



**Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, December 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: November 2018 special session | ACTION |
| 5) Approval of Financial Reports: a) Check Register: 11/2018 | ACTION |
| 6) Review of Financial Statements: a) Expenditures to Actual Comparison: 11/18 b) Revenue to Actual Comparison: 11/18 c) Balance Sheet: 10/18 | INFORMATION INFORMATION INFORMATION |
| 7) Unfinished Business: a) CLC Agreement revision ATTACHMENT-DOCUMENT b) Strategic Plan update ATTACHMENT-MEMO, DOCUMENT | ACTION DISCUSSION |
| 8) New Business: a) Consider a motion to approve 2019 Library Calendar and Hours ATTACHMENT-MEMO, DOCUMENT b) Director 2018 Project Plan review ATTACHMENT-MEMO c) Director 2019 Project Plan ATTACHMENT-MEMO d) Trustee Continuing Education – PLSR ATTACHMENT UNDER SEPARATE COVER | ACTION DISCUSSION DISCUSSION DISCUSSION |
| 9) Informational and Discussion Items: a) Director's Report b) Library Staff Reports c) President's Report d) Friends Board Report e) 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-Special Session
GREENDALE PUBLIC LIBRARY
November 14, 2018**

President Amidzich called the Special meeting of the Greendale Public Library Board of Trustees to order at 5:35 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Jensen, Kiltz, Unger
Excused: none
Also Present: Wms-Van Klooster- Library Director

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

PUBLIC COMMENTS

None

APPROVAL OF THE MINUTES

Trustee Kiltz moved, Trustee Jensen seconded approval of the September 19, 2018 minutes.

Ayes: All
Noes: None
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: 09/2018 & 10/2018

Trustee Huberty moved, Trustee Kiltz seconded approval of the September and October expenditures in the amount of \$19,894.07.

Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: 09/2018 & 10/2018
- b) Revenue to Actual Comparison: 09/2018 & 10/2018
- c) Balance Sheet: 08/2018 & 09/2018

UNFINISHED BUSINESS

- a) Village 2019 Budget update

Wms-Van Klooster presented the Library budget at the 10/24 Village BOT budget workshop. He said the final Village Budget discussion and action is scheduled for the 11/19 BOT general meeting. Genz said the BOT had very few issues or questions about the Library's budget and confirmed that restoration of Sunday hours will be well received. President Amidzich said she believed the preliminary joint BOT/Library Board budget meeting helped smooth the request process. Discussion about 2019 open hours ensued, especially regarding the Friday after Thanksgiving. Wms-VK plans to bring 2019 hours to the Library Board for approval in December.

NEW BUSINESS

- a) Library revenues review and forecast

President Amidzich observed that stability in revenue receipt as well as consistent annual spending going forward should help in future annual budget requests. Genz said consistent modest annual increases are preferable to irregularity, and this practice is used by other departments as well.

b) Trustee continuing education

Huberty noted she is interested in the MCFLS Strategic Plan because we are a member of the system. Kiltz said he is interested in PLSR, Public Library Standards, and anything leading to discussion of equity and cost savings. Jensen said she is interested in efficiencies, cost savings and innovations, and mentioned past discussion about London's Idea Store as being worthwhile. Kiltz recommended that supplemental information be sent to the Board before the meeting to aid in discussion.

c) Allowing patron access to electronic resources with fines

Wms-VK pointed out information in the packet and said this is a discussion he expects to come to MCFLS Directors and member library boards in the future, primarily due to MPL's interest in increasing patron access to library resources, especially digital resources. Several members said they appreciate the benefits of allowing access to digital resources regardless of fine balance. Additional discussion of the loss of fine/fee revenue when anecdotally Wms-VK says that access to computers and eresources is often a motivator for patrons to pay outstanding fees. Kiltz sees revenue from fees as small compared to overall budget. Additional data would be appreciated if MPL pushes for change, eg how much revenue could be lost? What % of material is in overdue status? How many individuals would gain access who are currently blocked?

d) CLC Agreement and Friends MOU revision

Unger reviewed the markup copy of the CLC Agreement. Discussion ensued about including Health in the agreement's text, clarifying language for consistency in naming parties to the agreement, including language regarding the CLC Advisory Group and their powers and duties, discussing clarification for governance of 'shared spaces' like the community room. Wms-Van Klooster will bring this discussion back to the CLC Advisory Group for their feedback and suggested revisions. It was decided that the Friends MOU did not need revision. Unger asked if the Friends could be invited to an upcoming Library Board meeting to share information about their activities.

e) November regular Library Board meeting

Trustee Huberty moved, Trustee Dombrowski seconded cancellation of the regular November meeting

Ayes: All

Noes: None

Motion to approve: Carried

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report-Wms-VK briefly recapped Reading Rampage and his great satisfaction with the event. Volunteer signup for Dickens was also mentioned.
- b) Library Staff Report
- c) President's Report
- d) Friends of the Greendale Public Library Report-No report
- e) Greendale Public Library Foundation Report-No report

CORRESPONDENCE

None

ADJOURNMENT

Kiltz motioned, Huberty seconded, adjournment of the meeting at 6:54 PM.

