



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: January 25, 2023 rescheduled meeting | ACTION |
| 5) Financial Reports and Statements: | |
| a) Check Register: January 2023 | ACTION |
| b) Revenues and Expenditures to Actual Comparison: | INFORMATION |
| i. December 2023 (as of 2/5/24) | |
| ii. January 2024 | |
| c) Balance Sheet: January 2023 | INFORMATION |
| d) Quarterly report of Friends/Foundation revenue deposited at Library MEMO | INFORMATION |
| 6) Unfinished Business: NONE | |
| 7) New Business: | |
| a) Discussion and necessary action regarding the Wisconsin DPI Public Library 2023 Annual Report for Greendale MEMO, ATTACHMENT | |
| b) Discussion and necessary action regarding wording in Library Board Bylaws, Article II: Membership MEMO | |
| c) Discussion and necessary action regarding Library Board applicants DISTRIBUTED TO MEMBERS DIRECTLY | |
| 8) Informational Items: | |
| a) Director and Staff Reports | |
| b) President's Report - CLC Advisory Committee meeting | |
| c) Foundation/Friends Board Report - MEMO Friends Wish List | |
| d) Library Board member terms MEMO | |
| 9) Correspondence | |
| 10) Public Comments (2) | |
| 11) Adjournment | |

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

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

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

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

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

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, January 25, 2024**

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

Trustees Present: Amidzich, D’Amato, Kobleska, Unger
Excused: Dombrowski, Hughes
Also Present: Van Klooster- Library Director; Mike Hawes – Village Manager

PUBLIC COMMENTS (1)

NONE

APPROVAL OF THE MINUTES

Trustee Unger moved, Trustee Amidzich seconded approval of the December 2023 minutes with corrections noted.

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

APPROVAL OF FINANCIAL REPORTS

Check Register: December 2023

Trustee Unger moved, Trustee Amidzich seconded approval of the December 2023 expenditures in the total amount of \$8,472.19

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

REVIEW OF FINANCIAL STATEMENTS

a) Revenues and Expenditures to Actual Comparison: December 2023

Van Klooster noted that two more months of 2023 year end financials can be expected as the financial year is closed out.

b) Balance Sheet: December 2023

UNFINISHED BUSINESS

a) Discussion regarding Director’s annual Action Plan and project plan

Van Klooster highlighted evaluation goals and major initiatives for the year ahead. Unger inquired about Amidzich’s follow up visit to the library after school in November.

b) Discussion regarding Programs and Displays preview, Jan-May

Van Klooster said this is a newer agenda item shared with the intent to give the Board the ability to review public-facing highlights in order to receive feedback before activities occur. Unger offered a suggestion for teen/tween programming.

NEW BUSINESS

a) Discussion regarding Village Financial Management Plan and future library budgeting impacts

Manager Hawes shared slides from his Village Financial Management Plan overview. He noted that the plan uses conservative revenue predictions, and revenue challenges are expected in 2026/2027 that will cause the General Fund Balance to decline below the Village’s preferred percentage. Additional revenues or expenditure reductions will be needed to maintain the General Fund Balance Policy. Hawes advised that this is a flexible document that can be updated as the need arises. He reminded members that though it paints a concerning portrait, fiscal cliffs has been avoided in the past through unanticipated events. He outlined several potential sources of additional revenues to be explored by the Village Board. Van Klooster observed that he and the

Library Board should be sensitive to the plan when requesting future budgets and when evaluating library services and expenses, but that no immediate financial action is being requested of the library.

b) Action regarding internet filtering on library computers

Trustee Amidzich moved, Trustee Kobleska seconded enabling content filters for FortiGate's 'pornography' category on all library computers and wifi access points, thus making the library CIPA compliant and eligible for eRate funding.

Ayes: All

Noes: None

Abstentions: None

Motion: Carried

c) Discussion regarding candidate forum hosting policy

Van Klooster shared questions that have arisen about practical aspects of hosting candidate forums. Topics included the circumstances under which a forum would be hosted, whether there is a conflict of interest in hosting Village Board forums, forum location, and timing. Kobleska recommended a forum any time there are contested seats. Van Klooster noted the nature of a public library's unique relationship with its municipality designed to insulate it from influence thus making it appropriate for forum hosting of municipal candidates. All agreed that hosting forums is a valuable library service and should be continued. Van Klooster suggested some sort of 'decision tree' could be devised to help the library formalize taking action on these practical aspects of forum hosting.

d) Discussion regarding Library Board member recruitment procedure

Van Klooster noted that a second vacancy announcement should be anticipated. He said there has been interest from several residents in serving on the Board, making the process of providing a slate of candidates to the Village President somewhat challenging. Van Klooster asked if the Board had thoughts about soliciting, recruiting, and vetting candidates before recommending them to the Village President. Discussion ensued about desirable qualities in a candidate. Amidzich emphasized that she believes the Library Board should not play a role in vetting or evaluating candidates as it is the responsibility of the Village President to make appointments. Van Klooster pointed out the Village's webpage about board/committee/commission application. Most agreed that the questions listed there were sufficient to provide to the Village President for decision-making. Several suggested that the vacancies should be announced widely to help recruit as many candidates as possible.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Library Director and Staff Reports: no comments
- b) President's Report: D'Amato said the Candidate Forum was an excellent experience and thanked the library and staff for staying open during the cold days as a warming location.
- c) Friends/Foundation Report: Unger reported there will be a Friends advertisement in an upcoming *Life in the Village* magazine. She also mentioned Friends' and her own participation in the Greendale Community Theater Friends fundraiser that raised \$580.

CORRESPONDENCE

NONE

PUBLIC COMMENTS (2)

NONE

ADJOURNMENT

The meeting adjourned at 7:35PM.

