



- 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: May 16, 2018 meeting ACTION
- 5) Approval of Financial Reports: ACTION
 - a) Check Register: May 2018
- 6) Review of Financial Statements:
 - a) Expenditures to Actual Comparison: 04/18 INFORMATION
 - b) Revenue to Actual Comparison: 04/18 INFORMATION
 - c) Balance Sheet: 05/31/18 INFORMATION
- 7) Unfinished Business:
 - a) Discuss Library Director 6 month plan for administrative activity DISCUSSION
 - b) Review of Village Annual Financial Report ("audit") related to Library INFORMATION
- 8) New Business:
 - a) Consider a motion to adopt Library Board Resolution 2018-02, Appreciation of Marty Lubing, outgoing Library Board President ACTION
- 9) Informational and Discussion Items: INFORMATION
 - a) Director's Report
 - b) Library Staff Reports
 - c) President's Report
 - d) Friends Board Report
 - e) Foundation Board establishment discussion
- 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. ACTION
 - a) Specifically, to discuss creation of a position titled Library Circulation Supervisor
 - b) Specifically, to discuss 2018 adopted Village and proposed Library Salary Resolutions 2018-01-A, -B, -C
- 12) Return to Open Session: ACTION
 - a. Consider a motion to create position of Library Circulation Supervisor ACTION
 - b. Consider a motion to approve a 2018 Library Salary Resolution ACTION
- 13) Adjournment ACTION

cc: Library Board
Village Manager
Assistant Village Manager

GreendaleNow (jane.ford@jrn.com)
GD Police posting (szuber@greendalepolice.org)

PUBLIC NOTICE

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

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, May 16, 2018**

President Lubing called the meeting of the Greendale Public Library Board of Trustees to order at 5:45 PM.

Trustees Present: Amidzich, Busalacci, Huberty, Kiltz, Jensen, Lubing.
Absent: Dombrowski
Also Present: Wms-Van Klooster- Library Director, Lisa Reinke-Youth Services Librarian,
Tara Jordan-Teen Services Librarian, Nicole Schneider-Adult Services Librarian

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

Special meeting of April 25, 2018

Trustee Huberty moved, Trustee Busalacci seconded approval of the April 25, 2018 minutes.

Ayes: Amidzich, Busalacci, Huberty, Kiltz, Jensen, Lubing.

Noes: none

Motion to approve: Carried

Regular meeting of May 2, 2018

Trustee Amidzich moved, Trustee Jensen seconded approval of the May 2, 2018 minutes.

Ayes: Amidzich, Busalacci, Huberty, Kiltz, Jensen, Lubing.

Noes: none

Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: April 2018

Trustee Amidzich moved, Trustee Busalacci seconded approval of the April expenditures in the amount of \$17,510.11

Ayes: Amidzich, Busalacci, Huberty, Kiltz, Jensen, Lubing.

Noes: none

Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

a) Expenditures to Actual Comparison: 03/18

Busalacci inquired if the Library budget is included in Village annual audit. If not, he said it would be desirable to have a simple audit check while the Library Director is still new. Wms-Van Klooster said he will get additional details about the Library's inclusion in the Village audit.

b) Revenue to Actual Comparison: 03/18

c) Balance Sheet: 04/18

UNFINISHED BUSINESS

a) None.

NEW BUSINESS

a) Upcoming public celebrations

Trustee Jensen moved, Trustee Huberty seconded, using Library fund balance to cover staffing of additional hours as overtime for full time staff, and straight time for part time staff, to cover special library open hours for all public events listed in the Director's Memo.

Ayes: Amidzich, Busalacci, Huberty, Kiltz, Jensen, Lubing.

Noes: none

Motion to approve: Carried

Trustee Huberty moved, Trustee Jensen seconded, returning \$200 donation to J&J Contracting, which was given to cover library special open hours from 2-4PM on Saturday May 12. The returned donation should be accompanied by a thank you card.

Ayes: Amidzich, Busalacci, Huberty, Kiltz, Jensen, Lubing.

Noes: none

Motion to approve: Carried

INFORMATIONAL AND DISCUSSION ITEMS

a) Director's Report

Wms-Van Klooster highlighted plans for the 5/25 Staff Day and mentioned the Veterans kiosk.

b) Library Staff Report

Wms-Van Klooster said he will include more information from Library departments in future reports.

c) President's Report

President Lubing stated that Wms-Van Klooster was fully appointed to Library Director earlier today. A press release was sent. She also thanked the Library Board Trustees for the extra time they committed recently as a new Director was recruited.

d) Friends of the Greendale Public Library Report

Huberty reported that the Friends discussed the Lucky Day books, participation in upcoming library/PCC events, fundraising ideas.

e) Greendale Public Library Foundation Report

Wms-Van Klooster said that the Foundation is moving slowly toward establishing a full Board, Foundation may require additional consideration/discussion for plan B if it becomes too challenging to find member commitments.

CORRESPONDENCE

None.

ADJOURNMENT

Trustee Jensen moved, Trustee Amidzich seconded adjournment at 7:35 PM.

Ayes: Amidzich, Busalacci, Huberty, Kiltz, Jensen, Lubing.

