



**Library Board Agenda  
GREENDALE PUBLIC LIBRARY  
Wednesday October 17, 2018  
5:30 p.m.**

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

- |  |  |
|--|--|
| 1) Call to Order   |  |
| 2) Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken at these meetings.  |  |
| 3) Public Comments   |  |
| 4) Approval of the Minutes: September 19, 2018 regular meeting   | ACTION   |
| 5) Approval of Financial Reports:<br>a) Check Register: 09/18  | ACTION   |
| 6) Review of Financial Statements:<br>a) Expenditures to Actual Comparison: 09/18<br>b) Revenue to Actual Comparison: 09/18<br>c) Balance Sheet: 08/18   | INFORMATION<br>INFORMATION<br>INFORMATION        |
| 7) Unfinished Business:<br>a) Consider a motion to approve the Community Learning Center Operational Agreement and Memorandum of Understanding between Friends of the Greendale Public Library and Greendale Public Library<br>ATTACHMENT-MEMO AND DOCUMENTS<br>b) Village 2019 Budget update<br>ATTACHMENT-BUDGET SUMMARIES   | ACTION<br><br>DISCUSSION                         |
| 8) New Business:<br>a) Library revenues review and forecast (requested by President Amidzich)<br>ATTACHMENT-CHART<br>b) Trustee continuing education topics of interest<br>ATTACHMENT-MEMO<br>c) Allowing patron access to electronic resources with fines of any amount<br>ATTACHMENT-DOCUMENTS<br>d) Consider a motion to change the November Library Board meeting date due to holiday timing | DISCUSSION<br>DISCUSSION<br>DISCUSSION<br>ACTION |
| 9) Informational and Discussion Items:<br>a) Director's Report<br>b) Library Staff Reports<br>c) President's Report<br>d) Friends Board Report   |  |
| 10) Correspondence   |  |
| 11) Adjournment  |  |

cc: Library Board  
Village Manager  
Assistant Village Manager  
GreendaleNow (jane.ford@jrn.com)  
GD Police posting (szuber@greendalepolice.org)

## PUBLIC NOTICE

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

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday September 19, 2018**

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

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

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

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES**

Trustee Dombrowski moved, Trustee Huberty seconded approval of the August 15, 2018 and September 5, 2018 minutes.

Ayes: All

Noes:

Motion to approve: Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: August 2018

Trustee Huberty moved, Trustee Dombrowski seconded approval of the August 2018 expenditures in the amount of \$13,181.16.

Ayes: All

Noes:

Motion to approve: Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Expenditures to Actual Comparison: 08/18
- b) Revenue to Actual Comparison: 08/18
- c) Balance Sheet: 07/18 (updated)

**UNFINISHED BUSINESS**

- a) Approval to submit Library's 2019 budget to Village

Trustee Dombrowski moved, Trustee Jensen seconded a motion to approve submittal of the Library's 2019 budget to the Village.

Ayes: Amidzich, Dombrowski, Huberty, Jensen

Noes: Genz

Discussion: Genz observed that the \$70,000 requested increase by the library represents a large majority of any funds made available through the usual Village levy increase. He suggested a smaller increase be planned for next and future years. Amidzich noted the School District levy reduction and implied that this might offset any increase the village might pursue. Wms-Van Klooster said that the library budget submittal is written to support reintroduction of Sunday hours and sustaining the currently high quantity and quality of programming. These services will be most at risk if the budget is not approved by the Village.

Motion to approve: Carried

### **NEW BUSINESS**

a) Library/CIP submission

Director Wms-Van Klooster noted that Village Manager Michaels requested a new range of CIP submittals for 2018-2022. As CLC facility point-person, he reviewed possible maintenance topics with Village Inspector Robers. Huberty confirmed that the Greendale School District is also responsible for a portion of some costs to the facility. The CIPs enclosed are for information only.

b) Proposal by Greendale Veterans Memorial for winter home of kiosk

Huberty said she believes the library's role as an information resource is a good home for the kiosk and trusts staff to work with the Veteran's Memorial Committee to locate the kiosk in an appropriate location. President Amidzich agreed.

### **INFORMATIONAL AND DISCUSSION ITEMS**

a) Director's Report

Wms-VK highlighted the recent addition of 800 new child library accounts due to the student ID as library card initiative. He also noted Veteran's Day and Oktoberfest planned activities and the reintroduction of CLC Directors meetings.

b) Library Staff Report

c) President's Report

d) Friends of the Greendale Public Library Report

e) Greendale Public Library Foundation Report

### **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>54646</b>						
<b>BIBLIOTHECA LLC</b>						
09/18	07-51-51200	OPERATING EQUIPMENT	09/13/2018	3,536.43	S10043256-US	SERVICE AGREEMENT 08/08/2018-12/31/201
Total 54646:				3,536.43		
<b>54657</b>						
<b>LORMAN EDUCATION SERVICES</b>						
09/18	07-51-56100	MEMBERSHIP DUES	09/13/2018	1,288.00	3391215-1	1 YR ALL STAFF ONLINE TRAINING SUBSCRI
Total 54657:				1,288.00		
<b>54661</b>						
<b>OFFICE COPYING EQUIPMENT LTD</b>						
09/18	07-51-55100	OFFICE SUPPLIES	09/13/2018	196.77	AR62748	JULY/AUG 2018 COPIES
Total 54661:				196.77		
<b>54666</b>						
<b>SYNCB/AMAZON</b>						
09/18	07-51-56500	ADULT BOOKS	09/13/2018	81.75	436788876564	ADULT BOOKS NF
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	29.90	437339694438	YOUTH MEDIA RECIP
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	75.52	437866578935	TEEN MEDIA RECIP
09/18	07-51-56504	YOUTH BOOKS	09/13/2018	8.52	438453549887	YOUTH BOOKS
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	65.84	438738349564	ADULT MEDIA RECIP
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	14.76	444334774988	YOUTH MEDIA RECIP
09/18	07-51-55100	OFFICE SUPPLIES	09/13/2018	9.50	447573698375	WEBCAM
09/18	07-51-56500	ADULT BOOKS	09/13/2018	12.34	447669477454	ADULT BOOKS FIC
09/18	07-51-56500	ADULT BOOKS	09/13/2018	28.11	449439638474	ADULT BOOKS NF
09/18	07-51-55100	OFFICE SUPPLIES	09/13/2018	58.00	449495744393	PAPER
09/18	07-51-55100	OFFICE SUPPLIES	09/13/2018	32.78	455379967946	TAPE
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	24.99	455384666435	YOUNG ADULT MEDIA
09/18	07-51-56504	YOUTH BOOKS	09/13/2018	68.50	466835767984	YOUTH BOOKS
09/18	07-51-55100	OFFICE SUPPLIES	09/13/2018	19.48	474774679645	BATTERIES
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	5.75	494465476574	ADULR MEDIA RECIP
09/18	07-51-55100	OFFICE SUPPLIES	09/13/2018	42.85	545988576399	LABEL PRINTER
09/18	07-51-55100	OFFICE SUPPLIES	09/13/2018	71.15	574556687359	BATTERIES, CLEANING SUPPLIES
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	47.95	575637466385	YOUTH MEDIA RECIP
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	57.19	669977559857	ADULT MEDIA RECIP

