



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: October 16, 2019 meeting	ACTION
5) Approval of Financial Reports:	ACTION
a) Check Register: October 2019	
6) Review of Financial Statements:	
a) Expenditures to Actual Comparison: October 2019	INFORMATION
b) Revenue to Actual Comparison: October 2019	INFORMATION
c) Balance Sheet: September 2019	INFORMATION
7) Unfinished Business: None	
8) New Business:	
a) Consider a motion to approve 2020 Library closings calendar ATTACHMENT	ACTION
b) Consider a motion to approve revised policy: Exhibit, Posting, Solicitation, Program and Display	ACTION
c) ATTACHMENT	
d) Discuss Greendale Welcomes Diversity-Action Plan (Library objectives) MEMO	DISCUSSION
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. <i>Specifically, to approve the 2020 Library Salary Plan; and discuss request to fill pending vacant position(s)</i> MEMO, ATTACHMENT distributed at meeting	ACTION
12) Return to Open Session:	
a) Consider a motion to approve the 2020 Library Salary Plan	ACTION
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, October 16, 2019**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:00 PM.

Trustees Present: Amidzich, Genz, Huberty, Jensen, Unger
Excused: Dombrowski, Kiltz
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 Genz seconded approval of the September 18, 2019 minutes.

Ayes: All
Noes: None
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: September 2019

Trustee Huberty moved, Trustee Jensen seconded approval of the September 2019 expenditures in the total amount of \$10,545.07

Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

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

UNFINISHED BUSINESS

- a) 2019-2022 Greendale Public Library Strategic Plan

Trustee Jensen moved, Trustee Unger seconded approval of the 2019-2022 Greendale Public Library Strategic Plan. Van Klooster noted that the annual Library Board calendar has been updated to include Plan updates on a quarterly basis starting this December.

Ayes: All
Noes: None
Motion to approve: Carried

- b) MCFLS ILS/ Resource Sharing/ Technology Agreement

Trustee Huberty moved, Trustee Unger seconded approval of the MCFLS ILS/ Resource Sharing/ Technology Agreement 2020-2024

Ayes: All
Noes: None
Motion to approve: Carried

NEW BUSINESS

a) Student ID as Library Card report
Van Klooster summarized his memo

b) MCFLS 2020 System Plan
Van Klooster summarized his memo

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report: Van Klooster highlighted several items including the Village Manager's 2020 Recommended Budget
- b) Library Staff Report: Van Klooster highlighted several items including sharing photos from Reading Rampage
- c) President's Report: None
- d) Friends/Foundation Report: Unger summarized the previous evening's meeting

CORRESPONDENCE

None

ADJOURNMENT

The meeting adjourned at 6:15 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
55964						
OFFICE COPYING EQUIPMENT LTD						
10/19	07-51-51200	OPERATING EQUIPMENT	10/04/2019	215.80	AR94476	COPIES
10/19	07-51-51200	OPERATING EQUIPMENT	10/04/2019	9.49	AR94931	TONER
Total 55964:				225.29		
55971						
SYNCB/AMAZON						
10/19	07-51-55100	OFFICE SUPPLIES	10/04/2019	119.93	07/15-08/15/201	CASH BOX, USB CABLES
10/19	07-51-56500	ADULT BOOKS	10/04/2019	34.18	07/15-08/15/201	ADULT BOOKS NF/FIC
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/04/2019	40.91	07/15-08/15/201	YOUNG ADULT MEDIA RECIP
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/04/2019	459.72	07/15-08/15/201	ADULT MEDIA RECIP
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/04/2019	14.96	07/15-08/15/201	YOUTH MEDIA RECIP
10/19	07-51-75031	LIBRARY PROGRAMS	10/04/2019	64.64	07/15-08/15/201	PROGRAMMING
10/19	07-00-21123	LIBRARY - MCFLS RECIP	10/04/2019	16.17-	07/15-08/15/201	CREDITS AND ADJUSTMENTS
Total 55971:				718.17		
56037						
PARANORMAL INVESTIGATORS OF MILWAUKEE						
10/19	07-51-75031	LIBRARY PROGRAMS	10/18/2019	150.00	10-23-2019	SRP PERFORMANCE
Total 56037:				150.00		
56062						
SYNCB/AMAZON						
10/19	07-51-56500	ADULT BOOKS	10/24/2019	483.63	09/10-10/10/201	ADULT BOOKS NF/FIC
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/24/2019	54.98	09/10-10/10/201	YOUNG ADULT MEDIA RECIP
10/19	07-51-75028	LIB DONATION PURCHASE	10/24/2019	6.56	09/10-10/10/201	YOUTH BOOKS
10/19	07-51-75031	LIBRARY PROGRAMS	10/24/2019	252.24	09/10-10/10/201	READING RAMPAGE, TEEN PROGRAM
Total 56062:				797.41		
122312755						
ACH WE ENERGIES						
10/19	07-51-57100	UTILITIES	10/29/2019	2,084.05	10142019	5647 Broad-5650 Parking St-Library
10/19	07-51-57100	UTILITIES	10/29/2019	8.39	10142019	5647 Broad-5650 Parking St Library

