



**Library Board Agenda  
GREENDALE PUBLIC LIBRARY  
Wednesday, February 20, 2019  
5:30 p.m.**

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

|                                                                                                                                                                                                                                                                                                                                                                                                                     |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1) Call to Order                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| 2) 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.                                                                                                                                                                                                                                                   |             |
| 3) Public Comments                                                                                                                                                                                                                                                                                                                                                                                                  |             |
| 4) Approval of the Minutes: January 116, 2019 regular meeting                                                                                                                                                                                                                                                                                                                                                       | ACTION      |
| 5) Approval of Financial Reports:                                                                                                                                                                                                                                                                                                                                                                                   | ACTION      |
| a) Check Register: January 2019                                                                                                                                                                                                                                                                                                                                                                                     |             |
| 6) Review of Financial Statements:                                                                                                                                                                                                                                                                                                                                                                                  |             |
| a) Expenditures to Actual Comparison: 12/18, 01/19                                                                                                                                                                                                                                                                                                                                                                  | INFORMATION |
| b) Revenue to Actual Comparison: 12/18, 01/19                                                                                                                                                                                                                                                                                                                                                                       | INFORMATION |
| c) Balance Sheet: 12/18                                                                                                                                                                                                                                                                                                                                                                                             | INFORMATION |
| 7) Unfinished Business: None                                                                                                                                                                                                                                                                                                                                                                                        |             |
| 8) New Business:                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| a) Presentation by Steve Heser, MCFLS Director                                                                                                                                                                                                                                                                                                                                                                      | DISCUSSION  |
| b) Consider a motion to approve a Resolution of Appreciation for Marlene Fieldbinder<br>ATTACHMENT                                                                                                                                                                                                                                                                                                                  | ACTION      |
| c) Consider a motion to approve submittal of 2018 Wisconsin Public Library Annual Report to DPI<br>ATTACHMENT                                                                                                                                                                                                                                                                                                       | ACTION      |
| d) Discussion of CLC items billed to School District, and billing frequency<br>MEMO, ATTACHMENT                                                                                                                                                                                                                                                                                                                     | DISCUSSION  |
| 9) Informational and Discussion Items:                                                                                                                                                                                                                                                                                                                                                                              |             |
| a) Director's Report                                                                                                                                                                                                                                                                                                                                                                                                |             |
| b) Library Staff Reports                                                                                                                                                                                                                                                                                                                                                                                            |             |
| c) President's Report                                                                                                                                                                                                                                                                                                                                                                                               |             |
| d) Friends Board Report                                                                                                                                                                                                                                                                                                                                                                                             |             |
| e) Foundation Board Report                                                                                                                                                                                                                                                                                                                                                                                          |             |
| 10) Correspondence                                                                                                                                                                                                                                                                                                                                                                                                  |             |
| 11) Closed Session: The Board shall convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.<br><i>Specifically, to discuss 2018 Library Staff Performance Evaluations including Library Director</i> | ACTION      |
| 12) Return to Open Session: The Board reserves the right to return to Open Session to act on matters discussed in Closed Session.                                                                                                                                                                                                                                                                                   | ACTION      |
| 13) Adjournment                                                                                                                                                                                                                                                                                                                                                                                                     |             |

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
January 16, 2019**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:33 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Jensen, Unger.  
Excused: Kiltz  
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**

None

**APPROVAL OF THE MINUTES**

Trustee Jensen moved, Trustee Dombrowski seconded approval of the December 19, 2018 minutes.

Ayes: All  
Noes: None  
Motion to approve: Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: December 2018

Trustee Dombrowski moved, Trustee Jensen seconded approval of the December 2018 expenditures in the amount of \$1665.40.

Ayes: All  
Noes: None  
Motion to approve: Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Expenditures to Actual Comparison: 12/18
- b) Revenue to Actual Comparison: 12/18
- c) Balance Sheet: 11/18

**UNFINISHED BUSINESS**

- a) Consider a motion to establish library staff compensation for hours worked on approved Village Holidays

No motion was made on this agenda item. The Library Board adopted the Village's 2018 Salary and Benefit Resolution for compensation of affected staff, in June 2018. This Resolution approves compensation in the manner outlined by Director Wms-VK except for the Saturday exception. When the Village's new Employee Handbook is adopted by Village Trustees, Director Wms-VK will bring a draft Library Employee Handbook based on it to the Library Board for review and adoption.

**NEW BUSINESS**

- a) Consider a motion to approve open hours adjustments and expenditures for Library support of 2019 Village Public Celebrations

Trustee Huberty moved, Trustee Jensen seconded a motion to approve open dates and hours for public celebrations in 2019 as presented.

Ayes: All  
Noes: None  
Motion to approve: Carried

- b) Discussion of after-school student conduct standards and expectations

Several suggestions for techniques to address conduct were discussed. Popular themes included ensuring the Code of Conduct is posted at entrances, seeking student assistance with excerpting/ rewording/ abbreviating relevant after-school conduct rules, use non-library publications to spread word about CLC role and expectations after school (Magazine, Board of Trustees Committee report, Greendale student newsletter).

#### **INFORMATIONAL AND DISCUSSION ITEMS**

- a) Director's Report – highlights included library/CLC expected repairs, Director attendance at PCC meetings, Teen Librarian/GMS Librarian conference session approval
- b) Library Staff Report
- c) President's Report
- d) Friends of the Greendale Public Library Report
- e) Greendale Public Library Foundation Report

#### **CORRESPONDENCE**

NONE

#### **CLOSED SESSION**

- a) Trustee Huberty moved, Trustee Amidzich seconded convening in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Specifically, to discuss the Library Director's annual/probationary Performance Evaluation*

Ayes: All  
Noes: None  
Motion to approve: Carried

#### **RETURN TO OPEN SESSION**

The Board did not return to open session to act on items discussed.

#### **ADJOURNMENT**

The meeting adjourned at 7:10 PM.

