



**Library Board Agenda-REVISED
GREENDALE PUBLIC LIBRARY
Wednesday, July 18, 2018
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: June 20, 2018 regular meeting ACTION
- 5) Approval of Financial Reports: ACTION
 - a) Check Register: June 2018
- 6) Review of Financial Statements:
 - a) Expenditures to Actual Comparison: 05/18, 06/18 INFORMATION
 - b) Revenue to Actual Comparison: 05/18, 06/18 INFORMATION
 - c) Balance Sheet: 06/18 INFORMATION
- 7) Unfinished Business: None
- 8) New Business:
 - a) Library 2019 Budget preview INFORMATION
 - b) Library 2018 Budget end of year estimates INFORMATION
 - c) RFID license annual payment ACTION
- 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) Adjournment

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday June 20, 2018**

Trustee Kiltz called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:40 PM.

Trustees Present: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Excused: Busalacchi, Lubing.
Also Present: Wms-Van Klooster- Library Director, Lisa Reinke-Youth Services Librarian

PUBLIC COMMENTS

None.

APPROVAL OF THE MINUTES

Regular meeting of May 16, 2018

Trustee Amidzich moved, Trustee Jensen seconded approval of the May 16, 2018 minutes.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: May 2018

Trustee Huberty moved, Trustee Amidzich seconded approval of the May 2018 expenditures in the amount of \$1596.77.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.

Noes: None.

Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: 04/18
- b) Revenue to Actual Comparison: 04/18
- c) Balance Sheet: 05/31/18

UNFINISHED BUSINESS

- a) Discuss Library Director 6 month plan for administrative activity

Trustees reviewed the plan. Discussion about the Friends and Foundation ensued with Trustee Kiltz offering the possibility of combining the Friends and Foundation into one organization with the shared goal of galvanizing support for the library. 2019 budget prep was noted as being informed by upcoming Board action on staff salaries.

- b) Review of Village Annual Financial Report ("audit") related to Library

Director Wms-VK shared evidence from the Village Annual Financial Report indicating that the Library is included in the audit. Trustee Kiltz offered that if the official audit did not call attention to any Library financials then all must be in order and a 'reset' at the occasion of the new Library Director should not be necessary.

NEW BUSINESS

- a) Consider a motion to adopt Library Board Resolution 2018-02, Appreciation of Marty Lubing, outgoing Library Board President. Trustee Kiltz inquired about the possibility of the Village Board of Trustees issuing the Resolution to Lubing. Director Wms-VK will investigate the process for proposing this.

Trustee Amidzich moved, Trustee Dombrowski seconded a motion to adopt Library Board Resolution 2018-02.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Noes: None.
Motion to approve: Carried

INFORMATIONAL AND DISCUSSION ITEMS

a) Director's Report

Director Wms-Van Klooster highlighted the hours and work librarians have invested in sharing Summer Reading information with Greendale schools. He also noted his appreciation for the District's cooperation in accommodating Library staff.

b) Library Staff Report

c) President's Report

None.

d) Friends of the Greendale Public Library Report

Trustee Huberty reviewed highlights of the recent meeting.

e) Greendale Public Library Foundation Report

Trustee Kiltz summarized the earlier discussion regarding the Friends and Foundation by stating the Library Board prefers that the Friends and Foundation remain separate entities until the topic can be more fully explored as part of the Strategic Planning process.

CORRESPONDENCE

None.

CLOSED SESSION

Trustee Amidzich moved, Trustee Huberty 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.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Noes: None.
Motion to approve: Carried

RETURN TO OPEN SESSION

Trustee Amidzich moved, Trustee Jensen seconded returning to Open Session.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Noes: None.
Motion to approve: Carried

a) Consider a motion to create position of Library Circulation Supervisor

Trustee Amidzich moved, Trustee Jensen seconded a motion to create the position of Library Circulation Supervisor based on the draft revision of the "Lead Clerk" job description included in the packet.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Noes: None.
Motion to approve: Carried

b) Consider a motion to approve a 2018 Library Salary Resolution

Trustee Amidzich moved, Trustee Huberty seconded a motion to approve a 2018 Library Salary Resolution that adopts 2018-01-A, adds the Circulation Supervisor position retroactive to January 1, 2018, and provides a one-time bonus to one Lead Clerk for acting as a Circulation Supervisor from January through June of 2018.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen.
Noes: None.
Motion to approve: Carried

ADJOURNMENT

The meeting adjourned at 7:10 PM.

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description |
|-------------------------------------|-------------|---------------------------|---------------------|-----------------|-------------------|------------------------------------|
| 54364 | | | | | | |
| ACH WE ENERGIES | | | | | | |
| 06/18 | 07-51-57100 | UTILITIES | 06/07/2018 | 4,139.16 | 042018 | 5647 Broad-5650 Parking St Library |
| 06/18 | 07-51-57100 | UTILITIES | 06/07/2018 | 137.33 | 042018 | 5647 Broad-5650 Parking St Library |
| Total 54364: | | | | 4,276.49 | | |
| 54377 | | | | | | |
| OFFICE COPYING EQUIPMENT LTD | | | | | | |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 200.22 | AR55611 | APRIL/MAY 2018 |
| Total 54377: | | | | 200.22 | | |
| 54378 | | | | | | |
| RANJBAR, MARK | | | | | | |
| 06/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 06/07/2018 | 1,100.00 | INVOICE | PAINTING-YOUTH AREA |
| Total 54378: | | | | 1,100.00 | | |
| 54382 | | | | | | |
| SYNCB/AMAZON | | | | | | |
| 06/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 06/07/2018 | 134.50 | 433863947644 | TEEN APR 18 |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 33.99 | 436974349537 | DIRECTOR SUPPL |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 34.76 | 467376875336 | BED BUG SUPPL |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 13.60 | 469894589448 | DIRECTOR SUPPL |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/07/2018 | 25.76 | 493566496745 | TEEN SUMMER AP |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/07/2018 | 6.84 | 589895485765 | TEEN SUMMER AP |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 27.68 | 638374448499 | LABELS, TAPE |
| 06/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 06/07/2018 | 15.98 | 677447867855 | TEEN APR 18 |
| 06/18 | 07-51-56500 | ADULT BOOKS | 06/07/2018 | 45.74 | 694698544595 | A FICT APR |
| 06/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 06/07/2018 | 17.99 | 767756666343 | TEEN APR 18 |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 23.45 | 894996399939 | BED BUG SUPPL |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 714.27 | 936993767546 | DIRECTOR SUPPL |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/07/2018 | 112.52 | 939574786868 | MONITOR STANDS |
| Total 54382: | | | | 1,207.08 | | |

