



Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, April 17, 2019
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: March 20, 2019 meeting	ACTION
5)	Approval of Financial Reports:	ACTION
	a) Check Register: March 2019	
6)	Review of Financial Statements:	
	a) Expenditures to Actual Comparison: 03/19	INFORMATION
	b) Revenue to Actual Comparison: 03/19	INFORMATION
	c) Balance Sheet: 02/19	INFORMATION
7)	Unfinished Business:	
	a) Library Board annual self-evaluation	DISCUSSION
8)	New Business:	
	a) Consider a motion to revise <i>Policy-Library Card and Circulation</i> , and <i>Policy-Public Computer Use</i> to allow patron access to electronic resources without regard to fine amount MEMO, DOCUMENTS	ACTION
	b) Consider a motion to revise <i>Policy-Meeting Room Use</i> to reflect Village legal counsel recommendations DOCUMENTS	ACTION
	c) Discuss process for aligning annual personnel evaluations with municipal budget timeline (requested by Trustee Genz)	DISCUSSION
9)	Informational and Discussion Items:	
	a) Director's Report	
	b) Library Staff Reports	
	c) President's Report	
	d) 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 discuss Library Director performance and probation evaluation; and review Resolution 2019-1: Library 219 Salary Resolution</i>	ACTION
12)	Return to Open Session: The Board reserves the right to return to Open Session to act on matters discussed in Closed Session.	ACTION
13)	Adjournment	

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

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

Trustees Present: Dombrowski, Genz, Huberty, Unger
Excused: Amidzich, Kiltz, Jensen
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 Genz moved, Trustee Dombrowski seconded approval of the January 16, 2019 minutes.

Ayes: All
Noes: None
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: January 2019, February 2019

Trustee Dombrowski moved, Trustee Unger seconded approval of the January and February 2019 expenditures in the total amount of \$72,108.70

Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: 12/18, 14/18 01/19, 02/19
- b) Revenue to Actual Comparison: 12/18, 14/18 01/19, 02/19
- c) Balance Sheet: 12/18, 01/19

UNFINISHED BUSINESS

None

NEW BUSINESS

- a) Review of presentation by Steve Hesper

Van Klooster summarized Hesper's discussion with Amidzich on 1/20, noting the discussion included an introduction, review of MCFLS Summary of Services brochure, and MCFLS areas of involvement and particular concern with PLSR. Dombrowski recommended that Hesper be invited back to a future meeting if activity with PLSR picks up again.

- b) Review of meeting summaries of Van Klooster with Stu Wilson and Friends

Van Klooster summarized the packet memos. Huberty noted she attended the previous evening's Friends meeting where the same memos were discussed, and said their discussion indicated the Friends and Foundation would recombine in a way that allows them to continue using the Friends name. Two new individuals were at the meeting which was encouraging.

- c) Change staff professional development date

Trustee Dombrowski moved, Trustee Genz seconded changing the library staff professional development day from May 24 to November 22.

Ayes: All

Noes: None

Motion to approve: Carried

- d) Board self evaluation

Members present selected the *Board Self Evaluation Questionnaire* to be completed by all members by the April meeting. Van Klooster will send the *Questionnaire* under separate cover with a reminder and deadline to all Members.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report

Van Klooster highlighted the limited weather closures and file server outage in February.

- b) Library Staff Report

Huberty thanked library staff for their reports and said she always enjoys reading them.

- c) President's Report

NONE

- d) Friends of the Greendale Public Library Report

Huberty reported the Friends discussion indicated they would seek to recombine with the Foundation in a way that allows them to continue using the Friends name. A new Annual Meeting will be held May 21. Friends expect to support PetPalooza at the Library in some fashion, as well as host a quilt raffle and kids raffle.

- e) Greendale Public Library Foundation Report

NONE

CORRESPONDENCE

Email was reviewed from a banned patron requesting appeal of the ban. Discussion ensued. Members present agreed to support the ban as administered by Van Klooster, and encouraged him to tell the patron that he may continue to communicate with the Board if he continues to feel strongly about appeal.

CLOSED SESSION

- a) Trustee Genz moved, Trustee Dombrowski seconded convening 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, *to discuss 2018 Library Staff Performance Evaluations including Library Director*

Ayes: All

Noes: None

Motion to approve: Carried

RETURN TO OPEN SESSION

Trustee Huberty moved, Trustee Dombrowski seconded returning to OPEN SESSION

Ayes: All

Noes: None

Motion to approve: Carried

- a) Approve Library Staff reviews

Trustee Huberty observed that more time will be needed to conduct Van Klooster's review due to delays in collecting performance feedback. Trustee Genz observed that timing of reviews versus annual department budget makes it difficult to accurately predict staffing costs, and advocates for better coordination. Van Klooster said the Library Board may act independently of Village deadlines

and could choose to coordinate staff reviews with the budget process. Huberty asked to have the Library's budget and staff review calendar as a future meeting agenda item.

Trustee Huberty moved, Trustee Unger seconded approving Library staff annual reviews excepting Director Van Klooster as summarized by Van Klooster.

Ayes: All

Noes: None

Motion to approve: Carried

ADJOURNMENT

The meeting adjourned at 7:08PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
55351						
JANI-KING OF MILWAUKEE						
03/19	07-51-61100	MAINT SUPPLIES-BUILDING	03/05/2019	147.14	MIL02190675	CLEANING SUPPLIES 49%
Total 55351:				147.14		
55396						
ANCHOR PRINTING COMPANY INC						
03/19	07-51-55100	OFFICE SUPPLIES	03/22/2019	199.00	20664	STATIONARY/ENVELOPES
03/19	07-51-55100	OFFICE SUPPLIES	03/22/2019	20.00	20705	SIGNS
Total 55396:				219.00		
55397						
BOOK PAGE						
03/19	07-51-75028	LIB DONATION PURCHASE	03/22/2019	1,152.00	S40430	ANNUAL SUBSCRIPTION (12 MONTHS)
Total 55397:				1,152.00		
55401						
DMC ELECTRIC INC						
03/19	07-51-61100	MAINT SUPPLIES-BUILDING	03/22/2019	680.00	0000	ENTRY LIGHT REPLACE
Total 55401:				680.00		
55405						
OFFICE COPYING EQUIPMENT LTD						
03/19	07-51-55100	OFFICE SUPPLIES	03/22/2019	199.92	AR77632	JAN 2019-FEB 2019 COPIES
03/19	07-51-55100	OFFICE SUPPLIES	03/22/2019	225.39	AR80146	FEB 2019-MAR 2019 COPIES
Total 55405:				425.31		
55410						
SYNCB/AMAZON						
03/19	07-51-55100	OFFICE SUPPLIES	03/22/2019	392.41	01/05-02/09/201	SIT/STAND DESKS, SUPPLIES
03/19	07-51-56500	ADULT BOOKS	03/22/2019	165.75	01/05-02/09/201	ADULT BOOKS NF/FIC
03/19	07-51-56504	YOUTH BOOKS	03/22/2019	50.95	01/05-02/09/201	YOUTH BOOKS
03/19	07-51-56506	SERIALS	03/22/2019	5.00	01/05-02/09/201	PERIODICLAS
03/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	03/22/2019	173.52	01/05-02/09/201	YOUNG ADULT MEDIA RECIP

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
03/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	03/22/2019	615.52	01/05-02/09/201	ADULT MEDIA RECIP	
03/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	03/22/2019	24.99	01/05-02/09/201	YOUTH MEDIA RECIP	
03/19	07-51-75028	LIB DONATION PURCHASE	03/22/2019	324.50	01/05-02/09/201	HOLIDAY WISH LIST	
03/19	07-51-75031	LIBRARY PROGRAMS	03/22/2019	96.59	01/05-02/09/201	PROGRAMMING	
03/19	07-00-21123	LIBRARY - MCFLS RECIP	03/22/2019	2.35-	01/05-02/09/201	CREDITS AND ADJUSTMENTS	
Total 55410:				1,846.88			
55411							
UNI-COMM CORPORATION							
03/19	07-51-61100	MAINT SUPPLIES-BUILDING	03/22/2019	1,018.00	11882	PHONES DOWN-DIAGNOSE, REPAIR, TEST	
Total 55411:				1,018.00			
122312619							
ACH WE ENERGIES							
03/19	07-51-57100	UTILITIES	03/06/2019	2,246.58	022019	5647 Broad-5650 Parking St Library	
03/19	07-51-57100	UTILITIES	03/06/2019	226.87	022019	5647 Broad-5650 Parking St Library	
Total 122312619:				2,473.45			
122312638							
ACH US BANK PCARD							
03/19	07-51-75028	LIB DONATION PURCHASE	03/25/2019	62.98	02JORDAN	adult audiobooks Holiday wish list	MICRO MARKETING LLC
03/19	07-51-56502	ADULT AUDIO BOOKS	03/25/2019	63.98	02JORDAN	Adult Audiobooks	MICRO MARKETING LLC
03/19	07-51-56300	TRAINING	03/25/2019	205.00	02JORDAN	Conference Fees	PAYPAL *WEMTA
03/19	07-51-56501	YOUNG ADULT BOOKS	03/25/2019	31.99	02JORDAN	teen audiobooks	MICRO MARKETING LLC
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	21.58	02JORDAN	Teen program Cupcake Wars	WM SUPERCENTER #1551
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	30.00	02JORDAN	teen program Cupcake Wars	GIGIS CUPCAKES - OAK CREE
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	7.18	02JORDAN	Teen Program Cupcake Wars	WALGREENS #4556
03/19	07-51-57100	UTILITIES	03/25/2019	219.99	02KVICTORY	LIBRARY	TWC*TIME WARNER CABLE
03/19	07-51-51200	OPERATING EQUIPMENT	03/25/2019	59.36	02KVICTORY	LIBRARY EMAIL	CORE VISION IT SOLUTIONS
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	7.19	02REINKE	Decorations for African American History Month	THE LEARNING SHOP
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	5.00	02REINKE	Food for After School Family Fun	SENDIK'S ELM GROVE
03/19	07-51-56504	YOUTH BOOKS	03/25/2019	34.97	02REINKE	Youth Books	BARNES & NOBLE #2594
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	13.57	02REINKE	Food for After School Family Fun	SENDIK'S GREENDALE
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	15.27	02REINKE	Supplies for After School Family Fun	JOANN STORES #2046
03/19	07-51-75031	LIBRARY PROGRAMS	03/25/2019	3.52	02SCHUMACH	TeenProgramSupplies	WM SUPERCENTER #5668
03/19	07-51-55100	OFFICE SUPPLIES	03/25/2019	26.85	02SCHUMACH	FebOfficeSupplies	WM SUPERCENTER #5668

