



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

- |    |  |             |
|----|--|-------------|
| 1) | Call to Order  |             |
| 2) | Adoption of the Agenda, specifically, order of New Business  |             |
| 3) | Public Comments  |             |
| 4) | Approval of the Minutes: July 19, 2023 meeting   | ACTION      |
| 5) | Financial Reports and Statements:  |             |
|    | a) Check Register: July 2023   | ACTION      |
|    | b) Revenues and Expenditures to Actual Comparison: July 2023   | INFORMATION |
|    | c) Balance Sheet: July 2023  | INFORMATION |
|    | d) Quarterly report of Friends/Foundation revenue deposited at library<br>MEMO   | INFORMATION |
| 6) | Unfinished Business and Discussion:  |             |
|    | a) Consider a motion to adopt a revised <i>Library Board Bylaws</i> , Article V, specifically, to add the Pledge of Allegiance to the Order of Business.   | ACTION      |
|    | b) Consider a motion to re-adopt the <i>Programs, Displays and Exhibits</i> policy, specifically, to include provision for, "...secondary peer review of chosen programs and displays representing polarizing social topics," under Policy section, page 1, and to strike the words, "...regularly scheduled..." from critical comment response under Procedure section, page 3. | ACTION      |
|    | c) Consider a motion to re-adopt the <i>Materials Selection and Self Published Author</i> policy, specifically, to include provision for, "...secondary peer review of chosen materials representing polarizing social topics," under Criteria for Selection section, page 3.  | ACTION      |
|    | d) Discuss annual joint Library Board / Village Board meeting invitation for September.  | DISCUSSION  |
| 7) | New Business and Discussion:   |             |
|    | a) Consider a motion to elect Library Board Officers.<br>MEMO  | ACTION      |
|    | b) Summary of annual staff performance evaluations.<br>MEMO  | DISCUSSION  |
|    | c) Annual review of DPI annual report comparative statistics.<br>MEMO  | DISCUSSION  |
|    | d) Discuss program attendance rules, including permission slips.   | DISCUSSION  |
|    | e) Discuss programming philosophy and practice.  | DISCUSSION  |
|    | f) Discuss programming strategic direction.  | DISCUSSION  |

- 8) Informational Items:
  - a) Director and Staff Reports
  - b) President's Report
  - c) Foundation/Friends Board Report
- 9) Correspondence
- 10) Public Comments
- 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, July 19, 2023**

President Dombrowski 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, Jensen, Kobleska, Unger  
Excused: none  
Also Present: Van Klooster- Library Director

**PUBLIC COMMENTS (1)**

Megan Reddin of the Greendale Library spoke against permission slips for library programs.

Mary Grogan of Sutton Lane spoke in favor of permission slips for library programs.

Heather Godley of Millbank Rd spoke on behalf of PAGE in favor of the Library's Teen and Tween Pride Month program.

Nat Godley of Millbank Rd spoke against permission slips for library programs.

Heidi Ripka of Euston St spoke in favor of permission slips for library programs.

**APPROVAL OF THE MINUTES**

Trustee Unger moved, Trustee Hughes seconded approval of the June 21, 2023 minutes with corrections.

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

**APPROVAL OF FINANCIAL REPORTS**

Check Register: June 2023

Trustee Unger moved, Trustee Dombrowski seconded approval of the June 2023 expenditures in the total amount of \$13,901.77

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

**REVIEW OF FINANCIAL STATEMENTS**

- a) Revenues and Expenditures to Actual Comparison: June 2023
- b) Balance Sheet: June 2023

**UNFINISHED BUSINESS**

- a) Discuss reapproval of Action from June meeting on *Programs, Displays and Exhibits* policy, revisit at August regular meeting

Van Klooster noted that the Action taken at the June meeting to approve revisions to the *Programs, Displays and Exhibits* policy must be retaken in August, after being properly noticed to the public at least 10 days in advance of the meeting.

**NEW BUSINESS**

- a) Discuss 2024 preliminary budget projection

Van Klooster said he did not expect any major changes to the 2023 Approved budget, and does not predict major changes to the cost to continue current services in 2024, aside from customary personnel cost increases. He said the suggested Tax Levy request is in line with discussions held with the Village Manager and Board of Trustees in September 2023, and in line with fund balance maintenance agreement and 5 year library tax levy recommendations. Unger suggested not to increase the Donations revenue, and expressed curiosity about the viability of using volunteers for story time rather than paying for the service. Van Klooster

said story time is a high value professional skill that requires preparation, understanding of early literacy, excellent dependability, and cannot be accomplished by a volunteer who hasn't had previous professional experience in this work. Hughes suggested that attention be paid to how recent law changes to State Shared Revenue could impact Village revenue and possibly benefit library. He also said Van Klooster's estimated personnel cost increase could be too low based on the overall labor market. He said market wage comparison would be helpful as well as cost/benefit analysis of personnel positions, as budget season is a good time to plan ahead for change. Amidzich concurred that a cost benefit analysis of each personnel FTE including wages and benefits should be helpful information. That analysis could contain a brief overview of each position's contributions to library service and operations, perhaps with a bulleted list. D'Amato noted the timing is congruent with the current staff review season.

b) Discuss annual joint Library Board / Village Board meeting invitation for September

Van Klooster said last year's meeting was a special meeting of the Library Board, held the 4<sup>th</sup> Tuesday of September. Board members discussed their availability, Unger suggested Thursdays due to other meetings of Village Trustees. Van Klooster will contact Manager Hawes to negotiate a few potential dates and solicit agenda topics.

c) Discuss complaint response provisions in the *Programs, Displays and Exhibits* policy, specifically, to describe an option to call a Special Meeting "to alter any material in question"

