



Agenda
Kenosha Public Library Board of Trustees
Southwest Library 7979 38th Avenue
Tuesday September 11, 2018
5:30 pm

President George O'Malley	Trustee James C. Kennedy	Trustee James Moore
Vice President Dianna L. Hodges	Trustee Carlos A. Florez	Trustee Deborah Ross-Corbett
Treasurer Peter Touhey	Trustee Michelle Miloslavic	Trustee Sandra Steeves

Call to Order
 Roll Call
 Citizens Comments

Agenda

1. Minutes of the Meeting held August 14, 2018
2. Director's Financial Report – August 2018
3. August Bills
4. Department Reports and Statistics
5. 2019 KCLS Resource Library Service Agreement
6. KPL Director's Annual Performance Appraisal Procedures
7. Unattended Children Policy
8. Referrals to Committees

Trustee Comments
 End of Meeting

**KENOSHA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING**

August 14, 2018
KPL Civic Center Building

Trustees Present: George O'Malley, Peter Touhey, Carlos Florez, Jim Kennedy, James Moore, Deborah Ross-Corbett, Sandra Steeves

Trustees Excused: Dianna Hodges, Michelle Miloslavic

Administration: Barbara Brattin, Library Director

Board President George O'Malley called the meeting to order at 5:33 p.m.

Citizens Comments: None.

1. Minutes of the Meeting Held July 10, 2018

UPON MOTION by Trustee Kennedy, seconded by Trustee Moore, the Board voted unanimously to approve the minutes of the July 10, 2018 board meeting.

2. Director's Financial Report

UPON MOTION by Trustee Touhey, seconded by Trustee Kennedy, the Board voted unanimously to receive and file the July 31, 2018 Financial Report, and this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

3. July Bills

UPON MOTION by Trustee Kennedy, seconded by Trustee Touhey, the Board voted unanimously to approve payment of the July bills, and receive and file this Library Board Information Sheet. These items are on file in the Library Administration Office.

4. Department Reports

Director Brattin presented the monthly department reports and provided an overview of the monthly statistics. Director Brattin reported that KPL was named one of three Outstanding Community Impact Award winners for 2018. Director Brattin also reported that visits are up 3%, and programming attendance is up 58% from 2017 at this time.

UPON MOTION by Trustee Steeves, seconded by Trustee Moore, the Board voted unanimously to receive and file this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

5. 2019 Budget Draft

Director Brattin provided an update on the KPL 2019 Budget draft.

UPON MOTION by Trustee Steeves, seconded by Trustee Ross-Corbett, the Board voted unanimously to receive and file this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

6. 2019 Budget CIP Draft

Director Brattin provided an update on the KPL 2019 Budget CIP Draft.

UPON MOTION by Trustee Kennedy, seconded by Trustee Touhey, the Board voted unanimously to receive and file this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

7. PLSR Update (Public Library System Redesign)

Director Brattin provided a PLSR update.

UPON MOTION by Trustee Ross-Corbett, seconded by Trustee Touhey, the Board voted unanimously to receive and file this Library Board Information Sheet and attachments. These items are on file in the Library Administration Office.

8. KPL Board of Trustees Committee Referral Status as of July 10, 2018.

None.

Trustees Comments

The Board welcomed Father Carlos Florez to the KPL Board of Trustees. President O'Malley complimented our fantastic staff on outstanding work for our community. President O'Malley also commented that the internal promotions show growth within our organization.

Meeting adjourned at 6:55 pm.

Respectfully submitted,

Sandy Bear, Secretary

The logo consists of three vertical bars of varying heights on the left, followed by a stylized 'K' shape formed by a series of vertical lines of decreasing height from left to right.

Library Board Information Sheet

Agenda Item: 2.

Subject: Director's Financial Report

Background:

August 31, 2018 Budget Report

The attached August 31, 2018 Budget Report shows the status in all 2018 General Fund accounts for 2018 bills with journal dates before September 1, 2018. General Fund expenditures, overall, are on track for this time of the year.

Recommended Action:

Receive and file the August 31, 2018 Budget Report and this Library Board Information Sheet and Attachments.

AS OF DATE: 08/31/18

GENERAL LEDGER

100 GENERAL FUND

SUMMARY OF EXPENDITURES BY OBJECT WITHIN FUND

ACCT DESCRIPTION	ORIGINAL APPROPRIATION	WORKING BUDGET	CURRENT PERIOD EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OVER/UNDER BUDGET	PERCENTAGE EXPENSED
PERSONNEL						
110 SALARIES	2,095,686.00	2,095,686.00	167,182.80	1,310,886.54	784,799.46	62
120 WAGES HOURLY	1,256,881.00	1,256,881.00	91,759.75	751,897.74	504,983.26	59
130 OTHER EMPLOYEE COMPENSATION	5,920.00	5,920.00	620.25	3,863.45	2,056.55	65
150 EMPLOYEE FRINGE BENEFITS	1,368,433.00	1,368,433.00	37,157.03	466,254.32	902,178.68	34
160 EMPLOYEE RELATED CHARGES OTHER	23,000.00	23,000.00	.00	16,692.61	6,307.39	72
PERSONNEL	4,749,920.00	4,749,920.00	296,719.83	2,549,594.66	2,200,325.34 *	53
LIBRARY MATERIALS						
210 BOOKS	333,000.00	333,000.00	20,032.09	194,004.36	138,995.64	58
230 MAGAZINES	27,700.00	27,700.00	1,128.18	27,317.03	382.97	98
240 AUDIO FORMATS	24,000.00	24,000.00	1,400.37	10,691.73	13,308.27	44
250 VISUAL FORMATS	65,000.00	65,000.00	1,826.50	46,088.09	18,911.91	70
260 KCLS DIGITAL SOURCES	97,300.00	97,300.00	3,595.67	96,927.77	372.23	99
270 KPL ELECTRONIC SOURCES	20,000.00	20,000.00	371.43	8,416.43	11,583.57	42
280 DEVELOPMENTAL LEARNING	8,000.00	8,000.00	149.73	5,907.05	2,092.95	73
LIBRARY MATERIALS	575,000.00	575,000.00	28,503.97	389,352.46	185,647.54 *	67
LIBRARY SUPPLIES						
310 GENERAL SUPPLIES	28,561.00	28,561.00	3,479.86	28,738.81	177.81-	100
320 PROCESSING SUPPLIES	27,000.00	27,000.00	8,996.09	13,583.95	13,416.05	50
330 BIBLIOGRAPHIC RECORD	13,840.00	13,840.00	628.94	5,732.18	8,107.82	41
340 POSTAGE & SHIPPING	18,050.00	18,050.00	104.38	8,051.16	9,998.84	44
360 PROCESS/CATALOGING OUTSOURCED	62,000.00	62,000.00	3,655.26	32,187.99	29,812.01	51
370 PRINTING & PRINTING SUPPLIES	10,225.00	10,225.00	2,126.07	6,847.60	3,377.40	66
380 PROGRAMMING SUPPLIES	4,250.00	4,250.00	469.53	1,743.04	2,506.96	41
390 PROMOTIONAL SUPPLIES	8,150.00	8,150.00	.00	2,045.83	6,104.17	25
LIBRARY SUPPLIES	172,076.00	172,076.00	19,460.13	98,930.56	73,145.44 *	57
BUILDINGS & GROUNDS						
410 RENT	161,040.00	161,040.00	.00	161,040.00	.00	100
420 UTILITIES	191,750.00	191,750.00	17,700.85	104,144.94	87,605.06	54
430 TELEPHONE	75,070.00	75,070.00	12,720.59	45,958.39	29,111.61	61
440 INSURANCE	53,755.00	53,755.00	.00	73,822.07	20,067.07-	137
450 BUILDING MAINTENANCE/SUPPLIES	123,070.00	123,070.00	5,513.27	36,604.57	86,465.43	29
460 GROUNDS	66,650.00	66,650.00	901.18	40,778.63	25,871.37	61
BUILDINGS & GROUNDS	671,335.00	671,335.00	36,835.89	462,348.60	208,986.40 *	68
COMPUTER & EQUIP. MAINTENANCE						
510 OFFICE & COMPUTER EQUIPMENT	234,059.00	234,059.00	20,962.47	194,973.97	39,085.03	83
520 PHOTOCOPY EQUIPMENT	21,740.00	21,740.00	1,191.37	15,852.17	5,887.83	72
550 FURNITURE	1,850.00	1,850.00	.00	.00	1,850.00	0
560 VEHICLES & GROUNDS EQUIPMENT	26,615.00	26,615.00	977.49	10,907.58	15,707.42	40
COMPUTER & EQUIP. MAINTENANCE	284,264.00	284,264.00	23,131.33	221,733.72	62,530.28 *	78
PROFESSIONAL SERVICES						
640 PROFESSIONAL CLEANING SERVICES	63,860.44	63,860.44	5,768.33	45,618.64	18,241.80	71

