



**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: November 15, 2023 meeting  | ACTION      |
| 5)  | Financial Reports and Statements:   |             |
|     | a) Check Register: November 2023  | ACTION      |
|     | b) Revenues and Expenditures to Actual Comparison: November 2023  | INFORMATION |
|     | c) Balance Sheet: November 2023   | INFORMATION |
| 6)  | Unfinished Business:  |             |
|     | a) Discussion and necessary action regarding adopted 2024 Village budget and revisions to Library budget<br>MEMO  |             |
|     | b) Discussion and necessary action regarding strategic direction<br>MEMO  |             |
| 7)  | New Business:   |             |
|     | a) Discussion and necessary action regarding Director's annual Action Plan and project plan<br>MEMO   |             |
|     | b) Discussion and necessary action regarding Programs and displays preview, Jan-May<br>MEMO   |             |
|     | c) Discussion and necessary action regarding Library Board vacancy  |             |
| 8)  | Informational Items:  |             |
|     | a) Director and Staff Reports   |             |
|     | b) President's Report   |             |
|     | c) Foundation/Friends Board Report  |             |
| 9)  | Correspondence  |             |
| 10) | Public Comments (2)   |             |
| 11) | Closed Session: The Board shall convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to approve the 2024 Library Wage Plan. | ACTION      |
| 12) | Return to Open Session:   | ACTION      |
| 13) | Consider a motion to approve the 2024 Library Wage Plan   | ACTION      |
| 14) | 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.

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, November 15, 2023**

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, Jensen, Kobleska, Unger

Excused:

Also Present: Van Klooster- Library Director

**PUBLIC COMMENTS (1)**

None

**APPROVAL OF THE MINUTES**

Trustee Unger moved, Trustee Kobleska seconded approval of the October 18, 2023 minutes.

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

**APPROVAL OF FINANCIAL REPORTS**

Check Register: October 2023

Trustee Amidzich moved, Trustee Unger seconded approval of the October 2023 expenditures in the total amount of \$11,918.11.

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

**REVIEW OF FINANCIAL STATEMENTS**

- a) Revenues and Expenditures to Actual Comparison: October 2023
- b) Balance Sheet: October 2023
- c) Quarterly report of Friends/Foundation revenue deposited at Library

**UNFINISHED BUSINESS**

- a) Discussion and necessary action regarding Library Board Bylaws revision

Trustee Jensen moved, Trustee Hughes seconded approval of the Library Board Bylaws revision

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

- b) Discussion and necessary action regarding Library Card and Circulation policy revision

Trustee Unger moved, Trustee Jensen seconded approval of the Library Card and Circulation policy revision.

Trustee Amidzich moved, Trustee Dombrowski seconded an amended motion to include approval of Agenda item 6c, approval of the Fines and Charges policy creation, in the same action.

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

**NEW BUSINESS**

- a) Discussion and necessary action regarding 2024 schedule of hours and closures

Amidzich inquired if the upcoming 2023 Christmas and New Year holiday Library closures are the same as Village Hall. Van Klooster said they are. Amidzich noted that nomination paperwork is due to Village Hall by Jan. 2 so it's likely that they are open that day.

Trustee Unger moved, Trustee D'Amato seconded approval of the 2024 schedule of hours and closures as presented.

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

### **INFORMATIONAL AND DISCUSSION ITEMS**

- a) Library Director and Staff Reports: Van Klooster highlighted recent challenges with after school student behavior. Discussion about avenues for support ensued including Amidzich suggesting additional middle school student communication. Jensen noted visiting another similar community that had signs from the student council president on the doors of local businesses that encouraged appropriate behavior to maintain privileges. Van Klooster also highlighted Reading Rampage, success of extra story times including weekend and evening.
- b) President's Report: D'Amato noted she will be present for a lunch visit with library staff at the professional development day.
- c) Friends/Foundation Report: Van Klooster reported new people at the meeting who want to be involved, the current Winter membership drive, and discussion of how to manage increased insurance costs.

### **CORRESPONDENCE**

NONE

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

NONE

### **ADJOURNMENT**

The meeting adjourned at 6:15PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
<b>60668</b>							
<b>MILWAUKEE COUNTY FEDERATED</b>							
11/23	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	11/13/2023	1,533.48	FL-03604	COMP MONITORS	1123
11/23	07-51-55000	COMMUNICATIONS	11/13/2023	138.35	FL-03604	NOTIFICATIONS, FORMS, POSTAGE, ECOM	1123
11/23	07-51-55100	OFFICE SUPPLIES	11/13/2023	90.35	FL-03604	RECEIPT PAPER, LABELS, BARCODES	1123
11/23	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	11/13/2023	49.30	FL-03604	TBS SERVER AND PAYMENT	1123
Total 60668:				1,811.48			
<b>60678</b>							
<b>FORWARD TS (FORMERLY OFF COPY EQUIP)</b>							
11/23	07-51-51200	OPERATING EQUIPMENT	11/13/2023	15.60	AR210232	COPIER-LIBRARY	1123
Total 60678:				15.60			
<b>60680</b>							
<b>MUNICIPAL LAW &amp; LITIGATION GROUP SC</b>							
11/23	07-51-92900	MISCELLANEOUS	11/13/2023	65.00	10560	LEGAL SERVICES	1123
Total 60680:				65.00			
<b>60685</b>							
<b>AMAZON CAPITAL SERVICES</b>							
11/23	07-51-56500	ADULT BOOKS	11/13/2023	9.18	OCT 2023	ADULT BOOKS NF/FIC	1123
11/23	07-51-56504	YOUTH BOOKS	11/13/2023	231.60	OCT 2023	YOUTH BOOKS & MEDIA	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/13/2023	61.53	OCT 2023	BOOKS, INCENTIVES	1123
Total 60685:				302.31			
<b>60692</b>							
<b>BEST SPECIALTIES</b>							
11/23	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	11/13/2023	502.37	66836	MARKER BOARD	1123
Total 60692:				502.37			
<b>60730</b>							
<b>AURORA HEALTH CARE</b>							
11/23	07-51-92900	MISCELLANEOUS	11/27/2023	42.00	649967	PRE-EMPLOYMENT PHYSICAL	1123

