



**Community Learning Center Meeting Room, 5647 Broad Street**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Public Comments (1)
- 4) Approval of the Minutes: March 20, 2024 meeting | ACTION
- 5) Financial Reports and Statements:
  - a) Check Register: March 2024 | ACTION
  - b) Revenues and Expenditures to Actual Comparison: March 2024 | INFORMATION
  - c) Balance Sheet: March 2024 | INFORMATION
- 6) Unfinished Business: NONE
- 7) New Business:
  - a) Discussion and possible action regarding proposed CLC & Library 2025-2029 Capital Plan ATTACHMENT
  - b) Discussion and possible action regarding results of Library Board Annual Self Evaluation ATTACHMENT
  - c) Discussion and possible action regarding strategy planning meeting agenda and homework ATTACHMENT (draft agenda); HOMEWORK (memo distributed at meeting)
- 8) Informational Items:
  - a) Director and Staff Reports
  - b) President's Report
  - c) Foundation/Friends Board Report
  - d) Trustee continuing education:
    - a. [ALA State of America's Libraries Report 2024](#)
    - b. Trustee Essentials *TE 23 Challenges to Materials*
    - c. Greendale Library policies [Materials Selection and Self Published Author](#), and [Request for Reconsideration](#)
  - e) Trustee continuing education: MPL as the MCFLS System Resource Library
    - a. MEMO, ATTACHMENTS
- 9) Correspondence
- 10) Public Comments (2)
- 11) Adjournment

Persons wishing to address the Board are asked to register with the meeting secretary by providing their name and address for the record, limit their comments to only one (1) time in order of registration when others are waiting, and limit their comments to three (3) minutes, or five (5) minutes if representing a group of persons. Comments shall be limited to a period not to exceed sixty (60) minutes for period one (1) and thirty (30) minutes for period two (2). The Library Board can only discuss matters listed on the agenda.

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

Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Village Board action will be taken.

cc: Library Board, Village Manager, Assistant Village Manager, [Media](#)

Post: Village Hall, Safety Center, Library, Village Webpage

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, March 20, 2024**

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

Trustees Present: Amidzich, D'Amato, Dombrowski, Hughes, Kobleska, Martinez, Unger  
Excused: none  
Also Present: Van Klooster- Library Director

**PUBLIC COMMENTS (1)**

Heather Godley of Millbank Rd commented on Library Board member recruitment and selection. Colleen Fechtmeyer of Currant Ln offered her interpretation of one of Heather Godley's statements.  
New Library Board member Amber Martinez was introduced and shared a bit about her background and interest in serving.

**APPROVAL OF THE MINUTES**

Trustee Unger moved, Trustee Hughes seconded approval of the February 21, 2024 minutes with date correction as noted.

Ayes: Amidzich, D'Amato, Dombrowski, Hughes, Martinez, Unger  
Noes: None  
Abstentions: Kobleska  
Motion : Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: February 2024

Trustee Unger moved, Trustee Hughes seconded approval of the February 2024 expenditures in the total amount of \$9132.05

Ayes: All  
Noes: None  
Abstentions: None  
Motion : Carried

**REVIEW OF FINANCIAL STATEMENTS**

a) Revenues and Expenditures to Actual Comparison: February 2024

Van Klooster noted that donation revenue already exceeds 100%, so expect donation expenditures to also exceed 100% as the year progresses.

b) Balance Sheet: February 2024

**UNFINISHED BUSINESS**

a) Discussion and possible action regarding Library Board Bylaws, Article II: Membership

Trustee Unger moved, Trustee Amidzich seconded adoption of the Bylaws revision as discussed at the February meeting and noted in the Public Notice.

Ayes: All  
Noes: None  
Abstentions:  
Motion : Carried

**NEW BUSINESS**

a) Discussion and possible action regarding revision of Library Work Rule: Time Accounting for Holidays for Full Time Staff

Van Klooster said this will greatly simplify time accounting for full time staff and is consistent with library open hours. Amidzich clarified that this is an exception to the Village Personnel Manual. Hughes asked if this is something that staff are also in favor of.

Trustee Hughes moved, Trustee Amidzich seconded adoption of the revised Work Rule: Time Accounting for Holidays for Full Time Staff.

b) Discussion and possible action regarding CLC Community Meeting Room Policy

Van Klooster provided background on the origin of the discussion being a school district candidate receiving approval for use of the community meeting room for a “meet and greet”, followed by some critical feedback by others that this should not be an allowed use. He shared previous Village Attorney legal opinions on similar topics that could be used to inform the discussion. D’Amato inquired if the issue would be resolved with a fee-based use system. Unger noted that the Franklin Library’s meeting room policy allows town hall events for candidates and elected officials under certain rules. Amidzich suggested campaign ethics codes could be a factor. Van Klooster inquired if previous uses by elected officials should be disallowed in the future. No determination was made on that question. Amidzich also suggested that the Policy does not need revision at this time. Hughes agreed that Policy revision is not necessary for such a unique situation. No action was taken or direction given to Van Klooster on the topic at this time.

c) Discussion and possible action regarding Library Board annual Self Evaluation

No discussion or action.

**INFORMATIONAL AND DISCUSSION ITEMS**

- a) Library Director and Staff Reports: Van Klooster highlighted the upcoming April 27<sup>th</sup> strategy meeting and preparation meeting with Bill Druliner, success with Megan’s first adaptive story time, and the official summer reading theme and design.
- b) President’s Report: D’Amato attended the Trustee Candidate Forum noting it was a busy day with school district musical but felt turnout was good, said Kathleen Vincent reported she is now both the County Board appointee to the MPL Board as well as the MPL Board’s representative to MCFLS, and praised barcode functionality on the CountyCat mobile app.
- c) Friends/Foundation Report: Unger said Friends will be at four downtown markets this summer, they are hoping to increase membership over last year with a postcard renewal campaign, are revisiting a quarterly member newsletter, and discussed the Vanguard account balance/management/use but did not come to any conclusions.
- d) Discussion of 2023 Annual Report to the Community: Unger offered some minor corrections. No other feedback was offered.
- e) CountyCat demonstration: Van Klooster showed the difference between the current and new CountyCat versions and said staff are getting prepared to help the public transition through this major change to our core service.

**CORRESPONDENCE**

NONE

**PUBLIC COMMENTS (2)**

NONE

**ADJOURNMENT**

The meeting adjourned at 6:50 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
<b>61203</b>							
<b>JANI-KING OF MILWAUKEE</b>							
03/24	07-51-61100	MAINT SUPPLIES-BUILDING	03/01/2024	231.14	MIL02240682	CLEANING SUPPLIES 49%	324
Total 61203:				231.14			
<b>61244</b>							
<b>MILWAUKEE COUNTY FEDERATED</b>							
03/24	07-51-56508	MCFLS DATABASES	03/14/2024	8,761.00	FL-03635	ANNUAL GROUP DATABASE SUBSCRIPTION	324
03/24	07-51-53920	MCFLS COMPUTER CONTRACT	03/14/2024	13,105.00	FL-03635	SJHARED CATALOG, OCLC CATALOGING	324
Total 61244:				21,866.00			
<b>61253</b>							
<b>EBSCO INFORMATION SERVICES</b>							
03/24	07-51-56508	MCFLS DATABASES	03/14/2024	1,857.00	1000224912-1	CONSUMER REPORTS	324
Total 61253:				1,857.00			
<b>61257</b>							
<b>AMAZON CAPITAL SERVICES</b>							
03/24	07-51-55100	OFFICE SUPPLIES	03/14/2024	59.71	FEB 2024	COMPUTER CHARGER, STAPLER, ETC	324
03/24	07-51-56500	ADULT BOOKS	03/14/2024	124.49	FEB 2024	ADULT BOOKS NF/FIC	324
03/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	03/14/2024	44.99	FEB 2024	YOUNG ADULT MEDIA RECIP	324
03/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	03/14/2024	62.91	FEB 2024	ADULT MEDIA RECIP	324
03/24	07-51-75028	LIB DONATION PURCHASE	03/14/2024	55.69	FEB 2024	SRP SHIRTS, PRIZES	324
03/24	07-51-75031	LIBRARY PROGRAMS	03/14/2024	9.94	FEB 2024	CRAFT PAPER	324
Total 61257:				357.73			
<b>61258</b>							
<b>BRAATZ, KATHRYN LEES</b>							
03/24	07-51-75031	LIBRARY PROGRAMS	03/14/2024	750.00	2024	STORY TIME SERVICES-PREP	324
Total 61258:				750.00			
<b>61273</b>							
<b>FORWARD TS (FORMERLY OFF COPY EQUIP)</b>							
03/24	07-51-51200	OPERATING EQUIPMENT	03/22/2024	1,703.97	AR221791	COPIER-LIBRARY	324

