



**Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, August 15, 2018
5:30 p.m.**

**Community Meeting Room
5647 Broad Street
Greendale, WI 53129**

- 1) Roll Call
- 2) Appointment of temporary meeting Chair ACTION
- 3) Call to Order
- 4) Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken at these meetings.
- 5) Introductions by new Library Board appointees
- 6) Public Comments
- 7) Approval of the Minutes: July 18, 2018 meeting ACTION
- 8) Approval of Financial Reports: ACTION
 - a) Check Register: July 2018
- 9) Review of Financial Statements:
 - a) Expenditures to Actual Comparison: 07/18 INFORMATION
 - b) Revenue to Actual Comparison: 07/18 INFORMATION
 - c) Balance Sheet: 07/18 INFORMATION
- 10) Unfinished Business:
 - a) Consider a motion to purchase additional titles for Periodicals collection (requested by Trustee Jensen) SEE MEMO ACTION
 - b) Consider a motion to approve short term service and maintenance agreement with Bibliotheca RFID SEE MEMO ACTION
 - c) Discussion of 2017 Village staff wage adjustments compared with Library staff (requested by Trustee Busalacchi) SEE MEMO DISCUSSION
 - d) Discussion of 2019 Library budget and 3 year projection, and invitation to special budget review meeting with Village BOT (continued from July meeting) ATTACHMENT DISCUSSION
- 11) New Business:
 - a) Consider a motion to elect a Library Board President, Vice President and Treasurer ATTACHMENT ACTION

- b) Consider motion to rescind November 6, 2018 Library closing
ATTACHMENT
 - c) Discussion of statistics charts
DISCUSSION
- 12) Informational and Discussion Items:
 - a) Director's Report
 - b) Library Staff Reports
 - c) President's Report
 - d) Friends Board Report
 - e) Foundation Board Report
- 13) Correspondence
- 14) Adjournment

cc: Library Board
Village Manager
Assistant Village Manager
GreendaleNow (jane.ford@jrn.com)
GD Police posting (szuber@greendalepolice.org)

PUBLIC NOTICE

In an effort to make public meetings accessible to everyone, upon reasonable notice, the Village will attempt to accommodate the needs of persons with disabilities through sign language interpretation or other auxiliary aids. For additional assistance, please contact the Greendale Public Library at 423-2136.

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday July 18, 2018**

Vice President Busalacchi called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:00 PM.

Trustees Present: Amidzich, Dombrowski, Huberty, Jensen, Kiltz
Excused: Amidzich
Also Present: Wms-Van Klooster- Library Director

Library Director Williams-Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

PUBLIC COMMENTS

Mr Kim Johnson, 6305 Catalpa St, presented his concern regarding a reduction in subscriptions to science-related magazines within the past year. The Library's magazine subscription donation policy was discussed as well as how the library evaluates which titles to subscribe to and how it measures use.

APPROVAL OF THE MINUTES

Trustee Kiltz moved, Trustee Dombrowski seconded approval of the June 20, 2018 minutes.
Ayes: All
Noes: None
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: June 2018
Trustee Kiltz moved, Trustee Huberty seconded approval of the June 2018 expenditures in the amount of \$18,700.73
Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: 05/18, 6/18
- b) Revenue to Actual Comparison: 05/15, 06/18
- c) Balance Sheet: 06/18

UNFINISHED BUSINESS

None

NEW BUSINESS

- a) Library 2019 draft budget was reviewed and discussed. Wms-Van Klooster noted that MCFLS reciprocal borrowing revenue will be substantially lower than previous years. He said this revenue is based on the number of Greendale items checked out to non-residents during the previous year, which was much less than the years before. Wms-Van Klooster spoke with MCFLS Director Steve Heser to identify what variables might have influenced the drop. Heser noted that libraries occasionally experience wide fluctuations in lending patterns due to factors that are difficult to pinpoint, sometimes based on patron behaviors such as avoiding road construction or facility improvements at other nearby libraries. Wms-Van Klooster noted that he considered other factors involved but not fully attributable to this large drop, such as

all public libraries experiencing circulation declines in general and big weeding efforts made for the recent library interior reconfiguration. Wms-Van Klooster will bring more information to the Board at a future meeting to hopefully shed more light on this drop.

Wms-Van Klooster also noted that he projected conservatively for donations because Friends fundraising seems to have slowed lately, with most Friends revenue coming from the book sale carts and Sharehouse Goods sales.

Trustees discussed the Library Board's strategy for bringing to Village Trustees a budget deficit and request for tax levy appropriation increase. Also discussed were Library staff increases approved at the June meeting and if there is parity with average increases for other Village staff. Williams-Van Klooster will inquire with Village administration and report back at a future meeting.

b) Library 2018 budget end of year estimates were briefly discussed.

c) RFID annual license payment was discussed. Wms-Van Klooster said that a lapsed payment in 2016 caused two invoices to be required that year though only one was paid. This has caused the library to be billed twice each following year. To avoid further accounting complications Wms-VK suggested several solutions including vendor negotiation on the billing terms or making both payments in 2018 to bring the account current.

Trustee Kiltz moved, Trustee Jensen seconded tasking Wms-VK with renegotiating the vendor contract to postpone billing to 2019. If that negotiation fails Wms-VK is to make two payments in 2018 to bring the account current.

Ayes: All

Noes: None

Motion to approve: Carried

INFORMATIONAL AND DISCUSSION ITEMS

a) Director's Report-Wms-Van Klooster highlighted staff cooperation in serving Summer Readers at the front desk, high teen program attendance and Marty Lubing Day Proclamation made by the Village Council.

b) Library Staff Report-in packet

c) President's Report-None

d) Friends of the Greendale Public Library Report-None

e) Greendale Public Library Foundation Report-None

CORRESPONDENCE

None

ADJOURNMENT

The meeting adjourned at 7:05 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
54441						
AMERICAN MARKETING & PUBLISHING LLC						
07/18	07-51-56100	MEMBERSHIP DUES	07/06/2018	295.00	3010967	CLC ADS FOR HOMEPAGES BOOK
Total 54441:				295.00		
54446						
EBSCO INFORMATION SERVICES						
07/18	07-51-56506	SERIALS	07/06/2018	2,362.00	1557211	MAGAZINE SUBS 08/2018-08/2019
Total 54446:				2,362.00		
54447						
GREENDALE HIGH SCHOOL						
07/18	07-51-56506	SERIALS	07/06/2018	60.00	YEARBOOK	GHS YEARBOOK 2017-2018
Total 54447:				60.00		
54451						
METRO SOUND & VIDEO						
07/18	07-51-75031	LIBRARY PROGRAMS	07/06/2018	195.00	210447	MEETING RM AV REPAIR
Total 54451:				195.00		
54452						
MILW JOURNAL SENTINAL #1014						
07/18	07-51-56506	SERIALS	07/06/2018	265.90	MJOO44168-2	JOURNAL 2ND SUBSCRIPTION 08/2018-08/2019
Total 54452:				265.90		
54455						
MILWAUKEE COUNTY FEDERATED						
07/18	07-51-55100	OFFICE SUPPLIES	07/06/2018	688.69	FL-03107	Q1 POSTAGE, NOTICES, CIRC SUPPLIES
07/18	07-51-56508	MCFLS DATABASES	07/06/2018	698.00	FL-03107	HOOPLA DATABASE
07/18	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	07/06/2018	1,734.88	FL-03107	WORKROOM PC PERIPHERALS
Total 54455:				3,121.57		

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
54457						
OFFICE COPYING EQUIPMENT LTD						
07/18	07-51-55100	OFFICE SUPPLIES	07/06/2018	263.82	AR58015	MAY/JUNE 2018 COPIES
Total 54457:				263.82		
54458						
PENWORTHY COMPANY LLC						
07/18	07-51-56504	YOUTH BOOKS	07/06/2018	2,801.04	0540874-IN	YOUTH BOOKS
07/18	07-51-56504	YOUTH BOOKS	07/06/2018	202.93	0541129-IN	YOUTH BOOKS
Total 54458:				3,003.97		
54459						
PERMACARD						
07/18	07-51-55100	OFFICE SUPPLIES	07/06/2018	948.73	142158	LIBRARY CARDS
Total 54459:				948.73		
54461						
SCHWAAB INC						
07/18	07-51-55100	OFFICE SUPPLIES	07/06/2018	74.24	B086417	SIGNATURE STAMPS X2
Total 54461:				74.24		
54489						
KLAFKE, LAURIE						
07/18	07-51-75031	LIBRARY PROGRAMS	07/20/2018	250.00	STORYTIME	SRP PERFORMER-STORYTIME JUNE 14, 21
Total 54489:				250.00		
122312496						
ACH WE ENERGIES						
07/18	07-51-57100	UTILITIES	07/23/2018	20.33-	JUNE-JULY 20	5647 Broad-5650 Parking St Library
07/18	07-51-57100	UTILITIES	07/23/2018	.58	JUNE-JULY 20	5647 Broad-5650 Parking St Library
Total 122312496:				19.75-		

