



HALESCORNERSLIBRARY.ORG

**HALES CORNERS LIBRARY
BOARD OF TRUSTEES
Thursday, February 27, 2025
6:30 PM Meeting Notice / Agenda**

Notice is hereby given that the Library Board will meet at the above date and time, in the **Library Board Room** (5885 S. 116th Street, Hales Corners).

[Notice is given that a majority of the Village of Hales Corners Board of Trustees may attend this meeting to gather information about the subject matter listed below. This meeting may constitute a meeting of the Village of Hales Corners Board of Trustees per *State ex rel. Badke v. Greendale Village Board*, even though the Board of Trustees will not take formal action at this meeting.]

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS (3-minute limit per speaker)

3. CONSENT AGENDA

- 3.1. Minutes: December 19, 2024
- 3.2. Approval of Library Budget Report & Board Fund – Dec. 2024 and Jan. 2025
- 3.3. Approval of Library Payroll (pay periods: 12/21/24-2/14/25)
- 3.4. Next Library Board meeting is Thursday, March 27

4. COMMITTEE & LIAISON REPORTS

- 4.1. Friends of the Library Liaison- S. Lewin-Lane
- 4.2. Library Foundation & Fundraising Updates- Wilkes
- 4.3. Whitnall School District Liaison- L. Komas
- 4.4. Village Liaison- M. Bennett

5. DIRECTOR'S REPORT

- 5.1. Staff Updates

6. AGENDA ITEMS

- 6.1. Assign temporary Board Treasurer
- 6.2. Request from 4th of July Committee to use Library parking lot for vendors
- 6.3. Approval of Johnson Controls Planned Service Proposal
- 6.4. Request for all-day staff training Friday, April 11
- 6.5. Approval of WI DPI Annual Report

7. ADJOURNMENT

Stephanie Lewin-Lane (e-signature)

Stephanie Lewin-Lane, Library Director
February 18, 2025

cc: Library Board, Library Staff, Library Bulletin Board, Village Board, Village Administrator, Village Hall Bulletin Board, Press
Note: Issues that require public input or for which citizens are present will receive priority on the agenda.

If you are a disabled individual who requires special services, please notify the Library Director in advance of the meeting.

The meeting was called to order at 6:32 pm by Chair Kiernan.

- 1.0 ROLL CALL** – Present: T. Kiernan (Chair), Trustees: P. Harycki, N. Wilkes, B. Shaw, Library Director S. Lewin-Lane, Village Liaison M. Bennett, Absent and excused: Trustee E. Leonard, L. Komas. Unexcused: D. Sweet.
- 2.0 PUBLIC COMMENT** – none
- 3.0 CONSENT AGENDA**
- 3.1 Motion (Harycki/Wilkes) moves to approve minutes from 11/21/24 Library Board Meeting – passed 4-0-3
 - 3.2 Motion (Harycki/Wilkes) moves to approve Library Budget Report and Board Fund November 2024 – passed 4-0-3
 - 3.3 Motion (Harycki/Wilkes) moves to approve Library Payroll #23-24 – passed 4-0-3
 - 3.4 Motion (Harycki/Wilkes) moves to have next Library Board meeting on Thursday, December 19th, 2024 – passed 4-0-3
- 4.0 COMMITTEE AND LIAISON REPORTS**
- 5.0 DIRECTOR'S REPORT**
- 6.0 AGENDA ITEMS**
- 6.1 Approval of Strategic Plan Document
R. Arndt gave a brief overview of the document and how it works as far as benchmarks. S. Lewin-Lane went through each strategy and actions with board members for comments or questions. Slight wordsmithing was done on final strategy, final goal, second action and agreed upon by board. Motion (Shaw/Wilkes) to approve Strategic Plan with edit – passed 4-0-3
 - 6.2 Approve new Mission statement
Board was offered three examples for a new mission based on Strategic Plan directives. They combined parts to create the following mission: "To be the heart of the community by offering a welcoming space where neighbors connect, curiosity is sparked, and lifelong learning thrives." Motion (Wilkes/Shaw) to approve – passed 4-0-3.
 - 6.3 Library Foundation request for page on library website
The library foundation will be given a link on the library website under a tab titled Support the Library, along with the Friends of the Library group. The link will point to a website that the foundation creates and maintains on their own. Motion (Wilkes/Shaw) to approve – passed 4-0-3.
- 7.0 ADJOURNMENT** Motion (Shaw/Harycki) moves to adjourn meeting – passed 4-0-3

