



**Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, September 18, 2019
5:30 p.m.**

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

- | | |
|--|---|
| 1) Call to Order | |
| 2) Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken at these meetings. | |
| 3) Public Comments | |
| 4) Approval of the Minutes: August 21, 2019 meeting | ACTION |
| 5) Approval of Financial Reports:
a) Check Register: August 2019 | ACTION |
| 6) Review of Financial Statements:
a) Expenditures to Actual Comparison: August 2019
b) Revenue to Actual Comparison: August 2019
c) Balance Sheet: July 2019 | INFORMATION
INFORMATION
INFORMATION |
| 7) Unfinished Business:
a) Consider a motion to approve 2020 Library Budget
ATTACHMENTS | ACTION |
| 8) New Business:
a) Discuss Greendale Library fine/fee policy
MEMO, ATTACHMENTS | DISCUSSION |
| 9) Informational and Discussion Items:
a) Director's Report
b) Library Staff Reports
c) President's Report
d) Foundation/Friends Board Report | |
| 10) Correspondence | |
| 11) Adjournment | |

cc: Library Board, Village Manager, Assistant Village Manager, GreendaleNow (elliott.hughes@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.



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9)	Informational and Discussion Items: a) Director's Report b) Library Staff Reports c) President's Report d) Foundation/Friends Board Report	
10)	Correspondence	
11)	Adjournment	

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, August 21, 2019**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

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

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

PUBLIC COMMENTS

NONE

APPROVAL OF THE MINUTES

Trustee Kiltz moved, Trustee Huberty seconded approval of the July 24, 2019 minutes with changes.

Ayes: All
Noes: None
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: June 2019

Trustee Huberty moved, Trustee Kiltz seconded approval of the June 2019 expenditures in the total amount of \$21,019.78

Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: July 2019
- b) Revenue to Actual Comparison: July 2019, Trustee Huberty requested clarification of the source of revenue in Donations. Van Klooster noted it was from the Friends for three large purposes including Lucky Day materials, STEM kits and artwork for several library walls.
- c) Balance Sheet: June 2018

UNFINISHED BUSINESS

a) Consider a motion to adopt a policy for calculating annual staff Cost of Living Adjustments. The Library Director's memo and recommendations were discussed. The Library Director was directed to bring forward a financial procedure rather than policy, to include a standard estimate for early budget preparation as well as statement for following Village COLA/Wage/Benefit resolutions.
Motion to approve: No motion was made

b) Continue discussion of budget preliminary recommendations
Van Klooster noted that the charts show patron satisfaction with library service, as reflected in circulation, is not related to materials budget. Rather it seems related to the number of physical items in the building's collection as well as general societal trends in less borrowing of library materials. Therefore he predicts that patron satisfaction will not be noticeably impacted by reducing the materials budget to make up for too-low personnel budget estimates. Trustee Amidzich said she endorses this plan. Trustee Kiltz inquired if businesses could sponsor programs as a way to gain revenue. Kiltz also recommended increasing the Tax Levy request by 2.8% over 2019 rather than

2.5% currently shown in draft library budget documents, which also helps increase the fund balance moderately. Director Van Klooster reminded the Board that this solves only 2020's budget shortfall, and that future budgets will have even greater deficits to make up with tax levy revenue.

NEW BUSINESS

- a) Consider a motion to elect Officers

Trustee Kiltz moved, Trustee Huberty seconded nominating Trustee Amidzich for reappointment to office of President. Amidzich accepted.

Ayes: All
Noes: None
Motion to approve: Carried

Trustee Kiltz moved, Trustee Unger seconded electing Trustee Huberty for reappointment to office of Vice President. Huberty accepted.

Ayes: All
Noes: None
Motion to approve: Carried

Trustee Genz moved, Trustee Huberty seconded electing Trustee Kiltz for reappointment to office of Treasurer. Kiltz accepted.

Ayes: All
Noes: None
Motion to approve: Carried

- b) Trustee Training Week discussion

Trustee Unger shared her thoughts from a session about overdue fines as well as notes from the Burlington Library's transition to removing overdue fines for kid and teen materials. Discussion ensued. President Amidzich directed Van Klooster to add fines/fees to the September agenda for further discussion.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report: Van Klooster asked to extend the Strategic Plan draft to allow the public feedback survey to be adequately noticed. He also said staff have begun preliminary discussions about supporting the Board's interest in a Greendale Reads in support of the efforts of the School District's Coalition on Equity, Diversity and Inclusion.
- b) Library Staff Report: no highlights
- c) President's Report: no highlights
- d) Friends/Foundation Report: Van Klooster said Friends represented library at Southridge's Back to School day, they're doing a great job of representing the library at outreach events this year, the book sale was very popular

CORRESPONDENCE

None

ADJOURNMENT

The meeting adjourned at 7PM

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
55780						
JANI-KING OF MILWAUKEE						
08/19	07-51-61100	MAINT SUPPLIES-BUILDING	08/02/2019	212.15	MIL07190706	CLEANING SUPPLIES 49%
Total 55780:				212.15		
55795						
BAIRD, HOLLY						
08/19	07-51-75031	LIBRARY PROGRAMS	08/13/2019	70.00	11145	PRESENTER FEE
Total 55795:				70.00		
55818						
JOHNSON CONTROLS FIRE PROTECTION LP						
08/19	07-51-61100	MAINT SUPPLIES-BUILDING	08/16/2019	240.00	21080363	ANNUAL INVOICE
Total 55818:				240.00		
55820						
LORMAN EDUCATION SERVICES						
08/19	07-51-56300	TRAINING	08/16/2019	1,554.40	3535851-1	ALL-ACCESS PASSES FOR LIBRARY EMPLOY
Total 55820:				1,554.40		
55821						
MICROMARKETING LLC						
08/19	07-51-75028	LIB DONATION PURCHASE	08/16/2019	79.98	780344	AUDIO FRIENDS
08/19	07-51-75028	LIB DONATION PURCHASE	08/16/2019	32.00	780379	AUDIO FRIENDS
Total 55821:				111.98		
55832						
SYNCB/AMAZON						
08/19	07-51-55100	OFFICE SUPPLIES	08/16/2019	216.08	05/13-06/13/201	SUPPLIES
08/19	07-51-56504	YOUTH BOOKS	08/16/2019	366.19	05/13-06/13/201	YOUTH BOOKS
08/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/16/2019	649.62	05/13-06/13/201	ADULT MEDIA RECIP
08/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/16/2019	183.97	05/13-06/13/201	YOUTH MEDIA RECIP
08/19	07-51-75028	LIB DONATION PURCHASE	08/16/2019	721.73	05/13-06/13/201	SRP PROGRAM SUPPLIES
08/19	07-00-21123	LIBRARY - MCFLS RECIP	08/16/2019	276.41-	05/13-06/13/201	CREDITS AND ADJUSTMENTS