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
122312497							
ACH JP MORGAN CHASE PCARD							
07/18	07-51-75028	LIB DONATION PURCHASE	07/25/2018	14.37	06REINKE	SRP DECORATIONS	THE LEARNING SHOP
07/18	07-51-75031	LIBRARY PROGRAMS	07/25/2018	54.04	06VANKLOOST	PROGRAMS	COUSINS SUBS #9125
Total 122312497:				68.41			
122312498							
ACH US BANK PCARD							
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	4.76	06JORDAN	Walmart-supplies for class visits	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	16.47	06JORDAN	Sendiks-adult program supplies	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	5.25	06JORDAN	walgreens-library craft supplies	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	16.46	06JORDAN	Amazon-teen summer reading program supplie	
07/18	07-51-75028	LIB DONATION PURCHASE	07/26/2018	85.29	06JORDAN	Walmart-teen summer reading program supplie	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	35.15	06JORDAN	target-teen summer reading program supplies	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	98.56	06JORDAN	Walmart-Teen summer reading program supplie	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	31.52	06JORDAN	Walmart-teen summer reading program supplie	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	80.89	06JORDAN	supplies for Teen Bleach Art craft	
07/18	07-51-57100	UTILITIES	07/26/2018	219.99	06KVICTORY	LIBRARY	
07/18	07-51-51200	OPERATING EQUIPMENT	07/26/2018	54.87	06KVICTORY	LIBRARY EMAIL	
07/18	07-51-75028	LIB DONATION PURCHASE	07/26/2018	209.68	06REINKE	SRP youth grand prizes	
07/18	07-51-75028	LIB DONATION PURCHASE	07/26/2018	72.00	06REINKE	SRP youth prizes for completing book logs	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	76.12	06REINKE	cardboard boxes for prize drawings/entry tickets	
07/18	07-51-75028	LIB DONATION PURCHASE	07/26/2018	21.96	06REINKE	SRP youth grand prizes	
07/18	07-51-75028	LIB DONATION PURCHASE	07/26/2018	28.66	06REINKE	Food for youth retro matinee	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	73.87	06REINKE	Paints for craft programs	
07/18	07-51-75028	LIB DONATION PURCHASE	07/26/2018	19.01	06REINKE	supplies for SRP tween program	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	10.97	06REINKE	Name badges for programs	
07/18	07-51-75028	LIB DONATION PURCHASE	07/26/2018	40.98	06REINKE	SRP prizes	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	27.21	06REINKE	craft supplies for all ages youth program	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	4.00	06SCHNEIDER	Adult SRP Prizes	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	19.99	06SCHNEIDER	Adult SRP Prize	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	11.48	06SCHNEIDER	Adult SRP Craft Supplies	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	20.00	06SCHNEIDER	Adult SRP Prize	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	96.38	06SCHNEIDER	Adult SRP Prizes	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	5.99	06SCHNEIDER	Adult SRP Craft Supplies	
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	21.10	06SCHNEIDER	SRP Program Supplies (Adult and Teen)	
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	26.44	06SCHUMACH	Office Depot - June Office Supplies	
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	18.49	06SCHUMACH	Office Depot - June Office Supplies	

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
07/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/26/2018	100.50	06SCHUMACH	Demco - DVD Supplies
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	49.44	06SCHUMACH	Demco - Processing Supplies
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	66.78	06SCHUMACH	Complete Office - June Office Supplies
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	151.95	06SCHUMACH	Demco - Processing Supplies and Display items
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	33.39	06SCHUMACH	Complete Office - Return Credit
07/18	07-51-56504	YOUTH BOOKS	07/26/2018	2,109.61	06VANKLOOST	Youth books
07/18	07-51-75031	LIBRARY PROGRAMS	07/26/2018	44.33	06VANKLOOST	Outreach cart suppl
07/18	07-51-56500	ADULT BOOKS	07/26/2018	618.08	06VANKLOOST	Adult fiction books
07/18	07-51-56500	ADULT BOOKS	07/26/2018	932.69	06VANKLOOST	Adult nonfic books
07/18	07-51-56504	YOUTH BOOKS	07/26/2018	159.19	06VANKLOOST	Youth books
07/18	07-51-56501	YOUNG ADULT BOOKS	07/26/2018	151.69	06VANKLOOST	YA books
07/18	07-51-56503	ADULT LARGE PRINT	07/26/2018	213.07	06VANKLOOST	LP books RECIP
07/18	07-51-56503	ADULT LARGE PRINT	07/26/2018	80.59	06VANKLOOST	LP books
07/18	07-51-56506	SERIALS	07/26/2018	167.50	06VANKLOOST	Subscription
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	91.98	06VANKLOOST	Storage suppl
07/18	07-51-55100	OFFICE SUPPLIES	07/26/2018	39.58	06VANKLOOST	Storage suppl
Total 122312498:				6,397.13		
Grand Totals:				17,286.02		

M = Manual Check, V = Void Check

Account Number	Account Title	Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	24,194.36	220,065.00	127,968.03	92,096.97	58.15%
07-51-42200	SALARIES - TEMPORARY	16,424.91	145,826.00	86,387.51	59,438.49	59.24%
07-51-45100	HEALTH INSURANCE	4,874.34	46,500.00	29,636.97	16,863.03	63.74%
07-51-45200	LIFE INSURANCE	22.93	500.00	150.60	349.40	30.12%
07-51-46100	SOCIAL SECURITY	1,880.10	22,686.00	9,246.57	13,439.43	40.76%
07-51-46200	WRS EMPE/EMPR	2,106.30	24,515.00	10,354.17	14,160.83	42.24%
07-51-46300	MEDICARE	562.83	5,306.00	2,937.71	2,368.29	55.37%
07-51-51200	OPERATING EQUIPMENT	.00	20,000.00	20,520.99	520.99-	102.60%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,657.00	19,457.00	1,200.00	94.19%
07-51-55100	OFFICE SUPPLIES	1,975.48	12,000.00	10,448.03	1,551.97	87.07%
07-51-56100	MEMBERSHIP DUES	295.00	6,310.00	4,120.00	2,190.00	65.29%
07-51-56300	TRAINING	.00	1,000.00	977.75	22.25	97.78%
07-51-56500	ADULT BOOKS	.00	25,000.00	8,099.04	16,900.96	32.40%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	421.86	1,078.14	28.12%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	674.95	74.95-	112.49%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	303.50	696.50	30.35%
07-51-56504	YOUTH BOOKS	3,003.97	21,000.00	11,176.67	9,823.33	53.22%
07-51-56505	YOUTH MEDIA	.00	.00	6.98	6.98-	.00
07-51-56506	SERIALS	2,687.90	4,000.00	2,914.84	1,085.16	72.87%
07-51-56508	MCFLS DATABASES	698.00	8,400.00	9,188.49	788.49-	109.39%
07-51-57100	UTILITIES	461.39-	26,250.00	11,233.72	15,016.28	42.80%
07-51-61100	MAINT SUPPLIES-BUILDING	.00	8,150.00	2,623.70	5,526.30	32.19%
07-51-75023	LIBRARY - MCFLS RECIP EXP	.00	23,421.00	12,219.58	11,201.42	52.17%
07-51-75028	LIB DONATION PURCHASE	.00	10,000.00	11,496.94	1,496.94-	114.97%
07-51-75031	LIBRARY PROGRAMS	445.00	10,000.00	3,922.19	6,077.81	39.22%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	1,734.88	10,000.00	11,851.13	1,851.13-	118.51%
07-51-83100	LIBRARY RFID FUND	.00	.00	.00	.00	.00
07-51-83200	CLC JOINT EXPENSE	.00	.00	.00	.00	.00
07-51-83300	LB TO CLC CONTRIBUTION	.00	.00	.00	.00	.00
07-51-83400	LIBRARY LIGHTING	.00	.00	.00	.00	.00
07-51-83500	SERVICE AGREEMENT	.00	.00	.00	.00	.00
07-51-92900	MISCELLANEOUS	.00	1,000.00	1,056.33	56.33-	105.63%
Total LIBRARY:		60,444.61	675,686.00	409,395.25	266,290.75	60.59%
Net Grand Totals:		60,444.61-	675,686.00-	409,395.25-	266,290.75-	60.59%

