



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, July 16, 2025, 6:00 PM

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

REVISED: This Agenda has been revised as of 7/14/2025 9:54 AM.

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 June 2025 in the amount of \$57,487.31

Fund 220 - \$30,671.16

Fund 221 - \$26,816.25

4. Presentation by Library Director of Status Report of Latitude Café March 2024-July 2025.

5. Latitude Café update with Latitude Café owners Daniel and Amber Levy

6. **COMMITTEE REPORTS:**

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

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

- a. Discuss and consider for approval the amendment to Policy 2.01 Library Card Eligibility.
- b. Nominations for Library Board office of President for the term July 2026-June 2027
- c. Elections for Library Board office of President for the term July 2026-June 2027
- d. Nominations for Library Board office of Secretary/Treasurer for the term July 2026-June 2027
- e. Elections for Library Board office of Secretary/Treasurer for the term July 2026-June 2027
- f. Discuss and consider for approval 2025-2026 Library Board Meeting Dates

8. **TRUSTEE EDUCATION:** Chapter 10 Developing Essential Library Policies

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

10. **DIRECTOR'S REPORT:**

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

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

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

13. **MFPL FRIENDS' REPORT:**

14. Next Meeting: To be determined

15. 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-Regular

Meeting Date: 07/16/2025

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

2025 06 Minutes unapproved

DRAFT

Menomonee Falls Public Library

LIBRARY BOARD

MEETING MINUTES

Tuesday, JUNE 18, 2025 6:30 PM

Present: Nicole Barker, Ann Lessila, Michael Dybicz, Scott Habegger, Thomas Ewig (virtual), John S. Soper (virtual)

Absent: David Muñoz

Staff Present: Jacqueline Rammer, Ellen Rohr

1. CALL TO ORDER at 6:00 PM

2. **CONSENT AGENDA:**

Items listed under consent agenda will be approved in one motion.

a. Minutes of the last regular meeting

b. Bill Approval for May 2025 in the amount of \$63,937.66

Fund 220 - \$44,934.44

Fund 221 - \$19,003.22

Motion by Village Trustee Ann Lessila, second by Member Scott Habegger to approve the consent agenda as presented. Carried.

Vote: 6 - 0

3. **COMMITTEE REPORTS:**

a. Policy Review Committee - The next meeting will be right before the next regular business meeting, July 16.

b. Special Events, Outreach and Fundraising Committee: No updates, a new chair person will be appointed at a later date.

c. Finance Committee: The Finance Director and the Village Manager have been asked to come to the next committee meeting.

1. Discuss and consider for approval Finance Committee's recommendation to amend 2026 Library hours of operation to:
Monday-Thursday from 9:00AM-8:00PM
Friday and Saturday from 9:00AM-5:00PM (unchanged)
Closing at 8:00PM instead of 9:00PM Monday-Thursday, to take effect beginning January 1, 2026

There was discussion regarding the impact and benefits of closing early. It is estimated we will save approximately \$30,000 per year by closing early.

Motion by Village Trustee Ann Lessila, second by Member Michael Dybicz to approve the recommendation of the Finance Committee to change the Library's Open Hours from 9-9 Monday-Thursday to 9-8 Monday-Thursday. Friday and Saturday hours stay the same. This will be effective January 1, 2026. Carried.

Vote: 6 - 0

2. Discuss and consider for approval Finance Committee's recommendation to amend public pricing for black and white prints/copies to \$0.15 per page (currently \$0.10), to take effect on January 1, 2026

Motion by Village Trustee Ann Lessila, second by Member Scott Habegger to approve the Finance Committee's recommendation to increase copy fees on the public printers from 10 cents to 15 cents per copy effective July 1 instead of January 1, 2026. Carried

Vote: 6 - 0

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

- a. Discuss and consider for approval Proposed Closed and Closing Early dates for 2026.

Motion by Village Trustee Ann Lessila, second by Member Michael Dybicz to approve the suggested closed and closing early dates for 2026. Carried.

Vote: 6 - 0

- b. Nominations for Library Board office of President for the term July 2026-June 2027-Nicole Barker was nominated for the office of President by Ann Lessila. Accepted.
- c. Nominations for Library Board office of Secretary/Treasurer for the term July 2026-June 2027. Tom Ewig was nominated by Ann Lessila for the office of Secretary/Treasurer. Accepted.

Further nominations and elections for both offices will be held in July.

