



**Library Board Agenda**  
**GREENDALE PUBLIC LIBRARY**  
**Wednesday, March 20, 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: January 16, 2019 regular meeting	ACTION
5) Approval of Financial Reports: a) Check Register: January 2019, February 2019	ACTION
6) Review of Financial Statements: a) Expenditures to Actual Comparison: 12/18, 01/19, 02/19 b) Revenue to Actual Comparison: 12/18, 01/19, 02/19 c) Balance Sheet: 12/18, 01/19	INFORMATION INFORMATION INFORMATION
7) Unfinished Business: None	
8) New Business: a) Review of presentation by Steve Heser, MCFLS Director b) Summary of meetings of Library Director with Stu Wilson, and Friends of GPL President and Secretary MEMOS c) Request to change Library Staff Professional Development date DOCUMENT d) Library Board annual self-evaluation in April DOCUMENT	DISCUSSION DISCUSSION  ACTION  DISCUSSION
9) Informational and Discussion Items: a) Director's Report b) Library Staff Reports c) President's Report d) Friends Board Report e) Foundation Board Report	
10) Correspondence a) Email received 2/25 HANDOUT TO BE DISTRIBUTED AT MEETING	
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 2018 Library Staff Performance Evaluations including Library Director</i> MEMO	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  
January 16, 2019**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:33 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Jensen, Unger.  
Excused: Kiltz  
Also Present: Wms-Van Klooster- Library Director

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

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES**

Trustee Jensen moved, Trustee Dombrowski seconded approval of the December 19, 2018 minutes.

Ayes: All  
Noes: None  
Motion to approve: Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: December 2018

Trustee Dombrowski moved, Trustee Jensen seconded approval of the December 2018 expenditures in the amount of \$1665.40.

Ayes: All  
Noes: None  
Motion to approve: Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Expenditures to Actual Comparison: 12/18
- b) Revenue to Actual Comparison: 12/18
- c) Balance Sheet: 11/18

**UNFINISHED BUSINESS**

- a) Consider a motion to establish library staff compensation for hours worked on approved Village Holidays

No motion was made on this agenda item. The Library Board adopted the Village's 2018 Salary and Benefit Resolution for compensation of affected staff, in June 2018. This Resolution approves compensation in the manner outlined by Director Wms-VK except for the Saturday exception. When the Village's new Employee Handbook is adopted by Village Trustees, Director Wms-VK will bring a draft Library Employee Handbook based on it to the Library Board for review and adoption.

**NEW BUSINESS**

- a) Consider a motion to approve open hours adjustments and expenditures for Library support of 2019 Village Public Celebrations

Trustee Huberty moved, Trustee Jensen seconded a motion to approve open dates and hours for public celebrations in 2019 as presented.

Ayes: All  
Noes: None  
Motion to approve: Carried

- b) Discussion of after-school student conduct standards and expectations

Several suggestions for techniques to address conduct were discussed. Popular themes included ensuring the Code of Conduct is posted at entrances, seeking student assistance with excerpting/ rewording/ abbreviating relevant after-school conduct rules, use non-library publications to spread word about CLC role and expectations after school (Magazine, Board of Trustees Committee report, Greendale student newsletter).

#### **INFORMATIONAL AND DISCUSSION ITEMS**

- a) Director's Report – highlights included library/CLC expected repairs, Director attendance at PCC meetings, Teen Librarian/GMS Librarian conference session approval
- b) Library Staff Report
- c) President's Report
- d) Friends of the Greendale Public Library Report
- e) Greendale Public Library Foundation Report

#### **CORRESPONDENCE**

NONE

#### **CLOSED SESSION**

- a) Trustee Huberty moved, Trustee Amidzich 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. *Specifically, to discuss the Library Director's annual/probationary Performance Evaluation*

Ayes: All  
Noes: None  
Motion to approve: Carried

#### **RETURN TO OPEN SESSION**

The Board did not return to open session to act on items discussed.

#### **ADJOURNMENT**

The meeting adjourned at 7:10 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
<b>55078</b>							
<b>JANI-KING OF MILWAUKEE</b>							
01/19	07-51-61100	MAINT SUPPLIES-BUILDING	01/04/2019	111.96	MIL12180692	CLEANING SUPPLIES 49%	
Total 55078:				111.96			
<b>55109</b>							
<b>SYNCB/AMAZON</b>							
01/19	07-51-55100	OFFICE SUPPLIES	01/04/2019	41.97	INVOICE	OFFICE SUPPLIES	
01/19	07-51-56504	YOUTH BOOKS	01/04/2019	24.96	INVOICE	YOUTH BOOKS	
01/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/04/2019	336.44	INVOICE	ADULT MEDIA RECIP	
01/19	07-51-75031	LIBRARY PROGRAMS	01/04/2019	91.58	INVOICE	DICKENS SUPPLIES	
01/19	07-00-21123	LIBRARY - MCFLS RECIP	01/04/2019	162.18	INVOICE	CREDITS AND ADJUSTMENTS	
Total 55109:				332.77			
<b>55173</b>							
<b>OFFICE COPYING EQUIPMENT LTD</b>							
01/19	07-51-55100	OFFICE SUPPLIES	01/11/2019	119.43	AR72619	NOV-DEC COPIES	
01/19	07-51-55100	OFFICE SUPPLIES	01/11/2019	11.00	AR73635	TONER	
Total 55173:				130.43			
<b>55183</b>							
<b>WEST ALLIS BLUE</b>							
01/19	07-51-61100	MAINT SUPPLIES-BUILDING	01/11/2019	60.00	130664	LIBRARY SIGNAGE	
Total 55183:				60.00			
<b>55220</b>							
<b>BIBLIOTHECA LLC</b>							
01/19	07-51-51200	OPERATING EQUIPMENT	01/25/2019	8,793.00	S10048094-US	SERVICE AGREEMENT 01/2019-12/2019	
Total 55220:				8,793.00			
<b>122312599</b>							
<b>ACH US BANK PCARD</b>							
01/19	07-51-56300	TRAINING	01/24/2019	169.00	0119JORDAN	Kalahari-Hotel for WEMTA conference; tax will b	KALAHARI RESORT - WI
01/19	07-51-75031	LIBRARY PROGRAMS	01/24/2019	43.37	12JORDAN	Walmart-Teen Program Ramen Bar	WM SUPERCENTER #1551

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
01/19	07-51-56501	YOUNG ADULT BOOKS	01/24/2019	91.98	12JORDAN	Micro Marketing-Teen Audiobooks	MICRO MARKETING LLC
01/19	07-51-56502	ADULT AUDIO BOOKS	01/24/2019	23.99	12JORDAN	Micro Marketing- Adult Audiobooks	MICRO MARKETING LLC
01/19	07-51-75031	LIBRARY PROGRAMS	01/24/2019	92.83	12JORDAN	Target-Teen Program	TARGET 00000240
01/19	07-51-75031	LIBRARY PROGRAMS	01/24/2019	25.33	12JORDAN	Amazon-Teen Program Random Fandom	AMZN MKTP US*M05O10D51
01/19	07-51-75031	LIBRARY PROGRAMS	01/24/2019	30.01	12JORDAN	Walmart-Teen Program Snacks	WAL-MART #1551
01/19	07-51-75031	LIBRARY PROGRAMS	01/24/2019	6.79	12JORDAN	Walgreens-Teen Program Random Fandom	WALGREENS #4556
01/19	07-51-56502	ADULT AUDIO BOOKS	01/24/2019	27.96	12JORDAN	Micro Marketing-Adult Audiobooks	MICRO MARKETING LLC
01/19	07-51-57100	UTILITIES	01/24/2019	219.99	12KVICTORY	LIBRARY	TWC*TIME WARNER CABLE
01/19	07-51-56504	YOUTH BOOKS	01/24/2019	49.99-	12REINKE	Refund for audiobook	DESERET*BOOK CO
01/19	07-51-56504	YOUTH BOOKS	01/24/2019	1.50-	12REINKE	Refund for audiobook	DESERET*BOOK CO
01/19	07-51-75028	LIB DONATION PURCHASE	01/24/2019	272.50	12REINKE	Winterfest and Dickens (Holiday) Event Crafts	ACCUCUT
01/19	07-51-75028	LIB DONATION PURCHASE	01/24/2019	12.30	12SCHNEIDER	Program supplies	WAL-MART #5668
01/19	07-51-55100	OFFICE SUPPLIES	01/24/2019	1.35-	12SCHUMACH	Quill - refund for tax exempt	QUILL CORPORATION
01/19	07-51-75031	LIBRARY PROGRAMS	01/24/2019	38.57	12VANKLOOST	LDAC mtg refreshmnts	ALDI 64011
01/19	07-51-75031	LIBRARY PROGRAMS	01/24/2019	26.83	12VANKLOOST	LDAC mtg refreshmnts	PICK N SAVE #878
01/19	07-51-75028	LIB DONATION PURCHASE	01/24/2019	73.12	12VANKLOOST	Lucky Day media	BAKER & TAYLOR - BOOKS
01/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/24/2019	505.68	12VANKLOOST	Lucky Day media	BAKER & TAYLOR - BOOKS
01/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/24/2019	1,940.45	12VANKLOOST	DVD's and CD's	BAKER & TAYLOR - BOOKS
01/19	07-51-75028	LIB DONATION PURCHASE	01/24/2019	827.17	12VANKLOOST	Lucky Day books	BAKER & TAYLOR - BOOKS
01/19	07-51-56500	ADULT BOOKS	01/24/2019	2,564.10	12VANKLOOST	Adult Non Fiction	BAKER & TAYLOR - BOOKS
01/19	07-51-56501	YOUNG ADULT BOOKS	01/24/2019	570.08	12VANKLOOST	Teen	BAKER & TAYLOR - BOOKS
01/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/24/2019	599.04	12VANKLOOST	Large print	BAKER & TAYLOR - BOOKS
01/19	07-51-56500	ADULT BOOKS	01/24/2019	3,708.16	12VANKLOOST	Adult Non Fiction	BAKER & TAYLOR - BOOKS
Total 122312599:				11,816.41			
122312600							
ACH WE ENERGIES							
01/19	07-51-57100	UTILITIES	01/24/2019	2,006.97	0119	5647 Broad-5650 Parking St Library	
01/19	07-51-57100	UTILITIES	01/24/2019	2,006.97-	0119	5647 Broad-5650 Parking St Library	V
01/19	07-51-57100	UTILITIES	01/24/2019	199.74-	0119	5647 Broad-5650 Parking St Library	V
01/19	07-51-57100	UTILITIES	01/24/2019	199.74	0119	5647 Broad-5650 Parking St Library	
Total 122312600:				.00			
122312601							
ACH WE ENERGIES							
01/19	07-51-57100	UTILITIES	01/28/2019	2,006.97	DEC 2018 - JA	5647 Broad-5650 Parking St Library	
01/19	07-51-57100	UTILITIES	01/28/2019	199.74	DEC 2018 - JA	5647 Broad-5650 Parking St Library	