Noes: none

Motion to approve: Carried

Respectfully submitted,
Brian Williams-Van Klooster

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
54299							
BAKER AND TAYLOR							
05/18	07-51-56502	ADULT AUDIO BOOKS	05/04/2018	118.78	B84925390	ADULT AUDIOBOOK	
05/18	07-51-56502	ADULT AUDIO BOOKS	05/04/2018	40.34	B87815430	ADULT AUDIOBOOK	
Total 54299:				159.12			
122312455							
ACH WE ENERGIES							
05/18	07-51-57100	UTILITIES	05/18/2018	4,139.16	042018	5647 Broad-5650 Parking St Library	
05/18	07-51-57100	UTILITIES	05/18/2018	4,139.16-	042018	5647 Broad-5650 Parking St Library	V
05/18	07-51-57100	UTILITIES	05/18/2018	137.33	042018	5647 Broad-5650 Parking St Library	
05/18	07-51-57100	UTILITIES	05/18/2018	137.33-	042018	5647 Broad-5650 Parking St Library	V
Total 122312455:				.00			
122312461							
ACH JP MORGAN CHASE PCARD							
05/18	07-51-92900	MISCELLANEOUS	05/25/2018	296.50	04JANKOWSKI	PRE-EMPLOYMENT PHYSICALS LIBRARY	CONCENTRA
05/18	07-51-56300	TRAINING	05/25/2018	2.75	04JORDAN	MEETING PARKING	CITY OF MILWAUKEE PRKG
05/18	07-51-56502	ADULT AUDIO BOOKS	05/25/2018	131.96	04JORDAN	ADULT AUDIOBOOKS	MICRO MARKETING LLC
05/18	07-51-75028	LIB DONATION PURCHASE	05/25/2018	117.60	04JORDAN	LUCKY DAY APRIL BOOK	BARNES & NOBLE #2594
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	3.33	04JORDAN	ADULT PROGRAM	WAL-MART #5668
05/18	07-51-57100	UTILITIES	05/25/2018	219.99	04KVICTORY	LIBRARY	TWC*TIME WARNER CABLE
05/18	07-51-61100	MAINT SUPPLIES-BUILDING	05/25/2018	49.82	04KVICTORY	SPLIT - LIBRARY (82.01%)	ALSCO INC.
05/18	07-51-51200	OPERATING EQUIPMENT	05/25/2018	54.77	04KVICTORY	SPLIT - LIBRARY EMAIL ARCHIVING (1.01%)	CORE VISION IT Solutio
05/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	05/25/2018	39.63-	04OLGUIN	ADULT NON FICTION	AMAZON MKTPLACE PMTS
05/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	05/25/2018	14.20-	04OLGUIN	ADULT NON FICTION	AMAZON MKTPLACE PMTS
05/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	05/25/2018	13.56-	04OLGUIN	ADULT NON FICTION	AMAZON MKTPLACE PMTS
05/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	05/25/2018	20.40-	04OLGUIN	ADULT NON FICTION	AMAZON MKTPLACE PMTS
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	119.10	04REINKE	BOOKMARKS TSHIRTS	DEMCO INC
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	11.99	04REINKE	STORY TIME SUPPLIES	JOANN STORES #2046
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	25.00	04SCHNEIDER	FACEBOOK AD TO BOOST PROGRAM ATTE	FACEBK *6Z4SAFJ7Y2
05/18	07-51-55100	OFFICE SUPPLIES	05/25/2018	9.99	04SCHNEIDER	OFFICE SUPPLIES	OFFICEMAX/DEPOT 6175
05/18	07-51-55100	OFFICE SUPPLIES	05/25/2018	87.06	04SCHUMACH	OFFICE DEPOT - APRIL OFFICE SUPPLIES	OFFICEMAX/DEPOT 6869
05/18	07-51-61100	MAINT SUPPLIES-BUILDING	05/25/2018	85.86	04UECKER	LIBRARY LIGHTS	GRAYBAR ELECTRIC COMPA
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	23.76	04VANKLOOST	DIRECTOR INTERVIEWS	NATIONAL BAKERY AND DE
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	35.97	04VANKLOOST	DIRECTOR INTERVIEWS	STARBUCKS STORE 09941
05/18	07-51-51200	OPERATING EQUIPMENT	05/25/2018	60.00	04VANKLOOST	NETWORK SECURITY SOFTWARE	TECHSOUP

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	144.22	04VANKLOOST	DIRECTOR INTERVIEWS	PANERA BREAD #608005
05/18	07-51-75031	LIBRARY PROGRAMS	05/25/2018	45.77	04VANKLOOST	DIRECTOR INTERVIEWS	PICK N SAVE #878
Total 122312461:				1,437.65			
Grand Totals:				1,596.77			

Account Number	Account Title	Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	16,397.16	220,065.00	70,863.94	149,201.06	32.20%
07-51-42200	SALARIES - TEMPORARY	11,521.99	145,826.00	46,708.97	99,117.03	32.03%
07-51-45100	HEALTH INSURANCE	4,885.68	46,500.00	15,006.87	31,493.13	32.27%
07-51-45200	LIFE INSURANCE	17.45	500.00	87.29	412.71	17.46%
07-51-46100	SOCIAL SECURITY	911.83	22,686.00	4,938.16	17,747.84	21.77%
07-51-46200	WRS EMPE/EMPR	1,034.39	24,515.00	5,508.01	19,006.99	22.47%
07-51-46300	MEDICARE	375.14	5,306.00	1,602.16	3,703.84	30.20%
07-51-51200	OPERATING EQUIPMENT	3,726.46	20,000.00	20,246.48	246.48-	101.23%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,657.00	19,457.00	1,200.00	94.19%
07-51-55100	OFFICE SUPPLIES	661.65	12,000.00	7,179.90	4,820.10	59.83%
07-51-56100	MEMBERSHIP DUES	825.00	6,310.00	3,825.00	2,485.00	60.62%
07-51-56300	TRAINING	2.75	1,000.00	2.75	997.25	0.28%
07-51-56500	ADULT BOOKS	.00	25,000.00	6,111.08	18,888.92	24.44%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	338.22	1,161.78	22.55%
07-51-56502	ADULT AUDIO BOOKS	131.96	600.00	323.88	276.12	53.98%
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	3,863.30	17,136.70	18.40%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.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	219.99	26,250.00	5,107.94	21,142.06	19.46%
07-51-61100	MAINT SUPPLIES-BUILDING	135.68	8,150.00	1,442.60	6,707.40	17.70%
07-51-75023	LIBRARY - MCFLS RECIP EXP	87.79-	23,421.00	11,559.98	11,861.02	49.36%
07-51-75028	LIB DONATION PURCHASE	462.60	10,000.00	11,202.39	1,202.39-	112.02%
07-51-75031	LIBRARY PROGRAMS	409.14	10,000.00	2,036.77	7,963.23	20.37%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	305.00	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	341.44	1,000.00	1,146.21	146.21-	114.62%
Total LIBRARY:		42,277.52	675,686.00	257,696.08	417,989.92	38.14%
Net Grand Totals:		42,277.52-	675,686.00-	257,696.08-	417,989.92-	38.14%

Account Number	Account Title	04/18 Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
LIBRARY FUND						
07-00-21102	PROPERTY TAX LEVY	8,055.65	560,386.00	414,148.83	146,237.17	73.90%
07-00-21123	LIBRARY - MCFLS RECIP	905.60	23,421.00	24,750.60	1,329.60-	105.68%
07-00-22515	DONATIONS LIBRARY	2.35	20,000.00	10,997.59	9,002.41	54.99%
07-00-22958	LIBRARY COPIER SALES	88.04	5,000.00	2,593.51	2,406.49	51.87%
07-00-22959	LIBRARY FINES	1,042.17	11,000.00	3,448.90	7,551.10	31.35%
07-00-22960	LIBRARY BOOK CHARGES	104.64	1,000.00	311.36	688.64	31.14%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	84.92	1,000.00	360.61	639.39	36.06%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		10,283.37	621,807.00	456,611.40	165,195.60	73.43%
Net Total LIBRARY FUND:		10,283.37	621,807.00	456,611.40	165,195.60	73.43%
Net Grand Totals:		10,283.37	621,807.00	456,611.40	165,195.60	73.43%

VILLAGE OF GREENDALE
BALANCE SHEET
5/31/2018

ASSETS

07-00-111000	CASH DEPOSIT	\$ 326,328.52
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS	<u><u>\$ 326,528.52</u></u>
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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
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FUND EQUITY

07-00-170000	FUND BALANCE	\$ (108,994.04)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (217,534.48)</u>

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY

\$ (326,528.52)

\$ (326,528.52)

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



5/8/18 (resubmitted 6/20)

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item 7-a: Director 6 month project plan***

ATTACHMENTS: None.

DISCUSSION: Summary and timeline of highest priority projects to be addressed by Library Director in next 6 months. **Priority** of projects and **details** to be evaluated and informed by Discussion.

