



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, May 21, 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 April 2025 in the amount of \$114,567.58

Fund 220 - \$72,719.40

Fund 221 - \$41,567.58

4. **COMMITTEE REPORTS:**

- a. Policy Review Committee

- 1. Discuss and consider for approval Policy Review Committee's recommended amendments to Policy 4.01 Collection Development Policy

- b. Special Projects, Outreach and Fundraising Committee:

- c. Finance Committee

- 1. Update on Committee's goals by Chair Tom Ewig
- 2. Discuss and consider for approval Finance Committee's recommendation of the following Statement of Purpose for the Committee: The Finance Committee of the Menomonee Falls Public Library Board is dedicated to ensuring the Library's financial integrity and sustainability. It advises the Library Board on the development and oversight of the annual budget and monitors financial performance. The committee collaborates with Library administration to align financial planning with the Library's strategic objectives, ensuring resources are effectively allocated to meet community needs. The Committee will meet quarterly and more frequently as needed.

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

- a. Discuss and consider for approval 2025 Library Board Certification of Eligibility from County Library Tax

6. **TRUSTEE EDUCATION:** Developing a Library Budget

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

8. **DIRECTOR'S REPORT:**

- a. Statistics

- b. Coffee Shop Update

c. Facilities Maintenance Plan Update

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

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

11. **MFPL FRIENDS' REPORT:**

12. Next Meeting: Wednesday, June 18, 2025

13. Convene into Closed Session with the Library Director and Business Manager in the Community Room pursuant to Wisconsin Statutes § 19.85(1)(c) for purposes of a performance review and goal setting for the Library Director in regards to the 2026 operating budget of the Library. Reconvene into Open Session pursuant to Wisconsin Statutes § 19.85(2) adjourn.

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-Regular

Meeting Date: 05/21/2025

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

2025 04 Minutes Unapproved

DRAFT

Menomonee Falls Public Library

LIBRARY BOARD

MEETING MINUTES

Tuesday, APRIL 16, 2025 6:00 PM

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

Staff Present: Jacqueline Rammer, Ellen Rohr

1. **CALL TO ORDER & ROLL CALL**
Called to order and roll call at 6:04 PM.

2. **CONSENT AGENDA:**

Motion by Trustee Ann Lessila, second by SDMF Superintendent David Muñoz to approve the consent agenda as presented. Carried.

Vote: 7 - 0

- 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

3. **COMMITTEE REPORTS:**

- a. Policy Review Committee: The Committee will meet next week to complete the review of the Collection Development Policy. It will be presented at the May regular meeting for discussion and possible approval.
- b. Special Projects, Outreach and Fundraising Committee: No updates.
- c. Finance Committee: The committee will be meeting on April 29. This will be a goal setting baseline meeting.

4. **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.
Recognition of Trustee Matt Forner for her service on Menomonee Falls Public Library Board of Trustees.
- b. Discuss and consider for approval 2025 Bridges Library System Allowable Costs Worksheet

Motion by SDMF Superintendent David Muñoz, second by Member Thomas Ewig to approve the Bridges Library System allowable cost worksheet. Carried.

Vote: 7 - 0

- c. Discuss and consider for approval 2025 Staff Education Day breakfast plans (May 9, 2025): There was discussion concerning where the funding for staff education breakfast would come from. It was decided to take the funds from the Recruitment and Personnel line. Lunch is being furnished by Menomonee Falls Library Friends.
- d. Overview of 2024 Children's Refresh Project Budget vs. Actual Expenses: Jackie gave an update of the Children's Refresh Project which came in underbudget. Due to the additional interest earned in 2024, we did not have to spend as much out of the fund balance as anticipated.
- e. Discuss and consider for approval spending no more than \$25,000 from 220 Fund Balance for purchase of Community Room tables and chairs.

Motion by SDMF Superintendent David Muñoz, second by Trustee Ann Lessila to approve spending of no more than \$25,000 from the fund balance to purchase new chairs and tables for the community room. Carried.

Vote: 7 - 0

5. **LIBRARY BOARD PRESIDENT'S REPORT:** nothing to report.

6. **DIRECTOR'S REPORT:** Director Rammer discussed the Summer Library Program "Color Our World" will be starting in June. The SLP program is available for all ages. She discussed the impact Institute of Museum and Library Services IMLS Funding will have on the state and the System. We do not have enough information at this time to know how we will be affected.
- a. Statistics
 - b. Coffee Shop Update: Director Rammer has been working with the owners of Latitude to help promote Coffee Shop use. The owners have purchased a mobile coffee cart to be used in the lobby during busy events.

c. Facilities Maintenance Plan Update: No updates.

7. **VILLAGE TRUSTEE'S REPORT:** Trustee Lessila reported on the happenings at the latest board meetings.

8. **MENOMONEE FALLS SCHOOL DISTRICT REPORT:** Superintendent Muñoz reported on the school district events happening.

9. **MFPL FRIENDS' REPORT:** There is a Poppy & Thyme fundraiser May 3, 11-3. A former employee of the village wanted to do something for the Library. There was a donation to the Friends and a new Free Little Library will be setup in Library Park.

a. Discuss vacancy of Library Friends Liaison position: It was decided to wait until the new board members are on board to select a new Liaison.

