



**Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, September 19, 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: <ul style="list-style-type: none">a) August 15, 2018 meetingb) September 5, 2018 special meeting | ACTION |
| 5) Approval of Financial Reports: <ul style="list-style-type: none">a) Check Register: 08/18 | ACTION |
| 6) Review of Financial Statements: <ul style="list-style-type: none">a) Expenditures to Actual Comparison: 08/18b) Revenue to Actual Comparison: 08/18c) Balance Sheet: 07/18 (updated) | INFORMATION INFORMATION INFORMATION |
| 7) Unfinished Business: <ul style="list-style-type: none">a) Consider a motion to approve the Library's 2019 Budget submission | ACTION |
| 8) New Business: <ul style="list-style-type: none">a) Library/CLC CIP submissionb) Proposal by Greendale Veterans Memorial for winter home of kiosk at CLC | INFORMATION DISCUSSION |
| 9) Informational and Discussion Items: <ul style="list-style-type: none">a) Director's Reportb) Library Staff Reportsc) President's Reportd) Friends Board Reporte) Foundation 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
August 15, 2018**

Temporary Meeting Chair 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, Kiltz, Jensen, Unger.
Excused: none
Also Present: Wms-Van Klooster- Library Director, Lisa Reinke-Youth Services Librarian,
Tara Jordan-Teen Services Librarian, Nicole Schneider-Adult Services Librarian

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

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES

Trustee Dombrowski moved, Trustee Kiltz seconded approval of the July 18, 2018 minutes with corrections.

Ayes: Amidzich, Dombrowski, Huberty, Kiltz, Jensen
Noes: None
Abstentions: Genz, Unger
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: July 2018

Trustee Kiltz moved, Trustee Huberty seconded approval of the July expenditures in the amount of \$17,286.02.

Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

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

UNFINISHED BUSINESS

- a) Additional periodicals titles

Trustee Jensen moved to purchase additional titles for the periodicals collection as described in the Director's Memo. The motion was not seconded. Trustee Jensen retracted the motion after discussion. The Library Board advised Director Wms-VK to exercise usual judgment in collection development decisions in light of last month's public comment.

- b) Short term service and maintenance agreement with Bibliotheca

Trustee Kiltz moved, Trustee Jensen seconded a motion to approve a short term service contract with Bibliotheca as described in the Memo.

Ayes: All
Noes: None
Motion to approve: Carried

- c) Library/Village staff wage adjustments were discussed. Trustee Kiltz inquired if the Village average wage adjustment included Police and Fire. Director Wms-VK stated that he was unsure but would inquire with Assistant Manager Weishar.
- d) 2019 Library budget and 3 year projection was discussed. Trustee Genz agreed to work with Village Manager Michaels and Director Wms-VK to identify best protocol for coordinating a meeting between Library Board and Village Board.

NEW BUSINESS

- a) Election of Library Board Officers

Trustee Kiltz moved, Trustee Jensen seconded appointment of Trustee Amidzich as Library Board President. Amidzich accepted the nomination and appointment.

Ayes: All
 Noes: None
 Motion to approve: Carried

Trustee Kiltz moved, Trustee Amidzich seconded appointment of Trustee Huberty as Library Board Vice President. Huberty accepted the nomination and appointment.

Ayes: All
 Noes: None
 Motion to approve: Carried

Trustee Kiltz moved, Trustee Amidzich seconded appointment of himself as Library Board Treasurer.

Ayes: All
 Noes: None
 Motion to approve: Carried

- b) Rescind November 6, 2018 Library closure

Trustee Kiltz moved, Trustee Jensen seconded Director Wms-Van Klooster's request to remain open on November 6.

Ayes: All
 Noes: None
 Motion to approve: Carried

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report

Wms-VK distributed the Fall Library Program schedule that was finalized earlier that week. He noted Park and Recreation Director Schweitzer would include some Library program information in the Fall Recreation Guide and praised her for her attitude of cooperation.

- b) Library Staff Report

Wms-VK highlighted Teen program attendance increases.

- c) President's Report

None

- d) Friends of the Greendale Public Library Report

None

- e) Greendale Public Library Foundation Report

None

CORRESPONDENCE

None

ADJOURNMENT

The meeting adjourned at 7:15 PM.

**Library Board Minutes – Special Meeting
GREENDALE PUBLIC LIBRARY
Wednesday, September 5, 2018**

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

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

Excused: Dombrowski

Also Present: Wms-Van Klooster- Library Director, Village Trustees Chadwick, Barbieri, Birmingham, Cyborowski, Village Manager Michaels, Al Sikorski

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

NEW BUSINESS

a) Presentation of Library's draft 2019 budget and financial projections

Director Wms-VK introduced Library's draft budget, noted declining revenues and increasing costs. Discussion ensued among those present regarding the library's history of carryover funds and their use, recent Fund Balance use philosophy, the need and amount for future Fund Balances, and the appropriateness of the proposed tax levy increase. President Amidzich agreed to bring forward a Library Board-approved budget that takes this discussion into consideration.

ADJOURNMENT

The meeting adjourned at 6:45 PM.

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description |
|-------------------------------------|-------------|---------------------------|---------------------|-----------------|-------------------|---------------------------------|
| 54561 | | | | | | |
| DEMCO INC | | | | | | |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/10/2018 | 144.41 | 6410443 | SRP T-SHIRTS |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/10/2018 | 45.30 | 6412072 | SRP T-SHIRTS |
| Total 54561: | | | | 189.71 | | |
| 54567 | | | | | | |
| KIDSPRAY LLC | | | | | | |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/10/2018 | 250.00 | PERFORM | SRP PERFORMANCE |
| Total 54567: | | | | 250.00 | | |
| 54570 | | | | | | |
| MILWAUKEE COUNTY FEDERATED | | | | | | |
| 08/18 | 07-51-53920 | MCFLS COMPUTER CONTRACT | 08/10/2018 | 600.00 | FL-03122 | TEACH LINE |
| 08/18 | 07-51-55100 | OFFICE SUPPLIES | 08/10/2018 | 417.06 | FL-03122 | RECEIPT PAPER, LABELS, BARCODES |
| 08/18 | 07-51-51200 | OPERATING EQUIPMENT | 08/10/2018 | 280.00 | FL-03122 | MCFLS TECH ASSISTANCE |
| 08/18 | 07-51-51200 | OPERATING EQUIPMENT | 08/10/2018 | 134.71 | FL-03122 | MCFLS TNS, POSTAGE |
| Total 54570: | | | | 1,431.77 | | |
| 54573 | | | | | | |
| OFFICE COPYING EQUIPMENT LTD | | | | | | |
| 08/18 | 07-51-55100 | OFFICE SUPPLIES | 08/10/2018 | 187.66 | AR60416 | JUN/JUL 2018 COPIES |
| Total 54573: | | | | 187.66 | | |
| 54580 | | | | | | |
| SYNCB/AMAZON | | | | | | |
| 08/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 08/10/2018 | 349.99 | 60454 8781 062 | VACUUM |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/10/2018 | 93.77 | 60454 8781 062 | SRP DECOR |
| 08/18 | 07-51-55100 | OFFICE SUPPLIES | 08/10/2018 | 123.29 | 60454 8781 062 | OFFICE SUPPLIES |
| 08/18 | 07-51-56504 | YOUTH BOOKS | 08/10/2018 | 95.17 | 60454 8781 062 | YOUTH BOOKS |
| 08/18 | 07-51-56505 | YOUTH MEDIA | 08/10/2018 | 225.66 | 60454 8781 062 | YOUTH MEDIA |
| 08/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 08/10/2018 | 68.83 | 60454 8781 062 | RB ADULT TEEN MEDIA |
| 08/18 | 07-51-56500 | ADULT BOOKS | 08/10/2018 | 104.36 | 60454 8781 062 | ADULT BOOKS |
| 08/18 | 07-51-56501 | YOUNG ADULT BOOKS | 08/10/2018 | 25.95 | 60454 8781 062 | YA BOOKS |
| 08/18 | 07-51-56501 | YOUNG ADULT BOOKS | 08/10/2018 | 3.14- | 60454 8781 062 | CREDIT |

M = Manual Check, V = Void Check

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description |
|------------------------------------|-------------|---------------------|------------------|--------------|----------------|---|
| Total 54580: | | | | 1,083.88 | | |
| 54585 | | | | | | |
| ZOO PRIDE | | | | | | |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/10/2018 | 50.00 | DONATION | DONATION: HISTORY OF ZOOS PRESENTATI |
| Total 54585: | | | | 50.00 | | |
| 54630 | | | | | | |
| MILW JOURNAL SENTINAL #1014 | | | | | | |
| 08/18 | 07-51-56506 | SERIALS | 08/30/2018 | 265.38 | MJ0044168-01 | JOURNAL 1ST SUBSCRIPTION 08/2018-08/20 |
| Total 54630: | | | | 265.38 | | |
| 122312508 | | | | | | |
| ACH WE ENERGIES | | | | | | |
| 08/18 | 07-51-57100 | UTILITIES | 08/17/2018 | 4,537.60 | JULY-AUGUST | 5647 Broad-5650 Parking St Library |
| 08/18 | 07-51-57100 | UTILITIES | 08/17/2018 | 8.39 | JULY-AUGUST | 5647 Broad-5650 Parking St Library |
| Total 122312508: | | | | 4,545.99 | | |
| 122312521 | | | | | | |
| ACH US BANK PCARD | | | | | | |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 62.91- | 07JORDAN | Amazon-SRP RETURN |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 13.88- | 07JORDAN | Walmart-returned unused glue purchase for tee |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 16.47 | 07JORDAN | Sendiks-popcorn for movie matinee program |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 60.20 | 07JORDAN | Walmart-Teen Ice Cream program |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 5.97 | 07JORDAN | Walgreens-Teen Ice Cream program |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 26.12 | 07JORDAN | Walmart-Teen Ramen program supplies |
| 08/18 | 07-51-56502 | ADULT AUDIO BOOKS | 08/29/2018 | 77.94 | 07JORDAN | Micro Marketing-Adult Audiobooks |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 20.86 | 07JORDAN | Walmart-program snacks |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 10.00 | 07JORDAN | Ferch's-Teen Summer Reading Program Prize |
| 08/18 | 07-51-57100 | UTILITIES | 08/29/2018 | 219.99 | 07KVICTORY | LIBRARY |
| 08/18 | 07-51-51200 | OPERATING EQUIPMENT | 08/29/2018 | 55.03 | 07KVICTORY | LIBRARY EMAIL |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 25.70 | 07REINKE | crafts supplies for storytime and craft program |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 11.98 | 07REINKE | Youth Bingo Program Supplies |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 16.84 | 07REINKE | tools and magnets for tween tech takeapart |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 19.01- | 07REINKE | Materials for teen stress ball program |