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 60730:				42.00			
<b>60742</b>							
<b>NEMETH, ANGELA</b>							
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	180.00	01	STAFF DEVELOPMENT DAY	1123
Total 60742:				180.00			
<b>211112496</b>							
<b>ACH WE ENERGIES</b>							
11/23	07-51-57100	UTILITIES	11/27/2023	1,385.91	10182023	5647 Broad-5650 Parking St-Library	1023
11/23	07-51-57100	UTILITIES	11/27/2023	8.04	10182023	5647 Broad-5650 Parking St Library	1023
Total 211112496:				1,393.95			
<b>211112502</b>							
<b>ACH US BANK PCARD</b>							
11/23	07-51-75031	LIBRARY PROGRAMS	11/27/2023	65.26	10-REDDIN-2023	teen program - snacks	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	17.89	10-REDDIN-2023	Reading Rampage - Supplies	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	82.50	10-REDDIN-2023	Reading Rampage - Prizes	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	214.02	10-REDDIN-2023	Reading Rampage - Prizes	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	18.46	10-REDDIN-2023	Reading Rampage - Supplies	1123
11/23	07-51-75031	LIBRARY PROGRAMS	11/27/2023	15.00	10-REDDIN-2023	Teen Program - Prizes	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	9.95	10-REINKE-2023	Dickens Wishlist	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	5.26	10-REINKE-2023	Dickens Wishlist	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	14.68	10-REINKE-2023	Dickens Craft	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	78.87	10-REINKE-2023	Dickens Craft	1123
11/23	07-51-55100	OFFICE SUPPLIES	11/27/2023	16.96	10-SCHUMA-2023	Refund Tinted Label Protector	1123
11/23	07-51-55100	OFFICE SUPPLIES	11/27/2023	73.76	10-SCHUMA-2023	Paper	1123
11/23	07-51-55100	OFFICE SUPPLIES	11/27/2023	114.94	10-SCHUMA-2023	Book bins	1123
11/23	07-51-56506	SERIALS	11/27/2023	3.00	10-SCHUMA-2023	USA Today	1123
11/23	07-51-56506	SERIALS	11/27/2023	3.00	10-SCHUMA-2023	USA Today	1123
11/23	07-51-55100	OFFICE SUPPLIES	11/27/2023	102.50	10-SCHUMA-2023	Book Tape	1123
11/23	07-51-55100	OFFICE SUPPLIES	11/27/2023	19.99	10-SCHUMA-2023	STEM Kit bins	1123
11/23	07-51-61100	MAINT SUPPLIES-BUILDING	11/27/2023	39.99	10-SCHUMA-2023	Disinfectant wipes	1123
11/23	07-51-56506	SERIALS	11/27/2023	174.04	10-VANKLO-2023	WSJ quarterly	1123
11/23	07-51-56504	YOUTH BOOKS	11/27/2023	1,256.10	10-VANKLO-2023	Youth Books and DVDs	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	212.22	10-VANKLO-2023	FriendsLuckyDayDVD	1123

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
11/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	11/27/2023	92.98	10-VANKLO-2023	ADULT DVD	1123
11/23	07-51-56500	ADULT BOOKS	11/27/2023	745.76	10-VANKLO-2023	Adult books FIC	1123
11/23	07-51-56501	YOUNG ADULT BOOKS	11/27/2023	104.72	10-VANKLO-2023	TeenBooks	1123
11/23	07-51-56503	ADULT LARGE PRINT	11/27/2023	77.18	10-VANKLO-2023	ADULT LP	1123
11/23	07-51-56504	YOUTH BOOKS	11/27/2023	388.17	10-VANKLO-2023	AutoOrderCATS	1123
11/23	07-51-56500	ADULT BOOKS	11/27/2023	334.71	10-VANKLO-2023	Adult books NF	1123
11/23	07-51-61100	MAINT SUPPLIES-BUILDING	11/27/2023	39.89	10-VANKLO-2023	MatServiceAllCLC	1123
11/23	07-51-75028	LIB DONATION PURCHASE	11/27/2023	79.18	10-VANKLO-2023	Wishman-audiobooks	1123
11/23	07-51-61100	MAINT SUPPLIES-BUILDING	11/27/2023	350.00	10-VANKLO-2023	Pest control August	1123
11/23	07-51-56500	ADULT BOOKS	11/27/2023	26.38	10-VANKLO-2023	Adult books NF	1123
Total 211112502:				4,743.44			
Grand Totals:				9,056.15			

