



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.	
3) Public Comments	
4) Approval of the Minutes: November 20, 2019 meeting	ACTION
5) Approval of Financial Reports:	ACTION
a) Check Register: November 2019	
6) Review of Financial Statements:	
a) Expenditures to Actual Comparison: November 2019	INFORMATION
b) Revenue to Actual Comparison: November 2019	INFORMATION
c) Balance Sheet: October 2019	INFORMATION
7) Unfinished Business:	
a) Consider a motion to approve 2020 Library closings calendar	ACTION
ATTACHMENTS	
8) New Business:	
a) Discuss Library Director's 2019 project plan update	DISCUSSION
MEMO	
b) Discuss Library Director's 2020 project plan	DISCUSSION
MEMO	
c) Discuss Strategic Plan quarterly update	DISCUSSION
ATTACHMENT	
9) Informational and Discussion Items:	
a) Director's Report	
b) Library Staff Reports	
c) President's Report	
d) Foundation/Friends Board Report	
10) Correspondence	
11) Closed Session: The Board shall convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.	ACTION
<i>Specifically, to discuss the 2020 Library Salary Plan</i>	
12) Return to Open Session:	ACTION
a) Consider a motion to approve the 2020 Library Salary Plan	
13) Adjournment	

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

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, November 20, 2019**

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

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

Excused:

Also Present: Van Klooster- Library Director

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

PUBLIC COMMENTS

NONE

APPROVAL OF THE MINUTES

Trustee Jensen moved, Trustee Dombrowski seconded approval of the October 16, 2019 minutes.

Ayes: All

Noes: None

Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: October 2019

Trustee Dombrowski moved, Trustee Huberty seconded approval of the October 2019 expenditures in the total amount of \$9,807.25. President Amidzich verified that former Trustee/Treasurer Kiltz did not have access to library purchasing cards, and reviewed the Library Board's and Village's process for reviewing Library staff purchasing card transactions.

Ayes: All

Noes: None

Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: October 2019
- b) Revenue to Actual Comparison: October 2019
- c) Balance Sheet: September 2019

UNFINISHED BUSINESS

NONE

NEW BUSINESS

- a) 2020 Library closings calendar

Van Klooster will bring to the December meeting a cost estimate for providing library service on New Year's Eve Day and a comparison of holiday hours with other MCFLS Libraries. He will also provide a review of the past several years of Greendale Library closings.
No action was taken.

- b) Revised policies

Trustee Jensen moved, Trustee Unger seconded adopting as presented the policies *Notices and Solicitations* and *Programs, Displays and Exhibits*. Dombrowski inquired if the policies are sufficient to address potentially extremely controversial topics, especially in the context of programs by non-

library groups. Van Klooster said the *Meeting Room* policy gives guidance for non-library group room use, and said anything potentially extremely controversial would be brought to the Library Board before approval/denial decisions would be made.

Ayes: All

Noes: None

Motion to approve: Carried

c) Greendale Welcomes Diversity Action Plan

Trustees affirmed that there is value in continuing to allocate library resources to the efforts noted in Van Klooster's memo.

INFORMATIONAL AND DISCUSSION ITEMS

a) Director's Report: Van Klooster pointed out the increasing popularity of Story Time

b) Library Staff Report: Van Klooster noted that volunteers continue to be kept busy in the youth department.

c) President's Report: Amidzich said appointment of the now-vacant School District Representative Library Board position should wait until a new Superintendent is hired.

d) Friends/Foundation Report: Unger shared highlights from the previous day's Friends meeting.

CORRESPONDENCE

NONE

[President Amidzich was excused at 6:10 and appointed Vice President Huberty as temporary Chair for the remainder of the meeting.]

CLOSED SESSION

Trustee Jensen moved, Trustee Dombrowski seconded convening in Closed Session to approve the 2020 Library Salary Plan; and request to fill pending vacant position(s).

Ayes: All

Noes: None

Motion to approve: Carried

RETURN TO OPEN SESSION

Trustee Dombrowski moved, Trustee Genz seconded returning to Open Session.

Ayes: All

Noes: None

Motion to approve: Carried

a) 2020 Library Salary Plan

Trustee Jensen moved, Trustee Dombrowski seconded adoption of the Library Salary Plan. Genz inquired about the preceding year's salaries for comparison. Van Klooster shared his paper copy of the 2019 Library Salary Resolution. Genz noted that Page 2020 wages appeared to be incorrect based on Van Klooster's description of how 2020 wages are calculated. Van Klooster will review the spreadsheet formulas and bring a revised 2020 Library Salary Plan to the December meeting.

Motion to approve: No action was taken.

b) Request to fill pending vacant position(s)

Trustee Dombrowski moved, Trustee Jensen seconded refilling of the vacated Librarian position.