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
09/18	07-51-56500	ADULT BOOKS	09/13/2018	94.36	689434967476	ADULT BOOKS NF
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	147.50	779633933879	ADULT MEDIA RECIP
09/18	07-51-75028	LIB DONATION PURCHASE	09/13/2018	110.73	798549949335	SRP PRIZES-TEEN
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	32.92	863885998975	ADULT MEDIA RECIP
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/13/2018	80.41	875849953553	ADULT MEDIA
09/18	07-51-56504	YOUTH BOOKS	09/13/2018	6.99	899558876487	YOUTH BOOKS
09/18	07-51-56500	ADULT BOOKS	09/13/2018	105.86	996665844597	ADULT BOOKS FIC
09/18	07-51-92900	MISCELLANEOUS	09/13/2018	21.50	L180810	AMAZON CREDIT LATE FEE
Total 54666:				1,355.15		
<b>54705</b>						
<b>SYNCB/AMAZON</b>						
09/18	07-51-56500	ADULT BOOKS	09/27/2018	100.86	08/14/18-09/09/	ADULT BOOKS
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/27/2018	43.47	08/14/18-09/09/	YOUNG ADULT MEDIA RECIP
09/18	07-51-61100	MAINT SUPPLIES-BUILDING	09/27/2018	26.25	08/14/18-09/09/	SUPPLIES
09/18	07-51-56506	SERIALS	09/27/2018	102.89	08/14/18-09/09/	4 SUBSCRIPTIONS
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/27/2018	223.68	08/14/18-09/09/	READING RAMPAGE BOOKS
09/18	07-51-56500	ADULT BOOKS	09/27/2018	12.99-	08/14/18-09/09/	CREDIT
Total 54705:				484.16		
<b>122312532</b>						
<b>ACH WE ENERGIES</b>						
09/18	07-51-57100	UTILITIES	09/24/2018	2,223.91	AUGUST-SEPT	5647 Broad-5650 Parking St Library
09/18	07-51-57100	UTILITIES	09/24/2018	8.12	AUGUST-SEPT	5647 Broad-5650 Parking St Library
Total 122312532:				2,232.03		
<b>122312535</b>						
<b>ACH US BANK PCARD</b>						
09/18	07-51-56500	ADULT BOOKS	09/26/2018	7.38	08JORDAN	Amazon-adult book order
09/18	07-51-92900	MISCELLANEOUS	09/26/2018	6.99	08JORDAN	Mistaken charge and refund issued
09/18	07-51-75031	LIBRARY PROGRAMS	09/26/2018	25.00	08REINKE	Youth program supplies
09/18	07-51-56504	YOUTH BOOKS	09/26/2018	228.82	08REINKE	Youth books
09/18	07-51-75031	LIBRARY PROGRAMS	09/26/2018	5.28	08SCHNEIDER	Program Supplies
09/18	07-51-61100	MAINT SUPPLIES-BUILDING	09/26/2018	33.39	08SCHUMACH	Complete Office
09/18	07-51-61100	MAINT SUPPLIES-BUILDING	09/26/2018	26.64	08SCHUMACH	Office Max
09/18	07-51-56500	ADULT BOOKS	09/26/2018	189.59	08SCHUMACH	Showcases: Book Covers
						AMAZON.COM
						AMAZON.COM AMZN.COM/BILL
						WALGREENS #4556
						DESERET*BOOK CO
						WM SUPERCENTER #5668
						COMPLETE OFFICE OF WISCO
						OFFICEMAX/DEPOT 6869
						SHOWCASES

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
09/18	07-51-61100	MAINT SUPPLIES-BUILDING	09/26/2018	40.55	08UECKER	LIBRARY	ALSCO INC.
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/26/2018	46.81	08VANKLOOST	DVD's	BAKER & TAYLOR - BOOKS
09/18	07-51-56504	YOUTH BOOKS	09/26/2018	11.99	08VANKLOOST	Youth Books	BAKER & TAYLOR - BOOKS
09/18	07-51-75028	LIB DONATION PURCHASE	09/26/2018	125.76	08VANKLOOST	Donation	BAKER & TAYLOR - BOOKS
09/18	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/26/2018	1,106.37	08VANKLOOST	DVD's and CD's	BAKER & TAYLOR - BOOKS
09/18	07-51-56500	ADULT BOOKS	09/26/2018	964.02	08VANKLOOST	Adult Books	BAKER & TAYLOR - BOOKS
09/18	07-51-56500	ADULT BOOKS	09/26/2018	787.29	08VANKLOOST	Adult Books	BAKER & TAYLOR - BOOKS
09/18	07-51-56504	YOUTH BOOKS	09/26/2018	2,427.59	08VANKLOOST	Youth Books	BAKER & TAYLOR - BOOKS
09/18	07-51-56503	ADULT LARGE PRINT	09/26/2018	188.15	08VANKLOOST	Adult Large Print	BAKER & TAYLOR - BOOKS
09/18	07-51-56501	YOUNG ADULT BOOKS	09/26/2018	120.38	08VANKLOOST	Teen	BAKER & TAYLOR - BOOKS
Total 122312535:				6,342.00			
Grand Totals:				15,434.54			

M = Manual Check, V = Void Check

Account Number	Account Title	Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	26,085.98	220,065.00	171,420.91	48,644.09	77.90%
07-51-42200	SALARIES - TEMPORARY	16,467.87	145,826.00	115,864.15	29,961.85	79.45%
07-51-45100	HEALTH INSURANCE	4,874.34	46,500.00	39,385.65	7,114.35	84.70%
07-51-45200	LIFE INSURANCE	22.93	500.00	196.46	303.54	39.29%
07-51-46100	SOCIAL SECURITY	1,911.32	22,686.00	12,456.22	10,229.78	54.91%
07-51-46200	WRS EMPE/EMPR	2,177.31	24,515.00	14,009.08	10,505.92	57.14%
07-51-46300	MEDICARE	581.90	5,306.00	3,934.87	1,371.13	74.16%
07-51-51200	OPERATING EQUIPMENT	3,536.43	20,000.00	24,527.16	4,527.16-	122.64%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,657.00	20,057.00	600.00	97.10%
07-51-55100	OFFICE SUPPLIES	430.53	12,000.00	12,202.82	202.82-	101.69%
07-51-56100	MEMBERSHIP DUES	1,288.00	6,310.00	5,408.00	902.00	85.71%
07-51-56300	TRAINING	.00	1,000.00	977.75	22.25	97.78%
07-51-56500	ADULT BOOKS	410.29	25,000.00	14,134.95	10,865.05	56.54%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	804.09	695.91	53.61%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	752.89	152.89-	125.48%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	849.67	150.33	84.97%
07-51-56504	YOUTH BOOKS	84.01	21,000.00	16,731.77	4,268.23	79.68%
07-51-56505	YOUTH MEDIA	.00	.00	427.64	427.64-	.00
07-51-56506	SERIALS	102.89	4,000.00	3,450.61	549.39	86.27%
07-51-56508	MCFLS DATABASES	.00	8,400.00	9,188.49	788.49-	109.39%
07-51-57100	UTILITIES	.00	26,250.00	18,451.72	7,798.28	70.29%
07-51-61100	MAINT SUPPLIES-BUILDING	26.25	8,150.00	3,187.76	4,962.24	39.11%
07-51-75023	LIBRARY - MCFLS RECIP EXP	893.77	23,421.00	15,122.55	8,298.45	64.57%
07-51-75028	LIB DONATION PURCHASE	110.73	10,000.00	12,780.57	2,780.57-	127.81%
07-51-75031	LIBRARY PROGRAMS	.00	10,000.00	5,567.02	4,432.98	55.67%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	11,851.13	1,851.13-	118.51%
07-51-83100	LIBRARY RFID FUND	.00	.00	.00	.00	.00
07-51-83200	CLC JOINT EXPENSE	.00	.00	.00	.00	.00
07-51-83300	LB TO CLC CONTRIBUTION	.00	.00	.00	.00	.00
07-51-83400	LIBRARY LIGHTING	.00	.00	.00	.00	.00
07-51-83500	SERVICE AGREEMENT	.00	.00	.00	.00	.00
07-51-92900	MISCELLANEOUS	21.50	1,000.00	1,256.32	256.32-	125.63%
Total LIBRARY:		59,026.05	675,686.00	534,997.25	140,688.75	79.18%
Net Grand Totals:		59,026.05-	675,686.00-	534,997.25-	140,688.75-	79.18%