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

11. 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.

Motion by SDMF Superintendent David Muñoz, second by Member Carole McGibany to convene into closed session at 7:20 PM. Carried.

Vote: 7 - 0

12. 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

Motion by Member Thomas Ewig, second by SDMF Superintendent David Muñoz to exit closed session at 8:30 PM.

Vote: 7 - 0

13. Reconvene into Open Session

Motion by SDMF Superintendent David Muñoz, second by Trustee Ann Lessila to reconvene into open session. Carried.

Vote: 7 - 0

Motion by SDMF Superintendent David Muñoz, second by Member Thomas Ewig to approve a step increase for the Library Director according to the Village of Menomonee Falls Wage Grid effective 7/1/2025. Carried.

Vote: 7 - 0

14. Adjournment at 8:35 PM.

Minutes transcribed by Ellen Rohr, Business Manager

Minutes approved on _____



Library Board-Regular

Meeting Date: 05/21/2025

Topic: Bill Approval for March 2025

Date of Library Board

Action (if required):

Date of Village Board

Action (if required):

Subject:

Bill Approval for April 2025 in the amount of \$114,567.58

Fund 220 - \$72,719.40

Fund 221 - \$41,567.58

2025 04 Expenditures

MENOMONEE FALLS LIBRARY
Disbursement Summary -APRIL 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				
	04/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$1,009.69
	04/18/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$473.07
		OFFICE SUPPLIES-WHITEOUT	8100-0000	OFFICE SUPPLIES	\$19.64
		OFFICE-DRY ERASERS	8100-0000	OFFICE SUPPLIES	\$7.99
		REMOVABLE TAPE	8100-0000	OFFICE SUPPLIES	\$20.40
			8100-0100	PROCESSING/CIRC SUPPLIES	\$10.00
		PROCESSING SUPPLIES-BLURAY PLAYER	8100-0100	PROCESSING/CIRC SUPPLIES	\$78.00
		COMPUTER SUPPLIES- ERGONOMIC STAND	8130-0000	COMPUTER SUPPLIES	\$56.99
		STICKERS	8130-1000	PROGRAMMING	\$7.99
		GLUE, TEA CUPS, PIN BACKS	8130-1000	PROGRAMMING	\$85.81
		FORGE-WIRE	8130-1000	PROGRAMMING	\$7.49
		FORGE-PICTURE FRAME (FOL)	8130-1000	PROGRAMMING	\$65.62
		TWEEN SNACKS	8130-1000	PROGRAMMING	\$8.68
		FORGE JARS AND CONES	8130-1000	PROGRAMMING	\$71.31
		FORGE LEATHER BRACELET BLANKS	8130-1000	PROGRAMMING	\$60.70
		FORGE HEAT TRANSFER	8130-1000	PROGRAMMING	\$19.00
		FORGE DECOPAGE SUPPLIES	8130-1000	PROGRAMMING	\$103.93
	04/24/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$70.30
		OFFICE - WHITE NOISE MACHINE	8100-0000	OFFICE SUPPLIES	\$23.99
		OFFICE PICTURE FRAMES FOR BOARD	8100-0000	OFFICE SUPPLIES	\$39.98
		WHITE NOISE MACHINE	8100-0000	OFFICE SUPPLIES	\$32.38
		FORGE JARS	8130-1000	PROGRAMMING	\$14.89
		FORGE-PICTURE FRAMES (FOL)	8130-1000	PROGRAMMING	\$65.62
		CHILD-PAPERPLATES SHRINK FILM PONY BEADS TAPE PIPE CLEANERS	8130-1000	PROGRAMMING	\$89.78
		TWEEN LABELS/FOLDERS PLATES FILM (DON, FOL)	8130-1000	PROGRAMMING	\$57.30

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220					
Fund 220	AMER PRINT QUIK INC				
Fund 220	04/03/2025	APRIL-MAY STORYTELLER (FOL)	8110-5002	PUBLICITY/PROGRAMS	\$685.00
Fund 220					
Fund 220	AT&T				
Fund 220	04/24/2025	AT&T IP FLEX CIRCUITS 04/11/25 - 05/10/25 (VIL)	8210-0000	TELEPHONE SERVICE	\$87.17
Fund 220					
Fund 220	BAKER & TAYLOR INC.				
Fund 220	04/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$6,242.05
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$1,095.97
Fund 220		YOUNG ADULT MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$201.68
Fund 220	04/18/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$1,977.24
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$445.59
Fund 220		YOUNG ADULT MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$129.47
Fund 220	04/24/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$64.32
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$470.82
Fund 220		YOUNG ADULT MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$83.00
Fund 220	04/30/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$2,439.96
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$709.54
Fund 220		YOUNG ADULT MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$115.56
Fund 220					
Fund 220	BLACKSTONE PUBLISHING				
Fund 220	04/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$34.94
Fund 220	04/24/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$186.44
Fund 220	04/30/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$42.94
Fund 220					
Fund 220	BS&A SOFTWARE				
Fund 220	04/24/2025	ERP SOFTWARE ANNUAL MAINTENANCE & SUPPORT 05/01/25 - 05/01/26 (VIL)	8301-0000	IT MAINT/SUPPORT	\$2,802.30
Fund 220					
Fund 220	CDW GOVT INC				
Fund 220	04/03/2025	APC SMART-UPS 2200VA 2U RACKMOUNT UPS FOR LIBRARY	8190-8000	COMPUTER HARDWARE	\$3,801.10
Fund 220	04/14/2025	CDWG DATA CENTER HOSTING 03/01/25 - 03/31/25 (VIL)	8152-6005	RENT - DATACENTER	\$119.25
Fund 220					