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
03/19	07-51-55100	OFFICE SUPPLIES	03/25/2019	75.00	02SCHUMACH	Office Depot - February Office Supplies	OFFICEMAX/DEPOT 6869
03/19	07-51-61100	MAINT SUPPLIES-BUILDING	03/25/2019	36.93	02VANKLOOST	Floor mat	WM SUPERCENTER #2828
03/19	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	03/25/2019	410.00	02VANKLOOST	Laptop	TECHSOUP
03/19	07-51-51200	OPERATING EQUIPMENT	03/25/2019	783.00	02VANKLOOST	MS Office x15 Licenses	TECHSOUP
03/19	07-51-61100	MAINT SUPPLIES-BUILDING	03/25/2019	25.31	02VANKLOOST	Floor mat	THE HOME DEPOT #4941
03/19	07-51-51200	OPERATING EQUIPMENT	03/25/2019	39.99	02VANKLOOST	Software	PIKTOCHARTCO*1JJ65SAT9L8
03/19	07-51-61100	MAINT SUPPLIES-BUILDING	03/25/2019	6.80	02VANKLOOST	Staff lounge dishes	GOODWILL RETAIL #045
Total 122312638:				2,185.46			
122312640							
ACH WE ENERGIES							
03/19	07-51-57100	UTILITIES	03/27/2019	2,228.07	032019	5647 Broad-5650 Parking St Library	
03/19	07-51-57100	UTILITIES	03/27/2019	201.01	032019	5647 Broad-5650 Parking St Library	
Total 122312640:				2,429.08			
Grand Totals:				12,576.32			

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	26,050.35	231,687.00	55,201.93	176,485.07	23.83%
07-51-42200	SALARIES - TEMPORARY	17,548.68	161,857.00	36,254.30	125,602.70	22.40%
07-51-42300	SALARIES - OVERTIME	14.40	.00	14.40	14.40-	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	13,313.20	47,086.80	22.04%
07-51-45200	LIFE INSURANCE	22.93	400.00	61.42	338.58	15.36%
07-51-46100	SOCIAL SECURITY	1,933.27	18,457.00	4,036.05	14,420.95	21.87%
07-51-46200	WRS EMPE/EMPR	2,195.02	19,499.00	4,587.30	14,911.70	23.53%
07-51-46300	MEDICARE	587.62	5,707.00	1,231.41	4,475.59	21.58%
07-51-51200	OPERATING EQUIPMENT	.00	21,320.00	11,866.71	9,453.29	55.66%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,900.00	20,526.00	374.00	98.21%
07-51-55100	OFFICE SUPPLIES	1,036.72	9,500.00	1,138.57	8,361.43	11.98%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	.00	6,310.00	.00
07-51-56300	TRAINING	.00	2,500.00	374.00	2,126.00	14.96%
07-51-56500	ADULT BOOKS	165.75	25,000.00	1,095.85	23,904.15	4.38%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	142.80	1,357.20	9.52%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	63.98	536.02	10.66%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	.00	1,000.00	.00
07-51-56504	YOUTH BOOKS	50.95	21,000.00	11,782.74	9,217.26	56.11%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	5.00	4,000.00	179.75	3,820.25	4.49%
07-51-56508	MCFLS DATABASES	.00	9,200.00	7,511.00	1,689.00	81.64%
07-51-57100	UTILITIES	2,429.08	26,250.00	5,342.51	20,907.49	20.35%
07-51-61100	MAINT SUPPLIES-BUILDING	1,845.14	8,150.00	2,308.60	5,841.40	28.33%
07-51-75023	LIBRARY - MCFLS RECIP EXP	814.03	9,300.00	1,286.57	8,013.43	13.83%
07-51-75028	LIB DONATION PURCHASE	1,476.50	13,000.00	1,912.70	11,087.30	14.71%
07-51-75031	LIBRARY PROGRAMS	96.59	10,000.00	1,013.67	8,986.33	10.14%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	410.00	9,590.00	4.10%
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	.00	1,000.00	.00
Total LIBRARY:		61,242.29	698,537.00	181,655.46	516,881.54	26.01%
Net Grand Totals:		61,242.29-	698,537.00-	181,655.46-	516,881.54-	26.01%

Account Number	Account Title	03/19 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	447,888.82	182,111.18	71.09%
07-00-21123	LIBRARY - MCFLS RECIP	9,734.35	9,300.00	9,736.67	436.67-	104.70%
07-00-22515	DONATIONS LIBRARY	351.85	13,000.00	769.39	12,230.61	5.92%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	.00	5,000.00	.00
07-00-22959	LIBRARY FINES	317.90	11,000.00	3,499.74	7,500.26	31.82%
07-00-22960	LIBRARY BOOK CHARGES	3.55-	1,000.00	698.91	301.09	69.89%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	50.00	1,000.00	284.62	715.38	28.46%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		10,450.55	670,300.00	462,878.15	207,421.85	69.06%
Net Total LIBRARY FUND:		10,450.55	670,300.00	462,878.15	207,421.85	69.06%
Net Grand Totals:		10,450.55	670,300.00	462,878.15	207,421.85	69.06%

VILLAGE OF GREENDALE
BALANCE SHEET
2/28/2019

ASSETS

07-00-111000	CASH DEPOSIT	\$ 382,553.42
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS		<u><u>\$ 382,753.42</u></u>
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LIABILITIES AND EQUITY

LIABILITIES

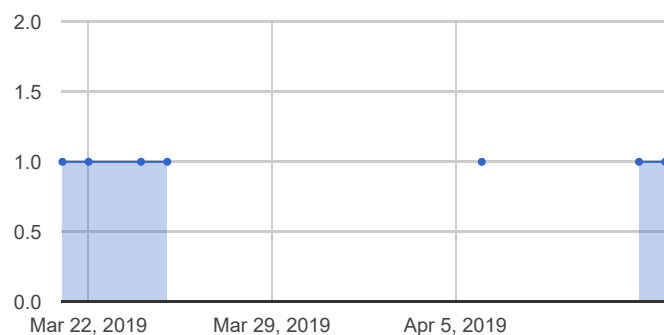
07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (4,658.91)
07-00-151260	DEFERRED REVENUES - TAX	\$ (182,111.18)
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -
07-00-172020	DUE TO/FROM 2 EQUIP REPL	\$ -
07-00-172090	DUE TO/FROM 60 TRUST AGENCY	\$ 182,111.18
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00
TOTAL LIABILITIES		\$ (4,658.91)

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (46,080.08)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (332,014.43)</u>
TOTAL FUND EQUITY		
TOTAL LIABILITIES AND EQUITY		<u><u>\$ (378,094.51)</u></u>
		<u><u>\$ (382,753.42)</u></u>

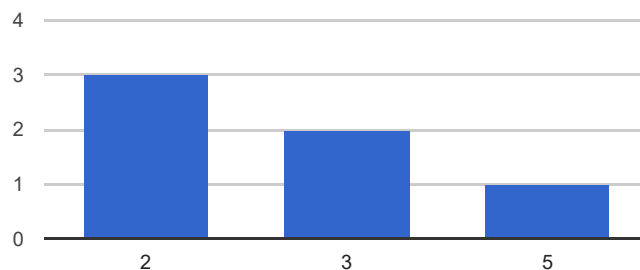


Timestamp



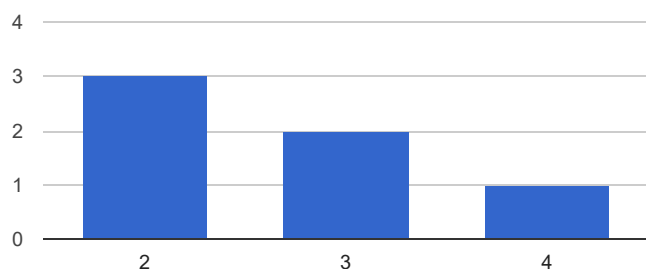
Our organization operates with a strategic plan or a set of measurable goals and priorities

Average: 2.83



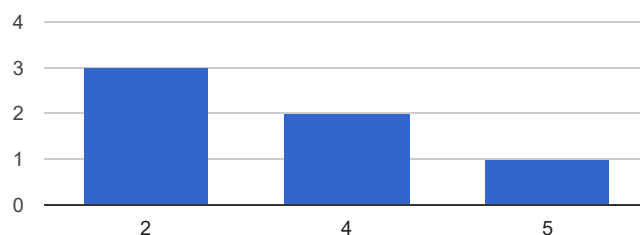
The board's regular meeting agenda items reflects our strategic plan or priorities

Average: 2.67



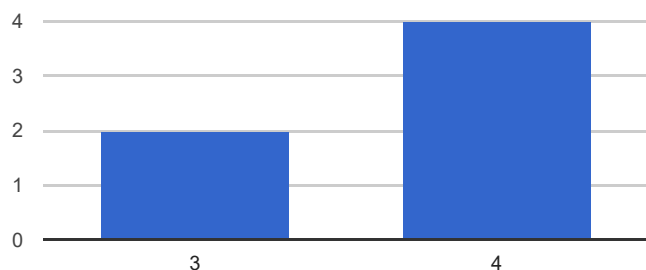
The board has created or reviewed, in this period, some key governance job descriptions (eg board chair, directors and committees)

Average: 3.17



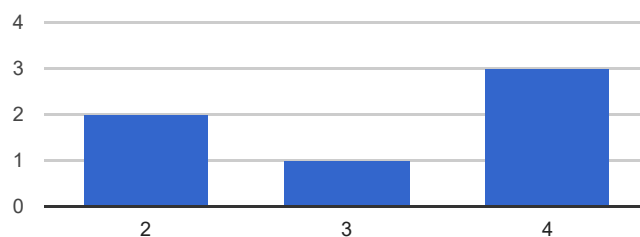
The board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies

Average: 3.67



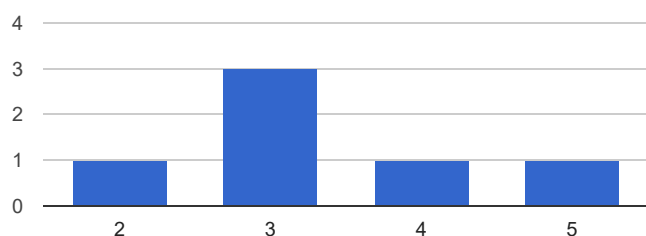
The board has identified and reviewed the organization's relationship with each of its key stakeholders

Average: 3.17



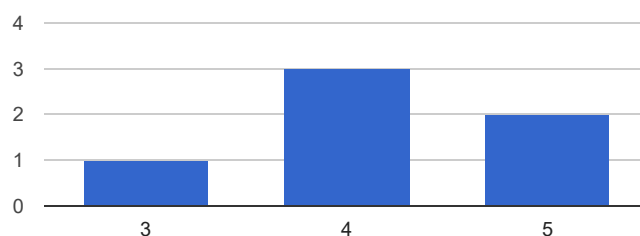
The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders

Average: 3.33



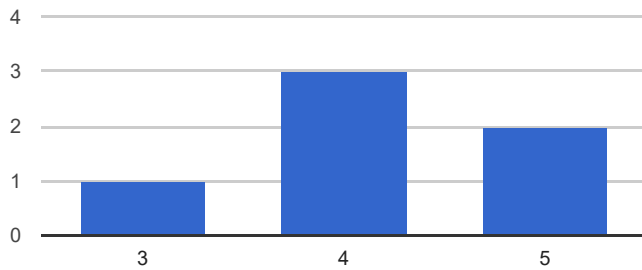
The board has ensured that stakeholders have received reports on how our organization has used its financial and human resources