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description |
|-------------------------------------|-------------|---------------------|---------------------|-----------------|-------------------|-------------------------------------|
| 54807 | | | | | | |
| WOJCZAK, DANA | | | | | | |
| 11/18 | 07-51-92900 | MISCELLANEOUS | 11/02/2018 | 77.00 | REFUND | REFUND-LOST AND PAID ITEMS RETURNED |
| Total 54807: | | | | 77.00 | | |
| 54818 | | | | | | |
| LAPLANDER, ROBERT | | | | | | |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/09/2018 | 50.00 | PERFORMER | PERFORMER/LECTURE |
| Total 54818: | | | | 50.00 | | |
| 54819 | | | | | | |
| LUCK, KATHY | | | | | | |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/09/2018 | 350.00 | PERFORMER | FALL STORY TIME |
| Total 54819: | | | | 350.00 | | |
| 54820 | | | | | | |
| MILWAUKEE COUNTY FEDERATED | | | | | | |
| 11/18 | 07-51-55100 | OFFICE SUPPLIES | 11/09/2018 | 153.86 | FL03122 | RECEIPT PAPER, LABELS, BARCODES |
| 11/18 | 07-51-51200 | OPERATING EQUIPMENT | 11/09/2018 | 467.46 | FL03122 | MCFLS NOTIFICATIONS, ECOMMERCE |
| Total 54820: | | | | 621.32 | | |
| 54823 | | | | | | |
| OFFICE COPYING EQUIPMENT LTD | | | | | | |
| 11/18 | 07-51-55100 | OFFICE SUPPLIES | 11/09/2018 | 190.19 | AR67731 | SEPT-OCT COPIES |
| 11/18 | 07-51-55100 | OFFICE SUPPLIES | 11/09/2018 | 10.49 | AR67862 | TONER |
| Total 54823: | | | | 200.68 | | |
| 54841 | | | | | | |
| LUCK, KATHY | | | | | | |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/16/2018 | 50.00 | PERFORMER- | 11/15/2018 STORY TIME PERFORMANCE |
| Total 54841: | | | | 50.00 | | |

M = Manual Check, V = Void Check

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description | |
|-------------------|-------------|---------------------------|---------------------|-----------------|-------------------|--|--------------------------|
| 54873 | | | | | | | |
| SYNCB/AMAZON | | | | | | | |
| 11/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 11/27/2018 | 242.46 | 9/10/18-11/10/1 | LAPTOPS LOCKS, OUTLET COVERS | |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/27/2018 | 140.35 | 9/10/18-11/10/1 | PROGRAMMING | |
| 11/18 | 07-51-55100 | OFFICE SUPPLIES | 11/27/2018 | 163.19 | 9/10/18-11/10/1 | OCT/NOV OFFICE SUPPLIES | |
| 11/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 11/27/2018 | 527.36 | 9/10/18-11/10/1 | YOUNG ADULT MEDIA RECIP | |
| 11/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 11/27/2018 | 845.14 | 9/10/18-11/10/1 | ADULT MEDIA RECIP | |
| 11/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 11/27/2018 | 116.06 | 9/10/18-11/10/1 | YOUTH MEDIA RECIP | |
| 11/18 | 07-51-56504 | YOUTH BOOKS | 11/27/2018 | 140.32 | 9/10/18-11/10/1 | YOUTH BOOKS | |
| 11/18 | 07-51-56500 | ADULT BOOKS | 11/27/2018 | 156.88 | 9/10/18-11/10/1 | ADULT BOOKS NF/FIC | |
| 11/18 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 11/27/2018 | 188.22 | 9/10/18-11/10/1 | LARGE PRINT RECIP | |
| 11/18 | 07-51-56506 | SERIALS | 11/27/2018 | 29.50 | 9/10/18-11/10/1 | PERIODICALS | |
| 11/18 | 07-51-92900 | MISCELLANEOUS | 11/27/2018 | 160.18 | 9/10/18-11/10/1 | CREDITS AND ADJUSTMENTS | |
| Total 54873: | | | | 2,389.30 | | | |
| 122312557 | | | | | | | |
| ACH WE ENERGIES | | | | | | | |
| 11/18 | 07-51-57100 | UTILITIES | 11/16/2018 | 9.35 | NOV2018 | 5647 Broad-5650 Parking St Library | |
| Total 122312557: | | | | 9.35 | | | |
| 122312565 | | | | | | | |
| ACH US BANK PCARD | | | | | | | |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/27/2018 | 59.82 | 10JORDAN | Half Price Books-Books for Reading Rampage | HALF PRICE BOOKS #051 |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/27/2018 | 16.00 | 10JORDAN | Sendiks-popcorn for movie matinee program | SENDIK'S GREENDALE |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/27/2018 | 13.94 | 10JORDAN | Walmart-Teen Candy Sushi Program | WAL-MART #5668 |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/27/2018 | 9.80 | 10JORDAN | Walmart-Reading Ramage | WAL-MART #1551 |
| 11/18 | 07-51-56502 | ADULT AUDIO BOOKS | 11/27/2018 | 98.97 | 10JORDAN | Micro Marketing-Adult Audiobooks | MICRO MARKETING LLC |
| 11/18 | 07-51-56502 | ADULT AUDIO BOOKS | 11/27/2018 | 112.93 | 10JORDAN | Micro Marketing-Adult Audiobooks | MICRO MARKETING LLC |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/27/2018 | 25.00 | 10JORDAN | Walmart-Teen Candy Sushi Program | WAL-MART #1551 |
| 11/18 | 07-51-75031 | LIBRARY PROGRAMS | 11/27/2018 | 17.27 | 10JORDAN | Walgreens-Teen Candy Sushi Program | WALGREENS #2911 |
| 11/18 | 07-51-51200 | OPERATING EQUIPMENT | 11/27/2018 | 203.52 | 10KVICTORY | LIBRARY EMAIL | CORE VISION IT SOLUTIONS |
| 11/18 | 07-51-57100 | UTILITIES | 11/27/2018 | 219.99 | 10KVICTORY | LIBRARY | TWC*TIME WARNER CABLE |
| 11/18 | 07-51-75028 | LIB DONATION PURCHASE | 11/27/2018 | 36.82 | 10REINKE | Youth Programs | WM SUPERCENTER #5668 |
| 11/18 | 07-51-56504 | YOUTH BOOKS | 11/27/2018 | 285.45 | 10REINKE | Youth books with CDs | LIVE OAK MEDIA |
| 11/18 | 07-51-75028 | LIB DONATION PURCHASE | 11/27/2018 | 49.00 | 10REINKE | Diecuts for Grandhaven events | ACCUCUT |
| 11/18 | 07-51-75028 | LIB DONATION PURCHASE | 11/27/2018 | 48.37 | 10REINKE | Youth Program | WAL-MART #5668 |
| 11/18 | 07-51-56300 | TRAINING | 11/27/2018 | 125.00 | 10SCHUMACH | Hotel & Parking - Madison Circulation Conferen | LOWELL CENTER |