- **Library Foundation – in progress**
 - Facilitate restarting of Foundation routine operations including appointment of Trustees, giving schedule, prospect list
- **Library Friends – in progress**
 - Establish routine volunteer opportunities for public celebrations staffing
- **Library Board summaries for Village Trustee meeting reports – June**
 - Develop template for 3-point summaries for Library Board Village Trustee rep to present at Trustee meetings during committee reports
- **2019 budget prep – June**
 - Focus on costing out of increased hours and enhanced weekend/intergenerational programming
 - President Lubing suggests three (3) budget scenario proposals (1-hours same, pay competitive; 2-hours reinstated pre 2018, pay competitive; 3-hours reinstated pre 2018, weekend programming, pay competitive).
 - Must include wage review, stats collection / presentation
- **New Trustee training – August**
 - Prepare basic training outline, resources, and schedule welcome orientations
- **CLC Advisory Committee – September**
 - Reestablish regular communication among CLC resident departments, develop shared maintenance/operations plans
- **Strategic Planning – September**
 - Return to planning consultant to devise new timeline and goals

FISCAL IMPLICATION: 2019 budget is expected to show substantial financial increases to restore hours and enhance weekend programming.

LIBRARY DIRECTOR'S RECOMMENDATION: None at this time.

Village of Greendale, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS

DECEMBER 31, 2017

F. PRIOR YEAR INFORMATION

Comparative amounts for the prior year have been presented in the basic financial statements to provide an understanding of changes in the Village's financial position and operations. The comparative amounts may be summarized in total and not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2016, from which the summarized information was derived.

G. RECLASSIFICATIONS

Certain amounts in the prior year financial statements have been reclassified to conform with the presentation in the current year financial statements with no change in previously reported net position, changes in net position, fund balance or changes in fund balance.

NOTE 2: STEWARDSHIP AND COMPLIANCE

A. BUDGETS AND BUDGETARY ACCOUNTING

The Village follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. Prior to November, Village management submits to the Village Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Village Board action.
2. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the general, certain special revenue and capital project, and debt service funds. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
3. During the year, formal budgetary integration is employed as a management control device for the general fund, equipment replacement fund, School D.A.R.E fund, debt service fund, 2016 bond fund, recycling fund, library fund, community development block grant fund, and the capital improvement fund. Amendments to the budget during the year are initially reviewed by management and are subsequently authorized by the Village Board. Management does not have authority to amend the legally adopted budget. Supplemental amendments were necessary during the year, but were not material relation to the original appropriation.
4. The budget as enacted includes total expenditures at the organization level. An organization can be a department, division, fund or other activity. Expenditures cannot legally exceed appropriations at this level

The Village did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2017.

B. DEFICIT FUND EQUITY

The following funds had deficit fund balance as of December 31, 2017:

Funds	Deficit Fund Balance
Recycling	\$ 30,818
Tax Increment District No. 4	100,135

The Village anticipates funding the above deficits from future revenues of the funds.

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 6/14/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

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

General updates:

- GPL and GSD Library cooperation/communication meeting on May 23 considered great success by GPL staff. Feel that relationship was strengthened, details ironed out to support summer teachers, discussion of youth volunteer program, Reading Buddy partnership, MacPac, GSD Literacy Night, etc.
- 5/25 Staff Day had excellent participation by all staff. CPR was well received, enjoyed impromptu picnic at Gazebo Park during staff meeting portion. Enjoyed one another's company while doing important work.
- DPW located sewer smell leak origin is cover over sewer pit in lower level storage room. Caulking reduced odor significantly, but cover may need to be more comprehensively resealed or replaced in future.
- Full power outage at CLC and other Broad St area buildings for 1.5 hours on 5/31. All departments continued to provide services not requiring electricity (photo below of patron browsing fiction books with library-supplied flashlight).
- Carpets of CLC cleaned 5/25.
- Created event volunteer online signup form for Friends of the Library, to gauge demand and commit volunteers for upcoming library activities that support Public Celebrations.
- May GPL Foundation meeting cancelled. Key prospective members dropped out, recruitment has been challenging.
- Library has made initial verbal commitment to use new patron computer time and print management system (TBS/MyPC) starting in Q2 2019. Will allow wireless printing from patron personal devices and patron self service payment for printing using all methods including credit/debit.



Programs:

- Summer Reading is off to a great start. Tabled with Friends volunteer and youth staff member for *School's Out Let's Celebrate!* Handed out over 150 youth reading logs.

Staffing updates:

None

Meetings attended:

- 5/23 – TBS MyPC / print release member implementation discussion
- 5/15 & 6/5 – Village Board of Trustees
- 6/7 – MCFLS LDAC

Meetings upcoming:

- No special meetings

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 6/14/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

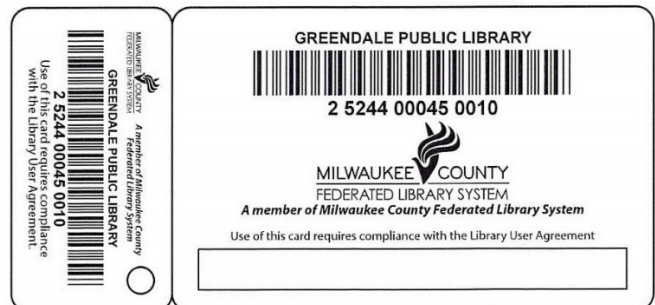
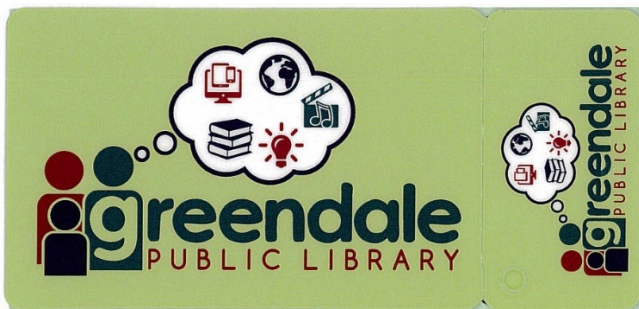
Re: **Staff Report: May/June 2018**

Adult Services (Nicole):

- May's Lunch and Learn Program about Estate Planning with Attorney Wendy Rusch had 12 people in attendance which had positive comments about it. So far the average attendance of each Lunch and Learn program has been 10-12.
- I visited the Canterbury and Highland View Elementary to talk to the Reading Buddies about volunteering over the summer. After speaking with them, we received 3 new volunteer applicants and 2 returning applicants to help out during the summer reading program. Others have commented that they were glad to have someone come speak to them about helping and are trying to recruit more of their friends.

Circulation Services (Jenifer and Julie):

- STEM Kits: Great strides were made in getting the 11 STEM Kits ready for circulation – These are hands on learning kits designed to inspire and challenge preschool children and above. They teach problem solving and critical thinking, and make Science FUN!
- 2 of our clerks have been tirelessly working on a project involving relabeling our DVD's to make our collection more approachable and easier to browse for our patrons. In the past month the TV series in adult were completed by Martha Honetschlager, and the Feature Films in the youth section were finished by Kayla Nieth!
- A patron, Christa Miller, gave a wonderful complement to our staff! She informed us that even though she works right next door to the Oak Creek library, and lives around the corner from the Greenfield library – she makes it a point to come to OUR library because we have the Friendliest Staff! She said our staff always makes her feel welcome, took the time to get to know her and her family, and makes her feel like she's coming home!
- New library cards were ordered and received. Design was revised from the previous Greendale 75th Anniversary to the one below. Time to update (or get) your library card. ;)



Teen Services (Tara):

- In May and the first week of June to promote the Teen Summer Reading program I visited 26 classes at Greendale Middle School and 7 classes at St. Al's. One Greendale High School class came to the library to do a tour, scavenger hunt, and learn about summer reading. I was also able to reach out to Greendale High School students during a visit to two of their lunch periods.
- The Friends of the Library donated funds to purchase new shelving for the Lucky Day Book of the Month program. I began the program in January where each month I purchase extra copies of titles that have high holds. The books cannot be reserved or put on hold and are non renewable. This allows our patrons access to popular titles that have long holds lists. The new shelving will give us more room to display the books and make people more aware of the program.