## VILLAGE OF GREENDALE

LIBRARY FUND  
PERIOD  
November 30, 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	631,654.00	-	-
07-00-21123	LIBRARY - MCFLS RECIP	-	35,312.00	35,410.23	(98.23)	100%
07-00-22515	DONATIONS LIBRARY	2,851.18	13,000.00	21,022.71	(8,022.71)	162%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	393.67	5,200.00	4,263.99	936.01	82%
07-00-22959	LIBRARY FINES	1,192.29	12,000.00	11,140.17	859.83	93%
07-00-22960	LIBRARY BOOK CHARGES	320.11	2,000.00	1,828.22	171.78	91%
07-00-22965	CLC REVENUES	-	-	3,628.73	(3,628.73)	#DIV/0!
07-00-22968	OTHER REVENUES	86.02	1,200.00	1,274.31	(74.31)	106%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		4,843.27	700,366.00	710,222.36	(9,856.36)	101%
<b>EXPENSES</b>						
07-51-42100	SALARIES - REGULAR	17,749.66	257,100.00	226,543.31	30,556.69	88%
07-51-42200	SALARIES - TEMPORARY	15,712.08	158,300.00	149,588.66	8,711.34	94%
07-51-42300	SALARIES - OVERTIME	14.59	-	62.05	(62.05)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,515.03	57,205.00	46,737.54	10,467.46	82%
07-51-45200	LIFE INSURANCE	48.85	470.00	450.53	19.47	96%
07-51-46100	SOCIAL SECURITY	1,355.63	19,431.00	17,257.93	2,173.07	89%
07-51-46200	WRS EMPE/EMPR	1,586.39	17,483.00	19,976.74	(2,493.74)	114%
07-51-46300	MEDICARE	455.73	6,023.00	5,149.12	873.88	85%
07-51-51200	OPERATING EQUIPMENT	15.60	16,200.00	12,681.11	3,518.89	78%
07-51-53920	MCFLS COMPUTER CONTRACT	-	17,279.00	20,165.00	(2,886.00)	117%
07-51-55000	COMMUNICATIONS	138.35	1,050.00	1,078.82	(28.82)	103%
07-51-55100	OFFICE SUPPLIES	640.18	8,800.00	6,016.51	2,783.49	68%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	-	3,100.00	4,013.74	(913.74)	129%
07-51-56500	ADULT BOOKS	1,116.03	15,000.00	14,714.02	285.98	98%
07-51-56501	YOUNG ADULT BOOKS	104.72	1,500.00	1,495.93	4.07	100%
07-51-56502	ADULT AUDIO BOOKS	-	600.00	739.54	(139.54)	123%
07-51-56503	ADULT LARGE PRINT	77.18	1,000.00	1,160.19	(160.19)	116%
07-51-56504	YOUTH BOOKS	1,875.87	15,000.00	14,229.88	770.12	95%
07-51-56506	SERIALS	180.04	5,800.00	5,806.09	(6.09)	100%
07-51-56508	MCFLS DATABASES	-	9,922.00	10,643.00	(721.00)	107%
07-51-57100	UTILITIES	636.94	26,250.00	20,622.57	5,627.43	79%
07-51-61100	MAINT SUPPLIES-BUILDING	429.88	8,100.00	8,287.59	(187.59)	102%
07-51-75023	LIBRARY - MCFLS RECIP EXP	92.98	6,000.00	4,118.94	1,881.06	69%
07-51-75028	LIB DONATION PURCHASE	1,424.56	13,000.00	16,957.98	(3,957.98)	130%
07-51-75031	LIBRARY PROGRAMS	80.26	3,000.00	4,883.49	(1,883.49)	163%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	2,085.15	8,800.00	5,570.90	3,229.10	63%
07-51-92900	MISCELLANEOUS	107.00	1,200.00	1,451.31	(251.31)	121%
Total LIBRARY EXPENSES:		50,442.70	678,813.00	620,502.49	58,310.51	91%

VILLAGE OF GREENDALE  
BALANCE SHEET  
11/30/2023

ASSETS

07-00-111000	CASH DEPOSIT	\$	100,945.02
07-00-111080	PETTY CASH	\$	200.00
07-00-123070	PREPAID ITEMS	\$	-
07-00-173090	DUE FROM TRUST AGENCY	\$	-

TOTAL ASSETS		\$	<u>101,145.02</u>
--------------	--	----	-------------------

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	\$	(0.00)
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
		\$	(0.00)
TOTAL LIABILITIES			

FUND EQUITY

07-00-170000	FUND BALANCE	\$	11,425.15
07-00-170400	COMMITTED FUND BALANCE	\$	-
	REVENUES OVER EXPENDITURES- YTD	\$	89,719.87

TOTAL LIABILITIES AND EQUITY		\$	<u>101,145.02</u>
------------------------------	--	----	-------------------

AMOUNTS ARE UNAUDITED



## LIBRARY BOARD MEMO



Date: 11/26/2024

To: Library Board

From: Brian Van Klooster, Library Director

**Re: *Agenda item # 6a: Adopted Village Budget and Library revisions***

---

### **Attachments:**

- 2024 Village Manager's Recommended Budget (version 2), 10/17/2023, Library Fund
  - 2024 Village Budget Draft Version 3, 11/16/2023 (adopted 11/21/23), Library Fund
- 

### **Discussion:**

Extremely minimal change to library budget in the final adopted Village Budget (Draft Version 3, 11/16/23-adopted 11/21/23):

- 2023 Estimated expenditures: Village Administration moved \$200 out of Membership Dues account and into Training account. No change to Total Revenues or Total Expenditures.

The Village Salary Resolution was also adopted on 11/21/23. There are no changes to the library's 2024 Salaries account, as the final Village Salary Resolution adopted the same total percentage increase (COLA + Merit) as we originally budgeted for.

---

### **Fiscal implication:**

None

---

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

Information only. No action required.

---

GREENDALE COMMUNITY LEARNING CENTER  
LIBRARY • PARK & REC • HEALTH

The background of the slide features a large, faint, circular seal of the Village of Greendale. The seal contains an eagle with spread wings perched on a shield, with the text "VILLAGE OF GREENDALE" at the top and "INCORPORATED NOV. 1, 1892" at the bottom.