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description | GL Period |
|---|-------------|---------------------------|---------------------|-----------------|-------------------|------------------------------------|-----------|
| 60875 | | | | | | | |
| JANI-KING OF MILWAUKEE | | | | | | | |
| 01/24 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 01/05/2024 | 226.94 | MIL122230686 | CLEANING SUPPLIES 49% | 124 |
| Total 60875: | | | | 226.94 | | | |
| 60918 | | | | | | | |
| GREENDALE PUBLIC LIBRARY | | | | | | | |
| 01/24 | 07-51-51200 | OPERATING EQUIPMENT | 01/12/2024 | 13.25 | 2023 | VILLAGE DAYS | 1323 |
| 01/24 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 01/12/2024 | 34.15 | 2023 | VILLAGE DAYS | 1323 |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/12/2024 | 23.60 | 2023 | SUPPLIES | 1323 |
| Total 60918: | | | | 71.00 | | | |
| 60924 | | | | | | | |
| OTIS ELEVATOR COMPANY INC | | | | | | | |
| 01/24 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 01/12/2024 | 226.87 | 100401390474 | SERVICE 01/01/2024-02/29/2024 | 124 |
| Total 60924: | | | | 226.87 | | | |
| 60929 | | | | | | | |
| FORWARD TS (FORMERLY OFF COPY EQUIP) | | | | | | | |
| 01/24 | 07-51-51200 | OPERATING EQUIPMENT | 01/12/2024 | 1,454.70 | AR2023 | COPIER-LIBRARY | 1323 |
| Total 60929: | | | | 1,454.70 | | | |
| 60956 | | | | | | | |
| AMAZON CAPITAL SERVICES | | | | | | | |
| 01/24 | 07-51-55100 | OFFICE SUPPLIES | 01/12/2024 | 156.74 | DEC 2023 | PAPER, MAIL SORTER | 1323 |
| 01/24 | 07-51-56500 | ADULT BOOKS | 01/12/2024 | 22.16 | DEC 2023 | ADULT BOOKS NF/FIC | 1323 |
| 01/24 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 01/12/2024 | 17.96 | DEC 2023 | YOUNG ADULT MEDIA RECIP | 1323 |
| 01/24 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 01/12/2024 | 319.12 | DEC 2023 | ADULT MEDIA RECIP | 1323 |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/12/2024 | 99.15 | DEC 2023 | PROGRAMMING | 1323 |
| Total 60956: | | | | 615.13 | | | |
| 60990 | | | | | | | |
| JANI-KING OF MILWAUKEE | | | | | | | |
| 01/24 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 01/19/2024 | 915.00 | MIL01240622 | ADDITIONAL BILLING-LIBRARY CARPETS | 1323 |

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description | GL Period |
|--------------------------|-------------|---------------------------|------------------|--------------|----------------|------------------------------------|-----------|
| Total 60990: | | | | 915.00 | | | |
| 211112539 | | | | | | | |
| ACH WE ENERGIES | | | | | | | |
| 01/24 | 07-51-57100 | UTILITIES | 01/26/2024 | 1,587.53 | 12202023 | 5647 Broad-5650 Parking St-Library | 1223 |
| 01/24 | 07-51-57100 | UTILITIES | 01/26/2024 | 210.76 | 12202023 | 5647 Broad-5650 Parking St Library | 1223 |
| Total 211112539: | | | | 1,798.29 | | | |
| 211112545 | | | | | | | |
| ACH US BANK PCARD | | | | | | | |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/26/2024 | 26.46 | 12-REDDIN-2023 | 2023Teen Program | 1223 |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/26/2024 | 5.99 | 12-REDDIN-2023 | 2023Teen Program | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 19.32 | 12-REDDIN-2023 | 2024Chill Out and Read Prizes | 124 |
| 01/24 | 07-51-56504 | YOUTH BOOKS | 01/26/2024 | 9.47 | 12-REINKE-2023 | 2023Youth Books | 1223 |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/26/2024 | 5.26 | 12-REINKE-2023 | 2023Passive Programming | 1223 |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/26/2024 | 5.04 | 12-REINKE-2023 | 2023Passive Programming | 1223 |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/26/2024 | 31.99 | 12-REINKE-2023 | 2024Passive Programming | 124 |
| 01/24 | 07-51-75031 | LIBRARY PROGRAMS | 01/26/2024 | 38.65 | 12-SCHUMA-2023 | 2023volunteer snacks for Dickens | 1223 |
| 01/24 | 07-51-55100 | OFFICE SUPPLIES | 01/26/2024 | 308.99 | 12-SCHUMA-2023 | 2023Book jackets | 1223 |
| 01/24 | 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 01/26/2024 | 173.88 | 12-SCHUMA-2023 | 2023DVD cases | 1223 |
| 01/24 | 07-51-55100 | OFFICE SUPPLIES | 01/26/2024 | 75.07 | 12-SCHUMA-2023 | 2023Paper and laminating pouches | 1223 |
| 01/24 | 07-51-55100 | OFFICE SUPPLIES | 01/26/2024 | 111.29 | 12-SCHUMA-2023 | 2023New label tape | 1223 |
| 01/24 | 07-51-55100 | OFFICE SUPPLIES | 01/26/2024 | 39.99 | 12-SCHUMA-2023 | 2023Tape | 1223 |
| 01/24 | 07-51-55100 | OFFICE SUPPLIES | 01/26/2024 | 102.50 | 12-SCHUMA-2023 | 2023Book tape | 1223 |
| 01/24 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 01/26/2024 | 350.00 | 12-VANKLO-2023 | 2023PestControl | 1223 |
| 01/24 | 07-51-83000 | CAPITAL OUTLAY-EQUIPMENT | 01/26/2024 | 1,242.36 | 12-VANKLO-2023 | 2023 Book Truck Casters | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 37.59 | 12-VANKLO-2023 | 2023Wishman-Audio | 1223 |
| 01/24 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 01/26/2024 | 41.37 | 12-VANKLO-2023 | 2023MatServiceAllCLC | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 1,310.09 | 12-VANKLO-2023 | 2023 Boszhardt-youth | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 158.50 | 12-VANKLO-2023 | 2023AdultNonfiction | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 153.84 | 12-VANKLO-2023 | 2023Wishman-LP | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 121.22 | 12-VANKLO-2023 | 2023Teen Books | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 308.06 | 12-VANKLO-2023 | 2023 Adult DVDs | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 492.87 | 12-VANKLO-2023 | 2023 Youth AutoOrder | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 1,346.81 | 12-VANKLO-2023 | 2023 Adult Fiction | 1223 |
| 01/24 | 07-51-51200 | OPERATING EQUIPMENT | 01/26/2024 | 12.60 | 12-VANKLO-2023 | 2023ElectricalCord | 1223 |
| 01/24 | 07-51-55100 | OFFICE SUPPLIES | 01/26/2024 | 75.00 | 12-VANKLO-2023 | 2023VolunteerAppreciation | 1223 |