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
Total 122312755:				2,092.44		
122312756						
ACH US BANK PCARD						
10/19	07-51-75031	LIBRARY PROGRAMS	10/31/2019	72.93	09-JORDAN	Reading Rampage Prizes
10/19	07-51-75031	LIBRARY PROGRAMS	10/31/2019	49.71	09-JORDAN	Reading Rampage Prizes
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	116.00	09-REINKE	Youth-village day craft
10/19	07-51-75031	LIBRARY PROGRAMS	10/31/2019	8.17	09-REINKE	Youth-after school family fun
10/19	07-51-75031	LIBRARY PROGRAMS	10/31/2019	28.53	09-REINKE	Youth-after school family fun
10/19	07-51-56300	TRAINING	10/31/2019	361.80	09-SCHNEI	WLA Training
10/19	07-51-55100	OFFICE SUPPLIES	10/31/2019	96.60	09-SCHUMA	Demco Processing Supplies
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	103.95	09-SCHUMA	Demco Media Cases
10/19	07-51-55100	OFFICE SUPPLIES	10/31/2019	198.96	09-SCHUMA	Showcases Book Covers
10/19	07-51-55100	OFFICE SUPPLIES	10/31/2019	82.37	09-SCHUMA	Square New Square Reader
10/19	07-51-75031	LIBRARY PROGRAMS	10/31/2019	13.98	1127990176878	Teen Programs-Paint Palettes
10/19	07-51-61100	MAINT SUPPLIES-BUILDING	10/31/2019	28.18	1484809	FLOOR MATS Library
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	900.21	2034703936	Youth Books.AutoOrder
10/19	07-51-56503	ADULT LARGE PRINT	10/31/2019	82.34	2034709375	LP books
10/19	07-51-56500	ADULT BOOKS	10/31/2019	185.95	2034711257	Adult Nonfiction
10/19	07-51-56501	YOUNG ADULT BOOKS	10/31/2019	95.94	2034718365	Teen Books
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	254.63	2034721936	Youth Books.AutoOrder
10/19	07-51-56500	ADULT BOOKS	10/31/2019	203.57	2034722782	Adult Fiction
10/19	07-51-56503	ADULT LARGE PRINT	10/31/2019	31.58	2034730361	LP books
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	165.34	2034735570	Youth Books.AutoOrder
10/19	07-51-56500	ADULT BOOKS	10/31/2019	46.85	2034735949	Adult Nonfiction
10/19	07-51-56501	YOUNG ADULT BOOKS	10/31/2019	30.98	2034739398	Teen Books
10/19	07-51-56500	ADULT BOOKS	10/31/2019	244.04	2034740180	Adult Fiction
10/19	07-51-56500	ADULT BOOKS	10/31/2019	644.42	2034744001	Adult Nonfiction
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	262.78	2034745755	Youth Books.AutoOrder
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	73.42	2034749643	Youth Books.AutoOrder
10/19	07-51-56500	ADULT BOOKS	10/31/2019	252.70	2034755763	Adult Fiction
10/19	07-51-56503	ADULT LARGE PRINT	10/31/2019	33.92	2034756122	LP books
10/19	07-51-56500	ADULT BOOKS	10/31/2019	221.12	2034759919	Adult Fiction
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	152.20	2034763597	GrndlWmnsClub.AdultLPBooks
10/19	07-51-55100	OFFICE SUPPLIES	10/31/2019	45.69	369122233001	Office Depot Sept Office Supplies
10/19	07-51-55100	OFFICE SUPPLIES	10/31/2019	21.96	371216500001	Office Depot Sept Office Supplies
10/19	07-51-55100	OFFICE SUPPLIES	10/31/2019	6.67	373334552001	Office Depot Sept Office Supplies
10/19	07-51-57100	UTILITIES	10/31/2019	37.49	7043538010827	Library