Unger requested that the policy be changed to strike the words, '...regularly scheduled...' from page 3 of the policy, 4<sup>th</sup> bullet point, under 'Procedure'. Other members agreed to recommend it for future action. Van Klooster will properly notice this change to the public at least 10 days in advance of the August meeting to prepare it for action on that meeting agenda.

d) Discuss *Library Board Bylaws* revision, specifically, to include Pledge of Allegiance in Article V Order of Business

Unger suggested that saying the Pledge of Allegiance at the start of meetings could have the effect of creating a feeling of unity among meeting attendees when the community may otherwise be divided. She identified 3 other Wisconsin public library boards that say the Pledge before their meetings. Dombrowski said that she would not vote in support of this change and explained her rationale. Kobleska said he would vote in favor. Hughes said he agrees that saying the Pledge could have a uniting influence and would vote in favor. Amidzich referred to how some perceive the Pledge as aspirational, and mentioned the practice of groups that say a slightly modified Pledge. Unger mentioned the Community Alliance CommUNITY interactive project to be at Village Days.

e) Discuss revised procedure for routing of email sent to [libraryboard@greendale.org](mailto:libraryboard@greendale.org)

Van Klooster said Village IT can make it possible for email sent to the general Library Board email address to be automatically routed to all Board members' personal email accounts. Hughes suggested the Board discuss and codify the Library's 'spokesperson' / communication representative. He said he believes it should be the Library Board President or Library Director. Practices of the Village Board and School Board were discussed. Van Klooster said he will have Village IT enable the routing functionality after the majority expressed that it was an acceptable idea.

f) Discuss schedule and nature of future business items related to library programs and displays

Van Klooster referred to his email to Library Board members on July 17 containing a summary that captured topics of Board concern raised at the June meeting. He asked for feedback, then requested the Board provide feedback to further define the discussion topics of interest to them and prioritize them for future meetings. Unger referred to several topics emailed to Van Klooster and Dombrowski and noted some of them are included in the summary, others are not. She said the issue of permission slips is a primary concern for her. Hughes said he would like to better understand library programming in general to know if permission slips are necessary. He said his highest priority is to look at the nature and philosophy of library programming as a whole, compare it to other programming opportunities already in the community, and gather community

input about its preferences for and satisfaction with library programs. Jensen and Kobleska both expanded on their thoughts about the Teen/Tween Pride month program, age appropriateness of this topic, the legality or wisdom of allowing adult non-participants into the program room, the library's emphasis of this topic over others the library could highlight instead. Amidzich said she believes providing strategic direction for programming is her primary concern. Van Klooster suggested that three primary themes are emerging: programming strategic direction, program planning philosophy and practice, and program attendance rules (including permission slips). He suggests adding these business items to the August agenda, and the Board could officially adopt the agenda at the start of the meeting to set the business priorities.

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

- a) Library Director and Staff Reports: Van Klooster noted that starting in July all Library Board meetings will have the entire packet publicly posted. This mirrors a new practice by the Village Manager.
- b) President's Report: Dombrowski reminded the Board of her invitation for a summer gathering.
- c) Friends/Foundation Report: Van Klooster said the previous meeting again shows the Friends continue to be a very active and cohesive group with lots of activities and advocacy plans.

#### **CORRESPONDENCE**

Van Klooster noted the email communication that has already been forwarded to Board members.

#### **PUBLIC COMMENTS (2)**

Mary Grogan of Sutton Ln followed up with clarification and expansion of comments made during period 1 related to parents' rights to information about minor children.

#### **ADJOURNMENT**

The meeting adjourned at 8:10PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
60163							
JANI-KING OF MILWAUKEE							
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/07/2023	187.74	MIL06230686	CLEANING SUPPLIES 49%	723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/07/2023	350.00	MIL06230691	ADDITIONAL BILLING LIBRARY WINDOW CL	723
Total 60163:				537.74			
60177							
AMAZON CAPITAL SERVICES							
07/23	07-51-56500	ADULT BOOKS	07/14/2023	145.99	JUNE 2023	ADULT BOOKS NF/FIC	723
07/23	07-51-56504	YOUTH BOOKS	07/14/2023	130.11	JUNE 2023	YOUTH BOOKS & MEDIA	723
07/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/14/2023	49.99	JUNE 2023	YOUNG ADULT MEDIA RECIP	723
07/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/14/2023	30.30	JUNE 2023	ADULT MEDIA RECIP	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/14/2023	226.41	JUNE 2023	BOTM, SRP CRAFT SUPPLIES	723
Total 60177:				582.80			
60211							
BRAATZ, KATHRYN LEES							
07/23	07-51-75028	LIB DONATION PURCHASE	07/21/2023	240.00	2023-2	LIBRARY STORY HOUR 2 OF 2 JULY 2023	723
Total 60211:				240.00			
60225							
JANI-KING OF MILWAUKEE							
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/21/2023	241.66	MIL07230665	CLEANING SUPPLIES 49%	723
Total 60225:				241.66			
211112292							
ACH US BANK PCARD							
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	1.04-	6-REDDIN-2023	Summer Reading Shirt Tax Credit	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	1.04	6-REDDIN-2023	Summer Reading Shirt Tax Credit	V 723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	19.98	6-REDDIN-2023	Summer Reading Shirt	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	19.98-	6-REDDIN-2023	Summer Reading Shirt	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.38	6-REDDIN-2023	Teen Summer Reading Program	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.38-	6-REDDIN-2023	Teen Summer Reading Program	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	60.00	6-REDDIN-2023	Teen Summer Reading Program/Prizes	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	60.00-	6-REDDIN-2023	Teen Summer Reading Program/Prizes	V 723

