



**Library Board Agenda  
GREENDALE PUBLIC LIBRARY  
Wednesday, August 21, 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: July 24, 2019 meeting	ACTION
5)	Approval of Financial Reports: a) Check Register: July 2019	ACTION
6)	Review of Financial Statements: a) Expenditures to Actual Comparison: July 2019 b) Revenue to Actual Comparison: July 2019 c) Balance Sheet: June 2019	INFORMATION INFORMATION INFORMATION
7)	Unfinished Business: a) Consider a motion to adopt a policy for calculating annual staff Cost of Living Adjustments b) Continue discussion of budget preliminary recommendations	ACTION  DISCUSSION
8)	New Business: a) Consider a motion to elect officers for position of President, Vice President and Treasurer	ACTION
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. [Page 1 of 23](#)

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, July 24 2019**

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

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Jensen, Kiltz, Unger

Excused:

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 Dombrowski moved, Trustee Jensen seconded approval of the June 19, 2019 minutes.

Ayes: All

Noes: None

Motion to approve: Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: June 2019

Trustee Dombrowski moved, Trustee Jensen seconded approval of the June 2019 expenditures in the total amount of \$13,069.72

Ayes: All

Noes: None

Motion to approve: Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Expenditures to Actual Comparison: June 2019
- b) Revenue to Actual Comparison: June 2019
- c) Balance Sheet: May 2019

**UNFINISHED BUSINESS**

NONE

**NEW BUSINESS**

- a) 2020 Library budget projection

Van Klooster distributed department budget spreadsheets containing: 2018 Actual/ 2019 Adopted/ 2019 estimated end of year/ 2020 estimated for 9.2018 Joint Village-Library budget meeting/ 2020 new estimate for 7.2019 Library board meeting. He noted that the 2020 estimate from 7.2019 shows an expenditure increase of approximately \$12,000 over the 9.2018 estimate that was used to advocate for funding increases from the Village Board in 2018. Expenditure increases are almost exclusively staff wage related. Combined with an actual Fund Balance \$5,000 less than estimated, the current 2020 estimate will fully deplete fund balance with an additional shortfall of \$11,000.

President Amidzich inquired for examples of the actual impacts to library service if the shortfall were made up within the 9.2018 estimated budget. Amidzich and Kiltz exchanged rough calculations for additional Village tax levy beyond what was discussed with Village board trustees in 9.2018, as well as what percentage of increase would seem palatable to Village officials in order to make up some portion of the shortfall as well as retain a 1.5% fund balance. Genz said that he thinks 2020 will be a

tough budget year citing many Village Trustees' current emphasis on funding road projects. Jensen asked for more information about how library open hours could be impacted to address a shortfall. Van Klooster said the adult book budget could be more closely re-evaluated since ebooks continue to be popular and highest circulation comes from fiction bestsellers. Amidzich noted that the adult book budget has been under  
Amidzich requested that Van Klooster bring additional budget details to the August meeting to help support advocacy and decision making.

b) 2019 annual library staff performance evaluations and salary resolution timeline

Van Klooster said all staff are performing well. Average merit increase is .66%, but total staff costs cannot be predicted yet without a proposed COLA from the Village Manager. He also noted the Village Manager's timeline for Village staff evaluations and Village Board Salary Resolution being late 2019. Van Klooster said the late timeline affects COLA calculations which in turn make personnel costs imprecise until COLA is known, with the final impact of making budget allocations for remaining available operational funds imprecise until very late in the year. Genz asked if the Library could implement its own COLA. Amidzich noted that in education the COLA is related to Consumer Price Index. She requested that Van Klooster bring forward a proposed method for calculating COLA independent of the Village.

### **INFORMATIONAL AND DISCUSSION ITEMS**

- a) Director's Report: state budget, new staff, Overcoming Racism workshop – Amidzich suggested that a 'One Book One Community' or 'Greendale Reads' program be initiated to co-occur with the Greendale Coalition on Equity's final recommendations. She inquired about what would need to be done to time it with the last day of the Downtown Market to help spread the word.
- b) Library Staff Report: no highlights
- c) President's Report: none
- d) Friends/Foundation Report: raffle is popular, Village Days book sale
- e) Trustee continuing education: skipped

### **CORRESPONDENCE**

None

### **ADJOURNMENT**

The meeting adjourned at 6:45 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
<b>55654</b>						
<b>DUGGLEBY COMMUNICATIONS</b>						
07/19	07-51-75031	LIBRARY PROGRAMS	07/01/2019	255.00	07/10/2019	SRP PERFORMANCE
Total 55654:				255.00		
<b>55666</b>						
<b>LEWIS, CHAD</b>						
07/19	07-51-75031	LIBRARY PROGRAMS	07/01/2019	150.00	07/11/2019	SRP PERFORMANCE
Total 55666:				150.00		
<b>55680</b>						
<b>SCHNEIDER, MIKE</b>						
07/19	07-51-75031	LIBRARY PROGRAMS	07/01/2019	260.00	SRP PERFORM	BALANCE REAMAINING
Total 55680:				260.00		
<b>55695</b>						
<b>DEMCO INC</b>						
07/19	07-51-75031	LIBRARY PROGRAMS	07/12/2019	112.94	6636729	SRP TSHIRTS
07/19	07-51-75031	LIBRARY PROGRAMS	07/12/2019	42.00	6637058	SRP TSHIRTS
Total 55695:				154.94		
<b>55705</b>						
<b>JANI-KING OF MILWAUKEE</b>						
07/19	07-51-61100	MAINT SUPPLIES-BUILDING	07/12/2019	111.96	MIL06190695	CLEANING SUPPLIES 49%
Total 55705:				111.96		
<b>55710</b>						
<b>MILWAUKEE COUNTY FEDERATED</b>						
07/19	07-51-51200	OPERATING EQUIPMENT	07/12/2019	133.34	FL-03213	MCFLS TNS, POSTAGE, ECOMMERCE
07/19	07-51-55100	OFFICE SUPPLIES	07/12/2019	403.88	FL-03213	RECEIPT PAPER, LABELS, BARCODES
07/19	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	07/12/2019	97.91	FL-03213	TBS SERVER AND PAYMENT
07/19	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	07/12/2019	367.91	FL-03213	BARCODE SCANNERS