Stephanie Lewin-Lane / (e-signature)
Stephanie Lewin-Lane, Library Director

2025 Budget							
Account			Approved budget	January	February	YTD	% of yearly budget
551	51100	Permanent Salaries	\$248,648.00	\$1.00		\$1.00	0.00%
551	51200	Temporary Salaries	\$102,172.00			\$0.00	0.00%
551	51400	Holiday Pay	\$0.00			\$0.00	\$0.00
551	150	OPEB Insurance	\$0.00			\$0.00	\$0.00
551	51600	Vacation Pay	\$0.00			\$0.00	\$0.00
551	51650	Sick Leave	\$0.00			\$0.00	\$0.00
		Total Salaries	\$350,820.00	\$1.00	\$0.00	\$1.00	0.00%
551	52100	Social Security	\$26,979.00			\$0.00	0.00%
551	52200	Wisconsin Retirement Fund	\$21,025.00			\$0.00	0.00%
551	52300	Life & Disability	\$529.00			\$0.00	0.00%
551	52400	Health & Dental	\$104,567.00			\$0.00	0.00%
551	52450	General Adjustment	\$0.00			\$0.00	\$0.00
		Total Benefits	\$153,100.00	\$0.00	\$0.00	\$0.00	0.00%
551	50390	Transfer to Capital Project Fund	\$0.00			\$0.00	\$0.00
551	53000	Postage	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
551	53100	Office & Processing Supplies	\$4,000.00	\$280.22	\$0.00	\$280.22	7.01%
551	53300	Equipment Repairs (added back 7.13.23 rb)	\$0.00	\$0.00	\$0.00	\$0.00	
551	53500	Telephone	\$6,131.00	\$449.58	\$0.00	\$449.58	7.33%
551	53600	Professional Development	\$1,800.00	\$0.00	\$382.21	\$382.21	21.23%
551	53800	Auto Allowances	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
551	53900	Utilities	\$22,965.00	\$0.00	\$165.00	\$165.00	0.72%
551	54000	Risk Management	\$4,929.00	\$0.00	\$0.00	\$0.00	0.00%
551	54100	Building Maintenance	\$10,000.00	\$1,526.36	\$214.27	\$1,740.63	17.41%
551	54560	Contr Serv - Landscape	\$900.00	\$0.00	\$0.00	\$0.00	0.00%
551	54570	Contr Serv - HVAC Maintenance	\$5,500.00	\$0.00	\$0.00	\$0.00	0.00%
551	54920	Contr Serv - MCFLS	\$23,121.00	\$34.61	\$0.00	\$34.61	0.15%
551	55000	Contr Serv - Custodial	\$2,000.00	\$60.88	\$0.00	\$60.88	3.04%
551	55300	Programming & Supplies	\$2,500.00	\$103.67	\$42.92	\$146.59	5.86%
551	55600	Photocopier Maint & Supplies (staff copier)	\$2,200.00	\$0.00	\$0.00	\$0.00	0.00%
551	55700	Technology Maint & Supplies	\$4,200.00	\$1,030.00	\$0.00	\$1,030.00	24.52%
551	56500	Periodicals	\$6,500.00	\$606.94	\$0.00	\$606.94	9.34%

551	56700	Physical Collection	\$36,000.00	\$3.99	\$45.94	\$49.93	0.14%
551	56710	Digital Collection	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
551	56910	Public Photocopier	\$650.00	\$42.60	\$57.78	\$100.38	15.44%
551	59600	Transfer to Equipment Replacement	\$0.00				\$0.00
551	59610	Transfer to Collection Replacement Fund	\$0.00				\$0.00
551	59900	Unclassified	\$0.00	\$0.00	\$0.00		#DIV/0!
551	59910	Credit card fees	\$100.00	\$0.00	\$15.24		15.24%
		Total Operating expenses	\$134,696.00	\$4,138.85	\$923.36	\$5,062.21	3.76%
		Total Budget	\$638,616.00	\$4,139.85	\$923.36	\$5,063.21	0.79%
606-551	53390	CRF	\$1,500.00	\$300.76	\$15.55	\$316.31	21.09%
606-551	56330	Grant Fund Expenditures		\$0.00	\$0.00	\$0.00	
606-551	56340	Expenditures		\$0.00	\$0.00		0.00%
700-551	59990	ERF		\$0.00	\$0.00		