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	274.89	6-REDDIN-2023	Teen Summer Reading Books/Friends Donation	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	274.89-	6-REDDIN-2023	Teen Summer Reading Books/Friends Donation	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.00	6-REDDIN-2023	Teen Summer Reading Program/Prizes	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.00-	6-REDDIN-2023	Teen Summer Reading Program/Prizes	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.00-	6-REDDIN-2023	Teen Summer Reading Program/Prizes	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.00	6-REDDIN-2023	Teen Summer Reading Program/Prizes	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	28.99-	6-REDDIN-2023	Teen Summer Reading Program	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	28.99	6-REDDIN-2023	Teen Summer Reading Program	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	13.97-	6-REDDIN-2023	Teen Summer Reading Program	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	13.97	6-REDDIN-2023	Teen Summer Reading Program	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	5.00-	6-REINKE-2023	Youth Programs	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	5.00	6-REINKE-2023	Youth Programs	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	6.86-	6-REINKE-2023	SRP craft supplies	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	6.86	6-REINKE-2023	SRP craft supplies	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	3.17-	6-REINKE-2023	SRP craft supplies	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	3.17	6-REINKE-2023	SRP craft supplies	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	9.95-	6-REINKE-2023	SRP craft supplies	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	9.95	6-REINKE-2023	SRP craft supplies	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	57.41-	6-REINKE-2023	SRP Friends Prize Books	V 723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	57.41	6-REINKE-2023	SRP Friends Prize Books	723
07/23	07-51-56300	TRAINING	07/25/2023	25.00-	6-REINKE-2023	Travel-ALA Convention Chicago	V 723
07/23	07-51-56300	TRAINING	07/25/2023	25.00	6-REINKE-2023	Travel-ALA Convention Chicago	723
07/23	07-51-56300	TRAINING	07/25/2023	15.00-	6-REINKE-2023	PerDiem-ALA Convention Chicago	V 723
07/23	07-51-56300	TRAINING	07/25/2023	15.00	6-REINKE-2023	PerDiem-ALA Convention Chicago	723
07/23	07-51-56300	TRAINING	07/25/2023	25.00-	6-REINKE-2023	Travel-ALA Convention Chicago	V 723
07/23	07-51-56300	TRAINING	07/25/2023	25.00	6-REINKE-2023	Travel-ALA Convention Chicago	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	73.16-	6-SCHUMA-2023	Tape, cleaner, laminating pouches	V 723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	73.16	6-SCHUMA-2023	Tape, cleaner, laminating pouches	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	612.21-	6-SCHUMA-2023	RFID Tags	V 723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	612.21	6-SCHUMA-2023	RFID Tags	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	55.41-	6-SCHUMA-2023	Copy paper and soap	V 723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	55.41	6-SCHUMA-2023	Copy paper and soap	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	111.29-	6-SCHUMA-2023	New label tape	V 723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	111.29	6-SCHUMA-2023	New label tape	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	409.00-	6-SCHUMA-2023	RFID tags	V 723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	409.00	6-SCHUMA-2023	RFID tags	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	68.85-	6-SCHUMA-2023	Copy paper and labels	V 723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	68.85	6-SCHUMA-2023	Copy paper and labels	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	25.99-	6-SCHUMA-2023	Color copy paper	V 723

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	25.99	6-SCHUMA-2023	Color copy paper	723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	24.14	6-VANKLO-2023	reimburse motion detector light switch	V 723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	24.14	6-VANKLO-2023	reimburse motion detector light switch	723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	35.49	6-VANKLO-2023	Adult Audio	V 723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	35.49	6-VANKLO-2023	Adult Audio	723
07/23	07-51-51200	OPERATING EQUIPMENT	07/25/2023	119.99	6-VANKLO-2023	Storytime cart	V 723
07/23	07-51-51200	OPERATING EQUIPMENT	07/25/2023	119.99	6-VANKLO-2023	Storytime cart	723
07/23	07-51-56501	YOUNG ADULT BOOKS	07/25/2023	123.24	6-VANKLO-2023	TeenBooks	V 723
07/23	07-51-56501	YOUNG ADULT BOOKS	07/25/2023	123.24	6-VANKLO-2023	TeenBooks	723
07/23	07-51-56504	YOUTH BOOKS	07/25/2023	263.25	6-VANKLO-2023	Auto order CATS	V 723
07/23	07-51-56504	YOUTH BOOKS	07/25/2023	263.25	6-VANKLO-2023	Auto order CATS	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	41.92	6-VANKLO-2023	FriendsLuckyDayDVD	V 723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	41.92	6-VANKLO-2023	FriendsLuckyDayDVD	723
07/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/25/2023	408.22	6-VANKLO-2023	ADULT DVD	V 723
07/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/25/2023	408.22	6-VANKLO-2023	ADULT DVD	723
07/23	07-51-56500	ADULT BOOKS	07/25/2023	849.71	6-VANKLO-2023	Adult books FIC	V 723
07/23	07-51-56500	ADULT BOOKS	07/25/2023	849.71	6-VANKLO-2023	Adult books FIC	723
07/23	07-51-56500	ADULT BOOKS	07/25/2023	340.09	6-VANKLO-2023	Adult books NF	V 723
07/23	07-51-56500	ADULT BOOKS	07/25/2023	340.09	6-VANKLO-2023	Adult books NF	723
07/23	07-51-56503	ADULT LARGE PRINT	07/25/2023	76.20	6-VANKLO-2023	ADULT LP	V 723
07/23	07-51-56503	ADULT LARGE PRINT	07/25/2023	76.20	6-VANKLO-2023	ADULT LP	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	455.82	6-VANKLO-2023	Friends SRP prize books	V 723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	455.82	6-VANKLO-2023	Friends SRP prize books	723
07/23	07-51-56504	YOUTH BOOKS	07/25/2023	835.98	6-VANKLO-2023	Youth Books and DVDs	V 723
07/23	07-51-56504	YOUTH BOOKS	07/25/2023	835.98	6-VANKLO-2023	Youth Books and DVDs	723
07/23	07-51-51200	OPERATING EQUIPMENT	07/25/2023	119.40	6-VANKLO-2023	Software-design annual	V 723
07/23	07-51-51200	OPERATING EQUIPMENT	07/25/2023	119.40	6-VANKLO-2023	Software-design annual	723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	35.99	6-VANKLO-2023	Adult Audio	V 723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	35.99	6-VANKLO-2023	Adult Audio	723
07/23	07-51-56506	SERIALS	07/25/2023	64.99	6-VANKLO-2023	Annual subscription	V 723
07/23	07-51-56506	SERIALS	07/25/2023	64.99	6-VANKLO-2023	Annual subscription	723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	152.31	6-VANKLO-2023	MatServiceAllCLC	V 723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	152.31	6-VANKLO-2023	MatServiceAllCLC	723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	825.00	6-VANKLO-2023	Pest control service	V 723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	825.00	6-VANKLO-2023	Pest control service	723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	67.99	6-VANKLO-2023	Adult Audio	V 723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	67.99	6-VANKLO-2023	Adult Audio	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00	6-WAWER -2023	Adult SRP Grand Prize	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00	6-WAWER -2023	Adult SRP Grand Prize	723