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
Total 55710:				1,003.04		
<b>55713</b>						
<b>OCCUPATIONAL HEALTH CENTERS</b>						
07/19	07-51-92900	MISCELLANEOUS	07/12/2019	180.00	103007589	EMPLOYMENT PHYSICAL- NICHOLAS SCHM
Total 55713:				180.00		
<b>55714</b>						
<b>OFFICE COPYING EQUIPMENT LTD</b>						
07/19	07-51-55100	OFFICE SUPPLIES	07/12/2019	304.30	AR8668087513	MAY-JUN 2019 COPIES
Total 55714:				304.30		
<b>55718</b>						
<b>UJIMA UNITED LLC</b>						
07/19	07-51-56100	MEMBERSHIP DUES	07/12/2019	950.00	904	STRATEGIC PLAN CONSULTING FINAL
Total 55718:				950.00		
<b>55720</b>						
<b>WEGGELAND, KIMBERLY</b>						
07/19	07-51-75031	LIBRARY PROGRAMS	07/12/2019	170.00	1197	SRP PERFORMANCE
Total 55720:				170.00		
<b>55734</b>						
<b>KIDSPRAY LLC</b>						
07/19	07-51-75031	LIBRARY PROGRAMS	07/19/2019	350.00	SRP PERFORM	JULY 24TH PERFORMANCE
Total 55734:				350.00		
<b>55735</b>						
<b>LUCK, KATHY</b>						
07/19	07-51-75031	LIBRARY PROGRAMS	07/19/2019	250.00	JUNE-JULY 201	STORY TIMES
Total 55735:				250.00		

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
55750							
<b>VALUE LINE</b>							
07/19	07-51-56500	ADULT BOOKS	07/19/2019	447.00	11526590	ANNUAL RENEWAL	
	Total 55750:			447.00			
<b>55755</b>							
<b>DEMCO INC</b>							
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	102.61	6628813	SRP TSHIRTS	
	Total 55755:			102.61			
<b>55762</b>							
<b>OFFICE COPYING EQUIPMENT LTD</b>							
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	281.27	AR89849	JUNE-JULY 2019 COPIES	
	Total 55762:			281.27			
<b>55764</b>							
<b>RIVISTAS SUBSCRIPTION SERVICES</b>							
07/19	07-51-56506	SERIALS	07/29/2019	69.28	9519	ANNUAL PERIODICALS SUBSCRIPTIONS	
	Total 55764:			69.28			
<b>55765</b>							
<b>STOKES, DAVID</b>							
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	275.00	SRP PERFORM	PERFORMER 07/31/2019	
	Total 55765:			275.00			
<b>122312703</b>							
<b>ACH US BANK PCARD</b>							
07/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/29/2019	5.52	06JORDAN	Amazon-Teen Programming Pride Display	AMAZON.COM*MN6CV7W10 AMZN
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	19.99	06JORDAN	Amazon-Teen Programming Pride Display	AMZN MKTP US*M616B1NJ2 AM
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	150.19	06JORDAN	Half Price Books-Friends of GPL Donation Sum	HALF PRICE BOOKS #051
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	56.69	06JORDAN	Walmart -Teen Summer Reading Prizes	WAL-MART #5668
07/19	07-51-56501	YOUNG ADULT BOOKS	07/29/2019	39.97	06JORDAN	Playtechasia-Teen Media DVDs	PLAYTECH ASIA
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	9.96	06JORDAN	Menards-Teen Summer Reading Zen Garden Pr	MENARDS FRANKLIN WI
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	2.63	06JORDAN	Menards-Teen Summer Reading Zen Garden Pr	MENARDS E-COMMERCE