Hales Corners Library - Library Board Funds

GIFTS AND DONATIONS RESTRICTED

Gapinski Memorial	\$ 100.00	Checking Account	\$ 14,608.38
Gorzalski, Garret Memorial	\$ -	CD Money Market	\$ 19,520.42
Hain, Alice - Newberry Award	\$ 148.52		
Lego Club	\$ 196.43	Total	\$ 34,128.80
Licau, Kathy Memorial	\$ 93.60		
Riebs, Priscilla Memorial (prairie restoration)	\$ 70.00		
Ruesch, Bob	\$ 100.00	Interest on CD	
Senior Programs	\$ 850.00	January	\$ 1.66
Thomson, Ian	\$ 100.00		
Weber, Anne Memorial	\$ 3.01		
TOTAL RESTRICTED	\$ 1,661.56	Deposits	
		Hain (1/30/25)	\$ 100.00
Gifts and Donations- Unrestricted	\$ 2,817.83		

LIBRARY BUILDING FUND

100 Women Challenge - Library Expansion	\$ 7,000.00	Withdrawals	
Architectual and Engineering Study	\$ 15,746.30		
Hain, Alice Memorial	\$ 6,675.00		
Meyer, Dennis Memorial (child vehicle seat)	\$ 228.11		
TOTAL LIBRARY BUILDING FUNDS	\$ 29,649.41		

TOTAL ALL ACCOUNTS **\$ 34,128.80**

Updated 2/4/25 SMH

**VILLAGE OF HALES CORNERS
PAYROLL TIME SHEET RECAP - LIBRARY**

PAY PERIOD:
12-21-24 to 1-3-25

NAME	REG	VACATION	SICK	PERS TIME	FUNERAL	HOLIDAY	AUTO	TOTAL HOURS
Arzamendi, Justen	14.25							14.25
Bantz, Ryan	18.5	17				20	\$2.01	55.50
Barr, Joseph	40					40		80.00
Brown, Joseph	46.91					32		78.91
Frank, Natalie	27							27.00
Hansen, Cheryl	20.5							20.50
Harrison, Seth	44			4		32		80.00
Jones, Owen	12							12.00
Lewin-Lane, Stephanie	16	26		6		32		80.00
Mann, Liliana	6							6.00
Raap, Carole	14							14.00
Rech, Laura	15.5							15.50
Schmidt, Merri	15.42					16		31.42
Strandt, Mary Kay	17.5	7				16		40.50

Prepared by: SMH
Approved by: _____

Total Auto: \$2.01
Pay Day: 1/9/2025

Other: _____

Library Board approval date: 2/27/2025

**VILLAGE OF HALES CORNERS
PAYROLL TIME SHEET RECAP - LIBRARY**

PAY PERIOD:
1-4-25 to 1-17-25

NAME	REG	VACATION	SICK	PERS TIME	FUNERAL	HOLIDAY	AUTO	TOTAL HOURS
Arzamendi, Justen	19.75							19.75
Bantz, Ryan	58.67						\$13.60	58.67
Barr, Joseph	72		8					80.00
Brown, Joseph	76		4					80.00
Frank, Natalie	29							29.00
Hansen, Cheryl	14							14.00
Harrison, Seth	76	4						80.00
Jones, Owen	20							20.00
Lewin-Lane, Stephanie	64		16					80.00
Mann, Liliana	10							10.00
Raap, Carole	12							12.00
Rech, Laura	36.5							36.50
Schmidt, Merri	35.66							35.66
Strandt, Mary Kay	26.92							26.92