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220	CENGAGE LEARNING				
Fund 220	04/14/2025	ADULT ,MATERIALS	8140-1110	ADULT MATERIALS	\$352.81
Fund 220	04/18/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$106.57
Fund 220		ADULT ,MATERIALS	8140-1110	ADULT MATERIALS	\$128.65
Fund 220	04/30/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$602.33
Fund 220					
Fund 220	CHARTER COMMUNICATION				
Fund 220	04/03/2025	SPECTRUM CABLE TV, INTERNET & FIBER ELAN - 03/23/25 - 04/22/25 (VIL)	8212-0004	INTERNET SERVICE	\$278.06
Fund 220			8212-0005	WAN SERVICE	\$110.56
Fund 220	04/30/2025	SPECTRUM CABLE TV, INTERNET & FIBER ELAN - 04/23/25 - 05/22/25 (VIL)	8212-0004	INTERNET SERVICE	\$278.06
Fund 220			8212-0005	WAN SERVICE	\$110.56
Fund 220					
Fund 220	DEMCO				
Fund 220	04/18/2025	YOUTH SUPPLIES	8130-1000	PROGRAMMING	\$107.68
Fund 220					
Fund 220	EMMONS BUSINESS INTERIORS				
Fund 220	04/24/2025	COMMUNITY ROOM TABLES AND CHAIRS DEPOSIT	8190-6000	FURNISHINGS	\$26,570.00
Fund 220					
Fund 220	EMPLOYEE REIMBURSEMENT				
Fund 220	04/18/2025	TRAVEL	8080-0000	TRAVEL EXPENSES	\$35.00
Fund 220					
Fund 220	FAITH TECHNOLOGIES				
Fund 220	04/14/2025	LIB - DOOR 7.1 CRASHBAR & POWER SUPPLY REPLACEMENT	8190-4000	SECURITY SYSTEM	\$7,275.00
Fund 220	04/30/2025	LIB - DOOR 7.2 CRASHBAR TROUBLESHOOTING	8190-4000	SECURITY SYSTEM	\$684.75
Fund 220					
Fund 220	MIDWEST TAPE				
Fund 220	04/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$290.13
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$74.97
Fund 220	04/18/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$99.71
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$139.44
Fund 220	04/24/2025	EMATERIALS - HOOPLA	8140-1020	E MATERIALS	\$2,030.90

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220	04/30/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$394.36
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$25.49
Fund 220					
Fund 220		MILWAUKEE COUNTY HISTORICAL SOCIETY			
Fund 220	04/03/2025	ADULT PROGRAM-PROFESSIONAL BASEBALL	8130-1000	PROGRAMMING	\$200.00
Fund 220					
Fund 220		MILWAUKEE SIGN COMPANY			
Fund 220	04/24/2025	STAFF ONLY SIGNS FOR CHILDRENS AREA	8190-6000	FURNISHINGS	\$199.86
Fund 220					
Fund 220		PETTY CASH			
Fund 220	04/24/2025	POPCORN-CHILDRENS MOVIE	8130-1000	PROGRAMMING	\$9.98
Fund 220		PIGGLY WIGGLY - BOOK CLUB SNACKS (FOL)	8130-1000	PROGRAMMING	\$21.54
Fund 220		KWIKTRIP-DOCS AND DONUTS (FOL)	8130-1000	PROGRAMMING	\$33.72
Fund 220		PICKNSAVE COFFEE BOOK CLUB (FOL)	8130-1000	PROGRAMMING	\$15.99
Fund 220					
Fund 220		DOLLAR TREE-SNACKS TEEN TAKEOVER	8130-1000	PROGRAMMING	\$20.48
Fund 220					
Fund 220		DOLLAR TREE GREEN FOAM-FORGE	8130-1000	PROGRAMMING	\$16.25
Fund 220		PICKNSAVE SNACKS GAME DAY ADULT (FOL)	8130-1000	PROGRAMMING	\$38.61
Fund 220		PICKNSAVE-MEMORY CAFÉ SUPPLIES (DON)	8130-1000	PROGRAMMING	\$26.82
Fund 220		PICKNSAVE MARSHMALLOWS SKITTLES CHILDRENS	8130-1000	PROGRAMMING	\$26.52
Fund 220		WALGREENS REPLACEMENT NEWSPAPER	8130-1000	PROGRAMMING	\$3.49
Fund 220					
Fund 220		PLAYAWAY PRODUCTS LLC			
Fund 220	04/14/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$255.66
Fund 220	04/18/2025	CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$188.66
Fund 220					
Fund 220		RHYME BUSINESS PRODUCTS LLC			
Fund 220	04/24/2025	PUBLIC & STAFF COPIER LEASE AND PRINTING	8100-0020	PAPER/PRINTING	\$310.31
Fund 220			8152-6100	RENT-COPIER	\$401.24