54412

M = Manual Check, V = Void Check

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description |
|-------------------------------|-------------|------------------|---------------------|-----------------|-------------------|------------------------------------|
| GIRMAN, STEVE | | | | | | |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/22/2018 | 125.00 | 06/13/2018 | SRP PERFORMER-JUGGLER |
| Total 54412: | | | | 125.00 | | |
| 54414 | | | | | | |
| HOPKINS, JOHN P | | | | | | |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/22/2018 | 350.00 | 06/27/2018 | SRP PERFORMER-VENTRILOQUIST |
| Total 54414: | | | | 350.00 | | |
| 54415 | | | | | | |
| HUNT, ROBERT | | | | | | |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/22/2018 | 250.00 | 06/20/2018 | SRP PERFORMER-CIRCUS BOY |
| Total 54415: | | | | 250.00 | | |
| 54420 | | | | | | |
| MILWAUKEE COUNTY TREASURER | | | | | | |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/22/2018 | 100.00 | OR0285 | SRP PERFORMER-BEES |
| Total 54420: | | | | 100.00 | | |
| 54427 | | | | | | |
| SCHLITZ AUDUBON NATURE CENTER | | | | | | |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/22/2018 | 400.00 | 2017-2018 | SRP PERFORMER-EAGLE |
| Total 54427: | | | | 400.00 | | |
| 54431 | | | | | | |
| WE ENERGIES | | | | | | |
| 06/18 | 07-51-57100 | UTILITIES | 06/22/2018 | 8.12 | 3835-416-097 | LIBRARY |
| 06/18 | 07-51-57100 | UTILITIES | 06/22/2018 | 2,032.00 | 5608-039-868 | 5647 BROAD-5650 PARKING |
| Total 54431: | | | | 2,040.12 | | |
| 122312476 | | | | | | |
| ACH WE ENERGIES | | | | | | |
| 06/18 | 07-51-57100 | UTILITIES | 06/18/2018 | 6,192.02 | 052018 | 5647 Broad-5650 Parking St Library |

M = Manual Check, V = Void Check

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description | |
|----------------------------------|-------------|---------------------------|------------------|--------------|----------------|--------------------------------------|------------------------|
| 06/18 | 07-51-57100 | UTILITIES | 06/18/2018 | 6,192.02- | 052018 | 5647 Broad-5650 Parking St Library | V |
| 06/18 | 07-51-57100 | UTILITIES | 06/18/2018 | 145.96 | 052018 | 5647 Broad-5650 Parking St Library | |
| 06/18 | 07-51-57100 | UTILITIES | 06/18/2018 | 145.96- | 052018 | 5647 Broad-5650 Parking St Library | V |
| Total 122312476: | | | | .00 | | | |
| 122312483 | | | | | | | |
| ACH JP MORGAN CHASE PCARD | | | | | | | |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/28/2018 | 19.45 | 05JORDAN1 | SRP SCHOOL VISIT TREATS | WAL-MART #5668 |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/28/2018 | 65.45 | 05JORDAN2 | BANNER | DEMCO INC |
| 06/18 | 07-51-92900 | MISCELLANEOUS | 06/28/2018 | 44.94- | 05JORDAN2 | FRAUD | TPC*PROACTIV |
| 06/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 06/28/2018 | 40.55 | 05KVICTORY | SPLIT - LIBRARY (82%) | ALSCO INC. |
| 06/18 | 07-51-57100 | UTILITIES | 06/28/2018 | 219.99 | 05KVICTORY | LIBRARY | TWC*TIME WARNER CABLE |
| 06/18 | 07-51-51200 | OPERATING EQUIPMENT | 06/28/2018 | 54.77 | 05KVICTORY | SPLIT - LIBRARY EMAIL (0.76%) | CORE VISION IT Solutio |
| 06/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 06/28/2018 | 40.55 | 05KVICTORY | SPLIT - LIBRARY (82%) | ALSCO INC. |
| 06/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 06/28/2018 | 130.56- | 05OLGUIN | RETURN | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-75028 | LIB DONATION PURCHASE | 06/28/2018 | 60.05 | 05REINKE | 5.75 T.SRP | 5.75A.SRP |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/28/2018 | 15.00 | 05SCHNEIDER | FACEBOOK AD FOR ADULT LIBRARY PROGR | FACEBK *YS2EQFA8Y2 |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/28/2018 | 30.57 | 05SCHUMACH | BED BUG SUPPLY - TESTER KITS | BEDBUGSUPPLY.COM |
| 06/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 06/28/2018 | 136.08 | 05SCHUMACH | SHOWCASES - MAY MEDIA SUPPLIES | SHOWCASES |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/28/2018 | 9.50 | 05SCHUMACH | COMPLETE OFFICE - MAY OFFICE SUPPLIE | COMPLETE OFFICE OF WIS |
| 06/18 | 07-51-56300 | TRAINING | 06/28/2018 | 650.00 | 05SCHUMACH | UWM BACK IN CIRCULATION CONFERENCE | UWEX REGISTRATION |
| 06/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 06/28/2018 | 249.48 | 05SCHUMACH | SHOWCASES - MAY MEDIA SUPPLIES | SHOWCASES |
| 06/18 | 07-51-55100 | OFFICE SUPPLIES | 06/28/2018 | 92.09 | 05SCHUMACH | OFFICE DEPOT - MAY OFFICE SUPPLIES | OFFICEMAX/DEPOT 6869 |
| 06/18 | 07-51-51200 | OPERATING EQUIPMENT | 06/28/2018 | 110.00 | 05VANKLOOST | ADOBE PRO | TECHSOUP |
| 06/18 | 07-51-56502 | ADULT AUDIO BOOKS | 06/28/2018 | 79.99 | 05VANKLOOST | ADULT AUDIO | MICRO MARKETING LLC |
| 06/18 | 07-51-56502 | ADULT AUDIO BOOKS | 06/28/2018 | 111.96 | 05VANKLOOST | ADULT AUDIO | MICRO MARKETING LLC |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/28/2018 | 10.56- | 05VANKLOOST | OFFICE SUPPLIES | OFFICEMAX/DEPOT 6359 |
| 06/18 | 07-51-75031 | LIBRARY PROGRAMS | 06/28/2018 | 39.44 | 05VANKLOOST | OFFICE SUPPLIES | OFFICEMAX/DEPOT 6359 |
| 06/18 | 07-51-56500 | ADULT BOOKS | 06/28/2018 | 10.43 | 05VANKLOOST | ADULT BOOKS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-56504 | YOUTH BOOKS | 06/28/2018 | 180.87 | 05VANKLOOST | YOUTH BOOKS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-75028 | LIB DONATION PURCHASE | 06/28/2018 | 151.64 | 05VANKLOOST | DONATIONS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 06/28/2018 | 236.13 | 05VANKLOOST | MCFLS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-75028 | LIB DONATION PURCHASE | 06/28/2018 | 82.86 | 05VANKLOOST | DONATIONS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-56501 | YOUNG ADULT BOOKS | 06/28/2018 | 83.64 | 05VANKLOOST | YOUNG ADULTS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-56500 | ADULT BOOKS | 06/28/2018 | 213.03 | 05VANKLOOST | ADULT BOOKSQ | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-56504 | YOUTH BOOKS | 06/28/2018 | 739.59 | 05VANKLOOST | YOUTH BOOKS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-56500 | ADULT BOOKS | 06/28/2018 | 963.35 | 05VANKLOOST | ADULT BOOKS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-56505 | YOUTH MEDIA | 06/28/2018 | 6.98 | 05VANKLOOST | YOUTH MEDIA | BAKER & TAYLOR - BOOKS |