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GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
Total 122312601:				2,206.71		
Grand Totals:				23,451.28		

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
55289						
FRIENDS OF WEHR						
02/19	07-51-75031	LIBRARY PROGRAMS	02/08/2019	100.00	01/04/2019	LUNCH AND LEARN PROGRAM FEE
Total 55289:				100.00		
55292						
JANI-KING OF MILWAUKEE						
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/08/2019	155.38	MIL01190677	CLEANING SUPPLIES 49%
Total 55292:				155.38		
55297						
MILWAUKEE COUNTY FEDERATED						
02/19	07-51-55100	OFFICE SUPPLIES	02/08/2019	180.16	FL-03162 1	OFFICE SUPPLIES
02/19	07-51-51200	OPERATING EQUIPMENT	02/08/2019	408.26	FL-03162 1	OP EQUIP
02/19	07-51-53920	MCFLS COMPUTER CONTRACT	02/08/2019	20,526.00	FL-03177	TEACH LINE
02/19	07-51-51200	OPERATING EQUIPMENT	02/08/2019	982.00	FL-03177	OP EQUIP
02/19	07-51-56508	MCFLS DATABASES	02/08/2019	7,511.00	FL-03177	DATABASES 2019
Total 55297:				29,607.42		
55299						
OFFICE COPYING EQUIPMENT LTD						
02/19	07-51-55100	OFFICE SUPPLIES	02/08/2019	192.65	AR74961	DEC 2018-JAN 2019 COPIES
Total 55299:				192.65		
55301						
PLYMOUTH ROCKET INC						
02/19	07-51-51200	OPERATING EQUIPMENT	02/08/2019	1,150.00	20190111-0116	ANNUAL CALENDAR SOFTWARE-EVENT/CO
Total 55301:				1,150.00		
55305						
RESET-MINDBODY LLC						
02/19	07-51-75031	LIBRARY PROGRAMS	02/08/2019	150.00	146	LUNCH AND LEARN PROGRAM FEE

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
Total 55305:				150.00			
<b>55308</b>							
<b>SWANK MOVIE LICENSING USA</b>							
02/19	07-51-75031	LIBRARY PROGRAMS	02/08/2019	459.00	2623413		
Total 55308:				459.00			
<b>55309</b>							
<b>SYNCB/AMAZON</b>							
02/19	07-51-56500	ADULT BOOKS	02/08/2019	94.82	12/10-01/04/201	ADULT BOOKS NF/FIC	
02/19	07-51-56504	YOUTH BOOKS	02/08/2019	50.95	12/10-01/04/201	YOUTH BOOKS	
02/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/08/2019	44.25	12/10-01/04/201	YOUNG ADULT MEDIA RECIP	
02/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/08/2019	234.25	12/10-01/04/201	ADULT MEDIA RECIP	
02/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/08/2019	24.99	12/10-01/04/201	YOUTH MEDIA RECIP	
02/19	07-51-75028	LIB DONATION PURCHASE	02/08/2019	180.81	12/10-01/04/201	ITEM	
02/19	07-51-75031	LIBRARY PROGRAMS	02/08/2019	80.10	12/10-01/04/201	PROGRAMMING	
02/19	07-00-21123	LIBRARY - MCFLS RECIP	02/08/2019	2.32-	12/10-01/04/201	CREDITS & ADJUSTMENTS	
Total 55309:				707.85			
<b>122312612</b>							
<b>ACH US BANK PCARD</b>							
02/19	07-51-75031	LIBRARY PROGRAMS	02/21/2019	3.88	01JORDAN	Walmart-Tablecloths for tax form table	WM SUPERCENTER #5668
02/19	07-51-75031	LIBRARY PROGRAMS	02/21/2019	21.32	01JORDAN	Walmart-Teen Program	WM SUPERCENTER #1551
02/19	07-51-57100	UTILITIES	02/21/2019	219.99	01KVICTORY	2019 - LIBRARY	TWC*TIME WARNER CABLE
02/19	07-51-51200	OPERATING EQUIPMENT	02/21/2019	59.36	01KVICTORY	2019 - LIBRARY	CORE VISION IT SOLUTIONS
02/19	07-51-75028	LIB DONATION PURCHASE	02/21/2019	12.45	01REINKE	Youth Programs	SENDIK'S GREENFIEL
02/19	07-51-55100	OFFICE SUPPLIES	02/21/2019	926.33	01SCHUMACH	RFID tags	BAYSCAN TECHNOLOGIES LLC
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	57.74	01SCHUMACH	air fresheners	QUILL CORPORATION
02/19	07-51-55100	OFFICE SUPPLIES	02/21/2019	31.20	01SCHUMACH	office supplies	QUILL CORPORATION
02/19	07-51-55100	OFFICE SUPPLIES	02/21/2019	399.52	01SCHUMACH	Processing Supplies	DEMCO INC
02/19	07-51-75031	LIBRARY PROGRAMS	02/21/2019	31.86	01SCHUMACH	bookmarks	POSITIVE PROMOTIONS
02/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/21/2019	170.26	01SCHUMACH	DVD cases	SHOWCASES
02/19	07-51-55100	OFFICE SUPPLIES	02/21/2019	349.98	01SCHUMACH	Book Covers	SHOWCASES
02/19	07-51-75031	LIBRARY PROGRAMS	02/21/2019	133.50	01SCHUMACH	bookmarks	AMERICAN LIBRARY ASSN
02/19	07-51-75031	LIBRARY PROGRAMS	02/21/2019	181.40	01SCHUMACH	bookmarks	DEMCO INC
02/19	07-51-55100	OFFICE SUPPLIES	02/21/2019	3.56	01SCHUMACH	Jan Office Supplies	OFFICEMAX/DEPOT 6869

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	49.89	01UECKER	2019 - DUP LIBRARY CHARGE BY MISTAKE	ALSCO INC.
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	49.89	01UECKER	2019 - LIBRARY CHARGE BY MISTAKE	ALSCO INC.
02/19	07-51-56506	SERIALS	02/21/2019	44.75	01VANKLOOST	Quarterly subscriptionrenewal	D J*WALL ST JOURNAL
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	52.79	01VANKLOOST	Floor lamp	HOMEGOODS #0846
02/19	07-51-75031	LIBRARY PROGRAMS	02/21/2019	11.19	01VANKLOOST	LDAC mtg refreshmnts	SQ *BROAD STREET CO
02/19	07-51-75031	LIBRARY PROGRAMS	02/21/2019	13.48	01VANKLOOST	LDAC mtg refreshmnts	NATIONAL BAKERY AND DELI
02/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/21/2019	13.96	01VANKLOOST	YouthMediaRECIP	BAKER & TAYLOR - BOOKS
02/19	07-51-56504	YOUTH BOOKS	02/21/2019	11,645.87	01VANKLOOST	Youth Books	BAKER & TAYLOR - BOOKS
02/19	07-51-75028	LIB DONATION PURCHASE	02/21/2019	179.96	01VANKLOOST	Lucky Day books	BAKER & TAYLOR - BOOKS
02/19	07-51-56501	YOUNG ADULT BOOKS	02/21/2019	110.81	01VANKLOOST	Teen	BAKER & TAYLOR - BOOKS
02/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/21/2019	155.09	01VANKLOOST	Adult media RECIP	BAKER & TAYLOR - BOOKS
02/19	07-51-56500	ADULT BOOKS	02/21/2019	27.05	01VANKLOOST	AdultBooksNF	BAKER & TAYLOR - BOOKS
02/19	07-51-56500	ADULT BOOKS	02/21/2019	808.23	01VANKLOOST	Adult Fiction	BAKER & TAYLOR - BOOKS
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	10.92	01VANKLOOST	Light bulbs	THE HOME DEPOT #4941
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	10.92	01VANKLOOST	Light bulbs	THE HOME DEPOT #4941
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	42.23	01VANKLOOST	Task lamp	TARGET 00023887
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	13.64	01VANKLOOST	light bulbs	THE HOME DEPOT #4941
02/19	07-51-56506	SERIALS	02/21/2019	130.00	01VANKLOOST	Milwaukee Biz Journal Annual	THE BUSINESS JOURNALS
02/19	07-51-61100	MAINT SUPPLIES-BUILDING	02/21/2019	30.60	01VANKLOOST	Light bulbs	HARRY'S ACE HARDWARE
02/19	07-51-56501	YOUNG ADULT BOOKS	02/21/2019	31.99	13JORDAN	Micromarketing-Teen Audiobook	MICRO MARKETING LLC
02/19	07-51-51200	OPERATING EQUIPMENT	02/21/2019	59.36	13KVICTORY	2018 - LIBRARY	CORE VISION IT SOLUTIONS
02/19	07-51-75028	LIB DONATION PURCHASE	02/21/2019	4.00	13REINKE	Youth Programs	SENDIK'S ELM GROVE
02/19	07-51-75028	LIB DONATION PURCHASE	02/21/2019	27.96	13REINKE	Youth Programs	WM SUPERCENTER #5668
02/19	07-51-55100	OFFICE SUPPLIES	02/21/2019	30.03	13SCHUMACH	Jan Office Supplies	COMPLETE OFFICE OF WISCON
Total 122312612:				16,135.12			
Grand Totals:				48,657.42			