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220					
Fund 220		SHRED-IT USA			
Fund 220	04/03/2025	MUN PAPER DESTRUCTION SERVICE 03/10/25 (VIL)	8162-8000	RM-COMPUTER HARDWARE	\$24.75
Fund 220	04/30/2025	MUN PAPER DESTRUCTION SERVICE 04/07/25	8162-8000	RM-COMPUTER HARDWARE	\$24.45
Fund 220					
Fund 220		TITAN HQ			
Fund 220	04/14/2025	TITANHQ - SAAS MODULES ANNUAL MAINTENANCE & SUPPORT 04/30/25 - 04/29/26 (VIL)	8301-0000	IT MAINT/SUPPORT	\$2,022.65
Fund 220					
Fund 220		UNIQUE MANAGEMENT SERVICES INC			
Fund 220	04/24/2025	MATERIALS RECOVERY	8310-0050	MATERIALS RECOVERY FEE	\$59.10
Fund 220					
Fund 220		WAUKESHA COUNTY TREASURERS			
Fund 220	04/03/2025	LIBRARY CARDS	8100-0100	PROCESSING/CIRC SUPPLIES	\$536.99
Fund 220		RECEIPT PAPER	8100-0100	PROCESSING/CIRC SUPPLIES	\$421.66
Fund 220		RFID TAGS	8100-0100	PROCESSING/CIRC SUPPLIES	\$3,744.00
Fund 220					
Fund 220		WI LIBRARY ASSOC			
Fund 220	04/18/2025	WLA MEMBERSHIP	8100-0200	DUES & SUBSCRIPTIONS	\$186.75
Fund 220					
Fund 221		ALSCO			
	04/03/2025	MAT AND MOP SERVICE	8300-1501	MECHANICALS CONTRACT	\$226.58
		MOP AND MAT SERVICE	8300-1501	MECHANICALS CONTRACT	\$226.58
	04/18/2025	MAT AND MOP SERVICE	8300-0000	CONTRACTS	\$226.58
	04/30/2025	MOP AND MAT SERVICE	8300-1501	MECHANICALS CONTRACT	\$226.58
		AMAZON CAPITAL SERVICES			
	04/18/2025	DISINFECTING WIPES	8110-1501	CUSTODIAL SUPPLIES	\$93.92
		PURELL SANITIZER	8110-1501	CUSTODIAL SUPPLIES	\$372.00
		TOUCHUP PAINT	8162-2000	RM-BUILDING & GROUNDS	\$39.18
		CORNER PROTECTORS	8162-2000	RM-BUILDING & GROUNDS	\$35.57
		GRAINGER			
	04/24/2025	TRANSFORMER	8162-2000	RM-BUILDING & GROUNDS	\$136.57

Fund	Payee	Description	Account #	Account Description	Amount
Fund 221	IKM BUILDING SOLUTIONS, INC				
	04/03/2025	REPAIR LEAK ON CHILLER	8162-2000	RM-BUILDING & GROUNDS	\$3,754.00
	04/14/2025	REPAIR OF CHILLER	8162-2000	RM-BUILDING & GROUNDS	\$5,628.65
		CLEAN CHILLER TUBES WITH CHEMICALS	8162-2000	RM-BUILDING & GROUNDS	\$5,319.00
	MARED				
	04/03/2025	QUARTERLY SPRINKLER INSPECTIONS	8300-1501	MECHANICALS CONTRACT	\$319.15
	OTIS ELEVATOR CO				
	04/14/2025	REPAIR OF PUBLIC ELEVATOR	8162-2000	RM-BUILDING & GROUNDS	\$1,673.44
		REPAIR ELEVATOR #1	8162-2000	RM-BUILDING & GROUNDS	\$804.38
		REPAIR ELEVATOR #2	8162-2000	RM-BUILDING & GROUNDS	\$804.38
	04/24/2025	MAINTENANCE SEVICE CONTRACT 5/1/25-4/30/26	8300-0000	CONTRACTS	\$5,237.04
	ROMAN ELECTRIC CO				
	04/14/2025	REPLACE LIGHT KEEPERS	8162-2000	RM-BUILDING & GROUNDS	\$870.00
	04/18/2025	CHECK ON POWER LOSS	8162-2000	RM-BUILDING & GROUNDS	\$145.00
	SALAMONE SUPPLIES				
	04/03/2025	TOWEL DISPENSERS	8162-2000	RM-BUILDING & GROUNDS	\$172.50
	04/18/2025	CUSTODIAL SUPPLIES	8110-1501	CUSTODIAL SUPPLIES	\$209.27
	TRANE				
	04/14/2025	RYDLYME DESCALLER FOR CLEANING CHILLER TUBES	8162-2000	RM-BUILDING & GROUNDS	\$578.20
	TROTTER INDUSTRIES LLC				
	04/24/2025	CUSTODIAL SERVICES	8300-1502	CUSTODIAL CONTRACT	\$3,500.00
	VERITIV OPERATING COMPANY				
	04/03/2025	81/2X11 11X17 PAPER	8100-0020	PAPER/PRINTING	\$469.50
	VILLANI LANDSHAPERS				
	04/24/2025	VILLAGE HALL/LIBRARY MAINTENANCE	8300-0000	CONTRACTS	\$514.18