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 61273:				1,703.97			
<b>61276</b>							
<b>LUCK, KATHY</b>							
03/24	07-51-75031	LIBRARY PROGRAMS	03/22/2024	100.00	2024	STORYTIME	324
Total 61276:				100.00			
<b>61281</b>							
<b>RIVISTAS LLC</b>							
03/24	07-51-56506	SERIALS	03/22/2024	3,473.63	18091	SUBSCRIPTIONS/PUBLICATIONS	324
Total 61281:				3,473.63			
<b>61284</b>							
<b>IT SAVVY LLC</b>							
03/24	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	03/22/2024	957.00	01483256	LIBRARY SEARCH STATIONS	324
Total 61284:				957.00			
<b>211112579</b>							
<b>ACH WE ENERGIES</b>							
03/24	07-51-57100	UTILITIES	03/20/2024	2,907.21	2192024	5647 Broad-5650 Parking St-Library	224
03/24	07-51-57100	UTILITIES	03/20/2024	589.87	2192024	5647 Broad-5650 Parking St Library	224
Total 211112579:				3,497.08			
<b>211112580</b>							
<b>ACH US BANK PCARD</b>							
03/24	07-51-75031	LIBRARY PROGRAMS	03/20/2024	22.64	2-REDDIN-2024	Teen Program	324
03/24	07-51-75031	LIBRARY PROGRAMS	03/20/2024	48.04	2-REDDIN-2024	Teen Programs	324
03/24	07-51-75028	LIB DONATION PURCHASE	03/20/2024	6.25	2-REDDIN-2024	Spring into Reading Prizes	324
03/24	07-51-75028	LIB DONATION PURCHASE	03/20/2024	23.00	2-REDDIN-2024	Spring Into Reading Prizes	324
03/24	07-51-75031	LIBRARY PROGRAMS	03/20/2024	61.48	2-REINKE-2024	SRPBookmakingProgram	324
03/24	07-51-75031	LIBRARY PROGRAMS	03/20/2024	2.65	2-REINKE-2024	After School Program	324
03/24	07-51-75031	LIBRARY PROGRAMS	03/20/2024	5.28	2-REINKE-2024	Passive coloring program	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	94.09	2-SCHUMA-2024	Copy paper and Disinfectant wipes	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	42.66	2-SCHUMA-2024	Cardstock	324

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	198.93	2-SCHUMA-2024	paper, paper clips, book tape	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	1,200.00	2-SCHUMA-2024	staff GPL Logowear	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	89.00	2-SCHUMA-2024	staff GPL Logowear setup	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	7.79	2-SCHUMA-2024	rubber bands	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	83.50	2-SCHUMA-2024	Label protectors and genre classification sticker	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	25.00	2-SCHUMA-2024	chair mat	324
03/24	07-51-55100	OFFICE SUPPLIES	03/20/2024	25.00	2-SCHUMA-2024	chair mat	324
03/24	07-51-75028	LIB DONATION PURCHASE	03/20/2024	112.58	2-VANKLO-2024	WomansClubAudiobooks	324
03/24	07-51-61100	MAINT SUPPLIES-BUILDING	03/20/2024	179.40	2-VANKLO-2024	RestroomRepair	324
03/24	07-51-61100	MAINT SUPPLIES-BUILDING	03/20/2024	18.82	2-VANKLO-2024	AcousticPanelSample	324
03/24	07-51-75028	LIB DONATION PURCHASE	03/20/2024	1,488.00	2-VANKLO-2024	FriendsAnnual	324
03/24	07-51-56506	SERIALS	03/20/2024	32.99	2-VANKLO-2024	GMSyearbook	324
03/24	07-51-56504	YOUTH BOOKS	03/20/2024	1,792.49	2-VANKLO-2024	Youth Books and DVDs	324
03/24	07-51-56501	YOUNG ADULT BOOKS	03/20/2024	194.39	2-VANKLO-2024	TeenBooks	324
03/24	07-51-56504	YOUTH BOOKS	03/20/2024	213.05	2-VANKLO-2024	YouthAutoOrderCATS	324
03/24	07-51-56500	ADULT BOOKS	03/20/2024	1,017.17	2-VANKLO-2024	Adult books FIC	324
03/24	07-51-56500	ADULT BOOKS	03/20/2024	453.27	2-VANKLO-2024	Adult books NF	324
03/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	03/20/2024	141.84	2-VANKLO-2024	ADULT DVD	324
03/24	07-51-61100	MAINT SUPPLIES-BUILDING	03/20/2024	34.43	2-VANKLO-2024	LightBulbs	324
03/24	07-51-56300	TRAINING	03/20/2024	641.00	2-VANKLO-2024	PLABiannualConference-Director	324
03/24	07-51-75028	LIB DONATION PURCHASE	03/20/2024	641.41	2-VANKLO-2024	FriendsWishList	324
03/24	07-51-61100	MAINT SUPPLIES-BUILDING	03/20/2024	241.26	2-VANKLO-2024	CLC Elevator BiMonthly LIBRARY 75%	324
03/24	07-51-56502	ADULT AUDIO BOOKS	03/20/2024	41.59	2-VANKLO-2024	Adult Audio	324
Total 211112580:				9,179.00			
211112590							
ACH EHLERS PEST MANAGEMENT LLC							
03/24	07-51-61100	MAINT SUPPLIES-BUILDING	03/25/2024	252.00	02282024	BI-MONTHLY LIB PEST CONTROL	324
Total 211112590:				252.00			
211112592							
ACH CERTASITE LLC							
03/24	07-51-61100	MAINT SUPPLIES-BUILDING	03/25/2024	114.48	12606222	ANNUAL INSPECTION	324
Total 211112592:				114.48			