M = Manual Check, V = Void Check

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description |
|------------------|-------------|---------------------------|------------------|--------------|----------------|---|
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 20.97 | 07REINKE | Magnets for tween tech takeapart |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 31.00 | 07REINKE | Trays for craft projects for craft programs |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 21.60 | 07REINKE | SRP prize books for logs |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 19.55 | 07REINKE | table cloths on youth tables for crafts |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 28.36 | 07REINKE | SRP Craft Supplies |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 11.45 | 07REINKE | SRP Tween Galaxy Glow Jars Supplies |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 32.13 | 07REINKE | SRP Tween Galaxy Glow Jar Supplies |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 20.27 | 07REINKE | Tween Galaxy Glow Jar Supplies |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 8.00 | 07SCHNEIDER | SRP Volunteer Gift |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 20.90 | 07SCHNEIDER | SRP Volunteer Gift |
| 08/18 | 07-51-75031 | LIBRARY PROGRAMS | 08/29/2018 | 18.00 | 07SCHNEIDER | SRP Volunteer Gift |
| 08/18 | 07-51-55100 | OFFICE SUPPLIES | 08/29/2018 | 83.02 | 07SCHUMACH | July Office Supplies |
| 08/18 | 07-51-75028 | LIB DONATION PURCHASE | 08/29/2018 | 555.19 | 07SCHUMACH | Lucky Day shelving |
| 08/18 | 07-51-55100 | OFFICE SUPPLIES | 08/29/2018 | 101.96 | 07SCHUMACH | July Office Supplies |
| 08/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 08/29/2018 | 40.55 | 07UECKER | LIBRARY |
| 08/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 08/29/2018 | 40.55 | 07UECKER | LIBRARY |
| 08/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 08/29/2018 | 3.13 | 07VANKLOOST | Facility repair part |
| 08/18 | 07-51-56503 | ADULT LARGE PRINT | 08/29/2018 | 64.36 | 07VANKLOOST | LP books |
| 08/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 08/29/2018 | 68.41 | 07VANKLOOST | LP books RECIP |
| 08/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 08/29/2018 | 618.28 | 07VANKLOOST | Youth media |
| 08/18 | 07-51-56505 | YOUTH MEDIA | 08/29/2018 | 195.00 | 07VANKLOOST | Youth media |
| 08/18 | 07-51-56504 | YOUTH BOOKS | 08/29/2018 | 432.93 | 07VANKLOOST | Youth books |
| 08/18 | 07-51-56501 | YOUNG ADULT BOOKS | 08/29/2018 | 87.35 | 07VANKLOOST | Teen books |
| 08/18 | 07-51-56500 | ADULT BOOKS | 08/29/2018 | 799.97 | 07VANKLOOST | Adult NF books |
| 08/18 | 07-51-56504 | YOUTH BOOKS | 08/29/2018 | 5.79 | 07VANKLOOST | Youth books |
| 08/18 | 07-51-56500 | ADULT BOOKS | 08/29/2018 | 1,222.24 | 07VANKLOOST | Adult fiction books |
| 08/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 08/29/2018 | 9.27 | 07VANKLOOST | Facility repair-toilet |
| 08/18 | 07-51-92900 | MISCELLANEOUS | 08/29/2018 | 171.50 | 07WEISHAR | PREEMPLOYMENT PHYSICAL DIRECTOR |
| Total 122312521: | | | | 5,176.77 | | |
| Grand Totals: | | | | 13,181.16 | | |

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 | 17,366.90 | 220,065.00 | 145,334.93 | 74,730.07 | 66.04% |
| 07-51-42200 | SALARIES - TEMPORARY | 13,008.77 | 145,826.00 | 99,396.28 | 46,429.72 | 68.16% |
| 07-51-45100 | HEALTH INSURANCE | 4,874.34 | 46,500.00 | 34,511.31 | 11,988.69 | 74.22% |
| 07-51-45200 | LIFE INSURANCE | 22.93 | 500.00 | 173.53 | 326.47 | 34.71% |
| 07-51-46100 | SOCIAL SECURITY | 1,298.33 | 22,686.00 | 10,544.90 | 12,141.10 | 46.48% |
| 07-51-46200 | WRS EMPE/EMPR | 1,477.60 | 24,515.00 | 11,831.77 | 12,683.23 | 48.26% |
| 07-51-46300 | MEDICARE | 415.26 | 5,306.00 | 3,352.97 | 1,953.03 | 63.19% |
| 07-51-51200 | OPERATING EQUIPMENT | 414.71 | 20,000.00 | 20,990.73 | 990.73- | 104.95% |
| 07-51-53920 | MCFLS COMPUTER CONTRACT | 600.00 | 20,657.00 | 20,057.00 | 600.00 | 97.10% |
| 07-51-55100 | OFFICE SUPPLIES | 728.01 | 12,000.00 | 11,587.31 | 412.69 | 96.56% |
| 07-51-56100 | MEMBERSHIP DUES | .00 | 6,310.00 | 4,120.00 | 2,190.00 | 65.29% |
| 07-51-56300 | TRAINING | .00 | 1,000.00 | 977.75 | 22.25 | 97.78% |
| 07-51-56500 | ADULT BOOKS | 104.36 | 25,000.00 | 9,754.17 | 15,245.83 | 39.02% |
| 07-51-56501 | YOUNG ADULT BOOKS | 22.81 | 1,500.00 | 596.36 | 903.64 | 39.76% |
| 07-51-56502 | ADULT AUDIO BOOKS | .00 | 600.00 | 674.95 | 74.95- | 112.49% |
| 07-51-56503 | ADULT LARGE PRINT | .00 | 1,000.00 | 597.16 | 402.84 | 59.72% |
| 07-51-56504 | YOUTH BOOKS | 95.17 | 21,000.00 | 13,540.64 | 7,459.36 | 64.48% |
| 07-51-56505 | YOUTH MEDIA | 225.66 | .00 | 232.64 | 232.64- | .00 |
| 07-51-56506 | SERIALS | 265.38 | 4,000.00 | 3,347.72 | 652.28 | 83.69% |
| 07-51-56508 | MCFLS DATABASES | .00 | 8,400.00 | 9,188.49 | 788.49- | 109.39% |
| 07-51-57100 | UTILITIES | 4,545.99 | 26,250.00 | 15,999.70 | 10,250.30 | 60.95% |
| 07-51-61100 | MAINT SUPPLIES-BUILDING | 349.99 | 8,150.00 | 3,054.79 | 5,095.21 | 37.48% |
| 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 68.83 | 23,421.00 | 12,388.91 | 11,032.09 | 52.90% |
| 07-51-75028 | LIB DONATION PURCHASE | .00 | 10,000.00 | 11,988.89 | 1,988.89- | 119.89% |
| 07-51-75031 | LIBRARY PROGRAMS | 583.48 | 10,000.00 | 5,206.17 | 4,793.83 | 52.06% |
| 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 | .00 | 1,000.00 | 1,056.33 | 56.33- | 105.63% |
| Total LIBRARY: | | 46,468.52 | 675,686.00 | 462,356.53 | 213,329.47 | 68.43% |
| Net Grand Totals: | | 46,468.52- | 675,686.00- | 462,356.53- | 213,329.47- | 68.43% |

| Account Number | Account Title | 08/18 Current Month Actual | 2018 Current Budget | 2018 Current year Actual | Remaining | % of Budget |
|-------------------------|-----------------------|----------------------------------|---------------------------|--------------------------------|-----------|----------------|
| LIBRARY FUND | | | | | | |
| 07-00-21102 | PROPERTY TAX LEVY | .00 | 560,386.00 | 471,300.27 | 89,085.73 | 84.10% |
| 07-00-21123 | LIBRARY - MCFLS RECIP | .00 | 23,421.00 | 24,750.60 | 1,329.60 | 105.68% |
| 07-00-22515 | DONATIONS LIBRARY | 4.10 | 20,000.00 | 13,558.24 | 6,441.76 | 67.79% |
| 07-00-22958 | LIBRARY COPIER SALES | .00 | 5,000.00 | 4,059.37 | 940.63 | 81.19% |
| 07-00-22959 | LIBRARY FINES | 788.68 | 11,000.00 | 7,511.41 | 3,488.59 | 68.29% |
| 07-00-22960 | LIBRARY BOOK CHARGES | 202.69 | 1,000.00 | 864.08 | 135.92 | 86.41% |
| 07-00-22965 | CLC REVENUES | .00 | .00 | .00 | .00 | .00 |
| 07-00-22968 | OTHER REVENUES | 193.21 | 1,000.00 | 970.89 | 29.11 | 97.09% |
| 07-00-29900 | OPER TRANS IN/OUT | .00 | .00 | .00 | .00 | .00 |
| Total 07: | | 1,188.68 | 621,807.00 | 523,014.86 | 98,792.14 | 84.11% |
| Net Total LIBRARY FUND: | | 1,188.68 | 621,807.00 | 523,014.86 | 98,792.14 | 84.11% |
| Net Grand Totals: | | 1,188.68 | 621,807.00 | 523,014.86 | 98,792.14 | 84.11% |

VILLAGE OF GREENDALE
BALANCE SHEET
7/31/2018

ASSETS

| | | |
|--------------|--------------|---------------|
| 07-00-111000 | CASH DEPOSIT | \$ 215,363.19 |
| 07-00-111080 | PETTY CASH | \$ 200.00 |

TOTAL ASSETS \$ 215,563.19

LIABILITIES AND EQUITY

LIABILITIES

| | | |
|--------------|--------------------------------|----------------|
| 07-00-151200 | ACCRUED PAYROLL SALARIES | \$ - |
| 07-00-151210 | ACCOUNTS PAYABLE | \$ (630.98) |
| 07-00-151260 | DEFERRED REVENUES - TAX | \$ (89,085.73) |
| 07-00-151280 | ACCUMULATED VACATION PAYABLE | \$ - |
| 07-00-151290 | ACCUMULATED SICK LEAVE PAYABLE | \$ - |
| 07-00-172020 | DUE TO/FROM 2 EQUIP REPL | \$ - |
| 07-00-172090 | DUE TO/FROM 60 TRUST AGENCY | \$ 89,085.73 |
| 07-00-172200 | DUE TO/FROM FOUNDATION | \$ - |
| 07-00-224000 | ADVANCE FROM GENERAL FUND | \$ 0.00 |

TOTAL LIABILITIES \$ (630.98)

FUND EQUITY

| | | |
|--------------|---------------------------------|-----------------|
| 07-00-170000 | FUND BALANCE | \$ (108,994.04) |
| | REVENUES OVER EXPENDITURES- YTD | \$ (105,938.17) |

TOTAL FUND EQUITY \$ (214,932.21)

TOTAL LIABILITIES AND EQUITY \$ (215,563.19)

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



9/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

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

Attachments:

- 2019 Library Budget Submittal
- Email and Reciprocal Borrowing calculation charts from MCFLS

Discussion:

Revenues

- Reciprocal Borrowing reimbursement is down \$15,000 due to lower number of loans to nonresidents in 2016-2017 measurement year.
- Donations are lower than recent years due to slowing Friends/Foundation fundraising activity and drawing down of unspent carryover gift monies.
- Other revenues are stable.