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GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	47.10	06JORDAN	Walmart-Teen Summer Reading Snacks	WAL-MART #1551
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	198.96	06JORDAN	Half Price Books-Friends of GPL Donation Sum	HALF PRICE BOOKS #051
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	43.23	06JORDAN	Half Price Books-Teen Summer Reading Prizes	HALF PRICE BOOKS #051
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	21.50	06JORDAN	Amazon-Teen Program	AMZN MKTP US*M68ZZ8HQ0 AM
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	9.32	06JORDAN	Bingo Program Teen Snacks for	WAL-MART #1551
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	9.32	06JORDAN	Bingo Program Adult Snacks for	WAL-MART #1551
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	9.31	06JORDAN	Bingo Program Kids Snacks for	WAL-MART #1551
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	41.60	06JORDAN	Teen SRP Program Minute to Win It	WM SUPERCENTER #1551
07/19	07-51-61100	MAINT SUPPLIES-BUILDING	07/29/2019	36.32	06KVICTORY	LIBRARY FLOOR MATS	ALSCO INC.
07/19	07-51-57100	UTILITIES	07/29/2019	224.98	06KVICTORY	LIBRARY	TWC*TIME WARNER CABLE
07/19	07-51-61100	MAINT SUPPLIES-BUILDING	07/29/2019	36.32	06KVICTORY	LIBRARY FLOOR MATS	ALSCO INC.
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	54.48	06REINKE	SRP Prizes	AMZN MKTP US*M64VW4F41 AM
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	147.83	06REINKE	SRP Prizes	TUESDAY MORNING # 0791
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	35.96	06REINKE	SRP Prizes	TUESDAY MORNING # 0791
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	33.94	06REINKE	SRP Prizes	TUESDAY MORNING # 0791
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	502.72	06REINKE	Replacements for Youth Area puzzles, treehous	LAKE SHORE LEARNING MATER
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	36.28	06REINKE	SRP Prizes	AMAZON.COM*M67XH7JN0 AMZN
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	58.13	06REINKE	SRP Prizes	AMAZON.COM*M660P13M0 AMZN
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	6.82	06REINKE	SRP Prizes	AMAZON.COM*M64QU9TM0 AMZN
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	25.00	06REINKE	SRP Prizes	WALGREENS #2752
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	7.35	06REINKE	SRP Prizes	AMZN MKTP US*M690K50W2
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	17.42	06REINKE	SRP Prizes	AMAZON.COM*M68T187W0 AMZN
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	14.00	06SCHNEIDER	supplies for adult cookbook program	WM SUPERCENTER #5668
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	41.04	06SCHUMACH	Uline June Office Supplies	ULINE *SHIP SUPPLIES
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	39.85	06SCHUMACH	Office Depot - June Office Supplies	OFFICEMAX/DEPOT 6869
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	79.43	06SCHUMACH	Demco - Processing Supplies	DEMCO INC
07/19	07-51-75031	LIBRARY PROGRAMS	07/29/2019	5.98	06SCHUMACH	Demco - 1000 Books Program supplies	DEMCO INC
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	97.95	06SCHUMACH	Office Depot - June Office Supplies	OFFICEMAX/DEPOT 6869
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	115.37	06SCHUMACH	Magazine rack	TSI-SHOPPER INC
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	115.37	06SCHUMACH	Magazine rack-Return	TSI-SHOPPER INC
07/19	07-51-55100	OFFICE SUPPLIES	07/29/2019	227.93	06SCHUMACH	Office Depot - June Office Supplies	OFFICEMAX/DEPOT 6869
07/19	07-51-56504	YOUTH BOOKS	07/29/2019	1,477.55	06VANKLOOST	Youth Books.AutoOrder	BAKER & TAYLOR - BOOKS
07/19	07-51-56504	YOUTH BOOKS	07/29/2019	1,891.27	06VANKLOOST	Youth Books	BAKER & TAYLOR - BOOKS
07/19	07-51-56500	ADULT BOOKS	07/29/2019	3,771.07	06VANKLOOST	Adult Fiction	BAKER & TAYLOR - BOOKS
07/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/29/2019	325.70	06VANKLOOST	Youth Media	BAKER & TAYLOR - BOOKS
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	186.06	06VANKLOOST	WomensClub.LargePrint	BAKER & TAYLOR - BOOKS
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	44.29	06VANKLOOST	FriendsSRPprizes	BAKER & TAYLOR - BOOKS
07/19	07-51-56501	YOUNG ADULT BOOKS	07/29/2019	174.31	06VANKLOOST	Teen Books	BAKER & TAYLOR - BOOKS
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	41.02	06VANKLOOST	Lucky Day media	BAKER & TAYLOR - BOOKS

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
07/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/29/2019	795.62	06VANKLOOST	Adult Media	BAKER & TAYLOR - BOOKS
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	428.37	06VANKLOOST	Lucky Day books.HolidayTreeDonation	BAKER & TAYLOR - BOOKS
07/19	07-51-56500	ADULT BOOKS	07/29/2019	1,094.45	06VANKLOOST	Adult Fiction	BAKER & TAYLOR - BOOKS
07/19	07-51-56500	ADULT BOOKS	07/29/2019	2,392.32	06VANKLOOST	Adult Nonfiction	BAKER & TAYLOR - BOOKS
07/19	07-51-75028	LIB DONATION PURCHASE	07/29/2019	384.00	06VANKLOOST	Friends.YouthAreaPlayCube	PEOPLE FRIENDLY PLACES
07/19	07-51-56300	TRAINING	07/29/2019	135.00	06VANKLOOST	DirectorTrainingHiringForDiversity	UWEX REGISTRATION
07/19	07-51-51200	OPERATING EQUIPMENT	07/29/2019	119.40	06VANKLOOST	SignageSoftware	CANVA* 02348-10589956
07/19	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	07/29/2019	121.85	06VANKLOOST	NewspaperDistribRack	SP * WIRELINE
Total 122312703:				15,705.38			
Grand Totals:				21,019.78			



Account Number	Account Title	07/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	.00	630,000.00	524,331.18	105,668.82	83.23%
07-00-21123	LIBRARY - MCFLS RECIP	.00	9,300.00	10,557.03	1,257.03-	113.52%
07-00-22515	DONATIONS LIBRARY	8,300.73	13,000.00	10,202.02	2,797.98	78.48%
07-00-22958	LIBRARY COPIER SALES	1,211.00	5,000.00	2,837.55	2,162.45	56.75%
07-00-22959	LIBRARY FINES	602.47	11,000.00	7,829.08	3,170.92	71.17%
07-00-22960	LIBRARY BOOK CHARGES	28.51	1,000.00	1,242.78	242.78-	124.28%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	80.50	1,000.00	702.12	297.88	70.21%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		10,223.21	670,300.00	557,701.76	112,598.24	83.20%
Net Total LIBRARY FUND:		10,223.21	670,300.00	557,701.76	112,598.24	83.20%
Net Grand Totals:		10,223.21	670,300.00	557,701.76	112,598.24	83.20%