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
Total 55832:				1,861.18			
55850							
JANI-KING OF MILWAUKEE							
08/19	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2019	169.77	MIL08190680	CLEANING SUPPLIES 49%	
Total 55850:				169.77			
122312708							
ACH WE ENERGIES							
08/19	07-51-57100	UTILITIES	08/22/2019	2,279.43	062019	5647 Broad-5650 Parking St Library	
08/19	07-51-57100	UTILITIES	08/22/2019	8.66	062019	5647 Broad-5650 Parking St Library	
Total 122312708:				2,288.09			
122312709							
ACH WE ENERGIES							
08/19	07-51-57100	UTILITIES	08/22/2019	2,261.99	072019	5647 Broad-5650 Parking St Library	
08/19	07-51-57100	UTILITIES	08/22/2019	7.85	072019	5647 Broad-5650 Parking St Library	
Total 122312709:				2,269.84			
122312720							
ACH US BANK PCARD							
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	26.98	07JORDAN	Teen Summer Reading Zen Garden Program	AMZN MKTP US*MH9N44ZI0
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	77.42	07JORDAN	Teen Summer Reading Taste Test Challenge Pr	WAL-MART #1551
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	38.27	07JORDAN	Teen Summer Reading Programs	AMZN MKTP US*MH1JX8GT1
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	11.20	07JORDAN	Teen Fall Program-Anime Hangout	AMZN MKTP US*MH4JU0GO1
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	21.65	07JORDAN	Adult Summer Reading Program Rock Painting	AMZN MKTP US*MH8HU0NR0
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	21.65	07JORDAN	Teen Summer Reading Program Rock Painting	AMZN MKTP US*MH8HU0NR0
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	21.65	07JORDAN	Kids Summer Reading Program Rock Painting	AMZN MKTP US*MH8HU0NR0
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	22.46	07JORDAN	Adult Program; Monday Movie Matinee	SENDIK S GREENDALE LLC
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	10.99	07JORDAN	Teen Summer Reading Zen Garden Program	AMZN MKTP US*MH5TD5X92
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	24.46	07JORDAN	Teen Summer Reading Zen Garden Program	AMZN MKTP US*MH18M98A1
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	6.99	07JORDAN	Teen Summer Reading Zen Garden Program	AMZN MKTP US*MH82S1BR1
08/19	07-00-22968	OTHER REVENUES	08/28/2019	15.99	07JORDAN	Return Teen SRP Zen Gardens	AMZN MKTP US
08/19	07-51-56502	ADULT AUDIO BOOKS	08/28/2019	124.00	07JORDAN	Adult Audiobooks	MICRO MARKETING LLC
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	3.49	07JORDAN	Teen Summer Reading Taste Test Challenge Pr	PICK N SAVE #348

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	6.33	07JORDAN	Teen Summer Reading Murder Mystery Progra	AMAZON.COM*MH5848Q00
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	9.81	07JORDAN	Teen Summer Reading Murder Mystery Progra	AMZN MKTP US*MH1K8DU0
08/19	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2019	28.18	07KVICTORY	FLOOR MATS LIBRARY	ALSCO INC.
08/19	07-51-57100	UTILITIES	08/28/2019	224.98	07KVICTORY	LIBRARY	TWC*TIME WARNER CABLE
08/19	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2019	28.18	07KVICTORY	FLOOR MATS LIBRARY	ALSCO INC.
08/19	07-51-75028	LIB DONATION PURCHASE	08/28/2019	15.51	07REINKE	SUMMER READING PROGRAM PRIZE BOOK	HALF PRICE BOOKS #035
08/19	07-51-75028	LIB DONATION PURCHASE	08/28/2019	20.11	07REINKE	SUMMER READING PROGRAM ROCK PAINTI	AMAZON.COM*MH4KR1CB2 AMZN
08/19	07-51-75028	LIB DONATION PURCHASE	08/28/2019	7.26	07REINKE	SUMMER READING PROGRAM ROCK PAINTI	MENARDS FRANKLIN WI
08/19	07-51-75028	LIB DONATION PURCHASE	08/28/2019	99.12	07REINKE	SUMMER READING PROGRAM ROCK PAINTI	AMZN MKTP US*MH7Z793E0
08/19	07-51-75028	LIB DONATION PURCHASE	08/28/2019	16.79	07REINKE	SUMMER READING PROGRAM LEGO	ELLIOTT ACE HDWE
08/19	07-51-75028	LIB DONATION PURCHASE	08/28/2019	16.00	07REINKE	SUMMER READING T-SHIRT	DEMCO INC
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	33.13	07SCHNEIDER	SRP supplies for volunteer gifts	WM SUPERCENTER #5668
08/19	07-51-55100	OFFICE SUPPLIES	08/28/2019	65.51	07SCHUMACH	Office Depot - July Office Supplies	OFFICEMAX/DEPOT 6869
08/19	07-51-56506	SERIALS	08/28/2019	44.75	07VANKLOOST	DirectToPublisher	D J*WALL ST JOURNAL
08/19	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2019	29.04	07VANKLOOST	LockRekey	WHITLOW SECURITY
08/19	07-51-75031	LIBRARY PROGRAMS	08/28/2019	15.33	07VANKLOOST	Teen SRP program	THE HOME DEPOT #4941
08/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/28/2019	263.37	07VANKLOOST	Adult Media	BAKER & TAYLOR - BOOKS
08/19	07-51-56500	ADULT BOOKS	08/28/2019	803.02	07VANKLOOST	Adult Nonfiction	BAKER & TAYLOR - BOOKS
08/19	07-51-56501	YOUNG ADULT BOOKS	08/28/2019	198.11	07VANKLOOST	Teen Books	BAKER & TAYLOR - BOOKS
08/19	07-51-56500	ADULT BOOKS	08/28/2019	713.57	07VANKLOOST	Adult Fiction	BAKER & TAYLOR - BOOKS
08/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/28/2019	209.44	07VANKLOOST	Youth Media	BAKER & TAYLOR - BOOKS
08/19	07-51-56500	ADULT BOOKS	08/28/2019	1,130.00	07VANKLOOST	Adult Fiction	BAKER & TAYLOR - BOOKS
08/19	07-51-56504	YOUTH BOOKS	08/28/2019	1,732.00	07VANKLOOST	Youth Books	BAKER & TAYLOR - BOOKS
08/19	07-51-75028	LIB DONATION PURCHASE	08/28/2019	240.90	07VANKLOOST	Youth SRP prize books	BAKER & TAYLOR - BOOKS
08/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/28/2019	141.48	07VANKLOOST	LP books recip	BAKER & TAYLOR - BOOKS
Total 122312720:				6,487.14			
Grand Totals:				15,264.55			

M = Manual Check, V = Void Check

Account Number	Account Title	08/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
LIBRARY FUND						
07-00-21102	PROPERTY TAX LEVY	.00	630,000.00	524,331.18	105,668.82	83.23%
07-00-21123	LIBRARY - MCFLS RECIP	276.41	9,300.00	10,833.44	1,533.44-	116.49%
07-00-22515	DONATIONS LIBRARY	49.96	13,000.00	10,251.98	2,748.02	78.86%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	2,837.55	2,162.45	56.75%
07-00-22959	LIBRARY FINES	545.00	11,000.00	8,374.08	2,625.92	76.13%
07-00-22960	LIBRARY BOOK CHARGES	74.86	1,000.00	1,317.64	317.64-	131.76%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	56.00	1,000.00	774.11	225.89	77.41%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		1,002.23	670,300.00	558,719.98	111,580.02	83.35%
Net Total LIBRARY FUND:		1,002.23	670,300.00	558,719.98	111,580.02	83.35%
Net Grand Totals:		1,002.23	670,300.00	558,719.98	111,580.02	83.35%