Fund	Payee	Description	Account #	Account Description	Amount
Fund 221					
	WE ENERGIES				
	04/25/2025	0702536021-00014	8200-0020	HEAT (GAS & OIL)	\$3,477.01
		0702536021-00095	8200-0010	LIGHT/POWER	\$6,349.93
	ZORO.COM				
	04/30/2025	SOLENOID VALVE FOR CHEMICAL FEED FOR CHILLER	8300-1501	MECHANICALS CONTRACT	\$158.39
Grand Total					\$114,286.98

Fund	Payee	Description	Account #	Account Description	Amount
TOTAL PER LINE ITEM THIS MONTH					
Row Labels	Sum of Check Total				
ADULT MATERIALS	\$	14,771.17			
CHILD MATERIALS	\$	3,150.48			
COMPUTER HARDWARE	\$	3,801.10			
COMPUTER SUPPLIES	\$	56.99			
CONTRACTS	\$	5,977.80			
CUSTODIAL CONTRACT	\$	3,500.00			
CUSTODIAL SUPPLIES	\$	675.19			
DUES & SUBSCRIPTIONS	\$	186.75			
E MATERIALS	\$	2,030.90			
FURNISHINGS	\$	26,769.86			
HEAT (GAS & OIL)	\$	3,477.01			
INTERNET SERVICE	\$	556.12			
IT MAINT/SUPPORT	\$	4,824.95			
LIGHT/POWER	\$	6,349.93			
MATERIALS RECOVERY FEE	\$	59.10			
MECHANICALS CONTRACT	\$	1,157.28			
OFFICE SUPPLIES	\$	144.38			
PAPER/PRINTING	\$	779.81			
PROCESSING/CIRC SUPPLIES	\$	4,790.65			
PROGRAMMING	\$	1,179.20			
PUBLICITY/PROGRAMS	\$	685.00			
RENT - DATACENTER	\$	119.25			
RENT-COPIER	\$	401.24			
RM-BUILDING & GROUNDS	\$	19,960.87			
RM-COMPUTER HARDWARE	\$	49.20			
SECURITY SYSTEM	\$	7,959.75			
TELEPHONE SERVICE	\$	87.17			
TRAVEL EXPENSES	\$	35.00			
WAN SERVICE	\$	221.12			
YOUNG ADULT MATERIALS	\$	529.71			
Grand Total	\$	114,286.98			



Library Board-Regular

Meeting Date: 05/21/2025

Topic: 4.01 Collection Development Updates

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

Discuss and consider for approval Policy Review Committee's recommended amendments to Policy 4.01 Collection Development Policy

4.01 Collection Development Updates

Collection Development

Objectives

Menomonee Falls Public Library aims to select, organize, and preserve materials within the limitations of space and budget and to make them freely and easily available to the community. The Library strives to stimulate and expand the interests of our patrons ~~by~~ offering a vast selection of materials representing multiple points of view and on a wide variety of subjects.

The Library endeavors to identify the ~~informational needs and interests~~ interests and informational needs of the community and curate its materials, services, and programs to meet these needs and interests.

Authority and Responsibility for Selection

Final authority for the determination of policy in the selection and acquisition of all Menomonee Falls Public Library material resources is vested in the Library Board of Trustees.

Ultimate responsibility for the selection of books and materials rests with the Library Director who operates within the framework of Library policies adopted by the Board of Trustees. ~~The Library Director may, at their discretion, assign a designee to these responsibilities.~~

~~Designated~~ Library staff members who are qualified by reason of education, training, or expertise, as assigned by the Library Director, apply their judgment and experience in selecting Library materials ~~in accordance to this Policy.~~

Guidelines for Selection

The Library strives to maintain a balanced collection in which diverse points of view regarding contemporary and historical issues are represented. The presence of any material or resource does not constitute an endorsement.

- Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse community.
- ~~Selection decisions are not influenced by the possibility that material may be accessible to children.~~ The Library does not restrict access to any material by age, and leaves the responsibility for minors' use of, viewing, or consumption of Library materials to each minor's parent or legal guardian. ~~Selection decisions are not influenced by the possibility that material may be accessible to children.~~
- ~~Menomonee Falls Public Library affirms its support of the American Library Association's Library Bill of Rights, the Freedom to Read, the Freedom to View, and Access to Library Resources and Services for Minors statements. (See appendices)~~

- The Library acknowledges a particular interest in local history, and will add to its collection works produced by authors or publishers with local connections that meet the purpose and objectives of this policy.
- The Library selects materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. ~~When staff review and select materials for purchase, they consider the special needs of the community.~~
- The Library recognizes that materials and resources may be deemed or considered controversial. Library materials will not be marked or identified to show approval or disapproval of their contents, and no Library material will be sequestered, except to protect it from potential damage or theft.