M = Manual Check, V = Void Check

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description | |
|------------------|-------------|-------------|---------------------|-----------------|-------------------|-------------|------------------------|
| 06/18 | 07-51-56504 | YOUTH BOOKS | 06/28/2018 | 3,388.94 | 05VANKLOOST | YOUTH BOOKS | BAKER & TAYLOR - BOOKS |
| 06/18 | 07-51-56500 | ADULT BOOKS | 06/28/2018 | 755.41 | 05VANKLOOST | ADULT BOOKS | BAKER & TAYLOR - BOOKS |
| Total 122312483: | | | | 8,651.73 | | | |
| Grand Totals: | | | | 18,700.64 | | | |

| Account Number | Account Title | Current Month Actual | 2018 Current Budget | 2018 Current year Actual | Remaining | % of Budget |
|-------------------|---------------------------|-------------------------|---------------------------|--------------------------------|-------------|----------------|
| 07-51-42100 | SALARIES - REGULAR | 16,435.63 | 220,065.00 | 87,299.57 | 132,765.43 | 39.67% |
| 07-51-42200 | SALARIES - TEMPORARY | 11,471.23 | 145,826.00 | 58,180.20 | 87,645.80 | 39.90% |
| 07-51-45100 | HEALTH INSURANCE | 4,874.34 | 46,500.00 | 19,865.61 | 26,634.39 | 42.72% |
| 07-51-45200 | LIFE INSURANCE | 17.45 | 500.00 | 104.74 | 395.26 | 20.95% |
| 07-51-46100 | SOCIAL SECURITY | 1,187.96 | 22,686.00 | 6,126.12 | 16,559.88 | 27.00% |
| 07-51-46200 | WRS EMPE/EMPR | 1,358.34 | 24,515.00 | 6,866.35 | 17,648.65 | 28.01% |
| 07-51-46300 | MEDICARE | 380.19 | 5,306.00 | 1,982.35 | 3,323.65 | 37.36% |
| 07-51-51200 | OPERATING EQUIPMENT | 164.77 | 20,000.00 | 20,411.25 | 411.25- | 102.06% |
| 07-51-53920 | MCFLS COMPUTER CONTRACT | .00 | 20,657.00 | 19,457.00 | 1,200.00 | 94.19% |
| 07-51-55100 | OFFICE SUPPLIES | 132.16 | 12,000.00 | 7,312.06 | 4,687.94 | 60.93% |
| 07-51-56100 | MEMBERSHIP DUES | .00 | 6,310.00 | 3,825.00 | 2,485.00 | 60.62% |
| 07-51-56300 | TRAINING | 650.00 | 1,000.00 | 652.75 | 347.25 | 65.28% |
| 07-51-56500 | ADULT BOOKS | 1,942.22 | 25,000.00 | 8,053.30 | 16,946.70 | 32.21% |
| 07-51-56501 | YOUNG ADULT BOOKS | 83.64 | 1,500.00 | 421.86 | 1,078.14 | 28.12% |
| 07-51-56502 | ADULT AUDIO BOOKS | 351.07 | 600.00 | 674.95 | 74.95- | 112.49% |
| 07-51-56503 | ADULT LARGE PRINT | .00 | 1,000.00 | 303.50 | 696.50 | 30.35% |
| 07-51-56504 | YOUTH BOOKS | 4,309.40 | 21,000.00 | 8,172.70 | 12,827.30 | 38.92% |
| 07-51-56505 | YOUTH MEDIA | 6.98 | .00 | 6.98 | 6.98- | .00 |
| 07-51-56506 | SERIALS | .00 | 4,000.00 | 226.94 | 3,773.06 | 5.67% |
| 07-51-56508 | MCFLS DATABASES | .00 | 8,400.00 | 8,490.49 | 90.49- | 101.08% |
| 07-51-57100 | UTILITIES | 4,107.07 | 26,250.00 | 9,215.01 | 17,034.99 | 35.10% |
| 07-51-61100 | MAINT SUPPLIES-BUILDING | 81.10 | 8,150.00 | 1,523.70 | 6,626.30 | 18.70% |
| 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 491.13 | 23,421.00 | 12,051.11 | 11,369.89 | 51.45% |
| 07-51-75028 | LIB DONATION PURCHASE | 294.55 | 10,000.00 | 11,496.94 | 1,496.94- | 114.97% |
| 07-51-75031 | LIBRARY PROGRAMS | 128.78 | 10,000.00 | 2,165.55 | 7,834.45 | 21.66% |
| 07-51-83000 | CAPITAL OUTLAY-EQUIPMENT | .00 | 10,000.00 | 10,116.25 | 116.25- | 101.16% |
| 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 | 89.88- | 1,000.00 | 1,056.33 | 56.33- | 105.63% |
| Total LIBRARY: | | 48,378.13 | 675,686.00 | 306,058.61 | 369,627.39 | 45.30% |
| Net Grand Totals: | | 48,378.13- | 675,686.00- | 306,058.61- | 369,627.39- | 45.30% |