M = Manual Check, V = Void Check



GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00-	6-WAWER -2023	Adult SRP Grand Prize	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00	6-WAWER -2023	Adult SRP Grand Prize	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00-	6-WAWER -2023	Adult SRP Grand Prize	V 723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00	6-WAWER -2023	Adult SRP Grand Prize	723
Total 211112292:				.00			
<b>211112423</b>							
<b>ACH WE ENERGIES</b>							
07/23	07-51-57100	UTILITIES	07/24/2023	1,762.64	6212023	5647 Broad-5650 Parking St-Library	623
07/23	07-51-57100	UTILITIES	07/24/2023	8.39	6212023	5647 Broad-5650 Parking St Library	623
Total 211112423:				1,771.03			
<b>211112426</b>							
<b>ACH US BANK PCARD</b>							
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	1.04-	6-REDDIN-2023	Summer Reading Shirt Tax Credit	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	19.98	6-REDDIN-2023	Summer Reading Shirt	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.38	6-REDDIN-2023	Teen Summer Reading Program	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	60.00	6-REDDIN-2023	Teen Summer Reading Program/Prizes	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	274.89	6-REDDIN-2023	Teen Summer Reading Books/Friends Donation	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.00	6-REDDIN-2023	Teen Summer Reading Program/Prizes	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	50.00	6-REDDIN-2023	Teen Summer Reading Program/Prizes	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	28.99	6-REDDIN-2023	Teen Summer Reading Program	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	13.97	6-REDDIN-2023	Teen Summer Reading Program	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	5.00	6-REINKE-2023	Youth Programs	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	6.86	6-REINKE-2023	SRP craft supplies	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	3.17	6-REINKE-2023	SRP craft supplies	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	9.95	6-REINKE-2023	SRP craft supplies	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	57.41	6-REINKE-2023	SRP Friends Prize Books	723
07/23	07-51-56300	TRAINING	07/25/2023	25.00	6-REINKE-2023	Travel-ALA Convention Chicago	723
07/23	07-51-56300	TRAINING	07/25/2023	15.00	6-REINKE-2023	PerDiem-ALA Convention Chicago	723
07/23	07-51-56300	TRAINING	07/25/2023	25.00	6-REINKE-2023	Travel-ALA Convention Chicago	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	73.16	6-SCHUMA-2023	Tape, cleaner, laminating pouches	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	612.21	6-SCHUMA-2023	RFID Tags	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	55.41	6-SCHUMA-2023	Copy paper and soap	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	111.29	6-SCHUMA-2023	New label tape	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	409.00	6-SCHUMA-2023	RFID tags	723
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	68.85	6-SCHUMA-2023	Copy paper and labels	723

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
07/23	07-51-55100	OFFICE SUPPLIES	07/25/2023	25.99	6-SCHUMA-2023	Color copy paper	723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	24.14	6-VANKLO-2023	reimburse motion detector light switch	723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	35.49	6-VANKLO-2023	Adult Audio	723
07/23	07-51-51200	OPERATING EQUIPMENT	07/25/2023	119.99	6-VANKLO-2023	Storytime cart	723
07/23	07-51-56501	YOUNG ADULT BOOKS	07/25/2023	123.24	6-VANKLO-2023	TeenBooks	723
07/23	07-51-56504	YOUTH BOOKS	07/25/2023	263.25	6-VANKLO-2023	Auto order CATS	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	41.92	6-VANKLO-2023	FriendsLuckyDayDVD	723
07/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	07/25/2023	408.22	6-VANKLO-2023	ADULT DVD	723
07/23	07-51-56500	ADULT BOOKS	07/25/2023	849.71	6-VANKLO-2023	Adult books FIC	723
07/23	07-51-56500	ADULT BOOKS	07/25/2023	340.09	6-VANKLO-2023	Adult books NF	723
07/23	07-51-56503	ADULT LARGE PRINT	07/25/2023	76.20	6-VANKLO-2023	ADULT LP	723
07/23	07-51-75028	LIB DONATION PURCHASE	07/25/2023	455.82	6-VANKLO-2023	Friends SRP prize books	723
07/23	07-51-56504	YOUTH BOOKS	07/25/2023	835.98	6-VANKLO-2023	Youth Books and DVDs	723
07/23	07-51-51200	OPERATING EQUIPMENT	07/25/2023	119.40	6-VANKLO-2023	Software-design annual	723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	35.99	6-VANKLO-2023	Adult Audio	723
07/23	07-51-56506	SERIALS	07/25/2023	64.99	6-VANKLO-2023	Annual subscription	723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	152.31	6-VANKLO-2023	MatServiceAllCLC	723
07/23	07-51-61100	MAINT SUPPLIES-BUILDING	07/25/2023	825.00	6-VANKLO-2023	Pest control service	723
07/23	07-51-56502	ADULT AUDIO BOOKS	07/25/2023	67.99	6-VANKLO-2023	Adult Audio	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00	6-WAWER -2023	Adult SRP Grand Prize	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00	6-WAWER -2023	Adult SRP Grand Prize	723
07/23	07-51-75031	LIBRARY PROGRAMS	07/25/2023	25.00	6-WAWER -2023	Adult SRP Grand Prize	723