Account Number	Account Title	09/18 Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	.00	560,386.00	560,386.00	.00	100.00%
07-00-21123	LIBRARY - MCFLS RECIP	.00	23,421.00	24,750.60	1,329.60-	105.68%
07-00-22515	DONATIONS LIBRARY	2,483.25	20,000.00	16,041.49	3,958.51	80.21%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	4,059.37	940.63	81.19%
07-00-22959	LIBRARY FINES	529.99	11,000.00	8,041.40	2,958.60	73.10%
07-00-22960	LIBRARY BOOK CHARGES	21.00	1,000.00	885.08	114.92	88.51%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	63.60	1,000.00	1,034.49	34.49-	103.45%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		3,097.84	621,807.00	615,198.43	6,608.57	98.94%
Net Total LIBRARY FUND:		3,097.84	621,807.00	615,198.43	6,608.57	98.94%
Net Grand Totals:		3,097.84	621,807.00	615,198.43	6,608.57	98.94%

VILLAGE OF GREENDALE  
BALANCE SHEET  
8/31/2018

ASSETS

07-00-111000	CASH DEPOSIT	\$ 253,992.31
07-00-111080	PETTY CASH	\$ 200.00

TOTAL ASSETS \$ 254,192.31

LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (9,068.88)
07-00-151260	DEFERRED REVENUES - TAX	\$ 0.00
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -
07-00-172020	DUE TO/FROM 2 EQUIP REPL	\$ -
07-00-172090	DUE TO/FROM 60 TRUST AGENCY	\$ (0.00)
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00

TOTAL LIABILITIES \$ (9,068.88)

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (108,994.04)
	REVENUES OVER EXPENDITURES- YTD	\$ (136,129.39)

TOTAL FUND EQUITY \$ (245,123.43)

TOTAL LIABILITIES AND EQUITY \$ (254,192.31)

**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 10/1/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

**Re: *Agenda item # 7-a: Resigning of Agreement and MOU for CLC and Friends***

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**Attachments:**

- Community Learning Center Operational Agreement
- Memorandum of Understanding between Friends of the Greendale Public Library and the Greendale Public Library (rev 10/2018)
- Minutes of October 18, 2017 meeting of the Library Board

**Discussion:**

CLC Operational Agreement was approved by School District Board and signed by School District Board President in July 2017. It was presented to and approved by the Library Board at their October 2017 meeting. However, no copy of the signed Agreement can be found with these signatures in the Library Director's records. Additionally, the Agreement has not yet gone before the Village Board of Trustees for adoption.

Friends/Library MOU was also presented to and approved by the Library Board at their October 2017 meeting. However, no copy of the signed Agreement can be found in the Library Director's records.

**Fiscal implication:**

none

**Library Director's recommendation:**

President Amidzich sign both the CLC Operational Agreement and Friends/Library MOU. Charge Library Director with submitting the CLC Operational Agreement to the Village Manager for review and adoption by the Village Board of Trustees. Ensure final copies signed by all parties are returned to all signers.

**GREENDALE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**MINUTES**

**October 18, 2017**

President Lubing called the meeting of the Greendale Public Library Board of Trustees to order at 5:35 p.m.

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

Present: Lubing, Huberty, Amidzich, Jensen, Kiltz

Excused: Busalacchi

Also Present: Deborah Olguin, Library Director

**AUGUST 16, SEPTEMBER 6, OCTOBER 4 MINUTES**

Trustee Kiltz moved, Trustee Jensen seconded approval of the August 16, September 6 and the October 4, 2017 minutes.

Ayes: Lubing, Kiltz, Huberty, Amidzich, Jensen

Noes: None.

**AUGUST AND SEPTEMBER 2017 EXPENDITURES**

Trustee Kiltz moved, Trustee Amidzich seconded approval of the expenditures for August in the amount of \$37,889.22 and September 2017 in the amount of \$ 16,967.91.

Ayes: Lubing, Huberty, Amidzich, Jensen, Kiltz

Noes: None.

**OLD BUSINESS**

**APPROVAL OF HIRING STRATEGIC PLANNING CONSULTANT**

Trustee Kiltz moved, Trustee Amidzich seconded approval of hiring Kim Whitmore, Chief Change Officer with Ujima United, LLC, to facilitate the development of our strategic plan at the cost of no more than \$5000.

Ayes: Lubing, Huberty, Amidzich, Jensen, Kiltz

Noes: None.

**APPROVAL OF FRIENDS OF THE GREENDALE PUBLIC LIBRARY  
MEMORANDUM OF UNDERSTANDING**

Trustee Kiltz moved, Trustee Amidzich seconded approval of the Friends of Greendale Public Library MOU.

Ayes: Lubing, Huberty, Amidzich, Jensen, Kiltz

Noes: None.

## **NEW BUSINESS**

### **APPROVAL TO PRESENT A PROPOSAL TO THE VILLAGE BOARD OF TRUSTEES A PROPOSAL FOR THE LIBRARY BOARD TO ASSUME RESPONSIBILITY OF THE MEETING ROOM**

Trustee Kiltz moved, Trustee Jensen seconded approval to propose to the BOT the Library Board assume responsibility of the meeting room.

Ayes: Lubing, Huberty, Amidzich, Jensen, Kiltz

Noes: None.

### **APPROVAL OF EXPENDITURE OF QUILT RAFFLE PROCEEDS**

Trustee Busalacchi moved, Trustee Huberty seconded approval of the \$573.50 expenditure on new promotional materials with library logo.

Ayes: Lubing, Busalacchi, Kiltz, Huberty, Amidzich

Noes: None.

### **APPROVAL OF REVISED CLC AGREEMENT**

Trustee Amidzich moved, Trustee Busalacchi seconded approval of the revised CLC Agreement.

Ayes: Lubing, Busalacchi, Kiltz, Huberty, Amidzich

Noes: None.

### **CLOSED SESSION:**

Trustee Amidzich moved, Trustee Busalacchi seconded approval going into closed session.

Ayes: Lubing, Busalacchi, Kiltz, Huberty, Amidzich

Noes: None.

### **OPEN SESSION:**

Trustee Amidzich moved, Trustee Kiltz seconded approval of returning to open session.