| GL Period                           | GL Acct No  | GL Account                | Check<br>Issue Date | Check<br>Amount | Invoice<br>Number    | Description                                     |
|-------------------------------------|-------------|---------------------------|---------------------|-----------------|----------------------|-------------------------------------------------|
| <b>55078</b>                        |             |                           |                     |                 |                      |                                                 |
| <b>JANI-KING OF MILWAUKEE</b>       |             |                           |                     |                 |                      |                                                 |
| 01/19                               | 07-51-61100 | MAINT SUPPLIES-BUILDING   | 01/04/2019          | 111.96          | MIL12180692          | CLEANING SUPPLIES 49%                           |
| Total 55078:                        |             |                           |                     | 111.96          |                      |                                                 |
| <b>55109</b>                        |             |                           |                     |                 |                      |                                                 |
| <b>SYNCB/AMAZON</b>                 |             |                           |                     |                 |                      |                                                 |
| 01/19                               | 07-51-55100 | OFFICE SUPPLIES           | 01/04/2019          | 41.97           | INVOICE              | OFFICE SUPPLIES                                 |
| 01/19                               | 07-51-56504 | YOUTH BOOKS               | 01/04/2019          | 24.96           | INVOICE              | YOUTH BOOKS                                     |
| 01/19                               | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 01/04/2019          | 336.44          | INVOICE              | ADULT MEDIA RECIP                               |
| 01/19                               | 07-51-75031 | LIBRARY PROGRAMS          | 01/04/2019          | 91.58           | INVOICE              | DICKENS SUPPLIES                                |
| 01/19                               | 07-00-21123 | LIBRARY - MCFLS RECIP     | 01/04/2019          | 162.18          | INVOICE              | CREDITS AND ADJUSTMENTS                         |
| Total 55109:                        |             |                           |                     | 332.77          |                      |                                                 |
| <b>55173</b>                        |             |                           |                     |                 |                      |                                                 |
| <b>OFFICE COPYING EQUIPMENT LTD</b> |             |                           |                     |                 |                      |                                                 |
| 01/19                               | 07-51-55100 | OFFICE SUPPLIES           | 01/11/2019          | 119.43          | AR72619              | NOV-DEC COPIES                                  |
| 01/19                               | 07-51-55100 | OFFICE SUPPLIES           | 01/11/2019          | 11.00           | AR73635              | TONER                                           |
| Total 55173:                        |             |                           |                     | 130.43          |                      |                                                 |
| <b>55183</b>                        |             |                           |                     |                 |                      |                                                 |
| <b>WEST ALLIS BLUE</b>              |             |                           |                     |                 |                      |                                                 |
| 01/19                               | 07-51-61100 | MAINT SUPPLIES-BUILDING   | 01/11/2019          | 60.00           | 130664               | LIBRARY SIGNAGE                                 |
| Total 55183:                        |             |                           |                     | 60.00           |                      |                                                 |
| <b>55220</b>                        |             |                           |                     |                 |                      |                                                 |
| <b>BIBLIOTHECA LLC</b>              |             |                           |                     |                 |                      |                                                 |
| 01/19                               | 07-51-51200 | OPERATING EQUIPMENT       | 01/25/2019          | 8,793.00        | S10048094-US         | SERVICE AGREEMENT 01/2019-12/2019               |
| Total 55220:                        |             |                           |                     | 8,793.00        |                      |                                                 |
| <b>122312599</b>                    |             |                           |                     |                 |                      |                                                 |
| <b>ACH US BANK PCARD</b>            |             |                           |                     |                 |                      |                                                 |
| 01/19                               | 07-51-56300 | TRAINING                  | 01/24/2019          | 169.00          | 0119JORDAN           | Kalahari-Hotel for WEMTA conference; tax will b |
| 01/19                               | 07-51-75031 | LIBRARY PROGRAMS          | 01/24/2019          | 43.37           | 12JORDAN             | Walmart-Teen Program Ramen Bar                  |
|                                     |             |                           |                     |                 | KALAHARI RESORT - WI |                                                 |
|                                     |             |                           |                     |                 | WM SUPERCENTER #1551 |                                                 |

M = Manual Check, V = Void Check

| GL Period        | GL Acct No  | GL Account                | Check<br>Issue Date | Check<br>Amount | Invoice<br>Number | Description                                   |                        |
|------------------|-------------|---------------------------|---------------------|-----------------|-------------------|-----------------------------------------------|------------------------|
| 01/19            | 07-51-56501 | YOUNG ADULT BOOKS         | 01/24/2019          | 91.98           | 12JORDAN          | Micro Marketing-Teen Audiobooks               | MICRO MARKETING LLC    |
| 01/19            | 07-51-56502 | ADULT AUDIO BOOKS         | 01/24/2019          | 23.99           | 12JORDAN          | Micro Marketing- Adult Audiobooks             | MICRO MARKETING LLC    |
| 01/19            | 07-51-75031 | LIBRARY PROGRAMS          | 01/24/2019          | 92.83           | 12JORDAN          | Target-Teen Program                           | TARGET 00000240        |
| 01/19            | 07-51-75031 | LIBRARY PROGRAMS          | 01/24/2019          | 25.33           | 12JORDAN          | Amazon-Teen Program Random Fandom             | AMZN MKTP US*M05O10D51 |
| 01/19            | 07-51-75031 | LIBRARY PROGRAMS          | 01/24/2019          | 30.01           | 12JORDAN          | Walmart-Teen Program Snacks                   | WAL-MART #1551         |
| 01/19            | 07-51-75031 | LIBRARY PROGRAMS          | 01/24/2019          | 6.79            | 12JORDAN          | Walgreens-Teen Program Random Fandom          | WALGREENS #4556        |
| 01/19            | 07-51-56502 | ADULT AUDIO BOOKS         | 01/24/2019          | 27.96           | 12JORDAN          | Micro Marketing-Adult Audiobooks              | MICRO MARKETING LLC    |
| 01/19            | 07-51-57100 | UTILITIES                 | 01/24/2019          | 219.99          | 12KVICTORY        | LIBRARY                                       | TWC*TIME WARNER CABLE  |
| 01/19            | 07-51-56504 | YOUTH BOOKS               | 01/24/2019          | 49.99-          | 12REINKE          | Refund for audiobook                          | DESERET*BOOK CO        |
| 01/19            | 07-51-56504 | YOUTH BOOKS               | 01/24/2019          | 1.50-           | 12REINKE          | Refund for audiobook                          | DESERET*BOOK CO        |
| 01/19            | 07-51-75028 | LIB DONATION PURCHASE     | 01/24/2019          | 272.50          | 12REINKE          | Winterfest and Dickens (Holiday) Event Crafts | ACCUCUT                |
| 01/19            | 07-51-75028 | LIB DONATION PURCHASE     | 01/24/2019          | 12.30           | 12SCHNEIDER       | Program supplies                              | WAL-MART #5668         |
| 01/19            | 07-51-55100 | OFFICE SUPPLIES           | 01/24/2019          | 1.35-           | 12SCHUMACH        | Quill - refund for tax exempt                 | QUILL CORPORATION      |
| 01/19            | 07-51-75031 | LIBRARY PROGRAMS          | 01/24/2019          | 38.57           | 12VANKLOOST       | LDAC mtg refreshmnts                          | ALDI 64011             |
| 01/19            | 07-51-75031 | LIBRARY PROGRAMS          | 01/24/2019          | 26.83           | 12VANKLOOST       | LDAC mtg refreshmnts                          | PICK N SAVE #878       |
| 01/19            | 07-51-75028 | LIB DONATION PURCHASE     | 01/24/2019          | 73.12           | 12VANKLOOST       | Lucky Day media                               | BAKER & TAYLOR - BOOKS |
| 01/19            | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 01/24/2019          | 505.68          | 12VANKLOOST       | Lucky Day media                               | BAKER & TAYLOR - BOOKS |
| 01/19            | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 01/24/2019          | 1,940.45        | 12VANKLOOST       | DVD's and CD's                                | BAKER & TAYLOR - BOOKS |
| 01/19            | 07-51-75028 | LIB DONATION PURCHASE     | 01/24/2019          | 827.17          | 12VANKLOOST       | Lucky Day books                               | BAKER & TAYLOR - BOOKS |
| 01/19            | 07-51-56500 | ADULT BOOKS               | 01/24/2019          | 2,564.10        | 12VANKLOOST       | Adult Non Fiction                             | BAKER & TAYLOR - BOOKS |
| 01/19            | 07-51-56501 | YOUNG ADULT BOOKS         | 01/24/2019          | 570.08          | 12VANKLOOST       | Teen                                          | BAKER & TAYLOR - BOOKS |
| 01/19            | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 01/24/2019          | 599.04          | 12VANKLOOST       | Large print                                   | BAKER & TAYLOR - BOOKS |
| 01/19            | 07-51-56500 | ADULT BOOKS               | 01/24/2019          | 3,708.16        | 12VANKLOOST       | Adult Non Fiction                             | BAKER & TAYLOR - BOOKS |
| Total 122312599: |             |                           |                     | 11,816.41       |                   |                                               |                        |
| 122312600        |             |                           |                     |                 |                   |                                               |                        |
| ACH WE ENERGIES  |             |                           |                     |                 |                   |                                               |                        |
| 01/19            | 07-51-57100 | UTILITIES                 | 01/24/2019          | 2,006.97        | 0119              | 5647 Broad-5650 Parking St Library            |                        |
| 01/19            | 07-51-57100 | UTILITIES                 | 01/24/2019          | 2,006.97-       | 0119              | 5647 Broad-5650 Parking St Library            | V                      |
| 01/19            | 07-51-57100 | UTILITIES                 | 01/24/2019          | 199.74-         | 0119              | 5647 Broad-5650 Parking St Library            | V                      |
| 01/19            | 07-51-57100 | UTILITIES                 | 01/24/2019          | 199.74          | 0119              | 5647 Broad-5650 Parking St Library            |                        |
| Total 122312600: |             |                           |                     | .00             |                   |                                               |                        |
| 122312601        |             |                           |                     |                 |                   |                                               |                        |
| ACH WE ENERGIES  |             |                           |                     |                 |                   |                                               |                        |
| 01/19            | 07-51-57100 | UTILITIES                 | 01/28/2019          | 2,006.97        | DEC 2018 - JA     | 5647 Broad-5650 Parking St Library            |                        |
| 01/19            | 07-51-57100 | UTILITIES                 | 01/28/2019          | 199.74          | DEC 2018 - JA     | 5647 Broad-5650 Parking St Library            |                        |