Average: 4.17



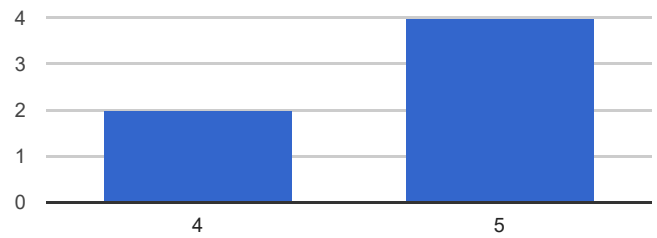
As board members we are aware of what is expected of us

Average: 4.17



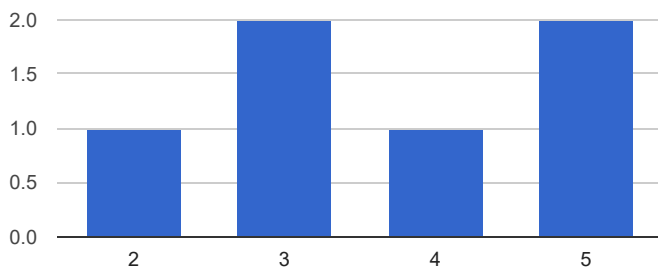
The agenda of board meetings are well planned so that we are able to get through all necessary board business

Average: 4.67



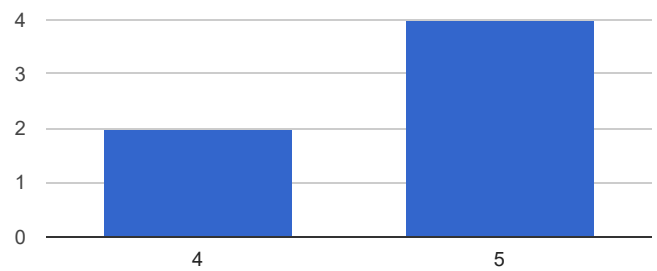
It seems like most board members come to meetings prepared

Average: 3.67



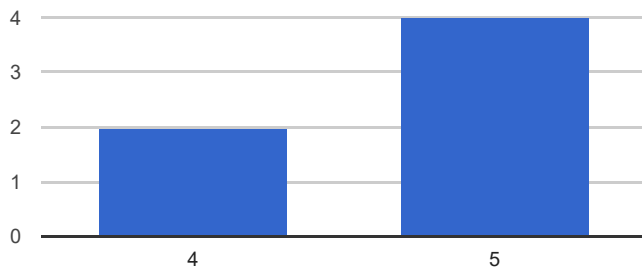
We receive written reports to the board in advance of our meetings

Average: 4.67



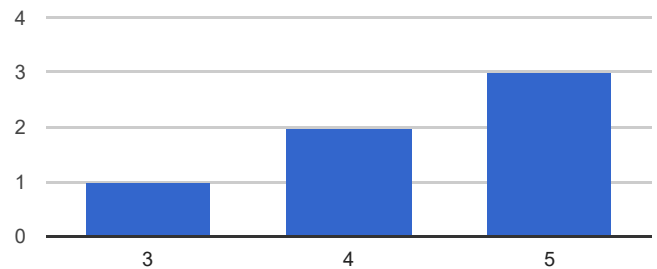
All board members participate in important board discussions

Average: 4.67



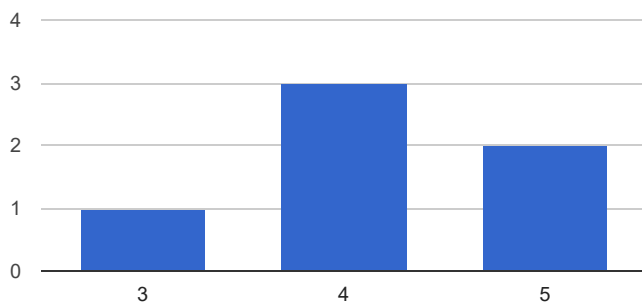
We do a good job encouraging and dealing with different points of view

Average: 4.33



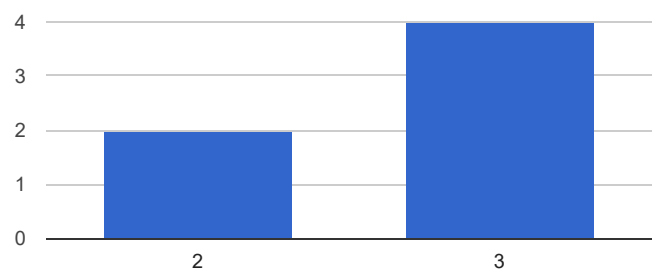
We all support the decisions we make

Average: 4.17



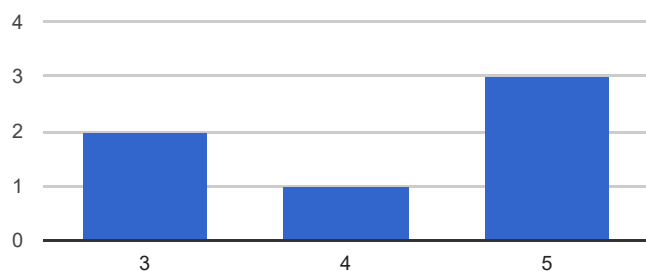
The board assesses its composition and strengths in advance of recruiting new board members

Average: 2.67



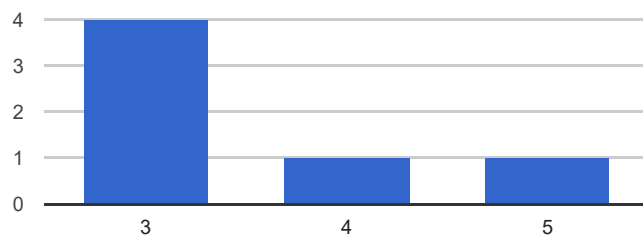
The board assumes much of the responsibility for director recruitment and orientation

Average: 4.17



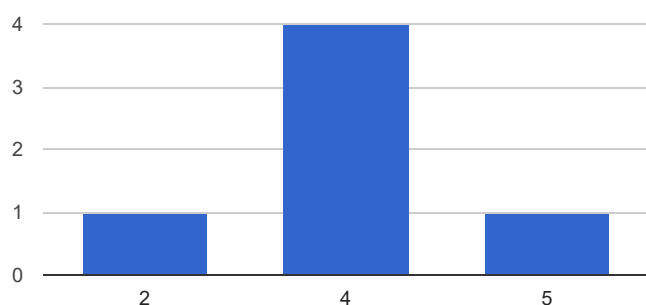
Board members have some interaction with external stakeholders at board meetings (eg as guests) or between meetings

Average: 3.50



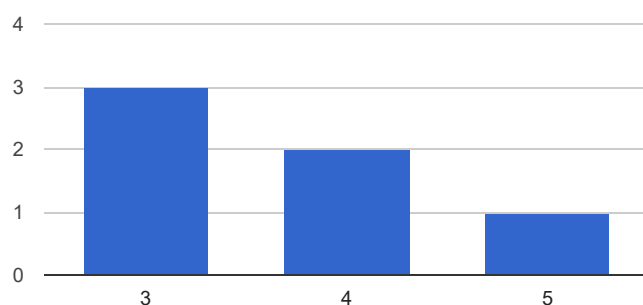
Our board meetings are always interesting

Average: 3.83



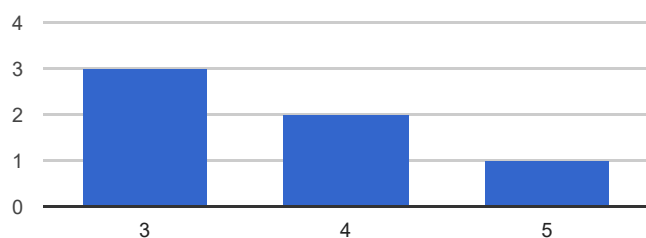
Our board meetings are frequently fun

Average: 3.67



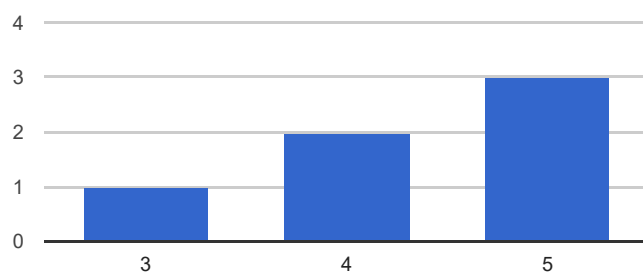
There is a clear understanding on most matters where the board's role ends and the executive director's begins

Average: 3.67



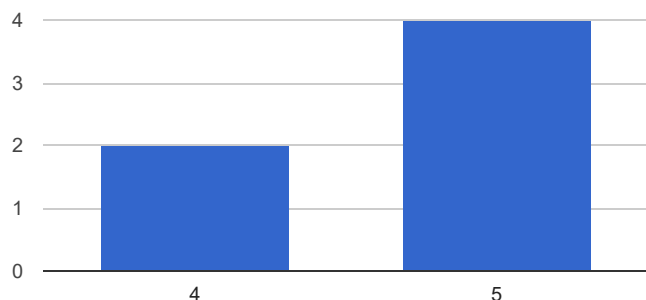
There is good two-way communication between the board and the executive director

Average: 4.33



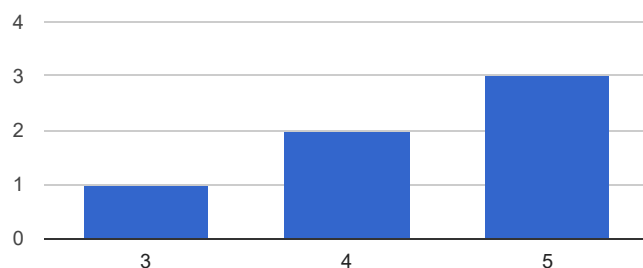
The board trusts the judgment of the executive director

Average: 4.67



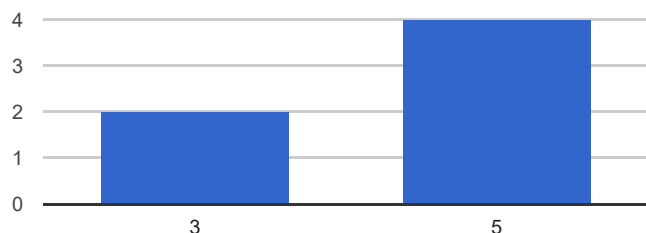
The board provides direction to the executive director by setting and reviewing policies

Average: 4.33



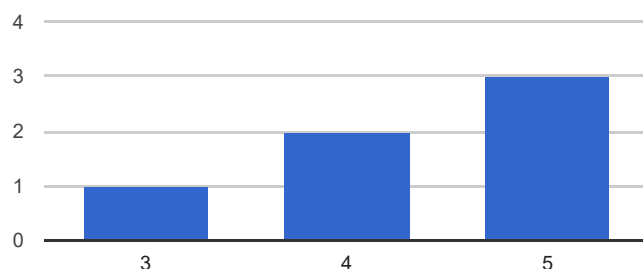
The board has discussed and communicated the kinds of information and level of detail it requires from the executive director