Criteria for Selection

Selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected primarily for artistic merit, scholarship, or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs of the community.

General criteria:

- ~~Contribution the material makes to the scope of the collection and~~ existing collection needs
- Relevance to community needs and interests
- ~~Circulation statistics~~
- Current or anticipated demand—~~Library staff typically purchase one copy per five holds by Menomonee Falls Public Library patrons, barring extenuating circumstances~~
- ~~Support business, cultural, recreational, and civic interests of the library patrons~~
- Significant or relevant author or publisher
- Attention of critics and reviewers
- ~~Inclusion on recent awards lists~~
- Important human or social insight
- Representation of current ideas and events
- Availability of item

Criteria for non-fiction works and periodicals:

- Accurate, clear, and logical presentation
- Comprehensive and complete treatment
- ~~Address contemporary issues~~
- ~~Facilitate continuing education~~
- Author's qualifications
- Of lasting value or current need
- Original point of view
- ~~Balance of perspectives in collection~~

Criteria for fiction works:

- Vitality and originality
- Artistic presentation or experimentation
- Well-developed plot and characterization
- ~~Authentic setting~~
- Representation of important genre or trend
- Continuation of a currently held series

Criteria for non-print works (in addition to the criteria for fiction or non-fiction)

- Quality technical production
- ~~Good sound/image quality~~
- ~~Good performance quality~~
- ~~Continuation of a currently held series~~
- Popularity and anticipated demand of specific format
- Circulation statistics or trends of print versions of same title
- Provides a presentation that is effectively delivered by the specific format
- Licensing/copyright compatibility with Library use
- For Library of Things items, the following will be considered: Needs and interests of patrons, storage and safety considerations, cost, longevity, ease of processing and circulation, maintenance needs, and consumer reviews.

Selection may also be limited by the following factors:

- ~~Physical limitations of the building~~
- Price
- Format
- Availability of low-demand materials in other Library's collections
- Sustainability for Library and staff to maintain

As new formats emerge, the Library carefully monitors public response. Library collections evolve as technology and usage trends require. A new format may, therefore, be an addition to existing Library collections or a replacement for an obsolete one.

While the Library does not attempt to provide all curriculum materials needed by educators, it recognizes that many patrons' information requests result from their status as students. The Library strives to acquire materials that meet their information needs, as well as materials that meet the information needs of the general public.

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials, online resources, and reviews from reputable sources.

Menomonee Falls Public Library is a member of the Bridges Library System, and, as such, provides access to materials from other system libraries to its patrons. The Library also

participates in an interlibrary loan network throughout Wisconsin. Menomonee Falls Public Library does not have any control over materials loaned from other libraries.

Digital Materials

Some digital materials and databases are provided to the Library through the state- or system-wide buying pool. These materials include audio, video, and electronic books, and are selected by the Wisconsin Public Library Consortium or the Bridges Library System's appropriate committees. Other resources such as Hoopla have collections maintained by parent companies with no local control. Menomonee Falls Public Library has no direct control over this selection, other than to recommend titles. Relevant selection committee and collection development policies are set through the appropriate organizations.

Recommendations

Recommendations from Library users are welcomed and encouraged. Those that meet the established selection criteria are acquired. Requesters may suggest a purchase through an online form or by notifying reference staff.

Standing Orders & Automatic Purchases

Selective lists of Library materials are ordered on a continuing basis rather than by individual title. These lists include, but are not limited to:

- Updated editions of reference and nonfiction works already owned by the Library
- Nonfiction subject category series
- Books by notable and well-known authors whose new works generate high demand

Standing orders and automatic purchases plans are regularly reviewed and revised to maintain collection currency and relevance.

Evaluation and Withdrawal of Materials

An attractive and up-to-date collection is maintained through a continual discarding and replacing process. **The Library has a limited amount of space for materials to be shelved; additionally, materials may be withdrawn from the collection after careful consideration of these factors:**

- Physical condition
- Currency of information
- Lack of use
- Superseded by a new edition or better work on the same subject
- **Space needs**

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials that are inaccurate or in poor physical condition

Materials withdrawn from the collection may be given to the Library Book Sale or disposed of by other means. Individual items that are being withdrawn will not be saved for specific individuals.

Request for Reconsideration of Library Materials

The Library understands that community members have diverse points of view. The choice of use of Library materials by its patrons is an individual matter. While an individual may reject materials for themselves, they should not attempt to exercise censorship to restrict access to the materials by others.

Residents of the Village of Menomonee Falls may request reconsideration of a selection decision. Formal review requires the submission of a ~~completed written~~ Request for Reconsideration form to the Library Director. Verbal ~~or written~~ complaints are not a substitute for a Request for Reconsideration form.-

Within 30 days of filing the request, the Library Director and the material selector will review the request and send a written response to the requester explaining their decision regarding the request. The response will also inform the requester that, if the requester desires, the request will be forwarded to the Library Board.