Youth Services (Lisa and Megan):

- Circulation desk staff have been doing a great job of learning the details of Summer Reading signup and promotion. There's a lot to remember!
- See following page for more.

June Board Report from Youth:

Summer Reading Rallies: Miss Lisa and Megan did three “Reading Rallies”, all-school assemblies at each of the elementary schools, in early June. They also did one class visit to a 4K class at Highland View in early June.

Battle of the Books: The list for Battle of the Books (a reading incentive program designed to encourage students to read quality literature) was “revealed” to the delight of the elementary students at the Reading Rallies on Monday early afternoon on June 4th. Directly after school, the Greendale Library had a rush of families coming in to get a printed copy of the list and to check out and place orders for the “Battle” books! GPL has multiple copies of books and is in the process of cataloging a Battle of the Books kindle for patrons to check out.



Linda Thomas, elementary schools’ library supervisor, Miss Lisa, and Miss Megan, youth reference associate

Record attendance for youth!: The first week’s youth programs have been at full capacity. Family Bingo, Chalk-the-Walk, and Wonderful Wednesday Performance were very well attended!



Mr. Brian called Bingo on Monday afternoon



Free advertising in front of the library !

Chalk the Walk program on Wednesday morning



GREENDALE PUBLIC LIBRARY

BOARD MEMO



Date: June 14, 2018

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item # 11-a: Closed session, discuss creation of a position titled Library Circulation Supervisor*

Attachments:

- Lead Library Clerk job description (Supervisor markup)
- Library Circulation Supervisor job description (draft)
- Library Technical Assistant job description (2001)
- Circulation and Technical Services Librarian job description (2012)

Discussion:

GPL has two staff employed with the title of Lead Library Clerk. In February 2018 these two employees experienced a new, Director-initiated increase in their essential Responsibilities that I believe changes the nature of their jobs fundamentally.

In February 2018 these staff were tasked with conducting annual evaluations of junior clerical employees. In March 2018 they received formal classroom training on conducting employee performance evaluations. In March 2018 they also took substantial responsibility for onboarding new employees. This likely occurred due to the elimination of the Assistant Director position in September 2017, who previously held these responsibilities. Before creation of an Assistant Director position GPL had a Circulation and Technical Services Librarian who held supervisory responsibilities, and before that, a Clerk who acted as Librarian In Charge, routinely working the Reference Desk and conducting evaluations of junior staff.

The supervisory-related Responsibilities and Qualifications in the current Lead Library Clerk job description are "Responsibilities, 14: ...assignment of clerk duties" and "Qualifications, 4: Ability to perform basic supervisory functions". "...all other duties as assigned...". These Responsibilities areas could be insufficient to place the current substantial and consequential supervisory tasks.

Fiscal implication:

See recommendations next page

Library Director's recommendation:

- A) Create position of Library Circulation Supervisor, approve the attached Circulation Supervisor job description, and consider promotion of one current Lead Clerk to Circulation Supervisor at a rate of \$19.20 per hour to start January 1, 2019.
 - a. Fiscal implication: \$9,700 budget increase.

Other options considered:

- B) Create position of Library Circulation Supervisor, approve the attached Circulation Supervisor job description, and consider promotion of two current Lead Clerks to Circulation Supervisors at a rate of \$19.20 per hour to start January 1, 2019.
 - a. Fiscal implication: \$15,000 budget increase.
- C) Relieve Lead Library Clerks from recruiting, onboarding, and evaluating employees.
 - a. Fiscal implication: none.
 - b. Capacity implication: Library Director priorities will require significant adjustment to allow for the increased responsibilities of direct employee supervision (from 6 employees to 18).
- D) Assign a Librarian to assist the Library Director with recruiting, onboarding, and evaluating circulation employees, similar to our previous Circulation and Technical Services Librarian (2009: \$20.49/hr) or Assistant Library Director (2017: \$26.06/hr).
 - a. Fiscal implication: some wage premium should be added to base Librarian wage to compensate for these unique responsibilities.
 - b. Capacity and Skill implication: affected Librarian priorities will require significant adjustment to allow for the increased responsibilities of direct employee supervision, as well as professional training to develop the necessary skill set. Current responsibilities for programming and selection will require reduction but no staff have capacity to adopt them.

LEAD LIBRARY CLERK (Part-Time)

NATURE:

Under supervision of the ~~Assistant~~ Library Director or senior professional designee, performs lead clerical duties related to the circulation and technical processing functions of the library.

RESPONSIBILITIES:

1. Provides high quality service to customers of all ages and abilities.
- ~~2.~~ Performs all circulation routines and procedures.
- ~~2-3.~~ Recruits, onboards, trains and evaluates Circulation staff.
- ~~3-4.~~ Performs technical processing routines and procedures with direction from professional staff.
- ~~4-5.~~ Effectively responds to routine directional, reference and readers' advisory inquiries.
- ~~5-6.~~ Provide technology assistance to patrons including routine tasks of printing, email and Internet questions.
- ~~6-7.~~ Basic troubleshooting and maintenance of circulation computers, ~~printers, copiers and fax machine peripherals and office equipment.~~
- ~~7-8.~~ Interacts effectively with youth, adults, staff, and public officials, maintains good public relations, contributes leadership ability within the community and promotes libraries and their services
- ~~8. Provides reference services as assigned.~~
9. Attends all Milwaukee County Federated Library Circulation Services Meetings and shares information with all staff.
10. Participates in other professional development activities related to supervision, circulation and technical services.
11. Orders all office supplies and maintains a budget.
12. Creates and maintains Circulation Manual for clerks.
13. Organizes and maintains circulation work areas.
14. Assists Assistant Library Director with scheduling of circulation desk and assignment of clerk duties.
15. Accept all other duties as assigned by the Librarian-In-Charge.

QUALIFICATIONS

1. High school graduation.
2. At least three years relevant library clerical and technical experience.
3. Working knowledge of basic technology and office equipment including copiers, printers and computers.
4. Ability to perform basic supervisory functions
5. Ability to effectively communicate with staff and public.
6. Ability to create and perform routine office and business procedures.
7. Ability to maintain a positive public service attitude.
8. Familiarity with desktop applications, browsers, email, tablets and willingness to learn.
9. Ability to work quickly and be flexible while responding effectively to changing priorities and a busy customer-oriented work environment.
10. Mental requirements:

Analytical skills: identify alternative courses of action before selecting one

Problem solving skills: develop solutions to problems with a recommended course of action

Communication skills: communicate effectively in both oral and written forms

Reading ability: effectively read and understand information contained in memos, reports,

Independent thinking: decision making without direct supervision

Mathematical ability: understanding of basic mathematics

Time management: ability to set priorities to meet assigned deadlines

Comprehension: ability to understand instructions from supervisor in both oral and written forms

11. Physical demands:

Sitting, standing for long periods of time, walking, climbing, stooping and kneeling.