M = Manual Check, V = Void Check

| GL Period        | GL Acct No | GL Account | Check<br>Issue Date | Check<br>Amount | Invoice<br>Number | Description |
|------------------|------------|------------|---------------------|-----------------|-------------------|-------------|
| Total 122312601: |            |            |                     | 2,206.71        |                   |             |
| Grand Totals:    |            |            |                     | 23,451.28       |                   |             |

| Account Number    | Account Title             | Current Month<br>Actual | 2018<br>Current<br>Budget | 2018<br>Current year<br>Actual | Remaining  | % of<br>Budget |
|-------------------|---------------------------|-------------------------|---------------------------|--------------------------------|------------|----------------|
| 07-51-42100       | SALARIES - REGULAR        | 5,582.22                | 220,065.00                | 228,904.87                     | 8,839.87-  | 104.02%        |
| 07-51-42200       | SALARIES - TEMPORARY      | 2,401.55                | 145,826.00                | 153,878.97                     | 8,052.97-  | 105.52%        |
| 07-51-42300       | SALARIES - OVERTIME       | .00                     | .00                       | 803.75                         | 803.75-    | .00            |
| 07-51-45100       | HEALTH INSURANCE          | 1,597.58                | 46,500.00                 | 55,606.25                      | 9,106.25-  | 119.58%        |
| 07-51-45200       | LIFE INSURANCE            | 7.37                    | 500.00                    | 272.62                         | 227.38     | 54.52%         |
| 07-51-46100       | SOCIAL SECURITY           | 369.34                  | 22,686.00                 | 16,790.73                      | 5,895.27   | 74.01%         |
| 07-51-46200       | WRS EMPE/EMPR             | 422.89                  | 24,515.00                 | 18,907.04                      | 5,607.96   | 77.12%         |
| 07-51-46300       | MEDICARE                  | 106.86                  | 5,306.00                  | 5,257.83                       | 48.17      | 99.09%         |
| 07-51-51200       | OPERATING EQUIPMENT       | 408.26                  | 20,000.00                 | 25,619.37                      | 5,619.37-  | 128.10%        |
| 07-51-53920       | MCFLS COMPUTER CONTRACT   | .00                     | 20,657.00                 | 20,057.00                      | 600.00     | 97.10%         |
| 07-51-55100       | OFFICE SUPPLIES           | 545.21                  | 12,000.00                 | 13,922.52                      | 1,922.52-  | 116.02%        |
| 07-51-56100       | MEMBERSHIP DUES           | .00                     | 6,310.00                  | 5,463.34                       | 846.66     | 86.58%         |
| 07-51-56300       | TRAINING                  | .00                     | 1,000.00                  | 1,102.75                       | 102.75-    | 110.28%        |
| 07-51-56500       | ADULT BOOKS               | .00                     | 25,000.00                 | 20,564.09                      | 4,435.91   | 82.26%         |
| 07-51-56501       | YOUNG ADULT BOOKS         | .00                     | 1,500.00                  | 1,520.14                       | 20.14-     | 101.34%        |
| 07-51-56502       | ADULT AUDIO BOOKS         | .00                     | 600.00                    | 1,016.74                       | 416.74-    | 169.46%        |
| 07-51-56503       | ADULT LARGE PRINT         | .00                     | 1,000.00                  | 849.67                         | 150.33     | 84.97%         |
| 07-51-56504       | YOUTH BOOKS               | 24.96                   | 21,000.00                 | 17,275.74                      | 3,724.26   | 82.27%         |
| 07-51-56505       | YOUTH MEDIA               | .00                     | .00                       | 427.64                         | 427.64-    | .00            |
| 07-51-56506       | SERIALS                   | .00                     | 4,000.00                  | 3,833.13                       | 166.87     | 95.83%         |
| 07-51-56508       | MCFLS DATABASES           | .00                     | 8,400.00                  | 9,188.49                       | 788.49-    | 109.39%        |
| 07-51-57100       | UTILITIES                 | 1,914.86                | 26,250.00                 | 26,622.31                      | 372.31-    | 101.42%        |
| 07-51-61100       | MAINT SUPPLIES-BUILDING   | 171.96                  | 8,150.00                  | 6,212.63                       | 1,937.37   | 76.23%         |
| 07-51-75023       | LIBRARY - MCFLS RECIP EXP | 336.44                  | 23,421.00                 | 20,358.69                      | 3,062.31   | 86.92%         |
| 07-51-75028       | LIB DONATION PURCHASE     | .00                     | 10,000.00                 | 14,669.24                      | 4,669.24-  | 146.69%        |
| 07-51-75031       | LIBRARY PROGRAMS          | 91.58                   | 10,000.00                 | 7,099.62                       | 2,900.38   | 71.00%         |
| 07-51-83000       | CAPITAL OUTLAY-EQUIPMENT  | .00                     | 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                  | 1,344.64                       | 344.64-    | 134.46%        |
| Total LIBRARY:    |                           | 13,981.08               | 675,686.00                | 689,420.94                     | 13,734.94- | 102.03%        |
| Net Grand Totals: |                           | 13,981.08-              | 675,686.00-               | 689,420.94-                    | 13,734.94  | 102.03%        |