| Account Number | Account Title | Current Month Actual | 2018 Current Budget | 2018 Current year Actual | Remaining | % of Budget |
|-------------------|---------------------------|-------------------------|---------------------------|--------------------------------|-------------|----------------|
| 07-51-42100 | SALARIES - REGULAR | 16,474.10 | 220,065.00 | 103,773.67 | 116,291.33 | 47.16% |
| 07-51-42200 | SALARIES - TEMPORARY | 11,782.40 | 145,826.00 | 69,962.60 | 75,863.40 | 47.98% |
| 07-51-45100 | HEALTH INSURANCE | 4,885.68 | 46,500.00 | 24,751.29 | 21,748.71 | 53.23% |
| 07-51-45200 | LIFE INSURANCE | 22.93 | 500.00 | 127.67 | 372.33 | 25.53% |
| 07-51-46100 | SOCIAL SECURITY | 1,240.35 | 22,686.00 | 7,366.47 | 15,319.53 | 32.47% |
| 07-51-46200 | WRS EMPE/EMPR | 1,381.52 | 24,515.00 | 8,247.87 | 16,267.13 | 33.64% |
| 07-51-46300 | MEDICARE | 392.53 | 5,306.00 | 2,374.88 | 2,931.12 | 44.76% |
| 07-51-51200 | OPERATING EQUIPMENT | .00 | 20,000.00 | 20,411.25 | 411.25- | 102.06% |
| 07-51-53920 | MCFLS COMPUTER CONTRACT | .00 | 20,657.00 | 19,457.00 | 1,200.00 | 94.19% |
| 07-51-55100 | OFFICE SUPPLIES | 1,160.49 | 12,000.00 | 8,472.55 | 3,527.45 | 70.60% |
| 07-51-56100 | MEMBERSHIP DUES | .00 | 6,310.00 | 3,825.00 | 2,485.00 | 60.62% |
| 07-51-56300 | TRAINING | 325.00 | 1,000.00 | 977.75 | 22.25 | 97.78% |
| 07-51-56500 | ADULT BOOKS | 45.74 | 25,000.00 | 8,099.04 | 16,900.96 | 32.40% |
| 07-51-56501 | YOUNG ADULT BOOKS | .00 | 1,500.00 | 421.86 | 1,078.14 | 28.12% |
| 07-51-56502 | ADULT AUDIO BOOKS | .00 | 600.00 | 674.95 | 74.95- | 112.49% |
| 07-51-56503 | ADULT LARGE PRINT | .00 | 1,000.00 | 303.50 | 696.50 | 30.35% |
| 07-51-56504 | YOUTH BOOKS | .00 | 21,000.00 | 8,172.70 | 12,827.30 | 38.92% |
| 07-51-56505 | YOUTH MEDIA | .00 | .00 | 6.98 | 6.98- | .00 |
| 07-51-56506 | SERIALS | .00 | 4,000.00 | 226.94 | 3,773.06 | 5.67% |
| 07-51-56508 | MCFLS DATABASES | .00 | 8,400.00 | 8,490.49 | 90.49- | 101.08% |
| 07-51-57100 | UTILITIES | 2,040.12 | 26,250.00 | 11,255.13 | 14,994.87 | 42.88% |
| 07-51-61100 | MAINT SUPPLIES-BUILDING | 1,100.00 | 8,150.00 | 2,623.70 | 5,526.30 | 32.19% |
| 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 168.47 | 23,421.00 | 12,219.58 | 11,201.42 | 52.17% |
| 07-51-75028 | LIB DONATION PURCHASE | .00 | 10,000.00 | 11,496.94 | 1,496.94- | 114.97% |
| 07-51-75031 | LIBRARY PROGRAMS | 1,257.60 | 10,000.00 | 3,423.15 | 6,576.85 | 34.23% |
| 07-51-83000 | CAPITAL OUTLAY-EQUIPMENT | .00 | 10,000.00 | 10,116.25 | 116.25- | 101.16% |
| 07-51-83100 | LIBRARY RFID FUND | .00 | .00 | .00 | .00 | .00 |
| 07-51-83200 | CLC JOINT EXPENSE | .00 | .00 | .00 | .00 | .00 |
| 07-51-83300 | LB TO CLC CONTRIBUTION | .00 | .00 | .00 | .00 | .00 |
| 07-51-83400 | LIBRARY LIGHTING | .00 | .00 | .00 | .00 | .00 |
| 07-51-83500 | SERVICE AGREEMENT | .00 | .00 | .00 | .00 | .00 |
| 07-51-92900 | MISCELLANEOUS | .00 | 1,000.00 | 1,056.33 | 56.33- | 105.63% |
| Total LIBRARY: | | 42,276.93 | 675,686.00 | 348,335.54 | 327,350.46 | 51.55% |
| Net Grand Totals: | | 42,276.93- | 675,686.00- | 348,335.54- | 327,350.46- | 51.55% |

| Account Number | Account Title | 05/18 Current Month Actual | 2018 Current Budget | 2018 Current year Actual | Remaining | % of Budget |
|-------------------------|-----------------------|----------------------------------|---------------------------|--------------------------------|------------|----------------|
| LIBRARY FUND | | | | | | |
| 07-00-21102 | PROPERTY TAX LEVY | 57,151.44 | 560,386.00 | 471,300.27 | 89,085.73 | 84.10% |
| 07-00-21123 | LIBRARY - MCFLS RECIP | .00 | 23,421.00 | 24,750.60 | 1,329.60- | 105.68% |
| 07-00-22515 | DONATIONS LIBRARY | 10.65 | 20,000.00 | 11,008.24 | 8,991.76 | 55.04% |
| 07-00-22958 | LIBRARY COPIER SALES | 37.96 | 5,000.00 | 2,631.47 | 2,368.53 | 52.63% |
| 07-00-22959 | LIBRARY FINES | 871.86 | 11,000.00 | 4,320.76 | 6,679.24 | 39.28% |
| 07-00-22960 | LIBRARY BOOK CHARGES | 226.71 | 1,000.00 | 538.07 | 461.93 | 53.81% |
| 07-00-22965 | CLC REVENUES | .00 | .00 | .00 | .00 | .00 |
| 07-00-22968 | OTHER REVENUES | 103.22 | 1,000.00 | 463.83 | 536.17 | 46.38% |
| 07-00-29900 | OPER TRANS IN/OUT | .00 | .00 | .00 | .00 | .00 |
| Total 07: | | 58,401.84 | 621,807.00 | 515,013.24 | 106,793.76 | 82.83% |
| Net Total LIBRARY FUND: | | 58,401.84 | 621,807.00 | 515,013.24 | 106,793.76 | 82.83% |
| Net Grand Totals: | | 58,401.84 | 621,807.00 | 515,013.24 | 106,793.76 | 82.83% |