Bending, twisting and reaching.

Talking and hearing; use of a telephone.

Far vision at 20 feet or further; near vision of 20 inches or less.

Fingering: typing, writing, filing, and sorting.

Lifting, carrying: 30 pounds or less.

Pushing, pulling: objects weighing 60-80 pounds on wheels.

12. Skills required:

Ability to type.

Ability to operate a calculator, copy machine, computer terminal, fax machine and telephone.

Familiarity with software applications on a computer.

PROBATIONARY PERIOD

The probationary period for this position shall be ~~1 year~~ 6 months.

SALARY:

Salary: ~~\$15.00~~ 19.20 per hour (~~2016~~ 2018). Salary set by the Library Board.

HOURS:

Ability to work flexible hours including day, ~~1~~ evening and ~~rotating~~ weekend hours.

SUPERVISION EXERCISED:

1. ~~Day-to-day~~ Circulation Department supervision: assumes the Librarian-In-Charge role as required.

PROBATIONARY PERIOD

The probationary period for this position shall be 1 year.

~~*Approval by the Greendale Library Board pending August, 10, 2016.*~~

Village of Greendale – Public Library

POSITION DESCRIPTION

TITLE: Library Circulation Supervisor (Part time, Non-exempt)
DEPARTMENT: Library
SUPERVISED BY: Library Director

POSITION SUMMARY:

The Circulation Supervisor will promote a positive image of the library and reinforce the value of its services through conscientious staff supervision, enthusiastic leadership, confident technical ability, creative problem-solving, sincere customer service, consistent performance, general curiosity, and excellent dependability. Employees are not required to live in the Village of Greendale.

ESSENTIAL DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Customer Service & Community Involvement – provide enthusiastic and accurate circulation services to patrons of all ages, show curiosity in patron questions, advise patrons in the use of library-supplied technology, demonstrate patience with complex and routine questions, show comfort with problem resolution, ensure outstanding communication with public.

Supervision & Development of Co-workers– confidently direct the work of circulation team using established local and system policies and procedures, develop and maintain effective training processes and documentation for new staff, conduct probationary and annual performance evaluations for circulation staff, draft circulation staff work schedules to meet the needs of the library, monitor staff performance and implement improvement plans when needed.

Materials Processing – maintain clear communication with reference staff to ensure materials are processed accurately, propose and implement processing improvements, assist with cataloging or processing of materials as time permits.

Workflow Management & Organization–ensure high standards in accuracy and quality for all circulation workflows, routinely review processing workflows to ensure highest efficiency, propose and implement workflow improvements, manage circulation equipment issues.

Recordkeeping & Cost control – prepare accounts payable billing and vouchers, track and document department expenses.

Leadership, Judgment, Initiative & Dependability – represent library on relevant MCFLS committees, assume voluntary leadership roles when opportunities arise, conduct circulation staff meetings when needed, represent circulation staff interests and concerns at monthly staff meetings, assist with annual all-staff training days, develop feasible and realistic solutions to problems, recommend proactive solutions to prevent problems from occurring, be an example of excellent work practices to junior colleagues.

Village of Greendale – Public Library

POSITION DESCRIPTION

MINIMUM EDUCATION, EXPERIENCE AND/OR TRAINING:

1. High school diploma or equivalent.
2. Basic proficiency with Microsoft Windows, Word and Excel.
3. Proficiency with soft skills as evidenced by reference checks and/or Personnel Evaluation Profile TM.
4. Schedule flexibility for day, evening and weekend work.
5. Excellent oral and written communication in English.

ADDITIONAL PREFERRED EDUCATION, EXPERIENCE AND TRAINING:

1. Previous employment or volunteer experience in public libraries.
2. Previous employment or volunteer experience in supervision, customer service, training or education.

REQUIRED PHYSICAL ABILITIES:

1. Sitting, standing, walking, climbing, stooping, bending, twisting and reaching.
2. Talking and hearing: at normal volume in person and on telephone, with or without corrective device.
3. Seeing: clearly both near and far, with or without corrective lenses.
4. Lifting and carrying: up to 30 pounds at one time.
5. Handling: processing, lifting and shelving books.
6. Fingering: typing, writing, filing, sorting, shelving, and processing.
7. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.
8. Mobility: independent travel to meetings outside the library.

EQUIPMENT USED:

Computer and standard peripherals, variety of computer software and standard office equipment.

NON-DISCRIMINATION:

All positions in the Village of Greendale will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

CIRCULATION AND TECHNICAL SERVICES LIBRARIAN (2012)

NATURE:

Performs supervisory functions related to the clerical and technical services areas of the library. Performs clerical duties related to the circulation functions of the library. Performs clerical duties related to the technical services functions of the library. Performs bookkeeping duties for the library. Performs as the data base manager for the library. Acts as one of the three department heads on the library's management team, and assumes the Librarian-In-Charge role as required. Reports to the Library Director. Works in an environment within the library's building with occasional travel. Because of the administrative nature of this position, it is an exempt position.

RESPONSIBILITIES:

1. Provides high quality service to customers of all ages and abilities.
2. Supervises all library personnel in the area of circulation. Direct supervisory responsibility for the Library Clerks and the Library Pages in the area of circulation.
3. Supervises all library personnel in the area of technical services. Direct supervisory responsibility for the Library Clerks and the Library Pages in the area of technical services.
4. Responsible for effective administration of circulation within the library's overall priorities and the Circulation and Technical Services Librarian's long range plan.
5. Offers reference service, reader's advisory, guidance in locating and choosing materials, retrieval of materials system wide, bibliographic instruction, and reader's advisory to customers of all ages and abilities.
6. Acts as the cataloger of adult material.
7. Acts as the library supply clerk.
8. Act as the library bookkeeper.
9. Acts as the Volunteer Co-ordinator.
10. Acts as the Disaster Plan Co-ordinator.
11. Maintains the Circulation and Technical Services page on the Village of Greendale Website.
12. Interacts effectively with youth, adults, staff, and public officials, maintains good public relations, contributes leadership ability within the community and promotes libraries and their services.
13. Acts as the Librarian-In-Charge as assigned.
14. Acts as a liaison with the Milwaukee County Federated Library System in the areas of circulation, and technical services.

15. Assumes responsibilities in other departments within the Library as needed.

16. Accepts all other duties as assigned by the Library Director.

QUALIFICATIONS

1. Masters Degree in Library or Information Science from an accredited institution..

2. Knowledge and experience in public library circulation functions.

3. Knowledge and experience in public library technical services functions.

4. Knowledge and experience with contemporary technology.

5. Ability to operate and maintain basic computer equipment.

6. Ability to perform basic supervisory functions.

7. Ability to effectively communicate with staff and public.

8. Ability to create and perform routine office and business procedures.

9. Ability to maintain a positive public service attitude.

10. Mental requirements:

Analytical skills: identify alternative courses of action before selecting one

Problem solving skills: develop solutions to problems with a recommended course of action

Planning and organization skills: develop and implement a long range plan for Technical Services

Communication skills: communicate effectively in both oral and written forms

Reading ability: effectively read and understand information contained in memorandums, reports, bulletins, budgets, etc.