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	26,817.60	231,687.00	155,195.62	76,491.38	66.99%
07-51-42200	SALARIES - TEMPORARY	18,150.16	161,857.00	100,812.90	61,044.10	62.29%
07-51-42300	SALARIES - OVERTIME	.00	.00	188.17	188.17-	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	38,164.50	22,235.50	63.19%
07-51-45200	LIFE INSURANCE	32.64	400.00	418.01	18.01-	104.50%
07-51-46100	SOCIAL SECURITY	1,951.62	18,457.00	11,407.92	7,049.08	61.81%
07-51-46200	WRS EMPE/EMPR	2,214.36	19,499.00	12,900.75	6,598.25	66.16%
07-51-46300	MEDICARE	606.12	5,707.00	3,462.63	2,244.37	60.67%
07-51-51200	OPERATING EQUIPMENT	.00	21,320.00	12,548.24	8,771.76	58.86%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,900.00	20,526.00	374.00	98.21%
07-51-55100	OFFICE SUPPLIES	216.08	9,500.00	6,152.73	3,347.27	64.77%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	950.00	5,360.00	15.06%
07-51-56300	TRAINING	1,554.40	2,500.00	2,551.03	51.03-	102.04%
07-51-56500	ADULT BOOKS	.00	25,000.00	18,316.22	6,683.78	73.26%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	1,162.24	337.76	77.48%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	379.93	220.07	63.32%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	277.13	722.87	27.71%
07-51-56504	YOUTH BOOKS	366.19	21,000.00	24,787.59	3,787.59-	118.04%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	.00	4,000.00	3,277.68	722.32	81.94%
07-51-56508	MCFLS DATABASES	.00	9,200.00	7,511.00	1,689.00	81.64%
07-51-57100	UTILITIES	.00	26,250.00	15,388.84	10,861.16	58.62%
07-51-61100	MAINT SUPPLIES-BUILDING	621.92	8,150.00	4,220.03	3,929.97	51.78%
07-51-75023	LIBRARY - MCFLS RECIP EXP	833.59	9,300.00	7,073.21	2,226.79	76.06%
07-51-75028	LIB DONATION PURCHASE	833.71	13,000.00	7,220.91	5,779.09	55.55%
07-51-75031	LIBRARY PROGRAMS	70.00	10,000.00	6,249.86	3,750.14	62.50%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	4,146.47	5,853.53	41.46%
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	180.00	820.00	18.00%
Total LIBRARY:		59,238.65	698,537.00	465,469.61	233,067.39	66.63%
Net Grand Totals:		59,238.65-	698,537.00-	465,469.61-	233,067.39-	66.63%

VILLAGE OF GREENDALE
BALANCE SHEET
7/31/2019

ASSETS

07-00-111000	CASH DEPOSIT	\$ 206,123.85
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS	<u>\$ 206,323.85</u>
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (8,756.98)
07-00-151260	DEFERRED REVENUES - TAX	\$ (105,668.82)
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	\$ 105,668.82
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00

TOTAL LIABILITIES	\$ (8,756.98)
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FUND EQUITY

07-00-170000	FUND BALANCE	\$ (46,080.08)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (151,486.79)</u>

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY	<u>\$ (197,566.87)</u>
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\$ (206,323.85)

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



9/13/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item # 7-a: 2019 Library Budget Summary and Submittal*

Attachments:

- 2020 Library Budget Draft

Discussion:

In September 2018 Village Trustees and Library Board representatives met to review the Library's proposed tax levy appropriation increase request. The increase was to address the previous 3-years' flat tax levy appropriation, to compensate for declining reciprocal borrowing revenues, address staff pay disparities with neighboring communities, and increase staff hours that would allow reinstatement of school-year Sunday hours. A stepped increase over 3-4 upcoming years was provisionally agreed upon, with the following year's (2019) levy appropriation increased by 12.4%. Future years were estimated to require increases of at least 1.6% for the first year and over 2% each following year.

As predicted, 2020 and forward the Library will continue to require increasing tax levy appropriation but at rates greater than estimated at the September 2018 meeting, in order to offer services at their current levels.

Revenues

- All non-tax levy revenues are estimated to be flat, as significant revenue opportunities for library operations are nonexistent.

Expenditures

- All library accounts without fixed costs were reviewed for any additional savings.
- Materials budgets for Youth books/media and Adult books will see reductions. Statistical reports show that reduced purchasing of physical materials is not predicted to reduce overall use of materials.
- Office Supplies expenses will be even more carefully managed, with the cost of library card printing held off this year.
- Fund Balance will be reduced below the 2% goal preferred by Library Board members.

Services and Materials

- Youth and Teen librarians continue frequent regular visits to and from Greendale public and private schools to support both Library and School literacy programming.
- Staff continue supporting extended open hours for public celebrations events.
- Volunteer program continues with new (summer reading ambassador/paging slips) and ongoing assignments managed by Adult librarian and Circulation supervisor.
- Teen participation in summer reading programs increased steadily, supported by additional staff and volunteer assignments to these programs.

Fiscal implication:

See above.

Library Director's recommendation:

Approve 2020 Library Budget for submission to Village Board of Trustees. Attend upcoming Village budget workshops to answer questions and support library budget request.

LIBRARY		2018 ACTUAL BUDGET	2019 ADOPTED BUDGET	2020 Projected for Village Trustees (9/7/2018)	2020 Projected (8/24/2019) w 2nd increase	2020 Projected (9/15) w 9/11 Village Mgr Benefit Calcs	2021 Projected (8/1/2019)	2022 Projected (8/1/2019)
07-51-42100	SALARIES - REGULAR	228905	231,687	237,500	236,300	236,300	242,444	248,747
	Library Director		70,795		71,800			
	Librarian: Youth, YA, Adult		160,892		164,500			
07-51-42200	SALARIES - TEMPORARY	153879	161,857	166,000	171,800	171,800	176,267	180,850
	Library Clerks and Pages		97,803		107,700			
	Circulation Supervisor		25,662		26,300			
	Reference Associates		38,432		37,800			
07-51-45100	HEALTH INSURANCE	55606	60,400	56,200	66,440	66,440	73,084	80,392
	Health insurance							
07-51-45200	LIFE INSURANCE	273	400	500	1,000	1,000	1,000	1,000
	Life insurance							
07-51-46100	SOCIAL SECURITY	16791	18,457	19,800	19,116	25,303	20,301	21,560
	6.2% of wages paid		-					
07-51-46200	RETIREMENT CONTRIBUTION	18907	19,499	20,000	20,000	26,731	20,000	20,000
01-51-46300	MEDICARE	5258	5,707	5,200	5,200	5,918	5,300	5,400
	1.45% of wages paid		-					
07-51-51200	MAINTENANCE-EQUIPMENT	25679	21,320	21,020	22,500	22,500	23,200	23,700
	RFID service agreement		8,800		9,800		10,000	10,500
	Photocopier maint/lease/fees		2,400		2,600		2,600	2,600
	Public computer time/print management		3,500		2,800		2,800	2,800
	MCFLS notifications: TNS, Forms, Postage, ecommerce		2,000		1,300		1,100	1,100
	Upgrades/Repairs: Hardware, software, MCFLS Tech assist		3,500		3,500		3,500	3,500
	Software: calendar, management, productivity, email, sel		1,640		2,500		3,200	3,200
	07-51-53920 MCFLS COMPUTER CONTRACT	20057	20,900	20,900	20,800	20,800	20,900	20,900
	Shared catalog		9,400		8,700		9,400	9,400
	OCLC/MPL shared cataloging costs		10,300		10,900		10,300	10,300
	Internet: subsidized TEACH TI				1,200		1,200	1,200
07-51-55000	COMMUNICATIONS			850	850	850	850	850
	Printing				500		500	500
	Directory Listing, Website				350		350	350
	Strategic Planning				-		-	-
07-51-55100	OFFICE SUPPLIES	15663	9,500	9,500	6,700	6,700	6,800	7,000
	Circulation/processing				4,200		4,300	4,500
	General Office		9,500		2,500		2,500	2,500
07-51-56100	DUES AND PUBLICATIONS	5463	6,310	3,700	1,800	1,800	1,800	2,000
	Mileage		310		600		600	600
	Professional dues/conferences		1,000		1,200		1,200	1,400
	Strategic Planning	5000	5,000					
07-51-56300	TRAINING	1103	2,500	1,300	1,300	1,300	1,800	2,600
	Staff continuing education, life/safety certification		500		500		1,800	2,600
07-51-56500	ADULT BOOKS	20564	25,000	25,000	17,000	17,000	22,000	22,000
	Supplemented by Library Donation Expenses							
07-51-56501	YOUNG ADULT BOOKS	1552	1,500	1,500	1,500	1,500	1,500	1,500
	Supplemented by MCFLS Reciprocate Expenses							