| GL Period | GL Acct No | GL Account | Check Issue Date | Check Amount | Invoice Number | Description | GL Period |
|------------------|-------------|-------------------------|------------------|--------------|----------------|--------------------------------|-----------|
| 01/24 | 07-51-61100 | MAINT SUPPLIES-BUILDING | 01/26/2024 | 124.51 | 12-VANKLO-2023 | 2023RestroomPaint | 1223 |
| 01/24 | 07-51-75028 | LIB DONATION PURCHASE | 01/26/2024 | 82.37 | 12-VANKLO-2023 | 2023Wishman-Audio | 1223 |
| 01/24 | 07-51-56506 | SERIALS | 01/26/2024 | 159.00 | 12-VANKLO-2023 | 2024NewspaperDirecttoPublisher | 124 |
| 01/24 | 07-51-51200 | OPERATING EQUIPMENT | 01/26/2024 | 1,150.00 | 12-VANKLO-2023 | 2024Software-MeetingRoomAnnual | 124 |
| Total 211112545: | | | | 8,120.09 | | | |
| Grand Totals: | | | | 13,428.02 | | | |

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
December 31, 2023

| Account Number | Account Title | Current Month Actual | Current Budget | Current year Actual | Remaining | % of Budget |
|-------------------------|---------------------------|----------------------|----------------|---------------------|-------------|-------------|
| REVENUES | | Current Month Actual | Current Budget | Current year Actual | Remaining | % of Budget |
| 07-00-21102 | PROPERTY TAX LEVY | - | 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 | 1,013.64 | 13,000.00 | 22,036.35 | (9,036.35) | 170% |
| 07-00-22525 | CARES ACT REVENUE- COVID | - | - | - | - | - |
| 07-00-22958 | LIBRARY COPIER SALES | 402.90 | 5,200.00 | 4,666.89 | 533.11 | 90% |
| 07-00-22959 | LIBRARY FINES | 532.24 | 12,000.00 | 11,672.41 | 327.59 | 97% |
| 07-00-22960 | LIBRARY BOOK CHARGES | 166.14 | 2,000.00 | 1,994.36 | 5.64 | 100% |
| 07-00-22965 | CLC REVENUES | - | - | 3,628.73 | (3,628.73) | #DIV/0! |
| 07-00-22968 | OTHER REVENUES | 78.30 | 1,200.00 | 1,352.61 | (152.61) | 113% |
| 07-00-29900 | OPER TRANS IN/OUT | - | - | - | - | - |
| Total LIBRARY REVENUE | | 2,193.22 | 700,366.00 | 712,415.58 | (12,049.58) | 102% |
| EXPENSES | | | | | | |
| 07-51-42100 | SALARIES - REGULAR | 28,040.80 | 257,100.00 | 254,584.11 | 2,515.89 | 99% |
| 07-51-42200 | SALARIES - TEMPORARY | 16,772.20 | 158,300.00 | 166,360.86 | (8,060.86) | 105% |
| 07-51-42300 | SALARIES - OVERTIME | 9.66 | - | 71.71 | (71.71) | #DIV/0! |
| 07-51-45100 | HEALTH INSURANCE | 9,793.86 | 57,205.00 | 56,531.40 | 673.60 | 99% |
| 07-51-45200 | LIFE INSURANCE | 48.85 | 470.00 | 499.38 | (29.38) | 106% |
| 07-51-46100 | SOCIAL SECURITY | 2,169.33 | 19,431.00 | 19,427.26 | 3.74 | 100% |
| 07-51-46200 | WRS EMPE/EMPR | 2,322.88 | 17,483.00 | 22,299.62 | (4,816.62) | 128% |
| 07-51-46300 | MEDICARE | 653.92 | 6,023.00 | 5,803.04 | 219.96 | 96% |
| 07-51-51200 | OPERATING EQUIPMENT | - | 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 | - | 1,050.00 | 1,078.82 | (28.82) | 103% |
| 07-51-55100 | OFFICE SUPPLIES | 384.95 | 8,800.00 | 6,401.46 | 2,398.54 | 73% |
| 07-51-56100 | MEMBERSHIP DUES | - | 1,200.00 | 100.00 | 1,100.00 | 8% |
| 07-51-56300 | TRAINING | 593.86 | 3,100.00 | 4,607.60 | (1,507.60) | 149% |
| 07-51-56500 | ADULT BOOKS | 1,505.23 | 15,000.00 | 16,219.25 | (1,219.25) | 108% |
| 07-51-56501 | YOUNG ADULT BOOKS | 110.66 | 1,500.00 | 1,606.59 | (106.59) | 107% |
| 07-51-56502 | ADULT AUDIO BOOKS | - | 600.00 | 739.54 | (139.54) | 123% |
| 07-51-56503 | ADULT LARGE PRINT | 149.31 | 1,000.00 | 1,309.50 | (309.50) | 131% |
| 07-51-56504 | YOUTH BOOKS | 1,710.70 | 15,000.00 | 15,940.58 | (940.58) | 106% |
| 07-51-56506 | SERIALS | 562.07 | 5,800.00 | 6,368.16 | (568.16) | 110% |
| 07-51-56508 | MCFLS DATABASES | - | 9,922.00 | 10,643.00 | (721.00) | 107% |
| 07-51-57100 | UTILITIES | - | 26,250.00 | 22,231.13 | 4,018.87 | 85% |
| 07-51-61100 | MAINT SUPPLIES-BUILDING | 265.60 | 8,100.00 | 8,553.19 | (453.19) | 106% |
| 07-51-75023 | LIBRARY - MCFLS RECIP EXP | 370.86 | 6,000.00 | 4,489.80 | 1,510.20 | 75% |
| 07-51-75028 | LIB DONATION PURCHASE | 776.39 | 13,000.00 | 17,734.37 | (4,734.37) | 136% |
| 07-51-75031 | LIBRARY PROGRAMS | 452.06 | 3,000.00 | 5,335.55 | (2,335.55) | 178% |
| 07-51-83000 | CAPITAL OUTLAY-EQUIPMENT | 115.00 | 8,800.00 | 5,685.90 | 3,114.10 | 65% |
| 07-51-92900 | MISCELLANEOUS | 42.00 | 1,200.00 | 1,493.31 | (293.31) | 124% |
| Total LIBRARY EXPENSES: | | 66,850.19 | 678,813.00 | 688,961.24 | (10,148.24) | 101% |