ACCT DESCRIPTION	ORIGINAL APPROPRIATION	WORKING BUDGET	CURRENT PERIOD EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OVER/UNDER BUDGET	PERCENTAGE EXPENSED
PROFESSIONAL SERVICES						
650 FINANCIAL SERVICES	7,600.00	7,600.00	156.69	812.49	6,787.51	10
660 PROGRAMMING SERVICES	21,300.00	21,300.00	2,014.16	13,523.11	7,776.89	63
670 RECRUITING EXPENSES	1,500.00	1,500.00	.00	437.50	1,062.50	29
680 CONSULTANT SERVICES	52,000.00	52,000.00	6,624.40	36,176.80	15,823.20	69
PROFESSIONAL SERVICES	146,260.44	146,260.44	14,563.58	96,568.54	49,691.90 *	66
TRAVEL & TRAINING						
710 LOCAL MILEAGE	4,000.00	4,000.00	328.45	2,741.95	1,258.05	68
720 CONFERENCES & WORKSHOPS	25,000.00	25,000.00	1,163.63	16,460.50	8,539.50	65
730 PROFESSIONAL MEETINGS	.00	.00	.00	.00	.00	0
740 TRAINING & ORIENTATION	13,000.00	13,000.00	.00	2,742.44	10,257.56	21
750 STAFF TECHNICAL TRAINING	.00	.00	.00	.00	.00	0
TRAVEL & TRAINING	42,000.00	42,000.00	1,492.08	21,944.89	20,055.11 *	52
CAPITAL OUTLAY						
820 EQUIPMENT REPLACEMENT	5,000.00	5,000.00	.00	.00	5,000.00	0
840 VEHICLE REPLACEMENT	20,000.00	20,000.00	.00	20,078.50	78.50-	100
CAPITAL OUTLAY	25,000.00	25,000.00	.00	20,078.50	4,921.50 *	80
OTHER						
930 ILL FINES & REPLACEMENTS	100.00	100.00	.00	193.94	93.94-	193
940 HONESTY BOND	280.00	280.00	.00	316.00	36.00-	112
950 TAXES	2,800.00	2,800.00	.00	1,470.95	1,329.05	52
990 OPERATING TRANSFERS	.00	.00	.00	.00	.00	0
OTHER	3,180.00	3,180.00	.00	1,980.89	1,199.11 *	62
FUND TOTAL	6,669,035.44	6,669,035.44	420,706.81	3,862,532.82	2,806,502.62 **	57

SUMMARY OF REVENUES BY ACCOUNT

100 - GENERAL FUND

ACCOUNT DESCRIPTION	ACTUAL REVENUE FOR THIS YEAR		BUDGET FOR THIS YEAR	PERCENT TO BUDGET THIS YEAR	BALANCE TO BE COLLECTED
	CURRENT PERIOD	YEAR-TO-DATE			
CITY FUNDING					
011 CITY TAX LEVY	384,280.00-	3,074,240.00-	4,611,355.00-	66.66	1,537,115.00-
TOTAL CITY FUNDING	384,280.00-	3,074,240.00-	4,611,355.00-	66.66	1,537,115.00-
STATE & COUNTY FUNDING					
021 STATE & COUNTY REVENUES	.00	1,802,658.00-	1,800,280.00-	100.13	2,378.00
TOTAL STATE & COUNTY FUNDING	.00	1,802,658.00-	1,800,280.00-	100.13	2,378.00
PHOTOCOPY REVENUES					
031 SIMMONS	158.49-	1,371.01-	1,700.00-	80.64	328.99-
032 SOUTHWEST	294.34-	3,411.09-	4,700.00-	72.57	1,288.91-
033 NORTHSIDE	237.90-	2,316.01-	3,700.00-	62.59	1,383.99-
TOTAL PHOTOCOPY REVENUES	690.73-	7,098.11-	10,100.00-	70.27	3,001.89-
INTEREST REVENUES					
041 INTEREST	2,071.97-	12,996.67-	7,000.00-	185.66	5,996.67
TOTAL INTEREST REVENUES	2,071.97-	12,996.67-	7,000.00-	185.66	5,996.67
OTHER REVENUES					
051 KPL FINES, LOST & DAMAGED	5,424.11-	42,109.11-	74,000.00-	56.90	31,890.89-
052 PROCTORING FEES	20.00-	220.00-	250.00-	88.00	30.00-
054 KENOSHA LITERACY COUNCIL RENT	.00	4,000.00-	8,000.00-	50.00	4,000.00-
055 MISCELLANEOUS	444.15-	2,848.81-	5,000.00-	56.97	2,151.19-
056 EMP WITNESS/JURY COMPENSATION	.00	40.00-	50.00-	80.00	10.00-
057 SOUTHWEST CAFE RENT	200.00-	1,200.00-	1,800.00-	66.66	600.00-
058 REPLACEMENT CARDS	112.50-	1,149.10-	1,800.00-	63.83	650.90-
059 CREDIT CARD REBATE	.00	4,424.45-	4,400.00-	100.55	24.45
961 CL CNS SUPPORT	.00	1,792.62-	1,500.00-	119.50	292.62
962 CONSULTANT REVENUE	190.00-	1,282.50-	4,000.00-	32.06	2,717.50-
963 MISCELLANEOUS REVENUE	.00	3,400.00-	.00	.00	3,400.00
973 SALE OF DISCARDED ASSET	.00	.00	.00	.00	.00
TOTAL OTHER REVENUES	6,390.76-	62,466.59-	100,800.00-	61.97	38,333.41-
PRINT/FAX REVENUE					
031 SIMMONS	274.44-	1,987.14-	2,900.00-	68.52	912.86-
032 SOUTHWEST	1,535.79-	10,941.14-	15,000.00-	72.94	4,058.86-
033 NORTHSIDE	973.87-	6,664.71-	9,500.00-	70.15	2,835.29-
034 UPTOWN	258.89-	1,444.33-	2,300.00-	62.79	855.67-
036 SW SCAN STATION	518.75-	3,989.23-	5,600.00-	71.23	1,610.77-
037 NS SCAN STATION	472.60-	3,269.18-	4,200.00-	77.83	930.82-
TOTAL PRINT/FAX REVENUE	4,034.34-	28,295.73-	39,500.00-	71.63	11,204.27-
FUND BALANCES/TRANSFER IN/OUT					
099 FUND BALANCE	.00	.00	100,000.00-	.00	100,000.00-
999 TRANSFER IN/OUT	.00	12,523.07-	.00	.00	12,523.07
TOTAL FUND BALANCES/TRANSFER IN/OUT	.00	12,523.07-	100,000.00-	12.52	87,476.93-
FUND TOTAL	397,467.80-	5,000,278.17-	6,669,035.00-	74.97	1,668,756.83-