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Account Number	Account Title	Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	5,582.22	220,065.00	228,904.87	8,839.87-	104.02%
07-51-42200	SALARIES - TEMPORARY	2,401.55	145,826.00	153,878.97	8,052.97-	105.52%
07-51-42300	SALARIES - OVERTIME	.00	.00	803.75	803.75-	.00
07-51-45100	HEALTH INSURANCE	1,597.58	46,500.00	55,606.25	9,106.25-	119.58%
07-51-45200	LIFE INSURANCE	7.37	500.00	272.62	227.38	54.52%
07-51-46100	SOCIAL SECURITY	369.34	22,686.00	16,790.73	5,895.27	74.01%
07-51-46200	WRS EMPE/EMPR	422.89	24,515.00	18,907.04	5,607.96	77.12%
07-51-46300	MEDICARE	106.86	5,306.00	5,257.83	48.17	99.09%
07-51-51200	OPERATING EQUIPMENT	408.26	20,000.00	25,619.37	5,619.37-	128.10%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,657.00	20,057.00	600.00	97.10%
07-51-55100	OFFICE SUPPLIES	545.21	12,000.00	13,922.52	1,922.52-	116.02%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	5,463.34	846.66	86.58%
07-51-56300	TRAINING	.00	1,000.00	1,102.75	102.75-	110.28%
07-51-56500	ADULT BOOKS	.00	25,000.00	20,564.09	4,435.91	82.26%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	1,520.14	20.14-	101.34%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	1,016.74	416.74-	169.46%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	849.67	150.33	84.97%
07-51-56504	YOUTH BOOKS	24.96	21,000.00	17,275.74	3,724.26	82.27%
07-51-56505	YOUTH MEDIA	.00	.00	427.64	427.64-	.00
07-51-56506	SERIALS	.00	4,000.00	3,833.13	166.87	95.83%
07-51-56508	MCFLS DATABASES	.00	8,400.00	9,188.49	788.49-	109.39%
07-51-57100	UTILITIES	1,914.86	26,250.00	26,622.31	372.31-	101.42%
07-51-61100	MAINT SUPPLIES-BUILDING	171.96	8,150.00	6,212.63	1,937.37	76.23%
07-51-75023	LIBRARY - MCFLS RECIP EXP	336.44	23,421.00	20,358.69	3,062.31	86.92%
07-51-75028	LIB DONATION PURCHASE	.00	10,000.00	14,669.24	4,669.24-	146.69%
07-51-75031	LIBRARY PROGRAMS	91.58	10,000.00	7,099.62	2,900.38	71.00%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	11,851.13	1,851.13-	118.51%
07-51-83100	LIBRARY RFID FUND	.00	.00	.00	.00	.00
07-51-83200	CLC JOINT EXPENSE	.00	.00	.00	.00	.00
07-51-83300	LB TO CLC CONTRIBUTION	.00	.00	.00	.00	.00
07-51-83400	LIBRARY LIGHTING	.00	.00	.00	.00	.00
07-51-83500	SERVICE AGREEMENT	.00	.00	.00	.00	.00
07-51-92900	MISCELLANEOUS	.00	1,000.00	1,344.64	344.64-	134.46%
Total LIBRARY:		13,981.08	675,686.00	689,420.94	13,734.94-	102.03%
Net Grand Totals:		13,981.08-	675,686.00-	689,420.94-	13,734.94	102.03%

Account Number	Account Title	Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	.00	220,065.00	228,904.87	8,839.87-	104.02%
07-51-42200	SALARIES - TEMPORARY	.00	145,826.00	153,878.97	8,052.97-	105.52%
07-51-42300	SALARIES - OVERTIME	.00	.00	803.75	803.75-	.00
07-51-45100	HEALTH INSURANCE	.00	46,500.00	55,606.25	9,106.25-	119.58%
07-51-45200	LIFE INSURANCE	.00	500.00	272.62	227.38	54.52%
07-51-46100	SOCIAL SECURITY	.00	22,686.00	16,790.73	5,895.27	74.01%
07-51-46200	WRS EMPE/EMPR	.00	24,515.00	18,907.04	5,607.96	77.12%
07-51-46300	MEDICARE	.00	5,306.00	5,257.83	48.17	99.09%
07-51-51200	OPERATING EQUIPMENT	.00	20,000.00	25,678.73	5,678.73-	128.39%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,657.00	20,057.00	600.00	97.10%
07-51-55100	OFFICE SUPPLIES	.00	12,000.00	15,663.14	3,663.14-	130.53%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	5,463.34	846.66	86.58%
07-51-56300	TRAINING	.00	1,000.00	1,102.75	102.75-	110.28%
07-51-56500	ADULT BOOKS	.00	25,000.00	20,564.09	4,435.91	82.26%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	1,552.13	52.13-	103.48%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	1,016.74	416.74-	169.46%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	849.67	150.33	84.97%
07-51-56504	YOUTH BOOKS	.00	21,000.00	17,275.74	3,724.26	82.27%
07-51-56505	YOUTH MEDIA	.00	.00	427.64	427.64-	.00
07-51-56506	SERIALS	.00	4,000.00	3,833.13	166.87	95.83%
07-51-56508	MCFLS DATABASES	.00	8,400.00	9,188.49	788.49-	109.39%
07-51-57100	UTILITIES	.00	26,250.00	26,622.31	372.31-	101.42%
07-51-61100	MAINT SUPPLIES-BUILDING	.00	8,150.00	6,270.37	1,879.63	76.94%
07-51-75023	LIBRARY - MCFLS RECIP EXP	.00	23,421.00	20,528.95	2,892.05	87.65%
07-51-75028	LIB DONATION PURCHASE	.00	10,000.00	14,701.20	4,701.20-	147.01%
07-51-75031	LIBRARY PROGRAMS	.00	10,000.00	7,471.58	2,528.42	74.72%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	11,851.13	1,851.13-	118.51%
07-51-92900	MISCELLANEOUS	.00	1,000.00	1,344.64	344.64-	134.46%
Total LIBRARY:		.00	675,686.00	691,884.83	16,198.83-	102.40%
Net Grand Totals:		.00	675,686.00-	691,884.83-	16,198.83	102.40%

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	11,784.68	231,687.00	11,784.68	219,902.32	5.09%
07-51-42200	SALARIES - TEMPORARY	7,283.66	161,857.00	7,283.66	154,573.34	4.50%
07-51-42300	SALARIES - OVERTIME	.00	.00	.00	.00	.00
07-51-45100	HEALTH INSURANCE	3,372.68	60,400.00	3,372.68	57,027.32	5.58%
07-51-45200	LIFE INSURANCE	15.56	400.00	15.56	384.44	3.89%
07-51-46100	SOCIAL SECURITY	828.06	18,457.00	828.06	17,628.94	4.49%
07-51-46200	WRS EMPE/EMPR	943.84	19,499.00	943.84	18,555.16	4.84%
07-51-46300	MEDICARE	256.14	5,707.00	256.14	5,450.86	4.49%
07-51-51200	OPERATING EQUIPMENT	8,793.00	21,320.00	8,793.00	12,527.00	41.24%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,900.00	.00	20,900.00	.00
07-51-55100	OFFICE SUPPLIES	.00	9,500.00	.00	9,500.00	.00
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	.00	6,310.00	.00
07-51-56300	TRAINING	169.00	2,500.00	169.00	2,331.00	6.76%
07-51-56500	ADULT BOOKS	.00	25,000.00	.00	25,000.00	.00
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	.00	1,500.00	.00
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	.00	600.00	.00
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	.00	1,000.00	.00
07-51-56504	YOUTH BOOKS	.00	21,000.00	.00	21,000.00	.00
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	.00	4,000.00	.00	4,000.00	.00
07-51-56508	MCFLS DATABASES	.00	9,200.00	.00	9,200.00	.00
07-51-57100	UTILITIES	.00	26,250.00	.00	26,250.00	.00
07-51-61100	MAINT SUPPLIES-BUILDING	.00	8,150.00	.00	8,150.00	.00
07-51-75023	LIBRARY - MCFLS RECIP EXP	.00	9,300.00	.00	9,300.00	.00
07-51-75028	LIB DONATION PURCHASE	.00	13,000.00	.00	13,000.00	.00
07-51-75031	LIBRARY PROGRAMS	.00	10,000.00	.00	10,000.00	.00
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	.00	10,000.00	.00
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:		33,446.62	698,537.00	33,446.62	665,090.38	4.79%
Net Grand Totals:		33,446.62-	698,537.00-	33,446.62-	665,090.38-	4.79%

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	17,366.90	231,687.00	29,151.58	202,535.42	12.58%
07-51-42200	SALARIES - TEMPORARY	11,421.96	161,857.00	18,705.62	143,151.38	11.56%
07-51-42300	SALARIES - OVERTIME	.00	.00	.00	.00	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	8,342.94	52,057.06	13.81%
07-51-45200	LIFE INSURANCE	22.93	400.00	38.49	361.51	9.62%
07-51-46100	SOCIAL SECURITY	1,274.72	18,457.00	2,102.78	16,354.22	11.39%
07-51-46200	WRS EMPE/EMPR	1,448.44	19,499.00	2,392.28	17,106.72	12.27%
07-51-46300	MEDICARE	387.65	5,707.00	643.79	5,063.21	11.28%
07-51-51200	OPERATING EQUIPMENT	2,132.00	21,320.00	10,984.36	10,335.64	51.52%
07-51-53920	MCFLS COMPUTER CONTRACT	20,526.00	20,900.00	20,526.00	374.00	98.21%
07-51-55100	OFFICE SUPPLIES	.00	9,500.00	.00	9,500.00	.00
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	.00	6,310.00	.00
07-51-56300	TRAINING	.00	2,500.00	169.00	2,331.00	6.76%
07-51-56500	ADULT BOOKS	94.82	25,000.00	930.10	24,069.90	3.72%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	110.81	1,389.19	7.39%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	.00	600.00	.00
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	11,696.82	9,303.18	55.70%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	.00	4,000.00	174.75	3,825.25	4.37%
07-51-56508	MCFLS DATABASES	7,511.00	9,200.00	7,511.00	1,689.00	81.64%
07-51-57100	UTILITIES	.00	26,250.00	219.99	26,030.01	0.84%
07-51-61100	MAINT SUPPLIES-BUILDING	155.38	8,150.00	394.42	7,755.58	4.84%
07-51-75023	LIBRARY - MCFLS RECIP EXP	303.49	9,300.00	472.54	8,827.46	5.08%
07-51-75028	LIB DONATION PURCHASE	180.81	13,000.00	373.22	12,626.78	2.87%
07-51-75031	LIBRARY PROGRAMS	789.10	10,000.00	813.77	9,186.23	8.14%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	.00	10,000.00	.00	10,000.00	.00
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:		68,636.41	698,537.00	115,754.26	582,782.74	16.57%
Net Grand Totals:		68,636.41-	698,537.00-	115,754.26-	582,782.74-	16.57%