Account Number	Account Title	07/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	.00	630,000.00	524,331.18	105,668.82	83.23%
07-00-21123	LIBRARY - MCFLS RECIP	.00	9,300.00	10,557.03	1,257.03-	113.52%
07-00-22515	DONATIONS LIBRARY	8,300.73	13,000.00	10,202.02	2,797.98	78.48%
07-00-22958	LIBRARY COPIER SALES	1,211.00	5,000.00	2,837.55	2,162.45	56.75%
07-00-22959	LIBRARY FINES	602.47	11,000.00	7,829.08	3,170.92	71.17%
07-00-22960	LIBRARY BOOK CHARGES	28.51	1,000.00	1,242.78	242.78-	124.28%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	80.50	1,000.00	702.12	297.88	70.21%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		10,223.21	670,300.00	557,701.76	112,598.24	83.20%
Net Total LIBRARY FUND:		10,223.21	670,300.00	557,701.76	112,598.24	83.20%
Net Grand Totals:		10,223.21	670,300.00	557,701.76	112,598.24	83.20%

VILLAGE OF GREENDALE  
BALANCE SHEET  
6/30/2019

ASSETS

07-00-111000	CASH DEPOSIT	\$ 255,174.98
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS	<u><u>\$ 255,374.98</u></u>
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (15,705.38)
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	\$ (15,705.38)
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FUND EQUITY

07-00-170000	FUND BALANCE	\$ (46,080.08)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (193,589.52)</u>

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY	<u><u>\$ (239,669.60)</u></u>
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\$ (255,374.98)

# GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 8/7/19  
To: Library Board  
From: Brian Van Klooster, Library Director  
**Re: Agenda item # 7-a**

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## Discussion:

I have inquired with the Village Manager and other Milwaukee library directors about their COLA calculation practices.

The Village Manager notes that his COLA calculation is based on many variables including bargaining agreements, overall village budget projections, and the formula used by other financial organizations to predict Social Security COLA.

6 of the 7 responding library directors say they adopt their municipality's COLA. The 6<sup>th</sup> respondent was from a library co-owned by 4 municipalities, so they must operate fairly independently (North Shore). North Shore practice is to 'aim for 2% and hope for the best'.

Kiplinger predicts the Social Security 2020 COLA to be 1.6%.

	Village COLA	SSI COLA	CPI		Village COLA	SSI COLA	CPI
2018	2.0	2.8	2.2	2013	1.0	1.5	1.5
2017	1.3	2.0	2.1	2012	2.0	1.7	2.1
2016	1.0	0.3	1.3	2011	0.0	3.6	3.2
2015	1.8	0.0	0.1	2010	3.2	0.0	1.6
2014	1.8	1.7	1.6	2009	3.25	0.0	-0.4

	Village COLA	SSI COLA	CPI
10 yr average	1.7	1.4	1.6

## Fiscal implication:

The Library's 2020 wage/benefit estimate shows a total personnel budget difference of \$1495 between a 1.6% and 2.0% COLA.

## Library Director's recommendation:

Adopt a Library Board Policy for calculating annual staff Cost of Living Adjustments, for example:

- 1) Continue past practice of estimating a COLA after discussion with Village Manager in August for budget development, wait for Village Board Salary Resolution adoption in October/November, adopt Library Salary Resolution at following Library Board meeting, and revise Library budget accordingly for final Village budget.

OR

- 2) Adopt COLA based on average of past 10 years of Village COLAs for August Library Salary Resolution.

