



Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, May 15, 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: April 17, 2019 meeting	ACTION
5)	Approval of Financial Reports:	ACTION
	a) Check Register: April 2019	
6)	Review of Financial Statements:	
	a) Expenditures to Actual Comparison: 04/19	INFORMATION
	b) Revenue to Actual Comparison: 04/19	INFORMATION
	c) Balance Sheet: 03/19	INFORMATION
7)	Unfinished Business:	
	a) Review annual Library Board Calendar	DISCUSSION
	ATTACHMENT	
8)	New Business:	
	b) Discuss annual Library Board Trustee terms and renewals	DISCUSSION
	ATTACHMENT	
	c) Trustee Continuing Education: discussion of Director's memo re: book <i>Lean Library Management</i>	DISCUSSION
	ATTACHMENTS	
	MEMO DISTRIBUTED AT MEETING	
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 employment benefits</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, April 17, 2019**

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

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

Excused:

Also Present: Van Klooster- Library Director

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

PUBLIC COMMENTS

NONE

APPROVAL OF THE MINUTES

Trustee Kiltz moved, Trustee Dombrowski seconded approval of the March 20, 2019 minutes.

Ayes: All

Noes: None

Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: March 2019

Trustee Kiltz moved, Trustee Huberty seconded approval of the March 2019 expenditures in the total amount of \$12,576.32

Ayes: All

Noes: None

Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: 03/19
- b) Revenue to Actual Comparison: 03/19
- c) Balance Sheet: 02/19

UNFINISHED BUSINESS

- a) Library Board annual self-evaluation

The completed evaluation was discussed. Jensen feels having the strategic plan in place will help board in improving direction, Amidzich agrees. Amidzich discusses development of an annual calendar of reports, eg a Friends report after their annual meeting, strategic plan process check-ins, partnership updates, staff development and engagement updates, end of summer reading report. Kiltz recommends that reports reflect strategic priorities, and are an opportunity to establish goals and measures, wonders what those might be and what methods could be used for measuring progress, including online and paper surveys, ensuring resource allocation is appropriate, etc.

NEW BUSINESS

- a) Revision to policies to allow patron access to electronic resources without regard to fine amount

Trustee Jensen moved, Trustee Huberty seconded revision to *Policy-Public Computer Use* and *Policy-Library Card and Circulation* to allow access to all electronic resources without regard to fine amount. There was no special discussion or provision for hoopla as being separate from other resources.

Ayes: All
Noes: None
Motion to approve: Carried

b) Revision to *Policy-Meeting Room Use*

Trustee Kiltz moved, Trustee Jensen seconded revision to *Policy-Meeting Room Use* to accept Village legal counsel recommendations for revision.

Ayes: All
Noes: None
Motion to approve: Carried

c) Discuss process for aligning annual personnel evaluations with Village budget timeline

Library Board Trustees discussed the Village Trustees' recent consideration of conducting performance evaluations in June/July in order to prepare the upcoming budget with hard numbers. Evaluations would be completed in time for the Library Board to prepare a draft budget for submittal to the Village Manager as he begins to consider the overall municipal budget. Board requests that Van Klooster and the Circulation Supervisor conduct a 6-month review for all staff to be completed in July 2019, and then standard annual reviews in July thereafter.

INFORMATIONAL AND DISCUSSION ITEMS

a) Director's Report

Van Klooster highlighted the unique and relevant Lunch and Learn topics

b) Library Staff Report

c) President's Report

d) Friends of the Greendale Public Library Report

Trustee Huberty noted there is a rescheduled Friends Annual Meeting on May 21.

CORRESPONDENCE

None

CLOSED SESSION

Trustee Kiltz moved, Trustee Jensen seconded convening in Closed Session to discuss Library Director performance and probation evaluation; and review Resolution 2019-1: Library 2019 Salary Resolution

Ayes: All
Noes: None
Motion to approve: Carried

RETURN TO OPEN SESSION

Trustee Huberty moved, Trustee Jensen seconded returning to OPEN SESSION

Ayes: All
Noes: None
Motion to approve: Carried

a) Director performance and probation evaluation; and review Resolution 2019-1: Library 2019 Salary Resolution

Trustee Huberty moved, Trustee Dombrowski seconded approving Library Director performance and probation evaluation; and Resolution 2019-1: Library 2019 Salary Resolution as presented.