Account Number	Account Title	12/18 Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	.00	560,386.00	560,386.00	.00	100.00%
07-00-21123	LIBRARY - MCFLS RECIP	162.18	23,421.00	24,912.78	1,491.78-	106.37%
07-00-22515	DONATIONS LIBRARY	.00	20,000.00	19,051.30	948.70	95.26%
07-00-22958	LIBRARY COPIER SALES	1,497.26	5,000.00	7,162.38	2,162.38-	143.25%
07-00-22959	LIBRARY FINES	.00	11,000.00	11,483.80	483.80-	104.40%
07-00-22960	LIBRARY BOOK CHARGES	.00	1,000.00	1,524.64	524.64-	152.46%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	2,468.10	1,000.00	4,089.30	3,089.30-	408.93%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		4,127.54	621,807.00	628,610.20	6,803.20-	101.09%
Net Total LIBRARY FUND:		4,127.54	621,807.00	628,610.20	6,803.20-	101.09%
Net Grand Totals:		4,127.54	621,807.00	628,610.20	6,803.20-	101.09%

Account Number	Account Title	12/18 Current Month Actual	2018 Current Budget	2018 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	.00	560,386.00	560,386.00	.00	100.00%
07-00-21123	LIBRARY - MCFLS RECIP	.00	23,421.00	24,912.78	1,491.78-	106.37%
07-00-22515	DONATIONS LIBRARY	.00	20,000.00	19,051.30	948.70	95.26%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	7,162.38	2,162.38-	143.25%
07-00-22959	LIBRARY FINES	.00	11,000.00	11,483.80	483.80-	104.40%
07-00-22960	LIBRARY BOOK CHARGES	.00	1,000.00	1,524.64	524.64-	152.46%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	.00	1,000.00	4,449.97	3,449.97-	445.00%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		.00	621,807.00	628,970.87	7,163.87-	101.15%
Net Total LIBRARY FUND:		.00	621,807.00	628,970.87	7,163.87-	101.15%
Net Grand Totals:		.00	621,807.00	628,970.87	7,163.87-	101.15%

Account Number	Account Title	01/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	306,073.01	630,000.00	306,073.01	323,926.99	48.58%
07-00-21123	LIBRARY - MCFLS RECIP	.00	9,300.00	.00	9,300.00	.00
07-00-22515	DONATIONS LIBRARY	305.34	13,000.00	305.34	12,694.66	2.35%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	.00	5,000.00	.00
07-00-22959	LIBRARY FINES	2,052.18	11,000.00	2,052.18	8,947.82	18.66%
07-00-22960	LIBRARY BOOK CHARGES	610.67	1,000.00	610.67	389.33	61.07%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	105.03	1,000.00	105.03	894.97	10.50%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		309,146.23	670,300.00	309,146.23	361,153.77	46.12%
Net Total LIBRARY FUND:		309,146.23	670,300.00	309,146.23	361,153.77	46.12%
Net Grand Totals:		309,146.23	670,300.00	309,146.23	361,153.77	46.12%

Account Number	Account Title	02/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
<b>LIBRARY FUND</b>						
07-00-21102	PROPERTY TAX LEVY	.00	630,000.00	306,073.02	323,926.98	48.58%
07-00-21123	LIBRARY - MCFLS RECIP	2.32	9,300.00	2.32	9,297.68	0.02%
07-00-22515	DONATIONS LIBRARY	32.30	13,000.00	337.64	12,662.36	2.60%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	.00	5,000.00	.00
07-00-22959	LIBRARY FINES	545.10	11,000.00	2,597.28	8,402.72	23.61%
07-00-22960	LIBRARY BOOK CHARGES	27.00	1,000.00	637.67	362.33	63.77%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	57.75	1,000.00	162.78	837.22	16.28%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		664.47	670,300.00	309,810.71	360,489.29	46.22%
Net Total LIBRARY FUND:		664.47	670,300.00	309,810.71	360,489.29	46.22%
Net Grand Totals:		664.47	670,300.00	309,810.71	360,489.29	46.22%

VILLAGE OF GREENDALE  
BALANCE SHEET  
12/31/2018

ASSETS

07-00-111000	CASH DEPOSIT	\$ 379,814.47
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS	<u><u>\$ 380,014.47</u></u>
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ (10,487.81)
07-00-151210	ACCOUNTS PAYABLE	\$ (15,270.35)
07-00-151260	DEFERRED REVENUES - TAX	\$ (630,000.00)
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	\$ 323,926.99
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00
TOTAL LIABILITIES		\$ (331,831.17)

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (108,994.04)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ 60,810.74</u>
TOTAL FUND EQUITY		<u>\$ (48,183.30)</u>
TOTAL LIABILITIES AND EQUITY		<u><u>\$ (380,014.47)</u></u>

VILLAGE OF GREENDALE  
BALANCE SHEET  
1/31/2019

ASSETS

07-00-111000	CASH DEPOSIT	\$ 324,824.66
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS \$ 325,024.66

LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (16,916.19)
07-00-151260	DEFERRED REVENUES - TAX	\$ (323,926.98)
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	\$ 323,926.98
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00
TOTAL LIABILITIES		\$ (16,916.19)

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (46,080.08)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (262,028.39)</u>

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY

\$ (308,108.47)

\$ (325,024.66)

**GREENDALE PUBLIC LIBRARY**  
**INTEROFFICE MEMO**



Date: 3/12/19

To: Library Board; Friends Board

From: Brian Van Klooster, Library Director

**Re: *Friends and Foundation status recommendations from Stu Wilson, 2/26/19***

---

In December 2016, Stu Wilson of Library Strategies was recruited as a consultant to discuss the future of the Friends and Foundation and develop a plan for reinvigorating both groups. A stakeholder retreat led to the decision to recommend that both the Friends and Foundation be separately incorporated nonprofits with two distinct boards.

Brian spoke with Stu Wilson of Library Strategies on 2/26/19 by phone to discuss the status of the project. He specifically hoped to receive advice on next steps for the Foundation which has no members, and the Friends which is experiencing difficulty attracting and holding leadership.

Major points Stu made in the discussion include:

- Recalls being more in favor of combined organizations under one nonprofit name for Greendale PL, but guidance finally given was based on feedback from Library leadership during retreat.
- Small communities generally have difficulty maintaining separate functioning boards for both Friends and Foundation.
- Generally, more in favor of combined organizations because there is little legal difference between the two, and most can rise to any occasion when presented with a compelling need (eg Friends deciding to lead a capital campaign) by adjusting board membership for needed skills as tasks evolve.
- Foundation really requires a compelling need to be formed and functional, eg major capital campaign or primary strategic desire to build robust, sustained long term financial support. But don't try to build robust long term financial support without clear picture of how it will be used, and the impact it has on current/future capacity as well as potential to compromise municipal support.
- Disband the nonfunctional org and focus energy on renewing and repairing relationships to reinvigorate the remaining group.
- "Friends" name has clear and pleasant connotations of library support and advocacy in all forms. Communicates that members care about the library.
- Consider, what does each group want to see from the Friends/Foundation in 5 years? Board's desires? Friends' desires? Community's desires?
- Most critical to success is having a functioning board regardless of its name or tasks.
- Org bylaws should have some guidelines for dissolution. Funds held can be transferred to either Library Board or remaining org. Library Board has legal ability to retain custody and manage gifts independent of the municipality, however consider ramifications if any, of Library Board carrying funds in excess of municipal allocation.

**GREENDALE PUBLIC LIBRARY**  
**INTEROFFICE MEMO**



Date: 3/12/19  
To: Library Board; Friends Board  
From: Brian Van Klooster, Library Director  
**Re: *Meeting summary of Library Director and Friends of GPL President and Secretary***

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Brian invited President Marlene Fieldbinder and Secretary Claudia Egan to a meeting on March 5<sup>th</sup> to discuss the current state of the Friends/Foundation split as well as address his concern about the declining Friends Board membership interest.

The discussion was wide-ranging, but some focus areas were developed to bring back to the full Library and Friends Boards, summarized below.

Re-integration of the Friends and Foundation

Recommendation to re-integrate Friends and Foundation coming from phone conversation with Stu Wilson on 3/1.