Expenditures

- Increase Salaries to begin moving all staff up to comparable regional wage minimums for their fields.
- Increase staffing by 1FTE (x2 at .5FTE) to accommodate 9.6 FTE, allowing reintroduction of Sunday service, increasing youth department information desk coverage, and maintaining currently high quantity and quality of programming.
- Drawing down of Fund Balance by \$20,000 – is first year of 2 year plan to bring Fund Balance near 2% of expenditures.
- Significant over-expenditure in Maintenance-Equipment due to approved Fund Balance expenses for RFID service contract catch-up and continued facility improvement to Community Room AV system and Youth area furniture.
- Significant over-expenditure in Dues and Publications due to special allocation for Strategic Planning in 2018 and 2019.
- Other non-personnel expenditures are stable.

Services and Materials

- Increase professional coverage at youth department information desk by 12 hours per week to 18 hours.
- Reintroduce Sunday service 12-4PM, September through May (except Memorial Day and Labor Day weekends).
- Materials budget for non-print and special collections continues to be supplemented by Reciprocal Borrowing reimbursement, especially DVDs, music, large print and audio books.

Fiscal implication:

See above.

Library Director's recommendation:

Approve 2019 Library Budget for submission to Village Board of Trustees. Attend upcoming Village budget workshops to answer questions and support library budget request.

VILLAGE OF GREENDALE 2019 BUDGET

| DEPARTMENT | ACCOUNT NUMBER AND TITLE | 2017 BUDGET | 2017 ACTUAL | 2018 BUDGET | 2018 YTD 8/31/2018 | 2018 ESTIMATED | 2019 BUDGET | % CHANGE BUDGET |
|-------------------------------|---|----------------|----------------|----------------|-----------------------|-------------------|----------------|--------------------|
| <u>07 LIBRARY FUND</u> | | | | | | | | |
| REVENUES | | | | | | | | |
| 07-00-21102 | 07-21102 PROPERTY TAX LEVY | 560,386.00 | 560,386.00 | 560,386.00 | 471,300.27 | 560,386.00 | 630,000.00 | 12.42% |
| 07-00-21123 | 07-21123 LIBRARY - MCFLS RECIPROCAL PAYMENTS | 23,081.00 | 24,630.65 | 23,421.00 | 24,750.60 | 24,750.00 | 9,300.00 | -60.29% |
| 07-00-22515 | 07-22515 LIBRARY - DONATIONS | 20,000.00 | 81,796.40 | 20,000.00 | 13,558.24 | 16,000.00 | 13,000.00 | -35.00% |
| 07-00-22516 | 07-22516 LIBRARY PROGRAM REVENUES | - | - | - | - | - | - | 0.00% |
| 07-00-22958 | 07-22958 LIBRARY COPIER SALES | 4,500.00 | 6,217.44 | 5,000.00 | 4,059.37 | 5,000.00 | 5,000.00 | 0.00% |
| 07-00-22959 | 07-22959 LIBRARY FINES | 12,000.00 | 12,053.14 | 11,000.00 | 7,284.73 | 11,000.00 | 11,000.00 | 0.00% |
| 07-00-22960 | 07-22960 LIBRARY BOOK CHARGES | 1,000.00 | 1,179.14 | 1,000.00 | 782.39 | 1,000.00 | 1,000.00 | 0.00% |
| 07-00-22965 | 07-22965 CLC REVENUES | - | - | - | - | - | 0 | 0.00% |
| 07-00-22968 | 07-22968 LIBRARY OTHER REVENUES | 1,000.00 | 2,989.21 | 1,000.00 | 898.43 | 1,200.00 | 1,000.00 | 0.00% |
| 07-00-29900 | 07-29900 OPER TRANS IN/OUT | - | - | - | - | - | - | 0.00% |
| | | 621,967.00 | 689,251.98 | 621,807.00 | 522,634.03 | 619,336.00 | 670,300.00 | 7.80% |
| EXPENDITURES | | | | | | | | |
| | 07-51-42100 SALARIES - REGULAR | 235,603.00 | 216,230.94 | 220,065.00 | 145,334.93 | 225,777.00 | 231,687.00 | 5.28% |
| | 07-51-42200 SALARIES - TEMPORARY | 130,288.00 | 118,472.28 | 145,826.00 | 99,396.28 | 138,183.00 | 161,857.00 | 10.99% |
| | 07-51-45100 HEALTH INSURANCE | 35,700.00 | 50,633.32 | 46,500.00 | 34,511.31 | 46,500.00 | 51,100.00 | 9.89% |
| | 07-51-45200 LIFE INSURANCE | 2,068.00 | 341.14 | 500.00 | 173.53 | 350.00 | 500.00 | 0.00% |
| | 07-51-46100 SOCIAL SECURITY | 22,686.00 | 17,449.46 | 22,686.00 | 10,544.90 | 17,500.00 | 18,600.00 | -18.01% |
| | 07-51-46200 RETIREMENT CONTRIBUTION | 24,881.00 | 18,954.71 | 24,515.00 | 11,831.77 | 19,000.00 | 20,177.00 | -17.70% |
| | 07-51-46300 MEDICARE | 5,306.00 | 4,636.67 | 5,306.00 | 3,352.97 | 5,100.00 | 5,200.00 | -2.00% |
| | 07-51-51200 MAINTENANCE-EQUIPMENT | 18,789.00 | 20,217.82 | 20,000.00 | 20,990.73 | 26,950.00 | 21,320.00 | 6.60% |
| | 07-51-53920 MCFLS COMPUTER CONTRACT | 19,375.00 | 22,743.00 | 20,657.00 | 20,057.00 | 20,900.00 | 20,900.00 | 1.18% |
| | 07-51-55100 OFFICE SUPPLIES | 12,000.00 | 11,528.48 | 12,000.00 | 11,587.31 | 12,000.00 | 9,500.00 | -20.83% |
| | 07-51-56100 DUES AND PUBLICATIONS | 1,810.00 | 415.92 | 6,310.00 | 4,220.00 | 4,220.00 | 8,200.00 | 29.95% |
| | 07-51-56300 TRAINING | 1,500.00 | 128.67 | 1,000.00 | 2,300.00 | 2,300.00 | 2,500.00 | 150.00% |
| | 07-51-56500 ADULT BOOKS | 25,000.00 | 26,047.69 | 25,000.00 | 9,754.17 | 25,000.00 | 25,000.00 | 0.00% |
| | 07-51-56501 YOUNG ADULT BOOKS | 1,500.00 | 1,423.09 | 1,500.00 | 596.36 | 1,500.00 | 1,500.00 | 0.00% |
| | 07-51-56502 ADULT AUDIO BOOKS | 600.00 | 624.89 | 600.00 | 674.95 | 1,000.00 | 600.00 | 0.00% |
| | 07-51-56503 ADULT LARGE PRINT | 1,000.00 | 1,099.34 | 1,000.00 | 597.16 | 1,000.00 | 1,000.00 | 0.00% |
| | 07-51-56504 YOUTH BOOKS | 21,000.00 | 19,801.61 | 21,000.00 | 13,540.64 | 21,000.00 | 21,000.00 | 0.00% |
| | 07-51-56505 YOUTH MEDIA | - | 157.79 | - | 232.64 | - | - | 0.00% |
| | 07-51-56506 SERIALS | 4,000.00 | 3,477.98 | 4,000.00 | 3,347.72 | 4,000.00 | 4,000.00 | 0.00% |
| | 07-51-56508 MCFLS DB AND DIGITAL RESOURCES (DATABASES) | 9,590.00 | 8,249.75 | 8,400.00 | 9,188.49 | 9,188.00 | 9,200.00 | 9.52% |