Average: 4.33



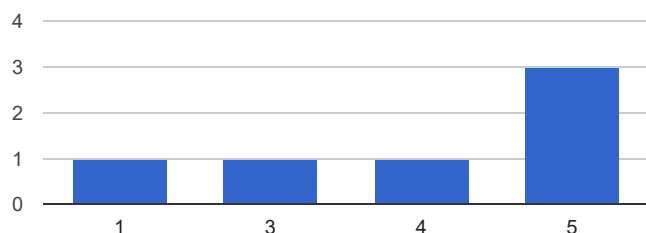
The board has developed formal criteria and a process for evaluating the executive director

Average: 4.33



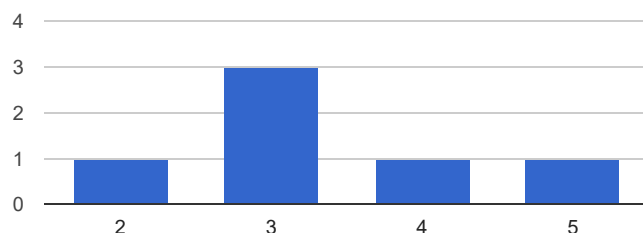
The board, or a committee of the board, has formally evaluated the executive director within the past 12 months

Average: 3.83



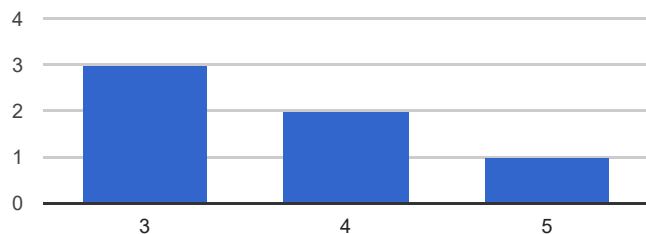
The board evaluates the executive director primarily on the accomplishment of the organizations strategic goals and priorities and adherence to policy

Average: 3.33



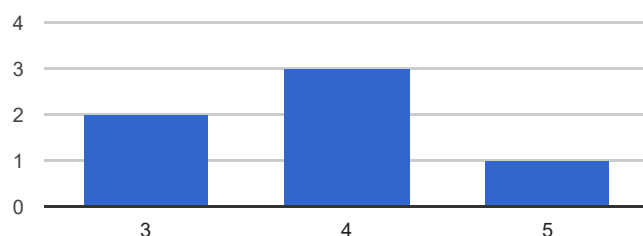
The board provides feedback and shows its appreciation to the executive director on a regular basis

Average: 3.67



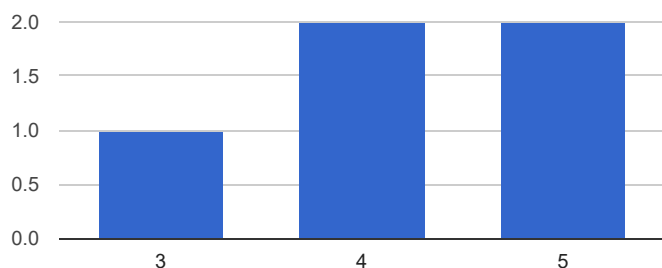
The board ensures that the executive director is able to take advantage of professional development opportunities

Average: 3.83



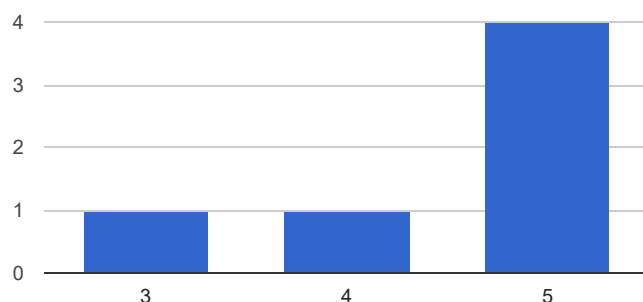
I am aware of what is expected of me as a board member

Average: 4.20



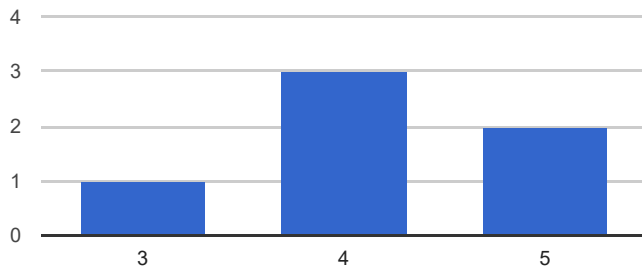
I have a good record of meeting attendance

Average: 4.50



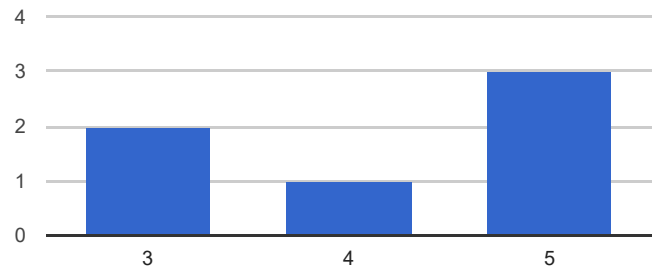
I read the minutes, reports and other materials in advance of our board meetings

Average: 4.17



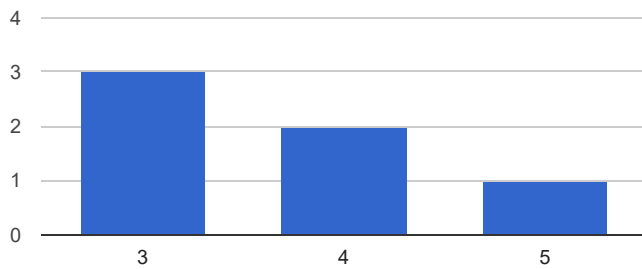
I am familiar with what is in the organization's bylaws and governing policies

Average: 4.17



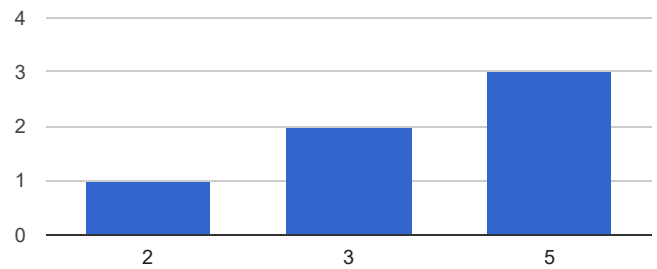
I frequently encourage other board members to express their opinions at board meetings

Average: 3.67



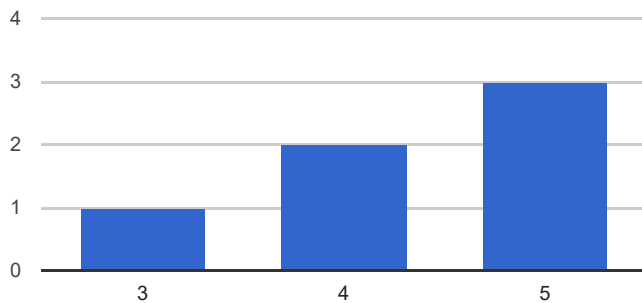
I am encouraged by other board members to express my opinions at board meetings

Average: 3.83



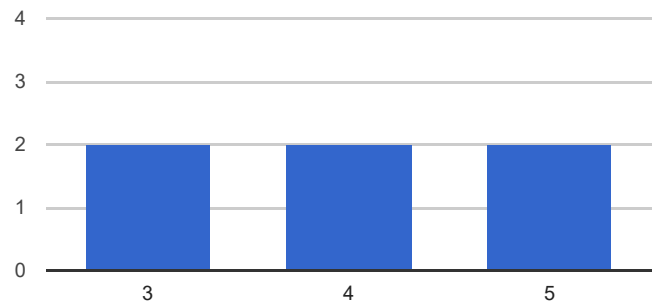
I am a good listener at board meetings

Average: 4.33



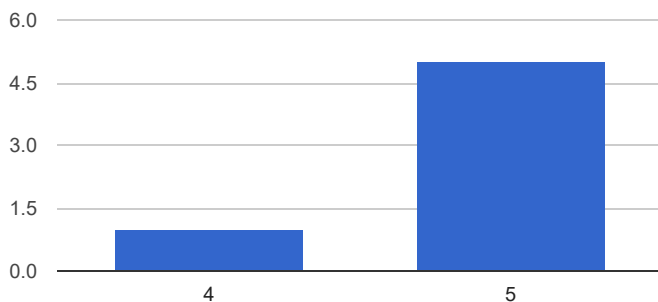
I follow through on things I have said I would do

Average: 4.00



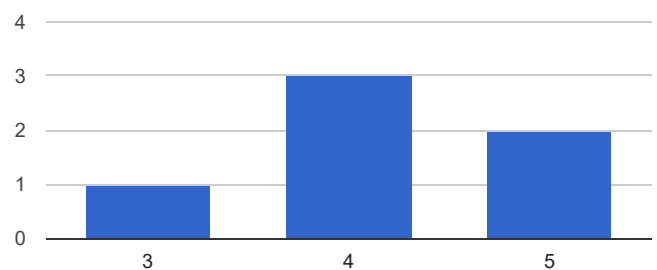
I maintain the confidentiality of all board decisions

Average: 4.83



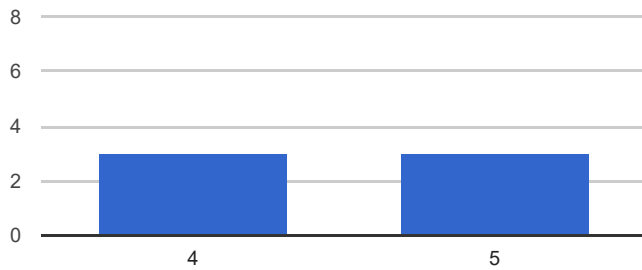
When I have a different opinion than the majority, I raise it

Average: 4.17



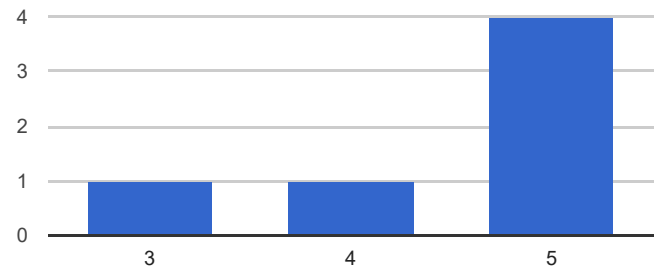
I support board decisions once they are made even if I do not agree with them

Average: 4.50



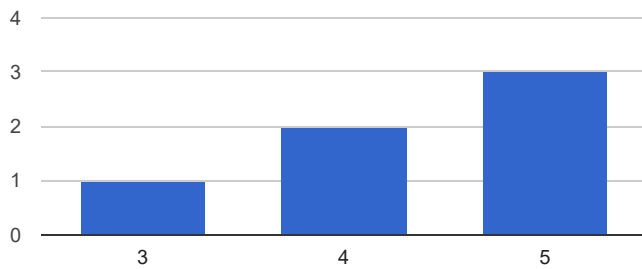
I promote the work of our organization in the community whenever I have a chance to do so