# Library Fund

**2024 Budget**

**Library Fund (07)**

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE BUDGET
<b>REVENUES</b>								
07-00-21102	PROPERTY TAX LEVY	607,360.00	607,360.00	631,654.00	631,654.00	631,654.00	639,500.00	1.24%
07-00-21123	LIBRARY - MCFLS RECIP	12,300.00	15,388.18	35,312.00	35,382.94	35,382.94	30,200.00	-14.48%
07-00-22515	DONATIONS LIBRARY	13,000.00	22,625.17	13,000.00	17,990.61	20,000.00	17,000.00	30.77%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-	-	0.00%
07-00-22958	LIBRARY COPIER SALES	4,500.00	5,215.69	5,200.00	3,080.62	5,200.00	5,200.00	0.00%
07-00-22959	LIBRARY FINES	12,000.00	12,876.98	12,000.00	8,580.32	12,000.00	12,000.00	0.00%
07-00-22960	LIBRARY BOOK CHARGES	1,500.00	2,204.88	2,000.00	1,319.01	2,000.00	2,000.00	0.00%
07-00-22965	CLC REVENUES	-	-	-	-	-	-	0.00%
07-00-22968	OTHER REVENUES	1,200.00	1,058.67	1,200.00	1,052.31	1,200.00	1,200.00	0.00%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-	-	0.00%
	TOTAL REVENUES	651,860.00	666,729.57	700,366.00	699,059.81	707,436.94	707,100.00	0.96%
<b>EXPENDITURES</b>								
07-51-42100	SALARIES - REGULAR	247,400.00	247,898.66	257,100.00	169,046.44	257,100.00	267,500.00	4.05%
07-51-42200	SALARIES - TEMPORARY	148,000.00	152,803.57	158,300.00	105,272.49	168,000.00	167,200.00	5.62%
07-51-42300	SALARIES - OVERTIME	-	-	-	47.46	100.00	-	0.00%
07-51-45100	HEALTH INSURANCE	56,600.00	59,410.77	57,205.00	35,525.52	57,205.00	55,500.00	-2.98%
07-51-45200	LIFE INSURANCE	470.00	408.68	470.00	303.98	470.00	500.00	6.38%
07-51-46100	SOCIAL SECURITY	18,562.80	18,876.01	19,431.00	12,913.21	26,356.20	20,305.00	4.50%
07-51-46200	WRS EMPE/EMPR	19,461.00	20,682.80	17,483.00	14,961.86	17,483.00	18,458.00	5.58%
07-51-46300	MEDICARE	5,733.30	5,528.24	6,023.00	3,749.04	6,166.00	6,303.15	4.65%
07-51-51200	OPERATING EQUIPMENT	10,800.00	13,760.53	16,200.00	9,896.41	16,200.00	16,000.00	-1.23%
07-51-53920	MCFLS COMPUTER CONTRACT	25,500.00	23,232.00	17,279.00	19,865.00	19,865.00	17,700.00	2.44%
07-51-55000	COMMUNICATIONS	1,050.00	467.81	1,050.00	129.78	1,050.00	1,250.00	19.05%
07-51-55100	OFFICE SUPPLIES	8,800.00	8,915.57	8,800.00	4,249.89	8,800.00	8,800.00	0.00%
07-51-56100	MEMBERSHIP DUES	1,200.00	125.00	1,200.00	100.00	1,000.00	1,200.00	0.00%
07-51-56300	TRAINING	3,100.00	3,283.43	3,100.00	2,272.24	2,300.00	3,100.00	0.00%
07-51-56500	ADULT BOOKS	15,000.00	16,337.37	15,000.00	10,792.13	15,000.00	15,000.00	0.00%
07-51-56501	YOUNG ADULT BOOKS	1,500.00	1,191.32	1,500.00	1,045.03	1,500.00	1,500.00	0.00%
07-51-56502	ADULT AUDIO BOOKS	600.00	611.45	600.00	422.92	600.00	600.00	0.00%
07-51-56503	ADULT LARGE PRINT	1,000.00	237.64	1,000.00	742.99	1,000.00	1,000.00	0.00%
07-51-56504	YOUTH BOOKS	15,000.00	15,938.76	15,000.00	9,833.60	15,000.00	15,000.00	0.00%
07-51-56505	YOUTH MEDIA	-	-	-	-	-	-	0.00%
07-51-56506	SERIALS	5,000.00	6,601.85	5,800.00	5,623.05	5,800.00	5,800.00	0.00%
07-51-56508	MCFLS DATABASES	9,300.00	7,967.00	9,922.00	10,643.00	10,700.00	10,500.00	5.83%
07-51-57100	UTILITIES	26,250.00	28,836.61	26,250.00	16,956.26	26,250.00	28,000.00	6.67%

**2024 Budget**

**Library Fund (07)**

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE BUDGET
07-51-61100	MAINT SUPPLIES-BUILDING	8,100.00	9,196.68	8,100.00	6,067.27	8,100.00	8,100.00	0.00%
07-51-75023	LIBRARY - MCFLS RECIP EXP	6,000.00	5,219.68	6,000.00	3,083.83	6,000.00	6,000.00	0.00%
07-51-75028	LIB DONATION PURCHASE	13,000.00	24,179.90	13,000.00	13,704.70	20,000.00	17,000.00	30.77%
07-51-75031	LIBRARY PROGRAMS	3,000.00	4,746.13	3,000.00	4,459.02	6,000.00	6,000.00	100.00%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	8,800.00	9,312.69	8,800.00	2,262.37	4,000.00	8,800.00	0.00%
07-51-92900	MISCELLANEOUS	1,200.00	741.13	1,200.00	234.31	1,200.00	1,200.00	0.00%
	TOTAL EXPENDITURES	660,427.10	686,511.28	678,813.00	464,203.80	703,245.20	708,316.15	4.35%
	REVENUES EXCEEDING/(UNDER) EXPENDITURES	(8,567.10)	(19,781.71)	21,553.00	234,856.01	4,191.74	(1,216.15)	
	OTHER FINANCING SOURCES (USES)			-	-	-	-	
	FUND BALANCE - BEGINNING OF YEAR**	31,206.86	31,206.86	11,425.15	11,425.15	11,425.15	15,616.89	
	FUND BALANCE - END OF YEAR	22,639.76	11,425.15	32,978.15	246,281.16	15,616.89	14,400.74	

**LIBRARY**

07-51-42100	E 07-51-42100 SALARIES - REGULAR	247,400.00	247,898.66	257,100.00	169,046.44	257,100.00	267,500.00
	Library Director					257,100.00	83,000.00
	Librarian: Youth Services, YA and Adult Services						184,500.00
07-51-42200	E 07-51-42200 SALARIES - TEMPORARY	148,000.00	152,803.57	158,300.00	105,272.49	168,000.00	167,200.00
	Library Clerks (part-time over 1,200 hours)					168,000.00	60,000.00
	Library Clerks (part-time under 1,200 hours)						72,000.00
	Reference Associate Part-time						22,200.00
	Library Pages						13,000.00
07-51-42300	E 07-51-42300 SALARIES - OVERTIME	-	-	-	47.46	100.00	-
	Librarians (Village events)					100.00	
	Library Clerks (Village events)						
07-51-45100	E 07-51-45100 HEALTH INSURANCE	56,600.00	59,410.77	57,205.00	35,525.52	57,205.00	55,500.00
	Health insurance - full-time employees					57,205.00	55,500.00