Independent thinking: decision making without direct supervision

Mathematical ability: understanding of basic mathematics

Time management: ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude

Comprehending instructions: ability to understand instructions from supervisor in both oral and written forms

11. Physical demands:

Sitting, standing, walking, climbing and stooping.

Bending, twisting and reaching.

Talking and hearing; use of a telephone.

Far vision at 20 feet or further; near vision of 20 inches or less.

Fingering: keyboarding, writing, filing, and sorting.

Lifting, carrying: 30 pounds or less.

Pushing, pulling: objects weighing 60-80 pounds on wheels.

Mobility: travel to meetings outside the library.

12. Skills required:

Ability to type.

Ability to operate all equipment and technology in use at the library.

Familiarity with software applications on a microcomputer.

SUPERVISION EXERCISED:

1. Day to day supervision: assumes the Librarian-In-Charge role as required.
2. Day to day supervision: Library Clerks and Library Pages.

PROBATIONARY PERIOD

The probationary period for this position shall be six (6) months.

SALARY:

Grade 8: \$42,622 to 52,094 (2009).

HOURS:

40 per week. One evening per week, and one weekend per month, minimum.

LIBRARY TECHNICAL ASSISTANT (2001)

NATURE:

Performs supervisory functions related to the clerical and technical processing areas of the library. Performs clerical duties related to the circulation functions of the library. Performs clerical duties related to the technical processing functions of the library. Performs bookkeeping duties for the library. Performs as the data base manager for the library. Acts as one of the three department heads on the library's management team, and assumes the Librarian-In-Charge role as required. Reports to the Library Director. Works in an environment within the library's building with occasional travel.

RESPONSIBILITIES:

1. Provides high quality service to customers of all ages and abilities.
2. Supervises all library personnel in the area of circulation. Direct supervisory responsibility for the Library Clerks and the Library Pages in the area of circulation.
3. Supervises all library personnel in the area of technical processing. Direct supervisory responsibility for the Library Clerks and the Library Pages in the area of technical processing.
4. Responsible for effective administration of circulation and technical services within the library's overall priorities and the Library Technical Assistant long range plan.
5. Supervises all circulation routines, procedures, and training.
6. Supervises all technical processing routines, procedures, cataloging and training.
7. Acts as the library supply clerk.
8. Act as the library bookkeeper.
9. Acts as the library data base manager.
10. Acts as the Volunteer Co-ordinator.
11. Maintains the Circulation and Technical Services page on the Village of Greendale Website.
12. Provides reference services as assigned.
13. Interacts effectively with youth, adults, staff, and public officials, maintains good public relations, contributes leadership ability within the community and promotes libraries and their services.
14. Acts as the Librarian-In-Charge as assigned.
15. Acts as a liaison with the Milwaukee County Federated Library System in the areas of circulation, technical processing and technology.
16. Accept all other duties as assigned by the Library Director.

QUALIFICATIONS

1. Two years of college or university training.
2. Knowledge and experience in a public library setting.
3. Ability to operate and maintain basic computer equipment.
4. Ability to perform basic supervisory functions.
5. Ability to effectively communicate with staff and public.
6. Ability to create and perform routine office and business procedures.
7. Ability to maintain a positive public service attitude.
8. Mental requirements:
 - Analytical skills: identify alternative courses of action before selecting one
 - Problem solving skills: develop solutions to problems with a recommended course of action
 - Planning and organization skills: develop and implement a long range plan for Technical Services
 - Communication skills: communicate effectively in both oral and written forms
 - Reading ability: effectively read and understand information contained in memorandums, reports, bulletins, budgets, etc.
 - Independent thinking: decision making without direct supervision
 - Mathematical ability: understanding of basic mathematics
 - Time management: ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude
 - Comprehending instructions: ability to understand instructions from supervisor in both oral and written forms
9. Physical demands:
 - Sitting, standing, walking, climbing and stooping.
 - Bending, twisting and reaching.
 - Talking and hearing; use of a telephone.
 - Far vision at 20 feet or further; near vision of 20 inches or less.
 - Fingering: keyboarding, writing, filing, and sorting.
 - Lifting, carrying: 30 pounds or less.
 - Pushing, pulling: objects weighing 60-80 pounds on wheels.
 - Mobility: travel to meetings outside the library.
10. Skills required:
 - Ability to type.
 - Ability to operate a typewriter, calculator, copy machine, computer terminal, fax machine and telephone.
 - Familiarity with software applications on a microcomputer.

SUPERVISION EXERCISED:

1. Day to day supervision: assumes the Librarian-In-Charge role as required.
2. Day to day supervision: Library Clerks and Library Pages.

PROBATIONARY PERIOD

The probationary period for this position shall be six (6) months.

SALARY:

\$23,130 (1998). Salary range: \$21,000 to \$26,000.

HOURS:

40 per week. One evening per week, and every third Saturday, minimum. Sunday hours as assigned.

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 6/14/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item # 11-b: Closed session, discuss 2018 adopted Village and proposed Library Salary Resolutions 2018-01-A, -B, -C*

Attachments:

- Library Board Resolutions 2018-01-A; 2018-01-B; 2018-01-C
- Excerpt from 2017 Village Salary and Benefit Resolution
- Copy of 2015 Library Board Salary Resolution
- Copy of 05/18/2013 Memo from Director Niebhur to Staff re: Library Personnel Committee

Discussion:

RECENT BACKGROUND-

GPL last adopted a Salary Resolution in 2015 using a process adopted in 2013. Since that time Library wage evaluation has not received comprehensive annual attention other than market rate adjustments. Additionally, the Village of Greendale discontinued inclusion of Library wages in its Salary Resolution again for 2018. The Library Board's Personnel Committee has not had a meeting for several years.

CALCULATING PROPOSED WAGES-

I have surveyed Library wage information from the same group of 18 municipalities that the Village of Greendale Trustees have determined are most like Greendale for the purposes of wage comparison and which are included in calculating the Village Salary Resolution (per conversation with Village Manager in June). Based on this survey (conducted in June 2018) most current GPL minimum wages are slightly low in comparison to the average comparable minimum wage. An original raw version of the collected survey data can be requested from me.

The 2017 Village Salary and Benefit Resolution for reference. The Library Salary Resolution dispenses with pay 'Grades' because they are now arbitrary when not tied to Village employment classifications for the purposes of evaluating coworker equity.

PLEASE NOTE-

Employees are evaluated annually and receive a Merit score that may affect their base pay. *The Salary Resolution establishes base pay only.* Final employee wages in many cases will be higher than the base pay approved in this Resolution.

ALSO NOTE-

Re-adopting a Salary Resolution process will result in guaranteed annual cost increases for market rate adjustments, Merit increases, and back pay. The 2019 budget and forward should accommodate for at least 2.2% increase in personnel costs over the 2018 Revised Estimated Budget to be submitted with the 2019 Budget.