VILLAGE OF GREENDALE 2019 BUDGET

| DEPARTMENT | ACCOUNT NUMBER AND TITLE | 2017 BUDGET | 2017 ACTUAL | 2018 BUDGET | 2018 YTD 8/31/2018 | 2018 ESTIMATED | 2019 BUDGET | % CHANGE BUDGET |
|---|--|----------------|----------------|----------------|-----------------------|-------------------|----------------|--------------------|
| | 07-51-56510 OVERDRIVE | - | - | - | - | - | - | 0.00% |
| | 07-51-57100 UTILITIES | 26,250.00 | 27,802.49 | 26,250.00 | 2,300.00 | 26,250.00 | 26,250.00 | 0.00% |
| | 07-51-61100 MAINT SUPPLIES-BUILDING | 8,150.00 | 8,167.75 | 8,150.00 | 3,054.79 | 8,150.00 | 8,150.00 | 0.00% |
| | 07-51-75023 MCFLS RECIPROCATATE EXPENSES | 23,081.00 | 22,707.79 | 23,421.00 | 12,388.91 | 24,750.00 | 9,300.00 | -60.29% |
| | 07-51-75028 LIBRARY DONATION EXPENSES | 10,000.00 | 83,881.30 | 10,000.00 | 11,988.89 | 16,000.00 | 13,000.00 | 30.00% |
| | 07-51-75031 LIBRARY PROGRAM EXPENSES | 10,000.00 | 10,332.63 | 10,000.00 | 5,206.17 | 10,000.00 | 10,000.00 | 0.00% |
| | 07-51-83000 CAPITAL OUTLAY-EQUIPMENT | 11,000.00 | 12,441.19 | 10,000.00 | 11,851.13 | 11,851.00 | 10,000.00 | 0.00% |
| | 07-51-83100 LIBRARY RFID LOAN | - | - | - | - | - | - | 0.00% |
| | 07-51-83200 CLC JOINT EXPENSE | - | 30,000.00 | - | - | - | - | 0.00% |
| | 07-51-83300 LB TO CLC CONTRIBUTION | - | - | - | - | - | - | 0.00% |
| | 07-51-83400 LIBRARY LIGHTING | - | 5,000.00 | - | - | - | - | 0.00% |
| | 07-51-83500 SERVICE AGREEMENT | - | 11,136.95 | - | - | - | - | 0.00% |
| | 07-51-92900 MISCELLANEOUS | 450.00 | 811.50 | 1,000.00 | 1,056.33 | 1,056.00 | 1,000.00 | 0.00% |
| | 07-51-99900 OPER TRSF OUT-FUND 02 | - | - | - | - | - | - | 0.00% |
| | | 661,627.00 | 754,916.15 | 675,686.00 | 450,079.08 | 679,525.00 | 691,541.00 | 2.35% |
| REVENUES EXCEEDING/(UNDER) EXPENDITURES | | (39,660.00) | (65,664.17) | (53,879.00) | 72,554.95 | (60,189.00) | (21,241.00) | |
| OTHER FINANCING SOURCES (USES) | | | | - | - | - | - | |
| FUND BALANCE - BEGINNING OF YEAR** | | 174,658.21 | 174,658.21 | 108,994.04 | 108,994.04 | 108,994.04 | 48,805.04 | |
| FUND BALANCE - END OF YEAR | | 134,998.21 | 108,994.04 | 55,115.04 | 181,548.99 | 48,805.04 | 27,564.04 | |

2018 Reciprocal Borrowing Payment Calculation

Steve Hesel [Steve.Hesel@mcfls.org]

Sent: Tuesday, July 17, 2018 8:17 AM

To: LDAC [ldac@mcfls.org]

Importance: High

To all LDAC members,

I wanted to make you aware of an issue that has come up regarding the 2018 reciprocal borrowing payment that was sent out from MCFLS in February. I discovered that last year an error was made in calculating the 2018 payment. Instead of using 39% of state aid from **2017**, the calculations used 39% of state aid from **2018**. Since state aid went up in 2018, MCFLS paid out \$34,771 higher than we should have. Here is a table derived from the ILS, Resource Sharing and Technology agreement that illustrates how the reciprocal borrowing calculations are made with the 2018 payment highlighted.

| State Aid Percentage | State Aid Year | MCFLS State Aid | Distribution | Circulation Period |
|------------------------------------|----------------|-----------------|--------------|--------------------|
| 40%, estimated to be \$1,070,802 | 2016 | \$2,677,006 | Feb. 2017 | 10/1/14-9/30/15 |
| 39%, estimated to be \$1,044,032 | 2017 | \$2,677,006 | Feb. 2018 | 10/1/15-9/30/16 |
| 38%, estimated to be \$1,051,142 * | 2018 | \$2,766,162 | Feb. 2019 | 10/1/16-9/30/17 |
| 38%, estimated to be \$1,085,020 * | 2019 | \$2,855,317 | Feb. 2020 | 10/1/17-9/30/18 |

*State aid increased in 2018 and 2019

In the 2018 MCFLS budget, we allocated \$1,078,803 for reciprocal borrowing, which is 39% of the 2018 number of \$2,766,162. The correct number should be \$1,044,032 or 39% of the 2017 state aid total of \$2,677,006.

Here is how the corrected calculation impacts individual libraries:

| | Net Positive 10/1/2015 -09/30/16 | Percent of Net | 2018 Original Amount | 2018 Corrected Amount | Difference |
|---------------|-------------------------------------|-------------------|-------------------------|--------------------------|------------|
| Brown Deer | 81,845 | 8.49% | \$91,600 | \$88,648 | -\$2,952 |
| Cudahy | 127,314 | 13.21% | \$142,489 | \$137,896 | -\$4,593 |
| Franklin | 79,165 | 8.21% | \$88,601 | \$85,745 | -\$2,856 |
| Greendale | 20,927 | 2.17% | \$23,421 | \$22,666 | -\$755 |
| Greenfield | 24,514 | 2.54% | \$27,436 | \$26,552 | -\$884 |
| Hales Corners | 57,729 | 5.99% | \$64,610 | \$62,527 | -\$2,082 |
| Shorewood | 61,679 | 6.40% | \$69,031 | \$66,806 | -\$2,225 |
| St. Francis | 44,592 | 4.63% | \$49,907 | \$48,298 | -\$1,609 |
| Wauwatosa | 214,233 | 22.23% | \$239,768 | \$232,040 | -\$7,728 |
| West Allis | 203,112 | 21.07% | \$227,321 | \$219,994 | -\$7,327 |
| Whitefish Bay | 48,803 | 5.06% | \$54,620 | \$52,859 | -\$1,760 |
| TOTAL | 963,913 | 100.00% | \$1,078,803 | \$1,044,032 | -\$34,771 |

I sincerely apologize for missing the error in the calculations above and inconvenience this has caused. After speaking with the MCFLS Board yesterday, we'd like to offer the option for those libraries impacted to reimburse MCFLS with a payment this year or to have the amount deducted from the 2019 payment. If you can let me know your decision by August 30th, I would appreciate it. The calculations for the 2019 reciprocal borrowing payment sent out earlier this month are correct. I apologize again for the error. If you have any questions, please let me know. Thank you.

Steve Hesel

OWNING LIBRARY/HOME LIBRARY NET CIRCULATION Oct16-Sep17 (HOME LIBRARY)

| OWNING LIB | Milwaukee | Franklin | South Milwaukee | Greenfield | Greendale | Oak Creek | Wauwatosa | West Allis | St. Francis | Brown Deer | North Shore | Cudahy | Shorewood | Whitefish Bay | Hales Corners | Total |
|------------------|----------------|----------------|-----------------|----------------|---------------|---------------|-----------------|-----------------|----------------|----------------|---------------|-----------------|----------------|----------------|----------------|--------------|
| Milwaukee | 0 | -34,581 | -13,835 | -86,351 | -19,802 | -12,022 | -228,819 | -165,671 | -32,968 | -66,985 | 5,590 | -70,699 | -69,042 | -17,706 | -17,494 | -830,385 |
| Franklin | 34,581 | 0 | 1,300 | 12,742 | 18,867 | -6,140 | 1,232 | 1,887 | -823 | -496 | 1,383 | -337 | -150 | 468 | -3,832 | 60,682 |
| South Milwaukee | 13,835 | -1,300 | 0 | 663 | 553 | -2,129 | 1,518 | -292 | -1,559 | 38 | 1,977 | -19,556 | 266 | 399 | -502 | -6,089 |
| Greenfield | 86,351 | -12,742 | -663 | 0 | -10,433 | 730 | 255 | -3,012 | -548 | 110 | 1,214 | -3,310 | 432 | 117 | -23,674 | 34,827 |
| Greendale | 19,802 | -18,867 | -553 | 10,433 | 0 | 508 | 306 | 74 | -177 | -421 | 659 | -873 | 178 | 145 | -2,543 | 8,671 |
| Oak Creek | 12,022 | 6,140 | 2,129 | -730 | -508 | 0 | -348 | -1,918 | -1,499 | -859 | 64 | -3,973 | -766 | -569 | -885 | 8,300 |
| Wauwatosa | 228,819 | -1,232 | -1,518 | -255 | -306 | 348 | 0 | -17,352 | -1,529 | -804 | 1,782 | -2,992 | -1,116 | -236 | -2,352 | 201,257 |
| West Allis | 165,671 | -1,887 | 292 | 3,012 | -74 | 1,918 | 17,352 | 0 | -394 | -444 | 3,337 | -1,944 | 1,464 | 1,341 | -3,663 | 185,981 |
| St. Francis | 32,968 | 823 | 1,559 | 548 | 177 | 1,499 | 1,529 | 394 | 0 | 431 | 1,593 | -10,090 | 415 | 945 | -8 | 32,783 |
| Brown Deer | 66,985 | 496 | -38 | -110 | 421 | 859 | 804 | 444 | -431 | 0 | 3,596 | 83 | 243 | -441 | -196 | 72,715 |
| North Shore | -5,590 | -1,383 | -1,977 | -1,214 | -659 | -64 | -1,782 | -3,337 | -1,593 | -3,596 | 0 | -2,074 | -4,434 | -33,610 | -1,559 | -62,872 |
| Cudahy | 70,699 | 337 | 19,556 | 3,310 | 873 | 3,973 | 2,992 | 1,944 | 10,090 | -83 | 2,074 | 0 | 1,108 | 920 | -109 | 117,684 |
| Shorewood | 69,042 | 150 | -266 | -432 | -178 | 766 | 1,116 | -1,464 | -415 | -243 | 4,434 | -1,108 | 0 | -5,654 | -398 | 65,350 |
| Whitefish Bay | 17,706 | -468 | -399 | -117 | -145 | 569 | 236 | -1,341 | -945 | 441 | 33,610 | -920 | 5,654 | 0 | -873 | 53,008 |
| Hales Corners | 17,494 | 3,832 | 502 | 23,674 | 2,543 | 885 | 2,352 | 3,663 | 8 | 196 | 1,559 | 109 | 398 | 873 | 0 | 58,088 |
| Total | 830,385 | -60,682 | 6,089 | -34,827 | -8,671 | -8,300 | -201,257 | -185,981 | -32,783 | -72,715 | 62,872 | -117,684 | -65,350 | -53,008 | -58,088 | |