M = Manual Check, V = Void Check

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description | |
|------------------|-------------|-------------------------|---------------------|-----------------|-------------------|--|----------------------|
| 11/18 | 07-51-55100 | OFFICE SUPPLIES | 11/27/2018 | 68.38 | 10SCHUMACH | Office Depot - October Office Supplies | OFFICEMAX/DEPOT 6869 |
| 11/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 11/27/2018 | 59.34 | 10VANKLOOST | CleaningStorageSupplies | MENARDS FRANKLIN WI |
| 11/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 11/27/2018 | 5.26 | 10VANKLOOST | PlumbingHardware | THE HOME DEPOT #4941 |
| 11/18 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 11/27/2018 | 11.58 | 10VANKLOOST | DoorHardware | HARRY'S ACE HARDWARE |
| 11/18 | 07-51-56506 | SERIALS | 11/27/2018 | 44.75 | 10VANKLOOST | DirectToPublisher | D J*WALL ST JOURNAL |
| Total 122312565: | | | | 1,511.19 | | | |
| Grand Totals: | | | | 5,258.84 | | | |

| 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 | 205,955.75 | 14,109.25 | 93.59% |
| 07-51-42200 | SALARIES - TEMPORARY | 11,197.40 | 145,826.00 | 138,990.95 | 6,835.05 | 95.31% |
| 07-51-42300 | SALARIES - OVERTIME | 36.00 | .00 | 803.75 | 803.75- | .00 |
| 07-51-45100 | HEALTH INSURANCE | 4,874.34 | 46,500.00 | 49,134.33 | 2,634.33- | 105.67% |
| 07-51-45200 | LIFE INSURANCE | 22.93 | 500.00 | 242.32 | 257.68 | 48.46% |
| 07-51-46100 | SOCIAL SECURITY | 1,324.85 | 22,686.00 | 15,107.70 | 7,578.30 | 66.59% |
| 07-51-46200 | WRS EMPE/EMPR | 1,472.84 | 24,515.00 | 16,990.12 | 7,524.88 | 69.30% |
| 07-51-46300 | MEDICARE | 398.63 | 5,306.00 | 4,742.42 | 563.58 | 89.38% |
| 07-51-51200 | OPERATING EQUIPMENT | 467.46 | 20,000.00 | 25,143.27 | 5,143.27- | 125.72% |
| 07-51-53920 | MCFLS COMPUTER CONTRACT | .00 | 20,657.00 | 20,057.00 | 600.00 | 97.10% |
| 07-51-55100 | OFFICE SUPPLIES | 517.73 | 12,000.00 | 13,090.08 | 1,090.08- | 109.08% |
| 07-51-56100 | MEMBERSHIP DUES | .00 | 6,310.00 | 5,463.34 | 846.66 | 86.58% |
| 07-51-56300 | TRAINING | .00 | 1,000.00 | 1,102.75 | 102.75- | 110.28% |
| 07-51-56500 | ADULT BOOKS | 156.88 | 25,000.00 | 14,291.83 | 10,708.17 | 57.17% |
| 07-51-56501 | YOUNG ADULT BOOKS | .00 | 1,500.00 | 858.08 | 641.92 | 57.21% |
| 07-51-56502 | ADULT AUDIO BOOKS | .00 | 600.00 | 964.79 | 364.79- | 160.80% |
| 07-51-56503 | ADULT LARGE PRINT | .00 | 1,000.00 | 849.67 | 150.33 | 84.97% |
| 07-51-56504 | YOUTH BOOKS | 140.32 | 21,000.00 | 17,157.54 | 3,842.46 | 81.70% |
| 07-51-56505 | YOUTH MEDIA | .00 | .00 | 427.64 | 427.64- | .00 |
| 07-51-56506 | SERIALS | 29.50 | 4,000.00 | 3,833.13 | 166.87 | 95.83% |