Account Number	Account Title	07/18 Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
LIBRARY FUND						
07-00-21102	PROPERTY TAX LEVY	.00	560,386.00	471,300.27	89,085.73	84.10%
07-00-21123	LIBRARY - MCFLS RECIP	.00	23,421.00	24,750.60	1,329.60-	105.68%
07-00-22515	DONATIONS LIBRARY	19.72	20,000.00	13,554.14	6,445.86	67.77%
07-00-22958	LIBRARY COPIER SALES	42.00	5,000.00	4,059.37	940.63	81.19%
07-00-22959	LIBRARY FINES	1,111.18	11,000.00	6,722.73	4,277.27	61.12%
07-00-22960	LIBRARY BOOK CHARGES	73.70	1,000.00	661.39	338.61	66.14%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	150.49	1,000.00	777.68	222.32	77.77%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		1,397.09	621,807.00	521,826.18	99,980.82	83.92%
Net Total LIBRARY FUND:		1,397.09	621,807.00	521,826.18	99,980.82	83.92%
Net Grand Totals:		1,397.09	621,807.00	521,826.18	99,980.82	83.92%

VILLAGE OF GREENDALE
BALANCE SHEET
7/31/2018

ASSETS

07-00-111000	CASH DEPOSIT	\$ 215,363.19
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS	<u><u>\$ 215,563.19</u></u>
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ 5,861.78
07-00-151260	DEFERRED REVENUES - TAX	\$ (89,085.73)
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -
07-00-172020	DUE TO/FROM 2 EQUIP REPL	\$ -
07-00-172090	DUE TO/FROM 60 TRUST AGENCY	\$ 89,085.73
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00

TOTAL LIABILITIES	\$ 5,861.78
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FUND EQUITY

07-00-170000	FUND BALANCE	\$ (108,994.04)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (112,430.93)</u>

TOTAL FUND EQUITY	<u><u>\$ (221,424.97)</u></u>
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TOTAL LIABILITIES AND EQUITY	<u><u>\$ (215,563.19)</u></u>
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**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 8/9/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item #7-a: Consider a motion to purchase additional titles for Periodicals collection*

Attachments:

None

Discussion:

Discover Magazine \$20/yr (no recent subscription)

Scientific American \$35/yr (cancelled end of 2016)

Popular Mechanics \$24/yr (still subscribed)

Astronomy \$43/yr (cancelled end of 2016)

Current GPL science magazine subscriptions: National Geographic, Popular Science, Popular Mechanics, Psychology Today.

99% of GPL magazine and newspaper subscriptions are purchased from a consolidation vendor. May is our renewal/cancellation/new title month for July/August issues. If we choose to add new titles we must purchase direct from the publisher or wait until our annual renewal/addition cycle in May. The new titles will be added to our consolidation vendor contract in 2019.

Periodicals budget has approximately \$800 unencumbered remaining.

Fiscal implication:

See above

Library Director's recommendation:

None

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 8/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

**Re: *Agenda item # 7-b: Short term service and maintenance agreement with Bibliotheca
RFID***

Attachments:

Bibliotheca quote for Annual Support and Maintenance Renewal Contract Term: August 08, 2018-December 31, 2018.

Discussion:

Bibliotheca would not agree to extend without charge the current contract expiring August 8, 2018, through the end of 2018. They offered a short term contract from current expiry through December 31, 2018 for \$3536 (attached) with a new annual contract at new terms to be quoted in December 2018 for the January-December 2019 period. The new annual contract will be paid Net 30 in January 2019.

The new annual contract will include a 4% increase. This increase is comparable to the annual increase the library would have experienced regardless. A poll of MCFLS Directors show this increase is comparable to what other Bibliotheca libraries are charged annually.

Fiscal implication:

Expenditures to MAINTENANCE-EQUIPMENT account will exceed budget by at least \$3536. Fund balance can cover the charges.

Library Director's recommendation:

Accept and pay the quoted short term contract in 2018 and begin a new annual contract starting January 2019.

Service and Maintenance/Extended Warranty Quote

Quote Date: 08/01/2018
Quote Number: QUO-96707-H4C9

Licensee Bill To:

Greendale Public Library - Main
Brian Williams-Van Klooster
5647 Broad Street
Greendale WI 53129
United States of America

librarydirector@greendale.org
Tel: 414-423-2136

System Licensee:

Greendale Public Library
Brian Williams-Van Klooster
5647 Broad Street
Greendale WI 53129
United States of America

Sales Contact: Contract Team

Sales Phone: 800-328-0067

Sales Email: service-renewals-us@bibliotheca.com

US-67523-W0Z0
August 8, 2018 - December 31, 2018
Renewal

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	Annual Support and Maintenance Renewal Contract Term: Aug 08, 2018 - Dec 31, 2018	1	\$3,536.430	\$3,536.43
Total (Less Sales Tax):				\$3,536.43

Grand Total:	\$3,536.43
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3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 8/9/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item # 7-b: Discussion of 2017 Village staff wage adjustments***

Attachments:

none

Discussion:

July's Library Board discussion led to an inquiry about the average Village staff wage adjustment.

Per Assistant Village Manager Weishar, 2017 Village staff wages adjusted at an overall average of +2.86% (includes Merit, Market and any wage parity changes) or by +2.57% excluding Market.

Library staff wages adjusted at an overall an average of +4.84% (includes Merit, Market and wage parity changes). The percentage is high due to wage parity changes for most staff as well as an internal promotion.

2019 Library staff wages are estimated to adjust at an overall average of +2.64% based on 2017 Merit adjustment average and 1.8% Market Adjustment. This assumes no additional wage parity changes are made. However, the Director's 2018 Library wage survey suggests that GPL clerical staff continue to be under the area market minimum.

Fiscal implication:

Personnel wages can now be predicted for future budgets. Increases are always assumed unless substantial staffing adjustments are made.

Library Director's recommendation:

Budget for 3% increase in 2019 wages to continue progress toward area market wage minimums for all staff. Budget for 2.6% increase to wages in 2020 and forward.

2019-2022 LIBRARY BUDGET PROJECTION

August 2018

ACCOUNT NUMBER AND TITLE	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED BUDGET	2018 Estimated year end (7.2018)	2019 BUDGET (August revision)	2020	2021	2022
REVENUES								
07-21102 PROPERTY TAX LEVY	560,386	560,386	560,386	560,386	560,386			
07-21123 LIBRARY - MCFLS RECIPROC	20,897	24,630	23,421	24,750	10,100	9,000	8,000	7,000
07-22515 LIBRARY - DONATIONS	23,990	81,796	20,000	16,000	13,000	10,000	10,000	10,000
07-22958 LIBRARY COPIER SALES	5,759	6,217	5,000	5,000	5,000	5,000	5,000	5,000
07-22959 LIBRARY FINES	14,190	12,053	11,000	11,000	11,000	11,000	10,000	10,000
07-22960 LIBRARY BOOK CHARGES	1,328	1,179	1,000	1,000	1,200	1,200	1,200	1,100
07-22965 CLC REVENUES	10,000	-	-	-	-			
07-22968 LIBRARY OTHER REVENUES	915	2,989	1,000	1,200	1,000	1,000	1,000	1,000
07-00-29900 OPER TRANS IN/OUT	10,000	-	-	-	-			
TOTAL	647,464	689,250	621,807	619,336	601,686	37,200	35,200	34,100