| Account Number    | Account Title             | Current Month<br>Actual | 2019<br>Current<br>Budget | 2019<br>Current year<br>Actual | Remaining   | % of<br>Budget |
|-------------------|---------------------------|-------------------------|---------------------------|--------------------------------|-------------|----------------|
| 07-51-42100       | SALARIES - REGULAR        | 11,784.68               | 231,687.00                | 11,784.68                      | 219,902.32  | 5.09%          |
| 07-51-42200       | SALARIES - TEMPORARY      | 7,283.66                | 161,857.00                | 7,283.66                       | 154,573.34  | 4.50%          |
| 07-51-42300       | SALARIES - OVERTIME       | .00                     | .00                       | .00                            | .00         | .00            |
| 07-51-45100       | HEALTH INSURANCE          | 3,372.68                | 60,400.00                 | 3,372.68                       | 57,027.32   | 5.58%          |
| 07-51-45200       | LIFE INSURANCE            | 15.56                   | 400.00                    | 15.56                          | 384.44      | 3.89%          |
| 07-51-46100       | SOCIAL SECURITY           | 828.06                  | 18,457.00                 | 828.06                         | 17,628.94   | 4.49%          |
| 07-51-46200       | WRS EMPE/EMPR             | 943.84                  | 19,499.00                 | 943.84                         | 18,555.16   | 4.84%          |
| 07-51-46300       | MEDICARE                  | 256.14                  | 5,707.00                  | 256.14                         | 5,450.86    | 4.49%          |
| 07-51-51200       | OPERATING EQUIPMENT       | 8,793.00                | 21,320.00                 | 8,793.00                       | 12,527.00   | 41.24%         |
| 07-51-53920       | MCFLS COMPUTER CONTRACT   | .00                     | 20,900.00                 | .00                            | 20,900.00   | .00            |
| 07-51-55100       | OFFICE SUPPLIES           | .00                     | 9,500.00                  | .00                            | 9,500.00    | .00            |
| 07-51-56100       | MEMBERSHIP DUES           | .00                     | 6,310.00                  | .00                            | 6,310.00    | .00            |
| 07-51-56300       | TRAINING                  | 169.00                  | 2,500.00                  | 169.00                         | 2,331.00    | 6.76%          |
| 07-51-56500       | ADULT BOOKS               | .00                     | 25,000.00                 | .00                            | 25,000.00   | .00            |
| 07-51-56501       | YOUNG ADULT BOOKS         | .00                     | 1,500.00                  | .00                            | 1,500.00    | .00            |
| 07-51-56502       | ADULT AUDIO BOOKS         | .00                     | 600.00                    | .00                            | 600.00      | .00            |
| 07-51-56503       | ADULT LARGE PRINT         | .00                     | 1,000.00                  | .00                            | 1,000.00    | .00            |
| 07-51-56504       | YOUTH BOOKS               | .00                     | 21,000.00                 | .00                            | 21,000.00   | .00            |
| 07-51-56505       | YOUTH MEDIA               | .00                     | .00                       | .00                            | .00         | .00            |
| 07-51-56506       | SERIALS                   | .00                     | 4,000.00                  | .00                            | 4,000.00    | .00            |
| 07-51-56508       | MCFLS DATABASES           | .00                     | 9,200.00                  | .00                            | 9,200.00    | .00            |
| 07-51-57100       | UTILITIES                 | .00                     | 26,250.00                 | .00                            | 26,250.00   | .00            |
| 07-51-61100       | MAINT SUPPLIES-BUILDING   | .00                     | 8,150.00                  | .00                            | 8,150.00    | .00            |
| 07-51-75023       | LIBRARY - MCFLS RECIP EXP | .00                     | 9,300.00                  | .00                            | 9,300.00    | .00            |
| 07-51-75028       | LIB DONATION PURCHASE     | .00                     | 13,000.00                 | .00                            | 13,000.00   | .00            |
| 07-51-75031       | LIBRARY PROGRAMS          | .00                     | 10,000.00                 | .00                            | 10,000.00   | .00            |
| 07-51-83000       | CAPITAL OUTLAY-EQUIPMENT  | .00                     | 10,000.00                 | .00                            | 10,000.00   | .00            |
| 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                  | .00                            | 1,000.00    | .00            |
| Total LIBRARY:    |                           | 33,446.62               | 698,537.00                | 33,446.62                      | 665,090.38  | 4.79%          |
| Net Grand Totals: |                           | 33,446.62-              | 698,537.00-               | 33,446.62-                     | 665,090.38- | 4.79%          |



| Account Number          | Account Title         | 12/18<br>Current Month<br>Actual | 2018<br>Current<br>Budget | 2018<br>Current year<br>Actual | Remaining | % of<br>Budget |
|-------------------------|-----------------------|----------------------------------|---------------------------|--------------------------------|-----------|----------------|
| <b>LIBRARY FUND</b>     |                       |                                  |                           |                                |           |                |
| 07-00-21102             | PROPERTY TAX LEVY     | .00                              | 560,386.00                | 560,386.00                     | .00       | 100.00%        |
| 07-00-21123             | LIBRARY - MCFLS RECIP | 162.18                           | 23,421.00                 | 24,912.78                      | 1,491.78- | 106.37%        |
| 07-00-22515             | DONATIONS LIBRARY     | .00                              | 20,000.00                 | 19,051.30                      | 948.70    | 95.26%         |
| 07-00-22958             | LIBRARY COPIER SALES  | 1,497.26                         | 5,000.00                  | 7,162.38                       | 2,162.38- | 143.25%        |
| 07-00-22959             | LIBRARY FINES         | .00                              | 11,000.00                 | 11,483.80                      | 483.80-   | 104.40%        |
| 07-00-22960             | LIBRARY BOOK CHARGES  | .00                              | 1,000.00                  | 1,524.64                       | 524.64-   | 152.46%        |
| 07-00-22965             | CLC REVENUES          | .00                              | .00                       | .00                            | .00       | .00            |
| 07-00-22968             | OTHER REVENUES        | 2,468.10                         | 1,000.00                  | 4,089.30                       | 3,089.30- | 408.93%        |
| 07-00-29900             | OPER TRANS IN/OUT     | .00                              | .00                       | .00                            | .00       | .00            |
| Total 07:               |                       | 4,127.54                         | 621,807.00                | 628,610.20                     | 6,803.20- | 101.09%        |
| Net Total LIBRARY FUND: |                       | 4,127.54                         | 621,807.00                | 628,610.20                     | 6,803.20- | 101.09%        |
| Net Grand Totals:       |                       | 4,127.54                         | 621,807.00                | 628,610.20                     | 6,803.20- | 101.09%        |

| Account Number          | Account Title         | 01/19<br>Current Month<br>Actual | 2019<br>Current<br>Budget | 2019<br>Current year<br>Actual | Remaining  | % of<br>Budget |
|-------------------------|-----------------------|----------------------------------|---------------------------|--------------------------------|------------|----------------|
| <b>LIBRARY FUND</b>     |                       |                                  |                           |                                |            |                |
| 07-00-21102             | PROPERTY TAX LEVY     | 306,073.01                       | 630,000.00                | 306,073.01                     | 323,926.99 | 48.58%         |
| 07-00-21123             | LIBRARY - MCFLS RECIP | .00                              | 9,300.00                  | .00                            | 9,300.00   | .00            |
| 07-00-22515             | DONATIONS LIBRARY     | 305.34                           | 13,000.00                 | 305.34                         | 12,694.66  | 2.35%          |
| 07-00-22958             | LIBRARY COPIER SALES  | .00                              | 5,000.00                  | .00                            | 5,000.00   | .00            |
| 07-00-22959             | LIBRARY FINES         | 2,052.18                         | 11,000.00                 | 2,052.18                       | 8,947.82   | 18.66%         |
| 07-00-22960             | LIBRARY BOOK CHARGES  | 610.67                           | 1,000.00                  | 610.67                         | 389.33     | 61.07%         |
| 07-00-22965             | CLC REVENUES          | .00                              | .00                       | .00                            | .00        | .00            |
| 07-00-22968             | OTHER REVENUES        | 105.03                           | 1,000.00                  | 105.03                         | 894.97     | 10.50%         |
| 07-00-29900             | OPER TRANS IN/OUT     | .00                              | .00                       | .00                            | .00        | .00            |
| Total 07:               |                       | 309,146.23                       | 670,300.00                | 309,146.23                     | 361,153.77 | 46.12%         |
| Net Total LIBRARY FUND: |                       | 309,146.23                       | 670,300.00                | 309,146.23                     | 361,153.77 | 46.12%         |
| Net Grand Totals:       |                       | 309,146.23                       | 670,300.00                | 309,146.23                     | 361,153.77 | 46.12%         |