**2024 Budget**

**Library Fund (07)**

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE BUDGET
07-51-45200	E 07-51-45200 LIFE INSURANCE	470.00	408.68	470.00	303.98	470.00	500.00	
	Life insurance					470.00	500.00	
07-51-46100	E 07-51-46100 SOCIAL SECURITY	18,562.80	18,876.01	19,431.00	12,913.21	26,356.20	20,305.00	
	Village contributes 6.2% of salaries					26,356.20	20,305.00	
07-51-46200	E 07-51-46200 RETIREMENT CONTRIBUTION	19,461.00	20,682.80	17,483.00	14,961.86	17,483.00	18,458.00	
	Retirement contribution for Library personnel					17,483.00	18,458.00	
07-51-46300	E 01-51-46300 MEDICARE	5,733.30	5,528.24	6,023.00	3,749.04	6,166.00	6,303.15	
	Village Medicare payments of 1.45% of wages paid					6,166.00	6,303.15	
07-51-51200	E 07-51-51200 MAINTENANCE-EQUIPMENT	10,800.00	13,760.53	16,200.00	9,896.41	16,200.00	16,000.00	
	RFID security maintenance					16,200.00		
	Photocopier maintenance/lease/fees						7,000.00	
	Public Computer/Print Management						500.00	
	MCFLS Notifications (TNS, Forms, Postage)						1,800.00	
	Upgrades/Repairs: PC hard/software, capital equip,							
	MCFLS Tech						3,500.00	
	Software: Calendar, productivity, management						3,200.00	
07-51-53920	E 07-51-53920 MCFLS COMPUTER CONTRACT	25,500.00	23,232.00	17,279.00	19,865.00	19,865.00	17,700.00	
	Innovative Interfaces Software Maintenance					19,865.00	8,700.00	
	OCLC shared cataloging costs						9,000.00	
07-51-55100	E 07-51-55100 OFFICE SUPPLIES	8,800.00	8,915.57	8,800.00	4,249.89	8,800.00	8,800.00	
	Circulation/Processing: RFID tags, covers, labels					8,800.00	6,800.00	
	General Office Supplies						2,000.00	
07-51-55000	E 07-51-55000 COMMUNICATIONS	1,050.00	467.81	1,050.00	129.78	1,050.00	1,250.00	
	Printing					1,050.00	700.00	

**2024 Budget**

**Library Fund (07)**

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE BUDGET
	Directory Listing, Website						350.00	
	Postage: non notification						200.00	
07-51-56100	E 07-51-56100 DUES AND PUBLICATIONS	1,200.00	125.00	1,200.00	100.00	1,000.00	1,200.00	
	Dues and conferences					1,000.00	1,200.00	
07-51-56300	07-51-56300 TRAINING	3,100.00	3,283.43	3,100.00	2,272.24	2,300.00	3,100.00	
	Staff continuing education, life safety certifications					2,300.00	3,100.00	
	Mileage							
07-51-56500	07-51-56500 ADULT BOOKS	15,000.00	16,337.37	15,000.00	10,792.13	15,000.00	15,000.00	
	Supplemented by Library Donation Expenses					15,000.00	15,000.00	
07-51-56501	07-51-56501 YOUNG ADULT BOOKS	1,500.00	1,191.32	1,500.00	1,045.03	1,500.00	1,500.00	
	Supplemented by MCFLS Reciprocate Expenses					1,500.00	1,500.00	
07-51-56502	07-51-56502 ADULT AUDIO BOOKS	600.00	611.45	600.00	422.92	600.00	600.00	
	Supplemented by MCFLS Reciprocate Expenses					600.00	600.00	
07-51-56503	07-51-56503 ADULT LARGE PRINT	1,000.00	237.64	1,000.00	742.99	1,000.00	1,000.00	
	Supplemented by Library Donation Expenses					1,000.00	1,000.00	
07-51-56504	07-51-56504 YOUTH BOOKS	15,000.00	15,938.76	15,000.00	9,833.60	15,000.00	15,000.00	
	Supplemented by Library Donation Expenses					15,000.00	15,000.00	
07-51-56505	07-51-56505 YOUTH MEDIA	-	-	-	-	-	-	
	Supplemented by MCFLS Reciprocate Expenses							
07-51-56506	07-51-56506 SERIALS	5,000.00	6,601.85	5,800.00	5,623.05	5,800.00	5,800.00	



**2024 Budget**

**Library Fund (07)**

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE BUDGET
	Serials vendor					5,800.00	3,600.00	
	Newspapers and Publisher Direct						2,200.00	
07-51-56508	07-51-56508 MCFLS DB AND DIGITAL DATABASES	9,300.00	7,967.00	9,922.00	10,643.00	10,700.00	10,500.00	
	MCFLS and State Group subscriptions, ebooks, research					10,700.00	10,500.00	
07-51-57100	E 07-51-57100 UTILITIES	26,250.00	28,836.61	26,250.00	16,956.26	26,250.00	28,000.00	
	Electric, gas, water, sewer, phone					26,250.00	28,000.00	
07-51-61100	E 07-51-61100 MAINT SUPPLIES-BUILDING	8,100.00	9,196.68	8,100.00	6,067.27	8,100.00	8,100.00	
	Cleaning services					8,100.00	3,000.00	
	Cleaning supplies						1,500.00	
	Pest Service						1,500.00	
	Building General Maintenance						2,100.00	
07-51-75023	E 07-51-75023 MCFLS RECIPROCATATE EXPENSES	6,000.00	5,219.68	6,000.00	3,083.83	6,000.00	6,000.00	
	Supplements budgets for non-print, media, special collections					6,000.00	6,000.00	
07-51-75028	E 07-51-75028 LIBRARY DONATION EXPENSES	13,000.00	24,179.90	13,000.00	13,704.70	20,000.00	17,000.00	
	Summer reading, special collections					20,000.00	17,000.00	
07-51-75031	E 07-51-75031 LIBRARY PROGRAM EXPENSES	3,000.00	4,746.13	3,000.00	4,459.02	6,000.00	6,000.00	
	Performers, printing, supplies, staffing					6,000.00	6,000.00	
07-51-83000	E 07-51-83000 CAPITAL OUTLAY-EQUIPMENT	8,800.00	9,312.69	8,800.00	2,262.37	4,000.00	8,800.00	
	Equipment replacement					4,000.00	4,800.00	
	Technology Updates and Replacements						4,000.00	
07-51-92900	07-51-92900 MISCELLANEOUS	1,200.00	741.13	1,200.00	234.31	1,200.00	1,200.00	
	Miscellaneous, employee recruitment					1,200.00	1,200.00	

2024 Budget

Library Fund (07)

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE BUDGET



# LIBRARY BOARD MEMO



Date: 11/30/23

To: Library Board

From: Brian Van Klooster, Library Director

Re: **Agenda item # 6b: Strategic direction**

---

## Attachments:

- WEBLINK: Long Range Plan 2010; Long Range Plan 2000-2004
- 

## Discussion:

I've developed the following options for planning or strategic direction.