ACCOUNT NUMBER AND TITLE	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED BUDGET	2018 Estimated year end (7.2018)	2019 BUDGET (August revision)	2020	2021	2022	
EXPENDITURES									
07-51-42100 SALARIES - REGULAR	217,493	216,230	220,065	218,000	231,700	237,500	243,400	249,500	2.57% estimated average per employee based on 2018
07-51-42200 SALARIES - TEMPORARY	99,528	118,472	145,826	143,000	161,900	166,000	170,200	174,500	2.57% estimated average per employee based on 2018
07-51-45100 HEALTH INSURANCE	30,416	50,633	46,500	46,500	51,100	56,200	61,800	68,000	10% increase per Village Manager
07-51-45200 LIFE INSURANCE	(1,796)	341	500	350	500	500	500	500	6.2% same as 2018
07-51-46100 SOCIAL SECURITY	17,265	17,449	22,686	17,500	18,600	19,800	21,000	22,300	Same increase as 2018
07-51-46200 RETIREMENT CONTRIBUTI	18,840	18,954	24,515	19,000	20,177	20,000	20,000	20,000	1.45% same as 2018
07-51-46300 MEDICARE	4,074	4,636	5,306	5,100	5,100	5,200	5,300	5,400	
(PERSONNEL SUBTOTAL)	385,819	426,715	465,398	449,450	489,077	505,200	522,200	540,200	
07-51-51200 MAINTENANCE-EQUIPME	18,454	20,217	20,000	29,500	21,020	20,660	21,020	21,420	
07-51-53920 MCFLS AUTOMATION	19,301	22,743	20,657	20,600	20,900	20,900	20,900	20,900	Strategic planning
07-51-55000 COMMUNICATIONS	-	-	-	-	5,850	850	850	850	
07-51-55100 OFFICE SUPPLIES	10,375	11,528	12,000	12,000	9,500	9,500	9,500	9,500	
07-51-56100 DUES AND PUBLICATIONS	2,231	415	6,310	4,500	3,700	3,700	3,700	3,700	
07-51-56300 TRAINING	-	128	1,000	1,000	1,300	1,300	1,300	1,300	
07-51-56500 ADULT BOOKS	45,908	26,047	25,000	25,000	25,000	25,000	25,000	25,000	
07-51-56501 YOUNG ADULT BOOKS	518	1,423	1,500	1,500	1,500	1,500	1,500	1,500	
07-51-56502 ADULT AUDIO BOOKS	655	624	600	700	600	600	600	600	
07-51-56503 ADULT LARGE PRINT	571	1,099	1,000	1,000	1,000	1,000	1,000	1,000	
07-51-56504 YOUTH BOOKS	2,074	19,801	21,000	21,000	21,000	21,000	21,000	21,000	
07-51-56505 YOUTH MEDIA	185	157	-	-	-	-	-	-	
07-51-56506 SERIALS	3,229	3,477	4,000	3,500	4,000	4,000	4,000	4,000	
07-51-56508 MCFLS DATABASES	2,402	8,249	8,400	8,500	8,400	8,400	8,400	8,400	
07-51-56510 OVERDRIVE	3,129	-	-	-	-	-	-	-	
07-51-57100 UTILITIES	-	27,802	26,250	26,250	26,250	26,250	26,250	26,250	
07-51-61100 MAINT SUPPLIES-BUILDING	3,794	8,167	8,150	8,150	8,150	8,150	8,150	8,150	
07-51-75023 MCFLS RECIPROCAT	8,651	22,708	23,421	24,750	10,100	9,000	8,000	7,000	
07-51-75028 LIBRARY DONATION EXPE	17,694	83,881	10,000	16,000	13,000	10,000	10,000	10,000	
07-51-75031 LIBRARY PROGRAM EXPE	8,822	10,332	10,000	10,000	10,000	10,000	10,000	10,000	
07-51-83000 CAPITAL OUTLAY-EQUIPM	3,270	12,441	10,000	11,000	9,500	9,500	9,500	9,500	

2019-2022 LIBRARY BUDGET PROJECTION

August 2018

ACCOUNT NUMBER AND TITLE	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED BUDGET	2018 Estimated year end (7.2018)	2019 BUDGET (August revision)	2020	2021	2022
07-51-83100 LIBRARY RFID LOAN	-	-	-	-	-	-	-	-
07-51-83200 CLC JOINT EXPENSE	-	30,000	-	-	-	-	-	-
07-51-83300 LB TO CLC CONTRIBUTIO	-	-	-	-	-	-	-	-
07-51-83400 LIBRARY LIGHTING	-	5,000	-	-	-	-	-	-
07-51-92900 MISCELLANEOUS	297	811	1,000	1,100	1,000	1,000	1,000	1,000
07-51-99900 OPER TRSF OUT-FUND 02	-	-	-	-	-	-	-	-
TOTAL	537,378	743,765	675,686	675,500	690,847	699,530	715,891	733,292
REVENUES EXCEEDING/(UNDER) EXPENDITURES	110,086	(54,515)	(53,879)	(56,164)	(89,161)	(662,330)	(680,691)	(699,192)
FUND BALANCE - END OF YEAR	208,942	174,658	108,994	52,830	(36,331)	-	-	-

ACCOUNT NUMBER AND TITLE	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED BUDGET	2018 Estimated year end (7.2018)	2019 BUDGET (August revision)	2020	2021	2022
LIBRARY								
07-51-42100 E 07-51-42100 SALARIES - REGULAR			-					
Library Director								
Librarians								
Reference Associates								
07-51-42200 E 07-51-42200 SALARIES - TEMPORARY			-					
Library Clerks								
Circulation Supervisor								
07-51-45100 E 07-51-45100 HEALTH INSURANCE			-					
Health insurance								
07-51-45200 E 07-51-45200 LIFE INSURANCE			-					
Life insurance								
07-51-46100 E 07-51-46100 SOCIAL SECURITY			-					
6.2% of wages paid			-					
07-51-46200 E 07-51-46200 RETIREMENT CONTRIBUTION			-					
07-51-46300 E 01-51-46300 MEDICARE			-					
1.45% of wages paid			-					
07-51-51200 E 07-51-51200 MAINTENANCE-EQUIPMENT			-		21,020	20,660	21,020	21,420
RFID service agreement					8,500	8,840	9,200	9,600
Public PC time/print management					3,500	2,800	2,800	2,800
Photocopier lease					2,400	2,400	2,400	2,400
MCFLS Telephone notification system					120	120	120	120
MCFLS Text notification system					400	400	400	400

2019-2022 LIBRARY BUDGET PROJECTION

August 2018

			MCFLS Ecommerce	200	200	200	200
			MCFLS Mobile	400	400	400	400
			Baker Taylor Title Source	360	360	360	360
			Upgrades, MCFLS technical assistance	3,500	3,500	3,500	3,500
			Software-calendar, management, productivity, email	1,640	1,640	1,640	1,640
07-51-53920	E 07-51-53920 MCFLS COMPUTER CONTRACT	-		20,900	20,900	20,900	20,900
	Innovative Interfaces Software Maintenance			9,400	9,400	9,400	9,400
	OCLC/MPL shared cataloging costs			10,300	10,300	10,300	10,300
	TEACH TI Broadband Line			1,200	1,200	1,200	1,200
07-51-55000	E 07-51-55000 COMMUNICATIONS	-		5,850	850	850	850
	Printing			500	500	500	500
	Directory Listing, Website			350	350	350	350
	Strategic Planning			5,000	-	-	-
07-51-55100	E 07-51-55100 OFFICE SUPPLIES	-		9,500	9,500	9,500	9,500
	Supplies-RFID, office			6,000	6,000	6,000	6,000
	Postage			500	500	500	500
	Photocopier maint/toner/paper			2,600	2,600	2,600	2,600
	Labels/Barcodes/receipt paper			400	400	400	400
07-51-56100	E 07-51-56100 DUES AND PUBLICATIONS	6,310		3,700	3,700	3,700	3,700
	Mileage			1,000	1,000	1,000	1,000
	Wisconsin Library Association conference			1,000	1,000	1,000	1,000
	Public Library Association conference			1,200	1,200	1,200	1,200
	Public Library Association dues						
	Wisconsin Library Association dues			500	500	500	500
	Greendale Chamber of Commerce						
07-51-56300	07-51-56300 TRAINING	1,000		1,300	1,300	1,300	1,300
	Staff PD day			500	500	500	500
	Continuing education			500	500	500	500
	Annual life safety certifications			300	300	300	300
07-51-56500	07-51-56500 ADULT BOOKS	25,000		25,000	25,000	25,000	25,000
	Adult Books						
07-51-56501	07-51-56501 YOUNG ADULT BOOKS	1,500		1,500	1,500	1,500	1,500
	Young Adult Books						
07-51-56502	07-51-56502 ADULT AUDIO BOOKS	600		600	600	600	600
	Adult Audio Books						
07-51-56503	07-51-56503 ADULT LARGE PRINT	1,000		1,000	1,000	1,000	1,000
	Adult Large Print						
07-51-56504	07-51-56504 YOUTH BOOKS	21,000		21,000	21,000	21,000	21,000