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
10/19	07-51-56502	ADULT AUDIO BOOKS	10/31/2019	164.97	780911	Adult Audiobook
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	31.99	784021	Adult Audiobook-Friends of the Library Donation
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	40.52	H37680660	Adult Media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	10.05	H37964690	Adult Media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	104.80	H38155820	Adult Media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	52.40	H38362620	Adult Media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	8.61	H38395270	Adult Media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	10.77	H38413460	Adult Media
10/19	07-51-75028	LIB DONATION PURCHASE	10/31/2019	40.52	H38433970	Lucky Day media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	10.05	H38504880	Adult Media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	141.14	H38606110	Adult Media
10/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/31/2019	53.14	Q60672240	Adult Media
Total 122312756:				5,823.94		
Grand Totals:				9,807.25		

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	190,952.42	40,734.58	82.42%
07-51-42200	SALARIES - TEMPORARY	12,330.18	161,857.00	123,773.63	38,083.37	76.47%
07-51-42300	SALARIES - OVERTIME	.00	.00	194.13	194.13-	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	48,105.02	12,294.98	79.64%
07-51-45200	LIFE INSURANCE	32.64	400.00	483.29	83.29-	120.82%
07-51-46100	SOCIAL SECURITY	1,301.64	18,457.00	13,929.30	4,527.70	75.47%
07-51-46200	WRS EMPE/EMPR	1,476.82	19,499.00	15,767.90	3,731.10	80.87%
07-51-46300	MEDICARE	407.18	5,707.00	4,252.84	1,454.16	74.52%
07-51-51200	OPERATING EQUIPMENT	225.29	21,320.00	12,998.53	8,321.47	60.97%
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	119.93	9,500.00	7,507.45	1,992.55	79.03%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	950.00	5,360.00	15.06%
07-51-56300	TRAINING	.00	2,500.00	2,912.83	412.83-	116.51%
07-51-56500	ADULT BOOKS	517.81	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	665.88	65.88-	110.98%
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	.00	4,000.00	3,277.68	722.32	81.94%
07-51-56508	MCFLS DATABASES	.00	9,200.00	7,511.00	1,689.00	81.64%
07-51-57100	UTILITIES	2,092.44	26,250.00	19,788.27	6,461.73	75.38%
07-51-61100	MAINT SUPPLIES-BUILDING	.00	8,150.00	4,478.54	3,671.46	54.95%
07-51-75023	LIBRARY - MCFLS RECIP EXP	570.57	9,300.00	9,727.46	427.46-	104.60%
07-51-75028	LIB DONATION PURCHASE	6.56	13,000.00	9,802.19	3,197.81	75.40%
07-51-75031	LIBRARY PROGRAMS	466.88	10,000.00	7,894.20	2,105.80	78.94%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	10,888.32	888.32-	108.88%
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:		42,396.60	698,537.00	567,381.45	131,155.55	81.22%
Net Grand Totals:		42,396.60-	698,537.00-	567,381.45-	131,155.55-	81.22%

Account Number	Account Title	10/19 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	16.17	9,300.00	10,849.61	1,549.61-	116.66%
07-00-22515	DONATIONS LIBRARY	408.50	13,000.00	10,667.17	2,332.83	82.06%
07-00-22958	LIBRARY COPIER SALES	408.49	5,000.00	4,191.00	809.00	83.82%
07-00-22959	LIBRARY FINES	662.76	11,000.00	11,207.14	207.14-	101.88%
07-00-22960	LIBRARY BOOK CHARGES	18.02	1,000.00	1,628.12	628.12-	162.81%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	130.75	1,000.00	1,027.44	27.44-	102.74%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		1,644.69	670,300.00	669,570.48	729.52	99.89%
Net Total LIBRARY FUND:		1,644.69	670,300.00	669,570.48	729.52	99.89%
Net Grand Totals:		1,644.69	670,300.00	669,570.48	729.52	99.89%

VILLAGE OF GREENDALE
BALANCE SHEET
9/30/2019

ASSETS

07-00-111000	CASH DEPOSIT	\$ 192,356.87
07-00-111080	PETTY CASH	\$ 200.00

TOTAL ASSETS	\$ 192,556.87
--------------	---------------

LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (3,535.85)
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	\$ (3,535.85)	

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (46,080.08)
	REVENUES OVER EXPENDITURES- YTD	\$ (142,940.94)
TOTAL FUND EQUITY		
TOTAL LIABILITIES AND EQUITY	\$ (189,021.02)	
	\$ (192,556.87)	

2020 Greendale Library Closings Calendar proposed

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

POLICY

NOTICES

The Greendale Public Library may allow **flyers, posters, handouts, brochures and other types of notices** to be placed in the library in areas designated for such purposes when they conform to the library's function as an outlet for information, education and recreational material, and when they conform to the restrictions below.