1. Model on past "Long Range Plans" created by library director
    - a. Links to previous plans noted above
    - b. Primarily operational document with Board input as requested by director
    - c. This was a very detailed task list and reporting tool for nearly every operational aspect of our work
  2. Saturday morning team-based SWOT plan
    - a. No "leader" or "facilitator", instead all are equal participants
    - b. Give it a try with the thought that if successful, could become an annual practice.
    - c. First session would have mix of short (1-year) goals and longer (renewable) goals
    - d. The end result would be "some things to work on"
  3. Affordable/flexible professional consulting funded by Library Foundation
    - a. WiLS (Wisconsin Library Services) has done this for other libraries for around \$3,000-5,000, They're very flexible, Based in Madison, Significant director involvement will be required
    - b. Will be standardized strategic planning framework like that shared previously from the PLA Planning for Libraries workbook
    - c. Would likely include facilitated special Board meetings, community survey data collection and analysis, final plan document creation
  4. Pro-bono facilitated "quick-plan"
    - a. Bill Druliner has offered his time and services for a Saturday in January or February (except last Saturday in Jan)
      - i. Is open to any approach we'd like to take on this, but has used 'capacity roadmap' model in the past with good results, would likely use a similar approach
      - ii. End result would be several items to work on over a 1-2 year period at the operational level with clarity about board/director areas of authority and action
  5. Full consultant-led formal strategic plan
    - a. RFP process for identifying a consultant who will provide the services we require at a cost we find reasonable, in the \$5,000-10,000 range, covering 3-5 years of future activity
-

- b. Full traditional plan with possible unique areas of expertise or consultation such as demographics study
  - c. Full community, staff, leadership involvement with consultant-developed analysis and reporting
  - d. Full plan report development with support for ongoing implementation, future status reporting and any roadblocks or issues during the plan term
  - e. Solicitation to Library Foundation for funding
- 

**Fiscal Impact:**

Varies

---

**Director's Recommendation**

None at this time

---

# GREENDALE PUBLIC LIBRARY

## BOARD MEMO



11/29/2023

To: Library Board

From: Library Director

Re: **Director 2023 project plan update; 2024 project plan**

---

### 2023 PROJECT PLAN UPDATE:

- Host one or two BadgerTalks visiting lecturers on topics related to civics (democracy, constitution, polarization), information literacy (identifying and evaluating sources for misinformation), religion in America (understanding differences, historical context). Possibly in context of starting a homegrown Civics Lab project. **COMPLETED SEPTEMBER 2023, BADGER TALKS PROGRAM TITLED DECIDING WHATS TRUE IN A POLARIZED SOCIETY**
- Present results of library's diversity assessments to community and leadership. **COMPLETED, BOT COMMITTEE REPORT BY UNGER ON FEBRUARY 2 (youtube minute 47)**
- Host candidate forums for municipal and school boards if appropriate. **COMPLETED APRIL, SCHOOL DISTRICT CANDIDATE FORUM HOSTED AT HOSE TOWER WITH LEAGUE OF WOMEN VOTERS**
- Help facilitate CLC lighting replacement and start self-checkout kiosk replacement (Village CIP projects). **COMPLETED 99% OCTOBER, LIGHTING; IN-PROGRESS, SELF CHECKOUT KIOSK REPLACEMENT RFP BEING DRAFTED NOVEMBER**
- Continue to seek opportunities and partners to host Human Library event. **ABANDONED, LACK OF COMMUNITY PARTICIPANTS DESPITE WIDE MARKETING FOR RECRUITMENT**
- Continue to support possible community volunteer recognition project with other community partners, for Village 85<sup>th</sup> Anniversary. **COMPLETED AUGUST, 85<sup>TH</sup> ANNIVERSARY CELEBRATION OF SERVICE TENT AND CONTENT FOR VILLAGE DAYS**

---

THE LIBRARY DIRECTOR'S 2021/2022 ANNUAL PERFORMANCE EVALUATION (10/2022) INCLUDED THE FOLLOWING ACTION PLAN ITEMS FOR THE CURRENT REVIEW PERIOD (2022/2023):

- Explore financial resources outside of the usual areas **PARTIAL COMPLETION, BOARD MEMOS ON 12/22 AND 10/23; POSSIBLY PART OF 2024 STRATEGY DIRECTION**
  - Expansion of communication with the community regarding what services the library offers **COMPLETED JANUARY, ENEWSLETTER PROMPT ADDED AT TIME OF CARD REGISTRATON/RENEWAL, CREATED LED SIGN SCHEDULE, WORKING WITH P&R TO ADD CONTENT TO RECREATION GUIDE**
  - Expansion of the inclusion of all residents as to information and materials, perhaps with input by residents themselves **NOT STARTED, EFFORT SHOULD BE PRIMARILY SURVEY-BASED WITH SEVERAL VILLAGE-WIDE SURVEYS ALREADY DONE THIS YEAR BY OTHERS-SURVEY FATIGUE, ALSO THERE WAS POSSIBILITY OF INCLUDING SURVEY QUESTIONS IN P&R RECREATION PLAN. THAT DIDN'T MATERIALIZE SO THERE IS NOW AN OPPORTUNITY TO REVISIT IN 2024.**
-

---

THE LIBRARY DIRECTOR'S 2022/2023 ANNUAL PERFORMANCE EVALUATION (10/2023) INCLUDED THE FOLLOWING ACTION PLAN ITEMS FOR THE UPCOMING REVIEW PERIOD:

- Examine existing and past methods for providing displays, programming and events - including opportunities for community involvement in ideas for offerings, and increased sensitivity to programming for youth and teens
- Address staff and director alignment regarding library and community vision for library service

---

2024 PROJECT PLAN: ADDITIONAL PROJECTS TO BE ADDRESSED BY LIBRARY DIRECTOR IN THE UPCOMING YEAR:

- Proactively support staff and patrons in major transition to MCFLS's new online public search catalog starting in May
  - Explore staffing models based on current and future library services, examine wage parity for current positions with reports to Library Board, mid-2024
  - Implement sustainable strategies for after school student management with recommendations to Library Board, January
  - Pursue MCFLS system-wide program sharing to recommend efficiencies starting with Little Libraries Council, mid-late-2024
-