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Grand Totals:				44,339.03			

M = Manual Check, V = Void Check

## VILLAGE OF GREENDALE

LIBRARY FUND  
PERIOD  
March 31, 2024

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
REVENUES		Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
07-00-21102	PROPERTY TAX LEVY	-	639,500.00	459,719.07	179,780.93	72%
07-00-21123	LIBRARY - MCFLS RECIP	30,358.00	30,200.00	30,358.00	(158.00)	101%
07-00-22515	DONATIONS LIBRARY	236.47	17,000.00	17,692.44	(692.44)	104%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	574.27	5,200.00	1,454.52	3,745.48	28%
07-00-22959	LIBRARY FINES	549.79	12,000.00	2,550.42	9,449.58	21%
07-00-22960	LIBRARY BOOK CHARGES	118.30	2,000.00	439.60	1,560.40	22%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	32.06	1,200.00	194.24	1,005.76	16%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		31,868.89	707,100.00	512,408.29	194,691.71	72%
EXPENSES						
07-51-42100	SALARIES - REGULAR	20,691.20	267,500.00	62,073.60	205,426.40	23%
07-51-42200	SALARIES - TEMPORARY	12,892.04	167,200.00	37,854.74	129,345.26	23%
07-51-42300	SALARIES - OVERTIME	-	-	60.32	(60.32)	#DIV/0!
07-51-45100	HEALTH INSURANCE	2,196.11	55,500.00	10,928.17	44,571.83	20%
07-51-45200	LIFE INSURANCE	48.85	500.00	146.55	353.45	29%
07-51-46100	SOCIAL SECURITY	1,625.91	20,305.00	4,782.31	15,522.69	24%
07-51-46200	WRS EMPE/EMPR	1,855.59	18,458.00	5,554.35	12,903.65	30%
07-51-46300	MEDICARE	470.01	6,303.15	1,379.86	4,923.29	22%
07-51-51200	OPERATING EQUIPMENT	1,703.97	16,000.00	2,853.97	13,146.03	18%
07-51-53920	MCFLS COMPUTER CONTRACT	13,105.00	17,700.00	13,105.00	4,595.00	74%
07-51-55000	COMMUNICATIONS	-	1,250.00	-	1,250.00	0%
07-51-55100	OFFICE SUPPLIES	1,825.68	8,800.00	2,072.40	6,727.60	24%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	641.00	3,100.00	641.00	2,459.00	21%
07-51-56500	ADULT BOOKS	1,594.93	15,000.00	2,439.37	12,560.63	16%
07-51-56501	YOUNG ADULT BOOKS	194.39	1,500.00	254.35	1,245.65	17%
07-51-56502	ADULT AUDIO BOOKS	41.59	600.00	41.59	558.41	7%
07-51-56503	ADULT LARGE PRINT	-	1,000.00	-	1,000.00	0%
07-51-56504	YOUTH BOOKS	2,005.54	15,000.00	3,307.09	11,692.91	22%
07-51-56506	SERIALS	3,506.62	5,800.00	4,038.66	1,761.34	70%
07-51-56508	MCFLS DATABASES	10,618.00	10,500.00	10,618.00	(118.00)	101%
07-51-57100	UTILITIES	-	28,000.00	3,497.08	24,502.92	12%
07-51-61100	MAINT SUPPLIES-BUILDING	1,071.53	8,100.00	1,702.45	6,397.55	21%
07-51-75023	LIBRARY - MCFLS RECIP EXP	249.74	6,000.00	346.33	5,653.67	6%
07-51-75028	LIB DONATION PURCHASE	2,326.93	17,000.00	3,058.97	13,941.03	18%
07-51-75031	LIBRARY PROGRAMS	1,000.03	6,000.00	1,693.79	4,306.21	28%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	957.00	8,800.00	2,998.63	5,801.37	34%
07-51-92900	MISCELLANEOUS	-	1,200.00	-	1,200.00	0%
Total LIBRARY EXPENSES:		80,621.66	708,316.15	175,548.58	532,767.57	25%



VILLAGE OF GREENDALE  
BALANCE SHEET  
3/31/2024

ASSETS

07-00-111000	CASH DEPOSIT	\$ 358,242.04
07-00-111080	PETTY CASH	\$ 200.00
07-00-123070	PREPAID ITEMS	\$ -
07-00-173090	DUE FROM TRUST AGENCY	\$ 179,780.93

TOTAL ASSETS	<u>\$ 538,222.97</u>
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -	
07-00-151210	ACCOUNTS PAYABLE	\$ -	
07-00-151205	ACCRUED EXPENSES PAYABLE	\$ -	
07-00-151260	DEFERRED REVENUES - TAX	\$ 179,780.93	
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -	
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -	
07-00-172020	DUE TO 2 EQUIP REPL	\$ -	
07-00-172090	DUE TO 60 TRUST AGENCY	\$ (0.00)	
07-00-172200	DUE TO FOUNDATION	\$ -	
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00	
			\$ 179,780.93
TOTAL LIABILITIES			

FUND EQUITY

07-00-170000	FUND BALANCE	\$ 21,582.33
07-00-170400	COMMITTED FUND BALANCE	\$ -
	REVENUES OVER EXPENDITURES- YTD	\$ 336,859.71

TOTAL LIABILITIES AND EQUITY	<u>\$ 538,222.97</u>
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AMOUNTS ARE UNAUDITED



**Village of Greendale  
2025 Budget  
Departmental Capital Budget Questionnaire**

- 1. Name:** Brian Van Klooster
- 2. Department:** Community Learning Center
- 3. 5-Year Capital Equipment Plan:** Please fill in a recommended 5-Year plan for capital equipment needs for your department. Capital equipment should include any vehicles, devices, software, and other equipment with an approximate value of \$5,000 or more. Do not include normal IT equipment (e.g. computers, servers, network switches) or facility improvements (e.g. building appliances, furniture).

Item	Recommended Year	Estimated Cost	Funding Source (e.g. Equipment Fund, Grant, Donation, Other)	Importance Rating (1-Low, 2-Medium, 3-High/Critical)

- 4. 5-Year Capital Facility Improvement Plan:** Please fill in a recommended 5-Year plan for capital facility needs for your department. Capital facility needs should include any repairs, replacements, or improvements relating to the building/building equipment with an approximate value of \$5,000 or more.

Item/Project	Recommended Year	Estimated Cost	Funding Source (e.g. Equipment Fund, Grant, Donation, Other)	Importance Rating (1-Low, 2-Medium, 3-High/Critical)
Interior Surface Refresh	2025	5,000		1
PA Paging/Announcing System	2025	8,500		2
HVAC Twinned Unit (2 of 3)	2025			1
Health Dept Entrance Automatic Doors	2025	20,000		
Carpet Replacement (Except Storage Area)	2026	120,000		2
HVAC Twinned Unit (3 of 3)				1
Roof Replacement	2027	180,000		2
Library Entrance Automatic Doors	2028 or 2029			

**Complete and attach a Capital Improvement Request Form for all 2025 requests.**

Library Board self evaluation 2024 (Responses)

Average	Survey sections and questions	Raw scores				
How well has the board done its job?						
3.2	Our organization operates with a strategic plan or a set of measurable goals and priorities	3	5	2	4	2
3.6	The board's regular meeting agenda items reflects our strategic plan or priorities	3	5	2	4	4
4.0	The board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies	4	5	2	4	5
3.0	The board has identified and reviewed the organization's relationship with each of it's key stakeholders	2	4	2	5	2
3.6	The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders	3	5	2	5	3
3.4	The board has ensured that stakeholders have received reports on how our organization has used its financial and human resources	3	5	2	4	3
How well has the board conducted itself?						
4.6	As board members we are aware of what is expected of us	4	5	4	5	5
4.6	The agenda of board meetings are well planned so that we are able to get through all necessary board business	4	5	4	5	5
4.4	It seems like most board members come to meetings prepared	4	5	3	5	5
5.0	We receive written reports to the board in advance of our meetings	5	5	5	5	5
4.2	All board members participate in important board discussions	4	5	2	5	5
4.2	We do a good job encouraging and dealing with different points of view	3	4	4	5	5
4.4	We all support the decisions we make	4	4	4	5	5
4.4	The board assesses its composition and strengths in advance of recruiting new board members	4	5	4	4	5
4.2	The board assumes much of the responsibility for director recruitment	4	5	4	3	5
3.8	Board members have some interaction with external stakeholders at board meetings (eg as guests) or between meetings	3	5	4	4	3
Board's relationship with executive director						
4.4	There is a clear understanding on most matters where the board's role ends and the director's begins	5	5	4	4	4
4.8	There is good two-way communication between the board and the director	4	5	5	5	5
4.6	The board trusts the judgment of the director	5	5	4	4	5
4.6	The board provides direction to the director by setting and reviewing policies	4	5	4	5	5
4.4	The board has discussed and communicated the kinds of information and level of detail it requires from the director	4	5	4	5	4
5.0	The board has developed formal criteria and a process for evaluating the director	5	5	5	5	5
5.0	The board has formally evaluated the executive within the past 12 months	5	5	5	5	5
4.4	The board evaluates the director primarily on the accomplishment of the organizations strategic coals and priorities and adherence to policy	3	5	4	5	5
4.8	The board provides feedback and shows its appreciation to the director on a regular basis	4	5	5	5	5
4.8	The board ensures that the director is able to take advantage of professional development opportunities	5	5	4	5	5