Average: 4.50



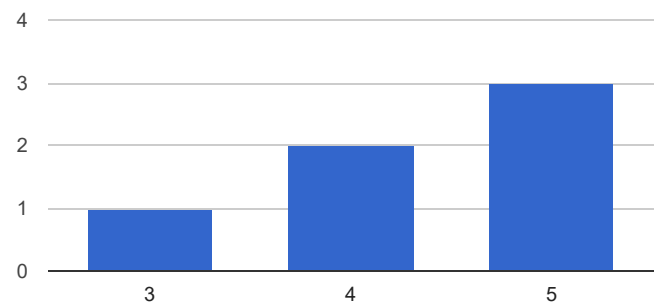
I stay informed about issues relevant to our mission and bring information to the attention of the board

Average: 4.33



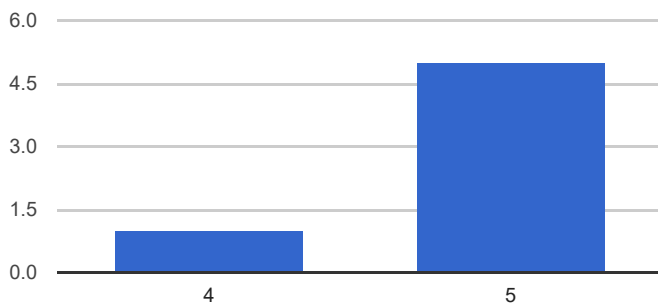
The chair is well prepared for board meetings

Average: 4.33



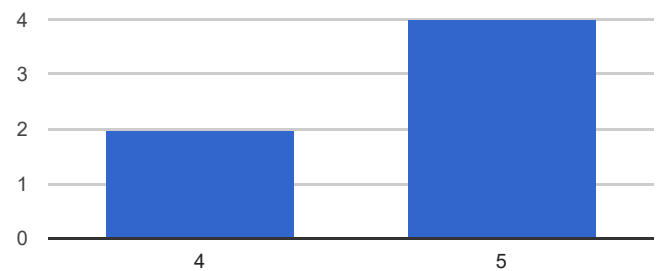
The chair helps the board stick to the agenda

Average: 4.83



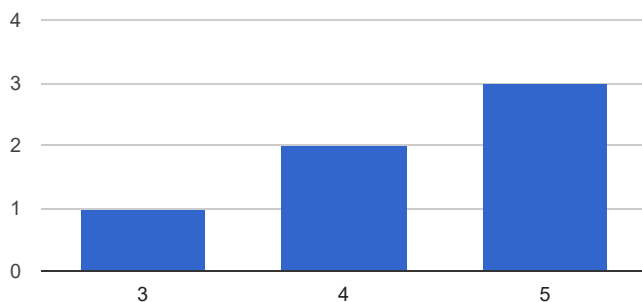
The chair tries hard to ensure that every board member has an opportunity to be heard

Average: 4.67



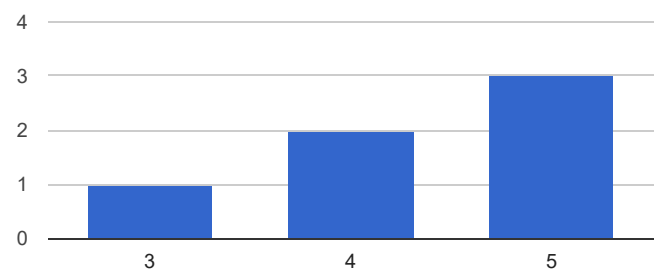
The chair is skilled at managing different points of view

Average: 4.33



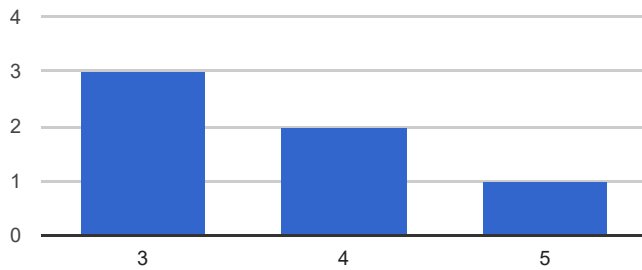
The chair demonstrates versatility in facilitating board discussions

Average: 4.33



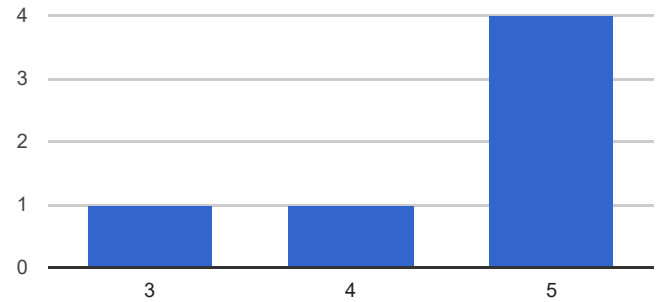
The chair knows how to be direct with an individual board member when their behavior needs to change

Average: 3.67



The chair helps the board work well together

Average: 4.50



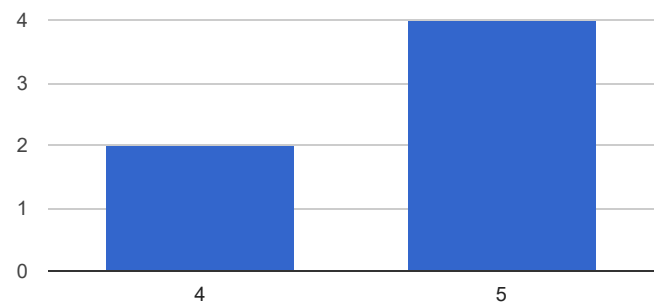
The chair demonstrates good listening skills

The ch

5

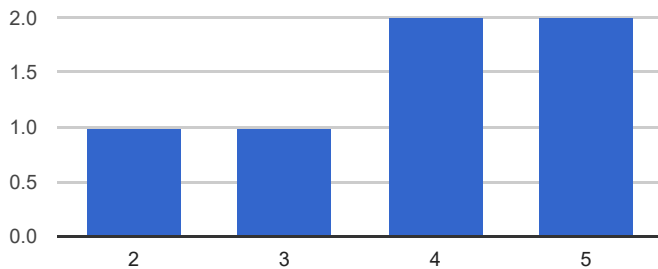
The board supports the chair

Average: 4.67



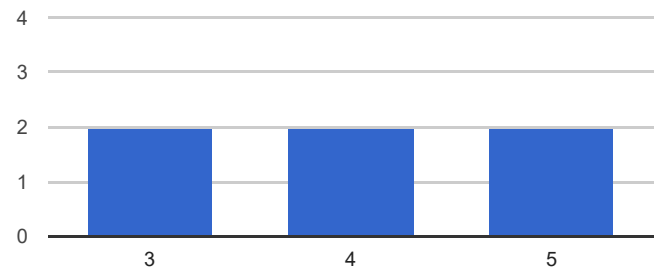
The chair is effective in delegating responsibility among board members

Average: 3.83



The chair ensures the board is aware of his/her organizational activities outside of our board meetings

Average: 4.00



**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 4/11/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item # 8-a: Revise Policies to allow patron access to electronic resources without regard to fine amount*

Attachments:

- Memo from Board companion discussion, 10/11/18

Discussion:

MCFLS request –

MCFLS asks member libraries to revise their policies to lift restrictions on access to electronic library resources when accounts have fines of any amount. This includes:

Overdrive ebooks available via statewide database, in-library public internet access computers, and MCFLS-brokered/purchased digital content (eg Hoopla, Mango Languages, RB Digital Magazines)

Reason 1 –

Current agreement among MCFLS non-MPL member libraries is that when patron account fees exceed \$5, access to digital and loanable library materials is restricted until fees are paid.

However, there is growing sentiment that access to a computer and the internet is an essential resource that should be available to everyone regardless of life circumstances. Additionally, a library computer is not loaned, so does not carry the risk of personal liability for fees in the same way a loaned book or DVD does. Customers are not restricted from using loanable library materials without borrowing them when inside the library, so why are they restricted from using computers? Finally, electronic resources cannot be lost or returned late, also negating the risk of personal liability for fees.

Reason 2 –

MPL has discovered that their effort to provide immediate access by MPS students to electronic library resources with their LibraryNow digital/virtual cards, and strongly encouraging that these digital/virtual cards be upgraded to full cards, had in many cases backfired when the upgraded cards became blocked and students lost their previously unrestricted access to digital resources. Allowing access to resources that cannot accrue fees unlinks the unrelated penalty of restriction from borrowing resources that can. Pricing of most digital resources is based on population rather than number of valid cardholders. MPL has since eliminated restrictions on use of their electronic resources.

Reason 3 –

A coordinated and consistent policy among MCFLS member libraries is preferable to variation in electronic resource access depending upon cardholder municipal residence. We know that customers do not understand the difference between municipal libraries' local control of their library

policies. They see us as a single large resource and as such, should have a single consistent experience. Efforts to coordinate policies are good for customers and libraries alike.

Concerns to explore –

Access to electronic resources is either all-or-none due to the authentication process required by these databases to confirm if a user is a library cardholder. Some MCFLS members are concerned about providing unrestricted access to resources having a pay-per-use model (eg Hoopla).

Using Hoopla as an example, if use increases because access is no longer restricted, then costs to member libraries could increase overall due to higher numbers of valid potential users. With this type of resource, undermined is the value proposition that electronic resource use is neutral regardless of the number or reliability of users.

Fiscal implication:

- See Memo from Board companion discussion, 10/11/18

Library Director's recommendation:

Approve revised Policies as shown to allow patron access to all electronic resources without regard to fine amount.

**GREENDALE PUBLIC LIBRARY
BOARD MEMO**



Date: 10/11/18

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: *Agenda item #8-c: Allowing patron access to electronic resources with fines of any amount*

Attachments:

- Email from Steve Hesel, MCFLS Director
- Talking points from Steve Hesel
- Library Journal article: *'The End of Fines?'*, September 15, 2018

Discussion:

Moving to a fine-free loan model is not a new concept, as the attached article notes. This discussion is not about going fine-free at GPL, but instead considering a MCFLS discussion of eliminating the barrier of fines impeding use of electronic resources, namely computers.

In this model customers would still accrue fines and fees as they have in the past, but would not be blocked from using computers or databases regardless of the fine amount.

Local discussion has been prompted by the co-occurrence of two MPL efforts: *LibraryNow* which issues a "digital card" to all students in MPS and many private schools; and their recent examination of cardholder ability to preserve fine-free accounts after a large scale fine forgiveness campaign (a large percentage cannot).

The discussion acknowledges the crucial role of access to a computer as an essential life resource and questions whether or not a person's immediate ability to pay fines, or their ability to responsibly borrow library material, should impede their use of this resource.

Fiscal implication:

Some fine/fee revenue would not be recouped quickly when the incentive to pay fees immediately is eliminated.

Library Director's recommendation:

None

From October 2018 Library Board Meeting

Allowing Patrons Access to Electronic Resources with Fines of any Amount

Talking Points for Boards and Decision Makers

Why should we consider allowing patrons access to electronic resources with fines of any amount?