The logo consists of a stylized letter 'K' formed by vertical bars of varying heights and widths, creating a sense of depth and movement.

Library Board Information Sheet

Agenda Item: 3.

Subject: August Bills

Background:

This list of bills includes routine and planned activity. Bills with 2018 journal dates of 8/31/18 or before are included in the August 31, 2018 Budget Report. The following bills are noteworthy:

Check #39502 \$1749.34 to City of Kenosha for the following:

- \$869.00 September Life Insurance
- \$880.34 July Fuel Billing

Recommended Action:

Approve payment of August bills and receive and file this Library Board Information Sheet and attachments.

CHECK#	VENDOR	NAME	JRNL DATE	CHECK DATE	DESCRIPTION	AMOUNT
039451	660231	THE TUESDAY AGENCY, LLC	08/09/18	08/09/18	BIG READ SPEAKER	5,000.00
039452	200151	BRODART COMPANY	08/17/18	08/17/18	LIBRARY MATERIALS	32.51
039453	200180	BAKER & TAYLOR	08/17/18	08/17/18	LIBRARY MATERIALS	10,218.38
039454	200304	DATA2 CORPORATION	08/17/18	08/17/18	PROCESSING SUPPLIES	4,090.31
039455	200704	HEATHER POYNER	08/17/18	08/17/18	YFS & ADS PROGRAMS	200.00
039456	200810	INGRAM LIBRARY SERVICES INC.	08/17/18	08/17/18	LIBRARY MATERIALS	721.93
039457	201340	MIDWEST TAPE LLC	08/17/18	08/17/18	LIBRARY MATERIALS	2,530.12
039458	201340	MIDWEST TAPE LLC	08/17/18	08/17/18	HOOPLA	3,595.67
039459	201602	PARACLETE PRESS INC.	08/17/18	08/17/18	LIBRARY MATERIALS	59.81
039460	201815	RECORDED BOOKS, INC.	08/17/18	08/17/18	LIBRARY MATERIALS	731.73
039461	300023	COMPLETE OFFICE OF WISCONSIN	08/17/18	08/17/18	PRINTER SUPPLIES	906.12
039462	300027	JOHN S. SWIFT CO., INC.	08/17/18	08/17/18	PRINTING	1,832.00
039463	300480	FESTIVAL FOODS	08/17/18	08/17/18	YFS PROGRAMMING	69.35
039464	340097	UNITED STATES POSTAL SERVICE	08/17/18	08/17/18	POSTAGE DUE ACCOUNT	100.00
039465	340147	UNITED PARCEL SERVICE	08/17/18	08/17/18	SHIPPING	4.38
039466	340151	YRC FREIGHT	08/17/18	08/17/18	EQUIPMENT REPAIRS	65.00
039467	400022	WE ENERGIES	08/17/18	08/17/18	ELECTRIC/GAS	16,063.12
039468	400029	TIME WARNER CABLE	08/17/18	08/17/18	SOFTWARE	16.54
039469	400040	VERIZON WIRELESS	08/17/18	08/17/18	INTERNET SERVICE	80.02
039470	400050	KENOSHA WATER UTILITY	08/17/18	08/17/18	WATER SERVICE	1,637.73
039471	400102	RHINO NETWORKS	08/17/18	08/17/18	SOFTWARE	5,580.69
039472	500019	NAPA AUTO PARTS KENOSHA	08/17/18	08/17/18	REPAIRS	3.17
039473	500036	HENRICKSEN	08/17/18	08/17/18	REPLACEMENT FURN	23,565.77
039474	500084	AUTOMATIC BUILDING CONTROLS	08/17/18	08/17/18	BUILDING EQUIP MAINT	105.38
039475	500108	KRISTIANSEN ENTERPRISES, INC	08/17/18	08/17/18	JANITORIAL SERVICES	5,768.33
039476	500147	ONIX	08/17/18	08/17/18	GOOGLE APPS RENEWAL	14,040.00
039477	500183	MIDWEST FIBER NETWORKS	08/17/18	08/17/18	DATA LINES	7,272.95
039478	500949	NABCO ENTRANCES	08/17/18	08/17/18	BUILD EQUIP MAINT	181.50
039479	600048	UW PARKSIDE CREATIVE SERV.	08/17/18	08/17/18	PRINTING	294.07
039480	600052	NETTIME SOLUTIONS	08/17/18	08/17/18	STRATUSTIME JULY	403.75
039481	600059	ACTION LOGISTICS	08/17/18	08/17/18	DELIVERY	4,124.40
039482	600255	UNIQUE MANAGEMENT SERVICES	08/17/18	08/17/18	COLLECTION AGENCY	358.00
039483	600276	CARLSON DETTMANN CONSULTING	08/17/18	08/17/18	CONSULTANT SERVICES	2,500.00
039484	660166	KENOSHA CHESS ASSOCIATION	08/17/18	08/17/18	OUTREACH PROGRAMS	200.00
039485	660225	RACINE/KENOSHA COMMUNITY	08/17/18	08/17/18	PROGRAM PRESENTER	17.87
039486	799999	KENOSHA PUBLIC LIBRARY	08/17/18	08/17/18	PETTY CASH	102.77
039487	890002	LISA RIVERS	08/17/18	08/17/18	CONFERENCE	120.99
039488	890003	LISA LANGSDORF	08/17/18	08/17/18	LOCAL MILEAGE	90.58
039489	890013	KAREN ROZZONI	08/17/18	08/17/18	LOCAL MILEAGE	46.65
039490	890039	KATHLEEN DUBA	08/17/18	08/17/18	LOCAL MILEAGE	6.86
039491	890045	SCOTT KROES	08/17/18	08/17/18	LOCAL MILEAGE	31.61
039492	890084	MICHELLE S. EISENHAUER	08/17/18	08/17/18	LOCAL MILEAGE	24.69
039493	890088	JENNIFER FAIT	08/17/18	08/17/18	LOCAL MILEAGE	27.90
039494	890092	BARBARA BRATTIN	08/17/18	08/17/18	LOCAL MILEAGE	239.58
039495	890102	ANNE F. RASMUSSEN	08/17/18	08/17/18	CONFERENCE	173.21
039496	890112	CATHY POLOVINA	08/17/18	08/17/18	LOCAL MILEAGE	26.16
039497	890116	JACOB BOWEN	08/17/18	08/17/18	YFS PROGRAMMING	85.00
039498	890117	MEGAN HEINRICH	08/17/18	08/17/18	CONFERENCE	56.62
039499	890121	GINA WILLIAMSON	08/17/18	08/17/18	LOCAL MILEAGE	5.88
039500	500036	HENRICKSEN	08/20/18	08/20/18	REPLACEMENT FURN.	18,291.25
039501	500036	HENRICKSEN	08/20/18	08/20/18	REPLACEMENT FURN.	9,145.63