Ayes: All

Noes: None

Motion to approve: Carried

ADJOURNMENT

The meeting adjourned at 7:00 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
56077						
JANI-KING OF MILWAUKEE						
11/19	07-51-61100	MAINT SUPPLIES-BUILDING	11/08/2019	150.78	MIL11190131	CLEANING SUPPLIES 49%
Total 56077:				150.78		
56083						
MILWAUKEE COUNTY FEDERATED						
11/19	07-51-51200	OPERATING EQUIPMENT	11/08/2019	169.43	FL-03233	MCFLS TNS, POSTAGE, ECOMMERCE
11/19	07-51-55100	OFFICE SUPPLIES	11/08/2019	416.92	FL-03233	RECEIPT PAPER, LABELS, BARCODES
11/19	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	11/08/2019	91.95	FL-03233	TBS SERVER AND PAYMENT
Total 56083:				678.30		
56089						
RIVISTAS SUBSCRIPTION SERVICES						
11/19	07-51-56506	SERIALS	11/08/2019	396.05	10346	USA TODAY 254 ISSUES
Total 56089:				396.05		
56128						
JANI-KING OF MILWAUKEE						
11/19	07-51-61100	MAINT SUPPLIES-BUILDING	11/22/2019	218.43	MIL11190638	CLEANING SUPPLIES 49%
Total 56128:				218.43		
122312777						
ACH WE ENERGIES						
11/19	07-51-57100	UTILITIES	11/27/2019	1,821.24	11122019	5647 Broad-5650 Parking St-Library
11/19	07-51-57100	UTILITIES	11/27/2019	66.50	11122019	5647 Broad-5650 Parking St Library
Total 122312777:				1,887.74		
122312778						
ACH US BANK PCARD						
11/19	07-51-56300	TRAINING	11/27/2019	8.00	10-JORDAN	MCFLS Database Services Meeting Parking
11/19	07-51-75031	LIBRARY PROGRAMS	11/27/2019	19.76	10-JORDAN	Teen Programs
11/19	07-51-75031	LIBRARY PROGRAMS	11/27/2019	96.78	10-JORDAN	Reading Rampage Prize Books
11/19	07-51-75031	LIBRARY PROGRAMS	11/27/2019	68.77	10-JORDAN	Teen Program

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
11/19	07-51-56506	SERIALS	11/27/2019	510.43	10-REINKE	Youth Findaways
11/19	07-51-56300	TRAINING	11/27/2019	13.54	10-SCHNEI	Dinner while at WLA conference
11/19	07-51-56300	TRAINING	11/27/2019	20.28	10-SCHNEI	Dinner while at WLA conference
11/19	07-51-56300	TRAINING	11/27/2019	235.70	10-SCHNEI	Hotel stay for WLA Conference
11/19	07-51-51200	OPERATING EQUIPMENT	11/27/2019	26.99	10-VANKLO	CalendarSyncSoftware
11/19	07-51-56506	SERIALS	11/27/2019	134.97	10-VANKLO	DirectToPublisher
11/19	07-51-56506	SERIALS	11/27/2019	89.00	10-VANKLO	DirectToPublisher
11/19	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	11/27/2019	20.60	10-VANKLO	Sales tax reimburse
11/19	07-51-75031	LIBRARY PROGRAMS	11/27/2019	41.67	1126514509601	Teen Program-ItemsReturnedRefundOnNextSta
11/19	07-51-61100	MAINT SUPPLIES-BUILDING	11/27/2019	28.18	1493761	FLOOR MATS Library
11/19	07-51-75028	LIB DONATION PURCHASE	11/27/2019	60.98	787343	Adult Audiobooks-FriendsDonation
11/19	07-51-75028	LIB DONATION PURCHASE	11/27/2019	27.99	789194	Adult Audiobooks-FriendsDonation
11/19	07-51-56502	ADULT AUDIO BOOKS	11/27/2019	91.79	791369	Adult Audiobooks
Total 122312778:				1,454.23		
Grand Totals:				4,785.53		

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	17,878.40	231,687.00	208,830.82	22,856.18	90.13%
07-51-42200	SALARIES - TEMPORARY	13,658.12	161,857.00	137,431.75	24,425.25	84.91%
07-51-42300	SALARIES - OVERTIME	.00	.00	194.13	194.13-	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	53,075.28	7,324.72	87.87%
07-51-45200	LIFE INSURANCE	32.64	400.00	515.93	115.93-	128.98%
07-51-46100	SOCIAL SECURITY	1,368.97	18,457.00	15,298.27	3,158.73	82.89%
07-51-46200	WRS EMPE/EMPR	1,513.97	19,499.00	17,281.87	2,217.13	88.63%
07-51-46300	MEDICARE	433.13	5,707.00	4,685.97	1,021.03	82.11%
07-51-51200	OPERATING EQUIPMENT	169.43	21,320.00	13,194.95	8,125.05	61.89%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,900.00	20,526.00	374.00	98.21%
07-51-55000	COMMUNICATIONS	.00	.00	.00	.00	.00
07-51-55100	OFFICE SUPPLIES	416.92	9,500.00	7,924.37	1,575.63	83.41%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	950.00	5,360.00	15.06%
07-51-56300	TRAINING	.00	2,500.00	3,190.35	690.35-	127.61%
07-51-56500	ADULT BOOKS	.00	25,000.00	23,727.66	1,272.34	94.91%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	1,463.75	36.25	97.58%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	757.67	157.67-	126.28%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	441.21	558.79	44.12%
07-51-56504	YOUTH BOOKS	.00	21,000.00	24,787.59	3,787.59-	118.04%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	396.05	4,000.00	4,408.13	408.13-	110.20%
07-51-56508	MCFLS DATABASES	.00	9,200.00	7,511.00	1,689.00	81.64%
07-51-57100	UTILITIES	1,887.74	26,250.00	21,676.01	4,573.99	82.58%
07-51-61100	MAINT SUPPLIES-BUILDING	369.21	8,150.00	4,875.93	3,274.07	59.83%
07-51-75023	LIBRARY - MCFLS RECIP EXP	.00	9,300.00	9,727.46	427.46-	104.60%
07-51-75028	LIB DONATION PURCHASE	.00	13,000.00	9,891.16	3,108.84	76.09%
07-51-75031	LIBRARY PROGRAMS	.00	10,000.00	8,121.18	1,878.82	81.21%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	91.95	10,000.00	10,959.67	959.67-	109.60%
07-51-83100	LIBRARY RFID FUND	.00	.00	.00	.00	.00
07-51-83200	CLC JOINT EXPENSE	.00	.00	.00	.00	.00
07-51-83300	LB TO CLC CONTRIBUTION	.00	.00	.00	.00	.00
07-51-83400	LIBRARY LIGHTING	.00	.00	.00	.00	.00
07-51-83500	SERVICE AGREEMENT	.00	.00	.00	.00	.00
07-51-92900	MISCELLANEOUS	.00	1,000.00	574.36	425.64	57.44%
Total LIBRARY:		43,186.79	698,537.00	612,022.47	86,514.53	87.61%
Net Grand Totals:		43,186.79-	698,537.00-	612,022.47-	86,514.53-	87.61%