Notices announcing cultural, educational, recreational and civic events both free and those with admittance charges may be posted or submitted for distribution. Notices relating to commercial ventures and fund solicitations are prohibited with the exception of some cultural commercial ventures. No organization or individual shall be permitted to place any notice which advocates or solicits consideration of any product or item sold by a commercial enterprise.

Priority in posting shall be given in the same manner as Community Room use:

1. Village of Greendale governmental activities
2. The Greendale Public Library
3. The Greendale Health Department
4. The Greendale Park and Recreation Department
5. Greendale non-profit civic organizations
6. Other Greendale community organizations and groups
7. Other organizations and events as space permits

The authority to approve notices for display shall be given to the Library Director or his/her designee. All notices must be presented to the Library Director for approval before posting, and must be displayed in the designated areas for such displays. Notices that have not been approved by Library staff will be discarded. The library will not allow items to be displayed or posted on its windows, doors, or countertops with the exception of its own materials.

Material will be removed as soon as possible after event.

Undated material will be removed after two weeks.

Distribution or posting of notices does not indicate library endorsement of ideas, issues, or events promoted.

SOLICITATIONS

The library may allow non-event, non-program solicitations for its own activities, the activities of the Greendale Public Library Foundation, the activities of the Village of Greendale departments, the Greendale School District and its affiliates, and the activities of Greendale based community organizations.

Approval or disapproval of solicitations based on physical space and logistics will be at the discretion of the Library Director. Solicitors must provide an inventory of all items they are

Approved by the Greendale Public Library Board on xx/xx/xx.

Revised xx/xx/xx.

displaying and sign a hold harmless statement waiving all claims of legal liability against the Village of Greendale, the Library Board, and the library and its employees for their property.

PROCEDURE

When receiving a critical comment regarding notices:

- Suggest that the complainant submit a formal comment to the Library Director and/or Library Board, noting that no action may be taken unless the comment is made in writing, or in person at a regularly scheduled Library Board meeting, accompanied by a request for specific action.
- Notify the complainant of the Citizen Comment opportunity at the start of every monthly Library Board meeting.

Library Director and Library Board:

- Will respond to the presentation of a formal comment requesting specific action.
- Will not alter any material in question until the controversy has been reviewed, no sooner than the next regularly scheduled Library Board meeting.

Some possible resolutions to a critical comment may include:

- Scheduling of additional programming to provide a platform for diverse opinions to be heard and voiced, pertaining to the controversy in question.
- Establishing a learning opportunity by creating possibilities for thoughtful discussion between concerned stakeholders.
- Establishing a platform to more broadly share the library's policies with the public and the media.

POLICY

The Greendale Public Library adopts the American Library Association's *Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights*, reproduced below.

Non-library-initiated exhibits and displays will be considered using the same criteria as the library's Materials Selection Policy.

Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the Library Bill of Rights states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves." Library displays increase awareness of programs, resources, and services.

Library-initiated programs include, but are not limited to, lectures, displays, exhibits, community forums, performing and visual arts,(1) participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library workers, volunteers, or partners. Libraries may also choose to promote their programs, services, and resources through displays and digital signs.

Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equitable access to library resources. Library-initiated programs and displays should comply with all applicable laws, including the standards and requirements of The Americans with Disabilities Act and state and local disability accessibility guidelines.(2) If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all users. If users overflow designated event areas during library events, libraries should secure accessible public spaces (e.g., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard of hearing at library-initiated programs when needed or requested by library users.

“Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.”(3) Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce community members to the library’s resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English, including advertising for such events.

Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. The policies should set forth the library’s commitment to free and open access to information and ideas for all users.

Programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers, nor should library workers censor or remove displays because someone may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection or curation of a display constitutes an endorsement of the resources content or its creator’s views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The right to use a library encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age, or educational level of users violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program. Parents and guardians may restrict their own children’s access to library programs, but no person or organization can interfere in others’ access and participation. A parent or guardian may discuss their child’s access to and participation in library programs with their child, but may not impose those decisions on others, including other people’s children.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.

Any collection and retention of program participants’ personal information should be on an opt-in basis only. While attendees may need to demonstrate their eligibility to attend the

program by showing a library card or student ID, they should not be required to share their personal information in order to attend a library program.

1 "Visual and Performing Arts in Libraries: An Interpretation of the Library Bill of Rights," adopted February 13, 2018, by ALA Council.

2 "Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted January 28, 2009, by the ALA Council; amended June 26, 2018.

3 "Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights," adopted June 27, 2017, by the ALA Council.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 under previous name "Library-Initiated Programs as a Resource"; and June 24, 2019.

PROCEDURE

Exhibitors must provide an inventory of all items they are displaying and sign a hold harmless statement waiving all claims of legal liability against the Village of Greendale, the Library Board, and the library and its employees for their property. Exhibits will not be allowed from exhibitors whose purpose is to solicit consideration of a product or service. Artisans are welcome to display, but only for the informational, educational, and recreational aspect of their craft.

When receiving a critical comment regarding exhibits, displays or programs:

- Suggest that the complainant submit a formal comment to the Library Director and/or Library Board, noting that no action may be taken unless the comment is made in writing, or in person at a regularly scheduled Library Board meeting, accompanied by a request for specific action.
- Notify the complainant of the Citizen Comment opportunity at the start of every monthly Library Board meeting.

Library Director and Library Board:

- Will respond to the presentation of a formal comment requesting specific action.
- Will not alter any material in question until the controversy has been reviewed, no sooner than the next regularly scheduled Library Board meeting.

Some possible resolutions to a critical comment may include:

- Scheduling of additional programming to provide a platform for diverse opinions to be heard and voiced, pertaining to the controversy in question.
- Establishing a learning opportunity by creating possibilities for thoughtful discussion between concerned stakeholders.
- Establishing a platform to more broadly share the library's policies with the public and the media.

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 10/22/19

To: Library Board

From: Brian Van Klooster, Library Director

Re: **Agenda item #8-d: Greendale Welcomes Diversity Action Plan-Library objectives**

Attachments:

None

Discussion:

All – Last week Friday and this past Monday more than 75 people met to review an Action Plan developed, “To create a more welcoming, kind and inclusive community in Greendale... committed to challenging discrimination in all forms while focusing on race and racism.”

This Plan includes Goals and action steps to help move toward the vision statement above. Three Goal items specifically relate to the library’s collections and programs. Three others do not specifically identify the library as a leader or partner, but are opportunities for us to contribute. I saw this Plan and its specifics for the first time on Friday, but was aware of some of the conversations leading up to it. In anticipation of this the librarians and I have discussed some ways we can begin to take action on this important work. There will be more to discuss, in the meantime this is an FYI...

Library can be Lead agency:

3-1-c Library-led community book study (featuring diversity, exploring other perspectives); regular (3x/year) book discussions, Steering Committee will seek out further grant money to expand accessibility of books, Steering committee will recommend that the library develops and offers a youth book club addressing diversity issues

3-1-g Use Park & Rec, Library and CLC to provide programming for new families who are not familiar to Greendale to have community conversations

4-3-a Bilingual books for children; Ideas to consider: have elementary students recommend or bring non-English language books, expand public library’s adult non-English collections, \$400 contribution

Library can be Partner:

2-2-a Review/update Village policies & procedures for addressing racism [BVK note: Library is Village department with its own policies and procedures that could be reviewed independently, including selection and recruitment statements for diverse candidates, etc]

3-1-d Diversity speaker series on cultures; speakers of color and white allies, possibly coordinate with school presentations/activities, invite Greendale families who can share their experiences, stories and struggles [BVK note: Library already hosts similarly formatted programs like Lunch N Learn, evening adult programs, etc]

4-2-a Use displays from WI Black Historical Society schools and hose tower or library (temporary exhibits)

Fiscal implication:

Variable

Library Director's recommendation:

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 committee leaders December 2020.

Assign 2 staff members to start planning the first community book study in consultation with 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.

Director 2020 goal, to review library policies and procedures, both public and administrative, with equity evaluation tool. Will attend training and consult experts where appropriate including League of WI Municipalities, with update to Library Board in June 2020.