CHECK#	VENDOR	NAME	JRNL DATE	CHECK DATE	DESCRIPTION	AMOUNT
039502	100081	CITY OF KENOSHA	08/31/18	08/31/18	JULY FUEL BILLING	1,749.34
039503	200180	BAKER & TAYLOR	08/31/18	08/31/18	LIBRARY MATERIALS	12,499.57
039504	200810	INGRAM LIBRARY SERVICES INC.	08/31/18	08/31/18	LIBRARY MATERIALS	261.09
039505	201045	JOURNAL TIMES	08/31/18	08/31/18	LIBRARY MATERIALS	576.18
039506	201340	MIDWEST TAPE LLC	08/31/18	08/31/18	LIBRARY MATERIALS	857.94
039507	201602	PARACLETE PRESS INC.	08/31/18	08/31/18	LIBRARY MATERIALS	111.30
039508	300111	BADGER STATE INDUSTRIES	08/31/18	08/31/18	CUSTODIAL SUPPLIES	901.64
039509	300480	FESTIVAL FOODS	08/31/18	08/31/18	YFS PROGRAMMING	16.22
039510	400071	MENARDS - KENOSHA	08/31/18	08/31/18	LAWN MAINTENANCE	200.50
039511	400094	PRAIRIE SIDE TRUE VALUE	08/31/18	08/31/18	BLDG IMPROVEMENTS	87.06
039512	500019	NAPA AUTO PARTS KENOSHA	08/31/18	08/31/18	BKM OIL	92.62
039513	500071	CICCHINI ASPHALT, LLC	08/31/18	08/31/18	PKING LOT SDWLK MTNC	795.00
039514	500109	JOHNSON CONTROLS INC.	08/31/18	08/31/18	BUILDING EQUIP MAINT	985.21
039515	500146	PREMIER PAINTING CO.	08/31/18	08/31/18	BUILDING REPAIR	2,380.00
039516	500148	URBAN LIBRARIES COUNCIL	08/31/18	08/31/18	DATA ANALYSIS	2,500.00
039517	500215	GREATAMERICA FINANCIAL SVCS.	08/31/18	08/31/18	COPIER LEASES	1,191.37
039518	670080	KENOSHA NEWS	08/31/18	08/31/18	LIBRARY MATERIALS	552.00
039519	890096	BRANDI CUMMINGS	08/31/18	08/31/18	CONFERENCE	52.53
039520	890117	MEGAN HEINRICH	08/31/18	08/31/18	OUTREACH PROGRAMS	33.04
039521	890123	JENNIFER MEIXELSPERGER	08/31/18	08/31/18	LOCAL MILEAGE	35.59
039522	890125	ELKID ALVAREZ	08/31/18	08/31/18	CONFERENCE	45.91
039523	900062	US BANK	08/31/18	08/31/18	VARIOUS	15,855.95

GRAND TOTAL

~~182,626.04~~

164,334.79
DJ

The logo consists of three vertical bars of varying heights on the left, followed by a stylized 'K' shape formed by a series of vertical lines of decreasing height from left to right.

Library Board Information Sheet

Agenda Item: 4.

Subject: Department Reports and Statistics

Background:

Attached are program and service statistics and a written report on department and library-wide activities during August 2018.

Recommended Action:

Receive and file this Library Board Information Sheet and attachments.

Department Reports

Executive Summary- Barb Brattin

Our first Project Outcome survey has delivered some encouraging news and more reason to celebrate. The tool, provided by the Public Library Association, measures the impact of library services by asking people how participation in library services or programs has affected their lives. Public libraries have been conducting Summer Reading Programs for as long as most people can remember. We know we get high participation (1400 children and 312 teens this summer), but does participation really help a child do better in school or make them more likely to love learning? This summer, we asked. Parents and caregivers overwhelmingly reported a resounding YES! (See Youth and Family Services report below.) There is no greater reward for our staff who work so hard to spark a child's curiosity for a lifetime. And it's evidence that what we are doing has great impact on our community.

In our Early Grade Reading taskforce for Kenosha's Building Our Future initiative, we've been talking a lot about the "out of school time" (OST) activities that might improve Kenosha County's abysmal 43% 3rd grade reading proficiency. Project Outcome results indicate that expanded exposure to summer reading programs through our involvement in the Kenosha Parks Alliance and through our expanded bookmobile services in 2019 will be part of the solution.

Kids aren't the only ones having fun @KPL these days. This year's ComicCon brought in 1,000 people in costume to Southwest on a Saturday to celebrate their love of books, games, and fantastic creatures. Our staff team of planners and participants were well rewarded for their efforts by the enthusiastic crowd of all ages. Entire families dressed in homemade costumes posed for green screen photos, engaged with graphic novel and fantasy fiction authors, tested our librarians' knowledge of the genre, and challenged new friends in board game and card competitions. The library was filled with incredible energy and we took the opportunity to introduce lots of budding filmmakers to our new digital media lab, The Hub.

So much is going on and so much is planned that I can't do it all justice in this report. Our staff is producing brilliant, creative and fun programs, collections, and services that exemplify a great public library. Check the program calendar online or in print to see it all. Here's a short list of programs you won't want to miss:

September 14 8am-noon Ryan Dowd Staff Inservice "Librarian's Guide to Homelessness"
September -October Sweat: Kenosha Work Stories series, including a live performance of the play by Public Theater, NYC on October 16 at the UAW Local 72 Hall.
September- October Crowdsourced Kenosha: Nosferatu vampire collaborative filmmaking culminating in a movie premier on October 25 at the Kenosha Public Museum.

Hope to see you there!

Public Services- Anne Rasmussen

This month, we completed our Summer Reading Program. Project Outcome Surveys were distributed for caregivers of kids and have provided us with positive feedback we can use to make our programs even stronger moving forward. Careful analysis of the the results will help guide our team. KPL celebrated the end of summer with a day filled with costumes, games, meeting artists/authors at our 2nd Annual Comic Con, drawing large crowds and happy patrons. A second Project Outcome survey issued at this event will help us determine how best to use events like Comic Con to promote, and bring awareness of our resources to a wider audience in our community. Cross training will be starting next month, officially, for our Public Services staff as Circulation Staff and ADS, YFS, and OS learn more about each others' roles. The goal is moving KPL closer to a "point-of-contact is point-of-service" model.

Outreach Services- Jill Miatech

KPL Summer Parks Alliance participation included STEM and art programs, summer reading, Bookmobile visits, Shakespeare (and Euripides!) performances, and weekly Chess Nights. KPL was also present at several National Night Out sites, Picnic in the Park at Petrifying Springs, end-of-summer parties at the Parks programs, Estrellitas Brillantes daycare open house, and several school open house nights & back-to-school events. The summer Bookmobile season was very hot, but staff continued to bring great service despite the tropical conditions. The fall schedule will begin as soon it's back from the shop!

