852.45
	03/21/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$1,704.64
		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$486.43
		YOUNG ADULT AND CHILD MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$186.61
			8140-1130	CHILD MATERIALS	\$11.01
	03/27/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$1,232.08
		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$473.05
		CHILD AND YOUNG ADULT MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$157.57
			8140-1130	CHILD MATERIALS	\$15.86
	BAKER TILLY				
	03/21/2025	PROGRESS BILL #2 2024 AUDIT (VIL)	8300-1901	AUDIT/ACCTG. SERV.	\$33.76

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220	BLACKSTONE PUBLISHING				
Fund 220	03/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$325.25
Fund 220					
Fund 220	CAMERON GILLIE PHOTOGRAPHY				
Fund 220	03/06/2025	LIBRARY PRESENTATION-AROUND WISCO	8130-1000	PROGRAMMING	\$210.00
Fund 220					
Fund 220	CDW GOVT INC				
Fund 220	03/14/2025	CDWG DATA CENTER HOSTING 02/01/25 - 02/28/25 (VIL	8152-6005	RENT - DATACENTER	\$119.25
Fund 220					
Fund 220	CENGAGE LEARNING				
Fund 220	03/06/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$113.68
Fund 220	03/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$311.35
Fund 220					
Fund 220	CHARTER COMMUNICATION				
Fund 220	03/14/2025	SPECTRUM CABLE TV, INTERNET & FIBER ELAN - 02/23/2	8212-0004	INTERNET SERVICE	\$278.06
Fund 220			8212-0005	WAN SERVICE	\$110.56
Fund 220					
Fund 220	CORPORATE PAYMENT SYSTEMS				
Fund 220	03/21/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$59.99
Fund 220		MUSIC LICENSING	8130-1000	PROGRAMMING	\$17.84
Fund 220		ADULT MATERIALS - NEWSPAPER	8140-1110	ADULT MATERIALS	\$409.44
Fund 220		WHITEBOARD FOR CHILDRENS PROGRAM ROOM	8190-6000	FURNISHINGS	\$410.73
Fund 220					
Fund 220	FAITH TECHNOLOGIES				
Fund 220	03/21/2025	D1004134 ALARM SYSTEM MONITORING SERVICE 03/01,	8211-0001	ALARM MONITORING SERVICE	\$455.00
Fund 220		G6001994 ALARM SYSTEM MONITORING SERVICE 03/01,	8211-0001	ALARM MONITORING SERVICE	\$445.00
Fund 220					
Fund 220	LAKESHORE LEARNING MATERIALS				
Fund 220	03/14/2025	SEATING FOR CHILDREN'S AREA (DON)	8190-6000	FURNISHINGS	\$480.70
Fund 220	03/21/2025	STEP STOOL/ART DRYING RACK - CHILDRENS	8130-1000	PROGRAMMING	\$320.85
Fund 220			8190-6000	FURNISHINGS	\$182.85
Fund 220					
Fund 220	MIDWEST TAPE				
Fund 220	03/06/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$49.48
Fund 220		HOOPLA	8140-1020	E MATERIALS	\$1,835.44
Fund 220	03/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$341.12
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$21.73
Fund 220	03/21/2025	CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$14.99
Fund 220		HOOPLA	8140-1020	E MATERIALS	\$1,719.82
Fund 220	03/27/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$545.78
Fund 220					
Fund 220	PLAYAWAY PRODUCTS LLC				