Ayes: Lubing, Busalacchi, Kiltz, Huberty, Amidzich

Noes: None.

Adjournment at 6:30pm

Respectfully submitted,  
Deborah Olguin  
Library Director

## **Community Learning Center Operational Agreement**

**WHEREAS**, this Agreement made and entered into by the Village of Greendale, a Wisconsin municipality (hereinafter “the Village”), the Greendale School District, a political subdivision of the State of Wisconsin (hereinafter “the District”), and the Greendale Public Library Board, a public library board established under Chapter 43, Wis. Stats. (hereinafter “the Library Board”).

**WHEREAS**, the Village and the School District are legally authorized to enter into intergovernmental agreements for services or for the exercise of joint or common powers, pursuant to Section 66.30, Wis. Stats.;

**WHEREAS**, the Library Board may contract with library organizations to provide or receive library services, pursuant to Section 43.52 (4), Wis. Stats.;

**WHEREAS**, the Library Board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library as well as exclusive charge, control and custody of all lands, buildings, money or other property acquired or leased by the municipality for library purposes, pursuant to Section 43.58 (1), Wis. Stats.;

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement and other good and valuable considerations, the parties agree as follows:

### **Leadership and Policies**

Nothing contained herein shall be construed to limit the powers and duties of the District Board or the Library Board or to delegate such powers and duties as granted to them by Wisconsin law. All policies of the Community Learning Center shall be approved by both the District Board and the Library Board. Policies may be modified at any time with mutual approval of both boards. A Combined Community Learning Center Advisory Group shall be established which shall be responsible for developing and recommending policies for the Community Learning Center, and for establishing procedures.

The Group shall be comprised of 6 members:

- The President of the Library Board
- The Library Director
- The School Superintendent
- Director of Park and Recreation
- The Village Manager
- The Village Health Officer

**Staffing**

The parties will be responsible for providing staffing for the operation and maintenance of the Community Learning Center as follows:

The Library Board shall provide a Library Director certified by the Wisconsin Department of Public Instruction and such other staff as necessary to perform the public library mission of the Community Learning Center.

The District shall provide a Director of Park and Recreation and such other staff as necessary to perform the Park and Recreation mission of the Community Learning Center.

The Library Board shall provide overall supervision and evaluation of the Library Director.

The School District Director of Business Services shall provide supervision of the Director of Park and Recreation.

**Funding**

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

The District shall be responsible for the purchase of all materials used by the Director of Park and Recreation.

The Library Board shall be responsible for the purchase of all materials selected by the Library Director and all processing costs related to these materials.

The Village, the District and Library Board may jointly purchase certain items if mutually agreed to by the parties.

The parties shall mutually agree on how costs for existing and new technology are to be allocated or recovered.

The District shall be responsible for salaries and fringe benefits of all school and Park and Recreation personnel.

The Village and the Library Board shall be responsible for salaries and fringe benefits of all public library personnel.

### **Ownership of Assets**

Ownership of all materials, equipment, and furnishings provided or purchased during the initial construction using the capital charge to modify the Multipurpose Building so that it can house the Community Learning Center shall be retained by the Library Board and shall be identified as such.

In the event of termination of this agreement, all materials, equipment, and furnishings shall be divided in accordance with the ownership of the items.

### **Term, Termination, and Review of the Agreement**

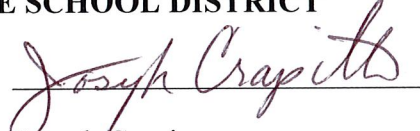
The term of this Agreement shall be for ten years unless terminated by any party. The Agreement may be terminated by any party for cause, or for any or no reason upon giving eighteen months notice. The Agreement may be extended upon mutual agreement of the parties. The parties agree to evaluate the effectiveness of the arrangement three years after the start of this agreement. The Agreement may be amended at any time with mutual agreement of the parties.

### **Signatures to Agreement**

#### **GREENDALE SCHOOL DISTRICT**

Dated: July 17, 2017

By: \_\_\_\_\_



Name: Joseph Crapitto

Title: School Board President

#### **GREENDALE PUBLIC LIBRARY**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Library Board President

#### **VILLAGE OF GREENDALE**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Village President

STATE OF WISCONSIN )

) ss.

MILWAUKEE COUNTY )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2017, the above-named \_\_\_\_\_, the President of the Village of Greendale, a Wisconsin political entity, to me known to be the person who executed the foregoing instrument and acknowledged the same, as the act and deed of said entity, by its authority.

Notary Public, State of Wisconsin

My Commission expires:

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## **Memorandum of Understanding between Friends of the Greendale Public Library and the Greendale Public Library**

The following will constitute an operating agreement between the Friends of the Greendale Public Library (Friends) and the Greendale Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Greendale Public Library Director and Library Board. The purpose of the Friends of the Greendale Public Library is to support the Library's programs and services by engaging our members and the Greendale community in fundraising, volunteer services, and advocacy, as identified by the Library Director and Staff in conjunction with the Library Board. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to share with the Friends the Library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to provide the Friends with a "wish list" each year that indicates the anticipated needs for Friends support in order of priority.

**The Library** agrees to provide a reasonable opportunity for input from the Friends while recognizing that the Library Board sets the policies and the Library Director manages the day-to-day operations of the Library.

**The Library** agrees to openly review and consider for approval Library programs and events that the Friends may consider initiating that do not conflict with planned Library events and which align with the Library's vision and mission.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Friends** agree to provide input into the Library's strategic plan and support its implementation.

**The Friends** agree to fund at least one wish list item every fiscal year provided that the Friends have sufficient funds for its operations.

**The Friends** reserve the right to decline to fund projects or initiatives for which the Library requests support.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include the Library Director as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree to include the Library Board Liaison as a non-voting presence at all Friends' meetings.

**The Friends** agree that any and all monies raised through fundraisers and membership dues, less a reasonable amount to cover operating expenses, will be spent exclusively for library programs, services, and other Library needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the Library Director has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** do not make policy or purchasing decisions for the Library without the approval of the Friends Board and Library Director.

**The Friends** agree that in the event that the Friends cease to conduct a membership meeting for more than a six month period or upon request of the Friends, the Library may take steps to form a new Greendale Public Library Friends organization which will receive all assets and materials of the inactive Friends.

**Director, Greendale Public Library:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**President, Friends of the Greendale Public Library:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**President, Greendale Public Library Board:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

BUDGET PROPOSED AT SPECIAL MEETING - 9/5/2018							
	2018 ADOPTED BUDGET	2018 Estimated year end	2019 BUDGET	2020	2021	2022	
REVENUES							
07-21102 PROPERTY TAX LEVY	560,386	560,386	674,147	660,670	678,970	697,470	
TOTAL	621,807	619,336	715,247	697,870	714,170	731,570	
EXPENDITURES							
TOTAL	675,686	675,500	691,147	697,870	714,170	731,570	
REVENUES EXCEEDING/(UNDER) EXPE	(53,879)	(56,164)	24,100	-	-	-	
FUND BALANCE - END OF YEAR	54,121	51,836	75,936	77,000	77,000	77,000	
Fund balance as percent of Expenditures			11.0%	11.0%	10.8%	10.5%	