Youth & Family Services- Jen Fait

Our summer reading program has officially ended, with about 1,400 children aged 11 and under participating and 312 teens participating. We conducted a Project Outcome survey for caregivers on the kids summer reading program. According to the survey report, "Of the percentage of parents or caregivers surveyed who either agreed or strongly agreed that they benefited from the service or program: 99% reported their child maintained or increased their reading skills, 93% reported their child is a more confident reader, 89% reported their child reads more often, and 86% reported their child uses the library more often." We had a lot of positive feedback from respondents about the format of the program as well as the variety of classes offered at the library during the summer.

As we move into the school year, Youth & Family Services is starting our fall programming schedule and planning the spring calendar. YFS librarians are also working on refreshing and updating the youth & teen collections at Uptown Library. We plan to expand the fiction collections and make them more browser-friendly by adding genres to the juvenile fiction and topic categories to the picture books.

Adult and Digital Services- Shannon Urban

During the month of August, ADS wrapped the Summer Reading Program with KPL's second Comic Con for all ages. We hosted a pre-Comic Con event with a special movie screening of *Avengers: Infinity War* at Petrifying Springs Biergarten. The next day we had 1100 patrons at Southwest Library for Comic Con. That was 500 more people than the previous two Saturdays in August. We were once again treated to a visit from the world-renowned 501st Legion, and we also had a second internationally famed Star Wars club, the Mandalorian Mercs, make an appearance. Both groups spent several hours modeling their costumes, interacting with patrons and taking pictures with fans. We presented our first Artist Alley with seven local artists, cartoonists, and graphic novel writers, and patrons also enjoyed board games, video games, crafts, green screen photos, Stump the Librarians Trivia, and a screening of *The Black Panther*.

Collection Services- Rob Nunez

- We would like to welcome Melissa Bujniewicz to the department. She comes to us from Circulation and will be filling the role of Part Time Catalog Specialist starting Sept 10.
- Tara has officially started her new role as Team Lead in Collection Services, and Kelly has also started her new role of Full Time Catalog Specialist.
- With all of the staffing changes, we have fallen behind with new orders, but are working diligently to catch up.
- We have been working with Lakeshores Library System to finish up some remaining automation tasks for loading orders into Sirsi and MARC records for Shelf Ready materials. These changes are in the process of being rolled out in the coming weeks.
- Rob has been working with Elkid in Outreach Services to improve the Spanish Collection, and provide new Spanish Language materials to the department. In addition, the shelving locations in the SHARE catalog have been uploaded to be bilingual for KPL Spanish books.
- Spanish books are being processed with "NEW" labels. We are still working with vendors to have "NUEVO" labels added to the books.

Buildings and Grounds- Dan Davis

- Interior painting at Uptown Library has been completed
- All outdoor handrails have been painted at Uptown Library
- All interior handrails have been painted at Uptown Library
- All interior handrails have been painted at Uptown Library
- The staff area at Simmons Library has been repainted
- Damage to the media room wall at Southwest Library has been repaired and Repainted
- The maintenance truck exhaust was repaired
- The Bookmobile is currently at city transit for repairs to the steering and suspension
- The generator on the Bookmobile was serviced by maintenance staff
- Plumbing issues at various locations have been fixed and corrected

- The installation of the handrails at Simmons Library has been delayed due to weather
- The top coating and restriping of the Civic Center, Simmons, and Southwest Library parking lots has been completed.
- Daily maintenance continues at all locations
- Weekly grounds work continues at all locations

HR and Staff Training- Michelle Eisenhauer

Details for the all staff training with Ryan Dowd were finalized in August. Staff from Southeast Wisconsin Continuing Education Consortium (SEWICE) libraries were invited to send staff. Twenty-one staff are scheduled to attend from these libraries as well as seven from the UW-Parkside Library, eight from Community Library and thirty from Racine Public Library. Representatives from the local non-profit community were also invited. One representative has committed thus far.

Recruiting and interviewing for various internal and external positions was ongoing during month. Interviews were held for a part-time Guard/Maintenance position at Simmons, a full-time Catalog Specialist position in Collection Services, a full-time Instruction Librarian in Adult and Digital Services, and four custodian positions in Maintenance. We have had one retirement announced in August (Scott Smith - Team Leader at Southwest Library) and one resignation (Kala Istvanek - FT Clerk at Southwest Library).

Appointments in August:

External Appointment

Stephanie Lewin-Lane - Instruction Librarian -- Adult and Digital Services

Internal

Kelly Witte - FT Catalog Specialist -- Collection Services

Amy Klein - Research and Technology Guide -- Adult and Digital Services

Melissa Bujniewicz - Catalog Specialist -- Collection Services

	January	February	March	April	May	June	July	August	YTD 2018	YTD 2017	Change	Change %
LIBRARY VISITORS												
Southwest	29,599	27,966	32,390	30,397	30,283	33,273	32,310	33,398	249,616	238,907	10,709	4%
Northside	15,023	15,575	16,660	16,626	15,156	15,800	16,326	19,004	130,170	124,404	5,766	5%
Uptown	1,841	1,630	1,850	1,491	1,879	1,448	1,669	1,761	13,569	15,582	-2,013	-13%
Simmons	3,602	2,969	4,089	3,903	4,032	3,954	4,193	4,606	31,348	38,169	-6,821	-18%
Bookmobile	1,746	2,159	2,311	2,649	2,888	1,807	2,466	2,107	18,133	12,319	5,814	47%
TOTAL	51,811	50,299	57,300	55,066	54,238	56,282	56,964	60,876	442,836	429,381	13,455	3%
									2018 Month	2017 Month		
# Registered borrowers in district	37,883	39,233	41,930	48,582	46,024	46,918	48,047	46,313	46,313	32,062	14,251	44%
#Registered borrowers from outside district	25,817	26,468	27,956	32,136	30,976	33,385	34,079	32,791	32,791	22,555	10,236	45%
CHECKOUTS												
Southwest	46,526	44,186	50,076	47,325	45,274	49,554	51,494	50,118	384,553	388,519	-3,966	-1%
Northside	23,124	21,354	24,344	23,127	22,246	23,657	24,232	26,193	188,277	196,892	-8,615	-4%
Uptown	1,810	1,643	1,602	1,677	1,723	1,718	1,851	1,769	13,793	16,692	-2,899	-17%
Simmons	4,842	4,638	4,759	4,449	4,271	4,562	5,025	5,105	37,651	45,244	-7,593	-17%
Bookmobile/Outreach	4,102	4,665	5,324	5,605	5,695	3,603	5,527	3,815	38,336	27,332	11,004	40%
TOTAL	80,404	76,486	86,105	82,183	79,209	83,094	88,129	87,000	662,610	674,679	-12,069	-2%
Express Checkout Usage -- Northside	12,151	11,607	13,287	12,735	12,385	14,338	14,573	15,499	106,575	29,412	77,163	262%
% of Total NS Circulation	52.55%	54.36%	54.58%	55.07%	55.67%	60.61%	60.14%	59.17%	56.61%	14.94%	41.67%	279%
Express Checkout Usage -- Southwest	20,424	20,225	23,785	22,571	22,059	25,456	26,855	26,942	188,317	0		
% of Total SW Circulation	43.90%	45.77%	47.50%	47.69%	48.72%	51.37%	52.15%	53.76%	48.97%	0		
Online Renewals	10,755	10,666	11,893	12,183	12,050	11,284	12,266	11,587	92,684	90,823	1,861	2%
Adult Materials	48,473	45,976	49,859	47,606	47,949	47,987	50,097	51,278	389,225	403,492	-14,267	-4%
Children's Materials	29,939	28,766	34,103	32,475	29,101	32,508	34,977	32,891	254,760	254,247	513	0%
Young Adult Materials	1,992	1,744	2,143	2,102	2,159	2,599	3,055	2,831	18,625	16,940	1,685	10%
# holds placed	22,103	19,905	21,536	20,372	20,037	21,037	21,385	21,262	167,637	145,953	21,684	15%
Print Circulation	51,048	48,499	56,013	53,954	50,951	55,501	60,002	58,229	434,197	434,525	-328	0%
AV Circulation	28,332	27,095	29,143	27,431	27,450	26,893	27,383	27,917	221,644	234,518	-12,874	-5%
Computer/eReader checkouts	360	323	263	199	183	181	162	170	1,841	2,374	-533	-22%
Development Toy/Equipment Checkouts	664	569	686	599	625	519	582	684	4,928	3,262	1,666	51%
ELECTRONIC DOWNLOADS												
Ebooks- all vendors	4,993	4,502	4,988	4,652	4,623	4,558	5,015	4,968	38,299	34,229	4,070	12%
E-music- all vendors	3,170	3,361	4,482	3,295	3,172	2,399	2,468	126	22,473	28,955	-6,482	-22%
E-audiobooks- all vendors	3,438	3,097	3,619	3,454	3,472	3,440	3,786	3,848	28,154	20,548	7,606	37%
Video downloads	401	314	335	215	164	210	209	207	2,055	1,765	290	16%