## Programs & Displays preview for Board

**Period:** Winter 2024 (Jan-May)

Program	Description	Date
Book a Librarian	Every 2nd & 4th Thursday of the month, book a 30 minute, one-on-one session for library and basic technology help.	Monthly
Color me Calm	Enjoy a stress-free evening of coloring fun on the 1st Monday of the month. For adults ages 18+. No	Monthly
Adult Contemporary Book Disc	Join us for an in-person Book Discussion on the on the 1st Wednesday of the month	Monthly
Monday Movie Matinee	On the 2nd Monday of the month, join us for free showings of popular films. Films start at @ 1pm. For Adults 18+	Monthly
Medicare 101	Confused about Medicare? Take the Medicare 101 seminar! Brought to you by David and Kelly Zauner of Medicare Strategies, LLC, this program will help you understand the ins and outs of Medicare.	1-Feb
Money Smart Week	Variety of passive and presenter-based programs for adults focused on financial literacy and financial planning	Apr 15-21
Common Scams and Frauds	Agency Liaison for the Wisconsin Bureau of Consumer Protection, will discuss the details of common scams, warning signs, and what to do if you are a victim to a fraud or scam	19-Mar
Teen & Tween Anime Club	Teen & Tween anime lovers, this one is for you! Join us as we eat some popcorn and watch some anime	Monthly
Teen & Tween Bingo	Do you want to have some fun and win prizes? Then teens and tweens, join us as we play BINGO!	Jan, Feb, Apr
Teen & Tween Cocoa & Coloring	Get ready to get cozy at this event, teens & tweens in grades 6-12. We'll have cocoa and snacks to enjoy while doing some coloring sheets.	Jan
Teen & Tween Craft	Teen & Tweens, join us for a monthly craft! Check out our social media the week of the event to find out what we're making!	Feb, Mar, Apr, May
Teen & Tween Chill Out and Read Hangout	GMS Students! Join us for this Chill Out and Read Meet-up to talk about books, eat snacks, and play games!	Jan
Teen & Tween Uno Tournament	Teens & Tweens going into grades 6-12, join us for an Uno competition! We'll have fun playing an Uno tournament with prizes for winners and snacks for all.	Apr
Teen & Tween AAPI Appreciation	Celebrate Asian American, Pacific Islander Heritage Month with us, teens and tweens! Join us as we learn about AAPI cultures, do some crafts, and eat a snack.	May
Volunteer	Teens & Tweens in grades 6-12, do you like volunteering or need hours for National Honors Society? Join us as we do an activity that gives back to the community!	Jan, Mar, May
Story Time Wednesdays	Toddler story time and play group	Weekly Feb-May
Story Time Thursdays	Toddler story time and play group	Weekly Feb-May
Saturday Stories	Toddler/school age story time and play group	1x/month
Pajama story time	Toddler story time	1x/month

Snack, Craft, Build	Activity varies for school age families in the Kid Zone	Monthly Jan-May
Friends Present...	Saturday morning young family program with presenter - Button Lady	3-Feb
Stories with Samson	To confirm	Monthly
<b>Display</b>		<b>Date</b>
All Ages Front:	tbd	January
All Ages Front:	Black History Month	February
All Ages Front:	Women's History Month	March
All Ages Front:	tbd	April
All Ages Front:	Mental Health (with Health Dept)	May
Adult Cube:	Branch Out – Try Something New	January
Adult Cube:	Volunteer + Civic Engagement (with Health Dept)	February
Adult Cube:	March to the Beat of Your Own Drum	March
Adult Cube:	Financial Literacy	April
Adult Cube:	AAPI Heritage Month	May
Teen Cube:	Winter Blues (Books with blue covers)	January
Teen Cube:	Stories of Black Joy	February
Teen Cube:	Disability/Chronic Illness Awareness	March
Teen Cube:	Nonfiction	April
Teen Cube:	Mental Health (with Health Dept)	May

# GREENDALE PUBLIC LIBRARY

## DIRECTOR'S REPORT



Date: 12/7/23  
To: Village Board of Trustees, Library Board, Friends of the Library  
From: Brian Van Klooster, Library Director  
**Re: Directors' Report: November**

---

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

November was indeed an extremely busy month. Annual budget workshops, regular Library and Friends meetings, and four special events to either be present at or the local organizer for. After school has been somewhat less challenging overall than September and early October. However, we still recorded 4 incident reports for the month including the major level of activity and student incident from November 9, which was discussed briefly at the November library board meeting. Staff and I continue to brainstorm informally about solutions with my recommendations to come in January.

Reference staff were again very involved and invested in the success of Dickens with thoughtful planning. Veteran's Day Ceremony was well attended. Staff professional development day was informative and enjoyable, thanks to the community and library board for allowing us to close for this important day of learning and camaraderie.

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

- Emily returned from leave on 12/4 and has jumped right back into the routine. Two clerks with MLIS degrees who were recruited to support reference services during Emily's absence will return to their regular duties.
- New public and staff copiers and printers will be installed, replacing equipment we have had for over 7 years.
- Most programming will take a break for December and January, which is customary this time of year.