| Account Number | Account Title | 06/18 Current Month Actual | 2018 Current Budget | 2018 Current year Actual | Remaining | % of Budget |
|-------------------------|-----------------------|----------------------------------|---------------------------|--------------------------------|------------|----------------|
| LIBRARY FUND | | | | | | |
| 07-00-21102 | PROPERTY TAX LEVY | .00 | 560,386.00 | 471,300.27 | 89,085.73 | 84.10% |
| 07-00-21123 | LIBRARY - MCFLS RECIP | .00 | 23,421.00 | 24,750.60 | 1,329.60 | 105.68% |
| 07-00-22515 | DONATIONS LIBRARY | 2,526.18 | 20,000.00 | 13,534.42 | 6,465.58 | 67.67% |
| 07-00-22958 | LIBRARY COPIER SALES | 30.08 | 5,000.00 | 2,661.55 | 2,338.45 | 53.23% |
| 07-00-22959 | LIBRARY FINES | 1,290.79 | 11,000.00 | 5,611.55 | 5,388.45 | 51.01% |
| 07-00-22960 | LIBRARY BOOK CHARGES | 49.62 | 1,000.00 | 587.69 | 412.31 | 58.77% |
| 07-00-22965 | CLC REVENUES | .00 | .00 | .00 | .00 | .00 |
| 07-00-22968 | OTHER REVENUES | 163.36 | 1,000.00 | 627.19 | 372.81 | 62.72% |
| 07-00-29900 | OPER TRANS IN/OUT | .00 | .00 | .00 | .00 | .00 |
| Total 07: | | 4,060.03 | 621,807.00 | 519,073.27 | 102,733.73 | 83.48% |
| Net Total LIBRARY FUND: | | 4,060.03 | 621,807.00 | 519,073.27 | 102,733.73 | 83.48% |
| Net Grand Totals: | | 4,060.03 | 621,807.00 | 519,073.27 | 102,733.73 | 83.48% |

VILLAGE OF GREENDALE
BALANCE SHEET
6/30/2018

ASSETS

| | | |
|--------------|--------------|------------------|
| 07-00-111000 | CASH DEPOSIT | \$ 279,531.77 |
| 07-00-111080 | PETTY CASH | <u>\$ 200.00</u> |

| | | |
|--|--------------|-----------------------------|
| | TOTAL ASSETS | <u><u>\$ 279,731.77</u></u> |
|--|--------------|-----------------------------|

LIABILITIES AND EQUITY

LIABILITIES

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

| | | |
|--|-------------------|---------|
| | TOTAL LIABILITIES | \$ 0.00 |
|--|-------------------|---------|

FUND EQUITY

| | | |
|--------------|---------------------------------|------------------------|
| 07-00-170000 | FUND BALANCE | \$ (108,994.04) |
| | REVENUES OVER EXPENDITURES- YTD | <u>\$ (170,737.73)</u> |

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY

\$ (279,731.77)

\$ (279,731.77)

2019 LIBRARY BUDGET-DRAFT 6.2018

| ACCOUNT NUMBER AND TITLE | 2016 ACTUAL | 2017 ACTUAL | 2018 ADOPTED BUDGET | 2018 Estimated year end (June) | 2019 BUDGET | |
|------------------------------------|----------------|----------------|---------------------------|---|----------------|---|
| REVENUES | | | | | | |
| 07-21102 PROPERTY TAX LEVY | 560,386.00 | 560,386.00 | 560,386.00 | 560,386.00 | 560,386.00 | |
| 07-21123 LIBRARY - MCFLS RECIPROC | 20,896.55 | 24,630.00 | 23,421.00 | 24,750.00 | 10,100.00 | |
| 07-22515 LIBRARY - DONATIONS | 23,990.39 | 81,796.00 | 20,000.00 | 16,000.00 | 13,000.00 | |
| 07-22958 LIBRARY COPIER SALES | 5,758.60 | 6,217.00 | 5,000.00 | 5,000.00 | 5,000.00 | |
| 07-22959 LIBRARY FINES | 14,190.46 | 12,053.00 | 11,000.00 | 11,000.00 | 11,000.00 | |
| 07-22960 LIBRARY BOOK CHARGES | 1,327.71 | 1,179.00 | 1,000.00 | 1,000.00 | 1,200.00 | |
| 07-22965 CLC REVENUES | 10,000.00 | - | - | - | - | |
| 07-22968 LIBRARY OTHER REVENUES | 914.52 | 2,989.00 | 1,000.00 | 1,200.00 | 1,000.00 | |
| 07-00-29900 OPER TRANS IN/OUT | 10,000.00 | - | - | - | - | |
| TOTAL | 647,464.23 | 689,250.00 | 621,807.00 | 619,336.00 | 601,686.00 | |
| EXPENDITURES | | | | | | |
| 07-51-42100 SALARIES - REGULAR | 217,493.38 | 216,230.00 | 220,065.00 | 218,000.00 | 231,687.00 | 2.2% estimated average per employee based on 2018 |
| 07-51-42200 SALARIES - TEMPORARY | 99,527.73 | 118,472.00 | 145,826.00 | 143,000.00 | 161,857.00 | 2.2% estimated average per employee based on 2018 |
| 07-51-45100 HEALTH INSURANCE | 30,416.39 | 50,633.00 | 46,500.00 | 46,500.00 | 53,306.00 | 10% increase per Village Manager |
| 07-51-45200 LIFE INSURANCE | (1,796.49) | 341.00 | 500.00 | 350.00 | 500.00 | |
| 07-51-46100 SOCIAL SECURITY | 17,264.57 | 17,449.00 | 22,686.00 | 17,500.00 | 24,400.00 | Same increase as 2018 |
| 07-51-46200 RETIREMENT CONTRIBUTIC | 18,839.62 | 18,954.00 | 24,515.00 | 19,000.00 | 20,177.00 | Same increase as 2018 |
| 07-51-46300 MEDICARE | 4,073.53 | 4,636.00 | 5,306.00 | 5,100.00 | 5,706.00 | Same increase as 2018 |
| (PERSONNEL ONLY) | 385,818.73 | 426,715.00 | 465,398.00 | 449,450.00 | 497,633.00 | |
| 07-51-51200 MAINTENANCE-EQUIPMEI | 18,454.02 | 20,217.00 | 20,000.00 | 33,800.00 | 20,520.00 | \$8000 double payment |
| 07-51-53920 MCFLS AUTOMATION | 19,301.05 | 22,743.00 | 20,657.00 | 20,600.00 | 20,900.00 | |
| 07-51-55000 COMMUNICATIONS | - | - | - | - | 5,000.00 | |
| 07-51-55100 OFFICE SUPPLIES | 10,374.66 | 11,528.00 | 12,000.00 | 12,000.00 | 9,100.00 | |
| 07-51-56100 DUES AND PUBLICATIONS | 2,231.20 | 415.00 | 6,310.00 | 4,500.00 | 4,500.00 | Strategic planning |
| 07-51-56300 TRAINING | - | 128.00 | 1,000.00 | 1,000.00 | 1,200.00 | |
| 07-51-56500 ADULT BOOKS | 45,908.34 | 26,047.00 | 25,000.00 | 25,000.00 | 25,000.00 | |
| 07-51-56501 YOUNG ADULT BOOKS | 517.95 | 1,423.00 | 1,500.00 | 1,500.00 | 1,500.00 | |
| 07-51-56502 ADULT AUDIO BOOKS | 654.65 | 624.00 | 600.00 | 700.00 | 600.00 | |
| 07-51-56503 ADULT LARGE PRINT | 571.38 | 1,099.00 | 1,000.00 | 1,000.00 | 1,000.00 | |