Account Number	Account Title	11/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
LIBRARY FUND						
07-00-21102	PROPERTY TAX LEVY	.00	630,000.00	630,000.00	.00	100.00%
07-00-21123	LIBRARY - MCFLS RECIP	.00	9,300.00	10,849.61	1,549.61-	116.66%
07-00-22515	DONATIONS LIBRARY	231.51	13,000.00	10,899.23	2,100.77	83.84%
07-00-22958	LIBRARY COPIER SALES	306.84	5,000.00	4,503.38	496.62	90.07%
07-00-22959	LIBRARY FINES	847.30	11,000.00	12,542.83	1,542.83-	114.03%
07-00-22960	LIBRARY BOOK CHARGES	110.68	1,000.00	1,830.66	830.66-	183.07%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	43.00	1,000.00	1,096.24	96.24-	109.62%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		1,539.33	670,300.00	671,721.95	1,421.95-	100.21%
Net Total LIBRARY FUND:		1,539.33	670,300.00	671,721.95	1,421.95-	100.21%
Net Grand Totals:		1,539.33	670,300.00	671,721.95	1,421.95-	100.21%

VILLAGE OF GREENDALE
BALANCE SHEET
10/31/2019

ASSETS

07-00-111000	CASH DEPOSIT	\$ 146,393.16
07-00-111080	PETTY CASH	\$ 200.00

TOTAL ASSETS	\$ 146,593.16
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ 833.86
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	\$ 833.86	

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (46,080.08)
	REVENUES OVER EXPENDITURES- YTD	\$ (101,346.94)
TOTAL FUND EQUITY		
TOTAL LIABILITIES AND EQUITY	\$ (147,427.02)	
	\$ (146,593.16)	

GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 11/29/19
To: Library Board
From: Brian Van Klooster, Library Director
Re: *Agenda item # 7a: 2020 Library Closings calendar*

Attachments:

- 2019 Closure comparison-Library and other Village departments
- Closure comparison-Greendale and nearby MCFLS libraries
- Chart: 2018 MCFLS Libraries open hours and & staffing
- 2020 Proposed Closings

Discussion:

Library Board Trustees have inquired about how the 2020 Library Closure calendar proposal differs or is similar to previous years. The most recent 4 years are included in the first attachment. Years previous to 2011 are unknown; I cannot find any documentation of open hours in logical places.

A total of annual hours is included in the MCFLS comparison to illustrate that though Greendale may be closed on a few dates that others are open, on the whole it is open more hours per year than all nearby libraries and is 2nd in all MCFLS for most hours open, after Wauwatosa.

Fiscal implication:

Increase of up to \$1000 in wages if additional 16 service hours are added

Library Director's recommendation:

None at this time

2019 CLOSURE COMPARISON-LIBRARY AND OTHER VILLAGE DEPARTMENTS

VILLAGE LEGAL HOLIDAYS (in bold) with Library special closures (in italics)	LIBRARY CLOSURES			
	2011 through 2016	2017-2018	2019	2020 proposed
NEW YEAR'S DAY	CLOSED	CLOSED	CLOSED	CLOSED
SPRING BREAK FRIDAY [1/2 day closed]	OPEN	CLOSED	OPEN	OPEN
<i>Easter Saturday</i>	OPEN	CLOSED	OPEN	OPEN
<i>Easter Sunday</i>	CLOSED	CLOSED	CLOSED	CLOSED
<i>Memorial Day Saturday</i>	CLOSED	CLOSED	CLOSED	CLOSED
<i>Memorial Day Sunday</i>	CLOSED	CLOSED	CLOSED	CLOSED
MEMORIAL DAY	CLOSED	CLOSED	CLOSED	CLOSED
4 TH OF JULY	CLOSED	CLOSED	CLOSED	CLOSED
<i>Labor Day Saturday</i>	CLOSED	CLOSED	CLOSED	CLOSED
<i>Labor Day Sunday</i>	CLOSED	CLOSED	CLOSED	CLOSED
LABOR DAY	CLOSED	CLOSED	CLOSED	CLOSED
THANKSGIVING DAY	CLOSED	CLOSED	CLOSED	CLOSED
<i>Day after Thanksgiving</i> <i>[Vill Hall FT staff required to use 8 hours</i> <i>floating holiday]</i>	OPEN	CLOSED	OPEN 8A-8P	OPEN 8A-8P
<i>Thanksgiving Weekend Saturday</i>	OPEN	OPEN	OPEN	OPEN
<i>Thanksgiving Weekend Sunday</i>	OPEN	CLOSED	CLOSED	CLOSED
DAY BEFORE CHRISTMAS [full or ½ day closed*]	CLOSED	CLOSED	CLOSED	CLOSED
CHRISTMAS DAY	CLOSED	CLOSED	CLOSED	CLOSED
DAY BEFORE NEW YEAR'S DAY [full or ½ day closed*]	CLOSED	CLOSED	CLOSED	CLOSED