Library Director:
ADD this account back in

07-51-56502	ADULT AUDIO BOOKS	1017	600	600	600	600	600	600
	Supplemented by MCFLS Reciprocate Expenses							
07-51-56503	ADULT LARGE PRINT	849	1,000	1,000	1,000	1,000	1,000	1,000
	Supplemented by Library Donation Expenses							
07-51-56504	YOUTH BOOKS	17276	21,000	21,000	16,000	16,000	18,000	18,000
	Supplemented by Library Donation Expenses							
07-51-56505	YOUTH MEDIA	428	-	-	-	-		
	Supplemented by MCFLS Reciprocate Expenses							
07-51-56506	SERIALS	3833	4,000	4,000	4,500	4,500	4,000	4,000
	Serials vendor				2,900			
	Direct to publisher				1,600			
07-51-56508	MCFLS DATABASES & DIGITAL RESOURCES	9188	9,200	8,400	9,500	9,500	10,000	10,000
	Consortia group buys: ebooks, research							
E 07-51-57100	UTILITIES	26622	26,250	26,250	26,250	26,250	26,250	26,250
	Electric, Gas, water and sewer							
	Telephone, Internet for Security							
E 07-51-61100	MAINT SUPPLIES & SERVICES-BUILDING	6270	8,150	8,150	8,100	8,100	8,150	8,150
	Cleaning services: Rug/window/carpet/furniture/daily				5,100			
	Cleaning supplies				1,500			
	Pest service				1,500			
	Facility general maintenance				2,500			
E 07-51-75023	MCFLS RECIPROCATATE EXPENSES	20529	9,300	9,000	8,000	8,000	7,700	7,700
	supplements budgets for non-print, media, special collections							
E 07-51-75028	LIBRARY DONATION EXPENSES	14701	13,000	10,000	13,000	13,000	10,000	10,000
	Summer reading, special collections							
E 07-51-75031	LIBRARY PROGRAM EXPENSES	7471	10,000	10,000	8,000	8,000	8,000	8,000
	Performers, printing, supplies, staffing							
E 07-51-83000	CAPITAL OUTLAY-EQUIPMENT	11851	10,000	9,500	6,800	6,800	6,800	6,800
	Equipment replacement							
	Technology upgrades/replacement							
07-51-92900	MISCELLANEOUS	1345	1,000	1,000	1,200	1,200	1,200	1,200
	Employee recruitment/physicals							

LIBRARY		2018 ACTUAL BUDGET	2019 ADOPTED BUDGET	2020 Projected for Village Trustees (9/7/2018)	2020 Projected (8/24/2019) w 2nd increase	2020 Projected (9/15) w 9/11 Village Mgr Benefit Calcs	2021 Projected (7/8/2019)	2022 Projected (7/8/2019)
REVENUES			12.5 % incre	1.6% increas	2.8% increas	2.8% increas	5% increase	
	07-21102 PROPERTY TAX LEVY	560386	630,000	640,000	648,000	648,000	680,000	700,000
	07-21123 LIBRARY - MCFLS RECIPROCAL PAYME	24913	9,300	9,000	8,000	8,000	7,700	7,700
	07-22515 LIBRARY - DONATIONS	19051	13,000	10,000	13,000	13,000	10,000	10,000
	07-22958 LIBRARY COPIER SALES	7162	5,000	5,000	3,000	3,000	3,000	3,000
	07-22959 LIBRARY FINES	11484	11,000	11,000	12,000	12,000	11,000	10,000
	07-22960 LIBRARY BOOK CHARGES	1525	1,000	1,200	2,000	2,000	1,600	1,100
	07-22965 CLC REVENUES							
	07-22968 LIBRARY OTHER REVENUES	4450	1,000	1,000	1,000	1,000	1,000	1,000
	07-00-29900 OPER TRANS IN/OUT							
	TOTAL	628,971	670,300	677,200	687,000	687,000	714,300	732,800