### **Statistics:**

- New library accounts created: 31
- Loans of print and electronic materials: 16,239; compared to 2019: 15,221; compared to same month last year: 15,399 ↑ 5.5%

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

- Dia de los Muertos teen/tween program with culturally appropriate ofrenda (altar), music, craft, staff-made pan de muerto (bread)
- Copier vendor calls and meeting to clarify scope of quote and details with final decision in December
- Communication with GSD regarding CLC open house for English Language Learning families, prompted by outreach from GSD
- Began exploring possible monthly GHS special education library visit, possibly expanding to community adults with cognitive impairment
- Met with planning/management consultant 11/8 to discuss strategies for renewed planning cycle
- Attended Historical Society meeting to see what the archives committee is working on and identify any opportunities for support/collaboration in the next year
- Made final recommendation to Friends of the Library/Foundation regarding their liability insurance, recommended they not pursue further and work with Brian/Mgr Hawes to assume municipal coverage
- Looking at candidate forum options for Spring 2024

# GREENDALE PUBLIC LIBRARY

## STAFF REPORT



Date: 12/11/23

To: Village Board of Trustees, Library Board, Friends of the Library

From: Brian Van Klooster, Library Director

Re: **Staff Report: November 2023**

---

### Youth Services (Lisa)

- Programs

#### GINGERBREAD BABIES



#### Coloring Page Dickens (Sharon)

#### Thanksgiving Craft

#### Attendance: 33 people in PJ's!

- Storytime 11/1: 12 attendees; Playgroup 11/1: 14 attendees
- Storytime 11/8: 33 attendees; Playgroup 11/8: 21 attendees
- Passive Craft 11/8-12th: 60 attendees
- Snack, Craft and Build 11/13 (Veteran special guests): 33 attendees
- Vegetable Soup Passive Craft/Literacy Activity 11/6-8: 60 attendees
- Veteran's Day Card Making 11/7-9: 50 attendees (Jenifer)
- Storytime 11/15: 28 attendees; Playgroup 11/15: 17 attendees
- Storytime 11/22: 18 attendees; Playgroup 11/22: 20 attendees
- Storytime 11/29: 12 attendees; Playgroup 11/29: 14 attendees
- PJ Storytime 11/30: 33 attendees

- Collection Management/Development

- 151 books added
- Beginner Reader Nonfiction Project: These books are now part of the Beginner Readers, instead of being part of nonfiction. Rationale: Parents of emergent readers will easily find them in bins above the Beginner Readers fiction books. It also makes shelving more efficient.
- Reorganization of nonfiction habitat books and pet books so kids can find the books easier.

- Community Engagement:

- Worked with Theresa from the Health Department to create a craft/literacy activity. Sharon added a Healthy Soup recipe binder and social media posts.
  - Worked with 13 Field Workshop students on Biography Project. Planned with teacher. Students also checked out books.
  - Worked with Lori Boinski, manager at Southridge Mall, to get book suggestions for Greendale Fire Fighters Storytime at the mall.
-



- Worked with Greendale Legion Post veterans, Dan Crass and Ed King, to have them be part of After School program for Veteran's Day. They talked with customers of all ages and brought in items from their time serving in the military.
- Displays:
  - Thanksgiving
  - December Holidays
  - Winter
  - DINOvember (November is dinosaur book month)
  - Purchased 8 books to supplement the popular Native American Display
- Other:
  - Trained Lauren (shelver) in organization of Youth Area
  - Modified training document for Youth Area

### Adult Services:

- Programs:
  - Adult Book Discussion 11/1: *There, There* = 6 attendees. (Ashley)
  - Color Me Calm 11/6: 5 attendees. (Lisa + Sharon)
  - Monday Movie Matinee 11/13: *Fatherhood* = 10 attendees. (Megan)
- Collection Management/Development:
  - Emily purchased Non-Fiction and Biography books to add to the collection for Sept-Dec and DVDs, Lucky Day DVDs and CDs for Sept-October prior to maternity leave.
  - Ashley purchased the following materials:
    - Adult DVDs: 13
- Social Media/Marketing: (Sharon)
  - The most popular post for the month was on 11/11/23, which highlighted the Veterans' Day event held at the library the previous evening with 37 likes, 2 shares, and 1,433 accounts reached.



- Book Displays: (Sharon)
  - Native American Heritage Month (all ages)

- Fun + Games (adult fiction and non-fiction related to board games, tabletop RPG, video games, virtual games, sports, history/collection of toys)



## Teen Services (Megan)

- Community Engagement
  - Coordinated volunteers to help with Dickens and to prep for Dickens
  - Had a GMS club visit to learn about the library, take a tour, and check out books (11/30)
- Collection Development
  - Materials Purchased
    - New Adult Fiction: 38
    - Replacement Adult Fiction Books: 11
    - YA: 5
    - Large Print: 8
    - Audiobooks: 4
- Programs
  - Día de los Muertos Celebration: 12
  - Teen & Tween Anime: 10
  - Teen & Tween Craft (Open Crafting): 20
  - VolunTeen: 13



- Book Display
  - These Books Need Love (Books that have never been checked out)
- Social Media
  - TikTok (GrndPublicLibrary): 1792 Followers

- 10 videos this month
- Highest viewed video: 4879 views
- Instagram (GrndPublicLib\_Teens): 120 Followers
  - 13 Posts

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

### Staffing:

- New Shelver, Lauren, completed training and has begun working regular shifts.
- Kylie and Ashley continued assistance with Ref desk shifts and helping Megan and Lisa with Ref projects. Their last reference shifts were 11/30 and 12/1.

### Programs:

- Ashley led the 11/1 “There, There” book discussion for Emily and had 6 attendees.
- Jen worked with Lisa to organize a passive Vegetable Soup craft on 11/6 and worked with Sharon and the Health Dept to create a social media post for Kid Friendly soup recipes. She also prepped the Veteran’s Day card craft, and assisted Kate during Storytimes and setting up Playgroup.
- Miranda assisted with Snack, Craft and Build on 11/13, and helped create the craft sample.
- Kayla held another Stories with Samson program on 11/25 with 5 participants

### Circ Projects:

- Clerks pulled books for a Gratitude and Thanksgiving display and helped move the Christmas books out of storage and out to shelves.
- Clerks helped with Dickens craft prep.
- I ran lists for Lisa to identify leveled beginning reader non-fiction series for alternate shelving in bins above Beginning Reader Fiction.

### Meetings and Training:

- Jenifer attended 11/16 Circ Services meeting via zoom
- Kayla prepared a team building activity and games for All Staff training day
- Julie and Jen organized lunch from Panera for All Staff Day
- Jen trained Kayla to set up and clean up Storytime and Playgroups during December.

## **Reference Associate (Sharon):**

### Special Projects:

- Completed a booklist handout outlining materials on Dementia and Caregiving requested by SAGE for their Care for the Caregiver event on 11/4
- Completed StoryWalk project for debut at Dickens, to be up for month of December
- Created social media marketing and “recipe book” with Jenifer for Lisa’s Soup Season passive craft program in collaboration with the Health Department