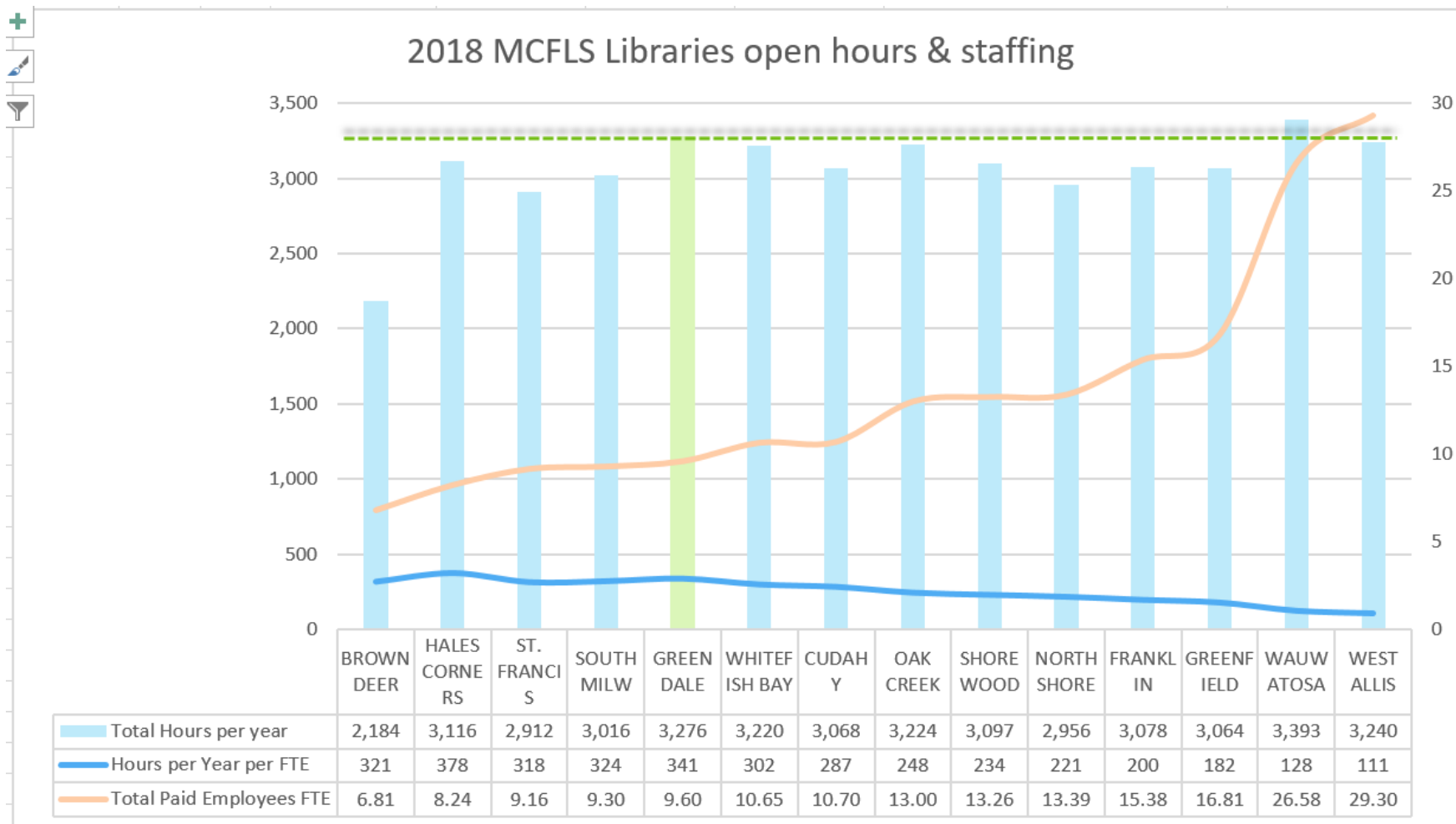
OTHER VILLAGE CLOSURES			
P&R	Health	Village Hall	DPW
CLOSED	CLOSED	CLOSED	CLOSED
OPEN all day	OPEN ½ day	OPEN ½ day	OPEN ½ day
CLOSED	CLOSED	CLOSED	OPEN 8A-4P
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	OPEN 8A-4P
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	OPEN 8A-4P
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	OPEN 8A- 4:30P	CLOSED	OPEN
CLOSED	CLOSED	CLOSED	OPEN 8A-4P
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	OPEN ½ day	CLOSED	OPEN 7-11A
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	OPEN ½ day	OPEN all day (FT staff work ½ day)	OPEN 7-11A

CLOSURE COMPARISON-GREENDALE AND NEARBY MCFLS LIBRARIES

TYPICAL HOLIDAY LIBRARY CLOSURES
NEW YEAR'S DAY
SPRING BREAK FRIDAY
<i>Easter Saturday</i>
<i>Easter Sunday</i>
<i>Memorial Day Saturday</i>
<i>Memorial Day Sunday</i>
MEMORIAL DAY
4 TH OF JULY
<i>Labor Day Saturday</i>
<i>Labor Day Sunday</i>
LABOR DAY
THANKSGIVING DAY
<i>Day after Thanksgiving</i>
<i>Thanksgiving Weekend Saturday</i>
<i>Thanksgiving Weekend Sunday</i>
DAY BEFORE CHRISTMAS
CHRISTMAS DAY
DAY BEFORE NEW YEAR'S DAY
Total annual open hours