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
January 31, 2024

| Account Number | Account Title | Current Month Actual | Current Budget | Current year Actual | Remaining | % of Budget |
|-------------------------|---------------------------|-----------------------------|-----------------------|----------------------------|------------------|--------------------|
| REVENUES | | Current Month Actual | Current Budget | Current year Actual | Remaining | % of Budget |
| 07-00-21102 | PROPERTY TAX LEVY | 287,445.15 | 639,500.00 | 287,445.15 | 352,054.85 | 45% |
| 07-00-21123 | LIBRARY - MCFLS RECIP | - | 30,200.00 | - | 30,200.00 | 0% |
| 07-00-22515 | DONATIONS LIBRARY | 598.28 | 17,000.00 | 598.28 | 16,401.72 | 4% |
| 07-00-22525 | CARES ACT REVENUE- COVID | - | - | - | - | - |
| 07-00-22958 | LIBRARY COPIER SALES | 361.19 | 5,200.00 | 361.19 | 4,838.81 | 7% |
| 07-00-22959 | LIBRARY FINES | 1,509.72 | 12,000.00 | 1,509.72 | 10,490.28 | 13% |
| 07-00-22960 | LIBRARY BOOK CHARGES | 159.51 | 2,000.00 | 159.51 | 1,840.49 | 8% |
| 07-00-22965 | CLC REVENUES | - | - | - | - | - |
| 07-00-22968 | OTHER REVENUES | 68.81 | 1,200.00 | 68.81 | 1,131.19 | 6% |
| 07-00-29900 | OPER TRANS IN/OUT | - | - | - | - | - |
| Total LIBRARY REVENUE | | 290,142.66 | 707,100.00 | 290,142.66 | 416,957.34 | 41% |
| EXPENSES | | | | | | |
| 07-51-42100 | SALARIES - REGULAR | 20,691.20 | 267,500.00 | 20,691.20 | 246,808.80 | 8% |
| 07-51-42200 | SALARIES - TEMPORARY | 11,637.51 | 167,200.00 | 11,637.51 | 155,562.49 | 7% |
| 07-51-42300 | SALARIES - OVERTIME | - | - | - | - | - |
| 07-51-45100 | HEALTH INSURANCE | 4,366.03 | 55,500.00 | 4,366.03 | 51,133.97 | 8% |
| 07-51-45200 | LIFE INSURANCE | 48.85 | 500.00 | 48.85 | 451.15 | 10% |
| 07-51-46100 | SOCIAL SECURITY | 1,551.00 | 20,305.00 | 1,551.00 | 18,754.00 | 8% |
| 07-51-46200 | WRS EMPE/EMPR | 1,819.11 | 18,458.00 | 1,819.11 | 16,638.89 | 10% |
| 07-51-46300 | MEDICARE | 442.73 | 6,303.15 | 442.73 | 5,860.42 | 7% |
| 07-51-51200 | OPERATING EQUIPMENT | 1,150.00 | 16,000.00 | 1,150.00 | 14,850.00 | 7% |
| 07-51-53920 | MCFLS COMPUTER CONTRACT | - | 17,700.00 | - | 17,700.00 | 0% |
| 07-51-55000 | COMMUNICATIONS | - | 1,250.00 | - | 1,250.00 | 0% |
| 07-51-55100 | OFFICE SUPPLIES | - | 8,800.00 | - | 8,800.00 | 0% |
| 07-51-56100 | MEMBERSHIP DUES | - | 1,200.00 | - | 1,200.00 | 0% |
| 07-51-56300 | TRAINING | - | 3,100.00 | - | 3,100.00 | 0% |
| 07-51-56500 | ADULT BOOKS | - | 15,000.00 | - | 15,000.00 | 0% |
| 07-51-56501 | YOUNG ADULT BOOKS | - | 1,500.00 | - | 1,500.00 | 0% |
| 07-51-56502 | ADULT AUDIO BOOKS | - | 600.00 | - | 600.00 | 0% |
| 07-51-56503 | ADULT LARGE PRINT | - | 1,000.00 | - | 1,000.00 | 0% |
| 07-51-56504 | YOUTH BOOKS | - | 15,000.00 | - | 15,000.00 | 0% |
| 07-51-56506 | SERIALS | 159.00 | 5,800.00 | 159.00 | 5,641.00 | 3% |
| 07-51-56508 | MCFLS DATABASES | - | 10,500.00 | - | 10,500.00 | 0% |
| 07-51-57100 | UTILITIES | - | 28,000.00 | - | 28,000.00 | 0% |
| 07-51-61100 | MAINT SUPPLIES-BUILDING | 453.81 | 8,100.00 | 453.81 | 7,646.19 | 6% |
| 07-51-75023 | LIBRARY - MCFLS RECIP EXP | - | 6,000.00 | - | 6,000.00 | 0% |
| 07-51-75028 | LIB DONATION PURCHASE | 19.32 | 17,000.00 | 19.32 | 16,980.68 | 0% |
| 07-51-75031 | LIBRARY PROGRAMS | 31.99 | 6,000.00 | 31.99 | 5,968.01 | 1% |
| 07-51-83000 | CAPITAL OUTLAY-EQUIPMENT | - | 8,800.00 | - | 8,800.00 | 0% |
| 07-51-92900 | MISCELLANEOUS | - | 1,200.00 | - | 1,200.00 | 0% |
| Total LIBRARY EXPENSES: | | 42,370.55 | 708,316.15 | 42,370.55 | 665,945.60 | 6% |

VILLAGE OF GREENDALE
BALANCE SHEET
1/31/2024

ASSETS

| | | |
|--------------|-----------------------|---------------|
| 07-00-111000 | CASH DEPOSIT | \$ 265,575.03 |
| 07-00-111080 | PETTY CASH | \$ 200.00 |
| 07-00-123070 | PREPAID ITEMS | \$ - |
| 07-00-173090 | DUE FROM TRUST AGENCY | \$ 352,054.85 |

| | |
|--------------|----------------------|
| TOTAL ASSETS | <u>\$ 617,829.88</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 | \$ 352,054.85 |
| 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 |
| | | \$ 352,054.85 |