Ayes: All
Noes: None
Motion to approve: Carried

ADJOURNMENT

The meeting adjourned at 7:07 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
55440							
JANI-KING OF MILWAUKEE							
04/19	07-51-61100	MAINT SUPPLIES-BUILDING	04/05/2019	169.77	MIL03190676	CLEANING SUPPLIES 49%	
Total 55440:				169.77			
122312652							
ACH WE ENERGIES							
04/19	07-51-57100	UTILITIES	04/24/2019	2,161.09	042019	5647 Broad-5650 Parking St Library	
04/19	07-51-57100	UTILITIES	04/24/2019	56.15	042019	5647 Broad-5650 Parking St Library	
Total 122312652:				2,217.24			
122312654							
ACH US BANK PCARD							
04/19	07-51-56502	ADULT AUDIO BOOKS	04/29/2019	30.00	03JORDAN	adult audiobooks	MICRO MARKETING LLC
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	18.00	03JORDAN	Teen Mochi Program	SENDIK'S GREENDALE
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	47.58	03JORDAN	Teen Mochi Program	WAL-MART #5668
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	35.41	03JORDAN	Teen programming	WM SUPERCENTER #1551
04/19	07-51-61100	MAINT SUPPLIES-BUILDING	04/29/2019	42.53	03KVICTORY	LIBRARY	ALSCO INC.
04/19	07-51-57100	UTILITIES	04/29/2019	219.99	03KVICTORY	LIBRARY	TWC*TIME WARNER CABLE
04/19	07-51-75028	LIB DONATION PURCHASE	04/29/2019	89.00	03REINKE	Grandhaven Event-Winterfest Supplies	ACCUCUT
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	75.78	03REINKE	Used wrong credit card-sorry!	WAL-MART #5438
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	29.00	03REINKE	Summer Reading Program-Prizes	DOLLAR TREE
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	75.78-	03REINKE	Used wrong credit card-sorry!	WAL-MART #5438
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	34.51	03REINKE	Supplies for After School Family Fun	SENDIK'S GREENDALE
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	25.92	03REINKE	Holiday Supplies for Displays and Storytime	PARTY CITY 5337
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	48.73	03REINKE	Supplies for After School Family Fun	WAL-MART #5438
04/19	07-51-75031	LIBRARY PROGRAMS	04/29/2019	26.12	03SCHNEIDER	supplies for programs	WAL-MART #5668
04/19	07-51-55100	OFFICE SUPPLIES	04/29/2019	83.30	03SCHUMACH	Office Supplies	DEMCO INC
04/19	07-51-55100	OFFICE SUPPLIES	04/29/2019	42.03	03SCHUMACH	March Office Supplies	OFFICEMAX/DEPOT 6869
04/19	07-51-56501	YOUNG ADULT BOOKS	04/29/2019	441.52	03VANKLOOST	Teen Books	BAKER & TAYLOR - BOOKS
04/19	07-51-75028	LIB DONATION PURCHASE	04/29/2019	164.54	03VANKLOOST	Lucky Day media	BAKER & TAYLOR - BOOKS
04/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/29/2019	680.16	03VANKLOOST	Adult Media	BAKER & TAYLOR - BOOKS
04/19	07-51-75028	LIB DONATION PURCHASE	04/29/2019	563.65	03VANKLOOST	Lucky Day books	BAKER & TAYLOR - BOOKS
04/19	07-51-56500	ADULT BOOKS	04/29/2019	2,545.59	03VANKLOOST	Adult Fiction	BAKER & TAYLOR - BOOKS
04/19	07-51-56503	ADULT LARGE PRINT	04/29/2019	277.13	03VANKLOOST	LP books	BAKER & TAYLOR - BOOKS
04/19	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/29/2019	499.18	03VANKLOOST	Youth Media	BAKER & TAYLOR - BOOKS
04/19	07-51-56500	ADULT BOOKS	04/29/2019	1,547.33	03VANKLOOST	Adult Nonfiction	BAKER & TAYLOR - BOOKS