GREENDALE LIBRARY CLOSURES			
through 2016	2017-2018	2019	2020
CLOSED	CLOSED	CLOSED	CLOSED
OPEN	CLOSED	OPEN	OPEN
OPEN	CLOSED	OPEN	OPEN
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
OPEN	CLOSED	OPEN 8-8	OPEN 8-8
OPEN	OPEN	OPEN	OPEN
OPEN	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED
3552	3276	3396	3396

2019 MCFLS CLOSURES for nearby libraries				
Hales Corners	Franklin	Greenfield	West Allis	Oak Creek
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
OPEN	OPEN	OPEN	OPEN	CLOSED
OPEN	OPEN	OPEN	OPEN	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
OPEN	OPEN	OPEN	CLOSED	OPEN
CLOSED	OPEN	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
OPEN	OPEN	OPEN	CLOSED	OPEN
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
OPEN	CLOSED	CLOSED	CLOSED	CLOSED
OPEN	OPEN	OPEN	OPEN	OPEN
CLOSED	OPEN	OPEN	OPEN	OPEN
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
3084	3112	3332	3168	3224



2020 Greendale Library Closings Calendar proposed (rev 12.2.19)

NEW YEAR'S DAY	Wednesday, Jan 1
Spring Break Sunday	Sunday, April 12
Memorial Day Saturday	Saturday, May 23
Memorial Day Sunday	Sunday, May 24
MEMORIAL DAY	Monday, May 25
4 TH OF JULY	Saturday, July 4
Labor Day Saturday	Saturday, September 5
Labor Day Sunday	Sunday, September 6
LABOR DAY	Monday, September 7
Staff Professional Development Day	Friday, November 20
THANKSGIVING DAY	Thursday, Nov 26
Thanksgiving Weekend Sunday	Sunday, November 29
DAY BEFORE CHRISTMAS	Thursday, Dec 24
CHRISTMAS DAY	Friday, Dec 25
DAY BEFORE NEW YEAR'S DAY	Thursday, Dec 31
Summer Sundays	5/24-9/6

Time accounting for Holidays for Full Time staff - 2019

Village Holidays per Village policy	FT <u>LIBRARY</u> staff hours accounting	2019 hours approved by Library Board on 12/19/18	2019 Date
NEW YEAR'S DAY	8 HRS GENERAL HOLIDAY	CLOSED	Tues, Jan 1
SPRING BREAK FRIDAY (Village holiday is ½ day)	4 HRS GENERAL HOLIDAY*	OPEN all day	Friday, April 19
MEMORIAL DAY	8 HRS GENERAL HOLIDAY	CLOSED	Mon, May 27
4 TH OF JULY	8 HRS GENERAL HOLIDAY	CLOSED	Thurs, July 4
LABOR DAY	8 HRS GENERAL HOLIDAY	CLOSED	Mon, Sep 2
THANKSGIVING DAY	8 HRS GENERAL HOLIDAY	CLOSED	Thurs, Nov 28
DAY BEFORE CHRISTMAS	8 HRS GENERAL HOLIDAY	CLOSED	Tues, Dec 24
CHRISTMAS DAY	8 HRS GENERAL HOLIDAY	CLOSED	Wed, Dec 25
DAY BEFORE NEW YEAR'S DAY	4 HRS GENERAL HOLIDAY**	CLOSED	Tues, Dec 31

<i>Remaining floating holidays hours to be taken at employee's discretion</i>	24 FLOATING HOLIDAY
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*SPRING BREAK FRIDAY (Good Friday)

Library services available 8 hours [1/2 day is Village legal holiday]	Benefitted staff [choose one option] <i>or</i>	work 8 hours, compensate for 16:	4 @straight time (4) + 4 @double time (8) + 4 @General Holiday
		work 4 hours, compensate for 8:	4 @straight time (4) + 4 @General Holiday
		work 0 hours, compensate for 8:	4 @Vac or Floating Holiday + 4 @General Holiday
	PT staff	Work scheduled hours, compensate @straight pay	

*If SPRING BREAK FRIDAY is day off for Saturday work day

Library services available 6 hours	Benefitted staff	work 8 hours, compensate for 16 <i>[though Saturday is not an official Village holiday, benefitted employee who is required to work Saturday is given the preceding holiday Friday off and is compensated as though working the holiday]</i>	4 @straight time (4) 4 @overtime (8) + 4 @General Holiday
	PT staff	Work scheduled hours, compensate @straight pay	

Time accounting for Holidays for Full Time staff - 2019

****DAY BEFORE NEW YEAR'S DAY (New Year's Eve)**

Library services not available [1/2 day is Village legal holiday]	Benefitted staff	work 0 hours, compensate for 4: 4 @General Holiday
	PT staff	Work 0 hours, compensate for 0