TOTAL LIABILITIES

FUND EQUITY

| | | |
|--------------|---------------------------------|---------------|
| 07-00-170000 | FUND BALANCE | \$ 18,002.92 |
| 07-00-170400 | COMMITTED FUND BALANCE | \$ - |
| | REVENUES OVER EXPENDITURES- YTD | \$ 247,772.11 |

| | |
|------------------------------|----------------------|
| TOTAL LIABILITIES AND EQUITY | <u>\$ 617,829.88</u> |
|------------------------------|----------------------|

AMOUNTS ARE UNAUDITED

BOARD MEMO



Date: 2/9/24

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

From: Brian Van Klooster, Library Director

Re: Agenda item #8d: 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 directly from the carts by the Friends.

| SOURCE | 2023 | AMOUNT | DEPOSITED TO |
|----------------|---------|--------|----------------------|
| Book Sale cart | Jan-Dec | 197.00 | Card to Lib Revenues |
| Tote Bags | Jan-Dec | 70.00 | Cash to Lib Revenues |
| Tote Bags | Jan-Dec | 30.00 | Card to Lib Revenues |
| Membership | Jan-Dec | 25.00 | Card to Lib Revenues |
| TOTAL | | 352.00 | |

| SOURCE | 2024 | AMOUNT | DEPOSITED TO |
|----------------|------|--------|----------------------|
| Book Sale cart | Jan | 3.00 | Card to Lib Revenues |
| Tote Bags | Jan | 0 | Cash to Lib Revenues |
| Tote Bags | Jan | 0 | Card to Lib Revenues |
| Membership | Jan | 0 | Card to Lib Revenues |
| TOTAL | | 3.00 | |

LIBRARY BOARD MEMO



Date: 2/9/23

To: Library Board

From: Brian Van Klooster, Library Director

Re: *Agenda item # 7a - 2023 Wisconsin Public Library Annual Report for Greendale*

Attachments:

WEBLINK 2023 Wisconsin Public Library Annual Report for Greendale

Discussion:

The Wisconsin Public Library Annual Report is intended to provide a general description of the library and the services it provides to library users during the report year. Library boards are required to file reports with the Wisconsin Department of Public Instruction's (DPI's) Division for Libraries and Technology (DLT) and the libraries' municipal governing body within 60 days of the conclusion of the fiscal year, under Wis. Stat. 43.58 (6) (a). The report must be completed and filed by March 1. The information supplied by public libraries and public library systems is published online on the Wisconsin Public Library Service Data and the Wisconsin Public Library Directory pages. Selected data elements are cooperatively shared with the Institute of Library and Museum Services (IMLS) to add to a national database of public library information as part of the national Public Libraries Survey (PLS).

Several data fields are pre-filled by the Library System. Remaining data entered at the library-level is double-checked by the MCFLS System Director before being signed by the reporting library's Board President.

Fiscal implication:

None

Library Director's recommendation:

Motion Library Board to Approve report as presented and Board President to sign for Library Director submission to DPI by the filing deadline.

LIBRARY BOARD MEMO



Date: 2/8/24

To: Library Board

From: Brian Van Klooster, Library Director

Re: *Agenda item # 7b: Discussion and necessary action regarding Library Board Bylaws, Article II: Membership*

Attachments:

- [WEBLINK Library Board Bylaws](#)
 - Trustee Essential #18: Library Board Appointments and Composition
-

Discussion:

The Library Board Bylaws, Article II: Membership (paragraph 4) state: “The [library] Board President, the Village Board liaison, and the library Director will present a slate of candidates at a Village Board meeting for consideration for the vacant positions.”

The library has not followed this directive in the time I have been Director. There are a variety of reasons including a lack of past practice that I am aware of, the recruitment process’ dependence upon the interest/engagement level of other library board members, varying approaches of Village Presidents to appointing committee members generally, and other Village Trustees’ interest/engagement in library board appointee recruitment.

Additionally, past practice has shown that previous Village Presidents have exercised their right to appoint members without Library Board or Library Director consultation. This negates the need for the process outlined in the Bylaws in the first place.

The Village website’s [Your Voice, Create a Vision](#) page directs those residents with interest in serving on a village board/ committee/ commission to submit an application to the Village Manager. I have confirmed with Manager Hawes that it will be his process to refer Library Board applicants to me and the Village President. Though neither I nor the Library Board have authority for appointing members, it will be helpful for there to be one central file of applicants to ensure their interest is recorded and their materials are easily accessed in case the Village President seeks Library Board assistance with presenting a slate of candidates for consideration.

Relatedly, I have developed an internal procedure for handling member resignations. The procedure includes steps I will follow to communicate resignations to those affected beyond what is stated in the Bylaws, as well as action steps for refilling the resulting vacancy. This will ensure the Bylaws are followed in the future, that all affected parties are informed in a timely and organized manner, and the reappointment process is started efficiently.

Fiscal Impact:

None

Director’s Recommendation

Revise the Library Board Bylaws, Article II: Membership (paragraph 4) to read: “The Village President may at their discretion invite the [library] Board President, the Village Board liaison, and/or the library Director to present a slate of candidates [recommended/endorsed by the library board] for consideration for the vacant positions.”

Library Board Appointments and Composition

18

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves *all* members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator’s designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential #1: The Trustee Job Description](#) for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #17: Membership in the Library System](#).)

In This Trustee Essential

- Why citizen boards control public libraries in Wisconsin
- The legally required procedures for appointment of library board members
- The legally required composition of library boards



1/25/2024, rev 2/12

To: Friends of the Library

From: Brian VK

Re: Giving wish list, Winter 2024

Dear Friends-

Thank you for your ongoing generosity in support of Greendale Public Library's services and programs! Twice a year I provide a giving wish list for the Friends' consideration when promoting fundraising and donation opportunities. Some items have carried over from year to year, others are new.

Total of all requests below: ~~\$21,050~~ **\$14,350** ~~\$14,750~~

- **Lucky Day adult books** – fund again in 2024
 - **\$2200** (was \$2000 in 2023)
- **Lucky Day adult DVDs** – fund again in 2024
 - **\$2500** (same as 2023)
- **Juvenile chapter books in world languages** - new in 2024 **\$400**
- **Adult World Languages Collection** - last requested in 2022
 - **\$200 Mandarin** (new language to add)
 - **\$200 Arabic** (by far the most checked out language by community members)
- **STEM kits** - revisiting in 2024

Add several kits to this popular collection as well as purchase replacement kits and containers. Some of the purchased kits will be geared towards babies, preschool and older children as well as diverse learners.