My performance as an individual board member					
4.2	I am aware of what is expected of me as a board member	4	5	4	4
4.8	I have a good record of meeting attendance	5	4	5	5
5.0	I read the minutes, reports and other materials in advance of our board meetings	5	5	5	5
4.2	I am familiar with what is in the organization's bylaws and governing policies	4	5	5	4
4.2	I frequently encourage other board members to express their opinions at board meetings	4	5	4	5
4.2	I am encouraged by other board members to express my opinions at board meetings	4	5	3	5
4.6	I am a good listener at board meetings	4	5	5	5
5.0	I follow through on things I have said I would do	5	5	5	5
5.0	I maintain the confidentiality of all board decisions	5	5	5	5
4.4	When I have a different opinion than the majority, I raise it	4	5	5	5
5.0	I support board decisions once they are made even if I do not agree with them	5	5	5	5
5.0	I promote the work of our organization in the community whenever I have a chance to do so	5	5	5	5
4.4	I stay informed about issues relevant to our mission and bring information to the attention of the board	4	5	5	5
Feedback to the chair of the board					
4.8	The chair is well prepared for board meetings	5	5	4	5
4.8	The chair helps the board stick to the agenda	5	5	4	5
4.4	The chair tries hard to ensure that every board member has an opportunity to be heard	4	5	3	5
4.4	The chair is skilled at managing different points of view	4	5	3	5
4.2	The chair demonstrates versatility in facilitating board discussions	4	5	3	5
3.8	The chair knows how to be direct with an individual board member when their behavior needs to change	4	5	3	4
4.4	The chair helps the board work well together	4	5	3	5
4.8	The chair demonstrates good listening skills	5	5	4	5
4.8	The board supports the chair	4	5	5	5
4.3	The chair is effective in delegating responsibility among board members	3	5	4	5
4.2	The chair ensures the board is aware of his/her organizational activities outside of our board meetings	5	5	2	5

Library Board Strategy Day Agenda, 4/27/24, 8a-12p,  
Greendale Safety Center Courtroom  
Bagels and morning refreshments provided  
Leader: Bill Druliner, Executive Director, Administration, Eastbrook Academy  
Board: Saad Azam, Kim Amidzich, Corrine D'Amato, Kate Dombrowski, Bill Hughes, Rob Kobleska,  
Amber Martinez, Elaine Unger  
Staff: Brian Van Klooster

8:00	Refreshments, settle in
8:10	<p>Introductions, guiding principles</p> <p>Overview of the day:</p> <ul style="list-style-type: none"> <li>• Mission, Vision, Values (Brian, brief reminder)</li> <li>• Reflection (settle minds into the right focus, worksheet provided)</li> <li>• Domains of Work (Brian on large sheets, Values)</li> <li>• SWOT analysis (instructions, rules)</li> <li>• Airtime (topics that want to be fully shaken out either by individuals or the group)</li> <li>• Synthesis</li> <li>• Reflection</li> <li>• What happens next</li> </ul>
8:30	<p>Reflection Thinking about your own role here, what motivated you to be involved and why?</p> <ul style="list-style-type: none"> <li>• Thinking about the information Brian provided to you at last week's Board meeting, what are your impressions?</li> <li>• Thinking about libraries in general, what stands out to you as the thing(s) you care most about?</li> <li>• Thinking about the entire community you represent, what do they care about for their library?</li> </ul>
	<p>Domains of Work</p> <ul style="list-style-type: none"> <li>• Learning: educational supports, information quality and quantity, programming, staff expertise, ease of access to desired info</li> <li>• Curiosity: recreation, inspiration, programming,</li> <li>• Service: operations, service model, finances, culture, interdepartment/ intergovernment relationship, management skill, capacity</li> <li>• Community: relationships, connection, participation, awareness</li> </ul>
	SWOT analysis
Time?	Break
	Airtime
	Synthesis
	<p>Reflection</p> <ul style="list-style-type: none"> <li>• Thinking about your time here today, what part of the library's future do you care enough about to take an active role in shaping?</li> </ul>
	<p>What happens next</p> <ul style="list-style-type: none"> <li>• Staff involvement, feedback by other stakeholders</li> <li>• Capacity roadmap</li> </ul>

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 4/7/24  
To: Village Board of Trustees, Library Board, Friends of the Library  
From: Brian Van Klooster, Library Director  
Re: **Directors' Report: March 2024**

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### Last month in review:

Librarians continued to iron out details for Summer Reading while maintaining their regular programming. Significant time spent by Emily on the CLC Education and Recreation Guide, hoping that the upfront investment in time and care will allow more efficiency in the future.

### Upcoming/Current month at a glance:

- St Al's student artwork display.
- Library strategy / planning meeting with Library Board the morning of Saturday 4/27, led by Bill Druliner of Eastbrook Academy.

### Statistics:

- New library accounts created: 49
- Loans of print and electronic materials: 16,956; compared to 2019: 17,492; compared to same month last year: 17,218 ↓ 1.5%

### Other (staffing, facility, meetings, materials, programs, budget, MCFLS, and more):

- Meetings of Friends of the Library, Library Board, MCFLS LDAC, Village Board, CLC Directors
- Attended Chamber Power Hour, connected with Southridge manager, identified possible program cooperation opportunities.
- School District Youth Art Month student artwork displayed. Many families visited to see their young person's artwork. St Al's student artwork installed in April.
- New public and staff copy and print equipment installed on 3/15 and running smoothly by 3/25 with additional help of Village IT. Public seems to have adjusted to the new equipment well despite it appearing more complicated.
- 2023 In Review library annual report completed and available online: [https://www.greendale.org/departments/library/annual\\_report.php](https://www.greendale.org/departments/library/annual_report.php)
- Acoustical panels installed in 3 areas of CLC/Library with help of DPW. Brian can tell the difference with muffling of ambient noise, and less carrying of noise from kid zone.
- 5 bids received for self checkout replacement. A CIP project.
- After school student behavior has been significantly improved the past few weeks with many of the most routinely challenging students completely absent. Possibly middle school is engaging them more? Hanging out at Broad Street Coffee? Unsure.
- Orientation with new Library Board Member Amber Martinez on Monday 3/18.
- Candidate Forum 3/14, went smoothly, very happy to be offering this service.
- HVAC air conditioning service 3/15
- Staff putting final touches on summer program marketing materials, including CLC Education and Recreation Guide pages.

- Staff continuing to gain beta experience with new county-wide catalog called 'Aspen'. This is going to be a huge change for library users, we need to be prepared to answer lots of questions about functionality and give people confidence.

# GREENDALE PUBLIC LIBRARY

## STAFF REPORT



Date: 4/8/24  
To: Village Board of Trustees, Library Board, Friends of the Library  
From: Brian Van Klooster, Library Director  
Re: **Staff Report: March 2024**

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### Youth Services (Lisa):

- Colleagues and outsourced story time storyteller have helped tremendously as Lisa is out for an extended period. Displays have been kept up and rotated thanks to clerical staff pitching in.
- 3/11 - Snack, Craft and Build: Miranda stepped up and took the lead in prepping all snacks and craft supplies in advance so that the program could run smoothly during Lisa's absence. She brainstormed and prepped the supplies for the crafts: Bunny Bouquets (16 made) and Shamrock Chandelier (6 made). Many positive patron comments were received during the program regarding the quality of the crafts and gratitude towards the library for providing these programs for kids. One parent caught the program by chance in February and was so impressed she made a point of coming back for the March program.
- Story time and playgroup every Monday by Miss Kathy has been well attended with positive feedback directed to Brian from 3 families: 3/4, 21ppl; 3/11 27ppl; 3/18, 26ppl; 3/25, 39ppl
- 3/7 special Pajama story time by Miss Kathy: 21ppl
- Summer Reading Program reading Paper Ticket Packets: receiving lots of help from colleagues to get them set up like last year
- Identified last remaining unused shelving area as storage space for new STEM kits paid for by Friends. After this there is no remaining open shelving anywhere else in the building.