VILLAGE OF GREENDALE  
BALANCE SHEET  
12/31/2018

ASSETS

|              |              |                  |
|--------------|--------------|------------------|
| 07-00-111000 | CASH DEPOSIT | \$ 379,814.47    |
| 07-00-111080 | PETTY CASH   | <u>\$ 200.00</u> |

|              |                             |
|--------------|-----------------------------|
| TOTAL ASSETS | <u><u>\$ 380,014.47</u></u> |
|--------------|-----------------------------|

LIABILITIES AND EQUITY

LIABILITIES

|              |                                |                 |
|--------------|--------------------------------|-----------------|
| 07-00-151200 | ACCRUED PAYROLL SALARIES       | \$ (10,487.81)  |
| 07-00-151210 | ACCOUNTS PAYABLE               | \$ (15,270.35)  |
| 07-00-151260 | DEFERRED REVENUES - TAX        | \$ (630,000.00) |
| 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    | \$ 323,926.99   |
| 07-00-172200 | DUE TO/FROM FOUNDATION         | \$ -            |
| 07-00-224000 | ADVANCE FROM GENERAL FUND      | \$ 0.00         |

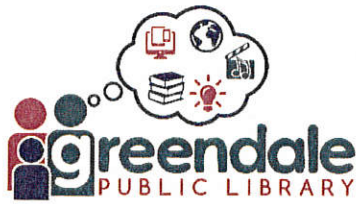
|                   |                 |
|-------------------|-----------------|
| TOTAL LIABILITIES | \$ (331,831.17) |
|-------------------|-----------------|

FUND EQUITY

|              |                                 |                     |
|--------------|---------------------------------|---------------------|
| 07-00-170000 | FUND BALANCE                    | \$ (108,994.04)     |
|              | REVENUES OVER EXPENDITURES- YTD | <u>\$ 60,810.74</u> |

|                   |                              |
|-------------------|------------------------------|
| TOTAL FUND EQUITY | <u><u>\$ (48,183.30)</u></u> |
|-------------------|------------------------------|

|                              |                               |
|------------------------------|-------------------------------|
| TOTAL LIABILITIES AND EQUITY | <u><u>\$ (380,014.47)</u></u> |
|------------------------------|-------------------------------|



### **Board of Trustees Resolution**

Whereas, Marlene Fieldbinder represents the best qualities of a volunteer;

Whereas, Mrs. Fieldbinder became a volunteer for the Greendale Public Library in 2013;

Whereas, Mrs. Fieldbinder joined the Greendale Public Library Foundation Board in 2014 and served until 2017;

Whereas, Mrs. Fieldbinder served as interim Foundation Treasurer and then was fully appointed to the position;

Whereas, Mrs. Fieldbinder served many additional volunteer hours as a leader in the transition team that developed a nonprofit Friends of the Library organization independent from the Library Foundation;

And whereas, Mrs. Fieldbinder served as President of the Friends of the Library from 2017 to 2019;

Whereas, Mrs. Fieldbinder's leadership and organizational skills were utilized to promote library service, fundraise, create and maintain programming for the library;

Whereas, her commitment to the Library and its users remains endless;

Now, Therefore, Be it Hereby Resolved that the Greendale Public Library Board of Trustees express our deepest appreciation to Marlene Fieldbinder for her years of service to the Greendale Public Library;

Dated this 19<sup>th</sup> of February, 2019.

Kimberly Amidzich, President  
Greendale Public Library Board of Trustees



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

**FOR THE YEAR 2018**

**INSTRUCTIONS:** Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

| I. GENERAL INFORMATION                                                                          |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------|-----------------------------------------|-----------|
| 1. Name of Library                                                                              |                                                                                                                                                                                                                                                    | 2. Public Library System               |                              |                                         |           |
| 3a. Head Librarian First Name                                                                   | 3b. Head Librarian Last Name                                                                                                                                                                                                                       | 4a. Certification Grade                | 4b. Certification Type       | 5. Certification Expiration Date        |           |
| 6a. Street Address                                                                              | 6b. Mailing Address or PO Box                                                                                                                                                                                                                      | 7. City / Village / Town               | 8a. ZIP                      | 8b. ZIP4                                | 9. County |
| 10. Library Phone Number                                                                        | 11. Fax Number                                                                                                                                                                                                                                     | 12. Library E-mail Address of Director |                              |                                         |           |
| 13. Library Website URL                                                                         |                                                                                                                                                                                                                                                    | 14. No. of Branches                    | 15. No. of Bookmobiles Owned | 16. No. of Other Public Service Outlets |           |
| 17. Does your library operate a books-by-mail program?                                          | 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? |                                        |                              |                                         |           |
| 19a. Winter Hours Open per Week                                                                 | 19b. Number of Winter Weeks                                                                                                                                                                                                                        | 19c. Summer Hours Open per Week        | 19d. Number of Summer Weeks  |                                         |           |
| 20. Square Footage of Public Library                                                            | 21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?                                                                                                                                     |                                        |                              | 22. DUNS Number <i>Nine digits</i>      |           |
| II. LIBRARY COLLECTION                                                                          |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
|                                                                                                 |                                                                                                                                                                                                                                                    | a. Number Owned / Leased               |                              | b. Number Added                         |           |
| 1. Books in Print <i>Non-periodical printed publications</i>                                    |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 2. Electronic Books <i>E-books</i>                                                              |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 3. Audio Materials                                                                              |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 4. Electronic Audio Materials <i>Downloadable</i>                                               |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 5. Video Materials                                                                              |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 6. Electronic Video Materials <i>Downloadable</i>                                               |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 7. Other Materials Owned <i>Describe</i>                                                        |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 8. Electronic Collections <i>Locally Owned or Leased</i>                                        |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 9. Total Electronic Collections <i>Local, regional, and state</i>                               |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |
| 10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i> |                                                                                                                                                                                                                                                    |                                        |                              |                                         |           |



### III. LIBRARY SERVICES

|                                                           |                    |                                     |                     |                                    |  |                                            |  |
|-----------------------------------------------------------|--------------------|-------------------------------------|---------------------|------------------------------------|--|--------------------------------------------|--|
| 1. Circulation Transactions                               |                    |                                     |                     | 2. Interlibrary Loans              |  |                                            |  |
| a. Total Circulation                                      |                    | b. Children's Materials             |                     | a. Items Loaned <i>Provided to</i> |  | b. Items Received <i>Received from</i>     |  |
| 3. Number of Registered Users                             |                    |                                     |                     | 4. Reference Transactions          |  | 5. Library Visits                          |  |
| a. Resident                                               |                    | b. Nonresident                      |                     | c. TOTAL                           |  | a. Method                                  |  |
|                                                           |                    |                                     |                     |                                    |  | b. Annual Count                            |  |
|                                                           |                    |                                     |                     |                                    |  |                                            |  |
| 6. Uses of Public Internet Computers                      |                    | 7. Uses of Public Wireless Internet |                     | 8. Number of Website Visits        |  | 9a. Local Electronic Collection Retrievals |  |
| a. Method                                                 |                    | b. Annual Count                     |                     | a. Method                          |  | b. Annual Count                            |  |
|                                                           |                    |                                     |                     |                                    |  |                                            |  |
| 10. Uses of Electronic Materials by Users of Your Library |                    |                                     |                     |                                    |  |                                            |  |
| a. E-Books                                                |                    | b. E-Audio                          |                     | c. E-Video                         |  | d. Total Uses of Electronic Works          |  |
|                                                           |                    |                                     |                     |                                    |  | e. Uses of Children's Electronic Materials |  |
|                                                           |                    |                                     |                     |                                    |  |                                            |  |
| 11. Programs and Program Attendance Annual Count          |                    |                                     |                     |                                    |  |                                            |  |
|                                                           | a. Children (0-11) | b. Young Adult (12-18)              | c. Other (all ages) | d. TOTAL                           |  |                                            |  |
| Number of Programs                                        |                    |                                     |                     |                                    |  |                                            |  |
| Total Attendance                                          |                    |                                     |                     |                                    |  |                                            |  |
| 11. Number of Public Use Computers                        |                    |                                     |                     |                                    |  |                                            |  |
| a. Total                                                  |                    |                                     |                     | b. Internet Access                 |  |                                            |  |
|                                                           |                    |                                     |                     |                                    |  |                                            |  |