Prepared by: SMH
Approved by: _____

Total Auto: \$13.60
Pay Day: 1/23/2025

Other: _____

Library Board approval date: 2/27/2025

**VILLAGE OF HALES CORNERS
PAYROLL TIME SHEET RECAP - LIBRARY**

PAY PERIOD:
1-18-25 to 1-31-25

NAME	REG	VACATION	SICK	PERS TIME	FUNERAL	HOLIDAY	AUTO	TOTAL HOURS
Arzamendi, Justen	18							18.00
Bantz, Ryan	58.08						\$11.52	58.08
Barr, Joseph	80							80.00
Brown, Joseph	79.91							79.91
Frank, Natalie	26							26.00
Hansen, Cheryl	24.5							24.50
Harrison, Seth	54	16		2	8			80.00
Jones, Owen	20.25							20.25
Lewin-Lane, Stephanie	80							80.00
Mann, Liliana	8							8.00
Raap, Carole	12							12.00
Rech, Laura	26							26.00
Schmidt, Merri	25							25.00
Strandt, Mary Kay	37.42							37.42

Prepared by: SMH
Approved by: _____

Total Auto: \$11.52
Pay Day: 2/6/2025

Other: _____

Library Board approval date: 2/27/2025

**VILLAGE OF HALES CORNERS
PAYROLL TIME SHEET RECAP - LIBRARY**

PAY PERIOD:
2-1-25 to 2-14-25

NAME	REG	VACATION	SICK	PERS TIME	FUNERAL	HOLIDAY	AUTO	TOTAL HOURS
Arzamendi, Justen	18							18.00
Bantz, Ryan	58.08						\$17.02	58.08
Barr, Joseph	80							80.00
Brown, Joseph	71.84		8					79.84
Frank, Natalie	37.25							37.25
Hansen, Cheryl	20.5							20.50
Harrison, Seth	80							80.00
Jones, Owen	20							20.00
Lewin-Lane, Stephanie	72		4	4				80.00
Mann, Liliana	10							10.00
Raap, Carole	12							12.00
Rech, Laura	26							26.00
Schmidt, Merri	35.5							35.50
Strandt, Mary Kay	24.5	7						31.50

Prepared by: SMH
Approved by: _____

Total Auto: \$17.02
Pay Day: 2/20/2025

Other: _____

Library Board approval date: 2/27/2025

Library Statistics
For the Year of 2024

<u>Stats for the year of 2024</u>	2022	2023	2023 compared to 2022	2024	2024 compared to 2023
Patron Count	52,199	57,140	9%	58,085	2%
Circulation (in library)	85,747	87,031	1%	89,960	3%
Digital Material Circulation	11,563	14,578	26%	17,283	19%
Wi-Fi Users (average/day) Total	618	509	-18%	401	-21%
Computer Use (sessions)	5531	4096	-26%	3453	-16%
Reference Questions	4348	3928	-10%	3950	1%
Paging Slips	11,921	11,672	-2%	12,501	7%
Room Use (groups)	494	488	-1%	491	1%
Room Use (attendees)	8424	9307	10%	10288	11%
Library Card Registrations	326	347	6%	354	2%
Library Card Renewal	900	882	-2%	921	4%
Adult Program Attendance	1597	1316	-18%	1243	-6%
Teen/Tween Program Attendance	73	1	-99%	100	9900%
Children's Program Attendance	4372	5333	22%	5,749	8%

Library Statistics

January 1 – January 31, 2025

<u>January of 2025</u>	2023	2024	2024 compared to 2023	2025	2025 compared to 2024
Patron Count	4,458	4,754	7%	4,549	-4%
Circulation (in library)	7,186	7,000	-3%	8,119	16%
Digital Material Circulation	1164	1,529	31%	1,663	9%
Wi-Fi Users (average/day)	40	34	-15%	32	-6%
Computer Use (sessions)	362	279	-23%	264	-5%
Reference Questions	386	422	9%	390	-8%
Paging Slips	1,144	1,177	3%	1,255	7%
Room Use (groups)	40	37	-8%	49	32%
Room Use (attendees)	325	481	48%	655	36%
Library Card Registrations	33	30	-9%	26	-13%
Library Card Renewal	99	62	-37%	87	40%
Adult Program Attendance	75	78	4%	100	28%
Teen/Tween Program Attendance	2	1	-50%	12	1100%
Children's Program Attendance	248	161	-35%	294	83%