Net positive % positive

| | | | | |
|------------------|----------------|---------------|-----------|------------------|
| Milwaukee | 0 | 0.0% | \$ | - |
| Franklin | 60,682 | 6.7% | \$ | 70,924 |
| South Milwaukee | - | 0.0% | \$ | - |
| Greenfield | 34,827 | 3.9% | \$ | 40,705 |
| Greendale | 8,671 | 1.0% | \$ | 10,135 |
| Oak Creek | 8,300 | 0.9% | \$ | 9,701 |
| Wauwatosa | 201,257 | 22.4% | \$ | 235,226 |
| West Allis | 185,981 | 20.7% | \$ | 217,372 |
| St. Francis | 32,783 | 3.6% | \$ | 38,316 |
| Brown Deer | 72,715 | 8.1% | \$ | 84,988 |
| North Shore | - | 0.0% | \$ | - |
| Cudahy | 117,684 | 13.1% | \$ | 137,547 |
| Shorewood | 65,350 | 7.3% | \$ | 76,380 |
| Whitefish Bay | 53,008 | 5.9% | \$ | 61,955 |
| Hales Corners | 58,088 | 6.5% | \$ | 67,892 |
| Total | 899,346 | 100.0% | \$ | 1,051,142 |

OWNING LIBRARY/HOME LIBRARY NET CIRCULATION Oct16-Sep17 (HOME LIBRARY)

| OWNING LIB | Milwaukee | Franklin | South Milwaukee | Greenfield | Greendale | Oak Creek | Wauwatosa | West Allis | St. Francis | Brown Deer | North Shore | Cudahy | Shorewood | Whitefish Bay | Hales Corners | Total |
|------------------|----------------|----------------|-----------------|----------------|---------------|---------------|-----------------|-----------------|----------------|----------------|---------------|-----------------|----------------|----------------|----------------|--------------|
| Milwaukee | 0 | -34,581 | -13,835 | -86,351 | -19,802 | -12,022 | -228,819 | -165,671 | -32,968 | -66,985 | 5,590 | -70,699 | -69,042 | -17,706 | -17,494 | -830,385 |
| Franklin | 34,581 | 0 | 1,300 | 12,742 | 18,867 | -6,140 | 1,232 | 1,887 | -823 | -496 | 1,383 | -337 | -150 | 468 | -3,832 | 60,682 |
| South Milwaukee | 13,835 | -1,300 | 0 | 663 | 553 | -2,129 | 1,518 | -292 | -1,559 | 38 | 1,977 | -19,556 | 266 | 399 | -502 | -6,089 |
| Greenfield | 86,351 | -12,742 | -663 | 0 | -10,433 | 730 | 255 | -3,012 | -548 | 110 | 1,214 | -3,310 | 432 | 117 | -23,674 | 34,827 |
| Greendale | 19,802 | -18,867 | -553 | 10,433 | 0 | 508 | 306 | 74 | -177 | -421 | 659 | -873 | 178 | 145 | -2,543 | 8,671 |
| Oak Creek | 12,022 | 6,140 | 2,129 | -730 | -508 | 0 | -348 | -1,918 | -1,499 | -859 | 64 | -3,973 | -766 | -569 | -885 | 8,300 |
| Wauwatosa | 228,819 | -1,232 | -1,518 | -255 | -306 | 348 | 0 | -17,352 | -1,529 | -804 | 1,782 | -2,992 | -1,116 | -236 | -2,352 | 201,257 |
| West Allis | 165,671 | -1,887 | 292 | 3,012 | -74 | 1,918 | 17,352 | 0 | -394 | -444 | 3,337 | -1,944 | 1,464 | 1,341 | -3,663 | 185,981 |
| St. Francis | 32,968 | 823 | 1,559 | 548 | 177 | 1,499 | 1,529 | 394 | 0 | 431 | 1,593 | -10,090 | 415 | 945 | -8 | 32,783 |
| Brown Deer | 66,985 | 496 | -38 | -110 | 421 | 859 | 804 | 444 | -431 | 0 | 3,596 | 83 | 243 | -441 | -196 | 72,715 |
| North Shore | -5,590 | -1,383 | -1,977 | -1,214 | -659 | -64 | -1,782 | -3,337 | -1,593 | -3,596 | 0 | -2,074 | -4,434 | -33,610 | -1,559 | -62,872 |
| Cudahy | 70,699 | 337 | 19,556 | 3,310 | 873 | 3,973 | 2,992 | 1,944 | 10,090 | -83 | 2,074 | 0 | 1,108 | 920 | -109 | 117,684 |
| Shorewood | 69,042 | 150 | -266 | -432 | -178 | 766 | 1,116 | -1,464 | -415 | -243 | 4,434 | -1,108 | 0 | -5,654 | -398 | 65,350 |
| Whitefish Bay | 17,706 | -468 | -399 | -117 | -145 | 569 | 236 | -1,341 | -945 | 441 | 33,610 | -920 | 5,654 | 0 | -873 | 53,008 |
| Hales Corners | 17,494 | 3,832 | 502 | 23,674 | 2,543 | 885 | 2,352 | 3,663 | 8 | 196 | 1,559 | 109 | 398 | 873 | 0 | 58,088 |
| Total | 830,385 | -60,682 | 6,089 | -34,827 | -8,671 | -8,300 | -201,257 | -185,981 | -32,783 | -72,715 | 62,872 | -117,684 | -65,350 | -53,008 | -58,088 | |

| | Net positive | % positive | | 2018 Deduc | 2019 Final |
|------------------|----------------|---------------|-----------|------------------|---------------------------------|
| Milwaukee | 0 | 0.0% | \$ | - | \$ - |
| Franklin | 60,682 | 6.7% | \$ | 70,924 | \$ (2,856) \$ 68,068 |
| South Milwaukee | - | 0.0% | \$ | - | \$ - |
| Greenfield * | 34,827 | 3.9% | \$ | 40,705 | \$ 40,705 |
| Greendale | 8,671 | 1.0% | \$ | 10,135 | \$ (755) \$ 9,380 |
| Oak Creek | 8,300 | 0.9% | \$ | 9,701 | \$ 9,701 |
| Wauwatosa * | 201,257 | 22.4% | \$ | 235,226 | \$ 235,226 |
| West Allis | 185,981 | 20.7% | \$ | 217,372 | \$ (7,327) \$ 210,045 |
| St. Francis | 32,783 | 3.6% | \$ | 38,316 | \$ (1,609) \$ 36,707 |
| Brown Deer * | 72,715 | 8.1% | \$ | 84,988 | \$ 84,988 |
| North Shore | - | 0.0% | \$ | - | \$ - |
| Cudahy * | 117,684 | 13.1% | \$ | 137,547 | \$ 137,547 |
| Shorewood | 65,350 | 7.3% | \$ | 76,380 | \$ (2,225) \$ 74,155 |
| Whitefish Bay | 53,008 | 5.9% | \$ | 61,955 | \$ (1,760) \$ 60,195 |
| Hales Corners * | 58,088 | 6.5% | \$ | 67,892 | \$ 67,892 |
| Total | 899,346 | 100.0% | \$ | 1,051,142 | \$ 1,034,610 |

* Reimbursed MCFLS in 2018 for overpayment

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 9/14/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item # 8-a: Library CLC CIP submittal***

Attachments:

- CIP forms for 4 projects
- Draft spreadsheet of current fixed assets, lifecycles, costs, etc

Discussion:

Village Manager Michaels requested new CIPs for the 2018-2022 period. The last CIP period was 2012-2022 and was last evaluated in 2014.

The CLC Agreement charges the Library Director with facilitating CLC maintenance. Previously Inspector Satula was very involved in CLC facility maintenance. Since his departure that role has been divided between Manager Michaels and myself, and not yet fully defined.

No consolidated record of CLC maintenance exists aside from accounting records of paid invoices. In an effort to become better acquainted with current and potential CLC facility issues I requested a walkthrough with Inspector Robers, reviewed old invoices with Erin Scharf, as well as combed through drawers of files at Village Hall. I put together a draft spreadsheet of current fixed assets to help develop the CLC CIP.

Fiscal implication:

Village incurs all costs for CIPs.

Library Director's recommendation:

None, FYI

Section I – Project Identification

| | | | |
|-------------|--------------------------|---------------------|----------|
| Department: | CLC (Library/Health/P&R) | Project Name: | CLC Roof |
| Date: | 8/23/18 | Department Priority | |

Section II - Expenditure Schedule (\$1,000's)

| <u>Cost Element</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|-----------------------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| Land | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Construction | \$ 160,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pre-Planning/Engineering (5%) | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Design Planning/Engineering (10%) | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment/Furnishings | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contingency (15%) | \$ 27,600.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 211,600 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Section III - Funding Schedule (\$1,000's)

| <u>Funding Source</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|--------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| General Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| DARE Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Fund/Bonds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CDBG/HUD Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Improvement Fund | \$ 211,600 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Water Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sanitary Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Storm Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grant Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| IV - Description & Justification | V - Annual Operation Budget Impacts (\$1,000's) | | |
|---|---|---|---|
| Replace CLC roof. Roof was fully replaced in 2004 after 14 years of service. Per Village Inspector Len Roecker, flat asphalt roof useful life is approximately 20 years. Several small leaks have been repaired in the past 5 years. | Program Costs: | Staff | 0 |
| | | Other | |
| | Facility Costs: | Maintenance | 0 |
| | | Utilities | |
| | | Custodial | |
| | | Debt Service | |
| | | Other | |
| | Total Annual Costs: | | 0 |
| | Offsetting Revenue or Cost Savings: | | 0 |
| | VI - Map | VII - Coordination Information Required | |
| | Other Projects: | | |
| | | | |
| | Other Departments: | | |
| | | | |
| | Other Jurisdictions: | | |

Section I – Project Identification

| | | | |
|-------------|--------------------------|---------------------|----------|
| Department: | CLC (Library/Health/P&R) | Project Name: | CLC HVAC |
| Date: | 8/23/18 | Department Priority | |

Section II - Expenditure Schedule (\$1,000's)

| <u>Cost Element</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|-----------------------------------|------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| Land | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Construction | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pre-Planning/Engineering (5%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Design Planning/Engineering (10%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment/Furnishings | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contingency (15%) | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 55,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Section III - Funding Schedule (\$1,000's)

| <u>Funding Source</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|--------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| General Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| DARE Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Fund/Bonds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CDBG/HUD Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Improvement Fund | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Water Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sanitary Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Storm Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grant Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| IV - Description & Justification | | V - Annual Operation Budget Impacts (\$1,000's) | |
|--|--|---|---|
| <p>Replace CLC HVAC equipment. Equipment was installed in 1990. Per John McGrath of Butters Fetting (original equipment installer and long term maintenance contact) this equipment has an expected life of 20-30 years. Some heat exchangers and condensers have been replaced. John notes replacement parts are no longer manufactured for this equipment after 20 years. Estimate of \$6000 per unit, 6 units are currently installed.</p> | Program Costs: | Staff | 0 |
| | | Other | 0 |
| | | | |
| | Facility Costs: | Maintenance | 0 |
| | | Utilities | 0 |
| | | Custodial | 0 |
| | | Debt Service | 0 |
| | | Other | 0 |
| | | | |
| | | Total Annual Costs: | |
| | Offsetting Revenue or Cost Savings: | | 0 |
| VI - Map | | VII - Coordination Information Required | |
| | Other Projects: | | |
| | | | |
| | | | |
| | Other Departments: | | |
| | | | |
| | Other Jurisdictions: | | |