### 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 |
|------------------------------------------------------------------------|-----------|----------------|------|-------|---------------|
| <b>PRESIDENT</b>                                                       |           |                |      |       |               |
| 1.                                                                     |           |                |      |       |               |
| 2.                                                                     |           |                |      |       |               |
| 3.                                                                     |           |                |      |       |               |
| 4.                                                                     |           |                |      |       |               |
| 5.                                                                     |           |                |      |       |               |
| 6.                                                                     |           |                |      |       |               |
| 7.                                                                     |           |                |      |       |               |
| 8.                                                                     |           |                |      |       |               |
| 9.                                                                     |           |                |      |       |               |
| 10.                                                                    |           |                |      |       |               |
| 11.                                                                    |           |                |      |       |               |
| 12.                                                                    |           |                |      |       |               |
| No. of Library Board Members<br><i>Include vacancies in this count</i> |           |                |      |       |               |

**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 |
|-------------------|------|--------|
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |

Subtotal 1

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

Subtotal 2a

**b. Other County Payments for Library Services**

| County Name | Amount | County Name | Amount |
|-------------|--------|-------------|--------|
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |

Subtotal 2b

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

| Description | Amount | Description | Amount |
|-------------|--------|-------------|--------|
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |

**b. Funds Carried Forward from Previous Year****c. Other State Funded Program**

Subtotal 3

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

| Program or Project | Amount |
|--------------------|--------|
|                    |        |
|                    |        |
|                    |        |
|                    |        |
|                    |        |
|                    |        |
|                    |        |

Subtotal 4

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

| Name | Amount | Name | Amount |
|------|--------|------|--------|
|      |        |      |        |
|      |        |      |        |
|      |        |      |        |
|      |        |      |        |
|      |        |      |        |

Subtotal 5

**6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*****7. All Other Operating Income****8. Total Operating Income *Add 1 through 7*****9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library?****10. Was your library's municipality exempt from the county library tax for 2018? *Wis. Stat. s. 43.64(2)***

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

- | Provider | Amount | Provider | Amount |
|----------|--------|----------|--------|
|----------|--------|----------|--------|

Subtotal 4

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

| Source | Brief Description of Expenditure | Revenue | Expenditure |
|--------|----------------------------------|---------|-------------|
|--------|----------------------------------|---------|-------------|

|                    |                                     |  |               |                   |
|--------------------|-------------------------------------|--|---------------|-------------------|
| 2. Debt Retirement | 3. Rent Paid to Municipality/County |  | Total Revenue | Total Expenditure |
|--------------------|-------------------------------------|--|---------------|-------------------|

|                                                                         |  |
|-------------------------------------------------------------------------|--|
| 1. Total Amount of Trust Funds Held by the Library Board at End of Year |  |
|-------------------------------------------------------------------------|--|



**X. STAFF**

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.

| Position                  | Type of Staff | Annual Salary | Hours Worked per Week | Position | Type of Staff | Annual Salary | Hours Worked per Week |
|---------------------------|---------------|---------------|-----------------------|----------|---------------|---------------|-----------------------|
| Director / Head Librarian |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |

b. Other Paid Staff *See instructions*

| Position | Type of Staff | Total Annual Wages | Hours Worked per Week | Position | Type of Staff | Total Annual Wages | Hours Worked per Week |
|----------|---------------|--------------------|-----------------------|----------|---------------|--------------------|-----------------------|
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |

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

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)  
*Include maintenance, plant operations, and security*

c. Total Library Staff (FTE)

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

|                                                                                                                                                               |                                                                                                                                   |                                                                                   |                               |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------|-------------|
| 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<br>a Library                                                        | b. Those without<br>a Library | c. Subtotal |
| 2. Circulation to Nonresidents Living in Your County                                                                                                          |                                                                                                                                   |                                                                                   |                               |             |
| 3. Circulation to Nonresidents Living in Another County in Your System                                                                                        |                                                                                                                                   |                                                                                   |                               |             |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in Your System                                                                                |                                                                                                                                   |                                                                                   |                               |             |
| 5. Circulation to All Other Wisconsin Residents                                                                                                               |                                                                                                                                   | 6. Circulation to Persons from Out of the State                                   |                               |             |
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample?                                                                               | 8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? | 8b. If yes, do you 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

- |                                                                                           |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Does your library provide wireless Internet access for patrons' mobile devices?</p> | <p>2. What type of Internet connection do you have? <i>Mark all that apply</i></p> <p><input type="checkbox"/> a. State TEACH line</p> <p><input type="checkbox"/> b. Other broadband connection<br/><i>Local cable, telco, community network, etc.</i></p> | <p>3. Does your library use any type of Internet filtering software or service?</p> <p><input type="checkbox"/> a. Yes, on all Internet workstations</p> <p><input type="checkbox"/> b. Yes, on some Internet workstations</p> <p><input type="checkbox"/> c. No filtering on any Internet workstation</p> |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

|                                                                                                                                                                                                                                                      |  |                    |                        |                     |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------|------------------------|---------------------|----------|
| <p>1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i></p>              |  | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. TOTAL |
| Number of Summer Literacy Offerings                                                                                                                                                                                                                  |  |                    |                        |                     |          |
| Total Unduplicated Individuals Involved                                                                                                                                                                                                              |  |                    |                        |                     |          |
| Number of Other Literacy Offerings                                                                                                                                                                                                                   |  |                    |                        |                     |          |
| Total Unduplicated Individuals Involved                                                                                                                                                                                                              |  |                    |                        |                     |          |
| <p>2. Drop-in 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></p> |  | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. TOTAL |
| Number of Drop-in Activities                                                                                                                                                                                                                         |  |                    |                        |                     |          |
| Total Drop-in Activity Participation                                                                                                                                                                                                                 |  |                    |                        |                     |          |

3. 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 |
|---------------|--------------|------------------|

#### 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 county 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 your 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<br>➤ | Name of President <i>Print or type</i>                 | Date Signed |
| Library Director / Head Librarian Signature<br>➤    | Name of Director / Head Librarian <i>Print or type</i> | Date Signed |

## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library 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

The \_\_\_\_\_ Board of Trustees hereby states that in 2018, the  
*Name of Public Library*

\_\_\_\_\_  
*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- ☐ **Did** provide effective leadership and adequately meet the needs of the library.
- ☐ **Did not** provide effective leadership and adequately meet the needs of the library.

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

DRAFT

\* The statement **may** be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

## 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 your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed



|  | COMMENTS |  |
|--|----------|--|
|--|----------|--|

DRAFT

**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 2/12/19  
To: Library Board  
From: Brian Williams-Van Klooster, Library Director  
**Re: Agenda item # 8-d**

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**Attachments:**

2019 Village Budget, CLC account

**Discussion:**

Previous to 2019 the Village CLC account was managed by Inspector Scott Satula. After Scott's retirement I took responsibility for the CLC budget and account. This account remains officially under the direction of Manager Michaels but I pay appropriate invoices based on the attached spreadsheet, as well as authorize appropriate special expenditures.