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



12/13/18 **[updated 12/14/19]**

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Agenda item 8-a: 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 **COMPLETED: Friends dissolved, becoming a DBA of Foundation and now functioning with full board of directors**
 - Facilitate restarting of Foundation routine operations including appointment of Trustees, giving schedule, prospect list
- CLC maintenance/operations procedures – February, carried from 2018 **CARRY to 2020: several priority sections updated such as Who's In Charge hierarchy, Incident Reporting and Documentation, Emergency closure (Inclement Weather), Fire Alarm procedures; CLC budget tracking and shared accounting formalized for Village Manager**
 - Develop shared maintenance/operations plans and procedures
- Strategic Planning – April, carried from 2018 **COMPLETED: Plan adopted by Library Board in October, discussion at All Staff training day to make progress toward objectives, annual Library Board calendar has been updated to include Plan updates on a quarterly basis starting December**
 - Director and Consultant to meet w/ Board, finalize plan, set monitoring and completion goals
- New public PC time/print management – Quarter 1 **COMPLETED: installed and operational February**
 - Install new TBS/MyPC time/print management software
 - Market changes, train patrons, financial management policy for credit card transactions
- Annual Report to Community – January **CARRY to 2020: needed more time to become acquainted with themes and data of community interest**
 - 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 **CARRY to 2020: new Village Personnel Manual not yet adopted, priority procedures and policies likely to be included in Library's version were updated including Vacation/time off procedure, Salary Plan, Hours of work**
 - 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**



12/14/19

To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: *Agenda item 8-b: Director 2020 project plan*

ATTACHMENTS: None.

DISCUSSION: Summary and timeline of projects to be addressed by Library Director in the next year.

- Annual Report to Community – January, carried from 2019
 - 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 – carried from 2019 and awaiting Village Trustees action
 - Adopt Village Personnel Policy Manual when finalized, with Library exceptions codified and appended, staff to review and sign off
- Greendale Welcomes Diversity Action Plan objectives
 - Allow 2-3 staff members to join Diversity project teams on work time to ensure library's participation is timely and appropriate, submit staff names to team leaders December 2019
 - Assign 2 staff members to start planning the first community book study in consultation with library staff on diversity teams, January 2020
 - Youth librarian to provide update and thank you to Diversity Steering Team and Library Friends when World Languages 'seed' collection is completed, winter of 2020
 - Adult librarian to focus on recruiting speakers for Lunch and Learn and other regular programs with focus on issues of diversity, inclusion, equity, etc, throughout 2020
- Review of Library policies, procedures and services through equity lens
 - Recruitment methods for diversity – explore use of equity analysis tool and equitable hiring tool to review position descriptions and hiring practices
 - Use DPIs Inclusive Services Assessment to review library services, policies and procedures
 - Attend training and consult experts where appropriate including League of WI Municipalities, with update to Library Board in June 2020

The Library Director's 2018 Annual Performance Evaluation (4/17/2019) included the following Action Plan items for the upcoming evaluation period:

- Complete the strategic planning process by the end of July '19 **Completed: Plan adopted by Library Board in October, annual Library Board calendar has been updated to include Plan updates on a quarterly basis starting December**
 - Develop and execute a plan to build staff skills to ensure safety and support community mental health needs **In Progress**
 - Lorman courses assigned 10/19, All staff day Mental Health First Aid training received 11/19, CLC procedure manual includes annual life/safety training routines, prioritize staff attendance at training such as stop the bleed, etc
 - Consider and report on marketing strategy
-

- Postponed to November when MCFLS marketing committee meets to develop needs assessment and plan **In progress 12/19, volunteered to be on MCFLS Marketing & Advocacy Committee, will know of appointment in early '20**
- Developed internal simplified marketing plan outline including demographic analysis, market segmentation report, discussion w/ School District and Village, literature review of reaching the non-user, best practices from literature/book search **In Progress, data being collected and synthesized for mid-2020 report**
- Revise Programming Checklist to include additional marketing outlets: GSD Weekly email messages, Greendale Patch, Village LED sign **Completed 10/19, library events now included in School Weeklies**

FISCAL IMPLICATION:

Various

LIBRARY DIRECTOR'S RECOMMENDATION:

Provide guidance and direction if other priorities are desired.

GPL 2018 Strategic Plan Goals Worksheet

GOAL 1					
Support staff capacity to meet the changing needs of the community					
Objectives	Who	When	How	Questions to ask	Success measure
1a) Identify changing needs of community through demographic analysis	Library staff, working with Village government	Year 1	single page summary of all data collected: increasing Hispanic student population (double from 2009), otherwise all other enrollment categories are stable; DPI WISEdash, MCFLS 2016 patron data summary by library w/ Mosaic categories		
1b) Review all training in the context of staff opportunities and learning needs	Library director, working with library staff	Year 1			
1c) prioritize revision or development of new training procedures based on demographic analysis, and staff opportunities and learning needs	Library director, working with library staff	Year 1			
1d) Implement staff training to address opportunities and needs	Library director	Year 2-3			
GOAL 2					
Enhance community awareness of library role and services					
Objectives	Who	When	How	Questions to ask	
2a) Develop communication/marketing plan for both internal and external communications, as library and as CLC	Library director, working with library staff and CLC directors	Year 1	Revised programming checklist to include all media/communication channels; MCFLS marketing; Consider CLC Program Guide? Use RecTrac software?	What does a communication/marketing plan look like? WHAT are we going to market? Based on what demonstrated need?	
2b) Implement communication / marketing plan	Library Director, working with library staff	Year 2-3			
GOAL 3					
Build and strengthen community partnerships					
Objectives	Who	When	How	Questions to ask	
3a) Identify and develop inventory of current and potential community partners	Library director, working with library staff	Year 1		What are our goals? Which partners from the inventory can help us achieve these goals?	
3b) Develop messaging to send to potential peartners to establish and build relationships	Library director, working with library staff	Year 2 with marketing plan implementation		Cite Library goals in communication?	
3c) Develop and implement plan to regularly communicate with all community partners	Library director, working with library staff	Year 2		Quarterly 'memo to partners'?	
3d) Host an annual partner meeting to provide updates and share information	Library director	Year 2-3			