2019-2022 LIBRARY BUDGET PROJECTION

August 2018

Youth Books						
07-51-56505	07-51-56505 YOUTH MEDIA Youth Media	-				
07-51-56506	07-51-56506 SERIALS Serials vendor Direct to publisher	4,000	4,000	4,000	4,000	4,000
07-51-56508	07-51-56508 MCFLS DATABASES Consortia group buys: ebooks, research	8,400	8,400	8,400	8,400	8,400
07-51-56510	07-51-56510 OVERDRIVE Overdrive [now included in 07-51-56508]	-	-			
07-51-57100	E 07-51-57100 UTILITIES 10% charged to GSD per CLC Agreement Electric Gas Telephone Water and Sewer Internet Service-Security	26,250	26,250	26,250	26,250	26,250
07-51-61100	E 07-51-61100 MAINT SUPPLIES-BUILDING Exterior cleaning-windows, sidewalks Furniture/carpet cleaning Shared service chargeback by Village: Daily cleaning, Mat service, odd job supplies	8,150	8,150	8,150	8,150	8,150
07-51-75023	E 07-51-75023 MCFLS RECIPROCAT E [1-to-1 expense of 07-00-21123 MCFLS-RECIPROCAL PAYMENT] DVDs, Large Print, Media storage	10,100 - -				
07-51-75028	E 07-51-75028 LIBRARY DONATION EXPENSES [1-to-1 expense of 07-00-22515 LIBRARY-DONATIONS] Summer Reading Program SRP Book Page, Movie License Lucky Day Books/DVDs	20,000 4,000 1,000 4,000	13,000 4,000 1,000 4,000	10,000 4,000 1,000 4,000	10,000 4,000 1,000 4,000	10,000 4,000 1,000 4,000
07-51-75031	E 07-51-75031 LIBRARY PROGRAM EXI All non-SRP program activities	10,000 10,000	10,000 10,000	10,000 10,000	10,000 10,000	10,000 10,000
07-51-83000	E 07-51-83000 CAPITAL OUTLAY-EQUIF Equipment replacement Annual Computer Upgrades and Replacements Transfer to Equipment Reserve - remaining budget funds Reimbursement to Village for Equipment Purchase	10,000 10,000	10,000 10,000	10,000 10,000	10,000 10,000	10,000 10,000
07-51-83100	07-51-83100 LIBRARY RFID FUND Payment to Village for RFID Equipme	- -	-			

2019-2022 LIBRARY BUDGET PROJECTION August 2018

RFID Equipment

07-51-83200	07-51-83200 CLC JOINT EXPENSE	-	-				
07-51-83300	07-51-83300 LB TO CLC CONTRIBUTIO	-	-				
07-51-83400	07-51-83400 LIBRARY LIGHTING	-	-				
07-51-92900	07-51-92900 MISCELLANEOUS Employee recruitment/physicals	1,000	1,000	1,000	1,000	1,000	1,000

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 8/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Agenda item # 8-a:**

Attachments:

none

Discussion:

The Library Board must elect a President, Vice President and Trustee. All positions are currently vacant.

Excerpt from the Greendale Public Library Board of Trustees Bylaws:

Officers will be elected annually at the August monthly meeting for a term of one (1) year. All officer terms shall be for one (1) year and shall not be for more than three (3) consecutive terms in the same office.

Article IV: Officers

President

Vice President

Treasurer

President:

The President or designee shall preside at all meetings conducted under the open meetings laws. The president or designee shall authorize calls for special meetings, appoint committees, and execute all documents authorized by the Board.

Vice President will assist the president and perform the duties of the president in their absence.

The Treasurer will assist the director in reviewing accounting of monthly reports to the Board.

Fiscal implication:

None

Library Director's recommendation:

Elect representatives for each Office.