Within 30 days following the written response, if it is the desire of the requester, the request for reconsideration along with the Library Director recommendation will be forwarded to the Library Board.

Within 90 days of the filing of the ~~written~~ Request for Reconsideration ~~form~~ the Library Board will review the request and take final action on it.

All decisions will consider professional reviews and employ all the criteria of selection listed in this policy, ~~including the American Library Association's Library Bill of Rights, the Freedom to Read and the Freedom to View Statements.~~ The Board of Trustees has final authority in determining the retention or removal of challenged Library materials. The requester will be notified in writing of the Library Board's decision in the matter.

Requests for reconsideration about a particular item will not be considered by the Library more than once within a 12-month period.

During the process of reconsideration, challenged materials remain in the active collection until an official decision is made.

Library Bill of Rights

~~The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.~~

- ~~I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.~~
- ~~II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.~~
- ~~III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.~~
- ~~IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.~~
- ~~V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.~~
- ~~VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.~~

~~Adopted June 19, 1939.~~

~~Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;~~

~~inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.~~

The Freedom to Read Statement

~~The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.~~

~~Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.~~

~~These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.~~

~~Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.~~

~~Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.~~

~~We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.~~

~~The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.~~

~~We therefore affirm these propositions:~~

- ~~1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*~~

~~Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of~~

~~weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.~~

~~2.——Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.~~

~~Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.~~

~~3.——It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.~~

~~No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.~~

~~4.——There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.~~

~~To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.~~

~~5.——It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.~~

~~The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals~~

~~must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.~~

~~6. —It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.~~

~~It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.~~

~~7. —It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.~~

~~The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.~~

~~We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.~~

~~This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970~~

~~consolidated with the American Educational Publishers Institute to become the Association of American Publishers.~~

~~Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.~~

~~A Joint Statement by:~~

~~American Library Association~~

~~Association of American Publishers~~

~~Subsequently endorsed by:~~

~~American Booksellers for Free Expression~~

~~The Association of American University Presses~~

~~The Children's Book Council~~

~~Freedom to Read Foundation~~

~~National Association of College Stores~~

~~National Coalition Against Censorship~~

~~National Council of Teachers of English~~

~~The Thomas Jefferson Center for the Protection of Free Expression~~

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

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2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

~~Access to Library Resources and Services to Minors~~

~~The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.~~

~~Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.~~

~~School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.~~

~~Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.~~

~~Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.^a Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.^a Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.~~

~~Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.^a~~

~~The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”² Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.³ Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.~~

~~¹ *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08 1448 (2011).~~

~~² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S. 503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).~~

~~³ “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.~~

~~⁴ “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.~~

~~⁵ “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.~~

~~Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.~~

Menomonee Falls Public Library Request for Reconsideration of Library Materials Form

Please fill out this form if you have a concern regarding a material currently available to the public at Menomonee Falls Public Library.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Material to be Reconsidered

Title: _____

Author/Artist/Illustrator: _____

Copyright Date: _____

1. What would you like the Library to do with this material?

☐ Withdraw it from the Library

☐ Move it to a different ~~part of the Library's collection~~ collection in the Library

☐ Other: _____

2. What brought this material to your attention?

3. Have you read, listened to, or viewed the entire work? (Circle one) YES NO

If not, which parts have you reviewed?

4. What concerns you about this material? Please be specific.

Menomonee Falls Public Library Request for Reconsideration of Library Materials Form

Please fill out this form if you have a concern regarding a material currently available to the public at Menomonee Falls Public Library.

~~5. Explain how this action would improve the Library's service to the community and if it aligns with the Collection Development policy.~~

5. Are there any resources you would suggest to provide additional information and/or other viewpoints on this topic? What materials would you suggest as possible replacements for this item?

By signing below, I attest to the accuracy of the above information and that I am filling out this form on behalf of myself. I have read the Library's Collection Development Policy in its entirety. I understand that my Request for Reconsideration may be addressed at a public meeting of the Menomonee Falls Public Library Board of Trustees with my personally identifying information redacted.

Signature: _____

Date: _____

Menomonee Falls Public Library considers all Requests for Reconsideration of Library Materials pursuant to its Collection Development Policy. The following is a summary of the process:

1. Receipt of this form shall be acknowledged by Library Management.
2. The Library Director and relevant staff shall review the material and make one of the following decisions:
 - To retain the challenged material in the collection;
 - To retain the challenged material, but move it to another ~~location in the collection~~ collection in the Library;
 - or
 - To withdraw the challenged material.
3. The Library Director then notifies the requester within 30 days of receipt of the Request for Reconsideration.
4. Within 30 days of receipt of the Library Director's decision, if the requester is not satisfied with the decision of the Library Director, they may direct their concerns to the Menomonee Falls Public Library Board of Trustees for their consideration. The Library Board will then make a decision regarding the reconsideration within 90 days of receipt of the requester's request to the Board.

Menomonee Falls Public Library Request for Reconsideration of Library Materials Form

Please fill out this form if you have a concern regarding a material currently available to the public at Menomonee Falls Public Library.