5. **TRUSTEE EDUCATION:** Managing the Library's Money

6. **LIBRARY BOARD PRESIDENT'S REPORT:** Nicole Barker welcomed Mike and Scott to the Library Board.
7. **DIRECTOR'S REPORT:** Jackie Rammer gave a report of the progress of this year's summer reading program. We have a record number of participants.
 - a. Statistics
 - b. Coffee Shop Update: Revenue in May for Latitude was down. Jackie has been working with the owners of Latitude on ideas for additional marketing. Scott H. has an interest in helping them out with marketing ideas and will meet with them.
 - c. Facilities Maintenance Plan Update: We expect to have updates the end of June for costs on the 1st Floor refresh project expected to be completed in 2026.
8. **VILLAGE TRUSTEE'S REPORT:** Trustee Lessila gave a report of the latest Village board agenda items.
9. **MFPL FRIENDS' REPORT:** The Library Friends have a new system for online Membership and Donation called GiveButter. It will streamline how donations and membership payments are accepted. They updated their membership fee structure. They are doing a series of Facebook posts showing the services A to Z that the Library has to offer. They are planning a giveback event at Third Space and recently received at \$3500 grant from the Greater Menomonee Falls Foundation for Technology in the CoLab.
10. Next Meeting: Wednesday, July 16, 2025
11. 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 at 7:37 PM.

Motion by Village Trustee Ann Lessila, second by Member Scott Habegger Carried.

Vote: 6 - 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.

Motion by Village Trustee Ann Lessila, second by Member Scott Habegger Carried.

Vote: 6 - 0
13. Motion to approve the 2026 staffing plan discussed during closed session made by Ann Lessila, second by Scott Habegger. Carried.

14. Adjournment at 7:28 PM.

Minutes transcribed by Ellen Rohr

Minutes approved on _____



Library Board-Regular

Meeting Date: 07/16/2025

Topic: Bill Approval for June 2025

Date of Library Board

Action (if required):

Date of Village Board

Action (if required):

Subject:

Bill Approval for June 2025 in the amount of \$57,487.31

Fund 220 - \$30,671.16

Fund 221 - \$26,816.25

2025 06 expenditures

MENOMONEE FALLS LIBRARY
Disbursement Summary -JUNE 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				
	06/05/2025	CHILDRENS FLORAL WIRE	8130-1000	PROGRAMMING	\$8.69
		CHILDRENS PIPE CLEANERS	8130-1000	PROGRAMMING	\$9.99
	06/12/2025	TWEEN SNACKS	8130-1000	PROGRAMMING	\$9.76
		RETIREMENT CARDS	8075-0000	RECRUITMENT & PERSONNEL	\$16.97
		CIRCULATION RUBBER BANDS	8100-0100	PROCESSING/CIRC SUPPLIES	\$38.44
		EARBUDS	8100-0100	PROCESSING/CIRC SUPPLIES	\$39.95
		YOUTH SQUEEZE BOTTLES, CANVAS PAIN	8130-1000	PROGRAMMING	\$92.59
		ACRYLIC DISCS - FORGE	8130-1000	PROGRAMMING	\$9.94
		PUZZLES - ADULT PROGRAM (FOL)	8130-1000	PROGRAMMING	\$79.92
		WASHI TAPE, ACRYLIC DISCS STICKERS	8130-1000	PROGRAMMING	\$160.96
		TIE DYE KITS	8130-1000	PROGRAMMING	\$37.98
		STERLITE CONTAINERS	8130-1000	PROGRAMMING	\$85.99
		STICKERS, PRIZES GLOW STICKS, WATERC	8130-1000	PROGRAMMING	\$371.08
		3D PRINTER FILAMENT - FORGE	8130-1000	PROGRAMMING	\$344.10
		SCRUNCHIES FOR TIE DYE PROGRAM (FOL	8130-1000	PROGRAMMING	\$24.98
		ROCKS CONTACT ADHESIVE FORGE	8130-1000	PROGRAMMING	\$57.24
		BOTTLES WATER COLOR, MARKERS MOD	8130-1000	PROGRAMMING	\$297.90
		REPLACEMENT IPADS	8190-8000	COMPUTER HARDWARE	\$2,990.00
		IPAD CASES	8190-8000	COMPUTER HARDWARE	\$175.56
	06/26/2025	ADULT MATERIALS	8100-0000	OFFICE SUPPLIES	-\$18.83
			8130-1000	PROGRAMMING	-\$69.37
			8140-1110	ADULT MATERIALS	\$88.20
		OFFICE SUPPLIES - GLOVES	8100-0000	OFFICE SUPPLIES	\$79.10
			8130-1000	PROGRAMMING	-\$38.98
			8140-1110	ADULT MATERIALS	-\$40.12
	AMER PRINT QUIK INC				
	06/05/2025	JUNE/JULY STORYTELLER (PARTIAL FOL)	8110-5002	PUBLICITY/PROGRAMS	\$850.00