| | | | | | |
|--------------------------------------|------------|-------------|-------------|-------------|-------------|
| 07-51-56504 YOUTH BOOKS | 2,073.56 | 19,801.00 | 21,000.00 | 21,000.00 | 21,000.00 |
| 07-51-56505 YOUTH MEDIA | 185.30 | 157.00 | - | - | - |
| 07-51-56506 SERIALS | 3,228.50 | 3,477.00 | 4,000.00 | 3,500.00 | 4,000.00 |
| 07-51-56508 MCFLS DATABASES | 2,402.00 | 8,249.00 | 8,400.00 | 8,500.00 | 8,400.00 |
| 07-51-56510 OVERDRIVE | 3,129.00 | - | - | - | - |
| 07-51-57100 UTILITIES | - | 27,802.00 | 26,250.00 | 26,250.00 | 26,250.00 |
| 07-51-61100 MAINT SUPPLIES-BUILDING | 3,793.58 | 8,167.00 | 8,150.00 | 8,150.00 | 8,150.00 |
| 07-51-75023 MCFLS RECIPROCATING EXP | 8,650.70 | 22,708.00 | 23,421.00 | 24,750.00 | 10,100.00 |
| 07-51-75028 LIBRARY DONATION EXPENSE | 17,693.71 | 83,881.00 | 10,000.00 | 16,000.00 | 10,000.00 |
| 07-51-75031 LIBRARY PROGRAM EXPENSE | 8,822.10 | 10,332.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 07-51-83000 CAPITAL OUTLAY-EQUIPMENT | 3,270.49 | 12,441.00 | 10,000.00 | 11,000.00 | 10,000.00 |
| 07-51-83100 LIBRARY RFID LOAN | - | - | - | - | - |
| 07-51-83200 CLC JOINT EXPENSE | - | 30,000.00 | - | - | - |
| 07-51-83300 LB TO CLC CONTRIBUTION | - | - | - | - | - |
| 07-51-83400 LIBRARY LIGHTING | - | 5,000.00 | - | - | - |
| 07-51-92900 MISCELLANEOUS | 297.00 | 811.00 | 1,000.00 | 1,100.00 | 1,000.00 |
| 07-51-99900 OPER TRSF OUT-FUND 02 | - | - | - | - | - |
| TOTAL | 537,377.92 | 743,765.00 | 675,686.00 | 679,800.00 | 695,853.00 |
| REVENUES EXCEEDING/(UNDER) EXPEND | 110,086.31 | (54,515.00) | (53,879.00) | (60,464.00) | (94,167.00) |
| FUND BALANCE - END OF YEAR | 208,942.31 | 174,658.00 | 108,994.00 | 114,194.00 | 14,827.00 |

**Bill-to Address**

Greendale Public Library
5647 Broad Street
Greendale, WI 53129
USA

Ship-to Address

Greendale Public Library
5647 Broad Street
Greendale, WI 53129
USA

Invoice SI0032045-US

Date: 09.19.2017

Customer No.: 0000838
Payment Terms: Net 30 days
Due Date: 10.19.2017

Reference: QUO-35535-N5V2
Order No.: S030805-US
Salesperson: Unassigned

| Pos. | No. | Description | Quantity | Unit Price | Amount |
|-------------------------------|---------------|------------------------------|----------|------------|-----------|
| 1 | SUP000002-000 | Annual Support & Maintenance | 1 | 11,136.95 | 11,136.95 |
| Term: 08/08/2016 - 08/07/2017 | | | | | |

| | |
|----------------------------|------------------|
| Total USD Excl. Tax | 11,136.95 |
| Tax Amount | 0.00 |
| Total USD Incl. Tax | 11,136.95 |

Payee: ~~BIBLIOTHECA~~ LLC

VENDOR NO: 9683

12/29/2017

INV DATE

INVOICE NO

INVOICE DESCRIPTION

GL ACCT NO

NET AMOUNT

12/19/2017

QUO-52796-M7J2

ANNUAL SUPPORT AND MAINTENANCE 08/082017-08/08/20

07-00-123070

\$8,000.00

PO BOX 744378
ATLANTA GA 30384-4378

TOTAL AMOUNT

\$8,000.00

[illegible]

Department Head/Authorized Signature

Clerk-Treasurer

Date Check Requested By:

**Bill-to Address**

Greendale Public Library
5647 Broad Street
Greendale, WI 53129
USA

Ship-to Address

Greendale Public Library
5647 Broad Street
Greendale, WI 53129
USA

Invoice SI0035062-US

Date: 12.19.2017

Customer No.: 0000838
Payment Terms: Net 30 days
Due Date: 01.18.2018
Shipping Conditions:

Reference: QUO-52796-M7J2
Order No.: S034823-US
Salesperson: Dustin Lamm

| Pos. | No. | Description | Quantity | Unit Price | Amount |
|---------------------|---------------|---|----------|------------|----------|
| 1 | SUP000002-000 | Annual Support & Maintenance Term: Aug 08, 2017 - Aug 07, 2018 | 1 | 8,000.00 | 8,000.00 |
| Total USD Excl. Tax | | | | | 8,000.00 |
| Tax Amount | | | | | 0.00 |
| Total USD Incl. Tax | | | | | 8,000.00 |