Total 211112426:

6,916.92

Grand Totals:

10,290.15

## RE: July Monthly Reports




Kristin Tomsyck

To Greendale Library Director



11:13 AM

 You replied to this message on 8/7/2023 11:32 AM.

The ACH portion of the Pcard had to be voided and re-entered due to an update done by Connect. So that is why it is showing both a positive and negative for each transaction under the ACH portion. It will only look like this this one time as it was a glitch in Connect when they ran the ACH's so I apologize that it looks weird this month.

**Kristin Tomsyck**  
 Senior Accountant  
 Village of Greendale  
 6500 Northway

Greendale, WI 53129

Phone: (414) 423-2100

Fax: (414) 423-2107

Email: [ktomsyck@greendale.org](mailto:ktomsyck@greendale.org)

M = Manual Check, V = Void Check

## VILLAGE OF GREENDALE

## LIBRARY FUND

## PERIOD

July 31, 2023

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
<b>REVENUES</b>		<b>Current Month Actual</b>	<b>Current Budget</b>	<b>Current year Actual</b>	<b>Remaining</b>	<b>% of Budget</b>
07-00-21102	PROPERTY TAX LEVY	-	631,654.00	528,512.07	103,141.93	84%
07-00-21123	LIBRARY - MCFLS RECIP	-	35,312.00	35,382.94	(70.94)	100%
07-00-22515	DONATIONS LIBRARY	330.11	13,000.00	17,743.81	(4,743.81)	136%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	126.73	5,200.00	2,646.16	2,553.84	51%
07-00-22959	LIBRARY FINES	1,012.14	12,000.00	7,180.81	4,819.19	60%
07-00-22960	LIBRARY BOOK CHARGES	235.69	2,000.00	1,047.25	952.75	52%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	128.25	1,200.00	584.29	615.71	49%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		1,832.92	700,366.00	593,097.33	107,268.67	85%
<b>EXPENSES</b>						
07-51-42100	SALARIES - REGULAR	29,810.42	257,100.00	149,172.84	107,927.16	58%
07-51-42200	SALARIES - TEMPORARY	18,518.61	158,300.00	91,696.22	66,603.78	58%
07-51-42300	SALARIES - OVERTIME	-	-	-	-	-
07-51-45100	HEALTH INSURANCE	6,255.33	57,205.00	31,368.91	25,836.09	55%
07-51-45200	LIFE INSURANCE	48.85	470.00	255.13	214.87	54%
07-51-46100	SOCIAL SECURITY	2,276.10	19,431.00	11,376.39	8,054.61	59%
07-51-46200	WRS EMPE/EMPR	2,645.76	17,483.00	13,176.73	4,306.27	75%
07-51-46300	MEDICARE	658.67	6,023.00	3,292.09	2,730.91	55%
07-51-51200	OPERATING EQUIPMENT	239.39	16,200.00	7,943.81	8,256.19	49%
07-51-53920	MCFLS COMPUTER CONTRACT	-	17,279.00	19,865.00	(2,586.00)	115%
07-51-55000	COMMUNICATIONS	-	1,050.00	129.78	920.22	12%
07-51-55100	OFFICE SUPPLIES	1,355.91	8,800.00	3,238.43	5,561.57	37%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	65.00	3,100.00	2,127.51	972.49	69%
07-51-56500	ADULT BOOKS	1,335.79	15,000.00	9,827.68	5,172.32	66%
07-51-56501	YOUNG ADULT BOOKS	123.24	1,500.00	974.77	525.23	65%
07-51-56502	ADULT AUDIO BOOKS	139.47	600.00	319.45	280.55	53%
07-51-56503	ADULT LARGE PRINT	76.20	1,000.00	534.82	465.18	53%
07-51-56504	YOUTH BOOKS	1,229.34	15,000.00	8,987.03	6,012.97	60%
07-51-56506	SERIALS	64.99	5,800.00	5,334.01	465.99	92%
07-51-56508	MCFLS DATABASES	-	9,922.00	10,643.00	(721.00)	107%
07-51-57100	UTILITIES	-	26,250.00	12,842.31	13,407.69	49%
07-51-61100	MAINT SUPPLIES-BUILDING	1,732.57	8,100.00	5,906.93	2,193.07	73%
07-51-75023	LIBRARY - MCFLS RECIP EXP	488.51	6,000.00	2,642.77	3,357.23	44%
07-51-75028	LIB DONATION PURCHASE	1,315.39	13,000.00	13,018.61	(18.61)	100%
07-51-75031	LIBRARY PROGRAMS	353.32	3,000.00	4,032.46	(1,032.46)	134%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	-	8,800.00	2,207.38	6,592.62	25%
07-51-92900	MISCELLANEOUS	-	1,200.00	123.31	1,076.69	10%
Total LIBRARY EXPENSES:		68,732.86	678,813.00	411,137.37	267,675.63	61%

VILLAGE OF GREENDALE  
BALANCE SHEET  
7/31/2023

ASSETS

07-00-111000	CASH DEPOSIT	\$ 193,185.11
07-00-111080	PETTY CASH	\$ 200.00
07-00-123070	PREPAID ITEMS	\$ -
07-00-173090	DUE FROM TRUST AGENCY	\$ 103,141.93