For Library Staff Only:

Date Received by Director: _____ Initials: _____

Date Decision Sent to Requester: _____ Initials: _____

Date Decision Forwarded to Board (If Applicable): _____ Initials: _____

Date of Board Meeting Regarding Request (If Applicable): _____ Initials: _____

Date Board Decision Sent to Requester (If Applicable): _____ Initials: _____



Library Board-Regular

Meeting Date: 05/21/2025

Topic: MF Board Letter for Standards 2025

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

Discuss and consider for approval 2025 Library Board Certification of Eligibility from County Library Tax

MF Board Letter for Standards 2025



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Menomonee Falls Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 1, 2025

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2025.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to the Bridges office via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 327,968
- PLUS lending to other library community's residents: 16,019
- DIVIDED by total circulation by your residents at all county libraries: 416,592

Your library's LSER is shown in Table 1 below.

Table 1.

Menomonee Falls' Library Service Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
95%	82.57%	No

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "Yes" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "No" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2024 state annual report and indicate whether your library will meet its minimum requirements in 2025.

Please circle "Yes" or "No" in the last column in Table 2. **(Completing this table is required if LSER = "NO" in step 1.)**

Table 2.

Library	Menomonee Falls		2023 Municipal Population	39,565
Category	Minimum to Exempt	Library Actuals from 2024 annual report	Met Minimum during 2024?	Will Meet Minimum in 2025? (Circle one)
Materials Expenditures/Capita	\$5.50/capita	\$5.68/capita	Yes	Yes No
Number Hours Open/Week	60	64	Yes	Yes No
Budgeted Staff in FTE	17.77	21.06	Yes	Yes No
Collection Size	126,200	137,017	Yes	Yes No
Public Computers/Internet Access Devices	20	22	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for Menomonee Falls Public Library

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2025 (circle one)	
Library board member orientations are provided	Yes	No
Library website includes key board/staff contact & meeting information	Yes	No
Library board conducts director performance evaluation	Yes	No
Library budgets for professional development	Yes	No
Library has active strategic plan	Yes	No
Library has a current circulation policy	Yes	No
Library has a current collection management policy	Yes	No
Library has a current computer/internet policy	Yes	No
Library has a current meeting room use policy (if meeting room available)	Yes	No
Library has a current public behavior (rules of conduct) policy	Yes	No
Library has a current personnel policy	Yes	No

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles “No” and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five-year planning period.

If your library has circled “No” for an item in a previous year in tables 2 or 3, circling “No” a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2025.

Name of Library	Menomonee Falls Public Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2025**.



Library Board-Regular

Meeting Date: 05/21/2025

Topic: TRUSTEE EDUCATION: Developing a Library Budget

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

TRUSTEE EDUCATION: Developing a Library Budget

Chapter 8 Developing the Library Budget

Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current long-range plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the long-range plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached *Sample Format of a Minimal Library Budget* for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also *Trustee Essential #13: Library Advocacy*.)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see pld.dpi.wi.gov/pld_salestax.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also *Trustee Essential #24: Library Friends and Library Foundations*.)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.

3. Consistency: Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.
4. Comprehensiveness: Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually subarranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also *Trustee Essential #9: Managing the Library's Money.*)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's long-range plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See *Trustee Tool B: Library System Map and Contact Information.*)
- Wisconsin Public Library Standards (pld.dpi.wi.gov/pld_standard)
- Wisconsin Public Library Statistics (pld.dpi.wi.gov/pld_dm-lib-stat)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
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*State law requires that all information-providing public library services be provided free of charge. (See *Trustee Essential #8: Developing the Library Budget* for details.)



Library Board-Regular

Meeting Date: 05/21/2025

Topic: Statistics

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

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

Subject:

Statistics

2025 05 Board Report

Traditional Circulation

	Jan-Apr 2025	Jan-Apr 2024	Jan-Apr 2023
Circulation	125,637	128,007	127,793

eCirculation

Platform	Jan-Apr 2025	Jan-Apr 2024	Jan-Apr 2023
Libby/Overdrive	29,557	26,609	21,594
Hoopla	3,135	3,290	2,012

Technology Resources

Resource	Jan-Apr 2025	Jan-Apr 2024	Jan-Apr 2023
Computers	3,402	2,860	2,757
Printing	4,394	4,318	4,346
Mobile Print	1,563	1,168	609
Faxing	57	48	45
WiFi Usage	7,420	6,701	3,592

Patron Services

Resource	Jan-Apr 2025	Jan-Apr 2024	Jan-Apr 2023
Card Registrations	892	906	775
Visitors	61,568	56,629	50,758
Programs	333	326	232
Program Participants	7,888	8,120	5,784

Collection Services

Physical Materials	Jan-Apr 2025	Jan-Apr 2024	Jan-Apr 2023
Materials Added*	5,093	4,813	4,671
Materials Withdrawn**	3,923	3,549	1,730

*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, or cancellation of purchase (preliminary record withdrawn from system).

Interlibrary Loan Lending and Borrowing Services

Service	Jan-Apr 2025	Jan-Apr 2024	Jan-Apr 2023
Lent via ILL	581	556	456
Borrowed via ILL	101	88	78

"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