Greendale Public Library

2018 Closings

January 1, 2018

Friday, February 23, 2018 4:00pm for Cheers to Education

March 30, 2018

March 31, 2018

Friday, May 25: Staff Work Day

May 26, 2018

May 28, 2018

July 4, 2018

September 1, 2018

September 3, 2018

Tuesday, November 6: Staff Development Day Propose to rescind closure, BW 8.2018

November 22, 2018

November 23, 2018

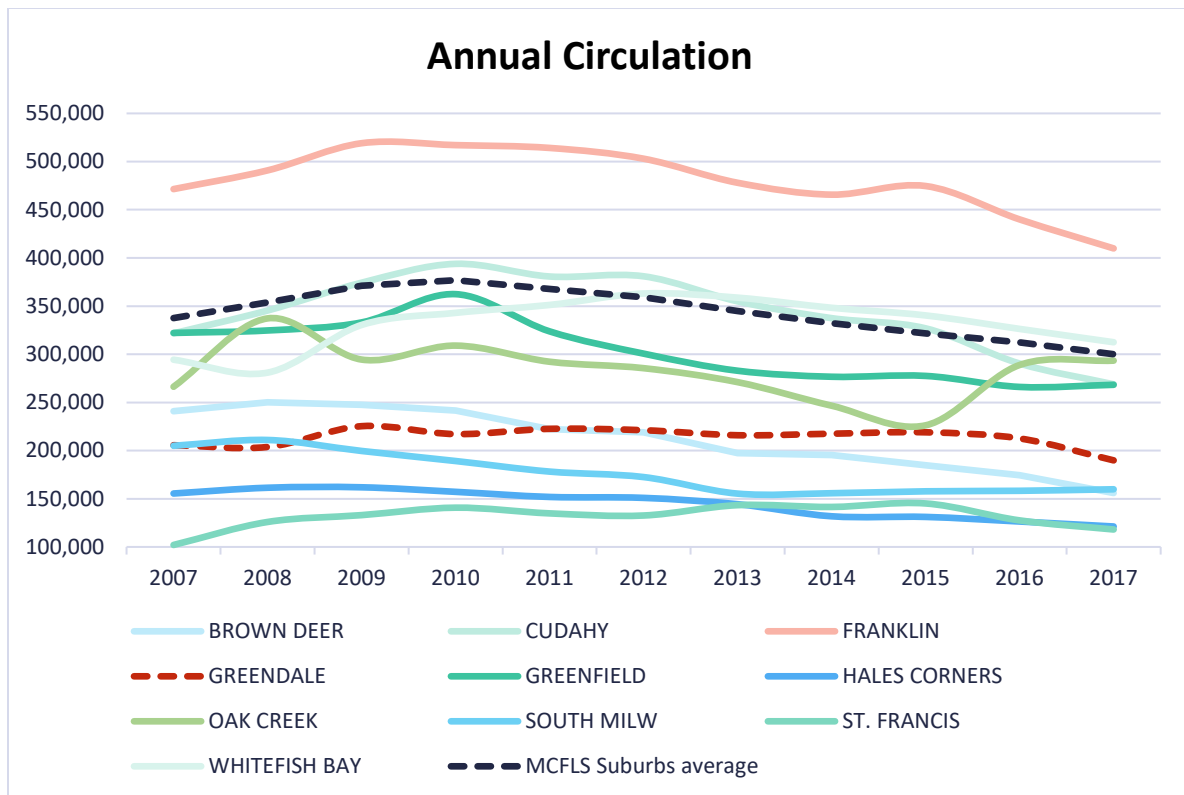
December 24, 2018

December 25, 2018

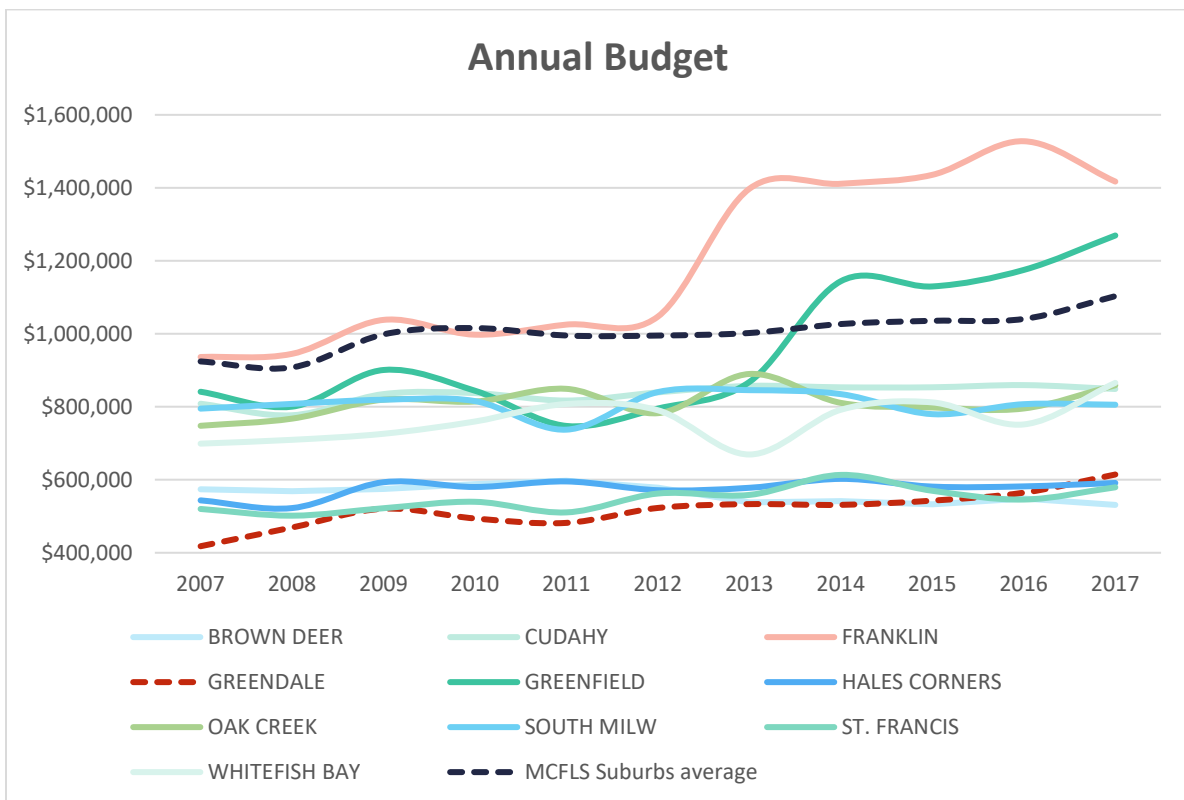
December 31, 2018

January 1, 2019

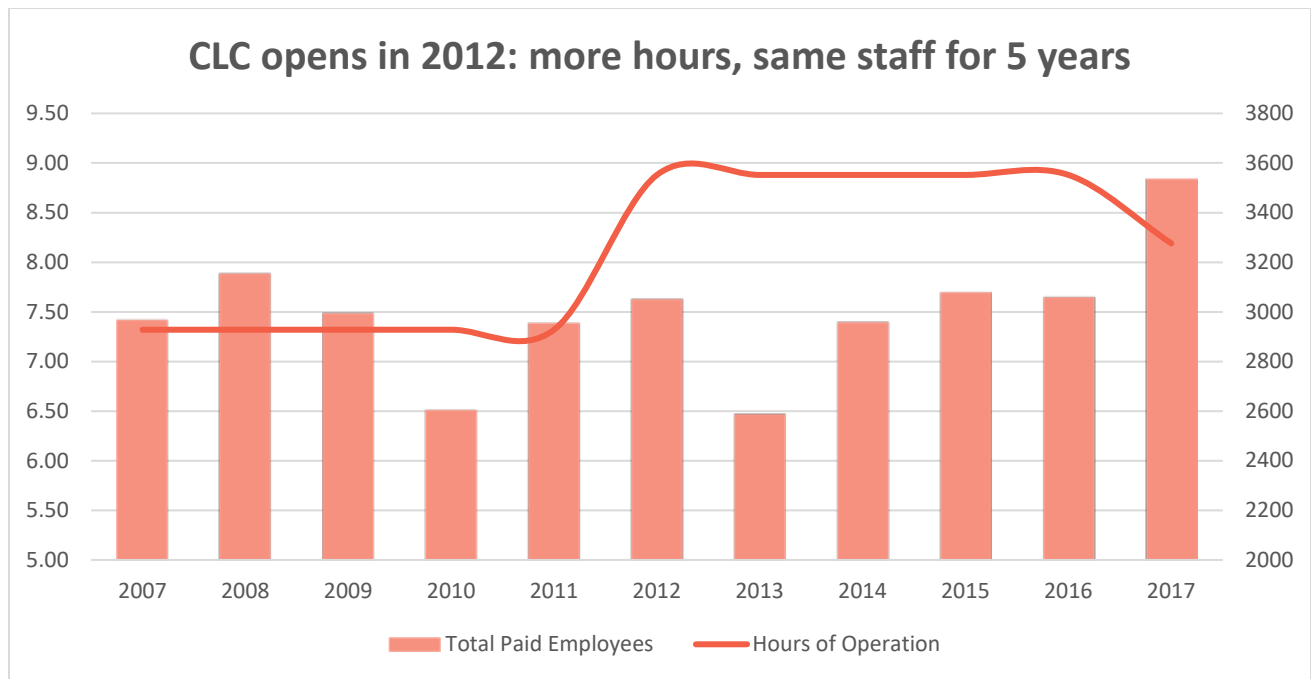
~Approved by the Greendale Public Library Board on 12/20/17



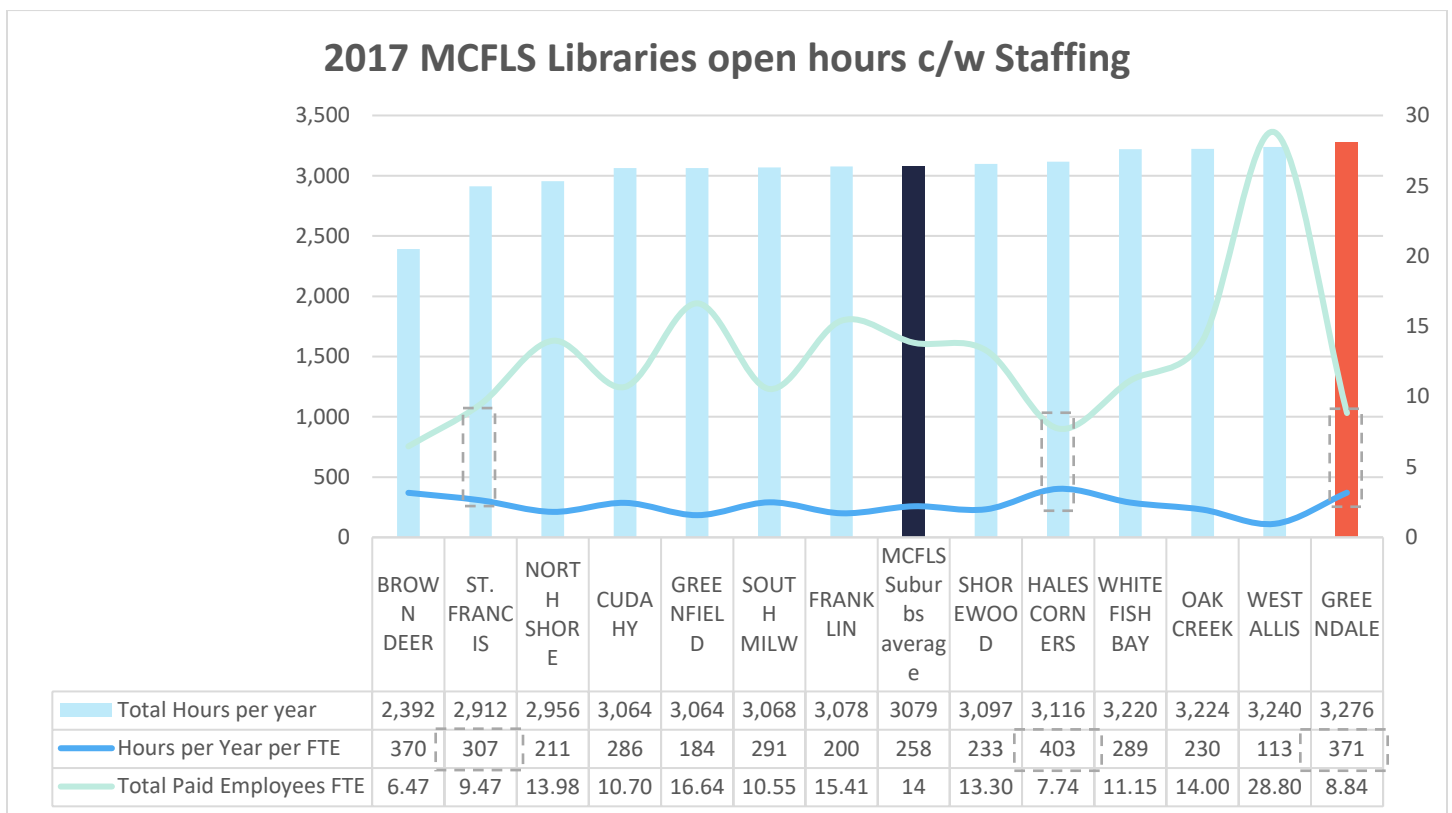
Traditional use of library materials (circulation/checkout, including ebooks) is in decline for public libraries around the country. A snapshot of our most similar libraries and the County average shows this. Oak Creek saw a spike in use in 2016 when they built a new library.