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 11/17/19
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: October/November 2019***

General updates:

- Power outage 10/31: Library closed at 6PM due to having only partial power and WE Energies note that repairs to equipment could cause temporary total outage before 8PM.
- Fire alarm system: all detection/notification devices and panel were replaced over 3 days, completed 10/16, internal procedures and documentation have been updated to reflect new monitoring company and equipment operation

Programs:

- Dickens of a Village: planning is under way, this year will feature fewer bag toss games and more interactive games including holiday trivia, bingo and story time by PAGE, cookies still offered by Friends
- Veterans Day: primarily hosted and organized by Tim Seipel, but supported by the library for after hours opening, facility help, and marketing support

Staffing updates:

- Cybersecurity training continues: KnowBe4 2nd module completed, funded by LSTA and MCFLS, cooperative effort of 4 SEWI library systems, all staff must attend
- All staff are required to do 3 online training modules for Village insurance carrier by 11/30: blood borne pathogens, harassment and discrimination, and hearing conservation
- Librarian resignation received, Nicole S. last day 12/13/19
- Annual all staff training day: is Friday 11/22, the library will be closed, training topics include mental health crisis first aid, library strategic plan, unconscious bias in the workplace

Meetings attended:

- 10/18, Diversity action plan workshop
- 10/23, Village budget work session
- 11/5, Village Trustees
- 11/7, MCFLS LDAC
- 11/15, CLC Directors

GREENDALE PUBLIC LIBRARY STAFF REPORT



Date: 11/12/19
To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: **Staff Report: Oct/Nov 2019**

Memo from Lisa Reinke, Youth Services Librarian:

- attached

Adult Services (Nicole):

- In October we had Michele Rinka who is the president of the WI chapter of Better Investing come and talk about the ins and outs of the stock market. We had 9 people register and attend her program and they were eager to ask Michele questions. I hope to have her again in April for Smart Money Week.
- For October's Lunch and Learn we had Dr. Mohiuddin from the U.S. Bone and Joint Initiative present on the topic of arthritis. We had 14 people register and attend this program and Dr. Mohiuddin was great answering all their questions and they asked for him to present sometime again.
- We also had the Paranormal Investigators of Milwaukee visit the library on October 23rd as they shared their encounters from their paranormal investigations. Noah, the head of the investigation team explained the differences of paranormal encounters and some of the evidence they had gathered. We had 24 people attend this program.
- Lastly to end the month of October we had our second workshop with the Goodwill Workforce Connection Center in partnership with the Greendale Park and Recreation Dept. The topic was how to maximize your job search in the online job market. We had 6 people attend this workshop. Our last workshop will be in November and will be interview skills. We plan to continue this coordinated partnership with both Park and Rec and the Workforce center in 2020.

Teen Services (Tara):

- October 12th was the library's Reading Rampage event. Reading Rampage is an annual event in which the library partners with Greendale Middle School, and St. Alphonsus School, to invite 6th-8th 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 83 students attended the event which is record participation for the 19 years that the program has been offered.

This program is only a one day event, however months of planning are required before the event, and running the program the day of requires a lot of hard work as well. We were very fortunate this year to get some help from a few volunteers this, including two Friends of the Library members, a volunteer from the community who answered our call for help at the last minute, and our Circulation Supervisor Julie, who came in on her day off to bring in the pizza for lunch. This need for more help really is an indication of how much the program has grown and how successful it has continued to be.

As I indicated, a lot of prep work goes into Reading Rampage. In order to promote the program I visited all 6th, 7th, and 8th grade classrooms at St. Alphonsus to invite the students to Reading Rampage, hand out flyers, and talk about the library. One of the benefits of Reading Rampage is that it really provides the library with an opportunity to collaborate with the schools and further our relationships with them. I meet separately with St. Al's and Greendale Middle School in the months

leading up to the event to plan and coordinate all of our duties and efforts. In addition to this I create all the marketing materials for program, provide the books that participants can take home, plan and purchase prizes that are given out throughout the day, plan the literary games we play during the event, and set up and clean up the Community Room. All of this work produces an amazing event where kids come to the library to happily sit and read. I really appreciate the fact that money has been set aside in the budget specifically for Reading Rampage; this was not the case in the past. Having money carved out for the event allows the library to participate and contribute to the program in a meaningful way and has allowed me experiment with new ideas like providing every participant with a free book and changing up the prizes. So I'd like to thank the Library Board and Brian for continuing to support Reading Rampage financially.