	January	February	March	April	May	June	July	August	YTD 2018	YTD 2017	Change	Change %
Magazines	568	551	557	532	421	431	385	436	3,881	4,966	-1,085	-22%
TOTAL	12,570	11,825	13,981	12,148	11,852	11,038	11,863	9,585	94,862	90,463	4,399	5%
COMPUTER USE												
Computer station sessions Southwest	7,323	6,875	7,145	6,689	6,389	7,144	7,577	7,907	57,049	61,120	-4,071	-7%
Computer station sessions Northside	3,866	3,626	4,338	3,927	3,764	4,063	3,958	4,250	31,792	31,495	297	1%
Computer station sessions Simmons	1,804	1,794	2,227	1,891	1,913	1,873	2,112	2,676	16,290	19,628	-3,338	-17%
Computer station sessions Uptown	723	608	703	798	852	774	800	849	6,107	6,564	-457	-7%
TOTAL	13,716	12,903	14,413	13,305	12,918	13,854	14,447	15,682	111,238	118,807	-7,569	-6%
Wireless sessions Southwest	6,603	6,328	7,688	6,960	7,099	6,930	7,068	7,595	56,271	29,560	26,711	90%
Wireless sessions Northside	2,542	2,464	2,976	2,880	2,976	3,180	3,410	3,813	24,241	14,372	9,869	69%
Wireless sessions Simmons	1,178	1,176	1,705	1,830	1,891	1,770	2,015	2,077	13,642	7,609	6,033	79%
Wireless sessions Uptown	992	1,036	1,209	1,170	1,271	1,260	1,426	1,612	9,976	4,364	5,612	129%
TOTAL	11,315	11,004	13,578	12,840	13,237	13,140	13,919	15,097	104,130	55,905	48,225	86%
Program Totals												
Adult/All Ages Programs	52	54	48	66	58	72	63	72	485	415	70	17%
Adult/All Ages Attendance	437	544	513	1,556	513	1,856	2,693	5,057	13,169	7,012	6,157	88%
Outreach Programs	62	64	75	69	73	57	70	56	526	392	134	34%
Outreach Attendance	1,015	1,090	3,909	1,349	2,412	1,900	3,535	4,076	19,286	10,882	8,404	77%
Children's Programs	104	107	126	118	69	99	134	65	822	720	102	14%
Children's Attendance	4,144	4,254	5,186	5,631	3,361	4,318	4,903	3,466	35,263	30,885	4,378	14%
Teen Programs	9	9	10	11	10	8	11	8	76	63	13	21%
Teen Attendance	224	167	225	384	241	257	250	190	1,938	1,264	674	53%
Tech Classes	10	6	6	6	7	11	11	8	65	130	-65	-50%
Tech Attendance	73	124	31	23	47	42	26	102	468	539	-71	-13%
Total Programs	237	240	265	270	217	247	289	209	1,974	1,198	776	65%
Total Attendance	5,893	6,179	9,864	8,943	6,574	8,373	11,407	12,891	70,124	39,161	30,963	79%
REFERENCE												
Adult reference questions	5,159	5,083	5,027	4,741	4,774	5,335	5,351	4,879	40,349	39,524	825	2%
Tech help	464	459	500	453	396	425	461	501	3,659	5,699	-2,040	-36%
Adult readers advisory questions	256	277	227	250	222	212	296	324	2,064	2,174	-110	-5%
Adult directional questions	496	610	493	514	428	421	556	698	4,216	5,594	-1,378	-25%
One-on-one / Reserve-A-Librarian sessions	6	18	12	6	14	13	8	15	92	273	-181	-66%
TOTAL CONTACTS	6,381	6,447	6,259	5,964	5,834	6,393	6,672	6,417	50,367	53,264	-2,897	-5%

	January	February	March	April	May	June	July	August	YTD 2018	YTD 2017	Change	Change %
Children's reference questions	516	636	753	775	600	803	564	503	5,150	4,496	654	15%
Children's readers advisory questions	35	107	54	75	67	71	56	48	513	561	-48	-9%
Children's directional questions	104	73	188	141	91	120	127	177	1,021	729	292	40%
Tech help	50	74	49	32	41	83	66	69	464	353	111	31%
TOTAL CONTACTS	705	890	1,044	1,023	799	1,077	813	797	7,148	6,139	1,009	16%
Young Adult reference questions	106	165	166	77	132	159	115	93	1,013	877	136	16%
Young Adult RA questions	17	8	7	1	8	16	14	12	83	75	8	11%
Young Adult directional questions	31	27	30	14	31	26	49	30	238	218	20	9%
Tech help	54	64	70	70	94	92	102	90	636	298	338	113%
TOTAL CONTACTS	208	264	273	162	265	293	280	225	1,970	1,468	502	34%
TOTAL CONTACTS - ALL TYPES	7,294	7,601	7,576	7,149	6,898	7,763	7,765	7,439	59,485	60,871	-1,386	-2%
COMMUNITY ENGAGEMENT/ OUTREACH												
#program partnerships (co-sponsored, anywhere)	19	16	4	7	3	17	12	16	94	86	8	9%
#volunteers	10	7	7	8	9	10	6	9	66	123	-57	-46%
volunteer hours	95	46	69	83	103	109	79	54	638	1,088	-450	-41%
#bookmobile stops	84	88	70	86	96	59	80	71	634	649	-15	-2%
									2018 Month	2017 Month		
#deposit collections in program	10	10	10	9	9	10	10	10	78	8	70	875%
#home delivery/deposit collection visits	41	47	51	47	56	42	51	53	388	200	188	94%
#home delivery/deposit checkouts	291	312	380	309	383	302	369	425	2,771	2,142	629	29%
#home delivery patrons in program	28	32	26	29	30	29	29	32	235	175	60	34%
#lobby stops	23	24	24	25	26	21	26	26	195	34	161	474%
#lobby stop visitors	291	256	316	307	312	251	298	345	2,376	472	1,904	403%
#lobby stop checkouts	718	731	760	767	825	752	953	863	6,369	1,145	5,224	456%
MEETING ROOM USE												
SW Public	140	133	121	111	115	106	112	104	942	984	-42	-4%
SW staff	20	20	11	20	20	22	7	12	132	145	-13	-9%
NS Public	87	91	97	91	74	78	79	86	683	608	75	12%
NS staff	12	33	4	3	2	0	2	5	61	57	4	7%
SW Study Rooms	175	174	202	178	208	215	181	172	1,505	1,272	233	18%
NS Study Rooms	97	104	147	147	115	129	115	104	958	845	113	13%
SI Study Room	1	3	2	7	5	6	1		25	42	-17	-40%
TOTAL	532	558	584	557	539	556	497	483	4,306	3,911	395	10%
STAFF TRAINING												
staff training hours completed	220	252	195	152	108	193	63	118	1,300	1,161	139	12%
#inside training events	12	6	5	1	6	8	8	5	51	56	-5	-9%