DO NOT ENTER DATA BELOW - POPULATED FROM ABOVE

LIBRARY		2018 ACTUAL BUDGET	2019 ADOPTED BUDGET	2020 Projected for Village Trustees (9/7/2018)	2020 Projected (8/24/2019) w 2nd increase	2020 Projected (9/15) w 9/11 Village Mgr Benefit Calcs	2021 Projected (7/8/2019)	2022 Projected (7/8/2019)
EXPENDITURES								
	07-51-42100 SALARIES - REGULAR	228,905	231,687	237,500	236,300	236,300	242,444	248,747
	07-51-42200 SALARIES - TEMPORARY	153,879	161,857	166,000	171,800	171,800	176,267	180,850
	07-51-45100 HEALTH INSURANCE	55,606	60,400	56,200	66,440	66,440	73,084	80,392
	07-51-45200 LIFE INSURANCE	273	400	500	1,000	1,000	1,000	1,000
	07-51-46100 SOCIAL SECURITY	16,791	18,457	19,800	19,116	25,303	20,301	21,560
	07-51-46200 RETIREMENT CONTRIBUTION	18,907	19,499	20,000	20,000	26,731	20,000	20,000
	07-51-46300 MEDICARE	5,258	5,707	5,200	5,200	5,918	5,300	5,400
	07-51-51200 MAINTENANCE-EQUIPMENT	25,679	21,320	21,020	22,500	22,500	23,200	23,700
	07-51-53920 MCFLS AUTOMATION	20,057	20,900	20,900	20,800	20,800	20,900	20,900
	07-51-55000 COMMUNICATIONS	-	-	850	850	850	850	850
	07-51-55100 OFFICE SUPPLIES	15,663	9,500	9,500	6,700	6,700	6,800	7,000
	07-51-56100 DUES AND PUBLICATIONS	5,463	6,310	3,700	1,800	1,800	1,800	2,000
	07-51-56300 TRAINING	1,103	2,500	1,300	1,300	1,300	1,800	2,600
	07-51-56500 ADULT BOOKS	20,564	25,000	25,000	17,000	17,000	22,000	22,000
	07-51-56501 YOUNG ADULT BOOKS	1,552	1,500	1,500	1,500	1,500	1,500	1,500
	07-51-56502 ADULT AUDIO BOOKS	1,017	600	600	600	600	600	600
	07-51-56503 ADULT LARGE PRINT	849	1,000	1,000	1,000	1,000	1,000	1,000
	07-51-56504 YOUTH BOOKS	17,276	21,000	21,000	16,000	16,000	18,000	18,000
	07-51-56505 YOUTH MEDIA	428	-	-	-	-	-	-
	07-51-56506 SERIALS	3,833	4,000	4,000	4,500	4,500	4,000	4,000
	07-51-56508 MCFLS DATABASES	9,188	9,200	8,400	9,500	9,500	10,000	10,000
	07-51-57100 UTILITIES	26,622	26,250	26,250	26,250	26,250	26,250	26,250
	07-51-61100 MAINT SUPPLIES-BUILDING	6,270	8,150	8,150	8,100	8,100	8,150	8,150
	07-51-75023 MCFLS RECIPROCATATE EXPENSES	24,913	9,300	9,000	8,000	8,000	7,700	7,700
	07-51-75028 LIBRARY DONATION EXPENSES	19,051	13,000	10,000	13,000	13,000	10,000	10,000
	07-51-75031 LIBRARY PROGRAM EXPENSES	7,471	10,000	10,000	8,000	8,000	8,000	8,000
	07-51-83000 CAPITAL OUTLAY-EQUIPMENT	9,497	10,000	9,500	6,800	6,800	6,800	6,800
	07-51-92900 MISCELLANEOUS	1,345	1,000	1,000	1,200	1,200	1,200	1,200
	TOTAL	697,460	698,537	697,870	695,256	708,892	718,946	740,199
REVENUES EXCEEDING/(UNDER) EXPENDITURES		(68,489)	(28,237)	(20,670)	(8,256)	(21,892)	(4,646)	(7,399)
FUND BALANCE - END OF YEAR		46080	17,843		11,825	(1,811)	979	(6,420)
Fund balance as % of revenue					1.7%	-0.3%		

GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 9/15/19
To: Library Board
From: Brian Van Klooster, Library Director
Re: Agenda item # 8a

ATTACHMENTS:

None

DISCUSSION:

Fine forgiveness campaigns have been offered in wide variety many MCFLS libraries in recent years (see chart on next page). Some are one-time efforts related to a particular awareness or goodwill effort, some are recurring events related to holidays or library programming, and at least one is policy-based for youth users.

MCFLS Directors at their September meeting overwhelmingly supported further exploration of a coordinated system-wide fine forgiveness program in 2020, possibly correlated with September Library Card Sign Up month.

A look at recent MCFLS member library fine forgiveness campaigns/efforts:

Library	What/When	Library comments
Greenfield	2018: single event tied to library card signup month initiative	Difficult to administer at circ desk and not sure if it was worth it
Whitefish Bay	Annual: food for fines	Donation = \$5 waived max per patron; estimate of \$200 total waived
Cudahy	Annual: tied to summer reading, forgiveness of Cudahy youth overdues	Used to do food for fines annually but people started counting on it; Positive response from community
North Shore	2014: single event for library anniversary, led by staff, Board resisted b/c they wanted the revenue	Overall positive but lots of work
Milwaukee	2017: single event tied to year-long library awareness campaign	saw boost to circ for 6 months, staff loved the positive messaging but was lots of work; positive effects leveled off
Oak Creek	2x Annual: Food for fines during fall or winter holiday; April National Library Week	Overall very positive response from community; irony is that 2019 Natnl Lib Week waived \$855.95, took in \$2,410.37, was the highest monthly fine collection of the year
MPL (Wauwatosa and Cudahy are looking to do it as well	Overdue Fine-free policy for youth material	

A look at fines and fees owed by Greendale residents as of September 2019:

990 Greendale residents with unexpired library accounts owe a total of \$8800 in outstanding fines and fees to MCFLS libraries, mostly to Greendale.

780 of them owe less than \$10 per card, for a total of \$2200.

Residents with accounts expired between 2018-2014 have another \$12,800 in outstanding debt.

A look at fines and fees paid for Greendale items in 2018 by all County residents:

\$11,500 was collected in overdue fees for Greendale items, \$6000 of which was for youth material overdues.

Receipts for 01-01-2018 to 12-31-2018			
Overdue Paid	\$11,504.72	Total Paid	\$14,504.81
Replacement Paid	\$2,188.14	Total Waived	\$1,577.67
Manual Paid	\$811.95		

Uncollectable debt:

Patron accounts are deleted from the system database when they reach 3 years old, excepting those with debt balances over \$25. After 6 years the debt becomes uncollectable according to WI Stats Ch 893. Patron accounts over 6 years expired totals another \$29,000 (with records going all the way back to 1994).

FISCAL IMPLICATION:

Varies

LIBRARY DIRECTOR'S RECOMMENDATION:

Delete all patron accounts with balances that are older than 6 years.

Support further consideration of a MCFLS system-wide effort in 2020.

South Milwaukee Blog

JANUARY 31, 2017 · 12:00 PM

Love Your Library Month: Library Announces Fine Forgiveness Program

From the South Milwaukee Library ...

February is Love your Library Month

Announcing a Fine Forgiveness Program

February 1 – February 28, 2017

If you've been avoiding the Library because of fines and overdue items, now is the time to come back. During February, visit the South Milwaukee Public Library and speak with a staff member. Fines and fees will be forgiven for anyone who returns an overdue book, DVD, or other item owned by the South Milwaukee Public Library. All fees will be waived for each overdue South Milwaukee item returned. If you have overdue items, but can no longer find them, the library will waive fees up to \$50.00. For those with larger fines and fees, Library management will be available to discuss other options.

Exclusions to this program:

- *Items placed in the book drop are not eligible.*
- *Fees will not be waived via phone or email. You must visit the library.*
- *Fines and fees previously paid are not refundable.*
- *Fine forgiveness does not apply to items owned by other libraries within the Milwaukee County Federated Library System. Only materials owned by the South Milwaukee Public Library are eligible.*
- *Accounts which have been issued a municipal citation are not eligible.*

For further information, contact the South Milwaukee Public Library, 414-768-8195. To participate, please visit the library, 1907 10th Avenue, South Milwaukee.

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Related

Greenfield Public Library Loan Forgiveness with Donation to Hunger Task Force

By: CBS58 Staff

Posted: Jan 23, 2017 7:15 PM CDT

If overdue fees are keeping you from visiting the Greenfield Public Library, you should know they want you back.

There is a new loan forgiveness program. Just bring in a food donation.

In exchange, they'll wipe away any fees or fine that you owe.

The library does have a payment plan, but wants to do something a little different that helps the community in more ways than one.

That's our desire to make it possible for everybody, whether they can afford the fines of fees," explained Library Director Sheila O'Brien. "We want to make it possible for everybody to come back to the library system. It's a win, win for the community."

Anyone who returns an overdue book, DVD, or CD owned by the Greenfield Public Library can have eligible fines forgiven in exchange for donating food items to Hunger Task Force.

Here's how it works: For each long overdue Greenfield Library item returned, the Library will waive the charges in exchange for the donation of two nonperishable food items. A maximum of 5 long overdue items are eligible for the program and all fine forgiveness must take place in person at the Library during one visit.