Library Volunteers	January
Sessions	10
Hours	20

Community Vote	January
Vote #74	14
Puzzles Completed	2

Village of Hales Corners

5635 S. New Berlin Road
Hales Corners, Wisconsin 53130
(414) 529-6161

PURCHASE ORDER



TO

Local Johnson Controls Office
12000 W WIRTH ST STE 102
WAUWATOSA, WI 53222-2114

PURCHASE ORDER NO. 20718

DATE	TERMS	F.O.B.	ACCOUNT	AMOUNT
January 14, 2025			100-517-410 100-543-410 100-551-410	
DESCRIPTION				AMOUNT

Village Hall

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year starting 01/01/2025 and ending 12/31/2025.
- The agreement price for first year is \$8,284.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

Library

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year starting 01/01/2025 and ending 12/31/2025.
- The agreement price for first year is \$4,545.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

DPW Building

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year starting 01/01/2025 and ending 12/31/2025.
- The agreement price for first year is \$4,960.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

\$15,778.00

TAX EXEMPT #008-1020421213-05

Invoice in duplicate, Invoice must show purchase order number or it will be returned without penalty. Do not include state sales or use taxes in amount billed.

WHITE - Vendor

CANARY - Administration

PINK - Requesting Department

AUTHORIZED SIGNATURE

By integrating our service expertise with innovative processes and technologies, our value-driven planned service solutions deliver sustainable results, minimize equipment downtime and maximize occupant comfort.

With more than a century of healthy buildings expertise, Johnson Controls leverages technologies to successfully deliver smart solutions to facilities worldwide.



Johnson Controls was recognized by Frost & Sullivan as the 2020 North American Company of the Year for innovation in the Smart connected Chillers market

Johnson Controls planned service proposal

Prepared for HALES CORNERS LIBRARY

Customer
HALES CORNERS LIBRARY

Local Johnson Controls Office
12000 W WIRTH ST STE 102
WAUWATOSA, WI 53222-2114

Agreement Start Date:
01/01/2025

Proposal Date
10/09/2024

Estimate No:
1-1PCKG430 – HVAC



Partnering with you to deliver value-driven solutions

Every day, we transform the environments where people live, work, learn and play. From optimizing building performance to improving safety and enhancing comfort, we are here to power your mission.

A Planned Service Agreement with Johnson Controls provides you with a customized service strategy designed around the needs of your facility. Our approach features a combination of scheduled, predictive and preventative maintenance services that focus on your goals.

As your building technology services partner, Johnson Controls delivers an unmatched service experience delivered by factory-trained, highly skilled technicians who optimize operations of the buildings we work with, creating productive and safe environments for the people within.

By integrating our service expertise with innovative processes and technologies, our value-driven planned service solutions deliver sustainable results, minimize equipment downtime and maximize occupant comfort.

With more than a century of healthy buildings expertise, Johnson Controls leverages technologies to successfully deliver smart solutions to facilities worldwide.



Johnson Controls was recognized by Frost & Sullivan as the 2020 North American Company of the Year for innovation in the Smart connected Chillers market

Executive summary

Planned service proposal for HALES CORNERS LIBRARY

Dear Stephanie Lewin-Lane,

We value and appreciate your interest in Johnson Controls as a service provider for your building systems and are pleased to provide a value-driven maintenance solution for your facility. The enclosed proposal outlines the Planned Service Agreement we have developed on your facility.

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year starting 01/01/2025 and ending 12/31/2025.
- The agreement price for first year is \$4,545.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

As a manufacturer of both mechanical and controls systems, Johnson Controls has the expertise and resources to provide proper maintenance and repair services for your facility.

Again, thank you for your interest in Johnson Controls and we look forward to becoming your building technology services partner.

Please contact me if you have any questions.

Sincerely,

Katy Stuppan
Service Manager
(866) 825-8865

The power behind your mission

Planned Service Agreement

Customer Name : HALES CORNERS LIBRARY
Address: 5885 S 116TH ST HALES CORNERS,WI 53130-1707
Proposal Date: 10/09/2024
Estimate #: 1-1PCKG430 – HVAC

Scope of Service

Johnson Controls, Inc. ("JCI") and the Customer (collectively the "Parties") agree Preventative Maintenance Services, as defined in Schedule A ("Services"), will be provided by JCI at the Customer's facility. This Planned Service Agreement, the Equipment List, Supplemental Price and Payment Terms, Terms and Conditions, and Schedules attached hereto and incorporated by this reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of both the Customer and JCI.