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220					
Fund 220	AT&T				
Fund 220	06/26/2025	AT&T IP FLEX CIRCUITS 06/11/25 - 07/10/25	8210-0000	TELEPHONE SERVICE	\$87.01
Fund 220					
Fund 220	BAKER & TAYLOR INC.				
Fund 220	06/05/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$90.80
Fund 220		YOUNG ADULT MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$40.31
Fund 220	06/12/2025	CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$147.14
Fund 220	06/19/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$18.75
Fund 220					
Fund 220	BAKER TILLY				
Fund 220	06/12/2025	PROGRESS BILL #3 FOR FY 2024 AUDIT	8300-1901	AUDIT/ACCTG. SERV.	\$27.11
Fund 220					
Fund 220	BOLLYWOOD GROOVE, LLC				
Fund 220	06/12/2025	PROGRAMMING BOLLYWOOD (FOL)	8130-1000	PROGRAMMING	\$750.00
Fund 220					
Fund 220	CDW GOVT INC				
Fund 220	06/05/2025	CDWG DATA CENTER HOSTING 05/01/25	8152-6005	RENT - DATACENTER	\$119.25
Fund 220	06/26/2025	VEEAM DATA PLATFORM BACKUP SOFTWARE	8301-0000	IT MAINT/SUPPORT	\$529.88
Fund 220					
Fund 220	CENGAGE LEARNING				
Fund 220	06/05/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$26.64
Fund 220	06/12/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$20.80
Fund 220					
Fund 220	CHARTER COMMUNICATION				
Fund 220	06/05/2025	SPECTRUM CABLE TV, INTERNET & FIBER	8212-0004	INTERNET SERVICE	\$278.06
Fund 220			8212-0005	WAN SERVICE	\$110.56
Fund 220					
Fund 220	DEMCO				
Fund 220	06/12/2025	BOOK PROCESSING SUPPLIES	8100-0100	PROCESSING/CIRC SUPPLIES	\$455.40
Fund 220					
Fund 220	EMPLOYEE REIMBURSEMENT				
Fund 220	06/19/2025	TRAVEL REIMBURSEMENT	8080-0000	TRAVEL EXPENSES	\$18.20
Fund 220					
Fund 220	FAITH TECHNOLOGIES				
Fund 220	06/05/2025	HIRSCH VELOCITY ANNUAL MAINTENANCE	8301-0000	IT MAINT/SUPPORT	\$236.21

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220					
Fund 220		INGRAM LIBRARY SERVICES			
Fund 220	06/05/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$8,500.72
Fund 220		CHILD MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$10.46
Fund 220			8140-1130	CHILD MATERIALS	\$2,887.98
Fund 220		YOUNG ADULT MATERIALS	8140-1120	YOUNG ADULT MATERIALS	\$1,400.19
Fund 220		LIBRARY MATERIALS	8140-1110	ADULT MATERIALS	\$822.11
Fund 220			8140-1120	YOUNG ADULT MATERIALS	\$73.85
Fund 220			8140-1130	CHILD MATERIALS	\$185.59
Fund 220					
Fund 220		J&R AQUATIC ANIMAL RESUCE			
Fund 220	06/19/2025	CHILDRENS PROGRAM AQUATIC ANIMAL	8130-1000	PROGRAMMING	\$294.22
Fund 220					
Fund 220		KARRI L FRITZ-KLAUS			
Fund 220	06/12/2025	ADULT PROGRAMMING - ART HISTORY LE	8130-1000	PROGRAMMING	\$350.00
Fund 220					
Fund 220		KENNETH W WARDIUS			
Fund 220	06/12/2025	ADULT LIGHTHOUSES PROGRAM	8130-1000	PROGRAMMING	\$125.00
Fund 220					
Fund 220		LAKESHORE LEARNING MATERIALS			
Fund 220	06/05/2025	PROGRAMMING - CHILDRENS FISHING SE	8130-1000	PROGRAMMING	\$59.99
Fund 220		TREE SEATING CHILDRENS	8190-6000	FURNISHINGS	\$480.70
Fund 220					
Fund 220		MIDWEST PANO			
Fund 220	06/19/2025	GOOGLE TOURS (DON)	8110-5002	PUBLICITY/PROGRAMS	\$1,622.50
Fund 220					
Fund 220		MIDWEST TAPE			
Fund 220	06/05/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$74.22
Fund 220		CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$17.99
Fund 220	06/12/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$143.94
Fund 220			8140-1020	E MATERIALS	\$2,035.92
Fund 220	06/19/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$79.47
Fund 220					
Fund 220		MILW BALLET COMPANY			
Fund 220	06/12/2025	BALLET STORYTIME	8130-1000	PROGRAMMING	\$150.00
Fund 220					