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220	03/06/2025	CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$240.45
Fund 220	03/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$432.83
Fund 220					
Fund 220		QUALITY RUBBER STAMP LLC			
Fund 220	03/06/2025	REPLACEMENT NAME TAG FOR EMPLOYEE	8075-0000	RECRUITMENT & PERSONNEL	\$18.95
Fund 220		GEAR FOR GRATITUDE WALL (DON)	8130-1000	PROGRAMMING	\$29.95
Fund 220	03/14/2025	NAME TAG FOR NEW EMPLOYEE	8075-0000	RECRUITMENT & PERSONNEL	\$18.95
Fund 220	03/27/2025	INK PADS	8100-0100	PROCESSING/CIRC SUPPLIES	\$164.25
Fund 220					
Fund 220		SHRED-IT USA			
Fund 220	03/06/2025	MUN PAPER DESTRUCTION SERVICE 02/10/25 (VIL)	8162-8000	RM-COMPUTER HARDWARE	\$24.88
Fund 220					
		UNIQUE MANAGEMENT SERVICES INC			
	03/06/2025	MATERIALS RECOVER FEE	8310-0050	MATERIALS RECOVERY FEE	\$108.35
	03/27/2025	MATERIALS RECOVERY FEE	8310-0050	MATERIALS RECOVERY FEE	\$59.10
		WAUKESHA COUNTY TREASURERS			
	03/21/2025	ANNUAL SHARED MOVIE LICENSE FEE	8130-1000	PROGRAMMING	\$803.00
		ANNUAL DATABASE FEES	8140-1015	DATABASE PRODUCTS	\$2,320.00
		ANNUAL ADVANTAGE LIBBY/OVERDRIVE	8140-1020	E MATERIALS	\$7,878.00
		ANNUAL LIBRARY SYSTEM FEES	8300-5005	LIBRARY SYSTEM FEES	\$38,048.00
		WI CONSERVATORY OF MUSIC			
	03/14/2025	CHILD PROGRAM - MUSIC	8130-1000	PROGRAMMING	\$220.00
Fund 221		ALSCO			
	03/06/2025	MAT AND MOP SERVICE FEB14TH AND FEB28TH2025 (VI	8300-0000	CONTRACTS	\$453.16
Fund 220		AMAZON CAPITAL SERVICES			
Fund 220	03/06/2025	DISPOSABLE WIPES	8110-1501	CUSTODIAL SUPPLIES	\$31.41
Fund 220					
Fund 220		AMERICAN FLAGS EXPRESS			
Fund 220	03/06/2025	FLAGS	8162-2000	RM-BUILDING & GROUNDS	\$58.50
Fund 220					
Fund 220		AUNT FLOW			
Fund 220	03/14/2025	PERIOD PRODUCTS	8110-1501	CUSTODIAL SUPPLIES	\$162.00
Fund 220					
Fund 220		BAKER TILLY			
Fund 220	03/21/2025	PROGRESS BILL #2 2024 AUDIT (VIL)	8300-1901	AUDIT/ACCTG. SERV.	\$33.76
Fund 220					
Fund 220		HAHN ACE HARDWARE			
Fund 220	03/06/2025	TOILET SEAT	8162-2000	RM-BUILDING & GROUNDS	\$28.99

Fund	Payee	Description	Account #	Account Description	Amount
Fund 221					
Fund 221	NEUS BUILDING CENTER				
Fund 221	03/06/2025	SLOAN VALVES	8162-2000	RM-BUILDING & GROUNDS	\$29.99
Fund 221					
Fund 221	PRO-SEAL ASPHALT PAVING				
Fund 221	03/14/2025	SNOW REMOVAL FOR 1-21-2025 (VIL)	8300-0000	CONTRACTS	\$1,368.00
Fund 221					
Fund 221	SALAMONE SUPPLIES				
Fund 221	03/21/2025	CUSTODIAL SUPPLIES (VIL)	8110-1501	CUSTODIAL SUPPLIES	\$245.00
Fund 221		ROLL TOWELS DISPENSERS	8162-2000	RM-BUILDING & GROUNDS	\$172.50
Fund 221					
Fund 221	TROTTER INDUSTRIES LLC				
Fund 221	03/21/2025	CUSTODIAL SERVICE MARCH 2025	8300-1502	CUSTODIAL CONTRACT	\$3,500.00
Fund 221					
Fund 221	WE ENERGIES				
Fund 221	03/27/2025	0702536021-00014	8200-0020	HEAT (GAS & OIL)	\$5,374.51
Fund 221		0702536021-00095	8200-0010	LIGHT/POWER	\$6,531.07
Fund 221					
Fund 221	ZORO.COM				
Fund 221	03/06/2025	TOILET SEATS, FLUSH VALVE MODULE	8162-2000	RM-BUILDING & GROUNDS	\$265.45
Grand Total					\$85,534.85