| 07-51-56508 | MCFLS DATABASES | .00 | 8,400.00 | 9,188.49 | 788.49- | 109.39% |
| 07-51-57100 | UTILITIES | 1,752.58 | 26,250.00 | 21,561.70 | 4,688.30 | 82.14% |
| 07-51-61100 | MAINT SUPPLIES-BUILDING | 242.46 | 8,150.00 | 4,146.39 | 4,003.61 | 50.88% |
| 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 1,676.78 | 23,421.00 | 16,977.08 | 6,443.92 | 72.49% |
| 07-51-75028 | LIB DONATION PURCHASE | .00 | 10,000.00 | 13,209.16 | 3,209.16- | 132.09% |
| 07-51-75031 | LIBRARY PROGRAMS | 2,228.35 | 10,000.00 | 8,263.21 | 1,736.79 | 82.63% |
| 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 | 83.18- | 1,000.00 | 1,173.14 | 173.14- | 117.31% |
| Total LIBRARY: | | 43,822.77 | 675,686.00 | 621,576.76 | 54,109.24 | 91.99% |
| Net Grand Totals: | | 43,822.77- | 675,686.00- | 621,576.76- | 54,109.24- | 91.99% |

| Account Number | Account Title | 11/18 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 | 560,386.00 | .00 | 100.00% |
| 07-00-21123 | LIBRARY - MCFLS RECIP | .00 | 23,421.00 | 24,750.60 | 1,329.60- | 105.68% |
| 07-00-22515 | DONATIONS LIBRARY | 1,228.47 | 20,000.00 | 17,582.45 | 2,417.55 | 87.91% |
| 07-00-22958 | LIBRARY COPIER SALES | .00 | 5,000.00 | 5,665.12 | 665.12- | 113.30% |
| 07-00-22959 | LIBRARY FINES | 470.60 | 11,000.00 | 10,535.86 | 464.14 | 95.78% |
| 07-00-22960 | LIBRARY BOOK CHARGES | 72.88 | 1,000.00 | 1,415.67 | 415.67- | 141.57% |
| 07-00-22965 | CLC REVENUES | .00 | .00 | .00 | .00 | .00 |
| 07-00-22968 | OTHER REVENUES | 119.75 | 1,000.00 | 1,491.73 | 491.73- | 149.17% |
| 07-00-29900 | OPER TRANS IN/OUT | .00 | .00 | .00 | .00 | .00 |
| Total 07: | | 1,891.70 | 621,807.00 | 621,827.43 | 20.43- | 100.00% |
| Net Total LIBRARY FUND: | | 1,891.70 | 621,807.00 | 621,827.43 | 20.43- | 100.00% |
| Net Grand Totals: | | 1,891.70 | 621,807.00 | 621,827.43 | 20.43- | 100.00% |

VILLAGE OF GREENDALE
BALANCE SHEET
10/31/2018

ASSETS

| | | |
|--------------|--------------|---------------|
| 07-00-111000 | CASH DEPOSIT | \$ 152,486.97 |
| 07-00-111080 | PETTY CASH | \$ 200.00 |

TOTAL ASSETS \$ 152,686.97

LIABILITIES AND EQUITY

LIABILITIES

| | | |
|--------------|--------------------------------|---------------|
| 07-00-151200 | ACCRUED PAYROLL SALARIES | \$ - |
| 07-00-151210 | ACCOUNTS PAYABLE | \$ (1,511.19) |
| 07-00-151260 | DEFERRED REVENUES - TAX | \$ 0.00 |
| 07-00-151280 | ACCUMULATED VACATION PAYABLE | \$ - |
| 07-00-151290 | ACCUMULATED SICK LEAVE PAYABLE | \$ - |
| 07-00-172020 | DUE TO/FROM 2 EQUIP REPL | \$ - |
| 07-00-172090 | DUE TO/FROM 60 TRUST AGENCY | \$ (0.00) |
| 07-00-172200 | DUE TO/FROM FOUNDATION | \$ - |
| 07-00-224000 | ADVANCE FROM GENERAL FUND | \$ 0.00 |