Section I – Project Identification

| | | | |
|-------------|--------------------------|---------------------|-------------------------|
| Department: | CLC (Library/Health/P&R) | Project Name: | CLC Main Floor Lighting |
| Date: | 8/23/18 | Department Priority | |

Section II - Expenditure Schedule (\$1,000's)

| <u>Cost Element</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|-----------------------------------|------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| Land | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Construction | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pre-Planning/Engineering (5%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Design Planning/Engineering (10%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment/Furnishings | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contingency (15%) | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 55,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Section III - Funding Schedule (\$1,000's)

| <u>Funding Source</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|--------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| General Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| DARE Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Fund/Bonds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CDBG/HUD Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Improvement Fund | \$ 55,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Water Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sanitary Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Storm Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grant Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| IV - Description & Justification | V - Annual Operation Budget Impacts (\$1,000's) | | |
|---|---|---|---|
| <p>Replace CLC Main Floor Lighting with LED.</p> <p>This equipment was installed during a major renovation in 1990. Main level of CLC is lit with fluorescent tubing. Per DPW staff, bulbs for the existing fluorescent fixtures are no longer available. Surplus or used bulbs from other facilities have been used to replace spent bulbs.</p> <p>CLC lower level lighting was replaced with LED in 2017.</p> <p>CLC clerestory fixtures were relamped and reballasted in 1994.</p> | Program Costs: | Staff | 0 |
| | | Other | |
| | Facility Costs: | Maintenance | 0 |
| | | Utilities | |
| | | Custodial | |
| | | Debt Service | |
| | | Other | |
| | Total Annual Costs: | | 0 |
| | Offsetting Revenue or Cost Savings: | | 0 |
| | VI - Map | VII - Coordination Information Required | |
| | Other Projects: | | |
| | | | |
| | Other Departments: | | |
| | | | |
| | Other Jurisdictions: | | |

Section I – Project Identification

| | | | |
|-------------|--------------------------|---------------------|---------------------------------------|
| Department: | CLC (Library/Health/P&R) | Project Name: | CLC Major Exterior Repair/Refinishing |
| Date: | 8/23/18 | Department Priority | |

Section II - Expenditure Schedule (\$1,000's)

| <u>Cost Element</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|-----------------------------------|------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| Land | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Construction | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pre-Planning/Engineering (5%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Design Planning/Engineering (10%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment/Furnishings | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contingency (15%) | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 55,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Section III - Funding Schedule (\$1,000's)

| <u>Funding Source</u> | <u>Total</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>Year 5</u> | <u>Year 6</u> | <u>>6 Years</u> |
|--------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|
| General Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| DARE Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Debt Fund/Bonds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CDBG/HUD Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Improvement Fund | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Water Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sanitary Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Storm Sewer Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grant Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| IV - Description & Justification | | V - Annual Operation Budget Impacts (\$1,000's) | | |
|---|--|---|---|--|
| Major exterior surface refinishing and repair to address: <ul style="list-style-type: none"> Failed caulk sealing around window exteriors Failed caulk/tar joint sealing around building perimeter and columns Refinish steel brackets and decorative elements on façade and columns Refinish steel casing around exterior windows Refinish weathered wood under façade canopies Refinsh or replace steel exterior door due to rust penetration, address water source | Program Costs: | Staff | 0 | |
| | | Other | 0 | |
| | Facility Costs: | Maintenance | 0 | |
| | | Utilities | 0 | |
| | | Custodial | 0 | |
| | | Debt Service | 0 | |
| | | Other | 0 | |
| | Total Annual Costs: | | 0 | |
| | Offsetting Revenue or Cost Savings: | | 0 | |
| | VI - Map | | VII - Coordination Information Required | |
| | Other Projects: | | | |
| | | | | |
| | Other Departments: | | | |
| | | | | |
| | Other Jurisdictions: | | | |







| | Location | Installed | Replaced | Major service/repair | Cost | Lifespan | Predicted replacement year |
|---|----------------------|-----------|--|-----------------------------------|---------|--|--------------------------------------|
| Automatic Door openers | Broad St, Parking St | | 1996 | | | | |
| Carpeting | Whole building | | 2007 | | 121,000 | 12-14 years | 2019-2023 |
| Carpeting | Library | | 2016 | Innovative Floors | 7,000 | 12-14 years | |
| Clerestory roof addition | | 1990 | | | | | |
| Elevator | | 1990 | | | | | Indefinitely with regular maintenanc |
| Exterior canopy and brick fascia | Broad St, Parking St | 1990 | | | | | 2020 |
| Fire detection/alarm system | Whole building | 1990 | | | | | |
| HVAC air handlers | roof | 1990 | | Some heat exchangers/condensers r | | 20 years (after 20 years, replacement heat exchang | |
| Lighting | Clerestory | | 1994 | Relamping and reballastin | 6700 | | |
| Lighting | Lower Level | | 2017 | Replaced w/ LED | | | |
| Parking lot? | | | | | | | |
| Penthouse extension | | 1990 | | | | | |
| Phones | Health, Library | ? | | | | | |
| RFID security system | | | | | | | |
| Roof | Entire roof | | 2004 | Replaced entire roof | 116,000 | 20 years | 2024 |
| Sewer lift station | | | | | | | |
| Sidewalks/pavers? | | | | | | | |
| Windows | | | 1990 | | | | Wait for seals to begin failing |
| | | | | | | | |
| Trench for RFID gate wiring | | | | | | | |
| P&R program room-needs HVAC | | | | | | | |
| Repairs needed per Ken walkthrough on 8/9/18 | | | | | | | |
| Tar along south wall exterior joint by dumpsters-water infiltration to basement wall? | | | | | | | |
| Replace exterior outlet covers | | | | | | | |
| Remove paint from electrical room in basement | | | | | | | |
| Check and replace EM emergency lighting batteries | | | throughout best practice: battery conditioning monthly-find breaker for EM lighting, turn off monthly overnight, i | | | | |
| Window film on Health west windows? | | | | | | | |
| Electronic lighting panel to replace breakers in P&R storage | | | DMC electric? | | | | |
| Caulk windows exterior-5 year cycle | | | | | | | |
| Repaint exterior steel-5 year cycle | | | | | | | |
| Refinish canopy wood-5 year cycle | | | | | | | |
| LED lighting throughout remainder of CLC | | | | | | | |

GREENDALE PUBLIC LIBRARY

BOARD MEMO



9/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item # 8-b: Proposal by Greendale Veterans Memorial for winter home of kiosk at CLC***

Attachments:

- Greendale Veteran's Memorial Committee letter requesting Library Board consideration of proposal to house kiosk in CLC during winter months
- Floor plan and photos showing (2) possible kiosk locations agreed upon by both Sally Chadwick and Brian Wms-VK

Discussion:

Excerpt from the April.May 2018 Library Director's Report:

FYI:

Trustee Chadwick has asked that a planned "Veteran's Kiosk" be housed in the CLC during the winter when it is removed from its summer location, outdoor at the Veteran's Memorial. The kiosk has power requirements only. The CLC can easily accommodate it. Very little additional to report until kiosk is purchased, customized, content installed, etc.



CLC staff and Directors thoroughly reviewed the Veteran's Memorial Committee preferred kiosk locations. They concluded that a third location should be considered, and one that they prefer, marked "3" on the floor plan. There is concern that location "2" will have glare on the screen from the overhead skylights and impede traffic in the hallway. Location "1" is prime CLC real estate and should be reserved for rotating displays and special projects related to the CLC. Location "3" has lower lighting more conducive to image display, comfortable seating nearby, is out of traffic lanes for groups of 2 or more, and feels more integrated into the library service space.

Fiscal implication:

Extremely small power requirements equivalent to that of a desktop computer. Minimal staff time for communicating technical issues to Veterans Memorial Committee.

Cost and project coordination to run power to location 2 borne by Greendale Veterans Memorial Committee.

Library Director's recommendation:

Discuss preferred location for kiosk. Charge Library Director to develop MOU with Greendale Veterans Memorial Committee for consideration at future Library Board meeting.



Greendale Veteran's Memorial Committee

6351 W. Grange Avenue - Greendale, Wisconsin 53129 - Ph: 414-421-3371

Sept. 10th, 2018

Dear Library Director Brian Williams-Van Klooster and Greendale Library Committee,

It is with a great deal of pleasure that the Greendale Veterans Memorial Committee announces that the needed funds to build the Greendale Veterans Memorial on the north east corner of Broad Street and Southway has been raised.

We are currently working on the details of building the memorial along with a timeline for building.

One of the features of the memorial is to have an outdoor kiosk. Even with that title of outdoor kiosk, we are limited as to what the kiosk can endure during our Wisconsin winters.

The committee has the desire to have the kiosk available to the public during the winter months (possibly November to the end of March). We would like you to consider housing the kiosk at the library during that time of the year. The kiosk does need electricity to operate.

The Library Director and Sally Chadwick did a preliminary walk through of the library's first floor for possible spots to put the kiosk. Please see attached drawing for the two locations that they came up with.

I am sure there are questions about who moves the kiosk to and from the memorial site, what cost is involved, does the kiosk have to be permanently located here, etc. The Library Director will have the answers and if he has some he can't answer he will contact Sally Chadwick for the answers. The Library Director also has a copy of the kiosk design and a copy of questions and answers for the kiosk.

To say the least, we hope you will consider our request for a winter home for the Greendale Veteran's Memorial kiosk at the library. We are thrilled to be able to bring this memorial to honor our Greendale Veterans.

Thank you ahead of time for considering this.