## 2019-2022 LIBRARY BUDGET PROJECTION

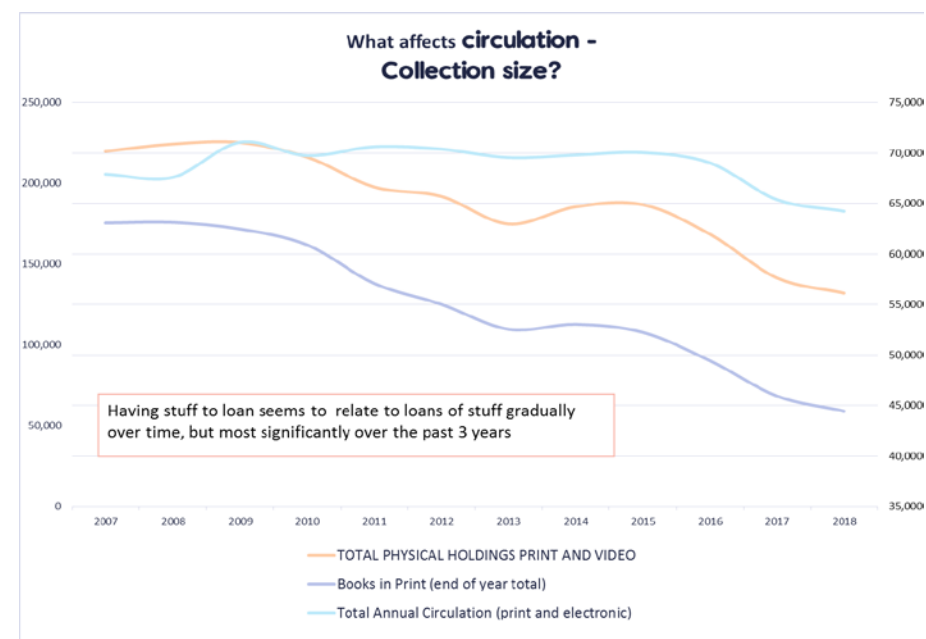
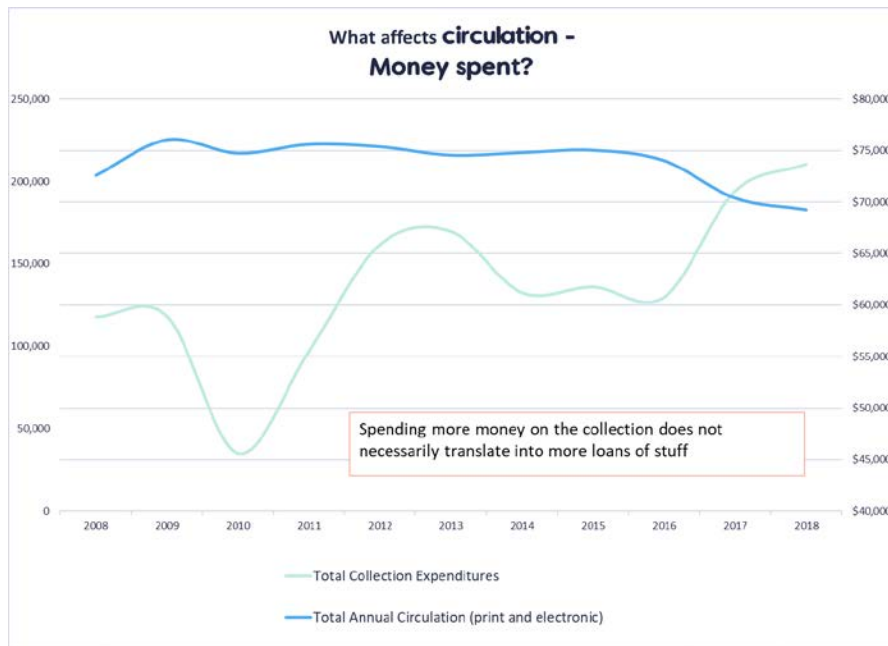
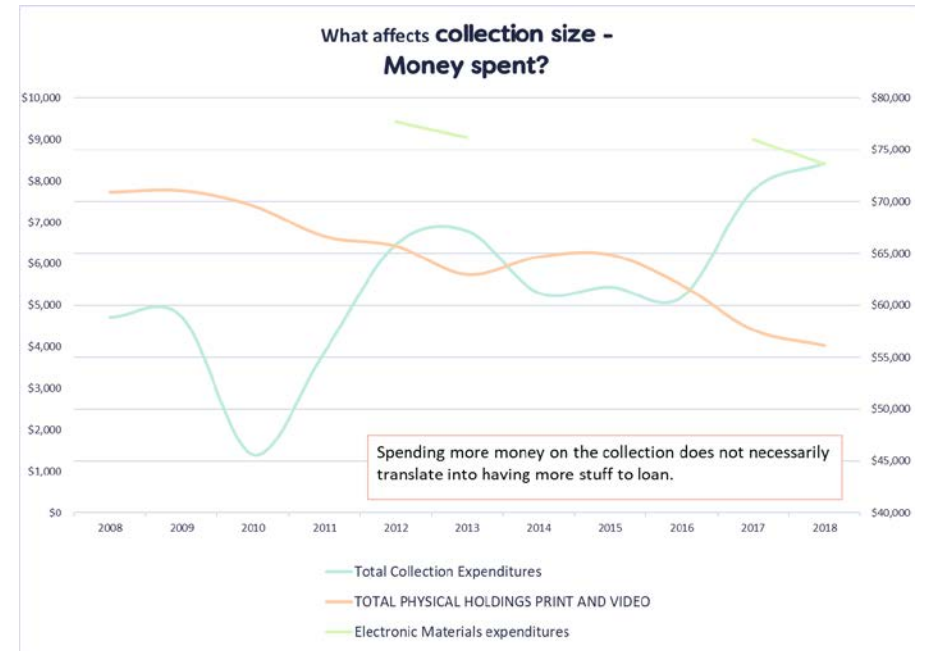
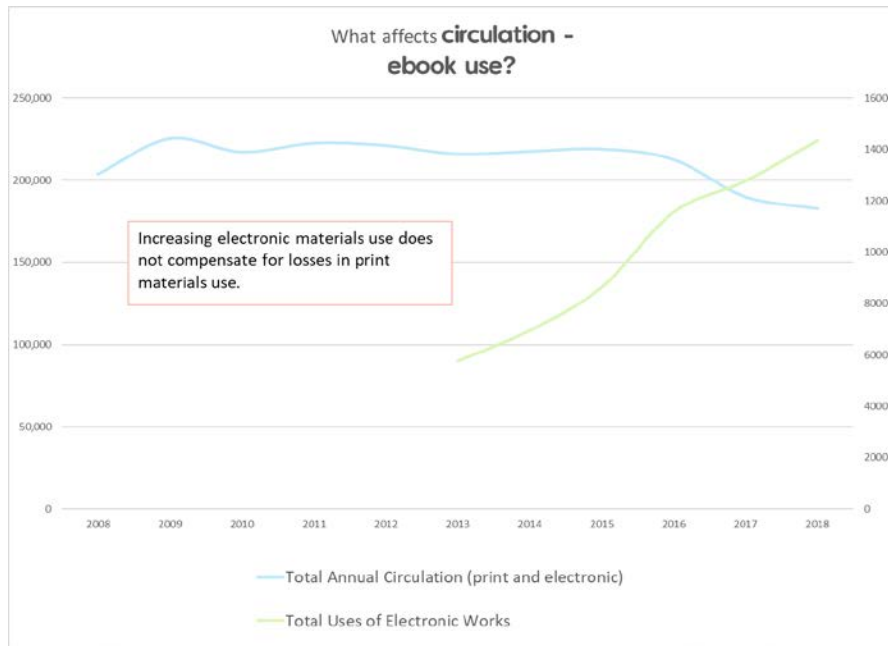
LIBRARY		2018 ACTUAL BUDGET	2019 ADOPTED BUDGET	2019 Estimated year end (7/8/2019)	2020 Projected for Village Trustees (9/7/2018)	2020 Projected (7/8/2019)	2020 Projected (8/15/2019)	2021 Projected (7/8/2019)	2022 Projected (7/8/2019)
REVENUES					1.6% increase		2.4% increase		
	07-21102 PROPERTY TAX LEVY	560386	630,000	630,000	640,000	640,000	645,000	680,000	700,000
	07-21123 LIBRARY - MCFLS RECIPROCA	24913	9,300	10,600	9,000	8,000	8,000	7,700	7,700
	07-22515 LIBRARY - DONATIONS	19051	13,000	13,000	10,000	13,000	13,000	12,000	12,000
	07-22958 LIBRARY COPIER SALES	7162	5,000	3,000	5,000	3,000	3,000	3,000	3,000
	07-22959 LIBRARY FINES	11484	11,000	14,000	11,000	12,000	12,000	11,000	10,000
	07-22960 LIBRARY BOOK CHARGES	1525	1,000	2,400	1,200	2,000	2,000	1,600	1,600
	07-22965 CLC REVENUES								
	07-22968 LIBRARY OTHER REVENUES	4450	1,000	1,200	1,000	1,000	1,000	1,000	1,000
	07-00-29900 OPER TRANS IN/OUT								
	TOTAL	628,971	670,300	674,200	677,200	679,000	684,000	716,300	735,300