TOTAL LIABILITIES \$ (1,511.19)

FUND EQUITY

| | | |
|--------------|---------------------------------|-----------------|
| 07-00-170000 | FUND BALANCE | \$ (108,994.04) |
| | REVENUES OVER EXPENDITURES- YTD | \$ (42,181.74) |

TOTAL FUND EQUITY \$ (151,175.78)

TOTAL LIABILITIES AND EQUITY \$ (152,686.97)

**COMMUNITY LEARNING CENTER OPERATIONAL AGREEMENT
(Rev 12.2018)**

This **Community Learning Center Operational Agreement** (“Agreement”) is effective this ____ day of _____, 20____, by and among the **Village of Greendale**, a Wisconsin municipality (hereinafter the “Village”); the **Greendale School District**, a political subdivision of the State of Wisconsin (hereinafter the “School District”) and the **Greendale Public Library Board**, a public library board established under Chapter 43, Wis. Stats. (hereinafter the “Library Board”).

RECITALS:

WHEREAS, the Community Learning Center located at 5647 Broad Street, Greendale, Wisconsin is a multipurpose building which houses the Greendale Park and Recreation Department, the Greendale Public Library and the Greendale Health Department;

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

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

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

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

1. Policies. Nothing contained herein shall be construed to limit the powers and duties of the School District or the Library Board or to delegate such powers and duties as granted to them by Wisconsin law. All policies of the Community Learning Center shall be established and approved by the Community Learning Center Advisory Group (“Advisory Group”).

The Advisory Group shall be comprised of six members:

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

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

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

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

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

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

(e) The Village shall provide a Public Health Director and such other staff as necessary to perform the Health Department's mission.

3. Funding. The parties will be responsible for funding as follows:

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

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

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

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

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

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

(g) The Village and the Library Board shall be responsible for salaries and fringe benefits of all Greendale Public Library personnel.

(h) The Village shall be responsible for salaries and fringe benefits of all Greendale Health Department personnel.

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

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

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

GREENDALE SCHOOL DISTRICT

By: _____
Name: Joseph Crapitto
Title: School Board President

GREENDALE PUBLIC LIBRARY

By: _____
Name: Kimberly Amidzich
Title: Library Board President

VILLAGE OF GREENDALE

By: _____
Name: James M. Birmingham
Title: Village President

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 12/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item # 7-b: Strategic Plan update***

Attachments:

- *Summary of Strategic Issues OUTCOMES*

Discussion:

On Saturday afternoon November 10, twelve library staff were present for a two hour meeting to revisit the GPL Strategic Planning process and get it back in action.

Brian reviewed the 'big picture' What and Why of strategic planning. He noted that more staff were invited to this meeting than the past because he believes that the group is not so large, and opinions not so diverse, that discussion and sharing would be impeded by this many participants. He thanked everyone for coming and for showing interest and concern about the library's current and future plans.

A *Summary of Strategic Issues and Outcomes* was drafted by Brian to help consolidate the topics addressed in earlier meetings with a focus on those areas the February subcommittee identified as priorities. Staff present acknowledged that most issues identified were still relevant, and provided additional feedback to help clarify what positive outcomes would look like and methods for achieving those outcomes.

Brian revised the *Summary*, provided as an attachment here. Kim Whitmore of Ujima United will assist Brian with drafting the written strategic plan which will be presented to staff and board in January or February.

Fiscal implication:

Funds for Ujima consulting are in the 2019 budget.

Library Director's recommendation:

Offer feedback or direction as appropriate.

1-Support staff capacity to meet the changing needs of the community

- Staff training opportunities are prioritized and formalized
 - Method:
 - training in empathy,
 - impromptu updates/check-ins at point of need after formal training,
 - Working with children, esp. intervening in behavior
 - Managing/deescalating rude/impolite/harassing behavior
 - Tools / phrases to use
- Protocols are known and reinforced among entire CLC
 - Method:
 - Shared/consistent training and documentation (eg security, disaster, behavior, etc)
- CLC embraces culture of communication
 - Method:
 - Shared/consistent training
 - Shared philosophy and messaging (role of CLC, expectations of staff and patrons for CLC vs Library)
 - Conflict management (internal) system/routine

2-Enhance community awareness of library role and services

- Library role is defined distinctly from CLC
- Library is positively regarded by community
 - Library use increases
 - Funding is sufficient
- Library communicates OUT to the community
 - Method:
 - Village bulletin boards, e-newsletter, Broad St businesses, school communications/student newsletters, senior newsletter, P&R booklet