Going forward for next year I have realized that I need to be more proactive in seeking volunteers and organizing help. It might even be helpful to request help from staff for that day. Otherwise, I think it was a very successful year for Reading Rampage.

- Meetings attended: 10/22 MCFLS Young Adult Services Committee, 10/23 Milwaukee County Teen Book Award Committee meeting.





Circulation Services (Julie):

- On October 2nd Jenifer attended a presentation on Packaging and Circulating Non-Book Materials presented by Lori Burgess, Assistant Director at the Fond du Lac Public Library. They discussed ideas for labeling, cataloging, and packaging items such as cake pans, electronics, games and other non-book items. She attended to get ideas for packaging future STEM kits, and came back with many exciting possibilities.
- On October 30-31st most of the circulation staff attended an in-person training for Safe Lifting held at the Fire Station.
- October was a quieter month and circ staff took advantage of this to work on some projects. The Fiction and DVD collections were shifted to balance out some areas that were overfull, our DVD resurfacing machine was given a deep cleaning, and a project to bring consistency and to refresh the appearance of Picture books was begun.

October 2019 Youth Services Highlights

Volunteers

- Created volunteer orientation for youth, which included location of materials and unique formats and variety of youth materials
- Created volunteer process for regular cleaning of toys and storytime props
- .Trained volunteers in youth
- Coordinated with lead clerk, circulation supervisor, and volunteer coordinator to ensure new processes would be effective and routine for new volunteers

Community Groups

- Worked with Garden Gazers group to create pumpkin craft to hang on the tree outside of youth area
- Worked with police department and PCC committee on the music for Halloween parade
- Library was Trick or Treat “stop” after Halloween parade. Over 30 families participated.

Programming

- Record attendance of 91 people for Halloween Storytime
- Continued growth in attendance for After School Family Fun (Lego Play, crafts) program with an average attendance of 30 people



Trick or Treat at the library!



Coloring Project with the Garden Gazers

Village of Greendale – Public Library

POSITION DESCRIPTION

TITLE: Librarian – adult service emphasis (Full time, Benefitted, Non-exempt)
DEPARTMENT: Library
SUPERVISED BY: Library Director

POSITION SUMMARY:

Under supervision of the Library Director, Librarians promote a positive image of the library and reinforce it's the value to the community. Members of this cooperative team provide excellent customer service at the Library Service Desks, develop engaging and relevant programs for a diverse audience, manage a timely and in-demand materials collection in a variety of formats, and perform many other library duties as required.

ESSENTIAL SKILLS, RESPONSIBILITIES AND WORK PERFORMED

A successful candidate will:

Customer Service – Have a particular interest in and understanding of the value of excellent customer service in public library work, especially in all areas of emphasis; provide enthusiastic, proactive, sincere and accurate service of all types to persons of all ages at the Library Service Desks; show curiosity in customer questions; advise customers in the use of library-supplied technology; demonstrate patience with complex and routine interactions; be comfortable with resolving stressful situations peacefully; ensure outstanding communication with the public that leads to enriching positive experiences.

Leadership & Judgment – Act as Person in Charge of library services and facility when more senior colleagues are unavailable; identify opportunities to develop creative, feasible and realistic solutions to challenges; recommend proactive solutions to prevent problems from occurring; promote and communicate a positive image of the library through public and library community participation; be an example of excellent work practices to junior colleagues.

Initiative & Dependability – Represent library on relevant committees; ensure funds are used appropriately and responsibly; assume voluntary leadership roles when opportunities arise; take direction and work independently and seek direction when necessary.

Organization & Productivity – Assist in marketing, promoting, and administering the library through recurring assigned tasks; multitask in a dynamic active environment where flexibility is required.

MINIMUM EDUCATION, EXPERIENCE AND/OR TRAINING:

1. Master's Degree in Library or Information Science from an ALA accredited institution
2. Intermediate proficiency with Microsoft Windows, Word, email, internet browsers and searching.
3. Excellent customer service soft skills as evidenced by reference checks and/or **Personnel Evaluation Profile™**.
4. Schedule flexibility for day, evening and weekend work.
5. Excellent oral and written communication in English.