# 2019-2022 LIBRARY BUDGET PROJECTION

DO NOT ENTER DATA BELOW - POPULATED FROM ABOVE									
LIBRARY		2018 ACTUAL BUDGET	2019 ADOPTED BUDGET	2019 Estimated year end (7/8/2019)	2020 Projected for Village Trustees (9/7/2018)	2020 Projected (7/8/2019)	2020 Projected (8/15/2019)	2021 Projected (7/8/2019)	2022 Projected (7/8/2019)
<b>EXPENDITURES</b>									
	07-51-42100 SALARIES - REGULAR	228,905	231,687	230,000	237,500	236,300	236,300	242,444	248,747
	07-51-42200 SALARIES - TEMPORARY	153,879	161,857	160,000	166,000	171,800	171,800	176,267	180,850
	07-51-45100 HEALTH INSURANCE	55,606	60,400	60,000	56,200	66,440	66,440	73,084	80,392
	07-51-45200 LIFE INSURANCE	273	400	800	500	1,000	1,000	1,000	1,000
	07-51-46100 SOCIAL SECURITY	16,791	18,457	18,000	19,800	19,116	19,116	20,301	21,560
	07-51-46200 RETIREMENT CONTRIBUTIO	18,907	19,499	19,000	20,000	20,000	20,000	20,000	20,000
	07-51-46300 MEDICARE	5,258	5,707	5,000	5,200	5,200	5,200	5,300	5,400
	07-51-51200 MAINTENANCE-EQUIPMEN	25,679	21,320	21,300	21,020	21,500	21,500	21,340	21,740
	07-51-53920 MCFLS AUTOMATION	20,057	20,900	21,000	20,900	20,800	20,800	22,600	22,600
	07-51-55000 COMMUNICATIONS	-	-	-	850	850	850	850	850
	07-51-55100 OFFICE SUPPLIES	15,663	9,500	9,500	9,500	8,500	8,500	8,500	8,500
	07-51-56100 DUES AND PUBLICATIONS	5,463	6,310	6,300	3,700	2,000	2,000	2,000	2,000
	07-51-56300 TRAINING	1,103	2,500	2,500	1,300	2,600	2,600	2,600	2,600
	07-51-56500 ADULT BOOKS	20,564	25,000	25,000	25,000	25,000	18,000	22,000	22,000
	07-51-56501 YOUNG ADULT BOOKS	1,552	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	07-51-56502 ADULT AUDIO BOOKS	1,017	600	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	1,000
	07-51-56504 YOUTH BOOKS	17,276	21,000	30,000	21,000	21,000	16,000	18,000	18,000
	07-51-56505 YOUTH MEDIA	428	-	-	-	-	-	-	-
	07-51-56506 SERIALS	3,833	4,000	4,000	4,000	4,500	4,500	4,000	4,000
	07-51-56508 MCFLS DATABASES	9,188	9,200	8,500	8,400	9,500	9,500	10,000	10,000
	07-51-57100 UTILITIES	26,622	26,250	26,000	26,250	26,250	26,250	26,250	26,250
	07-51-61100 MAINT SUPPLIES-BUILDING	6,270	8,150	8,100	8,150	10,700	10,700	11,000	11,000
	07-51-75023 MCFLS RECIPROCATATE EXP	24,913	9,300	10,600	9,000	8,000	8,000	7,700	7,700
	07-51-75028 LIBRARY DONATION EXPE	19,051	13,000	13,000	10,000	13,000	13,000	12,000	12,000
	07-51-75031 LIBRARY PROGRAM EXPE	7,471	10,000	8,000	10,000	8,000	8,000	8,000	8,000
	07-51-83000 CAPITAL OUTLAY-EQUIPM	9,497	10,000	9,499	9,500	6,800	6,800	6,800	6,800
	07-51-92900 MISCELLANEOUS	1,345	1,000	1,000	1,000	1,200	1,200	1,200	1,200

## 2019-2022 LIBRARY BUDGET PROJECTION

DO NOT ENTER DATA BELOW - POPULATED FROM ABOVE									
	TOTAL	697,460	698,537	700,199	697,870	713,156	701,156	726,336	746,289
	REVENUES EXCEEDING/(UNDER) EXPENDITURES	(68,489)	(28,237)	(25,999)	(20,670)	(34,156)	(17,156)	(10,036)	(10,989)
	FUND BALANCE - END OF YEAR	46080	17,843	20,081		(14,075)	2,925	(24,111)	(35,100)
	<i>Fund balance as % of revenue</i>					-2.0%	0.4%	-3.3%	-4.7%





**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 8/13/19  
To: Library Board  
From: Brian Williams-Van Klooster, Library Director  
Re: **Agenda item # 8-a:** elect Officers

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**Attachments:**

none

**Discussion:**

The Library Board must elect a President, Vice President and Trustee.