GPL 2018 Strategic Plan Goals Worksheet

GOAL 4				
Clarify the current understanding and functioning of the Community Learning Center (CLC) and propose alternatives, as appropriate				
Objectives	Who	When	How	Questions to ask
4a) Identify barriers to communication among all Community Learning Center (CLC) functions	Library director, working with CLC directors	Year 1	Resume monthly CLC Directors meetings (date started?)	
4b) Develop shared understanding of roles, responsibilities and messaging among all CLC employees	Library director, working with CLC directors	Year 2-3	Develop CLC PIC Procedures; find email I sent to staff re: responsibilities for after school behavior	
4c) Develop plan that enhances communication among all CLC employees	Library director, working with CLC directors	Year 1	CLC Program Guide (shared)?; Occasional seasonal pot lucks	
4d) Examine library role distinctly from CLC	Library director, working with CLC staff and public	Year 1	Shared CLC phone number?	Where does this question come from? What is the context or reason for asking? Why is cross training not possible?*
4e) Develop a community survey to better understand the current perception of and preferences for the CLC	Library director, working with CLC staff	Year 1		
4f) Meet with CLC staff and key partners to discuss the results of the survey and address thematic concerns as appropriate	Library director, working with CLC staff	Year 2		
4g) Develop and disseminate message to partners and the public to enhance awareness of the CLC and clarify roles and responsibilities based on concerns	Library director, in partner with CLC staff	Year 2-3	Article in Live in the Village magazine, Spring 2019	

*complexity of P&R program info and registration procedures; incontinuity of timing/semesters/etc; Differing expertise (not even all library staff can answer every library question, some must be referr

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 12/15/19
To: Library Board
From: Brian Van Klooster, Library Director
Re: Directors' Report: Nov/Dec 2019

Programs:

- Dickens of a Village drew over 1200 people through the library. Friends of the Library distributed 375 cookies, 200 holiday tree crafts were completed, and 200 gift bag ornaments were made for senior citizens. There were no incidents or complaints!

Staffing updates:

- Annual All-Staff training day was held 11/22. Only one member was unable to attend due to illness. It was a full day, challenging, enjoyable, informative and well worth the time and planning.
- Recruitment for a librarian is at application review stage. Dozens of qualified applicants submitted in only 2 weeks of posting. An interview panel is being assembled containing representation from library staff, library board, library friends.

Meetings attended:

- 12/4, Diversity Action Plan Policy Team
- 12/5, MCFLS LDAC
- 12/13, Greendale Volunteer Recognition Dinner

Meetings upcoming:

- 12/17, Village Trustees
- 12/17, Friends of the Library
- 1/7, Diversity Action Plan Programs Team
- 1/10, CLC Directors

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 12/15/19
To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: **Staff Report: Nov/Dec 2020**

Memo from Lisa Reinke, Youth Services Librarian:

- Follows

Adult Services (Nicole):

- November's Lunch and Learn topic was Online Frauds and Scams and we had Courtney Anclam from the AARP Fraud Watch Network come and present. She talked primarily about what to look for online (fake websites, scam emails, etc) and what one can do to prevent being scammed over the holiday season. We had 10 people attend.
- Back by popular demand, we held a Cook the Cookbook Challenge program in November. There were 2 dates for this program: November 5th where the patrons and I met up and looked through a collection of cookbooks and each chose an appetizer recipe to make, and then on November 26th we all met up again and presented our recipes to the group and had a potluck dinner! We had 5 people register and attend and they are hoping to have another program like this in 2020.
- We also had local author Ed Block come present his new book Jon Hassler-Voice of the Heartland on November 11th. Due to the weather we only had 2 people attend.
- Our last Goodwill workshop was in November on the 18th which was Interview skills. We had 8 people attend. We coordinated with both Jackie from P&R and Mark from Goodwill to continue these workshops in 2020.
- For December I hosted a Holiday Cookie Swap on December 3rd in the evening where patrons brought in 2 dozen cookies (to share and swap with others). We had 8 patrons each bearing a different cookie recipe and we all got to sample and take home some delicious cookies.
- Our last Lunch and Learn of the 2019 calendar year we brought in Steve from the Milwaukee County Historical Society and he presented on Milwaukee's Holiday Traditions and Billie the Brownie. We had 16 people attend and they loved hearing Steve take trip down memory lane of Milwaukee's great holiday traditions.

I wanted to thank the GPL board, staff and Brian our director for an amazing 2 years as the Adult Services Librarian. Greendale became my home away from home and the staff quickly become my work family and I will cherish all the great memories I made with them and the Greendale patrons.

Teen Services (Tara):

- Follows

Circulation Services (Julie):

- On 11/21 Julie and Jen attended the Circulation Services meeting at the Oak Creek library. We discussed adding a new text and email courtesy reminder for patrons when they have material that is 7 days overdue which went into effect the week of 12/9. We also had a presentation on "Compassionate Customer Service" by Emily Jonesberg of Rogers InHealth.
- On 11/26 Nick and Julie attended an online MCFLS training that had demos on some advanced features of our circulation program, Sierra. The option to attend these MCFLS trainings via an online Zoom meeting is new to this year, and proved very effective for us. It can be hard to send staff to

trainings held at other locations and this is an option I'd like to take advantage of to help staff take advantage of training opportunities.