3-Build and strengthen community partnerships

- “Community” of CLC is acknowledged, cultivated and communicated to the public so it can be understood and supported by them
 - Method:
 - Branding
 - ?
- Community of “influencers” is known and engaged
 - Method
 - List of influencer names and networks
 - Marketing menu of what we can offer to them or why they should care about us

4-Clarify the current understanding and functioning of the CLC and propose alternatives as appropriate

- Understand public perception of and preference for CLC
 - Method
 - Survey
 - List of problems and solutions

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 12/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item # 8-a: 2019 Proposed Library Calendar and Hours***

Attachments:

- 2019 Library Calendar for Board Review

Discussion:

Attachment shows two previous library director's requests for library calendar and hours. The primary difference is handling of the Easter and Thanksgiving holiday weekends as indicated by the gray rows and red circles. Also indicated is the frequency of closure of other MCFLS libraries on those dates.

April has more checkouts than November but many fewer patron visits. November has an average number of patron visits compared to the rest of the year.

Staff professional development day is requested again in May. This facilitates coordinated training for CPR/AED/STB, customer service and team building.

Sunday hours will return to a school year schedule like 2017 and earlier, closed Memorial Day through Labor Day.

Fiscal implication:

Is addressed by 2019 budget.

Library Director's recommendation:

Review proposed 2019 Library Calendar and Hours, decide on Easter and Thanksgiving hours, and motion to approve.

2019 Library Calendar DRAFT FOR BOARD REVIEW

| Village Holidays per Village 'Benefits Resolution' policy (covers Village Hall primarily) | -2016 | 2017-2018 | 2019- | MCFLS Libs % CLOSED | P&R | Health | 2019 Date |
|--|---------------------------------------|------------------------|------------------------|---------------------------|--------|------------|----------------------|
| NEW YEAR'S DAY | CLOSED | CLOSED | CLOSED | 100 | CLOSED | CLOSED | Tuesday, January 1 |
| FRIDAY BEFORE EASTER [1/2 day closed] | OPEN | CLOSED | ? | 50 | CLOSED | OPEN ½ day | Friday, April 19 |
| <i>Easter Saturday</i> | OPEN | CLOSED | open | 25 | CLOSED | CLOSED | |
| <i>Easter Sunday</i> | CLOSED | CLOSED | CLOSED | 100 | CLOSED | CLOSED | |
| <i>Staff Professional Development Day</i> | N/A | '17 N/A; '18 CLOSED | CLOSED | N/A | OPEN | OPEN | Friday, May 24 |
| <i>Memorial Day Saturday</i> | CLOSED | CLOSED | CLOSED | 40 | CLOSED | CLOSED | |
| <i>Memorial Day Sunday</i> | CLOSED | CLOSED | CLOSED | 90 | CLOSED | CLOSED | |
| MEMORIAL DAY | CLOSED | CLOSED | CLOSED | 100 | CLOSED | CLOSED | Monday, May 27 |
| <i>School year Sundays</i> | CLOSED MEMORIAL DAY - LABOR DAY | CLOSED | 1/6-5/19; 9/8-12/29 | 20 | | | |
| 4 TH OF JULY | CLOSED | CLOSED | CLOSED | 100 | CLOSED | CLOSED | Thursday, July 4 |
| <i>Labor Day Saturday</i> | CLOSED | CLOSED | CLOSED | 40 | CLOSED | CLOSED | |
| <i>Labor Day Sunday</i> | CLOSED | CLOSED | CLOSED | 95 | CLOSED | CLOSED | |
| LABOR DAY | CLOSED | CLOSED | CLOSED | 100 | CLOSED | CLOSED | Monday, Sept 2 |
| THANKSGIVING DAY | CLOSED | CLOSED | CLOSED | 100 | CLOSED | CLOSED | Thursday, Nov 28 |
| DAY AFTER THANKSGIVING [FT staff required to use 8 hours floating holiday] | OPEN | CLOSED | closed | 90 | CLOSED | CLOSED | Friday, November 29 |
| <i>Thanksgiving Weekend Saturday</i> | OPEN | OPEN | OPEN | 95 | CLOSED | CLOSED | |
| <i>Thanksgiving Weekend Sunday</i> | OPEN | CLOSED | closed | 75 | CLOSED | CLOSED | |
| DAY BEFORE CHRISTMAS [full or ½ day closed*] | CLOSED | CLOSED | CLOSED | 100 | CLOSED | OPEN ½ day | Tuesday, Dec 24 |
| CHRISTMAS DAY | CLOSED | CLOSED | CLOSED | 100 | CLOSED | CLOSED | Wednesday, Dec 25 |
| DAY BEFORE NEW YEAR'S DAY [full or ½ day closed*] | CLOSED | CLOSED | CLOSED | 100 | CLOSED | OPEN ½ day | Tuesday, December 31 |

*EITHER 1 full day before Christmas (Christmas Eve) and ½ day before New Year's Day (New Year's Eve),
OR ½ day before Christmas (Christmas Eve) and 1 full day before New Year's Day (New Year's Eve)

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



12/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Agenda item 8-b: Director 6 month 2018 project plan UPDATE***

ATTACHMENTS:

None.