 - **\$1000**
- **Youth Books refresh** – last received for youth series books in 2021

Many youth books are perennially popular and must be replaced every so often because they're so heavily used. It is worthwhile to purchase hardbound copies with high quality bindings to help them last, but which also drives up the price. Using grant funds allows us to focus regular budget dollars on new and unique titles.

 - **\$350**
- **Summer Reading prize books** for kids and teens – fund again in 2023 **2024**

Readers receive a free book as their first SRP prize. They include a sticker inside that credits the Friends with providing them. Previously these books were donated by Half Price Books and scrounged from the occasional patron donation. This quantity is not enough and needs to be supplemented by purchase.

 - **\$900** (\$500 youth, \$400 teen)
- **Seasonal Middle School reading challenges prize books and incidentals** – fund again in 2023

Reading Rampage, Spring Into Reading, Chill Out and Read – these challenges have maintained the strong partnership between the library and middle school and fostered a continued interest in reading both in and out of school.

 - **\$700**

- **Young Adult Adaptive/Sensory Storytime** – new for 2024
In collaboration with Summit Start, part of the Greendale School District, we will be starting an Young Adult Adaptive/Sensory Storytime. Funds requested will go towards materials for activities and crafts that stimulate the senses and are adapted for young adults with disabilities. Materials may include tactile cushions, fidget toys, craft supplies, and adaptive scissors.
 - **\$200**
- **Local Artist Program for Teens/Tweens** – new for 2024
Participants will create an art project with the guidance of a local Black artist. Teen/Tween participants will learn about color theory, community, and possibly social justice. Participants will be able to either take the project home with them or display it in the library teen space.
 - **\$400**
- **Explorer Pass** – fund again in 2023
Explorer passes have become a standard expectation for local library collections. We've secured advance individual donor commitments for some memberships, but not all. The library owns 16 passes total, for 7 different attractions, including The Zoo (\$2000), Schlitz Audubon Nature Center (\$400), The Domes (\$500), Betty Brinn (\$1000), Discovery World (\$1650), Boerner Botanical Gardens (\$100), Milwaukee Art Museum (\$600), and propose to add the Harley Davidson Museum (\$500)
 - **\$4750**
- ~~**Youth books donation supplementation** – revised and increased for 2024~~
~~This donation will allow us to divert donation funds previously used for youth books toward story time performance fees.~~
 - ~~**\$6700** (average of 10 story times per month, equal to 45% of total youth books budget)~~
- **Wonderbooks for the 'books with CDs' selection** - revisit in 2024
Wonderbooks are print books with a ready-to-play audiobook inside. Kids press play to read along with their favorite books then switch to learning mode for literacy. New titles would include some Spanish language and newly released titles to refresh the collection. Original collection has circulated very well.
 - **\$350** (increase from \$200 in 2022)
- **Youth area sensory play wall replacement panels** – new for 2024 and 2025
Play wall panels were installed in 2017 and get lots of use. Some components have been replaced as they wore out, but eventually the entire panel shows its age. We have 4 panels in total. Looking to replace one per year for 2 years.
 - **\$600** (1 panel)



DIRECTOR'S REPORT



Date: 2/2/24
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: January***

Last month in review:

A normal January includes a modest uptick in use after the quiet December holidays. Tax season starts in January for public libraries. It is not unusual to begin receiving requests to print tax forms right after the New Year, for those surprisingly high number of people who still prefer to do their taxes themselves, on paper. We update our phone greeting to indicate when tax forms arrive, and which ones. We help many register online for AARP tax help appointments at area locations. We will continue to deal with tax forms daily until the filing deadline in April.

The DPI Public Library Annual Report is completed over January and February as previous year financials are finalized and data is aggregated. This report populates national IMLS public library data and helps us get some apples-to-apples comparisons between our library and others. Some of this data is used to put together a community report that helps tell our local story from the past year.

Upcoming/Current month at a glance:

- Greendale Library Annual Report to the Community – will start draft in February to be sent to Board in March before release to public
- Black History month displays
- Will submit Wish List to Friends for consideration at their February meeting.

Statistics:

- New library accounts created: 41
- Loans of print and electronic materials: 17,284;
 - compared to same month 2016 (highest year in library history): 18,111
 - compared to same month last year: 17,020 ↑ 2%

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

- Reminder of Board annual self evaluation survey, distributed in March packet, due for discussion in April.
- Meetings of Friends of the Library, Library Board, MCFLS LDAC
- Presented at Chamber of Commerce Power Hour about Library marketing plan.
- Hosted school board candidate forum, 55 attendees, recording is hosted on library Facebook page. Timed with absentee ballot mailing. Short time window and moderator availability was challenging but pulled it off. Inspired the creation of a library candidate forum hosting procedure to help streamline and formalize decision making for future forums.
- Meeting of ad-hoc CLC Advisory Committee to review charter documents, discuss recent department collaborations, receive guidance on policy creation.
- CLC Directors meeting very productive, preparation for CLC Advisory Committee meeting to resolve some governance/policy questions and provide updates to CLC government stakeholders.
- Rescheduled library board meeting to 1/25 due to lack of quorum.
- Updated library webpage with archive of past library monthly newsletters.

- Participated in full-day MCFLS strategic planning summit.
- Received notification of a second Library Board member resignation planned to follow the May meeting.
- Continuing to work on Library Board member recruitment. Announcement drafted for February Library eNewsletter.
- Reinstated access to Village website Community Calendar so that library can assist with adding community events. Access was lost during new website redesign.
- Closed at 6PM on Tuesday 1/9 rather than 8PM due to weather.
- Years of service acknowledgements to Martha (15 years) and Julie (20 years). It's wonderful that the Village does this for staff, they were pleased with the awards.
- Giving Tree collected over \$950 in donations for a variety of program and materials extras.
- Connected with GMS assistant principal to get assistance in communicating about library behavior with families of a half-dozen particularly challenging students (same month and topic as 2023!)