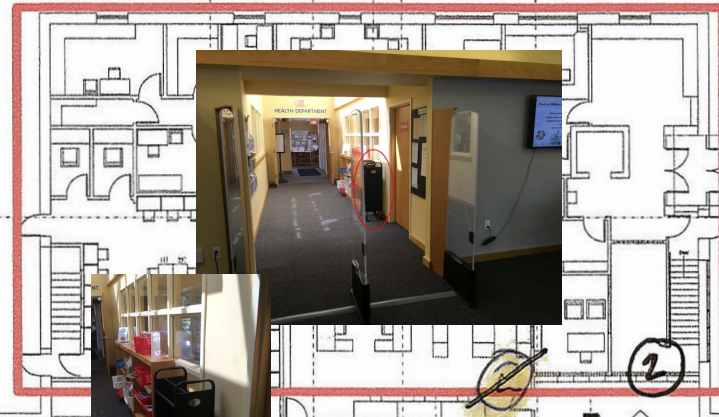
Sincerely,

Tim Baranzyk

Am. Legion Post 416 Commander & Chairman of the Greendale Veterans Memorial Comm.

Cc: Todd Michaels, Greendale Village Manager
Jim Birmingham, Greendale Village President

First choice by
Front Door
Second choice by
Hall way



Revision approved by
Sally Chadwick on
9/12/18 -BW

3. CLC staff
preferred
location



Existing Conditions

At: Greendale Public Library

5647 Broad St. Greendale, WI 53129

BMR
DESIGN GROUP, INC.
Architects • Engineers
503 West Lincoln Avenue
Milwaukee, Wisconsin
(414) 384-2996

BMR # 2011-77
March 1, 2012

KIOSK QUESTIONS AND ANSWERS

1. Where will the kiosk be located? The kiosk will be at the Greendale Memorial site on the northeast corner of Broad St. and Southway. The kiosk will have some type of structure to help protect it from the elements. It will be located between the 6 granite military markers (3 markers on each side of the kiosk). The kiosk will be located in this position from approximately April to October of each year. From November to March it will be housed in its winter quarters (see question #2). It has been suggested as well to have the kiosk bolted in place and have a security device so that only those in charge will be able to lock or unlock as needed (the base).

1.a. Who can move the kiosk from the memorial to its winter home? There is no problem moving the kiosk from outside to inside facilities, and can probably be done by DPW when we have details & can go over it with them. There is a possibility to move the kiosk with a hand truck (do not know if the DPW has one – easy enough to check out when we get to this point). It has been suggested by Advance Kiosk that to ease in the moving of the kiosk we should have a semi non-permanent installation of the unit to make that move easier to transfer. The kiosk weighs about 285 pounds. Some type of equipment will be needed to lift the kiosk from one spot & place in the next. Knowledge of making a connection, de-connection & reconnection will be needed. It has also been pointed out that a need to cut power to the kiosk without disrupting the power to light the flag is important. We may want to make sure the information on the kiosk is backed up before the move. This committee will be checking on this to make sure information stored on the kiosk is not lost or destroyed.

1.b. Do we lose all info during the transfer of the kiosk from memorial to winter home? Ans. from Advance Kiosk: No, since the kiosk locks down to a web-based software, website or windows based software. Our security software, that does the locking down, immediately boots back up to the original settings you had when you turn the computer back on. If you choose to use different windows software to display your material, everything will most likely be saved. You would probably just have to turn the program back on.

According to Advance Kiosk they use their program Zamok Suite Software . It is for unattended self service computer kiosks. Check Advance Kiosk for an

explanation of their software – Zamok. On 2/2/2018, Advance Kiosk did send 3 PDF files to help describe their software, Zamok. This will be passed on to possibly the School, School IT Dept., & Village. If we decide to get someone in the Veterans community to do this, we can easily pass this info to them as well.

2. Will the kiosk be available to view year round? Yes. The kiosk will have 2 sites during the year. One site will be at the Memorial site from approximately from April to October and from November to March it will be located at possibly one of the following:

- a. Village Hall - Pro: in the heart of the Village, has room in the lobby for kiosk, security - Con: no access on weekends;
- b. Police Bldg. - Pro: Open 24/7 - security - has room in the lobby for kiosk - Con: not in Downtown Greendale
- c. Fire Bldg. - Pro: Open 24/7 - security - small entry but might accommodate kiosk; Con: must be buzzed in to get inside; not in Downtown Greendale
- d. Welcome Center - Pro: In heart of Village; has room in the center for kiosk; open each day of the week but hours vary, security; Con: ??? (Haven't come up with anything yet).
- e. Community Center (Library/Park & Rec/Health Dept. Building – formerly known as the Greendale Library) - Pro: in the heart of the Village, does have room to accommodate kiosk somewhere in the building; security; Con: Open 6 days a week with various times (closed on Sunday, partial hours on Sat.)

*A decision by the committee is needed here. Advice from Village Manager Todd Michaels will help.

* Until the memorial is built, the kiosk will be located at the winter site.

3. Who can be in the kiosk? Veterans with a Greendale connection & current active service personnel with a Greendale connection.

*Should we give examples. (I went to school in Greendale; I'm a member of the Post but live in Greenfield)

*Should we require proof they have a Greendale connection? If so, who does the research into it?

*Will there be a separate committee to make these decisions if there is a dispute?

4. Is the kiosk weather proof? Yes, it also can withstand a temperature range of 14 degrees to 122 degrees.

5. What will be in the kiosk? The main purpose of the kiosk is to list our veterans & current military members with a Greendale connection (see #3 above for further explanation). Also list our sponsors; a history of the various wars & conflicts (possibly starting from WW I since Greendale started in 1938 & there may have been adults who moved to Greendale who served in WW I)(Possible videos of each war & conflict to be developed by GHSchool as a service project for the students – still under review & being talked about); a brief history of Greendale (see if the Hist. Soc. would like to do this); history & start of the Legion; our committee members & the story; how to apply to get in the kiosk (address or email or both); where to go to get corrections for mistakes; table of contents; etc.

*FYI – The kiosk has the ability to project sound if we add a speaker to the kiosk. This could be a wonderful extra feature for the possible videos; maybe someone reading their grandfather's story; etc. There is a separate charge for the speaker. If we decide to do this, when it comes to ordering we need to include it in our order. The cost for this is being worked on at the time of this report (2/2/2018).

6. Who maintains the entries, corrections, additions, etc. to the kiosk? Who does the initial entries & possible stories? If something goes wrong, who do we contact? Should we (who are we – Legion, Village, this committee, etc.) hire someone to take care of above questions? There are a lot of possibilities to look at here. The initial entries can be made by this committee, perhaps one designated individual or individuals. Maintenance could be possibly turned over to the Village or School IT techs.

*The question of money to pay for this after the initial entries are done by volunteers, does create a huge question that this committee needs to address & come up with a solution. See #7.b. for a possible money solution.

7. Should we include pictures of the veterans? Yes if the family provides one (we would not take actual photos, the family must provide a digital copy of it). This could be done by families submitting the photo as well as kiosk submittal on line. We may have to create a dedicated website within an existing web site to do this. Then the question becomes who monitors & takes care of checking this. The kiosk has the ability to be added too, corrected, altered, etc. from an off site location (computer).

- 7.a. What about stories of the conflict (ex. Battle of the Bulge) or of interest (Tippy the War Dog) to include with the veteran/service personnel?**
- 7.b. Do we charge a fee for entries, stories, pictures, etc.?**

*A decision from this committee is need for 7 a & 7 b. Would there be grants, funding available from other sources? Who would apply for these if it were available?

8. How much does the kiosk cost? It was moved for \$20,000.00 to cover the cost of the kiosk & software. Estimates are still being developed at the time of this report, but so far the cost is approximately \$14,000.00. If we ask for some changes to the software (for example we want the "Fallen Heroes" software but we may want the title to reflect current service personnel as well, so we may want the program to be Our Heroes instead) there will be additional charges for the change in title. No additional charge for updates, and they do occur frequently according to Advance Kiosk.

9. How long will the kiosk last? If we don't leave the kiosk out during the winter, limit times to use it (for example we can lock the kiosk down not to work from 10 pm to 6 am each day of the week), there is a possibility it could last 8 to 10 years. Advance Kiosk has similar kiosks in the field that are currently being used like we want, & they are about 8 to 10 years old & have only "come back to the company to replace the internal computer equipment".

10. Is the kiosk usable for the sight impaired? Adv. Kiosk ans: Yes, this would probably just be a setting you would need to change on the letter size of the program or website you are locking down to.

11. Can I get a copy of what is on the kiosk sent to me? This is one of the first things I asked about, but the answer was no, that technology wasn't available. We would not have printing capabilities at either site, nor do we want to maintain & the weather has too big an impact on this to make it feasible.

Update (2/2/2018) – Answer from Advanced Kiosk: "For question 11, if some of the webpages you are locking down to the kiosk already have the option to email their content; that would remain. We are currently working on two future objectives with the Fallen Heroes software and our security software. 1. Adding the ability to email a page from the Fallen Heroes software to someone and 2.

Adding a print to email function to our security software. At the moment, because of the current software updates our company is currently working on; I do not have any real timeline when this might happen. I would have to try and keep track of the progress of these features to give you a proper timeline.”

Right now, we don't know if there would be a charge for the ability to do this when it does become available, but I believe people would want this. For now, we can simply say that a program to copy info of the Veteran to their phone is being worked on by the company and (if we decide to do this) we hope to offer it in the future.

12. Are we (this committee (until it disbands)) or the Am. Legion or the Village going to carry insurance on the kiosk? Logically it should be the Village once the Memorial site is passed over to them & if the DPW will be doing the move of the kiosk.

*This is a point to discuss with the Village Mgr. in what is the best way to handle this.

Q & A developed by the Kiosk Committee: Ken Kieck, Tom Slota, Bernie Schroedl & Sally Chadwick. A special thanks to Jay Chadwick for helping with the corrections of this piece. A very special thanks to Charles Dockham of Advance Kiosk who poured over my questions, & gave me a ton of answers.