### Adult Services (Emily):

- Programming:
  - 3/4/24 Color Me Calm: 3 people
  - 3/6/24 Adult Contemporary Book Discussion: *The Doctors Blackwell*: 7 people
  - 3/14/24 & 3/28/24 Book A Librarian: 1 appointment no-show, 1 appointment I helped a patron set up her Google Docs account on her iPhone and helped her to import her photos from her internal storage on her phone so she would not have to subscribe to iCloud.
  - 3/11/24 Monday Movie Matinee: *Oppenheimer*: 19 people
  - 3/19/24 Common Scams and Frauds: 5 people
- Marketing
  - P&R Guide:
    - Created the final draft of our very first GPL full programming information for the new CLC Education and Recreation Guide. Submitted the designs to P&R and had to make a few final formatting changes based on the dimensions. Hopefully the new guide will be a success!
  - Summer Reading Program (SRP):
    - Our theme "Booked for the Summer" involves all things books and beaches.
    - Created the final draft of the SRP Flyer, Calendar, Backdrop Poster, Youth Paper Ticket Packet (in collaboration with Megan) and Beanstack Cover images. Will continue with making Adult Beanstack reading challenge and other digital marketing for SRP next month.
  - Social Media:



- Most liked post on Facebook for the month was the Repost GHS's Summit Start Adaptive Storytime Post Thanking Megan for making it possible with 22 reactions.
- Post with the most reach on Facebook was the Youth Art Display post with 1,014 reached!
- Collection Development:
  - Materials Purchased:
    - Adult Non-Fiction: 27
    - Biography: 1
    - DVDs: 26
    - CDs: 6
- Community Engagement:
- Meetings:
  - SRP meeting 2/28/24:
    - Megan and I met without Lisa. We decided on Passive Trivia questions, we ordered prizes for the hide'n Find and Passive Trivia. We ordered the stuffy for the Hide'n Find. We also discussed what we could do to help Lisa with Youth SRP projects and determined that we could both work on the SRP Youth Paper Ticket Packet for 2024 and Megan is making the Youth Beanstack challenge. We also discussed what items needed to be done by Lisa and asked if she could order her SRP prizes which we could add to the marketing/Beanstack for her. We also made final touch decisions on SRP marketing branding and timeline of tasks.
  - Adult and Reference Services Committee Meeting 3/21/24:
    - This meeting was a collaboration with the Circulation Services Committee and it was very helpful in learning about the new CountyCat website with Aspen.
  - Purchased 6 Substance Abuse books for the collection in preparation of April Substance Abuse Display in the Adult section as part of a collaboration with the Health Department.

### **Teen Services (Megan):**

- Community Engagement
  - Spring into Reading Program with GMS started on 3/18
    - 134 students signed up for the challenge
  - Met with Amy at St. Als to discuss more collaboration between St. Als and the Public Library
    - Possibly doing challenges like at GMS next year
- Collection Development
  - Materials Purchased
    - Adult: 55 Books, YA: 12 Books, Large Print: 6 books, Audiobooks: 2 audiobooks
  - Added two new passes to the collection: Harley Davidson Museum, thanks to Friends donation
  - Almost done weeding the adult fiction collection
- Programming
  - Teen & Tween Anime: 11
  - Teen & Tween Craft: 11
  - VolunTeen: 8
  - Adaptive Storytime with GHS Students: 9
- Book Display
  - Stories of Disabilities & Chronic Illnesses
- Social Media
  - Instagram: 129 followers, 1 post this month

**Circulation Services (Julie):**Meetings:

- Julie and Jenifer – Hybrid Circ Services/Adult Reference meeting at North Shore on 3/21

Program Assistance:

- 3/11 - Snack, Craft and Build: Miranda

Circ Projects:

- Clerks worked on several collection cleanup/organization projects during this lull before SRP:
  - Looking for items marked “Missing”
  - Looking for items still in “New” status that have been in the collection longer than 9 months
  - Identifying items that are in “Repair” status that are back on the shelves
  - Shelf reading (making sure the collection is in good order) in the Youth Area
- Clerks relabeled the beginner leveled non-fiction books to make it easier for staff and patrons to locate these books in our collection. The project was completed in less than 2 weeks.
- Kayla worked with Lisa and Sharon to set up “Monkey Madness” book and decorative youth display for March. The display highlighted Koko the Gorilla and also featured books on Sign Language.
- Jenifer updated the monthly interactive flannel board story in Youth.
- I created record for our new Explorer Passes: Harley Davidson Museum and prepped it for circulation
- Jen began ordering for a new batch of STEM Kits which will nearly double the size of the collection. She and the clerks have begun the complicated process of getting these non-traditional items ready for circulation.

Technology Updates:

- MCFLS launched their Automatic Library Card renewal program beginning with library accounts expiring at the end of March. Around 2200 County patrons were renewed as of 3/7.
- Created staff instructions for using Sierra Web

Misc:

- New bookmarks for 2024 were purchased and processed
- Jen and Lisa purchased additional puzzles for the Youth area
- 2 new book carts were purchased ahead of an expected increase in shelving for SRP

**Reference Associate (Sharon):**Special Projects:

- Assisted with design, printing, folding, and website update for Annual Report
- Kept patrons informed about printer availability during install period via website, social media, and signage
- Collaborated with the Health Department in preparation for April’s adult section display: Alcohol and Substance Misuse Awareness
- Coordinated with Kayla for preparation + execution of display for Beary Good Books in April
- Attended HMG monthly meeting as Library Representative

Displays:

- Pyramid (All Ages): Women's History Month
- Adult Section: Check Meowt! (Cat-themed fiction and non-fiction)

## GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 4/10/24

To: Library Board

From: Brian Van Klooster, Library Director

**Re: *Agenda item 8f: Trustee Continuing Education: MPL as MCFLS Resource Library***

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### **Attachments:**

- MPL 2023 Resource Library Annual Report
- MPL 2023 Resource Library Dashboard

### **Discussion:**

State law requires every public library system in Wisconsin to designate a resource library. While specific duties of a system resource library are not enumerated in the law, systems are required to have an agreement that provides for “backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections.”

Traditionally, resource libraries have served as large net lenders for interlibrary loan and have provided significant walk-in service to system area residents. Shared catalogs, efficient delivery systems, and the availability of electronic reference resources have diminished these traditional resource library roles in many systems. However, resource libraries can still serve an important leadership function. A resource library can draw on its collections, staff expertise, or other resources to develop new or innovative programs, services, or content of value to the entire system area. A resource library can also lead by example, developing its services in a way that other libraries want to emulate.

MCFLS is fortunate to have Milwaukee Public Library’s (MPL) Central and branches as its resource library. MCFLS relies on MPL to lend materials from its deep collection to other libraries, to provide specialized walk-in service to system residents, to share staff expertise in complex cataloging and administrative issues, and to be a leader in the development of collections and services. MPL takes this responsibility seriously.

I include these documents annually to inform or remind Library Board members that the State’s public library systems are an outstanding example of intergovernmental coordination and cooperation. The extent of services available to library users and staff is extraordinary considering all these disparate agencies have been coordinated for their benefit. Libraries like Greendale would be unable to provide even a fraction of the services and resources the system and resource library helps them provide if they had to do this work independently.