TOTAL ASSETS	\$ 296,527.04
--------------	---------------

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	\$ 103,141.93
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
		\$ 103,141.93
TOTAL LIABILITIES		

FUND EQUITY

07-00-170000	FUND BALANCE	\$ 11,425.15
07-00-170400	COMMITTED FUND BALANCE	\$ -
	REVENUES OVER EXPENDITURES- YTD	\$ 181,959.96

TOTAL LIABILITIES AND EQUITY	\$ 296,527.04
------------------------------	---------------

AMOUNTS ARE UNAUDITED

## GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 8/1/23

To: Library Board; Friends of the Greendale Public Library Board

From: Brian Van Klooster, Library Director

**Re: Agenda item #5d: Quarterly report of Friends/Foundation revenue deposited at Library**

---

### Discussion:

From the Library's Financial Procedures:

*Non-Library Revenues, including FRIENDS/FOUNDATION revenue*

*Revenues for some Friends of the Library fundraisers are taken in at Library registers as 'Donations' revenue, deposited directly into the Library's DONATIONS revenue account. This includes raffle ticket sales, fundraiser event ticket sales, fundraiser product sales, etc. A 'Donations' report of Friends fundraising revenue receipted by the library is provided quarterly to the Friends using Village accounting and library credit card processing software to assist them in fundraising revenue accounting. Friends book sale cart cash revenue is collected monthly by library staff and held in the library safe for Friends pickup.*

SOURCE	2023	AMOUNT	DEPOSITED TO
Book Sale cart	Jan-Jul	0	
Book Sale cart	Jan-Jul	79.50	Card to Lib Revenues
Tote Bags	Jan-Jul	30.00	Cash to Lib Revenues
Tote Bags	Jan-Jul	20.00	Card to Lib Revenues
Membership	Jan-Jul	25.00	Card to Lib Revenues
TOTAL		154.50	

**GREENDALE PUBLIC LIBRARY**  
**10-DAY NOTICE OF PROPOSED POLICY CHANGE**



PLEASE TAKE NOTICE that the following policy/policies will be established, reviewed, or amended by the Greendale Public Library Board at its regular monthly meeting, on Wednesday, August 16, 2023. Full copies of the proposed documents can be previewed on the library's website, or on paper at the library front desk.

1. Consider a motion to adopt a revised *Library Board Bylaws*, Article V, page 4, specifically, to include the Pledge of Allegiance in the Order of Business.

**Order of Business:**

Call to order

Pledge of Allegiance

Compliance with open meeting

Public comments (1)

Pers

2. Consider a motion to re-adopt the *Programs, Displays and Exhibits* policy, specifically, to include provision for, "...secondary peer review of chosen programs and displays representing polarizing social topics," under Policy section, page 1, and to strike the words, "...regularly scheduled..." from critical comment response under Procedure section, page 3.

Authority to approve Library-initiated and non-library-initiated programs, displays and exhibits shall be given to the Library Director. Considerations for approval may include, but are not limited to, physical space available or required, logistics of day to day management, compatibility with Library Mission, Vision and Values, congruence with the library's Materials Selection Policy, secondary peer review of chosen programs and displays representing polarizing social topics, and/or the ALA Interpretation below.

**Library Director and Library Board:**

- Will respond to the presentation of a completed *Request for Reconsideration* form and/or Public Comment requesting specific action at a Library Board meeting.
- Will not alter any material in question until the controversy has been reviewed, no sooner than the next ~~regularly-scheduled~~ Library Board meeting.

3. Consider a motion to re-adopt the *Materials Selection and Self Published Author* policy, specifically, to include provision for, "...secondary peer review of chosen materials representing polarizing social topics," under Criteria for Selection section, page 3.

**Selection may also be affected by the following factors:**

- Physical limitations of the building
- Price and format
- Specialized or archival materials beyond the scope of the Library's local history collections, or beyond the library's ability provide proper preservation or access
- Secondary peer review of chosen materials representing polarizing social topics

cc: Library Board, Village Manager, Assistant  
Village Manager, Media

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

# GREENDALE PUBLIC LIBRARY

## BOARD MEMO



Date: 8/14/2023

To: Library Board

From: Brian Van Klooster, Director

Re: **Agenda item # 7-a:** elect Officers (V2)

---

### Attachments:

none

### Discussion:

The Library Board must elect a President, Vice President and Trustee.

Office	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
President	Kate Dombrowski	Kate Dombrowski	Kate Dombrowski	Kim Amidzich	Kim Amidzich
Vice President	Rob Kobleska	Rob Kobleska	Deb Huberty	Deb Huberty	Deb Huberty
Treasurer	Vicki Jensen	Vicki Jensen	Vicki Jensen	Vacant	Gary Kiltz
Friends Liaison (appointed by President)	Vacant	Elaine Unger	Elaine Unger	Elaine Unger	Deb Huberty

Excerpt from the Greendale Public Library Board of Trustees Bylaws, Rev. 10/2022:

### *Article IV: Officers*

*Officers will be elected annually at the August monthly meeting for a term of one (1) year. Removal from office may be at any regular meeting of the Board by a two thirds (2/3) majority vote of all members of the Board.*

*President*

*Vice President*

*Treasurer*

*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.*

*The Treasurer will assist the director in reviewing accounting of monthly reports to the Board.*

### **Fiscal implication:**

None

### **Library Director's recommendation:**

Elect representatives for each Office.

---

# GREENDALE PUBLIC LIBRARY

## BOARD MEMO



Date: 8/10/2023  
To: Library Board  
From: Brian Van Klooster, Library Director  
Re: ***Agenda item #7-b : 2022/2023 Library Staff Performance Evaluations including Library Director***

---

### **Attachments:**

none

### **Discussion:**

The Village Manager's Deadline for Village staff performance evaluations was July 29. All library staff 2022/2023 performance evaluation scores have been completed but not yet shared with employees.