Per discussion with Deputy Village Treasurer Stephanie Kirby, the Village of Greendale invoices the Greendale School District quarterly for 10% of CLC energy and water utilities. This has been the only standard fund request made by the Village to the District for the CLC since the CLC Agreement was established.

The CLC Agreement stipulates that the District agrees to pay facility maintenance costs in addition to energy and water utilities (snip from Agreement below). Because utilities costs are not included in the Village Budget's CLC account, and because the only Village CLC expenditures invoiced to the District have been utilities, all other shared maintenance costs and services paid out of the CLC account have up to this point not been billed to the District.

Additionally, the CLC account budget has remained unchanged since 2011 when it was known as the Multipurpose Building.

3. Funding. The parties will be responsible for funding as follows:

(a) The School District agrees to pay the Village 10% of the Community Learning Center maintenance of the facility, utilities, and custodial services costs each year on February 1 based on actual use in the preceding calendar year. In the event additional space is needed or the original space needs to be renovated, the parties shall mutually agree on how costs are to be allocated or recovered.

**Fiscal implication:**

2018 total invoicing from Village to District for utilities was \$3115.29.

2019 CLC account budget is \$27,000. 10% of the CLC account would add a minimum of \$2,700 of Village-to-District invoicing starting in February 2020 (for 2019 expenses).

**Library Director's recommendation:**

Endorse Library Director's advocacy for increased General Fund budget allocation to this account for 2020-forward, specifically to address needed facility improvements such as lighting replacement,

carpet and paint maintenance, exterior upkeep, and other planned or unexpected non-CIP maintenance needs.

Direct Library Director to notify District and Village of the change in invoicing to start in February 2020.

Direct Library Director to develop facility needs assessment to help inform future budget requests to the Village, and to the District for improvements deemed appropriate for cost-sharing by the CLC Directors.

# COMMUNITY LEARNING CENTER BUDGET

## EXPENDITURES

01-52-54900

### OTHER PROFESSIONAL

17000

|          |          |      |         |  |       |  |
|----------|----------|------|---------|--|-------|--|
| Cleaning | JaniKing | 1113 | monthly |  | 13356 |  |
|----------|----------|------|---------|--|-------|--|

01-52-82000

### CAPITAL OUTLAY-BUILDING

0

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

01-52-92900

### MISCELLANEOUS

10000

|                              |                           |     |            |         |      |                                                                                        |
|------------------------------|---------------------------|-----|------------|---------|------|----------------------------------------------------------------------------------------|
| Elevator inspection          | Veritas                   |     | Annual     | Spring  | 88   | Joint contract w/CLC/FD/PD; 100% of CLC inspection pd by check request from CLC        |
| Elevator Maintenance         | Otis                      | 257 | bi-monthly |         | 1542 | Joint contract w/CLC/FD/PD; 100% of CLC maintenance pd by check request from CLC       |
| Elevator operation permit    | DSPS                      |     | annual     |         | 50   | Separate contract at CLC; 100% of CLC permit pd by check request from CLC              |
| Fire alarm system inspection | Simplex Grinnell          |     | annual     | June    | 436  | \$1309 CLC 3-way split w/Lib/Health/Village (pays P&R portion); paid by Kristin Victor |
| Fire alarm system monitoring | Tyco Simplex Grinnell     |     | annual     | June    | 236  | \$756 CLC 3-way split w/Lib/Health/Village (pays P&R portion); paid by Kristin Victor  |
| Door opener inspection       | Automatic Entrances of WI |     | annual     | January | 164  | Separate contract at CLC; 100% pd by check request from CLC                            |
| Fire extinguisher inspection | Starfire                  |     | annual     | August  | 230  | Separate contract at CLC; 100% pd by check request from CLC                            |
| HVAC inspection and filters  | Butters Fetting           | 617 | biannual   |         | 1234 | Joint contract w/Village; 100% pd by check request from CLC                            |
| Window cleaning              | First Klass               |     | Annual     | January | 750  | Separate contract at CLC; 100% pd by check request from CLC                            |
| Floor mats                   | AlSCO                     |     |            |         |      | Separate contract at CLC; 100% of CLC permit pd by check request from CLC              |
| Service Calls                | Various                   |     |            |         | 3000 | Keys, HVAC service, facility repairs, phones, electrical, etc                          |
|                              |                           |     | BALANCE    |         | 2270 |                                                                                        |

## REVENUES

There are no revenue accounts associated with this budget department.

Expenditures are General Fund expenditures.

Village invoices School District quarterly for 'Utility Charges' covering 10% of Water/Electricity/Gas charges

3. Funding. The parties will be responsible for funding as follows:

(a) The School District agrees to pay the Village 10% of the Community Learning Center maintenance of the facility, utilities, and custodial services costs each year on February 1 based on actual use in the preceding calendar year. In the event additional space is needed or the original space needs to be renovated, the parties shall mutually agree on how costs are to be allocated or recovered.



## VILLAGE OF GREENDALE 2019 BUDGET

| DEPARTMENT                | ACCOUNT NUMBER AND TITLE              | 2017<br>BUDGET | 2017<br>ACTUAL | 2018<br>BUDGET | 2018 YTD<br>8/31/2018 | 2018<br>ESTIMATED | 2019<br>BUDGET | % CHANGE<br>BUDGET |
|---------------------------|---------------------------------------|----------------|----------------|----------------|-----------------------|-------------------|----------------|--------------------|
| COMMUNITY LEARNING CENTER |                                       |                |                |                |                       |                   |                |                    |
|                           | E 01-52-54900 OTHER PROFESSIONAL      | 17,000.00      | 16,574.24      | 17,000.00      | 8,908.00              | 17,000.00         | 17,000.00      | 0.00%              |
|                           | E 01-52-82000 CAPITAL OUTLAY-BUILDING | -              | 2,108.91       | -              | 80.00                 | -                 | -              |                    |
|                           | E 01-52-92900 MISCELLANEOUS           | 10,000.00      | 6,493.32       | 10,000.00      | 3,275.84              | 10,000.00         | 10,000.00      | 0.00%              |
|                           |                                       | 27,000.00      | 25,176.47      | 27,000.00      | 12,263.84             | 27,000.00         | 27,000.00      | 0.00%              |

# VILLAGE OF GREENDALE 2019 BUDGET

| DEPARTMENT                | ACCOUNT NUMBER AND TITLE                   | 2017<br>BUDGET | 2017<br>ACTUAL | 2018<br>BUDGET | 2018 YTD<br>8/31/2018 | 2018<br>ESTIMATED | 2019<br>BUDGET | % CHANGE<br>BUDGET |
|---------------------------|--------------------------------------------|----------------|----------------|----------------|-----------------------|-------------------|----------------|--------------------|
| COMMUNITY LEARNING CENTER |                                            |                |                |                |                       |                   |                |                    |
| 01-52-54900               | E 01-52-54900 OTHER PROFESSIONAL           | 17,000.00      | 16,574.24      | 17,000.00      | 8,908.00              | 17,000.00         | 17,000.00      |                    |
|                           | Building Cleaning Service                  | 17,000.00      | 16,574.24      | 17,000.00      | 8,908.00              | 17,000.00         | 17,000.00      |                    |
| 01-52-82000               | E 01-52-82000 CAPITAL OUTLAY-BUILDING      | -              | 2,108.91       | -              | 80.00                 | -                 | -              |                    |
|                           |                                            | -              | 2,108.91       | -              | 80.00                 |                   |                |                    |
| 01-52-92900               | E 01-52-92900 MISCELLANEOUS                | 10,000.00      | 6,493.32       | 10,000.00      | 3,275.84              | 10,000.00         | 10,000.00      |                    |
|                           | Miscellaneous supplies and expenses        | 10,000.00      | 6,493.32       | 10,000.00      | 3,275.84              | 10,000.00         | 10,000.00      |                    |
|                           | Maintenance of building mechanical systems |                |                |                |                       |                   |                |                    |