Discuss merging the Friends back into the Foundation and rename it “Friends and Foundation of the Greendale Public Library”

Benefits

- No need to convene temporary Board to move funds held by Foundation
- Retains history of recordkeeping and giving
- Model originally endorsed by professional consultant engaged to advise on organizational makeup
- Allows flexibility to pursue diverse funding and advocacy activities with single functional Board that can form specialized subcommittees when needed
- Addresses challenge of building up membership for additional Board
- Proposed name allows continued use of current Friends logo by simply omitting “...and Foundation...”, and places the feel-good word “Friends” first

Drawbacks

- File additional legal paperwork (single form?) and revise bylaws
- Undoes recent work that separated the two organizations

Library Director’s proposed 1-year mini transition/development plan to lead Friends Board meeting discussion and activity

- Why do we volunteer our time and talents for the Friends? Why do we volunteer for this org when there are so many others we could give our energy to? Can these reasons be a selling/recruitment message to prospective members?
- What do we want to do to support the library? What do we care about as Friends?
  - If Fundraising, then what specifically do we care about paying for? What are we proud and excited to volunteer our time for?
  - If Advocacy, then what can we do to advocate? What are we advocating for? Maintain current funding? Expand funding? Make people aware of the services and resources available? Letter writing to legislators?
  - How much do we look to Library Director for a Wish List and how much do we dream up/initiate on our own as representatives of this community and it’s

needs/wants/desires/wishes? What is our current organizational philosophy in this regard?

- Who are our target groups for potential membership?
- Can we use membership software to better communicate with current/prospective members and donors?

Library Director's proposal to adopt Friends Annual Activity Calendar

- An effort to keep up momentum by providing additional structure and focus to Friends activities during the transition/development year
- Calendar led by Director as a way to help integrate Library and Friends activities so opportunities are not missed, and improve communication
  - Director will begin sharing monthly Staff Reports from Library Board meeting packets so Friends feel better-informed about Library happenings and can share that with others

## **A Plan for Reinvigorating the Library's Friends and Foundation**

*by Stu Wilson, Principal, Library Strategies*

### **Introduction & Overview**

The following plan to reinvigorate both the Friends and Foundation of the Greendale Public Library was created by Stu Wilson, Principal with Library Strategies, following discussions with the Library Director and a retreat with Library leadership. The Plan is intended to guide the Library in growing support of the Library through reactivated Friends and Foundation organizations.

The Plan includes a vision and goals for private support, as well as a list of to-dos with suggested timeframes for both the Friends and Foundation. Projected implementation dates are for 2017-2018, although some tasks may extend into 2019.

As with any plan, changes will occur once implementation begins. Items will need to be added or dropped, or timelines adjusted. The plan is a framework for action, which should stand as a flexible guide for your efforts and activities. It is recommended that the Library Board regularly review and update the plan.

On the last page, is a sample of an annual fundraising calendar for both organizations. With a goal of increasing annual support of the Library, and with two support organizations, it is a good practice to put in place a coordinated calendar so that both organizations can be effective in their development efforts.

### **Project Vision**

By 2020, the Greendale Public Library will be supported by vibrant, active Friends and Foundation organizations which are self-sustaining and which provide meaningful and significant financial and other resource support annually to the Library.

### **Project Goals**

The over-arching goal of the project is to reinvigorate the Library community in Greendale. This goal includes increasing private financial support of the Library, but also a broader array of engagement and resources. More specifically, re-establishment and reinvigoration of the Friends and Foundation will:

- Increase annual grants to and support of the Library to at least \$25,000 annually
- Enhance awareness of the Library and its activities in the community
- Advance community engagement, and more specifically, partnerships with other organizations or businesses
- Assist with the recruitment and use of volunteers in support of the Library.

These goals will be accomplished by the two organizations through development of:

- Active, engaged, and self-supporting boards
- A strong vision and defined need for donations and contributions
- Three to six annual member or fundraising events
- A stronger membership program and book sales by The Friends
- An annual fall campaign by the Foundation
- Effective management and stewardship of investments by the Foundation
- Broader awareness and promotion in the community.
- Clearly defined roles and responsibilities for the two organizations (as well as an understanding of the role of the Library Board

It was determined in the retreat that both the Friends and Foundation will be incorporated non-profit businesses with 501(c)(3) status. The target is to have both boards - and the initial structures of both organizations - in place by July 1, 2017.

The Friends board is projected to have 5 to 11 members, whereas the Foundation board will have approximately 7 members, with 5 of the members new to the organization. Both boards may also have ex-officio members, to include a member from the other Board, the Library Board, and the Library Director.

The Friends' primary focus will be on book sales, membership and community awareness. The Foundation's primary focus will be on an annual campaign and planned giving, as well as other major gifts and fundraisers, and overseeing current and future investments. Following establishment of both boards, a memo of understanding will be developed and agreed to by both boards, with input from the Library Board and Director, as to the roles and responsibilities of each, and including a commitment to work cooperatively in support of the Library.

Both boards will have job descriptions for their members, and actively recruit new members annually. There will be term limits for members and officers, as defined in the organizational by-laws. Both organizations will make grants to the Library based on an annual process with the support needs for the grants defined by the Library.

## Outline of Tasks & Strategies

The following is a schedule of the primary tasks to achieve the initial goals for the Friends and Foundation. The dates listed are targets for the completion by the end of the date – but should be regarded as flexible. The “Champion/Leader” column should be completed with one or perhaps two people who are responsible for assuring that the task is completed. It is recommended that this outline be reviewed and updated in mid-summer.

TARGET DATE	TASK OR STRATEGY	CHAMPION/ LEADER
2/2017	Clarify and settle all of the current financial issues of the Foundation, including restricted funds. Move forward to ensure that future financial oversight is ideally done by at least 3 people.	
2/17	Develop job descriptions for both the Friends and Foundation board members	
2/17	Recruit the initial 3 leaders to head up new Friends Board – most likely from current book sales or others currently connected to the Friends. Recruit 3 as a base number to form new board.	
2-3/17	Recruit the initial 3 leaders to head up new Foundation Board – to consist of current members, but also possibly 1-2 new members. Potentially seek outside assistance, such as from the Village Manager, to recruit new members. Recruit 3 as a base number to form new board.	
3/17	Discuss and decide on new mission statement for the Friends	
3/17	Draft and finalize by-laws for the Friends	
3-4/17	Discuss and decide on new mission statement for the Foundation	
4-5/17	Draft and finalize by-laws for the Foundation	
4/17	Incorporate the new Friends with the state	

5/17	Incorporate the new Foundation with the state	
5-6/17	Fill out and submit paperwork for IRS 501(c)(3) status for the Friends – consider getting legal assistance to at least review the paperwork before submission (note: both the filling cost and legal review may cost \$500 -1,000)	
5-7/17	Recruit an additional 3-9 board members for the Friends board. Focus for recruitment should be on individuals who are interested in leadership of the organization (officers), running the book sales, managing a membership program, and having connections to serve as ambassadors in the community.	
6/17	Fill out and submit paperwork for IRS 501(c)(3) status for the Foundation – consider getting legal assistance to at least review the paperwork before submission (note: both the filling cost and legal review may cost \$500 - 1,000)	
5-7/17	Recruit an additional 3-5 board members for the Foundation board. Focus of recruitment should be on individuals interested in or having expertise in leadership (officers), financial management, fundraising, perhaps legal background, and are prominent or well-connected in the community.	
7/17	Select/elect officers for the Friends	
7/17	Select/elect officers for the Foundation	
8/17	Draft a memo of understanding for the relationship between the Friends and Foundation, that outlines the roles and responsibilities of each. The Library Board should review the document as well, and may also sign off on the agreement.	
8-9/17	Conduct a board orientation for both the Friends and Foundation boards which covers the function of each organization as well as the responsibilities of board members.	

9/17	Approve the memo of understanding by both the Friends and Foundation boards.	
9-12/17	For the Foundation, review the investments, and consider options for the best management of these resources in perpetuity	
10/17	Put in place an annual granting process for each organization and the Library, to include the following features: 1) a defined request from the Library, prepared by the Director, but at least reviewed by the Library Board, 2) meetings with the Friends and Foundation boards to review the requests, 3) grants or commitments from each organization to fulfill some or all of the Library needs in the coming year, and 4) official acceptance and recognition of all grants and gifts from the Friends and Foundation by the Library Board.	
10-12/17	Conduct an initial annual donation campaign by the Foundation	
10-12/17	Apply for Wisconsin sales tax exemption for both organizations	
1 <sup>st</sup> qtr., 2018	Develop a mini 3-year plan for growth and development of activities by the Friends – with one primary goal of increasing annual financial support	
1 <sup>st</sup> qtr., 2018	Develop a mini 3 year plan for growth and development of activities by the Foundation – with the primary goal of increasing annual financial support, particularly through the annual campaign, but also planned giving and fundraising event(s).	
2 <sup>nd</sup> qtr., 2018	Conduct an initial membership drive by the Friends	
2 <sup>nd</sup> qtr., 2018	For both organizations, explore/review the policies and procedures that should be in place for both, such as conflict of interest, donor acceptance, financial transactions, and investment policies and procedures.	