# MEMO

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TO: Milwaukee County Federated Library System Board of Trustees

cc: Mark Sain, Milwaukee Public Library Board President

Steve Hesel, MCFLS Executive Director

FROM: Marian Royal, Milwaukee Public Library Public Services Area Manager, Central

DATE: March 1, 2024

RE: **2023 – Resource Library Annual Report**

The Milwaukee Public Library (MPL) continues to be honored to serve as the Resource Library for the Milwaukee Federated Library System, providing backup reference, consulting, training and other services included in the 2020-2024 Resource Library Agreement (Agreement) effective January 1, 2020.

The annual activities dashboard report providing the supporting data for fulfilling our obligation is part of your packet today.

## **Inclusive Services & Youth Services support**

The MCFLS Inclusive Services Team provides guidance to MCFLS member libraries on topics around equity, diversity and inclusion. The purpose of this team is to help MCFLS and its member libraries create environments that are welcoming, open and accessible for everyone in our community. Chantel Clark, Associate Director for Public Services & Strategic Initiatives and Kelly Bolter, Adult Programming Manager, serve as the MCFLS Inclusive Services Liaisons.

Kelly Wochinske continues to serve as the MCFLS Youth Services Liaison.

## **Programs and Visits**

In 2023, the steadily increasing return toward pre-COVID hours, services, visitors, circulation numbers, and programs observed in 2022 continued. In-person programming was fully in place and several large events such as Central Library's 125<sup>th</sup> anniversary celebration, Historic Milwaukee's Doors Open, Zinefest, and the return of the Rare Book departments Krug Lecture Series brought in thousands of visitors from all over the city, state and region.

Our virtual programs continue to be popular with over 2,000 patrons attending various programs throughout the year.



### **Access to Special Collections**

There were 767 requests for MPL's Special Collections in 2023, resulting in the use of 3582 items. This was our first full year utilizing Aeon, our new Special Collections database which allows us to better track collection usage. There were also 149 reproduction orders. Of the 767 requests, 168 were from MCFLS libraries.

### **Back-up Reference Support**

In 2023, MCFLS libraries and patrons continued to reach out to MPL for back up reference support in use of Overdrive. Over the year, MPL provided Overdrive assistance more than 20 times for a total of 22.50 hours.

### **Access to Digital Resources**

MPL continues to deliver a variety of robust digital resources to the public through numerous databases, digital platforms, and streaming services. In 2023, MCFLS patrons made 2,330 digital library visits to MPL resources. MCFLS patrons made 11,694 visits to our website, mpl.org.

The LibraryNOW program continues, providing students with 24/7 access to most online library resources. In 2023, the program served 284 non-Milwaukee students enrolled in the Seton Catholic schools, which is roughly the same as last year.

### **Training and Consulting**

In 2023, MPL staff spent 3.5 hours consulting with three staff members from other libraries. Topics of consultation were Building Projects, Programming & Exhibits, and Outreach Planning. All consultations were held virtually.

### **Reference Transactions, Retrievals, & Circulations**

Reference and directional requests are received in person, by phone, and by email through the LibAnswers portal. Transaction data for hourly reference and residence is recorded biannually for internal purposes and for MPL Resource Library statistics.

In 2023, patron visits and uses continued a steady upward trend becoming much closer to counts observed prior to 2020. Retrieval requests are received by phone and in-person for materials stored in open and closed stacks. Of our 73,008 in-person reference transactions, 4,264, or 3%, of those were from suburban libraries with another 4% being from patrons living outside of Milwaukee county. MPL received 1730 requests for document reproductions with 77, or 4%, of those being from MCFLS patrons and 2704 requests to view printed materials in-house, with 208 or 8% of those being requests from MCFLS patrons.

In 2023, MPL locations circulated 120,751 items owned by suburban locations. Meanwhile, suburban libraries circulated 256,873 items owned by MPL locations. This ratio has remained stable over several years now. The data does not include when an item is checked out from its home-based branch, or the residency of the patrons.

### **Unique Public Computer Users**

2023 saw a 16% increase in use of MPL desktops and laptops by MCFLS patrons. This year, we saw a total of 1159, up from 969 in 2022. The largest number of unique uses came from West Allis, with a total of 232 – 20% of the total number.



## Tours, Programs, and Outreach

2023 saw a strong upward trend in visits to the historic Central Library. Our volunteer docents gave architectural tours for most Saturdays of the year which drew 345 visitors, primarily from outside the Milwaukee city limits.

## Interlibrary Loan, Collections and Cataloging

Both interlibrary loan (ILL) and cataloging and database maintenance functions are covered under separate agreements between MPL and MCFLS. Data generated is included here for your consideration, as are highlights of MPL staff work in these areas, which benefits all member libraries. Collectively, MPL's technical services departments of Acquisitions and Serials and Copy Cataloging and Database Maintenance play a large role in access for MCFLS patrons.

In 2023, ILL became part of MPL's Acquisitions & Serials department in order to connect ILL requests directly to professional librarian selectors to better-meet patron needs by evaluating these requests for possible MPL purchase. As part of this change, MPL's Acquisitions & Serials department worked with MCFLS to overhaul the ILL request procedure, creating an easy to use online form replacing previous workflows. Over the course of 2023, ILL borrowed 1,587 items from outside MCFLS for both MPL and suburban library patrons. In addition, 349 items that were requested by MCFLS patrons via ILL were purchased for MPL's collection. MPL also serves as ILL lender and sent out 8,427 items throughout 2023.

In 2023, MPL's Copy Cataloging & Database Maintenance (CCDM) department collaborated with MCFLS and contractor Backstage Library Works to retrospectively re-catalog all bibliographic records and update subject headings and authors to meet modern standards. As part of this work, CCDM staff also incorporated use of Indigenous Peoples headings, which replace outdated Library of Congress headings for Indians of North America, and the Homosaurus, bringing greater inclusivity to our shared catalog. In 2023, CCDM catalogers added 12,774 bibliographic records for material owned only by suburban libraries, 20,297 records for material owned by MPL (much of which is also owned by suburban libraries), and created 1,067 original catalog records for suburban-owned materials including Library of Things items.

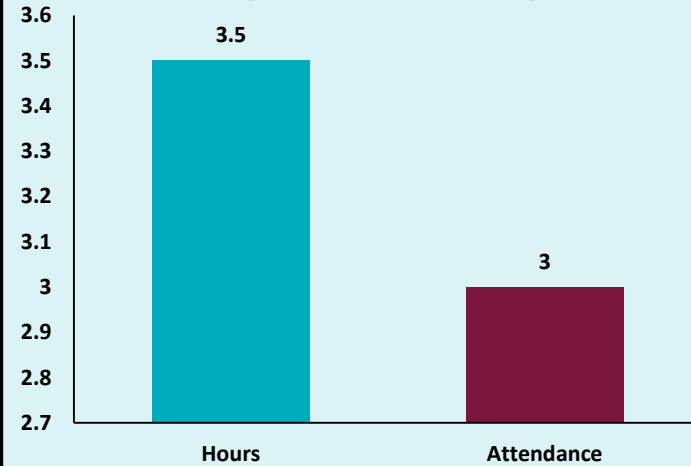
We continued investing in digital content and contributed \$400,000 of additional funds for local OverDrive purchasing to support patrons county-wide. MPL librarians serve as selectors for MCFLS's collection of Overdrive e-books and e-audiobooks, and CCDM staff perform cleanup and import into Sierra of the bibliographic records for not only the MCFLS collection but all digital material accessible to MCFLS patrons via Wisconsin's Digital Library.