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
04/19	07-51-61100	MAINT SUPPLIES-BUILDING	04/29/2019	26.30	03VANKLOOST	BatteryTester.ElectricalCord	THE HOME DEPOT #4941
04/19	07-51-56504	YOUTH BOOKS	04/29/2019	4,190.14	03VANKLOOST	Youth Books	BAKER & TAYLOR - BOOKS
Total 122312654:				11,707.66			
Grand Totals:				14,094.67			

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	19,540.87	231,687.00	74,742.80	156,944.20	32.26%
07-51-42200	SALARIES - TEMPORARY	11,519.63	161,857.00	47,773.93	114,083.07	29.52%
07-51-42300	SALARIES - OVERTIME	167.81	.00	182.21	182.21-	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	18,283.46	42,116.54	30.27%
07-51-45200	LIFE INSURANCE	22.93	400.00	84.35	315.65	21.09%
07-51-46100	SOCIAL SECURITY	1,468.77	18,457.00	5,504.82	12,952.18	29.83%
07-51-46200	WRS EMPE/EMPR	1,653.41	19,499.00	6,240.71	13,258.29	32.01%
07-51-46300	MEDICARE	423.78	5,707.00	1,655.19	4,051.81	29.00%
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	.00	9,500.00	1,263.90	8,236.10	13.30%
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	.00	25,000.00	5,188.77	19,811.23	20.76%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	584.32	915.68	38.95%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	93.98	506.02	15.66%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	277.13	722.87	27.71%
07-51-56504	YOUTH BOOKS	.00	21,000.00	15,972.88	5,027.12	76.06%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	.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	2,217.24	26,250.00	7,779.74	18,470.26	29.64%
07-51-61100	MAINT SUPPLIES-BUILDING	169.77	8,150.00	2,547.20	5,602.80	31.25%
07-51-75023	LIBRARY - MCFLS RECIP EXP	.00	9,300.00	2,465.91	6,834.09	26.52%
07-51-75028	LIB DONATION PURCHASE	.00	13,000.00	2,729.89	10,270.11	21.00%
07-51-75031	LIBRARY PROGRAMS	.00	10,000.00	1,278.94	8,721.06	12.79%
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:		42,154.47	698,537.00	235,517.59	463,019.41	33.72%
Net Grand Totals:		42,154.47-	698,537.00-	235,517.59-	463,019.41-	33.72%

Account Number	Account Title	04/19 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	.00	9,300.00	9,736.67	436.67-	104.70%
07-00-22515	DONATIONS LIBRARY	807.84	13,000.00	1,577.23	11,422.77	12.13%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	1,626.55	3,373.45	32.53%
07-00-22959	LIBRARY FINES	429.90	11,000.00	4,388.63	6,611.37	39.90%
07-00-22960	LIBRARY BOOK CHARGES	43.00	1,000.00	844.56	155.44	84.46%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	89.95	1,000.00	419.04	580.96	41.90%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		1,370.69	670,300.00	466,481.50	203,818.50	69.59%
Net Total LIBRARY FUND:		1,370.69	670,300.00	466,481.50	203,818.50	69.59%
Net Grand Totals:		1,370.69	670,300.00	466,481.50	203,818.50	69.59%

VILLAGE OF GREENDALE
BALANCE SHEET
3/31/2019

ASSETS

07-00-111000	CASH DEPOSIT	\$ 329,335.43
07-00-111080	PETTY CASH	<u>\$ 200.00</u>

TOTAL ASSETS \$ 329,535.43

LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (11,707.66)
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		\$ (11,707.66)

FUND EQUITY

07-00-170000	FUND BALANCE	\$ (46,080.08)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (271,747.69)</u>

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY

\$ (317,827.77)

\$ (329,535.43)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.

February

- Annual report reviewed, approved, and forwarded to library system and DLT.
- Remind Board of annual self evaluation due in April.

March

- Board annual self evaluation in packet.

April

- Board annual self evaluation results discussion.

May

- Trustees terms ending in July - provide the Library Board President and Village President notice of interest to continue to serve. Board President, the Director and the Village Board Liaison present a slate of candidates to Village President for consideration if needed.
- Library policies reviewed and revised if necessary.