3 <sup>rd</sup> qtr., 2018	Review and evaluate the successes and challenges for both organizations. Consider holding a joint meeting to discuss future directions and any other concerns.	
2 <sup>nd</sup> half of 2018	Beginning implementation of the 3-year fundraising and organizational plans for both organizations.	
2018 or 2019	File annual state and federal paperwork for the Friends (shortly after the close of the fiscal year)	
2018 or 2019	File annual state and federal paperwork for the Foundation (shortly after the close of the fiscal year)	

## Prospective Annual Fundraising Calendar for Both the Friends and Foundation in Greendale

(Ideally to be in place by the end of 2019)

MONTH	ACTIVITIES
<b>ON-GOING THROUGHOUT THE YEAR</b>	<ul style="list-style-type: none"> <li>• FRIENDS BOOKSTORE AND SALES</li> <li>• GRANT-WRITING AS NEEDED/APPROPRIATE</li> <li>• MARKETING/SOCIAL MEDIA</li> <li>• COMMUNITY AWARENESS ACTIVITIES</li> </ul>
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• FINISH ANNUAL CAMPAIGN THANK YOUS</li> <li>• EVALUATE SUCCESS OF ANNUAL CAMPAIGN</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• DISTRIBUTION OF MEMORIAL &amp; TRIBUTE BROCHURE AND INFORMATION</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• FRIENDS MEMBERSHIP CAMPAIGN</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>• FUNDRAISING EVENT (BEGIN 2019?) – COULD ALSO OCCUR IN EARLY FALL. ORGANIZED BY THE FOUNDATION BUT ACTIVELY SUPPORTED BY THE FRIENDS</li> </ul>
<b>MAY-JUNE</b>	<ul style="list-style-type: none"> <li>• TARGETED SPRING CAMPAIGN BY THE FOUNDATION FOR SPECIAL NEED AT THE LIBRARY (BEGIN 2019?)</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>• DISTRIBUTION OF PLANNED GIVING BROCHURE AND MATERIALS</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>• DONOR APPRECIATION AND RECOGNITION EVENT – COULD ALSO OCCUR IN EARLY SPRING</li> <li>• FINALIZE PLANS FOR ANNUAL CAMPAIGN AND MAJOR GIVING</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• BEHIND-THE-SCENES ORGANIZATION OF ANNUAL FUNDRAISING CAMPAIGN</li> </ul>
<b>NOVEMBER-DECEMBER</b>	<ul style="list-style-type: none"> <li>• ANNUAL FUNDRAISING CAMPAIGN BY THE FOUNDATION</li> </ul>

NEW YEAR'S DAY	Tuesday, Jan 1
Spring Break Sunday	Sunday, April 21
Staff Professional Development Day	Friday, May 24
Memorial Day Saturday	Saturday, May 25
Memorial Day Sunday	Sunday, May 26
MEMORIAL DAY	Monday, May 27
4 <sup>TH</sup> OF JULY	Thursday, July 4
Labor Day Saturday	Saturday, Aug 31
Labor Day Sunday	Sunday, Sept 1
LABOR DAY	Monday, Sept 2
THANKSGIVING DAY	Thursday, Nov 28
Thanksgiving Weekend Sunday	Sunday, Dec 1
DAY BEFORE CHRISTMAS	Tuesday, Dec 24
CHRISTMAS DAY	Wednesday, Dec 25
DAY BEFORE NEW YEAR'S DAY	Tuesday, Dec 31
Summer Sundays	5/26-9/1

h . . . . .  
to Friday November 22

h . . . . .o 'h) . . . Friday November 22

The Board will cooperate with other Village officials and boards and maintain vital public relations.

The Board will observe ethical standards of conduct as set by the Village of Greendale ordinance 1.13 and the State of Wisconsin.

The Board will develop and ensure the mission and vision of the library.

The Board will cooperate with the Friends of the Greendale Public Library and the Greendale Public Library Foundation to achieve greater sources of funding and community support. The Board will select one of its members as a liaison to each group.

The Board will maintain strategic competencies that are clearly communicated and that guide the Board's decisions.

The Board will conduct an annual self-evaluation and make improvements based on that assessment each April.

Officers will be elected annually at the August monthly meeting for a term of one (1) year. All officer terms shall be for one (1) year and shall not be for more than three (3) consecutive terms in the same office.

#### **Article IV: Officers**

President  
Vice President  
Treasurer

President:

The President or designee shall preside at all meetings conducted under the open meetings laws. The president or designee shall authorize calls for special meetings, appoint committees, and execute all documents authorized by the Board.

Vice President will assist the president and perform the duties of the president in their absence.

## LIBRARY BOARD OF TRUSTEES SELF-EVALUATION FORM

The following self-evaluation form was adapted from the WISCONSIN PUBLIC LIBRARY TRUSTEE HANDBOOK.  
Please circle a number from 1 to 5 with 1 being YES and 5 being No.

Do I serve as a library advocate?							
YES	1	2	3	4	5	NO	
Do I understand and discharge my responsibilities to represent all segments of the community in an effort to provide the widest access and the best services possible?							
YES	1	2	3	4	5	NO	
Am I prepared to accept my responsibility to support the concept of intellectual freedom?							
YES	1	2	3	4	5	NO	
Do I understand the concepts outlined in the library's materials selection policy?							
YES	1	2	3	4	5	NO	
Am I open to innovation?							
YES	1	2	3	4	5	NO	
Do I attend board meetings promptly and regularly?							
YES	1	2	3	4	5	NO	
Do I inform the library director when I must be absent from a board meeting?							
YES	1	2	3	4	5	NO	
Is my attitude toward other board members fair, cooperative and open?							
YES	1	2	3	4	5	NO	
Do I examine the background information provided before each meeting?							
YES	1	2	3	4	5	NO	
Do I contribute effectively to the discussions during the board meetings?							
YES	1	2	3	4	5	NO	
Are my votes during board meetings always soundly based on thorough understanding of the question at hand?							
YES	1	2	3	4	5	NO	
Am I willing to abide by the majority decision and support it publicly?							
YES	1	2	3	4	5	NO	
Do I read at least one library periodical and consult relevant books and pamphlets?							
YES	1	2	3	4	5	NO	
Have I read and do I refer to the WISCONSIN PUBLIC LIBRARY TRUSTEE HANDBOOK?							
YES	1	2	3	4	5	NO	
Do I belong to the Wisconsin Library Trustees Association and read the literature each organization provides?							
YES	1	2	3	4	5	NO	
Do I attend professional library conferences, workshops, and seminars in order to expand my knowledge and stimulate my potential for effectiveness?							
YES	1	2	3	4	5	NO	
Am I familiar with Wisconsin library laws and the ways they apply to my library?							
YES	1	2	3	4	5	NO	
Do I understand what services, assistance, and aid are available from my public library system?							
YES	1	2	3	4	5	NO	
Do I understand what services, assistance, and aid are available from the Department of Public Instruction's Division for Libraries, Technology, and Community Learning?							
YES	1	2	3	4	5	NO	
Do I visit my local library enough to be thoroughly familiar with the services offered?							
YES	1	2	3	4	5	NO	
Do I interpret my library to the community through contacts with civic groups and public officials?							
YES	1	2	3	4	5	NO	

Do I work for the improvement of library legislation and the betterment of library services through the state and the nation as well as at the local level by contacting appropriate elected officials?							
YES	1	2	3	4	5	NO	
Do I recognize the needs and interests of my community and see that the library meets them?							
YES	1	2	3	4	5	NO	
Do I use the library for personal reading and study?							
YES	1	2	3	4	5	NO	
Do I visit other public libraries to increase my awareness of library practices?							
YES	1	2	3	4	5	NO	
Have I read my library's long-range plan?							
YES	1	2	3	4	5	NO	
Do I understand the library's planning process?							
YES	1	2	3	4	5	NO	
Have I read my library's policy manual?							
YES	1	2	3	4	5	NO	
Do I understand the need for an annual review and revision of the policy manual?							
YES	1	2	3	4	5	NO	
Do I recognize the differences between the duties of the library director and the duties of the board?							
YES	1	2	3	4	5	NO	
Is my attitude toward the director one of professional respect and encouragement?							
YES	1	2	3	4	5	NO	
Do I support the library director in the director's efforts to provide good library service and in the performance of professional functions?							
YES	1	2	3	4	5	NO	
Do I participate in the board's annual evaluation of the director?							
YES	1	2	3	4	5	NO	
Do I accompany the library director to budget hearings before the Village Board?							
YES	1	2	3	4	5	NO	
Do I actively work to gain funding from all appropriate sources?							
YES	1	2	3	4	5	NO	
Do I encourage staff development?							
YES	1	2	3	4	5	NO	
Have I insisted upon equitable staff salaries and personal policies, competitive with those offered for positions of comparable responsibility in the community?							
YES	1	2	3	4	5	NO	
Do I refrain from initiating or entering into library-related discussions with staff except during board settings?							
YES	1	2	3	4	5	NO	
Do I refrain from asking for special privileges or treatment?							
YES	1	2	3	4	5	NO	
Am I committed to having a library building that adequately serves my community?							
YES	1	2	3	4	5	NO	
Is the public's perception of me such that my identification as a board member builds respect for the library and enhances the library's image in the community?							
YES	1	2	3	4	5	NO	
Do I avoid even the appearance of using my library connection as a means of self-aggrandizement?							
YES	1	2	3	4	5	NO	
Am I zealous in presenting the library, the director, the staff and my fellow board members in a positive manner in my comments to individuals or groups in the community?							

# Board Self Evaluation Questionnaire

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Questions should be answered by all board members. When completed individually the results of Sections A, B and C should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the **Executive Director or CEO**. This questionnaire also includes Section E, which provides feedback to the Chair of the Board.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

## **A. How Well Has the Board Done Its Job?**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Our organization operates with a strategic plan or a set of measurable goals and priorities.                                       | 1 | 2 | 3 | 4 | 5 |
| 2. The board's regular meeting agenda items reflects our strategic plan or priorities.  | 1 | 2 | 3 | 4 | 5 |
| 3. The board has created or reviewed, in this period, some key governance job descriptions (e.g board chair, directors and committees | 1 | 2 | 3 | 4 | 5 |
| 4. The board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies.                     | 1 | 2 | 3 | 4 | 5 |
| 5. The board has identified and reviewed the organization's relationship with each of its key stakeholders                            | 1 | 2 | 3 | 4 | 5 |
| 6. The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders            | 1 | 2 | 3 | 4 | 5 |
| 7. The board has ensured that stakeholders have received reports on how our organization has used its financial and human resources.  | 1 | 2 | 3 | 4 | 5 |
| 8. _____  | 1 | 2 | 3 | 4 | 5 |

*My overall rating (add together the total of the numbers circled):*

☐ Excellent (30-24)   ☐ Satisfactory (23-19)   ☐ Poor (18- 6)