Budgets fluctuate slightly but generally stay stable. Increases at Franklin and Greenfield are difficult to explain.



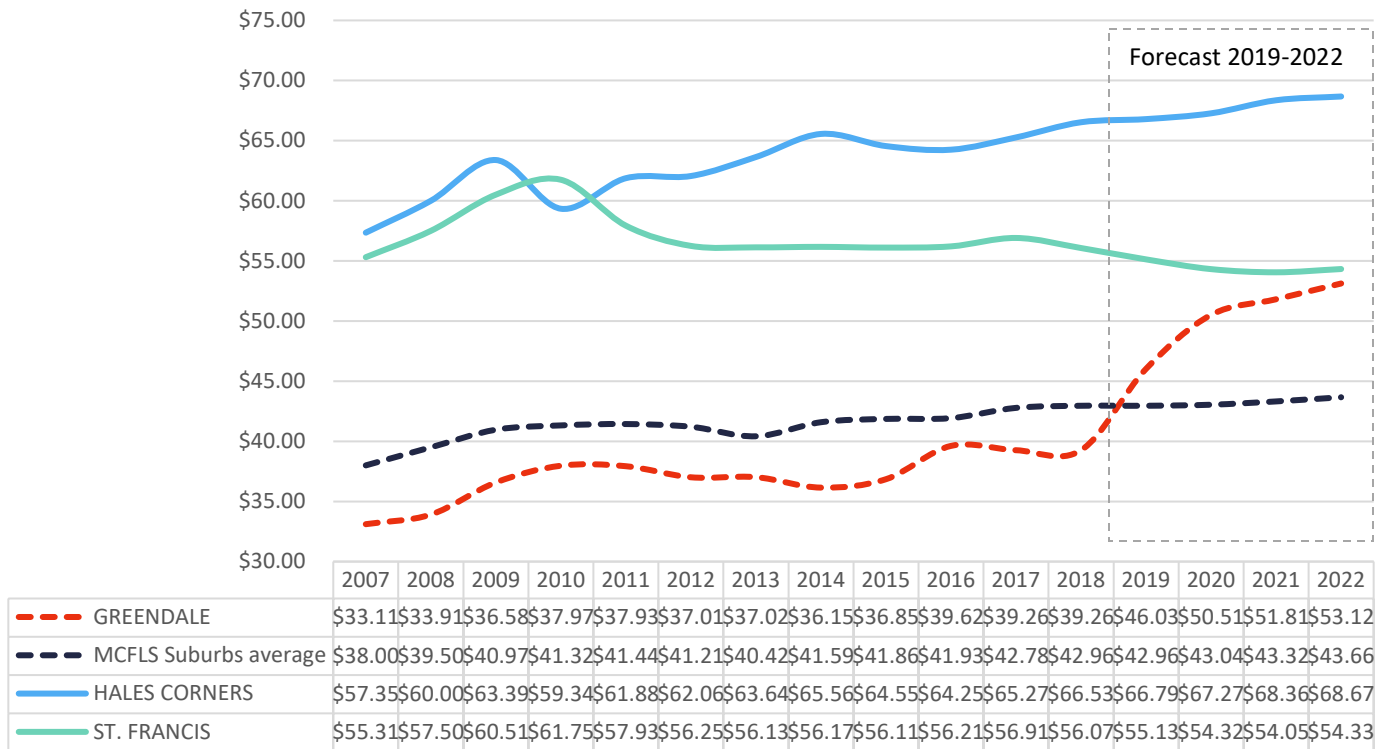
Greendale increased service by 12 hours per week when the CLC opened in 2012. But FTEs did not increase. Critical questions to answer include: What was different from 2012-2016 that made it possible to cover more hours without increasing staff? How is service different in 2017 and forward that necessitates more staff? What does the public receive in exchange for more staff covering fewer open hours than the previous 5 years? Is this what the public wants?



Greendale provides the highest number of service hours of any MCFLS library, with the third lowest quantity of paid employees. Each Greendale FTE covers 371 hours of service per year. Compare that to Oak Creek, which has nearly as many service hours but with each FTE covering many fewer of those hours. Conversely, Hales Corners offers slightly fewer service hours, but with fewer staff working more service hours than Greendale.

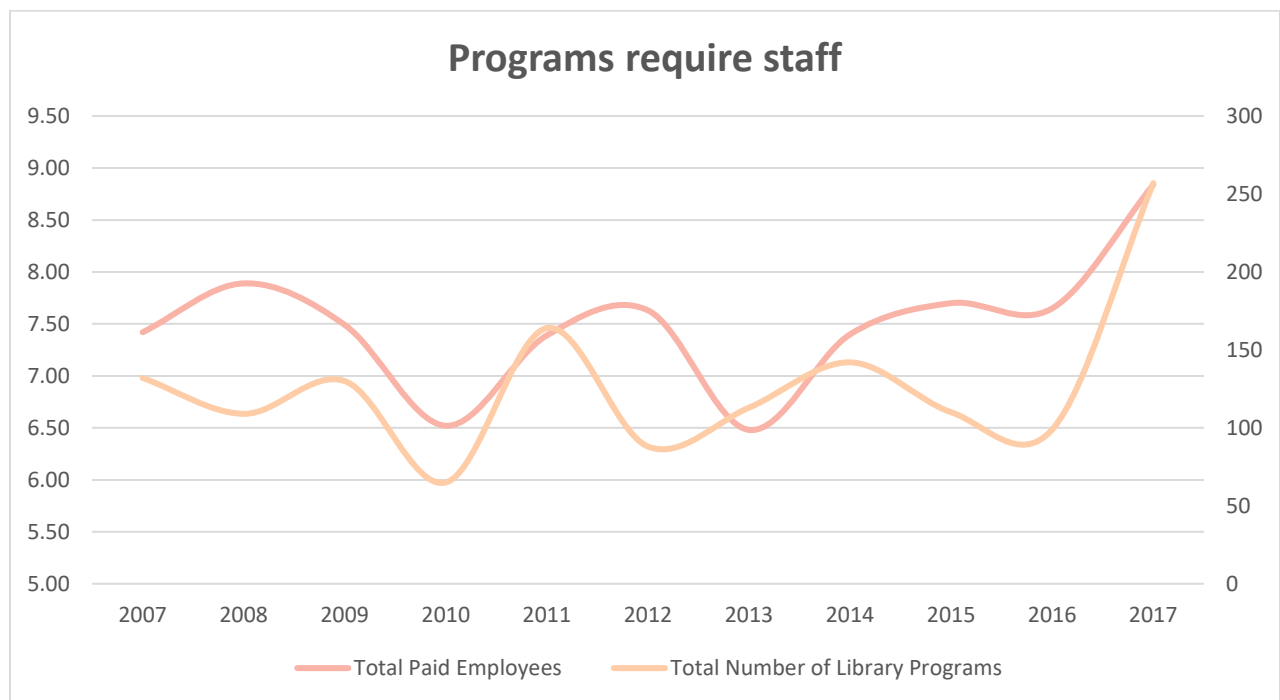
Brown Deer has fewer employees covering many fewer service hours.

Local Revenue per Capita



Small suburban libraries with higher numbers of service hours per employee tend to cost more than average.

Programs require staff



Programs require sufficient staff, but basic public service in the form of long hours can be run lean.

So, what are our priorities?