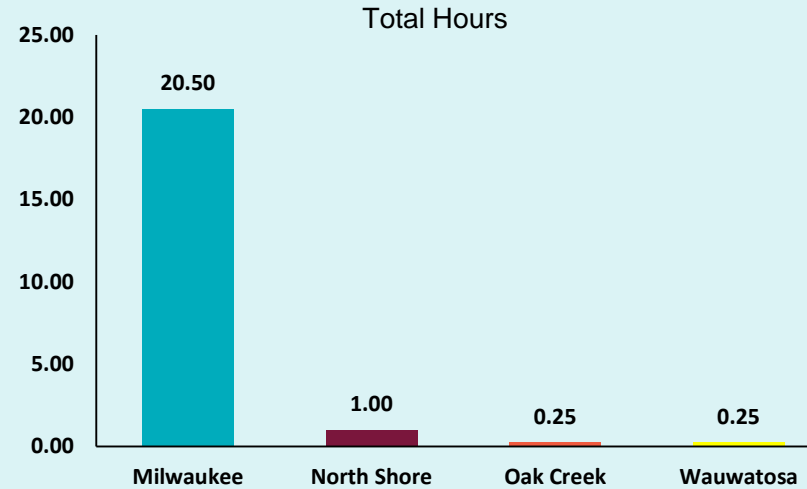


## 2023 Resource Library Dashboard

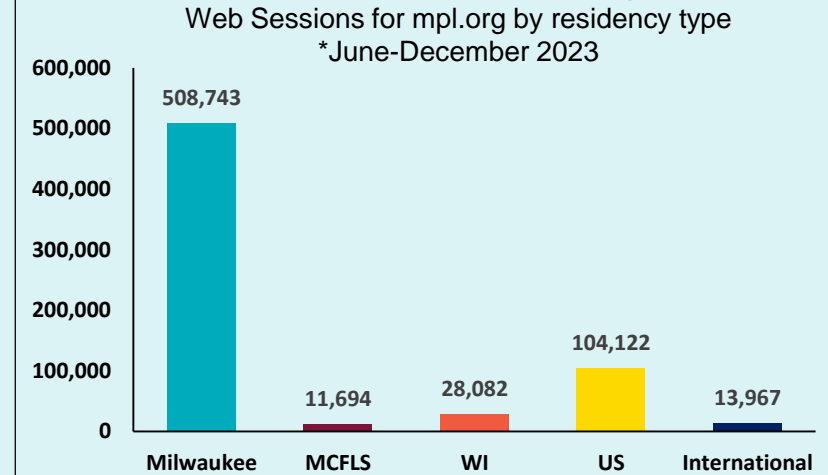
### Training and Consulting Events



### Backup Reference Support

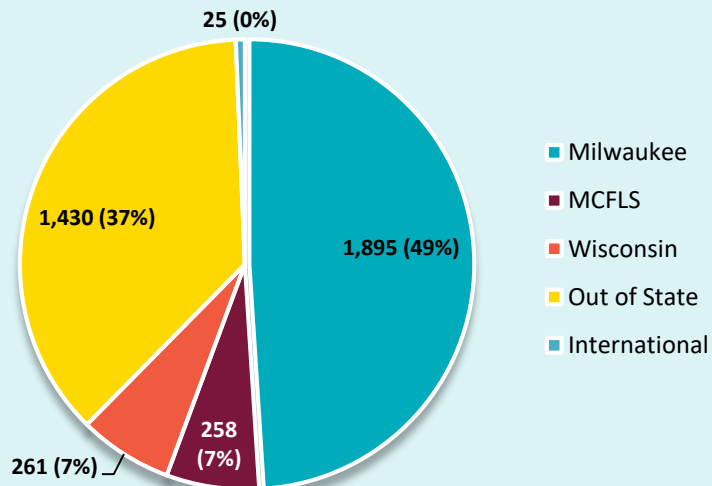


### Visits to MPL Webpage



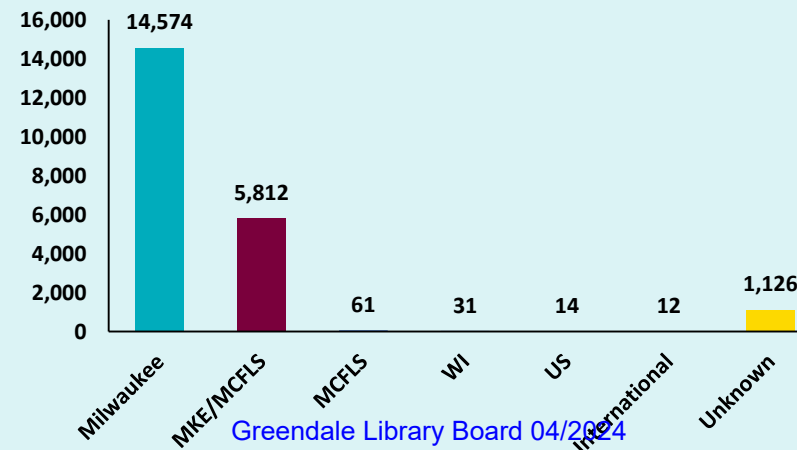
### Access to Special Collections

Total number of items requested by Residency type



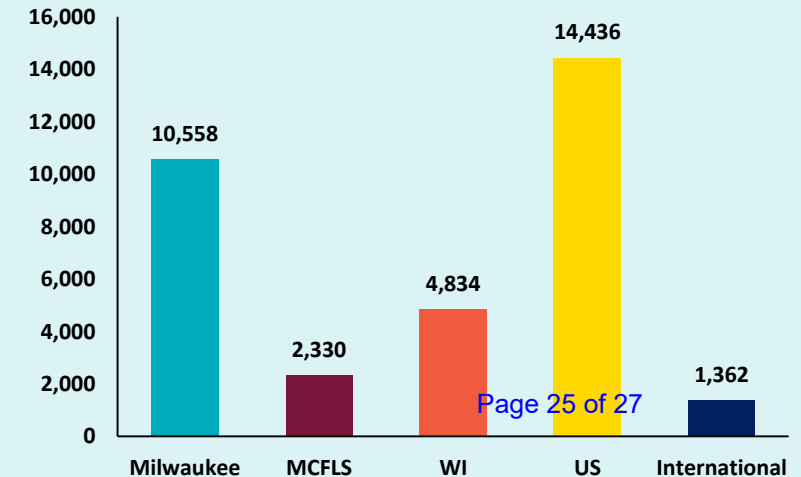
### Summer Reading Program

Participation by Zip Code



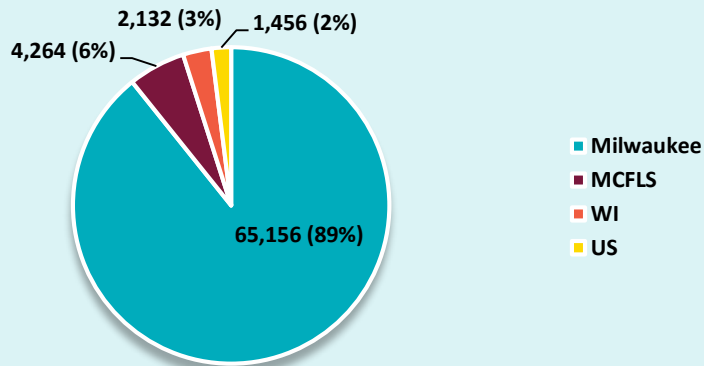
### Digital Library Visits

Web sessions for Content.mpl by residency type

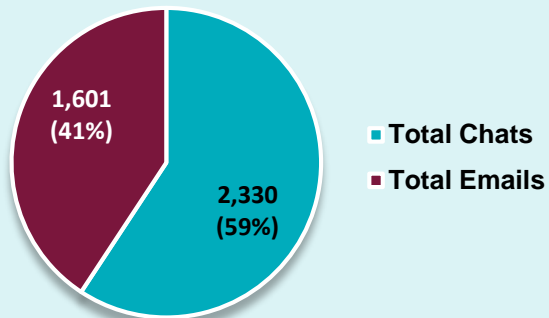




### In-person Reference Transactions

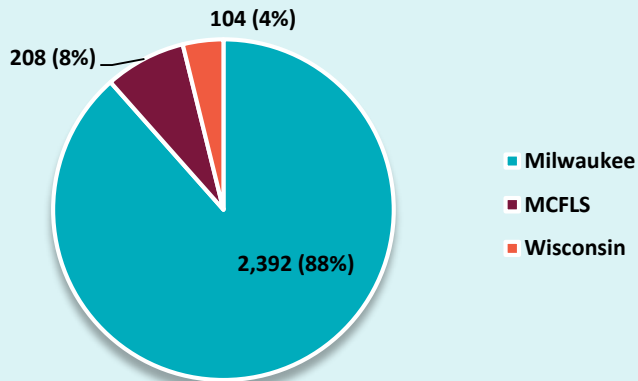