## **B. How Well Has the Board Conducted Itself?**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. As board members we are aware of what is expected of us.  | 1 | 2 | 3 | 4 | 5 |
| 2. The agenda of board meetings are well planned so that we are able to get through all necessary board business.        | 1 | 2 | 3 | 4 | 5 |
| 3. It seems like most board members come to meetings prepared.   | 1 | 2 | 3 | 4 | 5 |
| 4. We receive written reports to the board in advance of our meetings.   | 1 | 2 | 3 | 4 | 5 |
| 5. All board members participate in important board discussions.   | 1 | 2 | 3 | 4 | 5 |
| 6. We do a good job encouraging and dealing with different points of view.   | 1 | 2 | 3 | 4 | 5 |
| 7. We all support the decisions we make.   | 1 | 2 | 3 | 4 | 5 |
| 8. The board assesses its composition and strengths in advance of recruiting new board members.                          | 1 | 2 | 3 | 4 | 5 |
| 9. The board assumes much of the responsibility for director recruitment and orientation                                 | 1 | 2 | 3 | 4 | 5 |
| 10. Board members have some interaction with external stakeholders at board meetings (e.g as guests) or between meetings | 1 | 2 | 3 | 4 | 5 |
| 11. Our board meetings are always interesting.   | 1 | 2 | 3 | 4 | 5 |
| 12. Our board meetings are frequently fun.   | 1 | 2 | 3 | 4 | 5 |

*My overall rating:(add together the total of the numbers circled)*

☐ Excellent (60- 50)      ☐ Satisfactory (49-35)      ☐ Poor (34-12)

### **C. Board's Relationship with Executive Director**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. There is a clear understanding on most matters where the board's role ends and the executive director's begins.  | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the executive director.  | 1 | 2 | 3 | 4 | 5 |
| 3. The board trusts the judgment of the executive director  | 1 | 2 | 3 | 4 | 5 |
| 4. The board provides direction to the executive director by setting and reviewing policies.  | 1 | 2 | 3 | 4 | 5 |
| 5. The board has discussed and communicated the kinds of information and level of detail it requires from the executive director                            | 1 | 2 | 3 | 4 | 5 |
| 6. The board has developed formal criteria and a process for evaluating the executive director  | 1 | 2 | 3 | 4 | 5 |
| 7. The board, or a committee of the board, has formally evaluated the executive director within the past 12 months.   | 1 | 2 | 3 | 4 | 5 |
| 8. The board evaluates the executive director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy. | 1 | 2 | 3 | 4 | 5 |
| 9. The board provides feedback and shows its appreciation to the executive director on a regular basis.   | 1 | 2 | 3 | 4 | 5 |
| 10. The board ensures that the executive Director is able to take advantage of professional development opportunities.                                      | 1 | 2 | 3 | 4 | 5 |
| 11. _____   | 1 | 2 | 3 | 4 | 5 |

*My overall rating: (add together the total of the numbers circled)*

☐ Excellent (40+)   ☐ Satisfactory (28-39)   ☐ Poor (11-27)

### **D. My Performance as an Individual Board Member (Not to be shared)**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. I am aware of what is expected of me as a board member.  | 1 | 2 | 3 | 4 | 5 |
| 2. I have a good record of meeting attendance.  | 1 | 2 | 3 | 4 | 5 |
| 3. I read the minutes, reports and other materials in advance of our board meetings.                          | 1 | 2 | 3 | 4 | 5 |
| 4. I am familiar with what is in the organization's by-laws and governing policies                            | 1 | 2 | 3 | 4 | 5 |
| 5. I frequently encourage other board members to express their opinions at board meetings.                    | 1 | 2 | 3 | 4 | 5 |
| 6. I am encouraged by other board members to express my opinions at board meetings.                           | 1 | 2 | 3 | 4 | 5 |
| 7. I am a good listener at board meetings.  | 1 | 2 | 3 | 4 | 5 |
| 8. I follow through on things I have said I would do.   | 1 | 2 | 3 | 4 | 5 |
| 9. I maintain the confidentiality of all board decisions.   | 1 | 2 | 3 | 4 | 5 |
| 10. When I have a different opinion than the majority, I raise it.  | 1 | 2 | 3 | 4 | 5 |
| 11. I support board decisions once they are made even if I do not agree with them.                            | 1 | 2 | 3 | 4 | 5 |
| 12. I promote the work of our organization in the community whenever I had a chance to do so.                 | 1 | 2 | 3 | 4 | 5 |
| 13. I stay informed about issues relevant to our mission and bring information to the attention of the board. | 1 | 2 | 3 | 4 | 5 |

*My overall rating: (add together the total of the numbers circled)*

☐ Excellent (40+)   ☐ Satisfactory (28-39)   ☐ Poor (11-27)

### **E. Feedback to the Chair of the Board (Optional)**

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

1. The chair is well prepared for board meetings.	1	2	3	4	5
2. The chair helps the board stick to the agenda.	1	2	3	4	5
3. The chair tries hard to ensure that every board member has an opportunity to be heard.	1	2	3	4	5
4. The chair is skilled at managing different points of view	1	2	3	4	5
5. The chair has demonstrates versatility in facilitating board discussions.	1	2	3	4	5
6. The chair knows how to be direct with an individual board member when their behaviour needs to change.	1	2	3	4	5
7. The chair helps the board work well together.	1	2	3	4	5
8. The chair demonstrates good listening skills.	1	2	3	4	5
9. The board supports the chair.	1	2	3	4	5
10. The chair is effective in delegating responsibility amongst board members.	1	2	3	4	5
11. The chair ensures the board is aware of his/her organizational activities outside of our board meetings	1	2	3	4	5
12. _____	1	2	3	4	5

*My overall rating: (add together the total of the numbers circled)*

☐ Excellent (40+)   ☐ Satisfactory (28-39)   ☐ Poor (11-27)

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 2/13/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: ***Directors' Report: Jan/Feb 2019***

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### General updates:

- New public computer reservation and printing system has been scheduled for installation on February 22. These computers will be unavailable for the entire day. Patrons will be notified in advance.
  - The primary benefits of this system are credit card payment, printing from patron personal devices, pay-as-you-go that eliminates staff involvement in accepting and crediting funds for patron printing.
- Meeting Room Policy is being reviewed by the Village Attorney for legal compliance, specifically related to current GPL restrictions on use for practice of religious doctrine or service. Revised wording has been requested. This is an internal inquiry, it has not been prompted by litigation or customer complaint.
- Library was closed on Monday January 28 due to inclement weather. Nearly every other Milwaukee County public library was closed that day as well. We remained open for the rest of that week of cold temperatures.
- Cheers to Education (District fundraiser) will take place Friday 2/22. Library will close at 4PM. Plans are in place to ensure after-event cleaning is sufficient to reopen for library services promptly at 8AM the following day.

### Programs:

- Winterfest was supported by the Library through extended hours (until 4PM) and a wreath craft for youth. The Library appeared to be a popular community connecting place for families with young children throughout the day.

### Staffing updates:

- All 2018 staff performance evaluations are completed. We now wait for the Village to review its staff evaluations, calculate COLA and approve the Salary and Benefit Resolution. At that time we will calculate our own staff compensation package, approve/adopt the Village Salary Resolution, and submit memos to staff for any back pay to 1/1/19 owed. This is likely to be March.
- Customer Service training by CVMIC was coordinated by the library director in cooperation with PD dispatchers. 8 library staff were able to attend.

### Meetings attended:

- 2/10 CLC Directors
- 2/13 CVMIC Village annual work plan

### Meetings upcoming:

- 2/19 Village Safety Meeting
- 2/19 Greendale Friends Annual Meeting

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 3/12/19  
To: Library Board  
From: Brian Williams-Van Klooster, Library Director  
**Re: Directors' Report: month/month year**

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### General updates:

- MCFLS Director Steve Hesel met w/ President Amidzich on 2/20. Shared handouts of MCFLS *Summary of Services* and reviewed final PLSR recommendations. Highlighted potential PLSR impact area “analyzing the current funding formula” which has been in place for over 20 years. Two days later the final recommendations were approved by the PLSR Steering Committee and are now in the hands of Superintendent Evers. No decision or action on these recommendations by Evers is scheduled or impending. MPL City Librarian Paula Kiely and MCFLS Director Hesel will continue to be very engaged with Evers’ office moving forward to be sure any funding formula discussions account for factors such as poverty level and population density.
- CLC billing change intended for February Library Board discussion was approved by District and Village Clerk, and will go into effect for 2019 and forward per the February Library Board memo. No impact or changes to Library budget.
- Library was without computer file access for two weeks due to a server outage that affected the whole Village. We were able to maintain public service operations due to our Badgernet connection directly to MCFLS. Staff were very creative in making good use of time and alternative work methods to stay productive.
- Phones were down all day Friday 3/8 and half day Saturday 3/9 from a large underground cable cut by utility workers.
- CLC facility repairs included
  - replacing 4 entryway fixtures at the Health entrance with LED for improved visibility and 24/7 power
  - replacing 2 ceiling fixtures in study rooms with LED
  - replacing three previously inoperable security cameras - CLC main entry and two exterior front views are restored
- Request submitted to Village Manager to spend some CLC funds on valence lighting replacement with LED above P&R desks and Youth desk – ballasts keep burning out bulbs, funding share proposed from Library, CLC and P&R (already made commitment). Incremental replacement of all valence lighting will be part of 2020 CLC budget increase request.
- New print kiosk install was smooth, with many regular patrons making use of it easily and time spent by staff on accepting small payments has been eliminated.
- Request to change Staff Professional Development date from May 24 to November 15 or 22, or December 13. Finding that many staff are disappointed by not being able to extend one of the few full weekend holidays into Friday, especially those who are part time and do not normally work Fridays.

### Staffing updates:

- Resignation by Library Associate B. Myers, final day is 3/21, has accepted full time employment at another MCFLS member library.