Fund	Payee	Description	Account #	Account Description	Amount
Fund 220	PEACE YOGA STUDIOS &				
Fund 220	06/19/2025	PROGRAM TWEEN/TEEN	8130-1000	PROGRAMMING	\$165.00
Fund 220					
Fund 220	PLAYAWAY PRODUCTS LLC				
Fund 220	06/05/2025	CHILD MATERIALS	8140-1130	CHILD MATERIALS	\$154.63
Fund 220	06/12/2025	ADULT MATERIALS	8140-1110	ADULT MATERIALS	\$314.76
Fund 220					
Fund 220	RHYME BUSINESS PRODUCTS LLC				
Fund 220	06/26/2025	PUBLIC & STAFF COPIER LEASE AND PRIN	8100-0020	PAPER/PRINTING	\$412.52
Fund 220			8152-6100	RENT-COPIER	\$401.24
Fund 220					
Fund 220	SCHLITZ AUDUBON NATURE CENTER				
Fund 220	06/12/2025	PROGRAMMING JOY OF BIRDING	8130-1000	PROGRAMMING	\$250.00
Fund 220					
Fund 220	SCHOLASTIC INC.				
Fund 220	06/05/2025	1000 BOOKS PRIZES (FOL)	8130-1000	PROGRAMMING	\$125.00
Fund 220					
Fund 220	SMARTY PANTS WORLD LLC				
Fund 220	06/12/2025	PROGRAMMING BIG BALLOON SHOW (D	8130-1000	PROGRAMMING	\$550.00
Fund 220					
	SNAKE DISCOVERY LLC				
	06/05/2025	PROGRAMMING SNAKE DISCOVERY (FOL)	8130-1000	PROGRAMMING	\$325.00
Fund 221	AIRWAY SALES INC				
	06/19/2025	FILTERS	8162-2000	RM-BUILDING & GROUNDS	\$305.61
	ALSCO				
	06/05/2025	MAT AND MOP SERVICE	8300-1501	MECHANICALS CONTRACT	\$226.58
	06/12/2025	MAT AND MOP SERVICE	8300-1501	MECHANICALS CONTRACT	\$226.58
	06/26/2025	MAT AND MOP SERVICE	8300-1501	MECHANICALS CONTRACT	\$226.58
	AMAZON CAPITAL SERVICES				
	06/12/2025	BODILY FLUID CLEAN UP KITS	8110-1501	CUSTODIAL SUPPLIES	\$118.45
	BAKER TILLY				
	06/12/2025	PROGRESS BILL #3 FOR FY 2024 AUDIT	8300-1901	AUDIT/ACCTG. SERV.	\$27.11

Fund	Payee	Description	Account #	Account Description	Amount
Fund 221					
Fund 221		CLEAR VISION PROWASH			
Fund 221	06/26/2025	CLEANING THE EXTERIOR OF THE BUILINC	8300-0000	CONTRACTS	\$8,570.00
Fund 221					
Fund 221		DUTCH TOUCH LAWN SERVICES			
Fund 221	06/05/2025	MUNICIPAL/LIBRARY COMPLEX MAINTEN	8300-0000	CONTRACTS	\$467.20
Fund 221	06/26/2025	LIBRARY LANDSCAPE MAINTENANCE	8300-0000	CONTRACTS	\$7,500.00
Fund 221					
Fund 221		FAIRWAY LIGHTING			
Fund 221	06/19/2025	LED LIGHTS	8162-2000	RM-BUILDING & GROUNDS	\$850.00
Fund 221					
Fund 221		MARED			
Fund 221	06/19/2025	QUARTERLY SPRINKLER INSPECTIONS	8300-1501	MECHANICALS CONTRACT	\$319.15
Fund 221					
Fund 221		OTIS ELEVATOR CO			
Fund 221	06/19/2025	REPAIR ELEVATOR ON OVERTIME	8162-2000	RM-BUILDING & GROUNDS	\$2,193.75
		PRO-SEAL ASPHALT PAVING			
	06/19/2025	SNOW REMOVAL FOR 1/22/25-1/23/25	8300-0000	CONTRACTS	\$1,368.00
		SALAMONE SUPPLIES			
	06/12/2025	CUSTODIAL SUPPLIES	8110-1501	CUSTODIAL SUPPLIES	\$366.84
	06/19/2025	CUSTODIAL SUPPLIES	8110-1501	CUSTODIAL SUPPLIES	\$36.12
		TROTTER INDUSTRIES LLC			
	06/26/2025	CUSTODIAL SERVICES	8300-1502	CUSTODIAL CONTRACT	\$3,500.00
		VILLANI LANDSHAPERS			
	06/05/2025	VILLAGE HALL/LIBRARY MAINTENANCE (3	8300-0000	CONTRACTS	\$514.18
Grand Total					\$57,487.31