- The library's mission. Part of the mission of any library is provide access to resources. Not allowing patrons to access to electronic resources based their inability to pay fines can be seen as antithetical to that mission and an inequitable service provision. In addition, children are unfairly impacted since they have no control over their parents' ability to pay fines off their accounts.
- Improving use of library resources. Circulation statistics nationwide have been in a downward trend for many years. Now more than ever libraries need to prove their worth to communities outside of circulation numbers. Removing barriers to access and driving use of electronic resources up can be one method of showing the value that libraries bring to the community outside of circulation.
- No risk of further loss. Patrons who use electronic resources cannot incur further fines or charges on their card. There is no risk to losing library materials.
- Possible public relations gains. There is no risk of further loss with allowing access to electronic resources, but the gains made in public relations for the library might be substantial.
- In-library usage of public workstations. Access to reference materials is not restricted within the library to those patrons with excessive fines. Should access to public workstations within the library be treated any differently?
- Improving relationships with patrons. An environment that restricts access of any type can set up an adversarial relationship with patrons. Eliminating obstacles to electronic resources can eliminate one source of animus and start the process of forging a positive relationship.
- Saving staff time. Removing obstacles to patron access for electronic resources can save staff time that would otherwise be spent resolving stressful situations and answering questions related to the policy.

From October 2018 Library Board Meeting

From: Steve Hesel
To: [LDAC](#)
Subject: Talking points for allowing access to electronic resources for patrons with any fine amounts
Date: Tuesday, August 14, 2018 2:16:12 PM
Attachments: [Allowing Patrons Access to Electronic Resources.docx](#)

To all LDAC members,

At the last meeting I was asked to develop a list of talking points regarding access to electronic resources for patrons with any fine amounts. I've created the following list based on input from a number of online sources. Feel free to use this document as you wish. I'll bring the topic back up in early 2019 to see if there is any feedback and desire to move forward on a policy as a system. Thank you.

Steve Hesel
System Director
Milwaukee County Federated Library System
414.286.8149
steve.hesel@mcfls.org

POLICY

The Greendale Public Library is a member of the Milwaukee County Federated Library System. Any resident of Milwaukee County, upon presentation of proof of residency and proper identification, is eligible for a Greendale Public Library card at no cost.

PROCEDURE

REQUIREMENTS

Any resident of Milwaukee County can get a library card with proper identification. A library card may be used **only** by the person to which it has been issued. To access his or her account, the cardholder must present one of the following: a library card, valid government or school-issued picture ID. By registering, the borrower agrees to comply with all the rules of Greendale Public Library and the Milwaukee County Federated Library System (MCFLS). (Library cards are not issued 15 minutes prior to closing)

All applicants must provide the required information to complete the library card registration and applicants must be present, including accounts for children.

Patron must present 2 forms of ID:

- Photo identification
- Proof of residency

Examples of Acceptable Photo IDs

- Valid Driver's license or state ID
- Current Student Picture ID
- Current Military ID
- Passport
- Current Employment Picture ID

Examples of Acceptable Proof of Residency IDs

- A valid and current mortgage or lease agreement with your name and address. (No handwritten receipts)
- Postmarked mail received at your home **within the past month**. (No window envelopes, junk mail, magazines or handwritten envelopes)
- Utility bills (gas, electric, cable and telephone) mailed to you **within the past month**.
- Online account statement from a utility or financial institution with your current address and dated **within the past month**. (Statement can be printed or displayed from a mobile device)
- Recent report card from school
- Current school schedule with address
- Current insurance card with name and address
- Recent paycheck stub with name and address

- Pre-printed personal Checks (with your checkbook)
- Vehicle Registration

* Please note a Post Office Box or business address is not acceptable as proof of residency but may be used as a mailing address.

* If any patron is unable to provide the above means of identification and address verification, the Library will mail you a post card. When you return the post card to the Library, this will serve as proof of residency.

Children

Children may get their own library card when they are able to print their first and last name. Children under 16 must be accompanied by a parent / guardian who can provide a signature indicating responsibility. If a parent is getting a card for their child we must see the parents picture ID and another form to verify address. The child **MUST** be present to get a library card.

Teens

Patrons 16-17 may get a library card on their own, if they can provide two forms of ID as listed above. If teens do not have proper ID, they must be accompanied by a parent / guardian who can show ID as listed above.

BORROWER PRIVILEGES

- Borrow materials eligible for loan from the Greendale Public Library collection as well as any Milwaukee County Federated Library, in compliance with the policies of the Greendale Public Library and the Milwaukee County Federated Library System
- Utilize the services, programs, and equipment of the library for which a borrower card is required.
- Patrons 17 and younger are not permitted to check out R rated movies.

BORROWER RESPONSIBILITIES

The individual to whom the card is issued, or the parent or guardian of a cardholder under the age of 16, is responsible for the following:

- must present to the library staff at the time of check-out his/her card (if the card is not present, then some other form of positive proof of identification and residency, otherwise borrowing privileges at that time will be denied)
- The return, in good condition, of all materials borrowed
- Payment of fines incurred for any overdue, damaged or lost materials
- Reporting a lost or stolen card immediately to avoid unauthorized use
- Reporting promptly any changes in name, address, phone number and/or email address
- All patrons are encouraged to have their photograph in the circulation record for security purposes.
- A library card may be used **only** by the person to which it has been issued, but a **Greendale Public Library Permission for Pickup of Materials on Hold Form** may be filled out and kept on file to allow another patron to pick up your holds.

LOST OR STOLEN LIBRARY CARDS

Lost or stolen library cards should be reported immediately in person or by telephone to prevent unauthorized use or access. Patrons are responsible for all use of their library cards and all items checked out on their accounts. Lost or stolen library cards can be replaced with proper photo and residency identification at any Milwaukee County Federated Library location. The cost for replacements cards is \$1.00.

LIBRARY CARD RENEWAL

Library cards are renewed every two years. At the time of account renewal, the patron must appear in person and re-verify all account information with proper documentation, as well as pay any fines/fees due. A photo ID **with current address** must be presented **or** an additional proof of residency is required. All fees due must be paid in full at the time of library card renewal.

LOAN PERIODS

The circulation period for most Greendale Public Library material is three weeks. Exceptions are DVDs and magazines which circulate for one week. Greendale Public Library materials may be renewed for an additional circulation period at the library up to 2 renewals, by telephone or online through CountyCat if it is not on reserve for another patron. If requested, loan periods will be extended for Greendale residents for Greendale materials only without holds and which aren't new up to six weeks for vacation purposes. There is a 3 day grace period for Greendale materials.

FINES AND CHARGES

All library materials should be returned to the library on or before the assigned due date.

Material	Loan Period	Limit	Overdue Fines	Replacement Charge
Books	3 Weeks	100	\$0.15	Varies-see item record
Reference Material	Not loaned	-	-	Varies-see item record
Newspapers	Not loaned	-	-	Varies-see item record
Magazines	7 Day		\$0.15	\$5 each
Book Club Kits	6 Weeks		\$0.15	Varies-see item record
CDs (music or audiobook)	3 Weeks	20	\$0.15	Varies-see item record
DVDs	7 Day	20	\$0.15	Varies-see item record
Electronic Device	Varies	1	\$1.00	Varies (will not exceed \$1000)

The Greendale Public Library has a three-day grace period on all returned Greendale Public Library materials. ~~Patrons cannot check out library materials or use the public computers if fines and/or charges total more than \$5.00.~~ As a courtesy, the library provides reminders about due dates, but it is the responsibility of the patron to return materials on or before the date the material is due.

In order to safeguard the collection and make materials available to as many people as possible, the Library charges fines for overdue, damaged and lost materials.

Daily Overdue Charge (per item except interlibrary loan) \$0.15

Lost or Irreparably Damaged Materials: Replacement cost as listed in the item record which includes a \$5.00 non-refundable processing fee. Patrons are not allowed to purchase replacements. Patrons must pay the non-refundable replacement cost determined by the library.

Refund of replacement cost minus \$5 processing fee can be requested if item is returned within 90 days, in good condition (determined by librarian). Collection agency fee is nonrefundable where applicable. Purchase of item for replacement is not permitted.

Specific Processing Costs:

Book Covers	\$5.00
Book Jackets	\$1.00
Labels (Barcode, spine)	\$1.00 each
CD Cases	\$1.00
CD Booklets	\$3.00
DVD Case	\$2.00
Audiobook Case	\$7.00
DVD Inserts	\$3.00
PlayAway Battery Cover	\$1.00
Non-resident Visitor Pass	\$1.00
Non-resident Fee Card	\$100

~~Checkout privilege is suspended if a patron owes more than \$5.00.~~

PIN NUMBER

The PIN acts as a security feature. Library records are confidential by law in the State of Wisconsin.

A PIN allows a patron to quickly and easily access information about his/her library account over the telephone and over the Internet. The PIN is also required to gain computer access at the library or use the self-checkout stations. It is the patron's responsibility to change the PIN and/or report a lost or stolen library card immediately if the patron wishes to restrict access to the account.

A PIN cannot be disclosed, changed or added over the phone. A PIN can only be changed in person with current identification provided or online through their patron account. In addition, it is the patron's responsibility to change the PIN or declare his/her card lost if he/she wishes to restrict access to his/her account.

TYPES OF LIBRARY CARDS

Fee Card

Non-residents of Milwaukee County may register for a Greendale Public Library borrowing card with proper identification. This card shall cost \$100 per year and allows non-residents access to all the materials and services of the Greendale Public Library but not the materials or services of any other member of MCFLS.

Greendale Village Courtesy Employee Card

A Village of Greendale employee may have a courtesy employee card. The employee card may be used only at Greendale Public Library and only to borrow Greendale owned items. In addition to normal registration verification the person must show proof he/she works for the Village of Greendale. This card must be renewed annually.

Greendale Village Courtesy Student Card

A Greendale School District student who is not a resident of Milwaukee County may have a courtesy student card. The student card may be used only at Greendale Public Library and only to borrow Greendale owned items and for school-related use only. In addition to normal registration verification the person must show proof he/she is a student in the Greendale School District and does not reside in Milwaukee County. This card must be renewed each academic year.

School/Nursing Home/Day Care Card

A School/Nursing Home/Day Care Card is a borrower's card issued to a school, nursing home or day care physically located in Greendale and identified by the name on the card. The entity assumes responsibility for materials borrowed in its name.

- School/Nursing Home/Day Care Cards are valid for one year based on the last day of the month in which the registration occurs. For example, a School/Nursing Home/Day Care Card registered on September 15, 2016, would expire on September 30, 2017.
- A School/Nursing Home/Day Care Card application requires two signatures: the Director/Principal and Chief Financial Officer (CFO). For smaller businesses these two positions may be held by the same person. If this is the case, the individual must provide two signatures. The individual's working job title should be noted after each signature.
- School/Nursing Home/Day Care Card holders must complete a new registration application each time a card is applied for. This is to ensure up-to-date signature information and a current list of authorized users.
- There is no charge for a School/Nursing Home/Day Care Card
- Use of a School/Nursing Home/Day Care Card issued by Greendale Library is restricted to our library, and to materials owned by our library.