**Meetings attended:**

- 2/21 Copier vendor sales call – Office Copying Equipment
- 2/26 Stu Wilson phone call
- 2/28 MCFLS full-day strategic planning session
- 3/1 Copier vendor sales call – Milwaukee Office Products
- 3/5 Friends meeting w/ President and Secretary
- 3/7 MCFLS LDAC
- 3/8 CLC Directors

## GREENDALE PUBLIC LIBRARY STAFF REPORT



Date: 2/13/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: Jan-Feb 2019**

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### **Memo from Lisa Reinke, Youth Services Librarian:**

- attached

### **Adult Services (Nicole):**

- Last year I had partnered with Emily Weiss, the Adult Services Librarian from South Milwaukee for a Mahjongg program. From June-December Emily hosted a Mahjongg program at South Milwaukee which I attended and assisted with. From January-May I will be hosting Mahjongg at Greendale along with Emily's help. The first Mahjongg date this year January we had 4 people. Most of the patrons weren't able to attend South Milwaukee's program so they were excited that the program will be held at Greendale this year.
- January's Lunch and Learn topic was presented by Dr. Shannon Kurtz from McAvoy Chiropractic LLC. She talked about some tips on suggestions for relieving back pain. 5 patrons had attended the presentation and enjoyed asking her lots of questions.
- February's Lunch and Learn topic was Frauds and Scams and was presented by Courtney Anclam from AARP. We had 9 people attend. Her presentation included some great ways to protect yourself from scams, how to identify the different types of scams and was able to answer other questions from patrons.

### **Teen Services (Tara):**

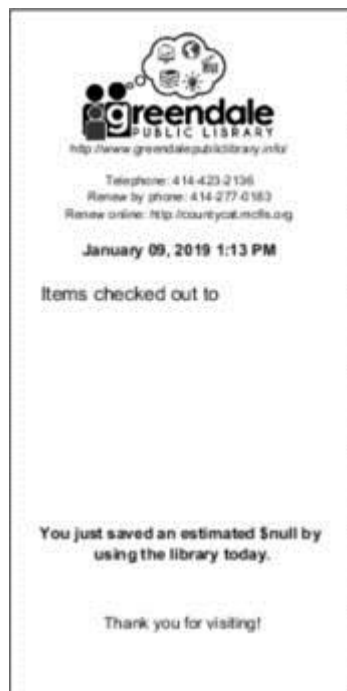
- January 10th I attended the Mock Printz Awards at Wauwatosa Public Library. This is an annual event where school and public library librarians from the area gather to discuss what teen books for the year are thought to be contenders for the American Library Association's Printz Award. After the discussion the group votes on the winner. This is a great opportunity to meet with other librarians and become aware of popular and/or important books that we do not have in our collection. After attending this event I did order some titles for teen that I learned about at Mock Printz.
- On January 24th I also attended two sessions of a webinar conference. Both sessions were on programming and I got some great ideas that I can use for our teen programs.
- February 7th I attended the Milwaukee Public Library Youth and Young Adult Services Professional Development Day. The topic of the event was Equity, Diversity, and Inclusion Practices. This was a great training. I got some wonderful resources to aid in maintaining a collection that reflects diversity and inclusion and there was some great discussion about diversity in our profession.
- February 11th was our Monday Movie Matinee program for adults. We showed the movie Flipped and had 16 participants.

- January 24th was our Teach Tara Fortnite teen program. Teens were able to try to teach me how to play Fortnite, a popular computer game I am clueless about, and play with each other. 17 teens participated in the program.



### Circulation Services (Julie):

- Julie and Jenifer attended the Circulation Services meeting on January 17<sup>th</sup> at the Mitchell Street branch. The meeting included a session from MPL security regarding Active Shooter training and resources, as well as the importance of having regular safety training. After the meeting we received a tour of the branch which is part of a historic redevelopment of the Hill's Department Store building. Some of its unique features include a "social stair" of tiered, cushioned seating with outlets for laptops, a cozy reading area with a fireplace, and a high tech makerspace that includes a full kitchen for cooking classes and a recording studio for video editing, music editing and graphic design.
- A new feature was added to patron's date due receipts that promotes the value of using the library. At the bottom of the slip it now says, "You just saved an estimated \$\$ by using the library today." This gives our patrons an estimate of how much it would have cost had they purchased the items instead of using the library!



## January 2018 Greendale Public Library Board Report from Youth:

### Professional Development Highlights:

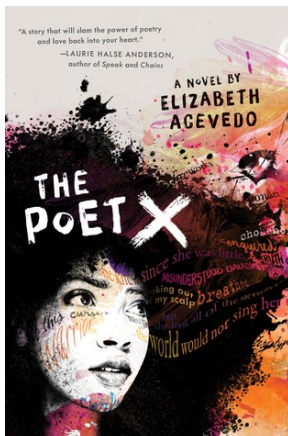
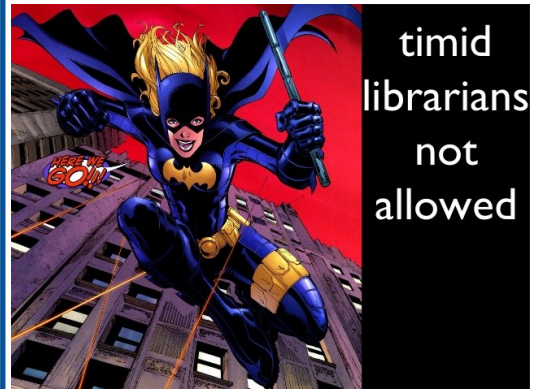
- Participated in Mock Printz Mock Elections. This is a city-wide event in which participants (prior to the event) read 5 of the best novels written for young adults in 2018. Participants discuss and learn about quality young adult literature. These type of events strengthen my customer service because I can enthusiastically recommend some fantastic current books to patrons
- Took two staff development webinars at the Wild Wisconsin Webinar, state-wide virtual conference developed by the Nicolet Federated Library System and supported by 15 other library systems (including Milwaukee County Federated Library System) in Wisconsin. Topics: What Makes a Great Children's Librarian and Preventing Burnout in Libraries



A few slides from the presentations:

#### BURN-OUT IN LIBRARIES:

- Stereotypical library vs. real life
- Frequent interruptions
- Budget problems and excessive workloads
- Difficult customers
- Difficulties with co-workers or management
- Lack of recognition and support for the hard work being done



Printz Book  
Award  
Winner



## GREENDALE PUBLIC LIBRARY STAFF REPORT



Date: 3/14/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

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

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### Memo from Lisa Reinke, Youth Services Librarian:

- attached

### Teen Services (Tara):

- February 14th was also Literacy Night at the Greendale Middle School and Nicole the Adult Services Librarian and I had a booth at the event to promote teen services at the library and the upcoming Teen Summer Reading Program. We spoke with 83 students and parents, gave them handouts with the listing of spring teen programs, and had them play space trivia (space is the upcoming summer reading theme).
- The Teen cupcake Wars program was on February 14th and 13 teens attended.



- February 27th was the Teen Anime Hangout with Mochi. Mochi is a popular Japanese ice cream snack and we attempted to recreate it with varied success. I think they just enjoyed making a mess. Thirteen teens participated.



- March 5th was the teen program Do You Believe This Stuff? Teens gave palm reading, numerology, the Chinese Zodiac, and handwriting analysis a try and discussed whether or not they believed in it. We did actually have some believers. 8 teens participated.
- March 7th was the adult Tech Topics: Using a Smartphone or Tablet. The Mac Pac students from the high school put together this program to offer patrons help with using their smartphones and tablets and to show them some features that they may not be aware of. It was a great success for all involved. This was an excellent teaching experience for the Mac Pac students and patrons who participated provided some very positive feedback. Ten people attended this program.
- March 14th was the adult Tech Topics: Facebook, Why or Why Not? This was another program led by the Mac Pac Students and 5 people attended.

#### **Circulation Services (Julie):**

- Staff appreciated the opportunity to attend a customer service training course in early February, and almost all the circulation staff was able to attend. We discussed general customer service topics and tips, and worked in small groups to discuss what we feel we do well and areas we would like to see ourselves improve.
- Julie attended the MCFLS Create lists training on February 14th at the Greenfield Library.
- Terri J was able to attend a book repair workshop on March 5th at the Mukwonago Community Library. She picked up a lot of tips and suggestions for keeping our collection in good shape!
- We had a pair of compliments: A patron let us know that she loves to bring her grandchildren here when they visit in the summer to take advantage of the many programs we offer. She says staff is always very helpful and pleasant. Our MCFLS delivery driver also informed us that he likes coming to our library because staff is always pleasant and conversational toward him, unlike many of the other libraries on his route.

## February 2019 Greendale Public Library Board Report from Youth:

### Professional Development:

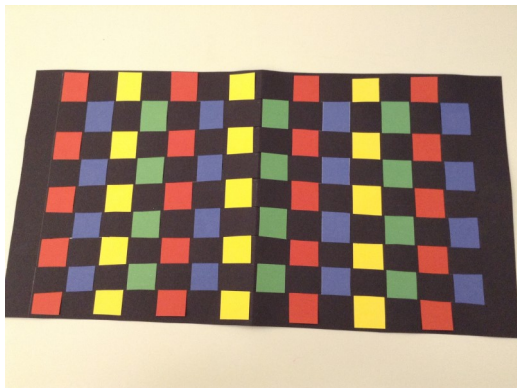
- Customer Service Training through CIVMIC (Cities and Villages Mutual Insurance)
- Equity, Diversity & Inclusion Training Day at the United Way Volunteer Center

### Programming Highlights:

- Started 2 programs—After School Family Fun and Storytime—which will run weekly through April
- Helped with Teen Cupcake Wars teen program

### Collection Development:

- Worked with Baker and Taylor to coordinate/start a Collection Development Series program so our library will receive youth books before their official releases dates. The new books will be processed early so our Greendale families will be able to enjoy them on the first day of publication!



Greendale Families love their  
crafts!

**GREENDALE PUBLIC LIBRARY  
BOARD MEMO**



Date: 3/13/19  
To: Library Board  
From: Brian Williams-Van Klooster, Library Director  
**Re: *Agenda item # 11 - 2018 Library Staff Performance Evaluations including Library Director***

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**Attachments:**

none

**Discussion:**

All library staff 2018 performance evaluations have been completed. Average score is 2.39, translating to an average merit increase of .55% of each salary midpoint.

The Village Manager expects to pass the Village Salary and Benefit Resolution at a March meeting.

**Fiscal implication:**

If the Salary and Benefit Resolution passes with a 1.8% COLA, our wage costs including merit increases will increase our adopted budget wages account by \$2000.

**Library Director's recommendation:**

None at this time.