June

- Trustee continuing education session held during meeting.
- Director provides board with preliminary recommendations for budget priorities for coming year and recommended adjustments to staff salary schedule.

July

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.
- Discuss and approve Library Salary Resolution and Staff performance evaluations.
- Orientation for new Trustees.

August

- Officers elected for 1 year term (President, Vice President, Treasurer).

September

- Board representatives attend municipal budget hearings to explain and advocate for budget.
- Review statistical reports/charts (see Sept '18 packet for examples)

October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.
- Trustee continuing education session held during meeting.

December

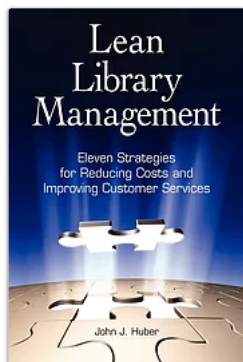
- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.

Current Office	Representative of	Name	Term
	Citizen	Vicki Jensen	July 2016 - June 2019
Vice President	Citizen	Deb Huberty	July 2018 - June 2021
President	Citizen	Kim Amidzich	July 2018 - June 2021
	Citizen	Kate Dombrowski	July 2017 - June 2020
Treasurer	School District	Dr. Gary Kiltz	Appointment annually renewed automatically
	Village Trustee	Carl Genz	Re-appointed annually
	Citizen	Elaine Unger	July 2018 - June 2021

Lean Library Management

"Eleven Strategies for Reducing Costs and Improving Customer Services "

By John J. Huber



[Click here to read a sample](#)

Libraries today face reduced budgets, increased customer expectations, and aggressive competition from web-based information sources.

Management guru John Huber, a pioneer and leader in the Lean Manufacturing movement, has worked as a consultant with libraries across North America. In this new book, he shows you how to apply Lean principles and practices how making small, simple changes in everyday routines will reap large time- and money-saving results.

You ll learn how to:

- Create a culture of change,
- Define and streamline your library's service delivery chains
- Transform everyday operations like placing customer reserves and technical service processes
- Implement performance measures that can drive continuous improvement
- Apply Lean techniques in digital operations.

Ten years of success-proven strategies and success stories from libraries where John Huber has partnered are included throughout. By learning and applying these principles, your library will dramatically improve efficiency, service performance, and service lead times.

Book Reviews

"I've been a long time devotee to the concept of kaizen, making small continuous improvements to reap efficiency. Lean Library Management empowers this lean school of thought by energizing staff who know our services inside and out. John Huber's book focuses staff creativity and brainpower by challenging mindsets."

-Linda Saferite, Former CEO, Tulsa City/County Library

"Recommended for relevant staff in medium and large libraries to run the library more efficiently and as a tool for assessing library operations."

-Library Journal, March 2011

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Lean Library Management Methodology



To understand Lean, visualize a river near you. Is it a smooth-flowing river with straight banks? Or is it a river with twist and turns, white-water rapids followed by dry mud-filled beds and stagnant water? If you understand these two types of rivers, you understand the power of Lean. Lean has its roots in the Toyota Production System, commonly referred to as TPS. TPS revolutionized not only Toyota but the entire Japanese Manufacturing Industry. Thirty years later, nearly every successful manufacturing company in North America has embraced the concepts of Lean Manufacturing, seeing it as a fundamental tool for survival. Working with Libraries across North America, Mr. Huber discovered that Lean is just as powerful for the library world as it still is for the manufacturing industry.

Mr. Huber has fine tuned the Lean Methodology for the Library world, and it is called 'Lean Library Management'. We have taken the core principles of Lean, including service chains, elimination of all wastes, seeking out the quickest and smoothest flow path, 'U' shaped flow, cross-functional teams, Kanban and much more into easily understood concepts that librarians and their staff can embrace. The successes speak for themselves.



The principles of Lean that we can help you apply at your library include:

- Anything that does not add value to a service or a product is wasteful and separates you from your ability to better service your customers.
- All waste must be attached and eliminated.
- As waste is eliminated, costs are reduced, quality improves, and customer service lead-times are reduced.
- Lean seeks to create the smoothest and quickest delivery path to your customer. The smoother the flow, the less disruption, the fewer peaks and valleys, and therefore less delay.
- The fewer errors and wasteful activities in the process, the better the product, and most important, the better the customer service.
- Lean teaches us the shorter the service delivery time, the less cost incurred.
- By reducing lead times, Lean allows an organization to respond to the changing customer demand requirements more quickly and with more flexibility.
- If you commit your organization to eliminate disruption, delay, error, and wasteful activities, your library will improve customer service *and* reduce costs.