### Electronic Reference Transactions



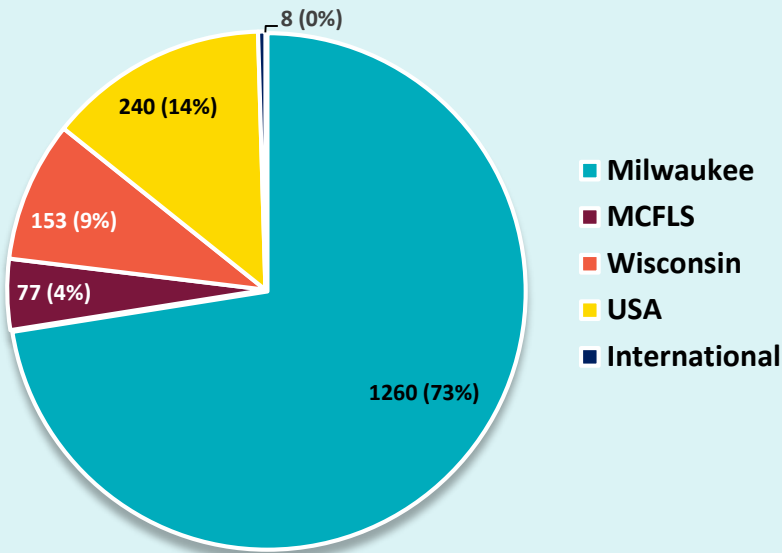
### Retrievals

Circ of phone, reference, and tier requests

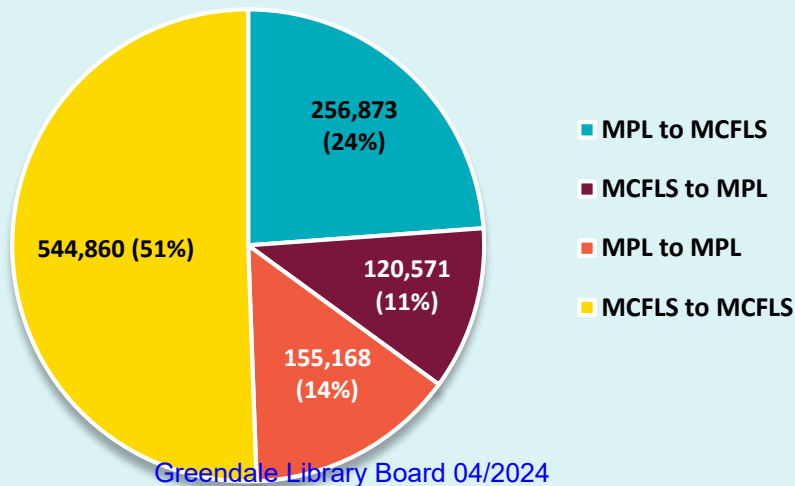


### Ditto Requests

Orders for reproduction and document delivery



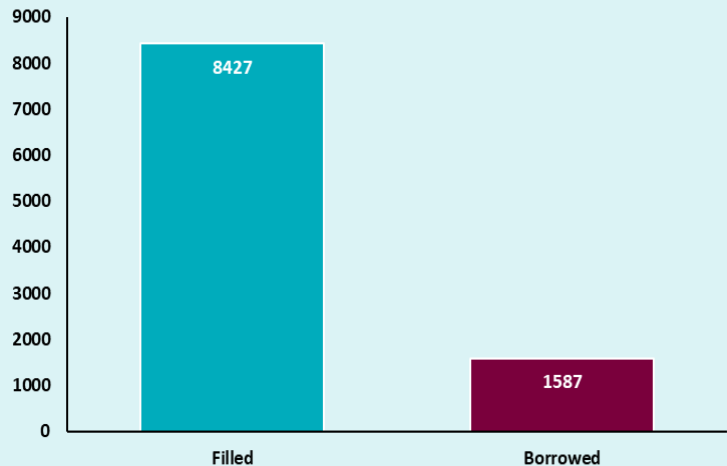
### Material Checkouts at Non-Owning Locations



Greendale Library Board 04/2024

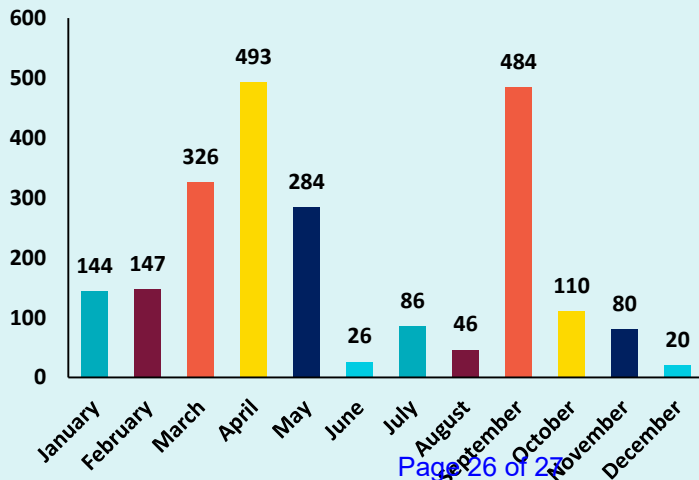
### Interlibrary Loan

Filled Requests and Borrowed



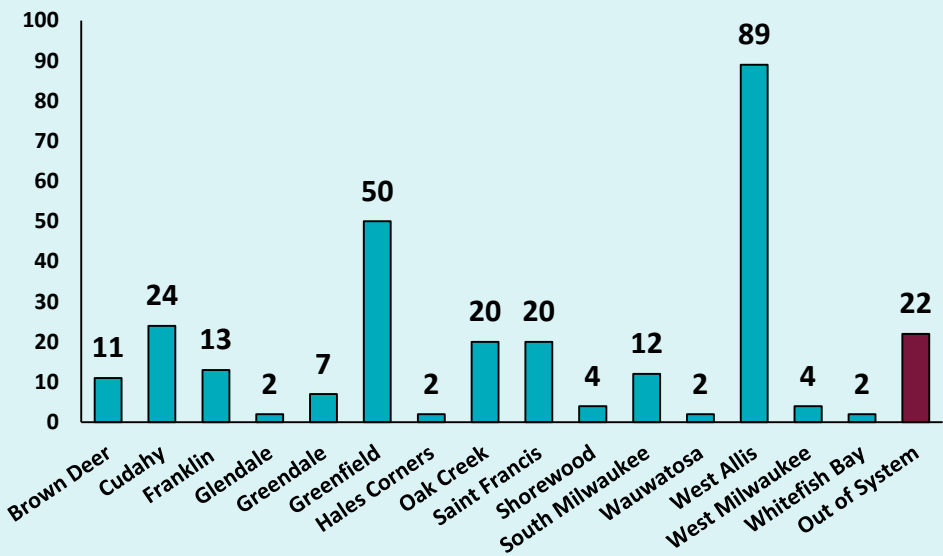
### Virtual Program Attendance

2023



# LibraryNOW Accounts for Seton Catholic Schools

Total non-Milwaukee Students: 284



# Unique Public Computer Users

Milwaukee: 19,015 Non-Milwaukee: 1,159