- We had a nice patron compliment. She expressed appreciation to the staff for all the times we've been able to find obscure books and movies for her over the years she's been a patron of our library.
- On 12/11 we had a CLC-wide potluck organized by Kayla to bid farewell to Nicole. We wish her all the best!

November 2019 Youth Services Highlights

Planning for World Languages Section

- Researched other libraries' World Languages sections for youth
- Met with Brian to plan section
- Ordered books in various languages
- Worked with circulation supervisor to plan shifting of books in non-fiction section to create space for the new section

Fall Youth Program Evaluation

- Increased attendance for After School Family Fun by changing the day of the week from Wednesday to Monday. Average attendance was 30+ people
- Increased attendance in Storytime. Average attendance was 45+ people

Re-labeling Nonfiction for Easier Browsing

- Researched ways to help families find books more easily in the youth nonfiction section
- Worked with circulation supervisor to plan staff training for shelving and locating books using the new shelving method



New books and media for
World Language section

Now kids can easily find their favorite animals on
the County Catalog and on the shelves!

Board Report

Tara Jordan, Teen and Adult Services Librarian

Adult Programs

- Tech Tuesday-November 12th, November 26th, December 10th

This program is a partnership with the High School that provides library patrons with the opportunity to get one on one help with their technology questions. During these past three sessions the students have helped patrons how to use a USB drive, add and remove bookmarks, and set google as their default homepage among others.

- Monday Movie Matinee-December 9th

Every second Monday of the month the library shows a movie in the Community Room. This program is open to anyone but is targeted to senior patrons. This month the movie was Shall We Dance? And there were 17 people in attendance.

Teen Programs

- Sharpie Art- December 19th

Teens were provided with pillowcases and learned how to make tie dye creations using sharpie markers and rubbing alcohol. Eight teens participated.



Displays

- December is National Human Rights Month and during December there is Human Rights display in the Teen area.



Marketing and Advocacy Committee Guidelines

A. Mission Statement.

Provide public awareness, voice and visibility for the Milwaukee County Federated Library system, its member libraries, and shared services and resources to broadly communicate the value and opportunities public libraries provide to our communities.

B. Purpose and Scope.

The Marketing and Advocacy Committee (MAC) shall oversee all marketing and advocacy activities on behalf of the Milwaukee County Federated Library System (MCFLS). These activities include, but are not limited to, data collection, planning, asset development, evaluation and training. In addition, the MAC will assist in providing direction to any consultants or contract workers hired by MCFLS for the express purpose of fulfilling these activities. *The work of the MAC will be informed by the MCFLS strategic plan, member libraries' needs, and topics and trends related to public library service more generally.*

The MAC will not be responsible for hiring or managing the day-to-day activities of these consultants or contract workers. The MCFLS Director will assume primary responsibility for handling these obligations.

C. Representation.

The MAC shall be comprised of the following members:

- a. Up to two representatives from the Library Directors Advisory Council (LDAC). These members will serve as liaison between the MAC and LDAC committees.
- b. One representative from the resource library (Milwaukee Public Library) to provide expertise and synergy with MPL marketing and advocacy activities.
- c. MCFLS staff will be represented by the MCFLS Director, or their designee.
- d. Up to two representatives from the Youth Services, Adult and Reference Services or Circulation services committees to provide feedback on MAC activities from the staff perspective.
- e. Up to four representatives with local marketing and sales expertise to be available on an as-needed basis to advise the committee and provide connections to resources within the Milwaukee area.

D. Relationship of the MAC to the MCFLS Board.

The MAC will report directly to the MCFLS Director and advise the MCFLS Board on marketing and advocacy activities. An annual report of the previous year's activities will be presented to the MCFLS Board each year.

E. Meetings.

Meetings will be held initially on an ad hoc, flexible schedule or until a more regular schedule is agreed upon by members in coordination with the MCFLS Board. A system staff member shall record minutes.

F. Officers, Duties and Appointments.

Officers

An appointed Chair shall preside over all meetings of the MAC. They will develop and prepare agendas in consultation with the MCFLS Director. The Chair will also make reports and recommendations to the MCFLS Board upon request. The Chair will make one annual report to the MCFLS Board each year.

Appointment of Chair

Each MAC Chair will serve a term of at least one calendar year in that role. The Chair can serve multiple terms if approved by a simple majority of the committee. At the end of each year, the current Chair will solicit volunteers to act as incoming Chair for the next calendar year. The appointment of an incoming chair will be approved by a simple majority. If necessary, the current Chair will serve until a suitable replacement can be found.

G. Resources

Staff resources

The MAC will advise MCFLS staff in selecting a consultant to assist in data collection and marketing/advocacy plan development. The consultant will be hired by MCFLS. The MAC will assist the system in providing direction to this consultant.

Additionally, the system has put aside funding to hire a contract worker to assist in system marketing and advocacy activities. The MAC will assist the system in providing direction to this contract worker.

Budget resources

The system has a current annual budget line devoted to marketing and advocacy activities. The current amount allocated is \$10,000 per year. This budget line is separate from the budget line addressing staff resources.

H. Evaluation.

Members will evaluate the viability of the MAC committee after three years, on or shortly after December 31st, 2022. A report will be submitted to the MCFLS Board with a recommendation to either continue activities or sunset the MAC committee on a specific date.