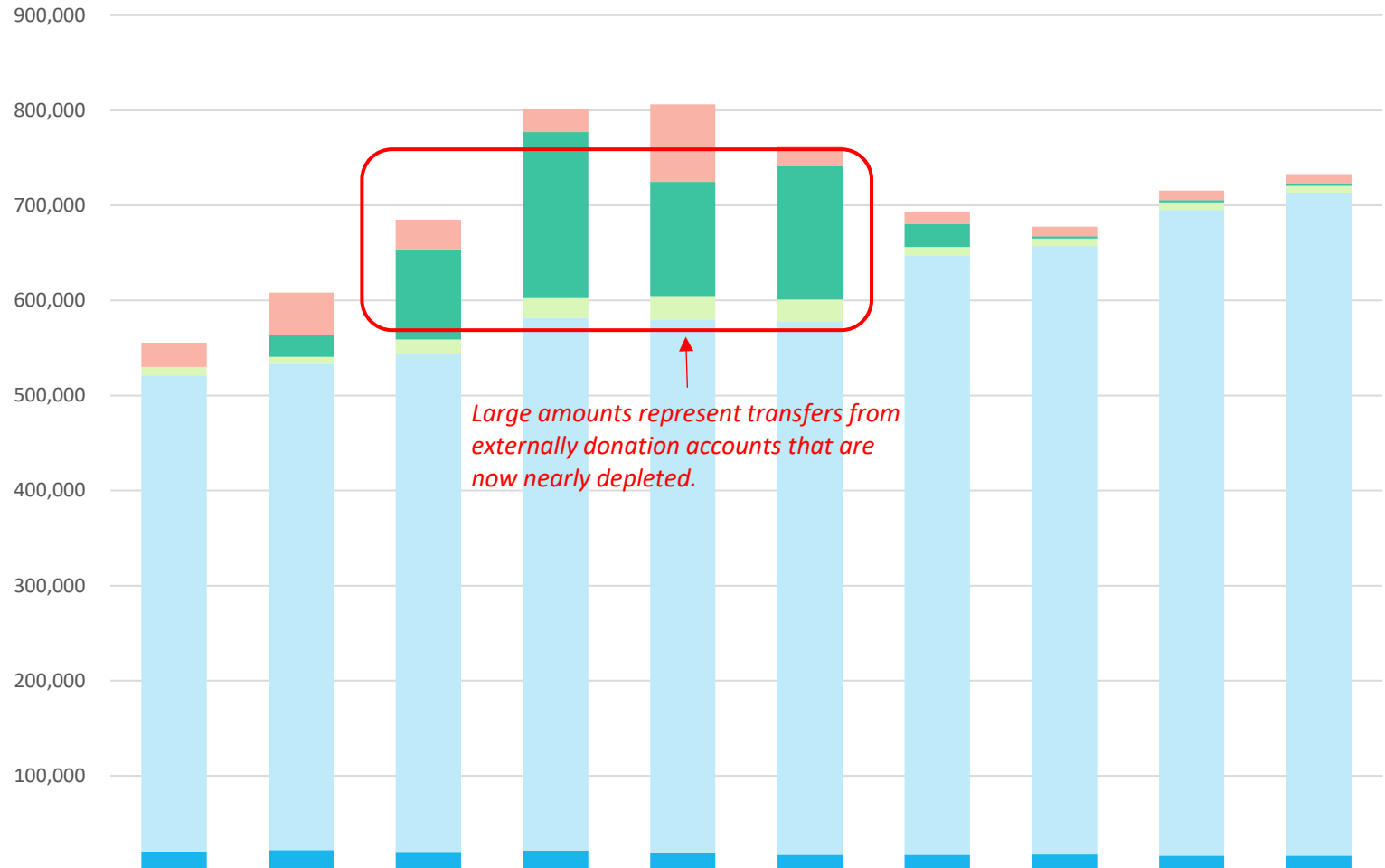
BUDGET DISCUSSED AT SPECIAL MEETING - 9/5/2018							
	2018 ADOPTED BUDGET	2018 Estimated year end	2019 BUDGET REV 9.7.18	2020	2021	2022	
REVENUES							
PROPERTY TAX LEVY	560,386	560,386	630,000	640,000	678,970	697,470	
TOTAL	621,807	619,336	671,100	677,200	714,170	731,570	
EXPENDITURES							
TOTAL	675,686	675,500	691,147	697,870	714,170	731,570	
REVENUES EXCEEDING/(UNDER) EXPE	(53,879)	(56,164)	(20,047)	(20,670)	-	-	
FUND BALANCE - END OF YEAR	54,121	51,836	31,789	11,119	11,119	11,119	
			4.6%	1.6%	1.6%	1.5%	

BUDGET APPROVED BY LIBRARY BOARD FOR SUBMITTAL TO VILLAGE MANAGER - 9/19/18							
	2018 ADOPTED BUDGET	2018 Estimated year end	2019 BUDGET SUBMIT 9.19.18	2020	2021	2022	
REVENUES							
PROPERTY TAX LEVY	560,386	560,386	630,000	640,000	678,970	697,470	
TOTAL	621,807	619,336	670,300	677,200	714,170	731,570	
EXPENDITURES							
TOTAL	675,686	679,425	689,651	697,870	714,170	731,570	
REVENUES EXCEEDING/(UNDER) EXPE	(53,879)	60,089	(19,351)	(20,670)	-	-	
FUND BALANCE - END OF YEAR	54,121	48,905	29,554	11,119	11,119	11,119	
			4.3%	1.6%	1.6%	1.5%	

BUDGET REVISED BY VILLAGE MANAGER FOR SUBMITTAL TO TRUSTEES - 10/10/2018							
	2018 ADOPTED BUDGET	2018 Estimated year end	2019 MANAGER BUDGET 10.10.18				
REVENUES							
PROPERTY TAX LEVY	560,386	560,386	630,000				
TOTAL	621,807	619,336	670,300				
EXPENDITURES							
TOTAL	675,686	675,500	698,537				
REVENUES EXCEEDING/(UNDER) EXPE	(53,879)	(56,164)	(28,327)				
FUND BALANCE - END OF YEAR	54,121	51,836	10,406				
			1.5%				

Health insurance cost revision by  
Manager (+\$8400)

## LIBRARY REVENUES as reported in Village Annual Budget Books



	2013	2014	2015	2016	2017	2018 ADOPTED	2019 PROPOSED	2020	2021	2022
DONATIONS	25666	44142	31165	23990	81796	20000	13000	10000	10000	10000
FUND BALANCE - END OF YEAR		23,490	94,860	174,657	120,142	140,618	24,200	2,458	2,458	2,458
STATE AID/MCFLS RECIPROCAL	8713	7143	15765	20897	24630	23421	9300	7928	8000	7000
PROPERTY TAX LEVY	500922	511464	523380	560386	560386	560386	630000	640000	678970	697470
Fines, Fees, Sales	20406	21965	19861	21277	19449	17000	17000	17200	16200	16100

**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 10/8/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

**Re:** a) ***Agenda item # 8-b:*** Trustee continuing education topics of interest

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**Attachments:**

none

**Discussion:**

I encourage discussion of topics related to public libraries when agendas are lean. Winter months of December-March are likely candidates. If the Board would like to pursue this please help me direct these discussions by identifying which topics might be of most interest. Some suggestions include:

- PLSR: the Public Library System Redesign project
- Wisconsin Public Library Standards, 2018 revision
- Wisconsin public library records law refresher
- Efficiencies and cost savings in public libraries
- Public library innovations
- MCFLS Strategic Plan and services review
- MCFLS Member Contract refresher
- ADA and the CLC
- Library value and advocacy (ALA, EveryLibrary)
- Library user/usage/funding trends (Pew surveys, PLA reports, LJ Budget Survey)

**Fiscal implication:**

none

**Library Director's recommendation:**

none

**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 10/11/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

**Re: *Agenda item #8-c: Allowing patron access to electronic resources with fines of any amount***

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**Attachments:**

- Email from Steve Hesel, MCFLS Director
- Talking points from Steve Hesel
- Library Journal article: *'The End of Fines?'*, September 15, 2018

**Discussion:**

Moving to a fine-free loan model is not a new concept, as the attached article notes. This discussion is not about going fine-free at GPL, but instead considering a MCFLS discussion of eliminating the barrier of fines impeding use of electronic resources, namely computers.