Employees have demonstrated skill and commitment without exception. None are working with a performance improvement plan. Several employees will have evaluations that include ratings of 'Exceeds Expectations' in as many as a third of the categories. Depending on the final Village Salary Resolution, employees demonstrating unusually exceptional performance may receive modest additional compensation above the COLA. The Library will have a few employees in this category.

### **Fiscal implication:**

Personnel compensation adjustments will be part of the Village Budget process. Therefore, it is difficult to estimate impact to the Library's 2024 budget. Until there is Village budget passage, I am currently estimating a library wage COLA of 4% (10-year average would be 1.9%, but inflation remains high and CPI, though coming down, is higher than average).

The Village Salary Resolution is presented to the Village Board in November. Per the Library Board's adoption of the Village Personnel Manual on April 15, 2020:

#### ***ADDITIONS, CLARIFICATIONS AND/OR EXCEPTIONS***

*(SECTION 1.17) Salary Plan: After the Village Trustees approve the Village Salary Resolution, the Library Board reviews the Library Wage Plan. The Library Wage Plan may adopt the Village Salary Resolution in whole or in part, with clarifications, additions and/or exceptions. A typical Library Wage Plan includes wage minimum/midpoint/maximum ranges, a cost of living adjustment (COLA) when offered to other Village employees, and the Merit Pay Program.*

The exact fiscal implications cannot be calculated until the Village Salary Plan is adopted.

### **Library Director's recommendation:**

None at this time.



# GREENDALE PUBLIC LIBRARY

## BOARD MEMO



Date: 8/8/2023

To: Library Board

From: Brian Van Klooster, Library Director

**Re: *Agenda item #7-c: Annual review of DPI Annual Report comparative statistics***

---

### Web links:

- [Summary of key data from Wisconsin libraries within 10% range of Greendale's total INCOME, 2022](#)
- [Summary of key data from Wisconsin libraries within 10% range of Greendale's total POPULATION, 2022](#)
- [Summary of key data from MCFLS libraries \(MPL omitted\), 2022](#)
- [MCFLS libraries, operating expenditures and annual circulation, 2007-2022](#)

---

### Discussion:

The Library Board had expressed interest in seeing local and comparative statistics on a more regular basis. DPI comparative stats were identified as informative for both Library and Village Board members. These will be provided annually in late summer when the DPI has finalized the previous year's data collection (due in April), and in advance of Village budget discussions.

---

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 8/8/23  
To: Village Board of Trustees, Library Board, Friends of the Library  
From: Brian Van Klooster, Library Director  
Re: ***Directors' Report: July 2023***

---

### **Last month in review:**

July is the peak of summer reading, as well as most public libraries' busiest month of the year. Staff typically avoid lengthy vacations, flex their schedules to accommodate programming, and focus priorities on direct-service activity. Slight adjustments to summer reading progress tracking for school age children helped participation return to pre-pandemic levels, with options for both electronic and paper tracking. Staff were creative in finding a way to combine both methods with one set of prizes.

### **Upcoming/Current month at a glance:**

- Performance evaluation meetings will be scheduled
- Lots of planning and communication with partners to bring the Celebration of Service tent to life for Village Days, big thanks to School District staff for help.
- Lots of planning with MCFLS to communicate downtown Greendale road closures to customers who are expecting to pick up reserved materials. Set artificial 'closed dates' in checkout software so that items do not come due during village days.
- Lots of prep for big agenda at August Library Board meeting.

### **Statistics:**

- New library accounts created: 49
- Loans of print and electronic materials: 18,232; compared to 2019: 19,499; compared to same month last year: 18,343 ↓ 1%

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

- Meetings of Friends of the Library, Library Board, MCFLS LDAC, Recreation Study core team
- Fine block has been increased from \$5 to \$10, systemwide. No impact to revenue expected.
- Clerk vacancy-screened 22 applicants, conducted 6 interviews, made 1 accepted offer. Candidate will start in August.
- Student ID/Library Account opt-in is offered again for this year's student enrollment period. This is now an established program with parents and students both being aware of it and using it heavily.
- Coverage arranged for Emily's absence – two of our clerks with MLIS degrees have agreed to increase hours to serve as temporary librarians from September through December. A clerk from Zablocki Library will come to help us fill in where our own clerks are pulled away for reference.
- District/Village Park and Recreation Study committee membership – I have discontinued participation as of the end of July. It was my role to ensure that the CLC was acknowledged as a recreation space, that the library's services were understood to be contributors to the Village's non-sport recreation landscape, and explore a possible opportunity to gather community feedback about library services. The current thrust of the survey and feedback makes library presence superfluous.

# GREENDALE PUBLIC LIBRARY STAFF REPORT

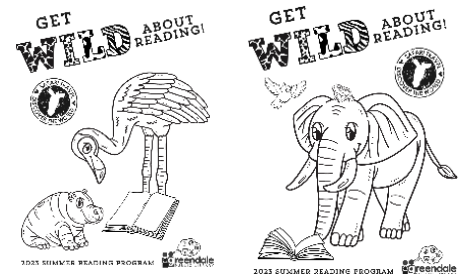
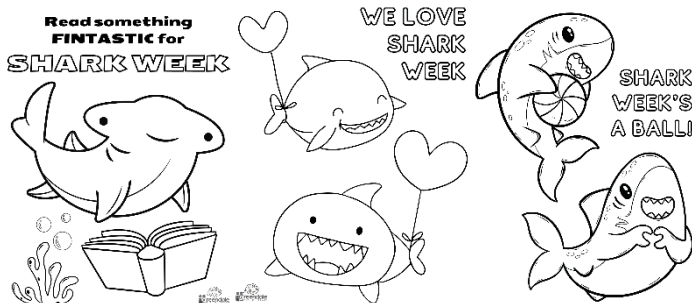