Fund	Payee	Description	Account #	Account Description	Amount
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TOTAL PER LINE ITEM THIS MONTH

Row Labels	Sum of Check Total
ADULT MATERIALS	\$ 10,140.29
AUDIT/ACCTG. SERV.	\$ 54.22
CHILD MATERIALS	\$ 3,393.33
COMPUTER HARDWARE	\$ 3,165.56
CONTRACTS	\$ 18,419.38
CUSTODIAL CONTRACT	\$ 3,500.00
CUSTODIAL SUPPLIES	\$ 521.41
E MATERIALS	\$ 2,035.92
FURNISHINGS	\$ 480.70
INTERNET SERVICE	\$ 278.06
IT MAINT/SUPPORT	\$ 766.09
MECHANICALS CONTRACT	\$ 998.89
OFFICE SUPPLIES	\$ 60.27
PAPER/PRINTING	\$ 412.52
PROCESSING/CIRC SUPPLIES	\$ 533.79
PROGRAMMING	\$ 4,626.98
PUBLICITY/PROGRAMS	\$ 2,472.50
RECRUITMENT & PERSONNEL	\$ 16.97
RENT - DATACENTER	\$ 119.25
RENT-COPIER	\$ 401.24
RM-BUILDING & GROUNDS	\$ 3,349.36
TELEPHONE SERVICE	\$ 87.01
TRAVEL EXPENSES	\$ 18.20
WAN SERVICE	\$ 110.56
YOUNG ADULT MATERIALS	\$ 1,524.81
Grand Total	\$ 57,487.31



Library Board-Regular

Meeting Date: 07/16/2025

Topic: Discuss and consider for approval the amendment to Policy 2.01
Library Card Eligibility

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

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

Subject:

Discuss and consider for approval the amendment to Policy 2.01 Library Card Eligibility.

Library Card Eligibility Policy Edits

Library Card Eligibility

As a member of the Bridges Library System, Menomonee Falls Public Library primarily serves residents of Waukesha and Jefferson Counties.

Wisconsin residents may apply for a Library card by presenting a valid photo ID and proof of current residence. Children under eighteen must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current residence. An example of a valid photo ID includes a Driver's License or State Issued ID. Proof of current residence must be dated within the last three months and could include a utility bill in paper or digital form, a checkbook, car registration, paystub, et cetera.

People with a valid photo ID who do not have proof of current residence may be eligible for a library card. When requested, the library will send a piece of mail to a person's current address and the piece of mail must be brought in to the library in order to complete registration.

A Driver's License or state issued ID that states the current residence (home address) is ideal and covers both requirements.

If a parent or legal guardian's card is blocked because of outstanding unreturned material, the material must be returned or the replacement cost paid before any minor in the household is issued a card.

Local Students

Students who are otherwise ineligible for a card, but attend school (grades K-12) in Menomonee Falls are eligible to apply for a card.

Local Employees

A card may be issued to employees of any industry, business, or professional service which occupies, owns or leases space in Menomonee Falls.

Employees may apply for a free library card by presenting a valid photo ID and proof of current residence along with proof of employment. Acceptable proof of employment is a business card, an identification card, a pay stub, an email to the library (mfcirc@menomonee-falls.org) from the employee's work email, or a letter from the employer. Other proof may be considered.

Village of Menomonee Falls Employees and Family Members

Village of Menomonee Falls employees and their family (spouse, partner, children, et cetera) living at the same address as the employee who are otherwise ineligible for a card may obtain a card. All children living at home may obtain a card, regardless of age. The employee's Village ID and proof of current residence is required.