DISCUSSION:

Summary and timeline of highest priority projects to be addressed by Library Director in next 6 months. **Priority** of projects and **details** to be evaluated and informed by Discussion.

- Library Foundation – **in progress**
 - Facilitate restarting of Foundation routine operations including appointment of Trustees, giving schedule, prospect list
- Library Friends – in progress **COMPLETED**
 - ~~Establish routine volunteer opportunities for public celebrations staffing~~
- Library Board summaries for Village Trustee meeting reports – June **COMPLETED**
 - ~~Develop template for 3 point summaries for Library Board Village Trustee rep to present at Trustee meetings during committee reports~~
- 2019 budget prep – June **COMPLETED**
 - ~~Focus on costing out of increased hours and enhanced weekend/intergenerational programming~~
 - ~~President Lubing suggests three (3) budget scenario proposals (1 hours same, pay competitive; 2 hours reinstated pre 2018, pay competitive; 3 hours reinstated pre 2018, weekend programming, pay competitive).~~
 - ~~Must include wage review, stats collection / presentation~~
- New Trustee training – August **COMPLETED**
 - ~~Prepare basic training outline, resources, and schedule welcome orientations~~
- CLC Advisory Committee – September **PARTIALLY COMPLETED**
 - ~~Reestablish regular communication among CLC resident departments, develop shared maintenance/operations plans~~
- Strategic Planning – September **ONGOING**
 - ~~Return to planning consultant to devise new timeline and goals~~

FISCAL IMPLICATION:

~~2019 budget is expected to show substantial financial increases to restore hours and enhance weekend programming.~~

LIBRARY DIRECTOR'S RECOMMENDATION:

None at this time.

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



12/13/18

To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: *Agenda item 8-c: Director 2019 project plan*

ATTACHMENTS: None.

DISCUSSION: Summary and timeline of highest priority projects to be addressed by Library Director in next 6 months. **Priority** of projects and **details** to be evaluated and informed by Discussion.

- Library Foundation – February, carried from 2018
 - Facilitate restarting of Foundation routine operations including appointment of Trustees, giving schedule, prospect list
- CLC maintenance/operations procedures – February, carried from 2018
 - Develop shared maintenance/operations plans and procedures
- Strategic Planning – April, carried from 2018
 - Director and Consultant to meet w/ Board, finalize plan, set monitoring and completion goals
- New public PC time/print management – Quarter 1
 - Install new TBS/MyPC time/print management software
 - Market changes, train patrons, financial management policy for credit card transactions
- Annual Report to Community – January
 - Develop template format for annual report to community for previous year and to be used in future years (fundraising overview, achievements, special projects, staff or library milestones)
- Library Personnel Manual – June
 - Adopt Village Personnel Policy Manual when finalized, with Library exceptions codified and appended, staff to review and sign off

FISCAL IMPLICATION:

TBS/MyPC print management is budgeted in 2019 Capital Outlay-Equipment, Strategic planning is budgeted in Dues and Publications.

LIBRARY DIRECTOR'S RECOMMENDATION:

Provide guidance and direction if other priorities are desired.

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 12/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item # 8-d: Continuing Education – PLSR (Public Library System Redesign)*

Attachments:

- Submitted under separate cover, *PLSR Steering Committee Report Draft – FINAL Edit Version for 12/14 Steering Committee Meeting – Updated 12-10-18*

Discussion:

Statewide effort led by the DPI and state library leaders, to:

- Update what is required of library systems as well as to redesign the services in a manner that is more efficient and effective. Hopes to explore and determine the best ways to deliver the best services to Wisconsin public library patrons.
- Develop a plan for implementation of new models of service. The outcome of the process will be recommendations for new models of service and how to implement these new models.

Implication:

Totally unknown for GPL and MCFLS. Many of the draft recommendations have greater potential to affect rural libraries than dense and resource-intensive urban systems like Milwaukee and Madison. However, outcomes of recommendations for the funding formula could impact GPL and MCFLS.

Efficiencies will likely be found in merging systems to capitalize on economies of scale and leverage technology's ability to support end users (library employees) remotely.

All recommendations and discussions are so preliminary and MCFLS so unique in the state that there is little value in being concerned at this point.

Library Director's recommendation:

None.