07-00-123070

2018

07-51-51200

| | |
|-----------------------------------|-----------------------------------|
| Account Name: OPERATING EQUIPMENT | Year-To-Date Balance: \$20,411.25 |
| Account Number: 07-51-51200 | Total Budget: \$20,000.00 |
| Account Type: Expenditure | Variance: (\$411.25) |

| Date | Journal Code | Reference Number | Description | Amount |
|------------|--------------|------------------|---------------------------------|------------|
| 01/16/2018 | AP | 97-1 | CABLE SOURCE LLC | \$990.00 |
| 01/17/2018 | AP | 120-1 | METRO SOUND & VIDEO | \$3,117.19 |
| 01/22/2018 | AP | 86-1 | AFFORDABLE ALTERNATIVES | \$63.20 |
| 01/23/2018 | AP | 86-1 | UNI-COMM CORPORATION | \$127.50 |
| 01/26/2018 | AP | 249-1 | ACH JP MORGAN CHASE PCARD | \$54.17 |
| 01/26/2018 | AP | 408-1 | ACH JP MORGAN CHASE PCARD | \$417.41 |
| 01/26/2018 | AP | 409-1 | ACH JP MORGAN CHASE PCARD | \$27.45 |
| 01/26/2018 | AP | 415-1 | ACH JP MORGAN CHASE PCARD | \$118.56 |
| 01/26/2018 | AP | 418-1 | ACH JP MORGAN CHASE PCARD | \$9.50 |
| 01/31/2018 | JE | 13-1 | ALLOCATED 2018 PREPAID EXPENSES | \$8,000.00 |
| 02/10/2018 | AP | 110-1 | ORIGINAL VILLAGE CARPENTERS INC | \$200.00 |
| 02/20/2018 | AP | 201-1 | PLYMOUTH ROCKET INC | \$850.00 |
| 02/26/2018 | AP | 317-1 | ACH JP MORGAN CHASE PCARD | \$54.19 |
| 02/26/2018 | AP | 512-1 | ACH JP MORGAN CHASE PCARD | \$507.00 |
| 03/12/2018 | AP | 204-1 | OFFICE COPYING EQUIPMENT LTD | \$241.31 |
| 03/15/2018 | AP | 89-1 | WEST ALLIS BLUE | \$60.00 |
| 03/16/2018 | AP | 198-1 | COMPRISE TECHNOLOGIES INC | \$1,739.00 |
| 03/26/2018 | AP | 397-1 | ACH JP MORGAN CHASE PCARD | \$66.74 |
| 03/27/2018 | AP | 92-1 | METRO SOUND & VIDEO | \$7.49 |
| 03/30/2018 | AP | 90-1 | BUILDING SERVICE INC | \$3,386.55 |
| 04/18/2018 | AP | 66-1 | VILLAGE OF GREENDALE | \$26.10 |
| 04/18/2018 | AP | 67-1 | VILLAGE OF GREENDALE | \$6.48 |
| 04/18/2018 | AP | 68-1 | VILLAGE OF GREENDALE | \$28.19 |
| 04/18/2018 | AP | 69-1 | VILLAGE OF GREENDALE | \$1.06 |
| 04/18/2018 | AP | 70-1 | VILLAGE OF GREENDALE | \$14.78 |
| 04/18/2018 | AP | 71-1 | VILLAGE OF GREENDALE | \$7.29 |
| 04/18/2018 | AP | 72-1 | VILLAGE OF GREENDALE | \$10.55 |

| Date | Journal Code | Reference Number | Description | Amount |
|------------|--------------|------------------|---------------------------|-------------|
| 04/26/2018 | AP | 229-1 | ACH JP MORGAN CHASE PCARD | \$54.77 |
| 04/26/2018 | AP | 525-1 | ACH JP MORGAN CHASE PCARD | \$60.00 |
| 05/26/2018 | AP | 329-1 | ACH JP MORGAN CHASE PCARD | \$54.77 |
| 05/26/2018 | AP | 490-1 | ACH JP MORGAN CHASE PCARD | \$110.00 |
| | | | | \$20,411.25 |

**Bill-to Address**

Greendale Public Library
5647 Broad Street
Greendale, WI 53129
USA

Ship-to Address

Greendale Public Library
5647 Broad Street
Greendale, WI 53129
USA

Invoice SI0040824-US

Date: 06.07.2018

Customer No.: 0000838
Payment Terms: Net 60 days
Due Date: 08.08.2018
Shipping Conditions:

Reference: SIGNED RENEWAL
Order No.: S041896-US
Salesperson: Dustin Lamm

| Pos. | No. | Description | Quantity | Unit Price | Amount |
|----------------------------|---------------|---|----------|------------|-----------------|
| 1 | SUP000002-000 | Annual Support & Maintenance Term: Aug 08, 2018 - Aug 07, 2019 | 1 | 8,400.02 | 8,400.02 |
| Total USD Excl. Tax | | | | | 8,400.02 |
| Tax Amount | | | | | 0.00 |
| Total USD Incl. Tax | | | | | 8,400.02 |

PLEASE REFERENCE THE INVOICE NUMBER ON YOUR REMITTANCE - THANK YOU

Remit to:
Bibliothea, LLC

Greendale Library Board, 07/2018

Invoice
Total USD Incl. Tax

SI0040824-US
8,400.02

Page 24 of 25

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 713/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

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

General updates:

- Friends of the Library staffed an outreach table at the Downtown Market on 6/30. They plan to do this 3 more times this summer. Their goal is to inform patrons about the programs they support at the library and recruit new members.
- Fire alarm and system inspection 6/22, no issues or concerns.
- Library visits are up 16% for the first quarter compared to 2017. We'll be unable to continue this comparison for the remainder of the year due to statistics loss when our RFID annual maintenance contract lapsed.
- MCFLS 2017 Baker Tilly Audit Report on file in Director's office (2 year retention).

Programs:

- Summer Reading participation and daily activity is steady.

Staffing updates:

- Julie Schumacher, Lead Clerk, has been promoted to Library Circulation Supervisor. She will receive formal training and ongoing coaching from me and through external training opportunities.
- Staff received 2018 Library Salary Resolution memos outlining 2017 and 2018 pay, as well as back pay estimates. July paychecks will show these deposits and adjustments.

Meetings attended:

- 6/21 – Public Celebrations Committee
- 6/23 – Eagle Scout Court of Honor, brief speech of appreciation for bookcases built and donated
- Weekly Department Heads meetings

Meetings upcoming:

- No special meetings

**GREENDALE PUBLIC LIBRARY
STAFF REPORT**



Date: 7/16/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Staff Report: June/July***

Adult Services (Nicole):

- I had submitted a proposal to the Friends of the Library asking if they would fund my Lucky Day DVD collection a couple months ago and it was recently approved!
- At the end of June we had our Lunch and Learn program with the topic of Perennials presented by Master Gardener Jeff Trader and had 14 people attend.

Teen Services (Tara):

- In the past month the library has had 6 teen summer reading programs that were attended by 84 teens in total
- Something new that I have experienced this year with teen summer reading is a larger demand for the programs. I have never had to create waitlists for the teen programs, however this year most of the programs have waitlists because they are full to capacity. For example, the upcoming Teen DIY Ice Cream Creations program currently has 18 registered with 8 more on the waitlist. I hate turning teens away from our programs but we do have budget constraints. As we continue to reach out to the schools in the community and improve the teen area in the library we might continue to see increased interest in teen programming. Perhaps this is something to consider when budgeting and planning for the future goals of teen services at the library.