GREENDALE PUBLIC LIBRARY

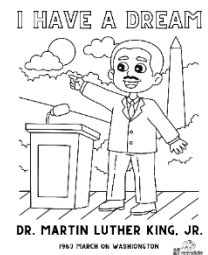
STAFF REPORT



Date: 2/6/24
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: **Staff Report: January 2024**

Youth Services (Lisa):

- Collection Management/Development
 - 244 books added to the collection
 - Finished collection analysis using 2 year no-circulation lists
- Book Displays:
 - Martin Luther King Day, Winter, Polar Animals, Chinese/Lunar New Year, Valentine's Day, Holocaust Chapter Books for Holocaust Remembrance Day (January 27th)
 - Created 2024 book display schedule for youth area
 - Created curated Black History Month booklist for front pyramid display. Coordinated with Sharon on this project.
- Other:
 - Booked performers for Summer Reading
 - Worked with Miranda (clerk) on planning for Teddy Bear Sleepover in Spring and Book-Making program in Summer
 - Coloring page for MLK display (Sharon)

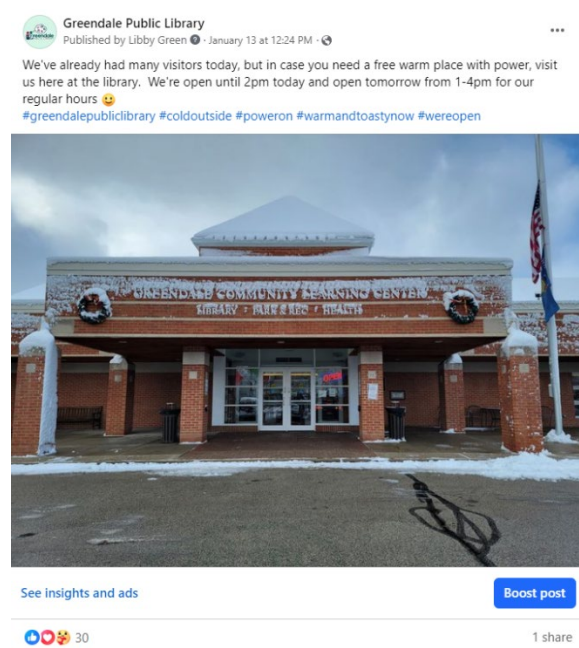
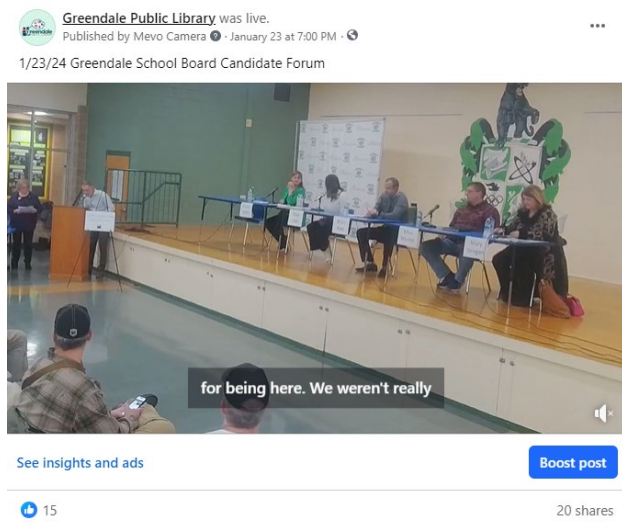


Adult Services (Emily):

- Marketing
 - Facebook/Instagram:
 - Post with the most likes was the "We're Open" post after the major storm on 1/13 with 30 likes, 543 reach and 1 share.
 - Post with the most reach/shares was the School Board Candidate forum with 15 likes, 983 reach, 22 shares.
 - Winter/Spring Program Marketing:
 - Completed Winter/Spring Marketing for 2024 including Room Reservations, Facebook Events, Flyers/Calendars, Posters, Slides, etc.
- Programs:
 - 1/08/24 Color Me Calm: 8 participants
 - 1/08/24 Monday Movie Matinee: *Little Mermaid*: 4 participants
 - 1/03/24 Adult Contemporary Book Discussion: *The Dutch House* by Ann Patchett: 6 participants
 - Book A Librarian:
 - 1/11/24: 2 participants: I helped 1 patron to set up her Google Drive and learn how to transfer her hard drive documents to the Google Drive cloud. I also helped 1 patron learn the differences between a desktop computer, tablet,

laptop and smartphone to help him decide what he should purchase for his technology needs.

- 1/25/24: 0 participants: 1 patron appointment no-show.
- Program Planning:
 - Booked a Wisconsin Historical Society Speaker, Leslie Bellais, to speak about Wisconsin Civil War Artifacts.
 - Booked our very own Reference Associate, Sharon, who is also a professional Art Therapist, to do a Paint with Me! Event for adults here at GPL this summer. Very excited!
- Community Engagement:
 - Successful Aging Challenge for February: I was able to secure two, \$5.00 gift cards for Broad Street Coffee and four for Sugar & Flour for the prize drawing. I also created posters and Social Media posts/events. We also added in Park & Recreation as a partner for the collaboration.



Teen Services (Megan):

- Community Engagement
 - Chill Out and Read Winter Reading Program with GMS ended on Friday, January 26.
 - 192 Students signed up for the program
 - 72 Students read at least 30 minutes
 - Trained 2 new teen volunteers to help with crafts and bookshelf maintenance.
- Collection Development
 - Materials Purchased
 - Adult Fiction: 54
 - YA: 12
 - Large Print: 6
 - Audiobook: 3
- Programming

- Started researching how to do Adaptive Storytimes for Young Adults/Adults with Intellectual Disabilities.
 - Met with Katie at Summit Start along with Brian to talk about the students who would be participating and how the program would look.
 - Met with librarian Christine and Storyteller Mark from Greenfield Public Library about their experiences doing Adaptive Storytimes. Plan on attending one of their events in the future.
- Programs:
 - Teen & Tween Anime Club: 12
 - Teen & Tween Bingo: 5
 - Chill Out and Read Meet-up: 13
 - VolunTeen: 32
 - Teen & Tween Cocoa & Coloring: 17
- Book Display
 - Winter Blues (Books with Blue Covers)
- Social Media
 - TikTok (GrndPublicLibrary)
 - I have decided to take a break from doing TikToks for now.
 - Instagram (GrndPublicLib_Teens): 124 Followers
 - 1 Post this month

Circulation Services (Julie):

Meetings and training:

- Julie – CVMIC Emerging Leader, Technical View on 1/9 via Zoom. This training focused on EAP usage, Drug & Alcohol policy enforcement, managing conflict and discipline, and the importance of documentation.
- Julie and Jenifer – Circ Services meeting at Franklin on 1/25
- A digital “Circ Test” went out to all circ and reference staff. I intend this to be a monthly quiz on circulation/service related topics that tend to trip staff up, don’t occur often, or are just complicated in nature. The goal is to provide regular refreshers on these topics as well as help enable staff to learn how to find answers to these topics on their own.