	January	February	March	April	May	June	July	August	YTD 2018	YTD 2017	Change	Change %
#outside training events	41	21	30	35	30	35	9	45	246	196	50	26%
MARKETING												
Monthly Newsletter Recipients	27,015	26,986	23,766	23,996	23,206	23,174	23,194	23,162	194,499	228,631	-34,132	-15%
Monthly Newsletter Open Rate %	16,408	10,347	10,997	11,142	15,125	10,964	11,702	17,725	76.52%			
Monthly Newsletter Click Through Rate %	420	188	337	389	435	376	413	414	2%			
Facebook Followers	2,866	2,916	2,972	3,040	3,070	3,115	3,160	3,184	3,184	2,757	427	15%
Facebook Monthly Reach	568,803	21,820	24,238	37,587	26,455	34,356	27,423	29,285	769,967			
KPL Instagram Followers	340	366	374	402	428	460	501	526	526			
KPL Instagram Monthly Reach	1,586	1,011	623	983	864	1,224	878	1,076	8,245			
KPLTeens Instagram Followers	76	80	81	102	155	160	153	159	160			
KPLTeens Instagram Monthly Reach	633	501	176	440	564	496	424	840	4,074			
Twitter Followers	775	791	800	811	830	838	847	852	852			
Twitter Impressions	10,300	14,400	12,200	15,900	14,200	9,440	10,100	7,622	94,162			
WEBSITE & E-RESOURCES												
Catalog searches	139,940	120,744	135,353	131,918	122,948	132,888	142,410	136,509	1,062,710	988,736	73,974	7%
Website pageviews	66,441	57,141	63,690	59,919	58,291	64,555	63,351	64,605	497,993	509,678	-11,685	-2%
Subscription Database Sessions	3,366	4,753	87,638	103,494	885,149	*6537	*3542	^2790	1,084,400	24,096	1,060,304	4400%
Subscription Database Searches	7,484	8,618	92,812	103,386	886,360	*9441	*6530	^6303	1,098,660	69,475	1,029,185	1481%
									*CS staff use influenced jump			
									^9/06 Does not contain numbers for Morningstar, Consumer Reports or Lynda.com. Figure will be updated asap.			



Library Board Information Sheet

Agenda Item: 5.

Subject: 2019 Kenosha County Library System Resource Library Services Agreement

Background:

Annually, KPL signs a Resource Library Services Agreement with the Kenosha County Library System (KCLS). Primarily, the agreement provides for KPL to be reimbursed for non-resident usage of the Library. KCLS also agrees to grant KPL funds for part of central site computer network maintenance costs. In addition, KPL agrees to coordinate interlibrary loan, delivery, continuing education, automation planning, and system administration.

Recommended Action:

Authorize the Library Board President to sign the 2019 Kenosha County Library System Resource Library Services Agreement on behalf of the Kenosha Public Library, and receive and file this Library Board Information Sheet and attachment.

2019 Kenosha County Library System Resource Library Services Agreement

THIS AGREEMENT IS MADE by and between the Kenosha County Library System, hereinafter called KCLS, and the Kenosha Public Library, hereinafter called KPL, for a term beginning January 1, 2019 and terminating December 31, 2019.

WHEREAS, KCLS was established under Chapter 43 of the *Wisconsin Statutes* to facilitate the cooperative development of library services in Kenosha County and is obligated by agreement with the County of Kenosha to provide for the extension of library services to all residents of Kenosha County; and,

WHEREAS, KCLS has determined that it is economical and efficient to contract for services through KPL and is empowered to enter into such contracts under *Wisconsin Statutes*;

NOW THEREFORE, KCLS and KPL agree as follows:

1. KPL will provide library services to all residents of Kenosha County on the same basis as they are available to residents of the City of Kenosha.
2. KPL will serve as the KCLS resource library pursuant to Wisconsin Statute 43.16.
3. KPL will honor valid borrower's cards issued by libraries that are members of library systems with which KCLS has signed reciprocal borrowing agreements.
4. KPL will provide interlibrary loan and reference/referral services for all Kenosha County residents and KCLS member libraries.
5. KPL will provide bookmobile services to rural areas of Kenosha County not served by a local library.
6. KPL will provide administrative services to KCLS which include, but are not limited to: (a) developing a system service plan and budget in consultation with the KCLS Board; (b) recording and maintaining KCLS minutes and communications; (c) carrying out the KCLS Service Plan and Budget as approved by KCLS Board; (d) providing consultant services for the Community Library upon request.
7. KCLS will pay KPL \$1,571,095 during 2019 for the services above. Payment will be made in two equal installments of \$785,547.50 on or before January 31, 2019 and July 31, 2019.
8. KCLS will pay KPL \$279,869 on or before January 31, 2019 for costs associated with maintaining the central site computer for the Countywide Library Computer Network and to purchase digital resources for KPL and Community Library in 2019. This includes \$58,718 for the central site ILS contract, \$50,000 to support the cost of system delivery, \$400 for system Interlibrary Loan software costs, and \$41,900 for Internet data telecommunications and maintenance costs to the central site. It also includes \$100,000 to be used to cooperative purchase digital resources available to all County residents over the Internet at home, work, school, or any Kenosha County library building. A special projects budget of \$26,555 is earmarked for workforce development, digital literacy, and broadband improvement projects.

9. On or before October 1, 2019, the parties to this Agreement will enter into good faith negotiations for its renewal; and this Agreement will supersede any and all previous Agreements between the parties to this Agreement.

_____ date
KCLS Board President

_____ date
KPL Board President

The logo for the KPL Library Board Information Sheet. It features a stylized letter 'K' composed of vertical bars of varying heights and widths, creating a sense of depth and movement. The bars are solid black on the left and transition into a series of thin, parallel lines on the right, suggesting a stack of books or a modern architectural element.

Library Board Information Sheet

Agenda Item: 6.