Office	2018-2019	2017-2018	2016-2017
President	Kim Amidzich	Marty Lubing	Marty Lubing
Vice President	Deb Huberty		
Treasurer	Gary Kiltz		
Friends Liason (appointed by Board President)	Deb Huberty	Deb Huberty	

Excerpt from the Greendale Public Library Board of Trustees Bylaws:

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

*Article IV: Officers*

*President*

*Vice President*

*Treasurer*

*President:*

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

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

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

**Fiscal implication:**

None

**Library Director's recommendation:**

Elect representatives for each Office.

**GREENDALE PUBLIC LIBRARY  
DIRECTOR'S REPORT**



Date: 8/16/19  
To: Library Board  
From: Brian Van Klooster, Library Director  
Re: ***Directors' Report: July/August 2019***

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**General updates:**

- Strategic Plan survey – 1 response received, very positive, no specific actionable feedback. Recommend to hold survey and Plan draft open until Village October/November Newsletter is
- Girl Scout Troop 1662 book donation – 16 books of diverse titles were donated, including *The Hate U Give*, *Becoming*, and *Confessions of a Part-Time Indian*. Book plates were added by staff after approval by the Troop leader - "This book was donated by Greendale Girl Scout Troop 1662 to acknowledge literature as a gateway to understanding diverse people and viewpoints"
- Greendale Reads – staff have begun discussions of a renewed Greendale Reads that would support Greendale's Coalition on Equity Diversity and Inclusion
- Student ID as Library Card – GSD students had their second annual opportunity to connect their student IDs to Library Cards, or create new library accounts, as part of the school enrollment process. Statistics and data will be shared at the September meeting.
- MCFLS marketing of September Library Card Signup Month – digital billboards will be seen throughout the county promoting this effort. See MCFLS email following this report. This is an example of the type of system-wide service MCFLS will increasingly offer as it begins to retain more State Aid in the upcoming and future MCFLS *ILS and Resource Sharing Agreement*.
- Planning is underway for the November 22 Library All Staff Day – topics covered will be ½ day Mental Health First Aid, CPR/AED refresher, and well as unconscious bias training (District HS student leadership team presentation?)
- Director recent and upcoming vacation: August 19-23, August 26, October 28-29

**Programs:**

- Village Days hours extended Friday until 8 and Saturday until 5 – Friday evening was very quiet and Saturday was busy especially with bathroom use until close.
- Car show extended hours Saturday 8/17 (8A-5P)

**Staffing updates:**

- Resignation of Mikayla S (Page) –we will hold this vacancy now that summer and high circ time is cleared, working with existing staff to ensure 3<sup>rd</sup> staff person is on schedule Wednesday nights in her place. This 3<sup>rd</sup> person is essential for cooperation with end-of-day lockup, pickup, building clearing, last minute patrons, etc.

**Meetings attended:**

- 8/1, MCFLS LDAC
- 8/1, North Shore Library to inspect analog-to-digital conversion kit for patron use, for possible partnership with Greendale historical society to digitize materials
- 8/20, Greendale Library Friends

**Meetings upcoming:**

- Innovative User's Group one day conference (library catalog software, all expenses paid by MCFLS)

**From:** [Steve Hesel](#)  
**To:** [MCFLS Board](#); [LDAC](#)  
**Subject:** Update on September Marketing and Billboards  
**Date:** Tuesday, July 23, 2019 11:57:20 AM  
**Attachments:** [Digital bulletins 1.pdf](#)  
[Billboard Orders.xlsx](#)  
**Importance:** High

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To all MCFLS Trustees and LDAC Members,

I wanted to forward a follow up to our collaboration with Bridges and Lakeshore Library systems to promote library card sign-up month in September. This collaboration includes Facebook posts, billboard signage and radio spots. We've got new information on the billboard signage I wanted to share and I invite you to offer feedback.

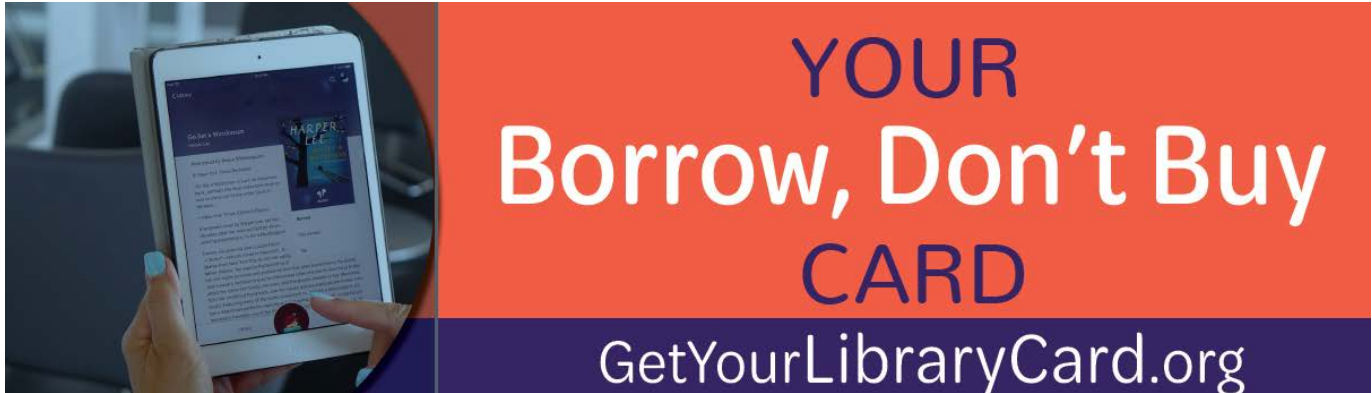
- Here's a link to a map showing the Milwaukee County billboard placement:  
<https://drive.google.com/open?id=1dICFzBAbaCgTNrsZEyqFSEurgqQ6-ooP&usp=sharing>. We dealt exclusively with Clear Channel to keep costs down. Six of the seven are traditional billboards. The last one on I-43/94 near the airport is digital signage that shows multiple messages during the day.
- The placement of the billboards was made to get as much CPM (cost per 1000 impressions) as possible. While it may seem areas of the county are not covered, the placement was made specifically to get as many eyeballs on the billboards as possible and get a good return on the investment. There's more specific information on the impressions in the attached spreadsheet.
- The billboards will feature short slogans that can be customized per location. The options we are planning to use at each location are in the attached spreadsheet as well. The artwork and slogans are in the attached document "Digital bulletins 1". These are a sample of some of the options:
  - Your **Borrow, don't buy** card
  - Your **Read on the go** card
  - Your **Friday night movie** card
  - Your **Learn something new** card
  - Your **Read while you wait** card
- All the billboards, Facebook ads and radio spots will feature a new URL for the campaign: **GetYourLibraryCard.org**. When that site is live it will include links to sign up for a library card based on residence, a linked list of member libraries within each system, a page detailing the value of a library card and contact information for the systems. The link to sign up for a card for Milwaukee County residents will go directly to our self-registration form: <https://countycat.mcfls.org/selfreg>. After a successful submission, the patron gets an email welcoming them to the system and instructions on how to get a full access card.