- Everyone authorized to use the School/Nursing Home/Day Care Cards must have their names listed on the back of the application.
- School/Nursing Home/Day Care Card patrons are blocked from placing Unassisted Patron Holds. Library staff must place holds for this patron type.
- Staff-assisted holds may be placed only on material owned by Greendale Library.
- The only exception to this restriction is Bifokal Kits, which are owned by Milwaukee and West Allis libraries and may be requested and borrowed by any School/Nursing Home/Day Care Center card holders.
- The pickup location for School/Nursing Home/Day Care Card holds must be Greendale Library.

Business Card

A Business Card is a borrower's card issued to a corporate body, herein defined as a "corporation, partnership, proprietorship, government agency, special library, business or trade association" located in Greendale which has assumed responsibility for materials borrowed in its name.

- The business registering for a Business Card must be physically located in Greendale.
- Business Cards are valid for one year based on the last day of the month in which the registration occurs. For example, a Business Card registered on September 15, 2016, would expire on September 30, 2017.
- There is no charge for a Business Card.
- Business Card holders must complete a registration application (Blue) each time a card is applied for. This is to ensure up-to-date signature information and a current list of authorized users.
- A Business Card application requires two signatures - Chief Executive Officer (CEO) and Chief Financial Officer (CFO). For smaller businesses these two positions may be held by the same person. If this is the case, the individual must provide two signatures. The individual's working job title should be noted after each signature.
- Everyone authorized to use the Business Card must have their names listed on the back of the application.
- Business address may not be a P.O. Box number. To help ensure that the registrant is truly a business, the patron must provide the business TAX ID number.
- Business Card borrowing privileges are restricted to business-related materials.
- Use of a Business Card issued by our library is restricted to Greendale Library, and the City of Milwaukee's Central Library.
- Business Card patrons are blocked from placing Unassisted Patron Holds. Library staff must place holds for this patron type.
- The pickup location for Business Card holds must be either Greendale Library or MPL Central Library.

*Updated 9/20/17 to reflect change in loan period of new DVDs.

*Updated 1/31/18 to reflect change in requiring additional residency ID at renewal if the photo ID has current address and no longer requiring showing photo ID if they do not have a photo in their library record. Updated 3 day materials- we no longer have them.

POLICY

The Greendale Public Library provides access to public computers and the Internet for our patrons as part of our mission to provide a variety of library materials, information and programs to meet personal, recreational, educational, and professional needs. The goal in providing computer and Internet access is to enhance the library's existing collection in size and depth and to offer resources not available locally. In this digital age, the library strives to bridge the digital divide by addressing issues of opportunity, access and knowledge by providing free access to communication technologies to the community.

PROCEDURE

There are computers available for use in the Greendale Public Library. These machines have various software programs installed which are subject to change. These machines all also provide Internet access.

- All computers are free for use by holders of valid Milwaukee County Federated Library System library cards.
- Patrons are limited to 3 hours of computer use per day.
- ~~MCFLS library cards will be blocked from computer use once fines total \$5.00 or more.~~
- Individuals who are not residents of Milwaukee County, and wish to use the computers, may purchase a visitor pass for \$1.00. This pass allows computer access for the current day with 3 hour limit. Time extensions are granted at the sole discretion of library staff, based on demand for the public computers.
- Milwaukee County residents are not eligible for purchasing visitor passes.
- Computers which only access the library's online catalog may be used at any time by any library visitor.
- Basic computer help can be provided by staff, but patrons are expected to have a minimal level of competence of computer and Internet use.
- Patrons who wish to hear audio content on Library computers must use headphones. Patrons may purchase headphones for \$2.00 or use their own.

Public Use of the Internet

Greendale Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet connects the user to resources outside this library. Not all resources on the Internet provide accurate, complete or current information and some of the materials may be offensive, disturbing or illegal.

APPROPRIATE USE

Because the screens of Internet work stations may be viewed by patrons in the library other than the user, display of materials is to be prohibited if it contains: nudity; lewd, indecent, or obscene materials; or material deemed "harmful to children" as defined in 948.11 of the Wisconsin State Statutes.

This Internet work stations may be used only for legal purposes.

EXAMPLES OF UNACCEPTABLE USE INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- use of another patron's library card to access computers
- destruction of or damage to equipment
- altering software or hardware settings and configurations
- attempting to gain access to passwords, files, and data belonging to others
- harassment or libel of others
- violation of U.S. copyright law
- use of system for commercial purposes
- use of system for illegal or criminal purposes
- bypassing login procedure and security measures

The library assumes no responsibility for any damages, direct or indirect, arising from use of its Internet services or from its connections to other Internet services. Library users access the Internet at their own discretion.

As with other library materials, responsibility for children's use of the Internet rests with their parent or legal guardian.

Librarians will monitor the use of the Internet station.

Failure to comply with this policy will result in loss of Internet use privileges.

CIPA Compliance

The Children's Internet Protection Act (CIPA) is the federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. [Supreme Court decision: *United States v. American Library Ass'n, Inc.* No. 02-361 (June 23, 2003)]. The Greendale Public Library complies with the requirements of CIPA.

All computers in the Greendale Public Library are filtered. Please be aware that filters are unreliable, at time blocking sites of legitimate information or educational value or allowing access to sites that are illegal, obscene or sexually explicit.

Parents or legal guardians, and not the Library or its staff, remain responsible for monitoring their children's use of the Internet and for the information selected and/or accessed by their children. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use.

Municipal LAW

& L I T I G A T I O N G R O U P

DALE W. ARENZ, RETIRED
DONALD S. MOLTER, JR., RETIRED
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TIMOTHY A. SUHA
AMY E. FRY-GALOW

February 5, 2019

Todd Michaels, Village Manager
Village of Greendale
6500 Northway
Greendale, WI 53129

**Re: Greendale Public Library
Patron Policy Manual
Greendale Municipal Building Meeting Room
Legal Review**

Dear Mr. Michaels:

I received your request that I review the Greendale Public Library meeting use policy and advise. I have had an opportunity to carefully consider this matter.

Enclosed please find a revised draft that is marked to show a number of changes and recommendations. Please note the following comments, questions, concerns and recommendations in this regard:

1. Some of these change recommendations arise from concerns about clarity. For example, at the top of page 2, I struck the phrase "as well as Village Partners" because I am not sure what that means and it might open the door wider than you intend. Also, this is susceptible to an argument that it gives unfettered discretion to decide whether particular users are allowed, which would not withstand constitutional scrutiny when other groups are refused. If striking the phrase is not acceptable, that phrase could possibly be revised, so it is narrowly tailored to suit the intent. I would be happy to review more narrow language on request, or could propose alternative language if you advise me of the intent of the phrase "Village Partners." You may find that you want to retain other provisions I have struck in the attached, also, and I am happy to consider such issues as well, if we can refine the terms to target the intent without being overly broad.
2. I have proposed adding prohibitions on use, in Section II of the policy. Some of these prohibitions are very similar to the restrictions that were previously shown in Section IV, but given that Section IV addresses a broader range of issues, I have suggested this change as an organizational matter. By this revision, the

entities who can use the property are described in Section II, and the rules they must follow when they are there are described in Section IV.

3. For reasons previously described, I have recommended deleting the prohibition against use of the room for the practice of religious doctrine or service, which I believe is an unconstitutional limitation. The policy does contain a number of limitations on the use, however. For example, an application must be signed by an adult resident of the Village who must be present during the meeting per Section I B. 2. of the policy. Also, only groups that have ties to Greendale are permitted to use the room, per Section II A. Other than limitations on noise and commercial purposes, and similar adverse-impact avoidance measures, the content of what the groups do in the room is not regulated, which is to avoid constitutional concerns.

If you should have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours very truly,

MUNICIPAL LAW & LITIGATION GROUP, S.C.



John P. Macy

JPM/egm

Enclosure

cc: Kristen Victory, Clerk/Treasurer

C:\MyFiles\JPM\Greendale\Library\Michaels ltr 2.5.19.docx

POLICY

The purpose of the Village of Greendale Municipal Building Meeting Room is to support and extend the services of the Greendale Community Learning Center. The room is also available for public programs sponsored by non-profit educational and cultural agencies.

PROCEDURE

I. RESERVATION PROCEDURES

A. Authority

1. The Library staff will schedule use of the meeting room. The Library Director reserves the right to approve, deny or revoke the use of the meeting room based on non-compatibility with the meeting room policy. The Library Director reserves the right to reschedule any meeting that conflicts with a priority meeting of the Library, Health Department, Park and Recreation Department or Village of Greendale. The Library Director reserves the right to change the location of the meeting within the building. The Village Manager will review any appeals made regarding decisions made by the Library Director. Permission to use a library meeting room does not imply library endorsement of the views, aims, policies or activities of any group or organization.
2. The Library Director must be notified 24 hours prior to any cancellation of a reservation for the meeting room (except when postponed by inclement weather). The meeting room will not be available when the building is closed for inclement weather or other emergency reasons.

B. The application process

1. Applications for reserving the meeting room are available at the library or on the library's website. Groups wishing to use the meeting room must apply at least 7 business days prior to the meeting date. Groups may apply for use of the room only 90 days in advance. Confirmation of all reservations will be made within seven business days of receipt of the application.
2. The application form must be signed by a Greendale resident of legal age who will accept responsibility for the meeting and will be in attendance at the meeting.
3. If the group making the application will need to use any of the library's equipment, the responsible individual must arrange for training prior to the meeting date. Library staff will not be available to operate or assist with equipment.
4. Groups are limited to 12 reservations in a calendar year and reservations can only be made 90 days in advance. These limitations are waived for all Village,

Library, Health Department or School District events,~~as well as Village Partners.~~

- C. The application form
1. The application form will request the following information from potential users:
 - a. Name, address and telephone number of a Greendale resident of legal age who will accept responsibility for the meeting.
 - b. Name of sponsoring organization
 - c. Purpose of meeting
 - d. Estimated attendance
 - e. Day, date, starting time, and ending time for meeting
 - f. Potential need for meeting room equipment
 1. Kitchen
 2. Media equipment
 2. The application will state the rules for use of the meeting room as delineated in this policy.
- D. Security deposit/Fee
1. A security deposit of \$50 will be required at the time of application. The deposit will cover a single meeting or an entire series for one calendar year. Series deposits may carry over if the series is renewed. Single event deposits will be returned the following business day, subject to Number 2, below. Security deposits will be returned if the group meets all the requirements of the meeting room policy.
 2. A security deposit, or part of it, will not be refunded for the following reasons:
 - a. Failure to return the room to the condition as stated in this policy.
 - b. Failure to clean the kitchen facility and equipment and supplies used.
 - c. Damage to meeting room furniture, equipment or facilities.
 - d. Failure to vacate the facility at the time specified in this policy.
 3. The security deposit is waived for all Village, Library, Health Department or School District events.

II. **LIMITATIONS AND PRIORITIES FOR USAGE**

A. Reservations will be taken on a first come, first serve basis only 90 days in advance. Use of the meeting room is limited to the following groups, with priority in scheduling as follows:

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 ~~civic and~~ non-profit civic organizations

6. ~~Others~~ Greendale community organizations and groups.