In this model customers would still accrue fines and fees as they have in the past, but would not be blocked from using computers or databases regardless of the fine amount.

Local discussion has been prompted by the co-occurrence of two MPL efforts: *LibraryNow* which issues a "digital card" to all students in MPS and many private schools; and their recent examination of cardholder ability to preserve fine-free accounts after a large scale fine forgiveness campaign (a large percentage cannot).

The discussion acknowledges the crucial role of access to a computer as an essential life resource and questions whether or not a person's immediate ability to pay fines, or their ability to responsibly borrow library material, should impede their use of this resource.

**Fiscal implication:**

Some fine/fee revenue would not be recouped quickly when the incentive to pay fees immediately is eliminated.

**Library Director's recommendation:**

None

**From:** Steve Hesel  
**To:** [LDAC](#)  
**Subject:** Talking points for allowing access to electronic resources for patrons with any fine amounts  
**Date:** Tuesday, August 14, 2018 2:16:12 PM  
**Attachments:** [Allowing Patrons Access to Electronic Resources.docx](#)

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To all LDAC members,

At the last meeting I was asked to develop a list of talking points regarding access to electronic resources for patrons with any fine amounts. I've created the following list based on input from a number of online sources. Feel free to use this document as you wish. I'll bring the topic back up in early 2019 to see if there is any feedback and desire to move forward on a policy as a system. Thank you.

Steve Hesel  
System Director  
Milwaukee County Federated Library System  
414.286.8149  
[steve.hesel@mcfls.org](mailto:steve.hesel@mcfls.org)

Allowing Patrons Access to Electronic Resources  
with Fines of any Amount

Talking Points for Boards and Decision Makers

Why should we consider allowing patrons access to electronic resources with fines of any amount?

- The library's mission. Part of the mission of any library is provide access to resources. Not allowing patrons to access to electronic resources based their inability to pay fines can be seen as antithetical to that mission and an inequitable service provision. In addition, children are unfairly impacted since they have no control over their parents' ability to pay fines off their accounts.
- Improving use of library resources. Circulation statistics nationwide have been in a downward trend for many years. Now more than ever libraries need to prove their worth to communities outside of circulation numbers. Removing barriers to access and driving use of electronic resources up can be one method of showing the value that libraries bring to the community outside of circulation.
- No risk of further loss. Patrons who use electronic resources cannot incur further fines or charges on their card. There is no risk to losing library materials.
- Possible public relations gains. There is no risk of further loss with allowing access to electronic resources, but the gains made in public relations for the library might be substantial.
- In-library usage of public workstations. Access to reference materials is not restricted within the library to those patrons with excessive fines. Should access to public workstations within the library be treated any differently?
- Improving relationships with patrons. An environment that restricts access of any type can set up an adversarial relationship with patrons. Eliminating obstacles to electronic resources can eliminate one source of animus and start the process of forging a positive relationship.
- Saving staff time. Removing obstacles to patron access for electronic resources can save staff time that would otherwise be spent resolving stressful situations and answering questions related to the policy.

As recently as a decade ago, for a library to abolish overdue fines was a radical move. Some libraries have been fine-free for years—a few for their entire existence. But for many, the idea has gathered momentum recently, along with the growing awareness that fines and fees are an equity issue, raising barriers to those who need the library most.

Apart from “this is how we’ve always done it,” there are three common reasons given for collecting fines and fees: to generate revenue, to ensure that books are returned, and to teach responsibility. These are the same across all types of libraries—public and academic, large and small, urban and rural. Yet as more libraries go fine-free, their experiences challenge all three.

Much has changed even since *LJ*’s January 2017 Fines and Fees survey (see “Doing Fines(s)?” at [ow.ly/7Cah30lABBD](http://ow.ly/7Cah30lABBD)). Those results showed 92 percent of the more than 450 respondents collecting fees. Only five percent of those did not charge for children’s materials. Although responding libraries estimated that around 14 percent of materials were returned late, the majority—88 percent—were returned within one week of the due date. Daily fines for lateness were typically small, approximately 17¢, but could be up to a maximum of \$5–\$10, or the cost of replacement.

Recently, large systems such as the San Diego Public Library; Enoch Pratt Free Library (EPFL); Baltimore; Salt Lake City Public Library (SLCPL); Nashville Public Library; and more have eliminated fines entirely, as have many suburban, small-town, and rural libraries. Academic libraries from private universities to small community colleges have elected to stop collecting late fees from students. Some libraries that have eliminated fines for books still charge

that they have examined their budgets, card registration patterns, renewal rates, and circulation statistics; reviewed before and after numbers and testimonials from peer libraries; and then stepped up to challenge the assumptions for collecting fines in the first place. Increasingly, they have found that eliminating fines has raised circulation numbers, brought lapsed users back to the library, and boosted goodwill, which can lead to substantial funding gains at the ballot box.

## REMOVING BARRIERS

In 2014, the Colorado State Library (CSL) undertook a two-year project, funded by the Institute of Museum and Library Services (IMLS), to promote early learning among low-income children. The resulting study and report, Project SPELL (Supporting Parents in Early Literacy Through Libraries), scrutinized barriers to public library use among

# THE END OF FINES?

As more and more libraries are finding, eliminating fees lowers barriers while still bringing books back into circulation

By Lisa Peet

parents and caregivers in low-income communities and discovered that fines and fees were among the greatest obstacles.

Many parents and caregivers surveyed said that although they did use the library, they didn’t let their children check out books because they didn’t want to risk late fines and were afraid they wouldn’t be able to return them in time—whether because of work schedules, mobility issues, or lack of reliable transportation. Other parents, explains CSL youth and family services consultant Beth Crist, told them, “We do let our kids check out books, but as soon as we get home we put them high up on the shelf and don’t let the kids touch them because we don’t want them damaged or lost.”

The study led to a white paper, “Removing Barriers to Access: Eliminating Library Fines and Fees on Children’s Materials,” issued in 2015, and many libraries have used it as a starting point for analyzing whether they can—and should—go fine-free.

## REVENUE, RETURNS, RESPONSIBILITY

Revenue from fines and fees has been falling steadily for years as more e-materials—which are returned automatically—enter circulation, and more libraries institute auto-renewal for physical materials without holds. The income generated by fines currently averages one percent or less across all types and sizes of libraries. Many that have gone fine-free have easily made up the shortfall by other means, such as offering passport services or holding fundraisers. Some even find that the cost of collecting fines equals or even exceeds the revenue thus generated, so that eliminating them doesn’t leave any shortfall to overcome.