I'm interested in your feedback on the campaign, but on these areas in particular:

- The slogans and the locations at which they are used
- Any thoughts on the artwork or design
- Additional information to include at the URL

Thanks for your help. If you could **please relay your feedback by Monday, July 29<sup>th</sup>**, I would appreciate it. Jill from Bridges needs to submit changes next week.

Steve Heser  
System Director  
Milwaukee County Federated Library System  
414.286.8149  
steve.heser@mcfls.org



# GREENDALE PUBLIC LIBRARY

## STAFF REPORT



Date: 8/17/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: July/August 2019**

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### Adult Services (Nicole):

- In July to keep up with our space theme for summer reading I had a galaxy bath bomb program. We had 4 people attend the program and each got to make 4-5 bath bombs to take home with them.
- As summer reading came to a close this month, I handed out appreciation gifts to our summer volunteers that had manned the table and our regular volunteers. All of our volunteers do such a tremendous job with whatever task/project we ask of them and we wanted to show our appreciation and gratitude for the time and effort they devote to us.

### Teen Services (Tara):

Teen Summer Reading has been in full swing this past month with the following programs:

- June 17<sup>th</sup>-Keep Talking and Nobody Explodes. This was a fun video game program in which the teens had to help each other disarm bombs. Twelve teens participated in this program



- June 20<sup>th</sup>-Melted Crayon Art-Before summer began the library asked for crayon donations so that we could do this teen craft and the community came through for us. Teens were able to make art on canvases by melting crayons using hair dryers. Seventeen teens participated.

- June 24<sup>th</sup>-Minute to Win It- Eighteen teens participated in the program to race against the clock and complete fun and silly tasks.
- June 27<sup>th</sup>-Teen Movie-Space is our summer reading theme so seven teens got together to lounge on our beanbags, eat snacks, and watch the movie Galaxy Quest.
- July 11<sup>th</sup>-DIY Zen Gardens-Twenty-one teens came to this program to create their own mini Zen Gardens.



- July 15<sup>th</sup>-Teen Taste Test Challenge-Seventeen Teens participated in a series of activities to see if they could identify foods blindfolded or taste the difference between name brand and generic brand foods.



- July 18<sup>th</sup>-Teen movie-In keeping with the summer reading space theme seven teens gathered to watch the 5<sup>th</sup> Wave. A science fiction alien movie based on a popular teen book.

#### **Circulation Services (Julie):**

- On July 29<sup>th</sup> Julie attended a CVMIC training course on Coaching and Feedback. Topics of discussion included learning the difference between coaching and mentoring, asking open-ended questions to generate dialog, and including employees in the action plan. We then practiced these skills during small group role-playing sessions.
- For the 2nd year in a row, Judy J. started a CLC team to participate in the 2019 Walk to End Alzheimer's. The walk will be on Sunday Sept. 15

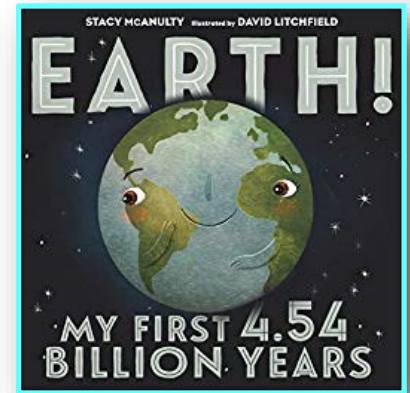


# July 2019

## Youth Services Highlights

### Summer Reading

- Planned and administered youth summer reading activities, including *Lego Club*, *Storytime*, and *Wonderful Wednesday* performers. Attendance remained high.
- Planned and administered *Galaxy Rock Painting* evening program with the adult and teen librarian. Attendance was 107, a record for an all ages/family program



### Collection Development

- Overhauled the astronomy section in the youth area. Accomplishments included weeding over 30 outdated space books and adding 50 new space books. Customers commented about the improved selection of books

### Training/Professional Development

- Started responsibilities as co-chair for the 2019-20 Youth Services for Milwaukee County Federated Library System. Tasks included working with Library Systems Administrator to obtain accurate contact information of youth staff at all MCFLS libraries, planning meeting dates and agendas for meetings

### Galaxy Rock Painting Family Night



Greendale Library Board, 8/17