If you're interested in learning more about Lean and how your library can benefit, just give us a call at (918) 691-7864 or send us an email at jhaconsults@gmail.com.

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Contact Us Today

Email: jhaconsults@gmail.com
 Phone: (918) 691-7864

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GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 5/11/19

To: Library Board

From: Brian Van Klooster, Library Director

Re: ***Directors' Report: April/May 2019***

General updates:

- Trustee Genz reappointed to Library Board
- After school student behavior has been much improved starting the week of 4/22 after discussion with Police Chief Ryan, SRO Jeremy, and GMS Principal John
- Received \$500 donation from Greendale Woman's Club for purchase of Large Print books
- Historical Society will work with GPL and MCFLS in early fall to receive a long term loan of 1 of 3 document digitization kits funded by a DPI LSTA grant
- Veteran's Kiosk update
 - MOU has not been submitted to or approved by Vet's Memorial Committee or Village Trustees due to delays in determining if Vet's Memorial Committee should be party to the agreement, since the Village will be the sole Kiosk owner and caretaker
 - Kiosk shelter construction is yet to be funded, if funds cannot be raised it is likely that the Vet's Memorial Committee will ask Library to be year-round home for Kiosk
- St Al's student artwork will be up for most of May. The show was separated from Greendale's after two years of a combined show, allowing more work to be displayed. Visitors comment that they enjoy seeing student art.
- Friends of the Library hosted a table at Pet Palooza, inside the CLC main entry. They will have a fundraiser quilt raffle to end at Village Days, with 3 quilts made and donated by the Busy Quilting Bees and coordinated by Judy Roberts, past president of the Franklin Library Friends.

Staffing updates:

- New Reference Associate Emily W. started on 5/6, she will work intermittent shifts until her first regularly scheduled week starting 5/26

Meetings attended:

- 4/16-18 Greendale Community Building Workshop
- 5/8 Greendale Community Conversation on Diversity
- 5/9 Phone meeting with Kim of Ujima United regarding Strategic Plan final draft

Meetings upcoming:

- 5/21 Friends of the Library annual meeting

April 2019 Youth Highlights

Interdepartmental CLC Programs for Youth:

- Coordinated with *Health Department* to coordinate a nutrition snack program right after storytime resulting in increased attendance for both the storytime and the nutrition program!
- Coordinated with *Bloom and Grow* preschool and *Park and Rec* director to have Bloom and Grow spend their entire morning at the library.

Improved Youth Displays and Book Bibliographies:

- New process in which 3 weekly displays (fiction, beginner readers and ramp wall) are regularly updated. Holiday and seasonal displays were expanded and improved.
- Displays were complimented upon by patrons and many displays needed daily replenishment, which means patrons were checking out the display books!
- Women's History Month and Mommy bibliographies were created.



Big crowds for storytime and
“Healthy Snack” event!

Example of Display Sign to showcase
environmental books for kids



**Knowledge is free at
the library. Just bring
your own container.**

**GREENDALE PUBLIC LIBRARY
STAFF REPORT**



Date: 5/10/19

To: Library Board

From: Brian Williams-Van Klooster, Library Director

Re: **Staff Report: Apr/May 2019**

Memo from Lisa Reinke, Youth Services Librarian:

- Attached

Adult Services (Nicole):

- On Friday April 12, in honor of National Poetry Month, we hosted a poetry open mic night in the evening from 6-7:30. We had a registration sheet for patrons to sign up for 5 minute reading time slots. We had 10 patrons sign up to do a poetry reading and 9 other patrons came to listen. Ed Block was one of the patrons to attend and he was able to read some of his known poems.
- For April's Lunch and Learn we had Brooke Gilley, a naturalist from the Wehr Nature Center, come present on gardening for butterflies and hummingbirds. She gave a great presentation on the different species of butterflies and hummingbirds and how to attract them into your yard. We had 11 patrons attend and all were eager to ask Brooke different questions.
- The last day in April I hosted a Cookbook Challenge. In 2017 during the Summer Reading Program the former adult services librarian hosted this program and the patrons loved it. Since then they had been asking to have it again. Scheduling it proved to be difficult but I finally found a night where it could work. On Tuesday April 30th from 6:30-7:30 patrons were invited to come look at some of the newer, more popular cookbooks and each picked a recipe they have never done before. We plan to meet again at the end of May where each of us will bring the finished recipe to share with the other patrons and enjoy a potluck dinner. We had 4 patrons attend.