Circulation Services (Jenifer and Julie):

- The Libraries Rock Summer Reading Program kicked off this month and the front desk staff has been rocking it! It has been “all hands on deck” and everyone is ready to jump in where help is needed. The clerks all took part in a summer reading “crash course” and quiz in preparation and were rewarded with fun prizes. They have been doing a great job helping kids and adults alike get started on their reading logs! Kayla Nieth, library clerk, and all 3 of our pages (Madi Spychalla, Hailey Newton, and Donna Millikin) have also been instrumental in helping set up, run and clean up for a number of our youth and teen programs!
- A Staff Summer Reading program was also started – a collection was taken up amongst the staff and 2 gift cards will be up for grabs for the winners. Friendly ribbing about who will read the most books has resulted, and in the past 3 weeks staff has already read over 30 books!
- The majority of the staff took part in a CLC photo op and wore Purple in support of Alzheimer's & Brain Awareness Month, organized by our own library clerk, Judy Jacques! She organized this in support of her sister who was diagnosed with early onset Alzheimer's last year. The photo was posted on the library's Facebook page.

Friday, August 17

Crafting Your Library's Story with Data



Jody Hoesly
*Data Services Consultant,
South Central Library
System*

Libraries collect and generate a lot of data. How do we use that data along with data from other sources like the U.S. Census to tell our library's stories? In this webinar, you'll learn to craft questions that can be supported by data to support library services or initiatives, identify and access relevant datasets, and recognize available visualization tools. The heart of the presentation will focus on stories and how you can combine questions with visual data to craft your library's story.

Jody brands herself as an "Information Engineer," joining her 10 years of experience in the library profession with over 10 years of experience as a mechanical engineer. In her current position she designs and develops data resources to support libraries. Prior to joining SCLS, Jody's library career included working as an academic librarian for the UW-Madison College of Engineering and as a teacher-librarian for the New Glarus School District.

Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
- United for Libraries, a Division of the American Library Association
<http://www.ala.org/united/>
- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association
<http://wla.wisconsinlibraries.org/wlrf>
- Trustee Training Week Webinar Archive
<http://www.wistrusteetraining.com/archive>

Register Online:

www.wistrusteetraining.com

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?

Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info



Wisconsin Trustee Training Week was coordinated by the South Central Library System, and is supported by the following public library systems:

Arrowhead
Bridges
Indianhead
Kenosha County
Lakeshores
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie Waupaca
Southwest
Winding Rivers
Winnefox
Wisconsin Valley

Support is also provided by the Division for Libraries and Technology and the Institute of Museum and Library Services (IMLS).



August 13-17, 2018

12-1 p.m.

www.wistrusteetraining.com

Monday, August 13

Orientation for New Library Board Trustees



Krista Ross
*Executive Director
SELCO, Rochester, MN*

Becoming a new trustee can be an intimidating experience. There's that huge DPI Trustee Manual, there are all those acronyms to learn and the decisions you have to make can affect people in your area for years. Krista will simplify the process of orientating new trustees. A few basic principles to know and understand will enable new trustees to hit the ground running, be effective early, and set the tone for continuous learning of all the information they need to know to represent their library or system in an efficient manner.

Krista is the Executive Director of the Southeastern Libraries Cooperating (SELCO). SELCO is an 11-county regional system serving public, academic, school, and special libraries. She has more than 24 years of experience in various areas of the library world, including positions as library clerk, reference librarian and library director. Prior to joining the staff at SELCO, she served eleven years as system director in the Southwest Wisconsin Library System, providing services to 28 member public libraries in a large geographic area with diverse needs.

Tuesday, August 14

Effective Boards Have Effective Meetings!



Christine Hage
*Director, Rochester Hills
Public Library &
Division Councilor, United
for Libraries*

Meetings may sound boring to some but in fact, they are the best place to discuss your library's policies, how busy the library is, and how well the library is meeting its goals. Surprisingly, many boards do not function well. There may be a bully on board, someone might dominate the conversations, or there might just be plain personality clashes. This program will show you how to resolve any issues you may have and how to prevent them from happening in the first place.

Christine has been a full-time public librarian for 45 years and has been responsible for five major library construction projects. Recognized as Michigan's Librarian of the Year in 1997 she has published and presented widely on various public library subjects both nationally and internationally.

Within ALA Christine is a past president of the Public Library Association and a past president of United for Libraries. She also served as an ALA Councilor for 12+ years, and Chair of the Office of Information Technology's America's Libraries for the 21st Century Committee.

Wednesday, August 15

From Advocate to Activist



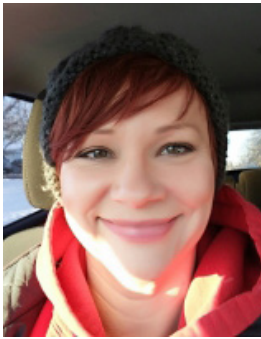
Patrick "PC" Sweeney
*Political Director for Every-
Library & Lecturer for San
Jose State University iSchool*

In this session, we will challenge the traditional model of advocacy for libraries and instead look at how we create activists for libraries to build the public support we need to survive. We'll look at how our current advocacy model is failing libraries and causing massive defunding and closures and we'll explore many of the strategies and tactics used by some of the best community organizers, political action committees, and politicians to build real actionable support from networks of change through community organizing and political action. We will emphasize the resources and skills that librarians and library staff need to develop if they want to have the political and community support that they need in order to increase support and funding.

Patrick is co-author of *Winning Elections and Influencing Politicians for Library Funding*. He is the former Administrative Librarian of the Sunnyvale (CA) Public Library and Executive Director of EveryLibrary California, a statewide initiative to support library propositions, and a lecturer at the San Jose State University iSchool.

Thursday, August 16

Wisconsin Public Library Standards, 6th Edition for Trustees



Shannon Schultz
*Public Library Administra-
tion Consultant,
Wisconsin Department of
Public Instruction*

After an exhaustive two-year process, the DPI's Public Library Development Team has released the 6th edition of the WI Public Library Standards. Utilizing a work group of more than 30 library directors, trustees, and system staff from all regions of the state, the team has radically changed the layout and structure of the Standards, including a new approach to the quantitative values. This session will explore and explain the challenges, including those pertaining specifically to public library trustees.

Shannon brings over 15 years' experience to the library profession. Her library experience ranges from offering reference and instruction in academic science libraries to consulting and planning in public libraries. A self-proclaimed renaissance woman, Shannon's work history includes such diverse jobs as clinical microbiologist, clinical laboratory manager, interior designer, and mixologist.