As of 2/2/2018 by SACHadwick

FREESTANDING KIOSK

19" Touch Screen Monitor

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Moveable

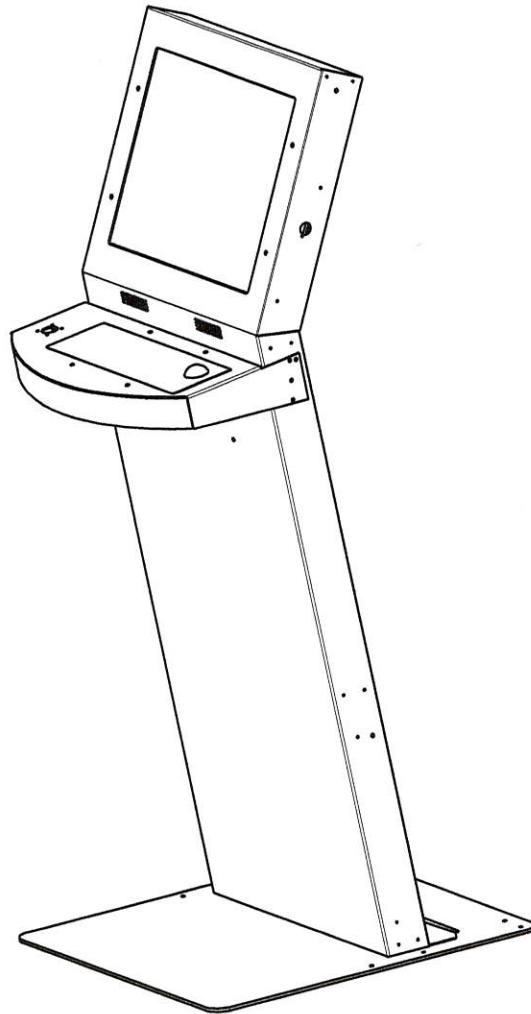
Durable

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FREESTANDING KIOSK WITH KEYBOARD OPTION.

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GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 9/14/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: August/September 2018***

General updates:

- CLC Agreement signed by District and Library in 2017, not yet signed by Village. Will request that it be on upcoming Village BOT agenda.
- Roof leak in Library work room on 8/27, no damage to equipment, repair made same day and billed to CLC building fund
- Expanded use of current software for meeting room reservation to allow customers to self-register for programs, see all uses of community room, and display on library webpage in place of google calendar, created more staff efficiency
- Library thanked briefly in obituary of Thomas Carney along with Park & Rec and Senior Social Club

Programs:

- Village Days
 - Extra staffing: 2 library staff 5-8 on Friday 8/10; 3 library staff 3-5 on Saturday
 - Service during extended hours: 4 new library cards, some checkouts, lots of bathroom use
 - Many people asking about and disappointed by lack of large book sale in basement, however 3 book carts outside with signage for 'Sidewalk Book Sale'
- Veteran's Day presentation will return in November with the help of Tim Seipel and Greendale Scout Troop 506
- Oktoberfest will have extended library hours Friday evening and Saturday afternoon, donated pumpkins and gourds will be sold like last year

Staffing updates:

- Page position filled from pool of 8 applicants, Mel Brunner started 9/11

Meetings attended:

- 8/20-Board orientation session for Trustee Unger
- 8/21-Friends of GPL
- 8/21-Village BOT
- 8/30-GPL Librarian team
- 8/31-Staff capacity and scheduling discussion with Hales Corners PL Director
- 9/4-Village BOT
- 9/5-Library Board / Village Board joint special
- 9/6-MCFLS LDAC
- 9/7-Veteran's Day preliminary event discussion
- 9/11-Village/District BOT joint special
- 9/13-CLC Directors
- 9/18-Wisconsin DPI LSTA Advisory Board

Meetings upcoming:

- 10/12-CLC Directors

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 9/14/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: August/September**

Memo from Lisa Reinke, Youth Services Librarian:

Fall Program Planning

The following programs were submitted for inclusion in the Village Newsletter:

- Two weekly storytimes
- Weekly playgroup
- After School Family Fun (crafts and Lego play-time) weekly program
- Birdwatching with the DNR
- Hay Days craft

Increased Staffing at Youth Desk

- At least one of the youth staff (youth librarian or youth reference associate) is at the youth desk to assist patrons 22 hours per week, averaging 4+ hours per day.
- During the school year there is increased staff presence in youth during busy hours (9-11am) and (3-5pm)



Adult Services (Nicole):

- August was a breather month for the librarians except for the monthly series like color me calm, movie and lunch and learn. Submitted program descriptions for Sept-Dec for the village newsletter.
- The topic for Lunch and Learn in August was called the History of Milwaukee Zoos that was presented by Beth who is a volunteer from the Zoo Pride Organization. We had 15 people attend the presentation and it was a nice virtual visit to when the Washington Park Zoo first opened and when the Milwaukee County Zoo was built to how it's transformed and evolved over time.

Teen Services (Tara):

- Tara is designated as the CollectionHQ software point-person at GPL. CollectionHQ is a new consortia purchase from the MCFLS Member Technology Agreement, is now live and will give libraries unique insights into their material collections and use, Tara may present on findings at a future meeting. See Brochure included in this packet.
- This past month I have been working on the project to put spine labels on all books in the library's collection. Previously spine labels were not used for fiction titles which can make shelving and locating materials for both staff and patrons difficult. This past month I finished labeling all Large Print materials.



- I have also begun the project of labeling regular print fiction titles. Currently the majority of the collection is unlabeled.
- This month we have labeled the A and B authors.



- Three high school honors classes visited the library this past week. I was able to provide them with an overview of our fall teen programs as well as a book talk to highlight some of the current teen literature trends.

Circulation Services (Julie):

- The Staff Summer Reading competition was a big hit! Over 11 weeks we had 9 total participants who read a total of 141 books between them. 2 winners were drawn – Martha Honetschlager won an Amazon gift card, and Tara Jordan won a Marcus gift card. The biggest readers this summer were Bethany Meyer (38 books!!), Julie Schumacher (23), Martha Honteschlager (21) and Terri Jurewicz (16). Way to go guys!
- We had a nice patron compliment. A patron approached Donna while she was shelving to let her know that she was so impressed by how neat and organized the library was. She said we have always been her favorite library, but lately she's really appreciated how easy it's been to find what she was looking for. I think this goes to show that our efforts to relabel our collection have really paid off. With the staff schedule we currently have it can be a challenge to fit in extra projects, but staff has been making sure to continue work on these projects as consistently as possible. For example we are approximately 75% of the way through our CD relabel project, 90% through our DVD project, and have recently begun a Fiction project. We have a long ways to go, but it's nice to hear that our patrons have taken notice of what we've accomplished so far!
- Some staffing updates: In August Kayla Nieth had her 2 year anniversary, and Jenifer Linske had her 13th! We also said farewell to page Madi Spychalla. She left us to head off to College in Northern Michigan. We wish her all the best!



KEY BENEFITS

Make More Effective Use of Collection Budget

Increase Circulation

Make Replacement Ordering Easier and More Focused

More Relevant Collections and Satisfied Patrons

Identify Usage Trends to Improve Buying

Tailor Standing Orders to Usage and Buy Repeat Authors More Effectively



HERE'S WHAT LIBRARIANS ARE SAYING:

"collectionHQ helps the Phoenix Library make the best use of our resources while saving staff time. The instant access to monthly collection use is an efficient and enlightening tool for understanding customer demand and changing use patterns."

RITA HAMILTON, CITY LIBRARIAN, PHOENIX PUBLIC LIBRARY, UNITED STATES



save**TIME**

"collectionHQ has proven to be a very valuable tool in assisting us with both collection maintenance and collection development. It has enabled our Information Staff to focus on customers rather than spending time on such tasks as checking circulation statistics and branch holdings for items considered for withdrawal or relocation. Vaughan Public Libraries is a great fan of collectionHQ!"

MARGIE SINGLETON, CHIEF EXECUTIVE OFFICER, VAUGHAN PUBLIC LIBRARIES, CANADA



save**MONEY**

"Cornwall Libraries has been using collectionHQ to manage stock since 2007. It is particularly useful in identifying non-issuing stock in self-service libraries, allowing us to transfer items to other branches and maximize the budget spend."

LINDA MOFFATT, STOCK TEAM LEADER, CORNWALL COUNCIL LIBRARIES, UNITED KINGDOM

"With collectionHQ, we can confidently plan our collection management calendar well in advance, knowing that all our actions are based on an evidence-driven method that has one aim — to improve our collections."

JACKIE HOWELL, COLLECTION DEVELOPMENT LIBRARIAN, DUNEDIN CITY COUNCIL LIBRARIES, NEW ZEALAND



improve**PERFORMANCE**

"collectionHQ helps us steadily improve our collection management practices. As a result of using collectionHQ, we are already seeing improvements in our collections. Additionally, it helps streamline the budgeting and transfer process, making it a more efficient and effective process for the library."

EMILY BRAITHWAITE, COLLECTIONS AND INFORMATION SERVICES COORDINATOR, WYNDHAM CITY LIBRARY SERVICE, AUSTRALIA



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- + Fully-hosted Web application accessible via your browser on a standard PC.
- + Longest-serving collection improvement software in the world.
- + Goes way beyond simple reporting and provides evidence-based action plans that fit into your workflow and streamline tasks.
- + Completely ILS/LMS neutral and is the only product that will retain evidence of your circulation history, even if you change vendor.
- + Only revolutionary tool to deliver a comprehensive analysis — including trend analysis — throughout North America, Australasia and Europe.
- + First resource to provide libraries with the opportunity to monitor ebook circulation in comparison to print.
- + Technical support, upgrades and service charges are included in the annual subscription fee, so no hidden costs.

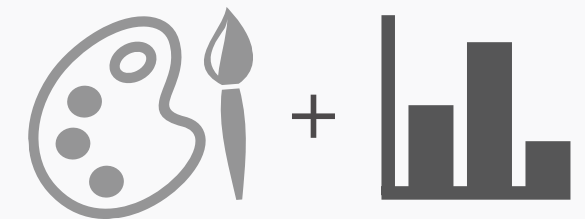
The only solution based on the proven Evidence Based Stock Management (EBSM) methodology.



Greendale Library Board, 09/2018

THE FUTURE OF COLLECTION DEVELOPMENT

When resources are tight and spending collection dollars wisely is vital, libraries need a streamlined collection development process that ensures they have the titles they need, when and where they need them.



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- + Integrating with FirstLook™ services and collection development workflows.
- + Ranking current and forthcoming titles based upon past circulation by author, subject and other metadata.
- + Using sophisticated and flexible predictive analytics to support selection decisions.
- + Determining the quantities required and locations where copies need to be placed to satisfy patron demand.
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