Title: Library Card Eligibility Chapter: Circulation Policy Number: 2.01	Original Effective Date: 5/16 Revision History: 6/19/19, 6/16/21, 3/20/24 Page 2 of 2
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Resource Cards

Those who are not eligible for a Library card but wish to use the Library's computers, meeting room AV equipment, or Makerspace can apply for a free Resource Card. Presenting a valid photo ID and proof of current residence is required.

Milwaukee County Cards

Residents of Milwaukee County may purchase a card annually in order to check out materials from Menomonee Falls Public Library.

The following Library cards are available at Menomonee Falls Public Library:

Type of Card	Access	Eligible Groups	Cost
Library Card	• Full circulation access • Computer usage • Database usage including Libby and hoopla • Makerspace usage • Use of Meeting Room Technology Equipment	• Wisconsin residents not residing in the Village of Germantown • Wisconsin residents not residing in Milwaukee County • People who work in Menomonee Falls who are otherwise ineligible • Students attending K-12 in Menomonee Falls who are otherwise ineligible	Free
Resource Card	• Computer usage • Makerspace usage badging • Database usage ~~including Libby~~ • Use of Meeting Room Technology Equipment	• Village of Germantown Residents who do not wish to check out physical materials • Milwaukee County Residents who do not wish to check out physical materials	Free
Milwaukee County Card	• Computer usage • Makerspace usage badging • Database usage including Libby and hoopla • Use of Meeting Room Technology Equipment	• Milwaukee County Residents	\$75/year



Library Board-Regular

Meeting Date: 07/16/2025

Topic: 2025-26 Suggested Library Board Meeting Dates

Date of Library Board

Date of Village Board

Action (if required):

Action (if required):

Subject:

Discuss and consider for approval 2025-2026 Library Board Meeting Dates

2025-26 Suggested Library Board Meeting Dates

Suggested Library Board Meeting Dates

August 2025- July 2026

Third Wednesday of the month with exceptions

August 13, 20, or 28 2025 (Falls Cable Access has a possible conflict on August 20)

September 17, 2025

October 15, 2025

November 19, 2025

December 17, 2025

January 21, 2026

February 25, 2026 (4th Wed of the month, extended for Annual Report deadlines)

March 18, 2026

April 15, 2026

May 20, 2026

June 17, 2026

July 15, 2026



Library Board-Regular

Meeting Date: 07/16/2025

Topic: TRUSTEE EDUCATION: Chapter 10 Developing Essential Library Policies

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

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

Subject:

TRUSTEE EDUCATION: Chapter 10 Developing Essential Library Policies

Chapter 10: Library Policies

Developing Essential Library Policies

10

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and long-range plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see: pld.dpi.wi.gov/pld_policies for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing With Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, “Library use privileges will be revoked if a patron has too many overdue books,” is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the *Wisconsin Public Library Policy Resources Page* at pld.dpi.wi.gov/pld_policies.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See *Trustee Essential #6: Evaluating the Director* for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- *Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries* (pld.dpi.wi.gov/pld_trustee)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Your municipal or county attorney
- Wisconsin Public Library Policy Resources (pld.dpi.wi.gov/pld_policies)

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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Library Board-Regular

Meeting Date: 07/16/2025

Topic: Statistics

Date of Library Board

Action (if required):

Date of Village Board

Action (if required):

Subject:

Statistics

2025 07 Board Report

Traditional Circulation

	Jan-June 2025	Jan-June 2024	Jan-June 2023
Circulation	192,618	194,197	183,011

eCirculation

Platform	Jan-June 2025	Jan-June 2024	Jan-June 2023
Libby/Overdrive	44,059	39,274	32,855
Hoopla	4,753	4,692	3,208

Technology Resources

Resource	Jan-June 2025	Jan-June 2024	Jan-June 2023
Computers	5,129	4,303	4,057
Printing	6,304	6,297	6,084
Mobile Print	2,416	1,690	865
Faxing	77	72	70
WiFi Usage	10,778	9,962	5,078

Patron Services

Resource	Jan-June 2025	Jan-June 2024	Jan-June 2023
Card Registrations	1,446	1,385	1,300
Visitors	88,248	83,959	76,690
Programs	464	451	341
Program Participants	13,948	11,982	8,374

Collection Services

Physical Materials	Jan-June 2025	Jan-June 2024	Jan-June 2023
Materials Added*	7,062	6,741	6,701
Materials Withdrawn**	6,896	5,104	3,435

*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-June 2025	Jan-June 2024	Jan-June 2023
Lent via ILL	708	670	574
Borrowed via ILL	122	124	98

"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