ADDITIONAL PREFERRED EDUCATION, EXPERIENCE AND TRAINING:

S:\Shared_Data\Personnel-Private\Job Descriptions, Postings\Job Descriptions\Librarian adult emphasis JD 2019.docx

Village of Greendale – Public Library

POSITION DESCRIPTION

1. Previous employment or volunteer experience in public libraries.
2. Previous employment or volunteer experience in training, education or service industries.

REQUIRED PHYSICAL ABILITIES:

1. Sitting, standing, walking, climbing, stooping, bending, twisting and reaching.
2. Talking and hearing: at normal volume in person and on telephone, with or without corrective device.
3. Seeing: clearly both near and far, with or without corrective lenses.
4. Lifting and carrying: up to 30 pounds at one time.
5. Handling: processing, lifting and shelving books.
6. Fingering: typing, writing, filing, sorting, shelving, and processing.
7. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.
8. Mobility: independent travel to meetings outside the library.

EQUIPMENT USED:

Computer and standard peripherals, variety of computer software and standard office equipment.

NON-DISCRIMINATION:

All positions in the Village of Greendale will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Diverse candidates are strongly encouraged to apply.

11.2019

Village of Greendale – Public Library

POSITION DESCRIPTION

TITLE: Librarian – youth service emphasis (Full time, Benefitted, Non-exempt)
DEPARTMENT: Library
SUPERVISED BY: Library Director

POSITION SUMMARY:

Under supervision of the Library Director, Librarians promote a positive image of the library and reinforce it's the value to the community. Members of this cooperative team provide excellent customer service at the Library Service Desks, develop engaging and relevant programs for a diverse audience, manage a timely and in-demand materials collection in a variety of formats, and perform many other library duties as required.

ESSENTIAL SKILLS, RESPONSIBILITIES AND WORK PERFORMED

A successful candidate will:

Customer Service – Have a particular interest in and understanding of the value of excellent customer service in public library work, especially in all areas of emphasis; provide enthusiastic, proactive, sincere and accurate service of all types to persons of all ages at the Library Service Desks; show curiosity in customer questions; advise customers in the use of library-supplied technology; demonstrate patience with complex and routine interactions; be comfortable with resolving stressful situations peacefully; ensure outstanding communication with the public that leads to enriching positive experiences.

Leadership & Judgment – Act as Person in Charge of library services and facility when more senior colleagues are unavailable; identify opportunities to develop creative, feasible and realistic solutions to challenges; recommend proactive solutions to prevent problems from occurring; promote and communicate a positive image of the library through public and library community participation; be an example of excellent work practices to junior colleagues.

Initiative & Dependability – Represent library on relevant committees; ensure funds are used appropriately and responsibly; assume voluntary leadership roles when opportunities arise; take direction and work independently and seek direction when necessary.

Organization & Productivity – Assist in marketing, promoting, and administering the library through recurring assigned tasks; multitask in a dynamic active environment where flexibility is required.

MINIMUM EDUCATION, EXPERIENCE AND/OR TRAINING:

1. Master's Degree in Library or Information Science from an ALA accredited institution
2. Intermediate proficiency with Microsoft Windows, Word, email, internet browsers and searching.
3. Excellent customer service soft skills as evidenced by reference checks and/or **Personnel Evaluation Profile™**.
4. Schedule flexibility for day, evening and weekend work.
5. Excellent oral and written communication in English.

ADDITIONAL PREFERRED EDUCATION, EXPERIENCE AND TRAINING:

S:\Shared_Data\Personnel-Private\Job Descriptions, Postings\Job Descriptions\Librarian youth emphasis JD 2019.docx

Village of Greendale – Public Library

POSITION DESCRIPTION

1. Previous employment or volunteer experience in public libraries.
2. Previous employment or volunteer experience in training, education or service industries.

REQUIRED PHYSICAL ABILITIES:

1. Sitting, standing, walking, climbing, stooping, bending, twisting and reaching.
2. Talking and hearing: at normal volume in person and on telephone, with or without corrective device.
3. Seeing: clearly both near and far, with or without corrective lenses.
4. Lifting and carrying: up to 30 pounds at one time.
5. Handling: processing, lifting and shelving books.
6. Fingering: typing, writing, filing, sorting, shelving, and processing.
7. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.
8. Mobility: independent travel to meetings outside the library.

EQUIPMENT USED:

Computer and standard peripherals, variety of computer software and standard office equipment.

NON-DISCRIMINATION:

All positions in the Village of Greendale will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Diverse candidates are strongly encouraged to apply.

11.2019