Extended Service Options for Premium Coverage

If Premium Coverage is selected, on-site repair services to the equipment will be provided as specified in this Agreement for the equipment listed in the attached Equipment List.

Equipment List

Only the equipment listed in the Equipment List will be covered as part of this Agreement. Any changes to the Equipment List must be agreed upon in writing by both Parties.

Term / Automatic Renewal

This Agreement takes effect on 01/01/2025 and will continue until 12/31/2025 ("Original Term").

Refrigerant Charges

Refrigerant is not included under this Agreement and will be billed separately to the Customer by JCI.

Johnson Controls **Planned Service Proposal**
Prepared for HALES CORNERS LIBRARY

Price and Payment Terms

The total Contract Price for JCI's Services during the first year of the Original Term is \$4,545.00. This amount will be paid to JCI in advance in Quarterly installments. Pricing for each subsequent year of a multiyear Original Term is set forth in the Supplemental Price and Payment Terms. Unless otherwise agreed to by the parties, All payments will be due Net 30 days. Renewal price adjustments are set forth in the Terms and Conditions.

Invoices will be sent to the following location: HALES CORNERS LIBRARY
5885 S 116TH STREET
HALES CORNERS, WI 53130

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing:

- ☐ No: This signed contract satisfies requirement
☐ YES: Please reference this PO number :

AR Invoices are accepted via e-mail:

- ☐ YES: E-mail address to be used :
☐ No: Please submit invoices via mail
☐ No: Please submit via :

This proposal is valid for thirty days from the proposal date.

JOHNSON CONTROLS Inc.

JCI Manager: **Brian Lepak**

Customer Manager:

JCI Manager Signature: 

Customer Manager Signature:

Title: **Branch Manager** Date: **1/9/2025**

Title:

Date:

JCI Branch: **JOHNSON CONTROLS MILWAUKEE WI CB - 0N03**
Address: **12000 W WIRTH ST STE 102**

WAUWATOSA, WI 53222-2114

Branch Phone: **(866) 825-8865**
Branch Email:

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Milwaukee

The Hales Corners Library Board of Trustees hereby states that in 2024 the waukee County Federated Library Sys
Name of Public Library *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



Tom Kiernan



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-25)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2024

INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION					
1. Name of Library Hales Corners Public Library			2. Public Library System Milwaukee County Federated Library System		
3b. Head Librarian First Name Stephanie	3c. Head Librarian Last Name Lewin-Lane		4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 3/2027
6a. Street Address 5885 S. 116th St.	6b. Mailing Address or PO Box 5885 S. 116th St.		7. City / Village / Town Hales Corners	8a. ZIP 53130	8b. ZIP4 1707
9. County Milwaukee					
10. Library Phone Number 4145296150		11. Fax Number		12. Library E-mail Address of Director stephanie.lewin-lane@mcfls.org	
13. Library Website URL www.HalesCornersLibrary.org		14. No. of Branches 0		15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
20. Square Footage of Public Library 7,438	21a. Did your library or a branch move to a new facility during the fiscal year? No		21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access		Limited Service		Staff Only (No interior service for the public)
19a. Winter hours open per week	61		0		0
19b. Number of winter weeks	40		0		0
19c. Summer hours open per week	56		0		0
19d. Number of summer weeks	12		0		0
19e. Total weeks per year	52		0		0
19f. Total hours per year for this location	3,112		0		0