Fiscal implication:

See each Salary Resolution

Library Director's recommendation:

- Adopt Library Salary Resolution 2018-01-A, Resolution 2018-01-B, OR Resolution 2018-01-C if Action is taken to create new position called Library Circulation Supervisor.
- Revise and re-adopt 2018 Library Budget personnel costs to accommodate effects of Salary Resolution if so desired.
- Assign Library Director to conduct comparable community library salary survey on bi-annual basis.
- Affirm that a Committee of the Whole should annually review and adopt a Library Salary Resolution following Village adoption of the annual Village Salary and Benefit Resolution.

GREENDALE PUBLIC LIBRARY BOARD OF DIRECTORS

Resolution 2018-01-A

LIBRARY 2018 SALARY RESOLUTION

2017 Village Salary Resolution† or Current Library minimum +1.8% Market Adjustment Amount*

	<u>Minimum</u>		<u>Mid-Point</u>		<u>Maximum</u>	
Library Director	63830	30.69	70923	34.10	78013	37.51
Librarian†	49396	23.75	53913	25.92	59306	28.51
Library Associate*	hourly	18.00	hourly	19.98	hourly	21.98
Lead Library Clerk*	hourly	15.27	hourly	16.95	hourly	18.64
Library Clerk PT†	hourly	11.08	hourly	12.32	hourly	13.54
Page*	hourly	7.64	hourly	8.47	hourly	9.32

	2017 MINIMUM Library wage	plus current employee experience differential	2017 Employee ACTUAL Library wage	Resolution 2018-1-A MINIMUM	Employee 2018-1-A ACTUAL (w/o Merit)	Difference: 2017 ACTUAL to Resolution ACTUAL
Library Director	30.14	3.03	33.17	30.69	33.17	0.00
Librarian	22.00	0.48	22.48	23.75	24.23	1.75
Librarian	22.00	3.31	25.31	23.75	27.06	1.75
Librarian	22.00	0.00	22.00	23.75	23.75	1.75
Library Associate	18.00	0.00	18.00	18.00	18.00	0.00
Library Associate	18.00	0.00	18.00	18.00	18.00	0.00
Lead Clerk	15.00	0.00	15.00	15.27	15.27	0.27
Lead Clerk	15.00	0.29	15.29	15.27	15.56	0.27
Library Clerk	10.74	0.00	10.74	11.08	11.08	0.34
Library Clerk	10.74	2.70	13.44	11.08	13.78	0.34
Library Clerk	10.74	0.00	10.74	11.08	11.08	0.34
Library Clerk	10.74	0.00	10.74	11.08	11.08	0.34
Library Clerk	10.74	0.21	10.95	11.08	11.29	0.34
Library Clerk	10.74	0.00	10.74	11.08	11.08	0.34
Page	7.50	0.00	7.50	7.64	7.64	0.14
Page	7.50	0.00	7.50	7.64	7.64	0.14
Page	7.50	0.00	7.50	7.64	7.64	0.14

Back pay is estimated at \$8400 after Merit increases are added.

This Resolution will overspend adopted 2018 Library Budget personnel costs by \$24,700.

This Resolution will contribute to planned approved reserve fund expenditures for a total of \$-91,000, leaving a Fund Balance of \$37,000 at the close of 2018. It establishes a precedent that will result in an estimated overall Library Budget deficit of \$-50,000 for 2019.

GREENDALE PUBLIC LIBRARY BOARD OF DIRECTORS

Resolution 2018-01-B

LIBRARY 2018 SALARY RESOLUTION

2017 Village Salary Resolution[†] or Current Library minimum* +1.8% Market Adjustment Amount OR Comparable Community Library Salary Survey average minimum, whichever is greater

	<u>Minimum</u>		<u>Mid-Point</u>		<u>Maximum</u>	
Library Director [†]	66976	32.20	74343	35.74	81778	39.32
Librarian [†]	49396	23.75	53913	25.92	59306	28.51
Library Associate*	hourly	18.00	hourly	19.98	hourly	21.98
Lead Library Clerk*	hourly	15.27	hourly	16.95	hourly	18.64
Library Clerk PT [†]	hourly	12.06	hourly	13.39	hourly	14.73
Page*	hourly	7.82	hourly	8.68	hourly	9.55

	2017 MINIMUM Library wage	plus current employee experience differential	2017 Employee ACTUAL Library wage	Resolution 2018-1-B MINIMUM	Resolution 2018-1-B ACTUAL (w/o Merit)	Difference: 2017 ACTUAL to Resolution ACTUAL
Library Director	30.14	3.03	33.17	32.20	33.17	0.00
Librarian	22.00	0.48	22.48	23.75	24.23	1.75
Librarian	22.00	3.31	25.31	23.75	27.06	1.75
Librarian	22.00	0.00	22.00	23.75	23.75	1.75
Library Associate	18.00	0.00	18.00	18.00	18.00	0.00
Library Associate	18.00	0.00	18.00	18.00	18.00	0.00
Lead Clerk	15.00	0.00	15.00	15.27	15.27	0.27
Lead Clerk	15.00	0.29	15.29	15.27	15.56	0.27
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Library Clerk	10.74	2.70	13.44	12.06	14.76	1.32
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Library Clerk	10.74	0.21	10.95	12.06	12.27	1.32
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Page	7.50	0.00	7.50	7.82	7.82	0.32
Page	7.50	0.00	7.50	7.82	7.82	0.32
Page	7.50	0.00	7.50	7.82	7.82	0.32

Back pay is estimated at \$10,600 after Merit increases are added.

This Resolution will overspend adopted 2018 Library Budget personnel costs by \$33,100.

This Resolution will contribute to planned approved reserve fund expenditures for a total of \$-99,000, leaving a Fund Balance of \$28,000 at the close of 2018. It establishes a precedent that will result in an estimated overall Library Budget deficit of \$-64,000 for 2019.

GREENDALE PUBLIC LIBRARY BOARD OF DIRECTORS

Resolution 2018-01-C

LIBRARY 2018 SALARY RESOLUTION

2017 Village Salary Resolution[†] or Current Library minimum* +1.8% Market Adjustment Amount OR Comparable Community Library Salary Survey average minimum, whichever is greater AND addition of Library Circulation Supervisor position

	<u>Minimum</u>		<u>Mid-Point</u>		<u>Maximum</u>	
Library Director [†]	66976	32.20	74343	35.74	81778	39.32
Librarian [†]	49396	23.75	53913	25.92	59306	28.51
Library Associate*	hourly	18.00	hourly	19.98	hourly	21.98
Lead Library Clerk*	hourly	15.27	hourly	16.95	hourly	18.64
Library Clerk PT [†]	hourly	12.06	hourly	13.39	hourly	14.73
Page*	hourly	7.82	hourly	8.68	hourly	9.55
Library Circulation Supervisor	39936	19.20	44329	21.31	48762	23.44