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 2/13/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: Jan/Feb 2019***

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### General updates:

- New public computer reservation and printing system has been scheduled for installation on February 22. These computers will be unavailable for the entire day. Patrons will be notified in advance.
  - The primary benefits of this system are credit card payment, printing from patron personal devices, pay-as-you-go that eliminates staff involvement in accepting and crediting funds for patron printing.
- Meeting Room Policy is being reviewed by the Village Attorney for legal compliance, specifically related to current GPL restrictions on use for practice of religious doctrine or service. Revised wording has been requested. This is an internal inquiry, it has not been prompted by litigation or customer complaint.
- Library was closed on Monday January 28 due to inclement weather. Nearly every other Milwaukee County public library was closed that day as well. We remained open for the rest of that week of cold temperatures.
- Cheers to Education (District fundraiser) will take place Friday 2/22. Library will close at 4PM. Plans are in place to ensure after-event cleaning is sufficient to reopen for library services promptly at 8AM the following day.

### Programs:

- Winterfest was supported by the Library through extended hours (until 4PM) and a wreath craft for youth. The Library appeared to be a popular community connecting place for families with young children throughout the day.

### Staffing updates:

- All 2018 staff performance evaluations are completed. We now wait for the Village to review its staff evaluations, calculate COLA and approve the Salary and Benefit Resolution. At that time we will calculate our own staff compensation package, approve/adopt the Village Salary Resolution, and submit memos to staff for any back pay to 1/1/19 owed. This is likely to be March.
- Customer Service training by CVMIC was coordinated by the library director in cooperation with PD dispatchers. 8 library staff were able to attend.

### Meetings attended:

- 2/10 CLC Directors
- 2/13 CVMIC Village annual work plan

### Meetings upcoming:

- 2/19 Village Safety Meeting
- 2/19 Greendale Friends Annual Meeting

## GREENDALE PUBLIC LIBRARY STAFF REPORT



Date: 2/13/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: Jan-Feb 2019**

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### **Memo from Lisa Reinke, Youth Services Librarian:**

- attached

### **Adult Services (Nicole):**

- Last year I had partnered with Emily Weiss, the Adult Services Librarian from South Milwaukee for a Mahjongg program. From June-December Emily hosted a Mahjongg program at South Milwaukee which I attended and assisted with. From January-May I will be hosting Mahjongg at Greendale along with Emily's help. The first Mahjongg date this year January we had 4 people. Most of the patrons weren't able to attend South Milwaukee's program so they were excited that the program will be held at Greendale this year.
- January's Lunch and Learn topic was presented by Dr. Shannon Kurtz from McAvoy Chiropractic LLC. She talked about some tips on suggestions for relieving back pain. 5 patrons had attended the presentation and enjoyed asking her lots of questions.
- February's Lunch and Learn topic was Frauds and Scams and was presented by Courtney Anclam from AARP. We had 9 people attend. Her presentation included some great ways to protect yourself from scams, how to identify the different types of scams and was able to answer other questions from patrons.

### **Teen Services (Tara):**

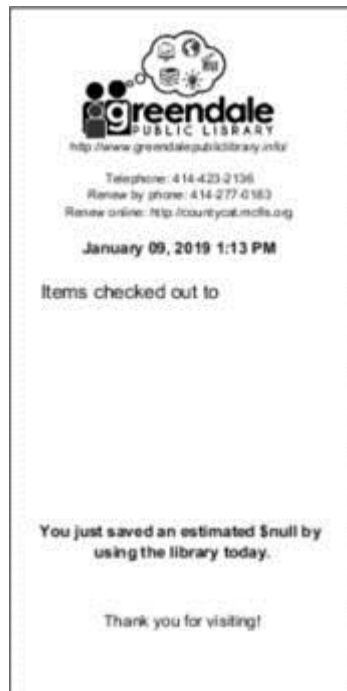
- January 10th I attended the Mock Printz Awards at Wauwatosa Public Library. This is an annual event where school and public library librarians from the area gather to discuss what teen books for the year are thought to be contenders for the American Library Association's Printz Award. After the discussion the group votes on the winner. This is a great opportunity to meet with other librarians and become aware of popular and/or important books that we do not have in our collection. After attending this event I did order some titles for teen that I learned about at Mock Printz.
- On January 24th I also attended two sessions of a webinar conference. Both sessions were on programming and I got some great ideas that I can use for our teen programs.
- February 7th I attended the Milwaukee Public Library Youth and Young Adult Services Professional Development Day. The topic of the event was Equity, Diversity, and Inclusion Practices. This was a great training. I got some wonderful resources to aid in maintaining a collection that reflects diversity and inclusion and there was some great discussion about diversity in our profession.
- February 11th was our Monday Movie Matinee program for adults. We showed the movie Flipped and had 16 participants.

- January 24th was our Teach Tara Fortnite teen program. Teens were able to try to teach me how to play Fortnite, a popular computer game I am clueless about, and play with each other. 17 teens participated in the program.



### Circulation Services (Julie):

- Julie and Jenifer attended the Circulation Services meeting on January 17<sup>th</sup> at the Mitchell Street branch. The meeting included a session from MPL security regarding Active Shooter training and resources, as well as the importance of having regular safety training. After the meeting we received a tour of the branch which is part of a historic redevelopment of the Hill's Department Store building. Some of its unique features include a "social stair" of tiered, cushioned seating with outlets for laptops, a cozy reading area with a fireplace, and a high tech makerspace that includes a full kitchen for cooking classes and a recording studio for video editing, music editing and graphic design.
- A new feature was added to patron's date due receipts that promotes the value of using the library. At the bottom of the slip it now says, "You just saved an estimated \$\$ by using the library today." This gives our patrons an estimate of how much it would have cost had they purchased the items instead of using the library!



## January 2018 Greendale Public Library Board Report from Youth:

### Professional Development Highlights:

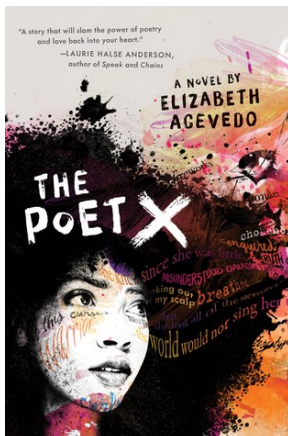
- Participated in Mock Printz Mock Elections. This is a city-wide event in which participants (prior to the event) read 5 of the best novels written for young adults in 2018. Participants discuss and learn about quality young adult literature. These type of events strengthen my customer service because I can enthusiastically recommend some fantastic current books to patrons
- Took two staff development webinars at the Wild Wisconsin Webinar, state-wide virtual conference developed by the Nicolet Federated Library System and supported by 15 other library systems (including Milwaukee County Federated Library System) in Wisconsin. Topics: What Makes a Great Children's Librarian and Preventing Burnout in Libraries



A few slides from the presentations:

#### BURN-OUT IN LIBRARIES:

- Stereotypical library vs. real life
- Frequent interruptions
- Budget problems and excessive workloads
- Difficult customers
- Difficulties with co-workers or management
- Lack of recognition and support for the hard work being done



Printz Book  
Award  
Winner