Library Board

Meeting Date: 04/16/2025

Topic: Discuss and consider for approval 2025 Bridges Library System Allowable Costs Worksheet

Date of Library Board

Action (if required):

Date of Village Board

Action (if required):

Subject:

Discuss and consider for approval 2025 Bridges Library System Allowable Costs Worksheet

MF Allowable Costs for 2026

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Menomonee Falls			
Description	Annual Report Reference	2024 Actuals (Per Annual Report)	2025 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2024) and Section V, 9 (for 2025)	\$2,025,000	\$2,112,900	
Home County Operating Revenue	Section V, 2(a)	\$37,690	\$39,000	Rounded on Village Budget
Other County Payments for Library Services	Section V, 2(b)	\$42,901	\$40,000	Rounded on Village Budget
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$12,852	\$8,200	Innovation, Hoopla, and Adult Prog. Grant
Federal Funds	Section V, 4	\$800	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$267,532	\$119,200	Public charges, Interest earnings, Other misc. rev.
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$2,386,775	\$2,319,300	
Expenditures				
Operating Expenditures	Section VI, 6	\$2,386,775	\$2,319,300	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above		\$0	
Total Operating Expenditures		\$2,386,775	\$2,319,300	
Library Capital and Debt	Section VII (1 & 2)	\$150,000		
Total Expenditures		\$2,536,775	\$2,319,300	

The information listed above is a correct statement of the Library's spending for 2024 actuals and 2025 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date



Library Board

Meeting Date: 04/16/2025

Topic: Statistics

Date of Library Board

Action (if required):

Date of Village Board

Action (if required):

Subject:

Statistics

2025 04 Directors Report

Traditional Circulation

	Jan-Mar 2025	Jan-Mar 2024	Jan-Mar 2023
Circulation	94,255	93,255	96,222

eCirculation

Platform	Jan-Mar 2025	Jan-Mar 2024	Jan-Mar 2023
Libby/Overdrive	22,032	20,516	16,180
Hoopla	2,344	2,327	1,503

Technology Resources

Resource	Jan-Mar 2025	Jan-Mar 2024	Jan-Mar 2023
Computers	2,577	2,096	2,092
Printing	3,200	3,005	3,336
Mobile Print	1,057	810	393
Faxing	39	36	40
WiFi Usage	5,531	4,902	2,685

Patron Services

Resource	Jan-Mar 2025	Jan-Mar 2024	Jan-Mar 2023
Card Registrations	707	583	624
Visitors	45,805	40,874	37,445
Reference Questions	7,171	5,654	6,507
Programs	246	235	175
Program Participants	5,784	5,818	4,236

Collection Services

Physical Materials	Jan-Mar 2025	Jan-Mar 2024	Jan-Mar 2023
Materials Added*	4,010	3,848	3,764
Materials Withdrawn**	2,726	2,061	1,454

*Sourced through purchase from budgeted monies/directed donations grant funding or via materials donations

**In accordance with Collection Development Policy, materials have been withdrawn due to damage, regular weeding of collection, theft, cancellation of purchase (and therefore record withdrawn from system), or loss.

Interlibrary Loan Lending and Borrowing Services

Service	Jan-Mar 2025	Jan-Mar 2024	Jan-Mar 2023
Lent via ILL	437	431	351
Borrowed via ILL	78	63	53

"After reading the statistical report we wish to remind you that it is only part of the Library story. The most important factor, the quality of the books and the use people make of the Library." -Maude Shunk, 1958