	2017 MINIMUM Library wage	plus current employee experience differential	2017 Employee ACTUAL Library wage	Resolution 2018-1-C MINIMUM	Resolution 2018-1-C ACTUAL (w/o Merit)	Difference: 2017 ACTUAL to Resolution ACTUAL
Library Director	30.14	3.03	33.17	32.20	33.17	0.00
Librarian	22.00	0.48	22.48	23.75	24.23	1.75
Librarian	22.00	3.31	25.31	23.75	27.06	1.75
Librarian	22.00	0.00	22.00	23.75	23.75	1.75
Library Associate	18.00	0.00	18.00	18.00	18.00	0.00
Library Associate	18.00	0.00	18.00	18.00	18.00	0.00
Lead Clerk	15.00	0.00	15.00	15.27	15.27	0.27
Library Circulation Supervisor	New position	0.00	New position	19.20	19.20	0.00
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Library Clerk	10.74	2.70	13.44	12.06	14.76	1.32
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Library Clerk	10.74	0.21	10.95	12.06	12.27	1.32
Library Clerk	10.74	0.00	10.74	12.06	12.06	1.32
Page	7.50	0.00	7.50	7.82	7.82	0.32
Page	7.50	0.00	7.50	7.82	7.82	0.32
Page	7.50	0.00	7.50	7.82	7.82	0.32

Back pay is estimated at \$12,500 after Merit increases are added.

This Resolution will overspend adopted 2018 Library Budget personnel costs by \$38,600.

This Resolution will contribute to planned approved reserve fund expenditures for a total of \$-104,000, leaving a Fund Balance of \$23,000 at the close of 2018. It establishes a precedent that will result in an estimated overall Library Budget deficit of \$-74,000 for 2019.

Effective January 1, 2017 (Unless Noted Otherwise)

<u>Police Chief</u>					
Range		\$ 88,878	\$ 98,751	\$ 110,418	Police-18
<u>Police Captain</u>					
Range		\$ 82,974	\$ 92,192	\$ 101,411	Police -13
<u>Police Lieutenant</u>					
Range	2041	\$ 75,493	\$ 83,880	\$ 92,268	Police-12
<u>Police Sergeant</u>					
Range		\$ 69,911	\$ 77,679	\$ 85,448	Police-9
<u>Police Secretary/Admin. Assistant</u>					
Range		\$ 41,432	\$ 46,037	\$ 50,640	6
<u>Fire Chief</u>					
Range		\$ 83,943	\$ 93,270	\$ 102,599	18
<u>Fire Captain</u>					
Range		\$ 72,874	\$ 80,972	\$ 89,070	9
<u>Director of Inspection Services</u>					
Range		\$ 73,323	\$ 81,470	\$ 98,291	15*
<u>Public Health Administrator</u>					
Range		\$ 62,701	\$ 69,669	\$ 76,634	12
<u>Health Nurses (part-time)</u>					
Range		\$ 27.17	\$ 27.78	\$ 28.38	Per Hour
<u>Health Nurse Supervisor</u>					
Range		\$ 27.17	\$ 29.48	\$ 32.43	Per Hour
<u>Sanitarian (part-time)</u>					
Range		\$ 23.88	\$ 26.54	\$ 29.19	Per Hour
<u>Library Director</u>					
Range		\$ 62,701	\$ 69,669	\$ 76,634	12
<u>Youth Services Librarian</u>					
Range		\$ 48,523	\$ 53,913	\$ 59,306	8
<u>Circulation/Technical Svcs Librarian</u>					
Range		\$ 48,523	\$ 53,913	\$ 59,306	8
<u>Adult Services Librarian</u>					
Range		\$ 48,523	\$ 53,913	\$ 59,306	8
<u>Library Clerk (part-time)</u>					
Range		\$ 10.88	\$ 12.10	\$ 13.30	Per Hour

**2015 Ranges per the Village 2015 Salary and Benefit Resolution
with 2015 Salaries as Established by the Library Board**

Job Title	Minimum	Mid-point	Maximum	Grade	2014	Score	2015 (1.8% full; 1.6% part-time)	2015 Merit
Library Director Gary Warren Niebuhr	61,283 29.46	68,094 32.74	74,902 36.01	12	69,695 33.51	2.7	70,950 34.11	71,461 34.36
Assistant Library Director Sandra Grams	46,587 22.40	51,762 24.89	56,940 27.38	8	51,088 24.56	3.3	52,008 25.00	52,707 25.34
Librarian: Youth Services Lisa Reinke	45,315 21.79	50,349 24.21	55,385 26.63	8	45,450 21.85	2.8	46,268 22.24	46,746 22.47
Library Clerk (Full Time) Theresa Rypel	28,129 13.52	30,293 14.56	32,457 15.60	8	30,293 14.56 \$500 bonus	3.9	30,838 14.83	32,457 15.60
Library Clerk (Part Time) See Below	10.61	12.02	13.43	NA	98,000		101,000	
					294,959			294,959

\$13.43
Schumacher
Huberty

Honetschlager
Sloan

\$13.00
Vogel
Linske

\$11.50
Moua
Shultz

From: GWN

Date: 05/18/13

Subject: Library Board Salary Resolution

For the first time in the history of our library, the Library Board has established a Personnel Committee whose job it will be each year to establish a Library Board Salary Resolution. This is a result of the Village removing library employees from the Village Salary Resolution in year 2012.

In January of 2013, the Library Board acted on salaries based on the 1% recommendation that had been made and budgeted for us by the Village Board. In April of 2013, the Village Board passed a Village Salary Resolution that provided additional compensation above the 1% budgeted amount for its employees (but not us).

In May, the Personnel Committee and I met with the Village Manager to establish an understanding of how the library staff will be treated in the future. The following procedure was created for the establishment of library salaries:

At the same time the Village Manager requests evaluations for all Village employees (other than library staff), the Library Board will evaluate me, I will evaluate full time staff, and Theresa will evaluate the part time clerks

Each employee will be given a score on their evaluation

The Library Board will wait until the Village Board passes its Salary Resolution

The Village Salary Resolution may contain both market adjustments and merit increases

The Library Board will approve its own Salary Resolution based on the Village's approved resolution

Employees will be notified

Based on the 2013 Village Salary Resolution, at its May meeting the Library Board approved the following changes in established salaries for 2013

Director, 2% plus merit

Full time employees, 1.3% plus merit

Library Clerk (Part Time), see explanation below

Due to WI Act 10, all union pay ranges and automatic step increase are abolished (with the exception of police and fire) in the Village. Our part time clerks are still working under a three step pay range. The Personnel Committee and I are working to abolish the pay range for clerks. In 2013, Brenda and Catherine are at the mid point of the Library Clerk (Part Time) salary range and no adjustments will be made to this status. All other clerks are at the top of the pay range and are going to receive an additional 0.3% for 2013.

By 2014, assuming proper performance and reviews, all clerks will be at the top of the Library Clerk (Part Time) salary range. At that time, we will be abolishing the automatic step increases in this job class.

In 2014 and going forward, all employees in the Village of Greendale (including library staff but excluding police and fire) will be on a pay for performance basis for establishing salaries. While all employees may receive the same market adjustment, additional merit pay will be based on your annual performance and your annual evaluation. New hires will be added at the beginning salary of their range and increases will come over time through market adjustments and merit increases.

Please see me if you have any questions regarding these personnel procedures. Hopefully a retroactive pay check will be in your account by this Friday.