Subject: KPL Director's Annual Performance Appraisal Procedures

Background:

Attached are the KPL Director's annual performance appraisal procedures drafted by Board President, George O'Malley.

Recommended Action:

Receive and file this Library Board Information Sheet.

Board of Trustees Procedure

Number: **Personnel & Finance 01**

KPL Director Appraisal

Effective Date: **08-01-2018**

Approved by: George O'Malley,
KPL President

Procedure for Conducting the Kenosha Public Library Director's Appraisal

1.0 Purpose

Establish a set procedure for conducting the KPL Director annual performance appraisal in a timely manner.

2.0 Scope

The Personnel and Finance Committee is charged in conducting the KPL Director annual performance appraisal. This process includes the Director submitting a self-evaluation report on prior year goal achievement and the entire Board of Trustees members submitting their evaluation of the Director. The P & F Committee summarizes this data, creates a final appraisal of the Director's performance, and conducts the annual performance appraisal event with the director. The committee then reports to the board that the process has been completed.

3.0 Definitions

Board – Kenosha Public Library Board of Trustees

KPL – Kenosha Public Library

P & F – Personnel and Finance

PA – Performance appraisal

4.0 Procedure

In order for the Board to effectively appraise the Director he or she shall submit a Goal Achievement Report for the previous year. The Board shall review this Report along with other supporting documents listed later in this Procedure and complete the Director Performance Appraisal Form. This appraisal form includes:

- Organizational Management
 - Allocation and use of KPL resources
 - Information and data quality to the Board
 - Director goal achievement and KPL organization effectiveness.
- Organizational Development
 - Allocation and use of KPL resources
 - Information and data quality to the Board
 - Director goal achievement and KPL organization effectiveness.



Board of Trustees Procedure
Number: **Personnel & Finance 01**
KPL Director Appraisal
Effective Date: **08-01-2018**
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KPL President

Procedure for Conducting the Kenosha Public Library Director's Appraisal

- Overall Rating & Comments

It is imperative all Board members complete this form in order for the P & F Committee to perform a comprehensive evaluation of the Director's performance and effectiveness. This appraisal will be supporting documentation when reviewing the Director's Terms of Employment and compensation.

Summary of the Process:

- The complete process starts in the beginning of January and ends early March of each year.
- The Director submits a self-evaluation for the previous year.
- Each Board member submits their evaluation of the Director's performance.
- The P & F Committee uses the Board ratings and comments to prepare the performance appraisal document and conducts a PA meeting with the KPL Director.
- The final PA is signed by the Director and Board President and placed in his/her personnel file. This document is available for the entire Board for confidential review.
- The P & F Committee reports to the Board when the process has been completed.

Time Line for Annual Performance Appraisal

Director Goal- Setting (approximate dates)

- By January 15 – Director submits the previous year Goal Achievement Report to the Board with copy of previous year goals.
- By March 8 – Director submits finalized current year annual goals to the Board.

Board Duties for Annual Performance Appraisal

The process will start on January 2. Stated days are calendar days with the goal for the process to be completed by February 28

- 14 Days later (January 15) - P & F Committee prepares to conduct previous year performance appraisal. The Board is to receive from the KPL Head of Administrative Services the following:
 - Director's previous year goals (from Director).
 - Director's previous year Goal Achievement Report (from Director).
 - copy of KPL Strategic Plan (from Head of Administrative Services).
 - copy of Director's position description (from Head of Administrative Services).
 - Blank Director Performance Appraisal Form (from Head of Administrative Services to be completed by each Board member).



Board of Trustees Procedure

Number: **Personnel& Finance 01**

KPL Director Appraisal

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Approved by: George O'Malley,
KPL President

Procedure for Conducting the Kenosha Public Library Director's Appraisal

- 11 Days later - All Board members complete the Director Performance Appraisal form. Completed forms are returned to the KPL Head of Administrative Services.
- 11 Days later - KPL Head of Administrative Services prepares a tabulation of ratings and a consolidated listing of comments from the performance appraisal forms submitted by the Board members. This consolidated appraisal summary is provided to the P & F Committee Chair and Board President.
- 10 Days later – P & F Committee Chair review the consolidated appraisal summary document and prepare a draft performance appraisal based on this information. The draft appraisal and the consolidated appraisal summary are distributed confidentially to the entire P & F Committee.
- 5 Days later – P & F Committee members review the draft performance appraisal and background information and provide revision feedback to P & F Chair (if necessary). The Chair finalize the PA document to be presented to the Director.
- 7 Days later (approximately February 28) - F&P Committee conducts the performance appraisal meeting with the KPL Director.

Note: Following the meeting, the Director has one week to submit written comments in response to the appraisal if so desired (comments, if any, to be incorporated into the personnel file as part of the appraisal document). The Director then revises her current year annual goals, if needed, based on appraisal feedback from the Board.

Supporting Documentation:

- The KPL Director previous year Goal Achievement Report.
- KPL Library Director Performance Appraisal Form from previous year.
- KPL Strategic Plan from previous year.
- KPL Director's current position description
- KPL Director's Performance Appraisal Ratings and Comment form.

5.0 Revision History

DATE	RE V	REQUESTED BY	DESCRIPTION OF CHANGE
08-01-2018		George O'Malley, Jim Kennedy, Peter Touhey, Barbara Brattin	Initial issue of Procedure



Library Board Information Sheet

Agenda Item: 7.

Subject: KPL Unattended Children Policy

Background:

Every two years the Board reviews the KPL Unattended Children Policy. Library staff have reviewed the policy, and no revisions are proposed. A copy of the policy is attached for your review.

Recommended Action:

Receive and file this Library Board Information Sheet and attachment



UNATTENDED CHILDREN POLICY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

Visiting the Library

For the safety of all children who visit the Kenosha Public Library, children eight years of age and younger must be accompanied and directly supervised by a responsible caregiver who assumes full accountability for the children's safety and behavior in the library. "Directly supervised" means the child and the caregiver must be able to observe one another at all times.

The library staff members do not serve in loco parentis for children in the library.

- If a child age eight years of age or younger appears to be left unsupervised, library staff will attempt to locate the caregiver and have him or her return to the area. The individual will be advised of library policy.
- If the situation occurs again and the caregiver is not the parent, the policy will be restated and the name and address of the child's parent or legal guardian will be obtained. A letter outlining the policy may be mailed to the child's parent or legal guardian, noting the safety concerns and possible consequences if not corrected.
- If there are additional instances of the same child being left unsupervised on library premises, the Library will act in the interest of the child by reporting the situation to the police.

At Library Programs

Some library programs require the caregiver to accompany the child during the program. For all other library programs, caregivers of children eight years of age and younger must remain in the library and be readily available.

At Closing Time

- Parents or guardians must pick up their children aged nine through twelve prior to Library closing time.
- Children age twelve or under who are not picked up by closing time may be placed, for their protection, in the custody of the police.
- At least two staff members will stay with unattended children at the library for up to 15 minutes after the Library closes. The library staff members will attempt to contact the child's parents during this time. After that time, the police will be contacted.
- Staff members will never transport a child or children home.

KPL Board of Trustees Committee Referral Status as of September 11, 2018

Building and Grounds Committee

Month Referred	Issue	Report Back to Board by
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Finance/Personnel Committee

Month Referred	Issue	Report Back to Board by
July 2018	Wage Study Report	October