II. LIBRARY COLLECTIONS			
		a. Number Owned / Leased	b. Number Added
1. Books in Print		30,829	2,544
2. Physical Subscriptions		40	
3. Physical Audio Materials		2,978	81
4. Physical Video Materials		6,673	349
5. Other Physical Materials		627	
6. Total Physical Items in Collection		41,107	
	Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books	No	Yes	No
8. E-serials	Yes	Yes	No
9. E-audio	No	Yes	No
10. E-video	No	Yes	No
11. Research Databases	Yes	Yes	Yes
12. Online Learning Platforms	No	Yes	Yes
III. LIBRARY SERVICES			
1. Physical Circulation Transactions			2. Interlibrary Loans
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>
89,647	41,743	832	18,686
			b. Items Received <i>Received from</i>
			19,720
			Method for Counting ILL Transactions Categorized ILL Transactions
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>
			Items Borrowed from Other Libraries <i>Received from</i>
Integrated Library Systems (ILS)			18,645
WISCAT			37
Other (includes OCLC, manual tracking or other methods)			4
3. Electronic Content Circulation Transactions			
a. E-books	b. E-serials	c. E-audio	d. E-video
7,501	4,550	4,881	240
		e. Children's E-materials	f. Total E-materials
		1,344	17,172
4. Number of Registered Users		5. Overdue Fines	6. Reference Transactions
a. Resident	b. Nonresident	c. TOTAL	a. Method
4,947	6	4,953	b. Annual Count
		Yes	Actual Count
			3,950
			7. Library Visits
			a. Method
			b. Annual Count
			Actual Count
			58,085
8. Uses of Public Internet Computers			9. Uses of Public Wireless Internet
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count
8	8	Actual Count	3,453
			9. Uses of Public Wireless Internet
			a. Method
			b. Annual Count
			Actual Count
			4,225

	LIBRARY PROGRAMS AND ATTENDANCE	
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Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	46	59	23	127	4
Total Attendance	1,173	3,806	100	1,243	760

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	240	19	0	0	
Total Attendance	7,003	79	0		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, craft programs, LEGO events, bingo ages 18 , true crime club, food demonstrations, junior science classes, book clubs, Movies, signature events

Which platforms does the library use to host the library's live, virtual programs:

facebook live or zoom

Describe the library's live, virtual programs:

hybrid storytimes

Which platforms does the library use to host the library's pre-recorded programs:

n/a

Describe the library's pre-recorded programs:

n/a

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Tom	Kiernan		Hales Corners	53130	
2. Emeran	Leonard		Hales Corners	53130	
3. Bernard	Shaw		Hales Corners	53130	
4. Penny	Harycki		Hales Corners	53130	
5. David	Sweet		Hales Corners	53130	
6. Nancy	Wilkes		Hales Corners	53130	
7. Lori	Komas		Hales Corners	53130	
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
7					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Hales Corners	\$640,200
Subtotal 1		\$640,200

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$0

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
	\$0		
Subtotal 2b			\$0

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
MCFLS Reciprocal Borrowing	\$69,715		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$69,715

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
West Milwaukee	\$6		
Subtotal 5			\$6

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$14,000

8. Total Operating Income Add 1 through 7

\$723,921

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$610,938

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

No

Report operating expenditures from all sources. Do not report capital expenditures here.

2. Employee Benefits Include maintenance, security, plant operations

\$157,566

Subtotal 3

\$33,851

Amount

\$12,749

\$67,000

\$79,749

\$88,115

\$708,000

\$0

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Expenditure

\$0

\$0

\$0

\$0

\$0

Total Expenditure

\$0

\$34,027

\$0

	X. STAFF	
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1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

[illegible]

X. STAFF (cont'd.)

b. Other Paid Staff See *Instructions*

[illegible]

2. **Library Staff Full-Time Equivalents (FTEs).** Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
4.00	0.00	4.00	3.37	7.37

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			51,033
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	50,043	3	50,046
3. Circulation to Nonresidents Living in Another County in the Library System	0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	987	0	987
5. Circulation to All Other Wisconsin Residents	0	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY (Not Included in 2024 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	26	18	2
Total Self-Directed Activity Participation	2,268	814	81
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	14	22	82
Total Self-Directed Activity Participation	396	103	3,662
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Joe	Brown	Joe.Brown@mcfls.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Joseph	Barr	joseph.barr@mcfls.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Tom Kiernan	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Stephanie Lewin-Lane	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Milwaukee

The Hales Corners Public Library Board of Trustees hereby states that in 2024 the waukee County Federated Library Sys
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



Tom

Kiernan

COMMENTS

SECTION III
1b., Circulation of Children's Physical Materials (subset of 1a.)
Adjusted numbers to reflect true numbers of children's materials circulated. Previous calculations included YA circ (SH @ MCFLS).--2025-01-27
SECTION VI
Provider
Fee paid to the Village annually to offset cost of library to the village--2025-02-24

DRAFT