If you have long overdue items, but can no longer find the items, the Library will waive fines with donations of non-perishable food items to Hunger Task Force up to a maximum of \$25.00. Each item donated will reduce your outstanding fines by \$2.50. Late fees will also be waived, up to maximum of \$25.00, with the donation of non-perishable food items. Each item will reduce your fines account by \$2.50.

Only materials owned by the Greenfield Library are eligible for this program, so fine forgiveness does not apply to items owned by other libraries within the Milwaukee County Federated Library System. The maximum amount of eligible fines waived will be for the return of 5 long overdue items or \$25.00 in overdue fines, or \$25.00 in fines associated with long overdue items not returned. For those with larger fines and fees, affordable payment plans will be available.

Walk into the Library with an overdue book and a couple cans of food, then walk out with a brand new library card! Bring your old library card if you still have it, and a current photo ID.

Duluth Public Library drops late fees

Move designed to restore access to previously blocked patrons

Written By: Peter Passi | Sep 3rd 2019 - 2pm.



The Duluth Public Library plans to stop charging late fees for overdue materials/News Tribune file photo

The Duluth Public Library will no longer charge late fees or fines for overdue materials.

At a Tuesday afternoon press conference, Mayor Emily Larson said: “We are going fine-free in the city of Duluth.”

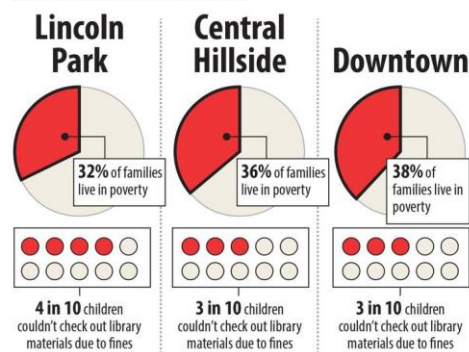
She said the proposal to eliminate the charges was brought forth by library staff at an ideas fair.

“We know that fines disproportionately impact some of the readers and community members that we most deeply want to connect with,” Larson said.

In some of Duluth’s lowest-income neighborhoods, large numbers of children have lost their library privileges due to unpaid fines. In Duluth’s downtown and Central Hillside neighborhoods, three in every 10 children have lost the ability to check out materials. And in Lincoln Park, four in 10 children have been similarly affected.

Library overdue fees

Duluth’s poorest neighborhoods have the most children blocked due to overdue fines.



SOURCE: Duluth Public Library

NEWS TRIBUNE GRAPHICS

The current system blocks out many families who would have the most to gain from library access, said Byron Johnson, the library’s head of circulation.

He said parents working two jobs may have a tough time returning materials in a timely fashion, meaning that whole households lose the ability to check out items.

“All too often, it hurts people who need it the most,” Johnson said.

Library Manager Carla Powers thanked Larson for embracing a fee-less future.

“We’re moving away from a punishment model for library services, with a slap on the hand if your books are late, to a more positive model of wanting to serve the community,” she said.

Under the library’s new model, patrons still will check out materials, and due dates will be assigned with the expectation of their timely return.

“You don’t get to keep it forever. The difference is if you happen to return a book a few days late, you won’t owe an overdue fine. But if you keep the book a very long time, and it’s weeks overdue, then the computer system will declare it lost, and the cost of the book will be assessed to your account,” Powers said.

Until the book is returned or the replacement cost is paid, a library patron would then be unable to check out any more materials.

“So, in closing, if overdue fines are keeping you from using the library or maybe just the thought of overdue fines makes you intimidated or a little bit afraid, I would encourage you to come back and rediscover the public library,” Powers said.

She said staff are prepared to accept the return of overdue materials and to waive charges. More than 7,600 library patrons who are currently blocked from borrowing Duluth library materials stand to see their privileges restored under the new rules.

“The public library is not only for people who can always remember to return things on time. It’s not only for people who have the capacity to pay an overdue fine. Now that we are free from fines, it’s very clear that the Duluth Public Library is for everyone in the community,” Powers said.

This year, Duluth libraries expected to collect about \$68,000 in fines, with about another \$21,000 in uncollected fines anticipated to remain on the books.

To put that in perspective, Larson noted that fine revenues account for less than 1 ½% of the library’s total \$4.7 million budget.

Larson said: "We think that the city of Duluth can do away with those fines and provide that funding that's needed through the general fund in a way that is much more equitable, that helps more deeply engage families and communities, that makes sure that many of the neighborhoods that are experiencing some of those deepest economic disparities are not further marginalized by losing the resources here at the library."

Powers said Duluth has joined “a growing trend” of libraries nationwide that have done away with late fees. She noted that St. Paul took a similar step in January, as have libraries in Hibbing and Grand Marais.

“So far for them, it has been a positive experience. Their circulation has gone up. They’ve got more people using the library, and what their experience has been so far is the number of overdues is kind of the same as it was before. ... But there are more people using the library, more items being checked out, and that’s really what this is about,” Powers said.

GREENDALE PUBLIC LIBRARY DIRECTOR'S REPORT



Date: 9/11/19
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: August/September 2019***

General updates:

- Student ID as Library Card – 2nd year of the program, student data will be uploaded mid-September and duplicates removed, a full memo report will be share in October covering last year's ID use as well as this year's new additions
- Fire alarm panel – nonoperational since August 20, working with Village Manager (CLC budget approver) to select company to do equipment replacement, CLC staff must do full-building checks every 4 hours during open times, police drive by 2x during overnight
- Publisher McMillan's ebook business has changed their pricing and availability structure for public libraries. They are looking for ways to shield their ebook revenue from what they perceive to be loss due to free lending through libraries. They claim to have data that proves individuals will pay for ebooks if they cannot borrow them for free through a library. SEE ATTACHED STATEMENT FROM ALA.
- HELIUM is a brand-new Milwaukee-based library book delivery startup. It claims to deliver books directly to/from residents. MCFLS is in contact with the business owner and DPI to determine the service's legality. The service uses its own library business card to borrow materials and accepts liability for fines and fees. The service is currently free but the website says it will be monetized at some point. This will be a very interesting experiment to observe. SEE ATTACHMENT.

Programs:

- Extended Library hours on Saturday 8/17 for GTO Car Club show

Staffing updates:

- None

Meetings attended:

- 9/3, Village Board
- 9/5, MCFLS LDAC
- 9/17, Village Board
- 9/13, CLC Directors

Meetings upcoming:

- CANCELED: Innovative User's Group one day conference, Sept 19-20
- 9/25, School District/Village joint emergency preparedness tabletop drill
- 10/6, MCFLS LDAC

(/news/)

ALA denounces new Macmillan library lending model, urges library customers to voice objections

For Immediate Release

Thu, 07/25/2019

Contact:

Emily Wagner

Assistant Director, Communications

Public Policy and Advocacy Office

American Library Association

ewagner@alawash.org (<mailto:ewagner@alawash.org>)

WASHINGTON, DC - The American Library Association (ALA) denounces the new library ebook lending model announced today by Macmillan Publishers. Under the new model, a library may purchase one copy upon release of a new title in ebook format, after which the publisher will impose an eight-week embargo on additional copies of that title sold to libraries.

"Macmillan Publishers' new model for library ebook lending will make it difficult for libraries to fulfill our central mission: ensuring access to information for all," said ALA President Wanda Brown. "Limiting access to new titles for libraries means limiting access for patrons most dependent on libraries.