### HAS YOUR LIBRARY CONSIDERED DOING AWAY WITH FINES?

One third of libraries currently charging fines have considered doing away with them.

	TOTAL*	POPULATION		
		SMALL (<25K)	MIDSIZE (25K–99K)	LARGE (100K+)
YES	34.3%	25.9%	31.6%	53.5%
NO	57.6	66.2	57.9	39.5
DON’T KNOW	8.1	7.9	10.5	7.0

SOURCE: *LJ* FINES & FEES SURVEY 2017 \*Weighted

fees on items such as DVDs or Playaways; others do not. Some place a freeze on holds until an item is returned; some don’t. (Nearly all fine-free libraries charge for lost or damaged items.) In her recent editorial “Farewell to Fines” (*LJ* 7/18), *LJ* editor in chief Rebecca T. Miller asked readers about their experiences going fine-free. Several of the responding libraries are included in this article.

What all fine-free libraries have in common, however, is

Lisa Peet is Associate News Editor, *LJ*

Late fees can encourage returns and thus put books back in circulation, but they can also backfire, as patrons who can't afford to pay the accumulated fines may decide not to return a book at all. Amnesty periods, reading down fines, or "food for fines" donation programs don't always serve the people who need them most. EPFL had held a number of food for fines initiatives over the years, and these proved solid partnerships with local food banks, reports CEO Heidi Daniel. The problem, she explains, "was that you can't ask a customer who themselves might benefit from the services of a food bank to participate in that program."

**The concept of promoting responsibility is the hardest to quantify and inspires debate** over whether it ought to be a library job even if fines were effective at doing so. Notes SLCPL executive director Peter Bromberg, "The library is an arm of the government, and I believe that the teaching of morals and behavior is really the purview of the family and the church. I would want to be very sensitive about the government stepping in and seeing itself as having a role to teach morals and moral responsibility." Even for those who are comfortable seeing libraries in that role, questions of equity arise: Is it fair to put a freeze on the card of a five-year-old who can't get to the library to return a book on time? Or to punish a patron who might need to choose between paying a fine and eating?

## STARTING ANEW

A number of recent fine-free initiatives originated with a new director who brought fresh eyes and a creative take on breaking down service barriers to their system.

Bromberg arrived at SLCPL in 2016 with the initial goal of laying the groundwork for a budget increase, imagining he'd save the question of fines for the following year. As he met with board members, city council, community leaders, and employees, however, he found himself casually bringing up the idea of going fine-free, and people were interested to hear more. In the process of discussing the budget, "I was workshoping the [fine-free] messaging a little bit," Bromberg explains. "I could start to see what was resonating and what wasn't."

By the time Bromberg gave his formal budget presentation in spring 2017, he recalls, the city council executive director was all in: "We want you to do this fine-free thing now. It's a great idea—why wait?" Surprised, Bromberg only had a few months to put a policy together, but it was passed and implemented by the beginning of July 2017. Bromberg elected to wipe all fines clean and go forward fine-free and immediately saw an increase in checkouts, new cards, and returning borrowers. He has been collecting statistics since then and gladly shares them, adding, "I feel like I have a part-time unpaid consulting gig...helping libraries go fine-free."

Sharing both quantitative and qualitative data on the transition is critical to assisting more libraries to move forward on eliminating fines. When then adult services director Bobbi Perryman wanted to take the Vespasian Warner Public Library District (VWPLD), Clinton, IL, fine-free in 2009, she reports, there was little hard or anecdotal data on the subject. The director at the time had a background in law enforcement, she says, "so her knee-jerk reaction was, 'They've broken the rules. They have to be punished somehow.'"

Perryman, now VWPLD executive director, did her own research. She pointed out that the library's overdue

fees, maxing out at \$2 per item, accounted for .0016 percent of its income while taking up large amounts of staff time. Perryman recalls college students who had lost library privileges as children coming in to pay their fines once they had jobs of their own.

Another groundbreaker, Colorado's Anythink Libraries, also decided to go fine-free in 2009—the change initiated by staff who had begun experimenting with the idea the previous summer. Fines were waived for children and teens who signed up for summer reading, recalls Director Pam Sandlian Smith, and "the response from the community was so positive that it set the conversation in motion to create a fine-free policy." The library formed a task force, made a recommendation to the administrative team, and developed a draft policy to present to the Board of Trustees.

"When people discover that they aren't going to be penalized for forgetting to return their books on time, they are always a bit surprised and always grateful," notes Sandlian



Smith. "We want people to remember the library for the fabulous experiences they encounter, not the grief of having to pay a fine for returning books a few days late."

## FINE-FREE FOR LIFE

Sometimes, however, the library convinces the director. When Cheryl Schoenhaar stepped into her role at the helm of the Town Hall Library (THL), North Lake, WI, in 2013, she had spent most of her 30 years of librarianship in fine-based institutions. THL, however, had been fine-free since it opened in 1966. At her welcoming reception, she recalls, "Over half of the 90 people who attended felt the need to get me into a quiet corner so that they could share two main themes over and over again—how truly wonderful the staff were...and how important it was to remain a no-fines library. As one member of the Friends of the Town Hall Library commented, 'Why would we want to fine our neighbors? That's just not the community we want to have.'"

THL serves a largely agricultural population that poses multiple challenges to due dates. Farmers' schedules don't always align with that of the library, Schoenhaar says, vacation home owners take books back to their home states by mistake, and homeschoolers tend to keep materials for an entire semester. Instead of fees, the library employs a "high touch" system of personal phone calls to remind patrons: "Hey, those books are a little overdue right now. If you

could get those back to us, we'd really appreciate it." Return rates average around 95 percent, says Schoenhaar.

## EASING STUDENT BURDENS

Academic libraries are also realizing the additional stresses overdue fines can place on students who are already struggling to manage their time—not to mention meeting extra expenditures on top of tuition and textbooks. Because academic libraries often need to maintain separate fiscal accounts for different kinds of transactions, maintaining those accounts involves another set of costs.

When Jeff Wahl, library director at the Front Range Community College (FRCC) Westminster Campus Library, CO, brought up the idea of going fine-free, he was pleasantly surprised that the college's fiscal department jumped at the idea. FRCC was already working to simplify financial procedures on campus, he explains, and the library was an easy item to cross off the list. The largest community

majority of those exchanges do not feel positive to either party—a more difficult cost to quantify but a critical one.

Augment the quantitative data with testimonials, Crist advises. "If you can collect some compelling stories about how fines have negatively affected people in your communities, that can be powerful."

A board or city council may respond positively to the idea of a pilot period. Crist suggests a full year, if possible, as borrowing habits can vary seasonally. Starting with children's materials can also help sway reluctant officials, she adds.

## THE CASE FOR EQUITY

The most compelling reason, of course, is the need for everyone in a community to have access to the library, regardless of their ability to pay.

When EPFL set out to make a case for going fine-free, the library's Innovation Team interviewed staff at other systems that had eliminated fines, reviewed those libraries' policies and procedures, and looked internally at how much revenue EPFL's fines were generating (in this case, less than one quarter of one percent of the overall budget). A public advisory council of city residents offered input from a patron perspective. Finally, the team gathered statistics on not only which neighborhoods were seeing the most fines collected but where the greatest number of blocked users lived—which proved to be in the library's lowest-income communities. (Similarly, SLCPL found that its three branches serving a predominantly lower-income population accounted for 14 percent of circulation and 32 percent of blocked cards.)