Checkouts by Time of Day and Day of Week (no renewals)

2016		8:00 -	9:00 -	10:00 -	11:00 -	12:00 -	1:00 -	2:00 -	3:00 -	4:00 -	5:00 -	6:00 -	7:00 -
		8:59 AM	9:59 AM	10:59 AM	11:59 AM	12:59 PM	1:59 PM	2:59 PM	3:59 PM	4:59 PM	5:59 PM	6:59 PM	7:59 PM
	Sunday	3	0	3	0	23	2385	1913	2138	69	2	0	0
	Monday	845	1462	2514	3470	2819	2232	2673	2836	3632	3131	2624	2397
	Tuesday	873	1620	2484	3225	2448	2482	2516	3273	3848	2564	2359	2216
	Wednesday	697	1593	1954	2384	2345	2142	2479	2859	3635	2595	2370	2087
	Thursday	827	1641	2255	2636	2424	2608	2653	3116	3692	2959	2104	2129
	Friday	832	1929	2791	3423	3085	2445	2595	3174	4184	185	1	0
	Saturday	800	1659	3070	3794	3290	3138	3128	2874	3406	92	0	0

2017		8:00 -	9:00 -	10:00 -	11:00 -	12:00 -	1:00 -	2:00 -	3:00 -	4:00 -	5:00 -	6:00 -	7:00 -
		8:59 AM	9:59 AM	10:59 AM	11:59 AM	12:59 PM	1:59 PM	2:59 PM	3:59 PM	4:59 PM	5:59 PM	6:59 PM	7:59 PM
	Sunday	0	1	2	4	7	1289	1293	1215	54	0	3	0
	Monday	981	1546	2742	2546	2537	2218	2472	2865	3702	3571	2472	2183
	Tuesday	923	1634	2245	2557	2074	2204	2237	2814	3410	2630	2260	1787
	Wednesday	685	1302	2003	1950	2111	2110	2329	3048	3220	2444	1938	1730
	Thursday	846	1541	2248	2627	2116	2068	2337	2820	3700	2886	1951	1671
	Friday	734	1730	2421	2486	2467	2247	2224	2638	3957	93	7	3
	Saturday	629	1598	2739	3446	2686	3088	1932	1844	2088	80	1	0

2018 ytd		8:00 -	9:00 -	10:00 -	11:00 -	12:00 -	1:00 -	2:00 -	3:00 -	4:00 -	5:00 -	6:00 -	7:00 -
		8:59 AM	9:59 AM	10:59 AM	11:59 AM	12:59 PM	1:59 PM	2:59 PM	3:59 PM	4:59 PM	5:59 PM	6:59 PM	7:59 PM
	Sunday	0	1	1	0	1	0	0	0	0	0	0	0
	Monday	485	1007	1701	1628	1914	1589	1634	1789	2166	1936	1388	1176
	Tuesday	501	1068	1648	2141	1493	1351	1604	1733	2039	1493	1293	1239
	Wednesday	506	815	1350	1360	1377	1061	1313	2027	1683	1361	1123	904
	Thursday	516	948	1226	1326	1205	1247	1287	1815	1749	1421	1408	1256
	Friday	329	831	1414	1495	1383	1406	1422	1658	1818	71	59	31
	Saturday	384	933	1861	2245	2081	2185	147	64	11	1	3	0

Beginning September: closed Saturdays 2-5, and Sundays all day

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 8/9/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: July/August 2018***

General updates:

- Library use statistics-Developed charts to help guide Library-Village budget discussion, reviewed and discussed with Trustee Kiltz.
- Computer security-All public computers received security updates to prevent internet browsers from retaining user credentials between logins.
- Library Director Certification renewed-through 2023.
- Library/Park & Rec coordination-to find opportunities for cooperation, P&R has agreed to give space to Library in Rec Guide.
- \$200 donation-received from Rotary Club of Whitnall Park to support Summer Reading. Acknowledgement letter sent.
- Sump pumps replaced-7/18 using Village Multipurpose Building funds.
- Annual Fire Extinguisher inspection-8/2.
- 2018-2028 Village Capital Improvement Program-working with Inspections, Manager Michaels and CLC departments to identify CIP projects over \$50,000. Has required lots of digging for information since Inspector Satula's resignation. Will recommend that Village acquire facility management software to assist with long term planning and regular maintenance tracking. Carpeting, roof, parking lot, LED lighting conversion are potential candidates.
- Village Personnel Manual-is being developed and in final stages of review. Library Board will be asked to adopt Manual when finalized, likely with special exceptions.

Staffing updates:

- Library Page M. Spychalla has resigned effective 8/15. Recruitment for replacement was open through 8/8. Library Circulation Supervisor is reviewing applications and will begin interviewing shortly.
- J. Schumacher started her first day as Library Circulation Supervisor on 7/23.

Meetings attended:

- 7/20-introduction and discussion with new Muskego Library Director at GPL on being a new library director.
- 7/30-budget and statistics discussion with Trustee Kiltz at GPL.
- 8/2-MCFLS LDAC
- 8/7-Village BOT
- 8/9-CLC Multipurpose building walkthrough with Village Inspector.
- 8/13-Vets Memorial Kiosk visit and placement discussion with Trustee Chadwick.

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 8/9/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: July/August 2018**

Youth Services (Lisa):

- Youth Summer Reading Program Attendance
Over 450 children participated in the Reading Club portion of Youth Summer Reading Program.
Participation in the reading portion is defined as follows:
For our youngest children: 10 picture books were shared with an adult
For our independent readers: 2 1/2 hours spent reading independently
...a majority of participating families turned in multiple reading records!
- Youth Summer Library Program Attendance
Over 1500 children and adults attended youth programs.
We had 2 programs per day for 4 days out of each week
Some days we offered 3 programs per day

Wonderful Wednesday Performance: The Buzz
About Bees presented by Wehr Nature Center



Lego Club's average attendance was 40 people. Cooperation, STEM concepts and weekly themes were emphasized by Miss Lisa.

<— a guitar made out of Lego's to reflect the "Library Rocks" SRP theme.

Adult Services (Nicole):

- This was my first Summer Reading Program as the adult librarian but I believe it was a success for my first one. The reading log was the same format as last year's where participants received an entry slip after every 3 titles. In 2017 the total participants was 110. This year in 2018, the total number of participants increased to 175. Looking at last year's numbers for completed logs was 400 so I had 600 logs for the summer but we handed out close to 600 logs before the summer even started. I ordered another 150 logs but by then it died down so total completed logs is an estimate of 500.
- Last year there were a little more adult programs than this year but attendance for them remained the same. I had 2 lunch and learn programs, a book a librarian twice a month, and then 2 craft programs scheduled during the summer. All were well attended except for one of the craft programs (Recycled CD) which I had to cancel.
- I had recruited volunteers to man our Summer Reading Table where patrons could get their reading logs and entry slips. I had a total of 9 volunteers at the table (2 per day for 2 hours each). 4 of them were volunteers last year for summer that helped again this year, where 5 were brand new volunteers to the library. 3 of those 5 new volunteers were recruited from the Reading Buddies when I went and talked to them back in May. All of the volunteers received an appreciation gift the last week of Summer Reading and all exclaimed they would love to come back and help out again next summer.

Teen Services (Tara):

- For the teen summer program, teens could complete bingos for prizes and enter into our grand prize drawing. Each teen the completed at least one Bingo was given a free book, summer reading coupons (this year for the first time coupons included a ticket to the State Fair), and entry slips into the grand prize drawing. Two programs a week were offered for teens.
- Here is a chart to illustrate teen attendance and participation in the summer reading program

Year	Number of Programs Offered	Total Number of Teens Who Attended Programs	Number of Teens Who Submitted at Least one bingo sheet
2016	5	67	39
2017	10	106	46
2018	10	141	81

As the chart indicates, the summer reading program continues to grow. Many of the teen programs had waiting lists this year and participation in the Summer Reading Bingo considerably increased. Last year I had a summer reading program budget of \$1,000 and this year I had a budget of \$500 and I struggled a bit with the smaller budget. However, all in all, it was a very successful summer for teen services.

Circulation Services (Julie):

- A project to redo our CD genre categories has begun. Easier to browse/understand categories were brainstormed and almost all the clerks (and even some of the pages) have been working on cataloging and relabeling the CDs. The result so far is that the collection looks cleaner, and the end plan is that it will result in much more 'patron friendly browsing'!
- We have a weekly "Circ Test" that we administer to the Circ staff that touches on the most common patron and circulation related issues they encounter. The idea is to reinforce their knowledge and confidence in dealing with tricky situations. Last month we had staff read over the MCFLS policy regarding bed bugs so they would be better prepared for possible issues in the future. Every month I receive emails regarding Greendale items that should be checked for possible bed bugs. So far we have been fortunate that our items have been clean, but this is a problem that isn't going away. At

the moment we don't have staff time and resources to fully inspect every item returned. Front desk staff have been instructed to give each item a cursory inspection for damage, but more would be needed to spot bed bugs. Perhaps this is something to keep in mind for the future when budgeting staff hours.

- A staff outing was organized by clerk Kayla Nieth to the Sip and Purr Cat Café. The majority of the staff was able to attend and enjoyed a meal together before heading to the Café.