**GREENDALE PUBLIC LIBRARY
DIRECTOR'S REPORT**



Date: 12/13/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: Nov/Dec 2018***

General updates:

- Exterior canopy lighting timer damaged during power outage, bypassed so lights always on until replacement can be installed, DMC Electric working on this
- Requested electrical repair quote to replace several dead lighting ballasts with LEDs, including buzzing ballasts in library clerestory
- Painter contacted for quote to touchup paint throughout CLC and install chair rail in community room

Programs:

- Dickens door count was over 1640, all 250 cookies were eaten and 300 crafts completed, setup and takedown was done in record time with help of the Scouts, will target having more youth volunteers to run games next year
- Reference staff working hard on upcoming spring and summer reading programming

Staffing updates:

- none

Meetings attended:

- 11/19-Village BOT COW budget meeting
- 11/20-Friends of the Library
- 11/20-Village BOT
- 11/23-Tree Lighting
- 12/4-Village BOT

Meetings upcoming:

- 12/18-Friends of the Library
- 12/18-Village BOT
- 12/19-Library Board

FYI:

- CLC all department holiday pot luck on 12/12, second of this type this year, great communication and team builder
- Storage area cleared and organized, made room for Friends book sale material

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date:
To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: **Staff Report: Oct/Nov/Dec 2018**

Memo from Lisa Reinke, Youth Services Librarian:

- Storytime Update: Attendance remains strong, with an average of forty five children per week. Four additional storytime dates were added, including a Halloween storytime
- Youth Reference Associate projects: nonfiction books (re-cataloged for consistency and accuracy), displays including seasonal displays and endcaps
- Bird-watching program by Dianne Robinson, Department of Natural Resources Youth Educator
- Passive program: Picture Book Challenge. Over 25 families participated. Winners each received a \$25 Half Price Book gift card and a fairy tale craft kit.



Picture Book Challenge contest winners: Christina and Piper

Halloween Storytime



- Dickens: Over 300 crafts were completed in 3 hours.
 - Volunteers did the majority of craft preparation for Dickens.
- After School Family Fun weekly intergenerational program concluded with an average weekly attendance of 35 children and their adults.



Dicken's Craft



Lunch Bag Fall Tree



After School Family Fun Crafts



Turkey Lollipops

Adult Services (Nicole):

- We invited Staci Joers back to the library for her Cooking with Class program. The program was held on Friday November 16th at the Hose Tower. We had 17 people register to attend. Staci showed them different appetizers to serve for the holidays and the patrons loved it.
- For November's Lunch and Learn we invited a speaker from the Pabst Mansion to talk about the past and present of the Pabst Mansion. We had 15 register and 14 attended. After the presentation the patrons stayed behind to chat with the speaker and exclaim how much they enjoyed the presentation.
- As the 2018 year comes to an end I partnered with Jackie from Park and Rec and we hosted a Cookie Decorating Program on Thursday December 6. We had a max of 20 people that could register and the signup was full over a month before the program! Due to limited supplies and some cancellations we only had 17 people attend. CJ an instructor from the Taste of Home Test Kitchen, and Cook's Nook Store showed the patrons 3 techniques with piping bags on sugar cookies. She also showed them how to create a poinsettia using a marshmallow.



Teen Services (Tara):

- Reading Rampage was on October 13th. Reading Rampage is an annual event in which the library partners with Greendale Middle School, and recently St. Alphonsus School, to invite 6th-7th graders to spend a day reading in the library. The participants get comfortable in the Community Room, choose a free book to take home, read at hourly intervals for prizes, and are provided with snacks and a pizza lunch. This year 68 students attended the event which is an increase from previous years.
- November 14th I attended the Milwaukee County Teen Book Award Committee meeting at North Shore Public Library. The Milwaukee County Teen Book Award is sponsored by the MCFLS Young Adult Services Committee. Its purpose is to promote teen reading and literature by highlighting and awarding books published for teens. Each year the Committee selects 15 books that Milwaukee County teens can vote on to help choose a winner. This is the third year that Greendale has been represented on the Committee.
- The library has continued its partnership with the Greendale High School Mac Pac group for the library's Tech Tuesday program. This program allows library patrons to meet up with high school students at the library who can answer their technology questions and provide them with one-on-one help. This past month I have been working with Jim Arens, the high school Media/Technology Support Instructor, and the Mac Pac students to create a new program where they teach a series of classes on specific technology topics. We hope to try this new program out in March.
- November 29th was the Teen Anime Hangout with Ramen Bar program. Teens created their own ramen dish with noodles and toppings that were provided and watched anime with other anime enthusiasts. This was a well-attended program—we had 22 teens and since then I received several requests to repeat the program. Unfortunately, I have no pictures to share!
- December 8th was the Teen Random Fandom Party. Teens were encouraged to wear their favorite fandom gear and came out to make shrinky dinks and play trivia and other fandom themed games. My personal favorite out of all the activities was the K-pop musical chairs (with bean bags). We had 12 teens participate and I think everyone had a great time.



Circulation Services (Julie):

- The library received a patron compliment – a patron approached Donna to tell her that she loves our library, that it is very neat and well organized, and that the staff is always so helpful and friendly!
- With the new Greendale Student IDs enabled as library cards there were hundreds of duplicate patron records that needed to be merged for students who had previously held library cards. Julie, Jenifer and Bethany worked together and completed the process in mid-November. It was a lengthy process but one that has paid off as we continue to see students utilizing their Student ID records for various library services.
- Greendale hosted the November Circulation Services meeting. Jenifer Linske and Julie Schumacher both attended.