B. The following uses are specifically excluded:

1. Programs which would interfere with the Library's operation by causing excessive noise, a safety or health hazard, or security risk.
2. A return engagement by a group that has abused the facility or failed to follow regulations.
3. Individual private social functions including, but not limited to showers, birthday parties, and dances.
4. School functions including, but not limited to ice cream socials, dances, etc. Informational sessions for school related groups are permitted, but must be open to the public.
5. Non-library programs involving the sale, advertising or promotion of products or services. NOTE: Performers or speakers at Library-sponsored events may sell merchandise related to the event.
6. Individuals, businesses, firms and other for-profit organizations promoting, soliciting or selling products or services.

III. SET UP AND BREAK DOWN

- A. The group using the meeting room will be required to set up and break down the table and chairs needed for their meeting. Tables and chairs are stored in the equipment room next to the meeting room. The room must be restored at the end of the meeting according to the diagram posted on the doors in the meeting room.
- B. Groups using the kitchen facility will be required to clean and restore order. All dishes and equipment used must be cleaned and returned to its proper place. Groups are not to use any items designated as staff property and are not to use the lavatory facilities in the staff break room.

IV. RESTRICTIONS ON USE

- ~~A. The meeting room may not be used for the practice of religious doctrine or service.~~
- ~~B. The meeting room may not be used for commercial demonstrations or sales promotions of products or services. Non-profit, nonsectarian, nonpartisan Greendale community organizations may use the meeting room in their fund-raising activities.~~
- ~~C. The meeting room may not be used for social activities such as parties, showers, etc. The organization using the room must have a civic, educational, cultural purpose in nature and open to the public.~~
- ~~D-A.~~ The group must police the room capacity limitations when conducting a meeting. Restrictions are as follows:

1. Meeting room – 100 maximum, without chairs; 75 maximum, theatre style chairs; 48 maximum with tables.
 2. Divided meeting room – 50 maximum, without chairs; 35 maximum, theatre style chairs; 24 maximum with tables.
- ~~E.B.~~ Use of the room must not interfere with normal operations of the facility including noise levels.
- ~~F.C.~~ No smoking is allowed in the building.
- ~~G.D.~~ No alcoholic beverages may be consumed in the building without the prior approval of the Village Manager.
- ~~H.E.~~ During library hours the public telephone in the library should be used if the need exists. After the library is closed, the telephone in the staff break room may be used for emergency purposes only.
- ~~I.F.~~ Groups must not use the library's telephone number as a contact number. The groups may not use the library's address as a contact address for their group or meeting.
- ~~J.G.~~ ~~There will be no~~ Groups using the meeting room are not allowed to use storage space in the meeting room ~~for community groups.~~
- ~~K.H.~~ Groups using the meeting room may only post information on the bulletin boards provided. No items may be posted on wall surfaces. All posted items must be removed at the conclusion of the meeting.
- ~~L.I.~~ The facility will provide no supplies to groups using the meeting room.
- ~~M.J.~~ All meetings will be open to the public, unless a properly posted closed meeting is being held under the provisions of State of Wisconsin law.
- ~~N.K.~~ No admission or registration fees are allowed with the exception for the activities sponsored by the Greendale Public Library, Greendale Health Department, Greendale Park and Recreation Department and nonprofit, nonsectarian, nonpartisan civic organizations whose purpose is to promote the betterment of the community. Exception is also made for paid registration fees necessary to cover expenses for institutes, courses or discussion groups with which the library or health department is cooperating.

~~All media~~ Certain media equipment ~~is~~ may be available for groups to use with the understanding that the group will inform the library staff in advance on the meeting room application form of the need to use the equipment. Any training needed by the group to use the equipment must be completed prior to the meeting date at a mutually agreed time between the group and the staff. The library staff will not be available to set-up, operate, or repair any equipment during the time of the group's meeting.

V. OPENING PROCEDURES

- A. The responsible person in the group must check-in at the Library Service Desk. A staff member will unlock the door no more than 30 minutes prior to the

scheduled meeting and give the responsible person a checkout form that must be returned to the Library Service Desk so the library staff can verify that the room is left in proper order and the room can be locked.

- B. The community meeting room is available Monday through Thursday from 8:00 am until 7:45 pm, Fridays from 8:00 am until 4:45 pm and Saturdays from 8:00 am until 1:45 pm.

VI. NO SHOWS AND VIOLATIONS

- A. Authorization to use library facilities may be revoked by the Library Director upon violation of any policy, rule or procedure. Any fees/deposits will not be refunded.
- B. If a group fails to show for a reserved time slot, after 30 minutes the library may cancel the reservation and allow another use of the room. Any fees/deposits will not be refunded.
- C. If a group fails to utilize a Community Meeting Room reservation without notifying the library of the cancellation at least 24 hours prior to the scheduled use on two or more occasions, the Library Director may cancel or decline to schedule any future reservations for that organization for up to a six-month period. Any fees/deposits will not be refunded.
- D. Persons or organizations refused the use of the Community Meeting Room or persons or organizations whose privileges to use the Community Meeting Room have been revoked, shall be informed of the right to appeal in writing to the Village Manager.

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 4/12/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: Mar/Apr 2019***

General updates:

- Statewide Mock Tornado Drill - CLC departments participated in Statewide Mock Tornado Drill on 4/12, all customer service stopped for 15 minutes while staff instructed all willing members of public in the location of our safe assembly areas in the lower level.
- Lighting repair – Village and P&R have approved replacing valence lighting with LED in the NW corner of the Library and over P&R office. Several ballasts require replacement and bulbs have been replaced 2x in some fixtures this year.

Programs:

- Public Celebrations season – communication about library support for PCC events is now directed to the new Village Events Coordinator. So far this has led to increased communication and coordination.
- 2nd Poetry Open Mic - special Friday evening program, Friday 4/12. Library opened from 6-8PM for an all-ages, open invitation evening of 5 minute poetry reading slots on the Library main level, in honor of National Poetry Month. First open mic was in 2017, initiated by Library staff Martha H.
- Summer Reading planning - Reference team had their 2nd SRP planning meeting. The first one was in January! All this advance planning is an outstanding example of cooperation and preparation for our biggest event of the year.

Staffing updates:

- Reference Associate interviews conducted 4/8 & 4/12, seven candidates invited of 31 qualified candidates. Good quality group and looking forward to having someone in place by May.

Meetings upcoming:

- Greendale School District Diversity Forum, 4/16-4/18

**GREENDALE PUBLIC LIBRARY
STAFF REPORT**



Date: 4/9/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: Mar-Apr 2019**

Memo from Lisa Reinke, Youth Services Librarian:

- Attached

Adult Services (Nicole):

- For March's Lunch and Learn I had Anna Silberg from Mind-Body Reset LLC come present a mindfulness 101 workshop. I had many patrons suggest a topic on mindfulness so when they heard I was having someone present on that topic they were thrilled. I had 8 people attend the workshop. Anna went in to the definition of mindfulness and some techniques on how to achieve it.
- At the end of March I had 2 essential oils therapists, Rick and Anna, present an Essential Oils workshop. I had 14 people attend the workshop. Anna and Rick went into the different ways essential oils can be used, and what to look for when researching essential oils since there are many different companies. She also went into each different essential oil to talk about what they can be used for.
- The first Wednesday in April we had our Mahjongg Meetup program. We had 6 patrons attend that played and were able to connect with fellow Mahjongg players.

Circulation Services (Julie):

- Julie attended a CVMIC training session that dealt with Leadership Soft Skills. We discussed time management strategies, emotional intelligence, and tips for managing stress and making it work for you.
- Staff enjoyed a potluck/farewell lunch to wish Bethany all the best in her new position!
- Julie attended the Circulation Services meeting on March 21st at the Oak Creek Library. The topic of discussion for the meeting was regarding the state of sexual harassment in the library. The big takeaway for me was the need for employees to feel empowered to speak up and for them to have the confidence that they have the support from their managers to do so. The need was highlighted for consistent training with staff on how to respond if/when they find themselves in an uncomfortable situation as well as phrases they can feel empowered to use. Attached is the shared PowerPoint presentation:
https://docs.google.com/presentation/d/1xxTj8LI2N2KQ4G9bN-RPAB70GaMVmZDpghW3mYtdm_w/edit#slide=id.p

Teen Services (Tara):

- March 27th- Teen Anime Hangout Program- 5 teens came to watch anime and create art inspired by popular anime and manga series.
- March 31-April 2nd - I attended the Wisconsin Educational Technology and Media Association Conference to do a joint presentation with Sandy Speare, the Greendale Middle School Librarian, about our Reading Rampage program. I was also able to attend many sessions that I felt were useful and informative. This was a great experience for me as it was my first professional conference and it was also the first time I have done a presentation in this type of setting.



- April 4th - Tech Topics: Managing Digital Photos Program-MacPac High School students led this program and presented on ways to transfer and store digital photos and provided hand on help for participants. Three patrons attended and provided excellent feedback in their evaluations. This Tech Topics series with the MacPac students has been very well received by our patrons but has also been of benefit to the students themselves who are getting a different kind of instruction experience than that they have gotten through our regular Tech Tuesday Program.
- April 8th - Monday Movie Matinee Program-We showed the movie Hidalgo and had 9 people attend.
- April 9th - Tech Tuesday Program- High School Mac Pac students provide hands on help with patrons' technology questions.
- April 10th - Teen K-Pop Party Program-We had 12 teens (and two parents) come to try some Korean snacks, eat Jajangmyeon, listen to Korean pop music, and do some fun kpop games and crafts.



- April 11th - Tech Topics: Using a Smartphone or Tablet Program-This is the last session in the Tech Topics program and 8 people attended. From the evaluations patrons indicated they would like to have more programs like this and several commented on how great and patient the students were.

April 2019 Greendale Public Library Board Report from Youth:

Milwaukee Federated Library System Committee:

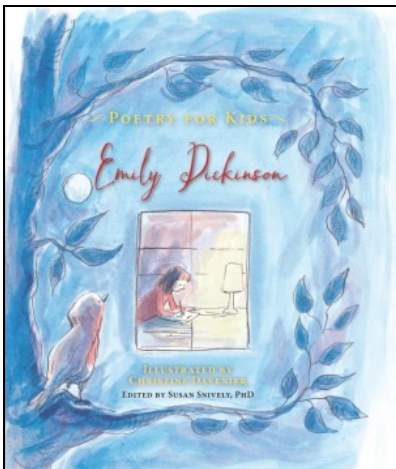
- Hosted suburban Milwaukee County Suburban Librarian Committee meeting
- Worked with local businesses to get coupons for Summer Reading coupon prizes

Programming Highlights:

- Attendance for Storytime and After School programs increased as the weather improved!
- Continued planning for Summer Reading. Worked with teen librarian to create two 'tween programs (for children in grades 4-6)

Collection Development:

- 131 items were ordered and cataloged for the youth collection
- Emphasis was on youth poetry because April is Youth Poetry Month



New poetry nonfiction book



Local business donations for
Summer Reading Program



Big crowds for storytime!