Teen Services (Tara):

- April 25th: Teen Escape Room Program- Thirteen teens raced to beat the clock and find the antidote for a zombie virus that had been released by a mad scientist.
- Meetings: April 24th, MCFLS Database Maintenance Committee Meeting; May 9th, Milwaukee Mixers Committee Meeting
- We have completed the library's fiction labeling project. Now all fiction books have spine labels, which makes locating and shelving items easier for both patrons and staff.

Circulation Services (Julie):

- This spring the circ staff had the opportunity to view some online customer service training courses available through Lorman Education Services. Some of the topics included useful communication phrases, techniques for dealing with difficult customers and time management.
- On April 12th Jenifer attended a CVMIC training session on coaching and feedback that provided tips on how to be a good listener and make connections with staff.
- We had 2 non-resident visitors who gave compliments to our library. One praised our Youth area and the interactive magnetic boards. The other complemented the layout of the library and in particular enjoyed our displays and our travel book collection.
- 3 circulation staff attended the Health Department's Stop the Bleed training on 5/8.

TEEN ESCAPE ROOM!

Cooperation, Creativity, Teamwork, Candy!



Employees are not eligible to receive cash instead of payment into the post employment health account. The Village will provide eligible employees with the opportunity to participate in a post employment health insurance account at no cost to the Village. Any employee who retires and receives a severance benefit pursuant to this section shall have his/her severance payment made into the post employment health insurance account. The post employment health insurance account shall be used to pay premiums in accordance with Article III of this resolution as well as deductibles, co-pays, claims and other medical expenses as permitted by the plan documents. The Village reserves the right to select the plan and the plan administrator. The governing documents will specify benefits levels, eligibility requirements, and enrollment procedures.

XI. Vacation

- a. Non-Represented Employees, except Fire Department Captains, shall be provided vacation on the schedule noted below. The Village Manager has the authority to negotiate additional vacation for department heads with the approval of the Village Board.
 - ◆ First Year – 1 Week
 - ◆ Second Year – 2 Weeks
 - ◆ Eighth Year – 3 Weeks
 - ◆ Fifteenth Year – 4 Weeks
 - ◆ After 19 Years – 4 Weeks and 1 Day
 - ◆ After 20 Years – 4 Weeks and 2 Days
 - ◆ After 21 Years – 4 Weeks and 3 Days
 - ◆ After 22 Years – 4 Weeks and 4 Days
 - ◆ After 23 Years – 5 Weeks
- b. Fire Department Captains shall be provided vacation on the schedule noted below:
 - ◆ Within First Year – 0 Workdays
 - ◆ After First Year of Continuous Service – 6 Workdays
 - ◆ After Fifth Year of Continuous Service – 7 Workdays
 - ◆ After Ninth Year of Continuous Service – 8 Workdays
 - ◆ After Twelfth Year of Continuous Service – 9 Workdays
 - ◆ After Fifteenth Year of Continuous Service – 10 Workdays
 - ◆ After Nineteenth Year of Continuous Service – 11 Workdays
 - ◆ After Twentieth Year of Continuous Service – 12 Workdays
- c. In the event an employee takes vacation time off before the employee is entitled to it under the above eligibility schedule and/or terminates his employment prior to being entitled, pay for such time off shall be deducted from the employee's final paycheck.
- d. Years of service shall not accrue during any period of layoff or unpaid leave of absence.
- e. The Village Manager has the authority to authorize unused vacation for non-represented employees to be carried over from one year to another. Employees are encouraged to utilize all of their earned vacation in the year entitled to minimize the need for vacation carryover.