Programs:

- Snack, Craft and Build: Miranda developed and prepped the craft for the February program – Shamrock Chandeliers. She coordinated supplies and created the sample.
- Miranda worked with Lisa to begin planning for Teddy Bear Sleepover in Spring and Book-Making program in Summer

Circ Projects:

- Clerks pulled all books from the seasonal Christmas Display and returned them to library storage.
- Clerks pulled books for multiple Youth displays: MLK Day, Valentine’s Day, Lunar New Year and President’s Day
- Kayla worked with Lisa to develop a "special feature" mini display connected to the ramp display. March will be monkey madness and Koko the Gorilla who talks will be on the special feature display with facts and photos. April is bears and we will feature a famous bear with facts and photos. They will collaborate with Sharon on content and graphics.
- Jen worked on placing ALA award stickers on the 2024 winner and honor books.

Misc:

- Kayla organized a CLC Winter Potluck on 1/25
-

- Replaced casters on 9 book carts that had become worn out after years of use. Replacing the casters instead of the carts saved the library \$3,600.
- We experienced an interruption in our use of Sierra on 1/30. It was an unexpected side effect of some work Village IT was doing. It afforded us the opportunity to make use of an alternate version of Sierra called Sierra Web. We very recently gained access to this new service that utilizes a different server connection than our desktop version. While not intended or desired to replace the desktop version, using Sierra Web on the 30th allowed staff to continue to provide seamless service to our patrons despite the server disruption.

Reference Associate (Sharon):

Special Projects:

- Coordinated with Sarah Weishar to regain editing access to village website meetings + community calendars so that library can assist with adding community events. (Access was lost during new website redesign.)
- Updated library webpage with archive of past library monthly newsletters
- Ongoing editing to streamline website formatting.

Displays:

- Pyramid (All Ages): New Year, New Series
 - Adult Section: One Word Says It All (One Word Titles)
 - Made signs for Youth displays: Chinese/Lunar New Year & Holocaust Remembrance
-

LIBRARY BOARD MEMO



Date: 2/8/24
To: Library Board
From: Brian Van Klooster, Library Director
Re: Agenda item # 8d: Library Board member terms

Discussion:

Appointments to Village advisory committees, boards and commissions are made every May. Current Library Board member terms are as follows per Village Board approval on May 15, 2023.

| Term (begins May 1 st) | Name | Representative of | Appointed |
|---------------------------------------|-----------------|----------------------|---|
| 2023 - 2026 | Kate Dombrowski | Citizen | 9/2017 |
| 2022 - 2025 | VACANT | Citizen | |
| 2022 - 2025 | Rob Kobleska | Citizen | 5/2021 |
| 2021 - 2024 | Corrine D'Amato | Citizen | 1/2022 |
| 2021 - 2024 | Bill Hughes | Citizen | 5/2021 |
| Annual | Kim Amidzich | School District | Reappointed annually, renewed automatically |
| Annual | Elaine Unger | Village Trustees | 5/2021, Reappointed annually, renewed automatically |

Members with terms ending in the current year should notify the Library Board President and Village President of their interest in continuing service, by March 1. Trustees wishing to continue service will retain their appointment until informed otherwise by the Village President.

Excerpt from the Greendale Public Library Board Bylaws, Article II, Membership:

*Composition of the Board shall be composed of seven (7) members appointed by the Greendale Village President and confirmed by the Greendale Village Board pursuant to Section 1.43 (1) of the Village Code and Section 43.54 Wisconsin Statutes to serve three (3) year terms. The Board members will serve without compensation. **As each Trustee's term is ending the Trustee will provide the Board and the Village President a sixty (60) day notice of their willingness to continue to serve.***

Community Learning Center Advisory Committee MINUTES
Thursday, January 25, 2024
4:30 p.m.
Community Learning Center Meeting Room, 5647 Broad Street

- 1) Call to Order
Present: Library Board President D'Amato, Village Manager Hawes, Library Director Van Klooster, Health Director Haas, Park and Rec Director Broderick, Superintendent Amidzich
- 2) Compliance with open meeting laws: the meeting was noticed in compliance with open meeting laws, although Hawes has suggested that the CLCAC is not a "governmental body" (it is called an "Advisory group" by the Operating Agreement) and therefore does not require open meetings. This will be noted for future meetings.
- 3) Approval of the Minutes: NONE
- 1) Public Comments: NONE
- 2) Unfinished Business: NONE
- 3) New Business:
 - a) Discussion and necessary action regarding the Community Learning Center Advisory Committee and related operational documents
CLC department directors summarized their memo and referred to the supporting documents submitted to the committee. Amidzich clarified that the CLC Operating Agreement supersedes and nullifies the CLCAC Operating Policies.
Amidzich also noted that several CLC Policies were created by the CLCAC around 2013 and seemed to still be in force as they have not been rescinded to her knowledge. They include: [CLC Programming Policy](#), Corporate Sponsorship and Naming Rights, Meeting Room, Notices and Solicitations. She suggested that these could be rescinded or replaced by the directors at a future meeting.
Because the Operating Agreement does not call for scheduled meetings, all present were in agreement that the CLC department directors could operate as they have been and call for Advisory Committee meetings as needed. Topics that, based on department director judgment, are best pursued with department governing body review or assent will be brought forward to their respective governing committee by the relevant director before being acted on. It was agreed that most approvals could be accomplished electronically after the respective governing bodies were consulted rather than convening a formal in person meeting.
- 4) Correspondence: NONE
- 5) Library report: NONE
- 6) Park and Recreation report: NONE
- 7) Committee report: NONE
- 8) Committee calendar: NONE
- 9) Discussion: NA
- 10) Adjournment 5:25PM

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 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: CLCAC, Village Manager, Assistant Village Manager, [Media](#)

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