"When a library serving many thousands has only a single copy of a new title in ebook format, it's the library – not the publisher – that feels the heat. It's the local library that's perceived as being unresponsive to community needs.

"Macmillan's new policy is unacceptable," said Brown. "ALA urges Macmillan to cancel the embargo."

The new Macmillan ebook lending model is an expansion of an existing policy that went into effect in July 2018, when the company, without warning, issued a four-month embargo applying solely to titles from the company's Tor imprint. At the time ALA stated that the delay would hurt readers, authors and libraries.

Since last fall, Hachette Book Group (HBG) and Penguin Random House (PRH) have eliminated "perpetual access" for libraries and replaced it with a two-year access model. Simon & Schuster changed from a one-year to two-year access model. While re-evaluating their business models, none of these firms implemented an embargo—deciding that equitable access to information through libraries is also in their business interest. HarperCollins continues with its 26-loan model. Macmillan now stands alone in its embargo policy among the largest (Big 5) publishers.

Macmillan will decrease its price to \$30 for the single initial copy of an ebook. Unlike other Big 5 publishers, this copy of Macmillan titles come with perpetual access. After the embargo period, additional copies will be available for \$60 per copy for two years of access.

"This new embargo is the latest evidence of a troubling trend in the publishing industry," said Brown. "ALA is developing a strategy to address this trend in the long term. Following the model of ALA's former Digital Content Working Group, this advocacy effort will extend several years, not several months, and will not be

limited to one company in the publishing ecosystem. ALA will push harder and explore all possible avenues to ensure that libraries can do our jobs of providing access to information for all, without arbitrary limitations that undermine libraries' abilities to serve their communities.

"In the short term, ALA calls on library customers of Macmillan Publishers to tell CEO John Sargent they object to the publishing company's new policy."

Macmillan Publishers

Attn: Mr. John Sargent, CEO

120 Broadway Street

New York, NY 10271

Phone: 646-307-5151

Email: press.inquiries@macmillan.com (<mailto:press.inquiries@macmillan.com>)

Twitter: @MacmillanUSA

ALA asks that these communications also be sent to ALA's Public Policy and Advocacy Office at alawash@alawash.org (<mailto:alawash@alawash.org>).

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Why Angry Librarians Are Going to War With Publishers Over E-Books: Inside an appropriately quiet revolt.

By HEATHER SCHWEDEL, SEPT 11, 2019 1:06 PM

If I wanted to borrow *A Better Man* by Louise Penny—the country’s current No. 1 fiction bestseller—from my local library in my preferred format, e-book, I’d be looking at about a 10-week waitlist. And soon, if the book’s publisher, a division of Macmillan, has its way, that already-lengthy wait time could get significantly longer.

In July, Macmillan announced that come November, the company will only allow libraries to purchase a single copy of its new titles for the first eight weeks of their release—and that’s one copy whether it’s the New York Public Library or a small-town operation that’s barely moved on from its card catalog. This has sparked an appropriately quiet revolt. Librarians and their allies quickly denounced the decision when it came down, and now the American Library Association is escalating the protest by enlisting the public to stand with libraries by signing an online petition with a populist call against such restrictive practices. (The association announced the petition Wednesday at Digital Book World, an industry conference in Nashville, Tennessee.) What’s unclear is whether the association can get the public to understand a byzantine-seeming dispute over electronic files and the right to download them.

In a July memo addressed to Macmillan authors, illustrators, and agents, the company’s CEO John Sargent cited the “growing fears that library lending was cannibalizing sales” as a reason for embargoing libraries from purchasing more than one copy of new books during their first eight weeks on sale. “It seems that given a choice between a purchase of an ebook for \$12.99 or a frictionless lend for free, the American ebook reader is starting to lean heavily toward free,” he claimed.

Many individual library systems and companies that work with libraries swiftly responded with objections. “Public libraries are engaged in one of the most valuable series of community services for all ages, for all audiences,” said Steve Potash, the CEO and founder of OverDrive, a company that supplies libraries with e-books. “The public library is just something that is underappreciated. It certainly is so by Macmillan.”

“If you think about equitable access to information for everybody, there shouldn’t be discrimination or anything like that,” said Alan Inouye, the senior director for public policy and government relations at the ALA. “So consumers can get this book on Day 1 without limitation, but libraries have to wait for eight weeks? That’s just very wrong.”

The ALA decided that statements weren’t enough. “We need to have more than just libraries and librarians saying this message,” Inouye said. “It would be much more effective if nonlibrarians would say it too.” Hence the petition, which Inouye said marked a first-of-its-kind move for the organization.

The controversy over Macmillan’s new policy gets at one of the central issues facing book publishing today. “There’s a tension in e-book pricing generally between consumer expectations that a digital file will be less expensive than a physical copy and the reality that very little of the cost of making a book is tied up in the physical format,” said Devin McGinley, a senior industry analyst covering book publishing for Ibisworld Inc., a market research firm. “Publishers are rightly concerned that if the price of books erodes too much, they will no longer be able to cover their creative costs and subsidize more speculative bets on emerging authors.”

First of all, it sounds crazy, and then it sounds egregious. Sixty dollars to have one copy for two years?

— Alan Inouye, the American Library Association

Still, the library side pushed back at Macmillan's singling out of libraries and assertion that e-book lending was driving consumer reluctance to pay up. Macmillan claimed to have tried out the eight-week embargo with one of its imprints, Tor, but declined to share the results publicly. "They really did not have any reasonable data to support a narrative that if an author's new book is withheld from public library lending when it first comes out, that might impact the author's or the book's sales during those first few months," Potash said. "That isn't borne out. The data that OverDrive has is that for every title that actually gets borrowed or downloaded, the library is engaging with dozens and dozens of readers who are discovering the book, sampling the book, or just looking for a recommendation on what to read next." Potash said that studies consistently show library patrons to be more frequent book buyers overall—which is another reason Macmillan's letter stung. "They are taking their readers, their customers, their fans, and intentionally trying to frustrate them," he said.

As the ALA's initial statement read, "When a library serving many thousands has only a single copy of a new title in ebook format, it's the library—not the publisher—that feels the heat. It's the local library that's perceived as being unresponsive to community needs." McGinley, the industry analyst, added, "Libraries are worried that if other publishers follow suit, delays and wait times for patrons will make it more difficult to expand and sustain their e-book programs."

If disputes between publishers and libraries and bookstores and authors about e-books sound familiar to you, you're not alone. "E-book prices have been in flux in recent years because publishers are still finding their digital footing and deciphering how e-books will work within their business model," McGinley said. "Publishers are in a unique position among print media industries, where they have at least some control over the extent of the digital competition they face. In the past, higher e-book prices have sometimes been a way to apply the brake." Librarians, naturally, are tired of all the braking.

Library people admit their cause may seem obscure. The licensing model for libraries and e-books itself is complex and difficult to explain to outsiders. "It's too much detail and also takes you out of your mind," said the ALA's Inouye. "It's like, 'First of all, it sounds crazy, and then it sounds egregious. Sixty dollars to have one copy for two years? You must be wrong. That can't be right. The consumer pays like \$14 for an e-book.' " Currently, every publisher has its own agreement with libraries, each of which is different and subject to change: Publishers set the price, and libraries sometimes pay two to three times the retail price of e-books to acquire them. This price includes permission for libraries to lend the books out over the coming years—usually to one person at a time, despite the digital nature of the files—and acknowledges that the e-book will never get lost or wear out like a print book. Some publishers have policies that include metered access, meaning that after the book is either borrowed a certain number of times or a certain length of time passes, libraries must repurchase the title. Potash's company, OverDrive, serves as a middle man between publishers and libraries and handles all the red tape. Amazon, the owner of the most popular e-book format, Kindle, is also in the mix, and though it doesn't profit on individual e-books, it does benefit from consumer data it collects in the process, Potash said.