Erin Schmändt, director of the Caro Area District Library (CADL), MI, considered going fine-free for several years before deciding the library board would be open to the idea. The CADL service area is largely rural and low income, with a state mental hospital and a number of group homes in the area. Library policy was to block patrons who owed more than \$10 not only from checkouts but from in-library computer use; in a community with low Internet access, this impacted everyone from schoolchildren to job hunters.

Schmändt gathered articles about libraries that had made the transition, printed them out, and made packets for her board members in September 2017. When the board met in October it had some reservations, chiefly about losing revenue. She crunched the numbers to show that the library would only lose \$2,000 a year out of a \$515,000 budget—an amount the library could easily absorb—and stressed that the library would still bill for lost items. That November, the seven-member board agreed to a trial period of one year, which was implemented on January 1.

Although that year is not yet over, Schmändt doesn't imagine the board will want to return to collecting fees. "I have fewer people in collections than I did in the past," she notes, pointing out that since the spring, card sign-ups are up by about 50 percent.

Still, it's the stories that resonate most. Shortly after CADL waived fines, Schmändt recalls, a girl came in who would be starting at the nearby middle school that fall. A constant reader, she had racked up so many fines that her parents had taken away her library card. "And she was just ecstatic that we were going fine-free," says Schmändt. "She...said, 'I'm going to be reading so much, I'll be here after school every day!' She was so happy to come back." ■



**FINE-FREE IS FINE** The Enoch Pratt Free Library celebrated doing away with fines with a block party featuring performances, food trucks, a DJ, and a new mural at its Walbrook branch; fine-free announcements from the Salt Lake City Public Library and San Diego Public Library

college in the state, it employs only five library staff members, who share reference, circulation, and teaching duties. "I can't justify having any time taken away from that to put toward processing credit card receipts and putting together financial statements for the small amount of money we bring in," says Wahl.

The dual use Westminster Campus Library shares space with a local public library that still collects fines, but navigating different fine policies with a shared integrated library system (ILS) hasn't been difficult. Students who don't return a book after a month have their college accounts frozen and won't be allowed to register or drop classes until it is returned; members of the public who don't return books are blocked on the shared ILS.

## MAKING THE CASE

The advice CSL's Crist has for libraries looking to make the case to their boards or city council is to begin with as much research as possible on their own system, starting with basic numbers: how much of the library's operating or materials budget comes from fines, and the accumulated time, energy, and financial costs to the library to collect them. At a minimum of 30 seconds per transaction, collecting fines can significantly eat into the time of desk staff. With the additional expense of credit card transactions or collection agencies, fiscal costs add up. And the

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 10/11/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: Sept/Oct 2018***

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### General updates:

- Power washed CLC front sidewalk and column tops
- Discussed installation of voter registration kiosk at Library with Village Clerk-Treasurer, this is an effort led and funded by the Milwaukee County Election Commission
- Addressed service disruption between 9/26-9/28 for pest management in public computer, magazine and YA areas. Computers unavailable for only one day thanks to quick response by Batzner Pest Management and scheduling help from Jackie Schweitzer.
- Have begun using volunteers to pull requested items from our shelves to be sent to other libraries.

### Programs:

- Finalizing plans for a library staff-led book club for the public, perhaps by partnering with one of the existing clubs

### Staffing updates:

- None

### Meetings attended:

- 9/24 GPL Strategic Planning w/ consultant
- 9/25 Department budget w/ Todd M
- 10/2 Greendale Safety Committee
- 10/2 Village BOT
- 10/2 Library reference staff meeting
- 10/3 Veteran's Day planning

### Meetings upcoming:

- Staff Strategic Planning restart some time this month, likely with original Goals subcommittee

### FYI:

• Revenue jump in Reciprocal Borrowing for 2016-2018 budget years is attributed to construction at Greenfield Library/Village Hall in 2014-2016. (RB revenue is distributed to libraries from circulation measurement through the previous October and paid in the following February.) Current construction on National Ave (West Allis Library) and S 108<sup>th</sup> St (Hales Corners Library) are likely to positively affect Greendale net nonresident circulation in 2018 for the 2020 payout year. The revenues will not match the highs seen in the 2016-2018 budget years, but are likely to help offset losses that we would normally predict due to overall declines in circulation of traditional materials nationwide.

**GREENDALE PUBLIC LIBRARY  
STAFF REPORT**



Date: 10/11/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: Sept/Oct 2018**

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

- Fall weekly programs: two storytimes and an after-school program (Lego, crafts, snack)
- Three class visits
- Because Fall is the biggest time of year for book publishing, over 500 books were added to the youth collection
- Training/coaching for youth reference associate
- Projects to help patrons find youth materials easier: improved labeling/organization of youth tv shows, improved labeling of youth books and re-organization of graphic novels
- In mid-September, we started a youth book trivia contest (in-person and Facebook posts) which will continue to the end of October

**PICTURE BOOK CHALLENGE**



**Sample Question:** What is the activity that this king declares should start?

Remember, read, and answer the question **carefully**...we are **not** asking for author/ title of the book.

**Adult Services (Nicole):**

- Kicked off the fall season with a smartphone program titled, "If This is a Smartphone, Why Do I Feel So Dumb? Presented by Gail Varhula, Director of Marketing, Connect Cell-A U.S. Cellular Authorized Agent and Cliff Krebs, Franklin Store Manager, Connect Cell-A US Cellular Authorized Agent. 34 people registered for the event and 31 attended. Once the presentation was over any additional questions patrons had I was able to inform them about my Book a Librarian program where they can sit down with me for 30 minute sessions that can be tailored to their specific tech needs.
- Lunch and Learn's topic for September was Heart Health with Julie O'Neil from the Karen Yontz Medical Center at Aurora St. Luke's. She discussed the different risk factors that can cause heart disease. 10 people registered and 8 attended.
- Starting in October, we will have Lucky Day DVD's again thanks to the generous funding from the Friends of the Library. Hope to continue this for the 2019 calendar year.

### Teen Services (Tara):

- Attended a MCFLS Collection HQ training
- Attended the MCFLS Adult Services meeting
- Attended the Milwaukee County Teen Book Award Committee September meeting
- Attended Tech Day Training at Franklin Public Library to receive information on teen technology programs
- Visited all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade classes at St. Alphonsus School to promote Reading Rampage and Teen fall programs to the students
- This past month I worked a lot on Reading Rampage preparations and planning. I have been working closely with Sandy Speare from Greendale Middle School and Marita Thiele from St. Al's and I am very pleased with the library's partnership with these schools.

### Circulation Services (Julie):

- We welcomed aboard a new employee: Mel Brunner joined the Library team as our newest page!
- This school year Greendale School District students had the ability to have their student IDs enabled as library cards! We've already had students come in and been able to use their Student IDs to check out material and get computer access.
- Judy Jacques and Jenifer Linske organized a CLC team to take part in the 2018 Walk to End Alzheimer's. Jenifer lost her mother to Alzheimer's in 1999, and Judy walked in honor of her sister who was diagnosed with early onset last year. 12 people signed up to be on the team and together raised \$2,950!