Date: 8/7/23  
To: Village Board of Trustees, Library Board, Friends of the Library  
From: Brian Van Klooster, Library Director  
Re: **Staff Report: July 2023**

---

## Youth Services (Lisa):

- Programs:
  - Storytime 7/12: 19 attendees; 7/19: 19 attendees; 7/26: 25 attendees;
  - Family Slime 7/13: 35 attendees
  - Lego Builders 7/20: 25 attendees
  - Family Bingo: 7/27: 19 attendees
  - Mermaids & Pirates Craft: 75 projects made by customers
  - Animal Passive Craft: 75 projects made by customers
  - Shark Week Passive Crafts: 126 projects made by customers
  - Reading Portion of SRP Program (June and July): 421
    - 201 children completed it virtually through Beanstack and 220 children completed it “in person” using the paper packet, which is a 78% increase from 2022!
- Book Displays:
  - Animal Chapter Books
  - Beginning Readers
  - Pets Picture Books and Beginning Readers
  - Kids Hobbies Nonfiction Books, Kids Cookbooks and Desserts Picture Books, Sharks Picture and Nonfiction Books, Summer Picture and Nonfiction Books, and Lego Projects by the Lego Program attendees
- Collection Development:
  - 158 books added to youth collection
- 2 year no-circulation list (con’d) : Julie ran the list, clerks pulled the books, and I analyzed books to decide to keep or discard them
- Two more SRP coloring pages made (Sharon)
- Shark Week display - 3 coloring pages made (Sharon)



“LEGO Builders program and display garnered a lot of interest!”—Sharon

○

### Adult Services (Emily):

- Programs:
  - Color Me Calm 7/3: 5 attendees.
  - Adult Book Discussion 7/5: *Pachinko* = 8 attendees.
  - Monday Movie Matinee 7/10: *The Fabelmans* = 6 attendees.
  - Pabst Mansion: Unseen Treasures Presentation: 9 attendees.
  - Book A Librarian 7/13 & 7/27: 3 attendees.
    - I assisted 1 patron on two occasions to find family documents on Ancestry and I helped one patron learn how to use her new Kindle Fire Tablet.
- Marketing:
  - The most popular post for the month was the Toddler and Preschool Storytime at Gazebo Park post on July 13<sup>th</sup> with 13 likes/671 reached.
  - I've been hard at work creating all the marketing for Sep-Dec while I'm on Maternity Leave as well as writing instructions for me colleagues to fill-in the gaps. I've completed all the monthly flyer/calendars, slides, website calendar entries and have begun working on the monthly e-Newsletters for Sep-Dec as well as social media post graphics.
- Summer Reading Program 2023:
  - The Summer Reading Program was a success with increased participation from last year across the board.
    - Adult: 115 (88 in 2022)
    - Teen: 113 (87 in 2022)
    - Youth Beanstack: 201 Youth Paper Packet: 220 Youth Total: 421 (236 in 2022)
    - **All Ages Total: 639** (411 in 2022)
    - Search & Find the Red Panda: 33
    - Passive Trivia: 398 (241 in 2022)
- Book Displays:
  - Wild About Reading display and Purposeful Parenting book display. (Sharon)
- Community Meeting Room:
  - I have begun to work on an official "Community Meeting Room Reservation Procedures" manual that can be used while I'm on Maternity Leave to answer questions about booking the CMR and for training the Reference Temps.

### Teen Services (Megan):

- Collection Development
  - Adult Fiction: 54; YA: 12; Large Print: 7; Audiobooks: 4
- Programs
  - Teen & Tween Anime: 9 attendees
  - Teen & Tween Tie Dye: 24 attendees
  - Teen & Tween Craft: 16 attendees



- Book Display
  - Books with Animals on the Cover
- Social Media
  - TikTok (GrndPublicLibrary): 1716 Followers, 7 videos this month
    - Highest viewed video: 435 views
  - Instagram (GrndPublicLib\_Teens): 109 Followers, 9 posts this month

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

#### Staffing:

- Sherry N. had her last day on 7/31
- Clerk interviews were held on 7/19 and 7/20. Jenifer and I interviewed 7 candidates and have an accepted offer from Miranda M. Her first day is expected to be 8/7.
- Met with Brian on 7/27 to discuss Fall scheduling, accommodating several upcoming Clerk vacation requests, and the new Clerks' hours.
- I began work on Circulation staff evaluations.

#### Programs:

- Kayla held her 3<sup>rd</sup> Stories with Samson program on 7/1. This program will return in the Fall.
- Martha assisted Megan with setup and take down for Tie-Dye on 7/19
- Jen worked with Lisa to prep and be a helper during Family Slime Lab, LEGO Builders, and Family Bingo. She also assisted Kate at Storytimes and created coloring sheets.

#### Circ Projects:

- Clerks finished the weeding project to remove non-circulating Picture, Beginner Reader, and Chapter books from the Youth collection.
- Clerks helped count completed paper tickets for SRP statistics.
- Extra shelving done by clerk staff to help keep up with high volume of youth item returns and some shelve vacation days.
- Craft prep – Mermaid and Pirate TP tube craft; Shark Week clothespin craft; Jungle Animal craft.

#### Misc:

- I continued to monitor our front Self-Checkout unit daily to ensure that it is attributing checkouts correctly. It has been correct thorough July.
- Began the discussion with MCFLS and the School District regarding this year's Student ID as Library Card data import. Arranged a meeting between District and MCFLS for mid-August to ensure we are all on the same page and to establish the timeline and format for receiving the data.