Rather than addressing the pricing issue in general, the ALA decided to limit the scope of the petition to protesting Macmillan's eight-week embargo plan. That way, "you don't have to get into all the details about all the other business models and how they vary among publishers," Inouye said.

With the petition, an extraordinary step in this world, you could argue that Macmillan's plan is already backfiring, having angered one of its major constituencies. And if the change bears out, there's the possibility of bigger trouble for the publisher ahead: "Macmillan has a minor e-book market share compared with the other Big Five publishers, so if it is the only publisher to pursue this strategy, it may

hurt the publisher's sales to libraries while causing relatively little inconvenience to library patrons," McGinley said. Patrons might find, when loading up their e-readers and apps, that there are more than enough non-Macmillan books out there to go around.

From: [Steve Hesar](#)
To: [LDAC](#)
Subject: Helium - Book Delivery Service
Date: Monday, September 9, 2019 9:55:14 AM
Importance: High

To all LDAC members,

Recently I was made aware of a new startup service called [Helium](#) that checks out and delivers library books directly to users who signed up for their service. The service is only being offered in Milwaukee County. Users sign up on their website, enter details for books they want and the Helium drivers (using their own library cards) check out the materials and deliver them. Renewals are also handled through the service, although the user must contact Helium to do so. References are made on their website to the MPL Foundation and MCFLS, although neither organization has been contacted by Helium. On Milwaukee published an article on the new service here: <https://onmilwaukee.com/raisemke/articles/helium-book-service.html?fbclid=IwAR1ZkyCmIVOXZE62XHRUi4KJbv0ceDxPxZN4GFBF7yMUy9q4gdmj1FWVyz8>.

I've reached out to John DeBacher to see if this service violated Chapter 43 and he felt, based on his impression, that it did not. He mentioned that since we have thresholds (100 checkouts and 30 holds) that this would naturally limit the ability of Helium to impact library collections severely. The drivers are also using their own library cards (not the user's own card), so transferability of the card itself is not an issue.

I wanted to let you know about this service if you had not heard about it. I will continue to work with MPL and reach out to the Helium company to have them include language on their site to make it clear that we are not affiliated with them in any way. If you have any thoughts on this, please let me know. Thank you.

Steve Hesar
System Director
Milwaukee County Federated Library System
414.286.8149
steve.hesar@mcfls.org

**GREENDALE PUBLIC LIBRARY
STAFF REPORT**



Date: 9/4/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: Aug/Sept 2019**

Memo from Lisa Reinke, Youth Services Librarian:

- Attached

Adult Services (Nicole):

August

- The August Lunch and Learn was presented by Joey Baird who talked about the 10 common garden myths busted. We had 10 people attend that enjoyed the program immensely. September's Lunch and Learn topic will be about Medicare. Summer Reading 2019

Summer Reading 2019

- The reading log was the same format as last year's where participants received an entry slip after every 3 titles. In 2018 the total participants was 175. This year in 2019, the total number of participants decreased to 100. Looking at last year's numbers for completed logs was about 500 but because I had extra this year I would guess about 300 logs were completed.
- As for programs I had 1 lunch and learn program (15 people), a book a librarian twice a month (4 people total), 1 craft program (Bath bombs-4 people) and presenter Chad Lewis which was the most attended program with 36 people. I also teamed up with the teen and youth librarian for 2 all ages programs, Bingo Night and Rock Painting, which were both very well attended.
- I had recruited volunteers to man our Summer Reading Table again this year where patrons could get their reading logs and entry slips. I had a total of 8 volunteers at the table (1-2 per day for 2 hours each). 6 of them were volunteers last year for summer that helped again this year, with 2 brand new volunteers to the library. 1 of those new volunteers were recruited from the Reading Buddies when I went and talked to them back in May. All of the volunteers received an appreciation gift the last week of Summer Reading and all exclaimed they would love to come back and help out again next summer.

August

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Teen Services (Tara):

Summer Reading 2019

For the teen summer reading program this year teens could complete bingos for prizes and enter into our teen grand prize drawing. Each teen that completed at least one bingo was given a free book, summer reading coupons, and entry slips into the grand prize drawing. The Greendale Public Library Friends group contributed a donation to the teen summer reading program that allowed the library to provide each teen that participated with a free book.



Two programs a week were offered for teens. Some of the most popular programs were the DIY Zen Gardens, Murder Mystery Party, and Stomp Rockets.



The library had very good attendance for its programs as well a good participation for the summer reading bingo program. Below is a table that show participation in the teen summer reading program as compared with other previous years.

	Number of Programs Offered	Number of Teens who Attended Programs	Number of Teens who Participated in Bingo
2016	10	67	39
2017	10	106	46
2018	10	141	81
2019	10	176	88

August 12th Monday Movie Matinee Program-We showed the movie *Operation Finale* and had 15 people attend.

September 5th

I visited Natalie Cook's AP English classes at the high school to do Book Talk presentations.

September 9th

Monday Movie Matinee Program-We showed the movie *On the Basis of Sex* and had 16 people attend.

Circulation Services (Julie):

- On August 8th Julie, Jenifer, Tara and Lisa attended a special CVMIC course on Compassionate and Resilient Customer Service led by Sue McKenzie from RogersInHealth. The training had a specific focus on compassionate action when assisting those in a mental health crisis, as well as identifying our own preconceptions and stigmas.
- On August 21st Emma S. and Nick S. attended the Health Dept's Stop the Bleed training
- For the second summer in a row staff participated in a friendly staff summer reading contest. All who wanted to participate chipped in \$5 towards 2 gift cards, one for Marcus Theatres and the other for a Village Gift Certificate. 2 winners were drawn – Tara and Julie. Over 10 weeks staff read a total of 98 books!
- CLC Staff had an opportunity to relax after a hectic summer with an "End of summer reading" potluck on August 27th. Thanks to Jenifer L. for organizing!

August 2019 Youth Services Highlights

Summer Reading Attendance and Participation:

- Youth Reading Program: 468
- Youth Performances, Storytime, Lego Club: 860
- Family Programs (Bingo and Rock Painting): 142



Leadership and Professional Development:

- Continued responsibilities as co-chair for the 2019-20 Youth Services for MCFLS:
 - worked with MCFLS Library Systems Administrator to improve MCFLS youth intranet
 - planned three presentations for professional development for youth service librarians in Milwaukee County. Programs will be implemented in 2019-2020
- Attended CVMIC's *Compassionate Customer Service* (Mental Health) all-day training.



Compassionate Care is a nationally recognized program developed by Susan McKenzie of Roger's Memorial Hospital. The first part of the day focused on training us in techniques to use with difficult customers. The second part of the day focused on employee wellness and introduced us to the concept of compassion fatigue, which is the ability to maintain our physical, emotional, and mental well-being while responding compassionately to people who are suffering (see compassionresiliencetoolkit.org)

