



**Community Learning Center Meeting Room, 5647 Broad Street / 5650 Parking Street,
 Greendale, WI 53129**

Enter through CLC Parking Street entrance during Library emergency closure

Virtual access to this meeting available by clicking [HERE](#)

Or by dialing: +1- 301 715 8592, meeting ID: 995 939 3212, meeting password: Greendale

1)	Call to Order	
2)	Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken.	
3)	Public Comments	
4)	Approval of the Minutes: June 2020 meeting	ACTION
5)	Approval of Financial Reports:	ACTION
	a) Check Register: June 2020	
6)	Review of Financial Statements:	
	a) Revenues and Expenditures to Actual Comparison: June 2020	INFORMATION
	b) Balance Sheet: June 2020	INFORMATION
7)	Unfinished Business:	
	a) Discussion and possible action on Library response to COVID-19, including re-closing plan and face coverings ATTACHMENT	ACTION
	b) Discuss quarterly report on Strategic Plan ATTACHMENT	DISCUSSION
8)	New Business: None	
9)	Informational and Discussion Items:	
	a) Director and Staff Reports	
	b) President's Report	
	c) Foundation/Friends Board Report	
10)	Correspondence	
11)	Public Comments	
12)	Adjournment	

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

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, June 17, 2020**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:44 PM.

Trustees Present: Amidzich, Dombrowski, Jensen, Sell, Unger
Excused: Huberty
Also Present: Van Klooster- Library Director, Fantetti, Jordan, Schumacher-Library Staff

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

PUBLIC COMMENTS (1)

NONE

APPROVAL OF THE MINUTES

Trustee Jensen moved, Trustee Dombrowski seconded approval of the May 20, 2020 minutes.
Ayes: All Noes: None Motion : Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: May 2020

Trustee Dombrowski moved, Trustee Unger seconded approval of the May 2020 expenditures in the total amount of \$10,831.19

Ayes: All Noes: None Motion : Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Revenues and Expenditures to Actual Comparison: May 2020
- b) Balance Sheet: May 2020

UNFINISHED BUSINESS

- a) Library response to COVID-19, including Reopening Plan Phase C

Trustee Sell moved, Trustee Jensen seconded moving into Phase C of the Reopening Plan as proposed by Van Klooster.

Ayes: All Noes: None Motion : Carried

NEW BUSINESS

- a) Greendale Welcomes Diversity community mural discussion

President Amidzich described early discussion of a community mural proposed by the Diversity Practices Team. She wanted to gauge Library Board interest in considering the CLC as the permanent location for the mural after it has traveled to other locations throughout the Village. Sell suggested the Practices Team connect with Library staff and the muralist to review possible CLC installation locations and bring the discussion outcome back for further consideration.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report: Van Klooster noted the Library's continued emphasis on virtual programming including the summer despite reopening allowances for mass gatherings citing the investment of staff time in virtual offerings and the future possibility of returning to more restricted service models.
- b) Library Staff Report: none

- c) President's Report: Village President Birmingham will announce Library Board vacancy/renewal appointments at the July 7th Village Board meeting.
- d) Friends/Foundation Report: Unger noted the Friends met on 6/16 and plan to raffle quilts again this year, starting with their first Downtown farmers market appearance on July 11

CORRESPONDENCE

NONE

PUBLIC COMMENTS (2)

NONE

ADJOURNMENT

The meeting adjourned at 6:15 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	
56577							
JANI-KING OF MILWAUKEE							
06/20	07-51-61100	MAINT SUPPLIES-BUILDING	06/29/2020	136.62-	MIL04200769	CLEANING SUPPLIES 49%	V
Total 56577:				136.62-			
56694							
LUCK, KATHY							
06/20	07-51-75031	LIBRARY PROGRAMS	06/19/2020	200.00	FEB/MAR	4 STORY TIMES	
Total 56694:				200.00			
56697							
OFFICE COPYING EQUIPMENT LTD							
06/20	07-51-51200	OPERATING EQUIPMENT	06/19/2020	108.45	AR1132484	COPIER-LIBRARY	
06/20	07-51-51200	OPERATING EQUIPMENT	06/19/2020	10.87	AR114951	TONER	
06/20	07-51-51200	OPERATING EQUIPMENT	06/19/2020	151.05	AR115240	COPIER-LIBRARY	
Total 56697:				270.37			
56700							
STOKES, DAVID							
06/20	07-51-75031	LIBRARY PROGRAMS	06/19/2020	225.00	VIRTUAL PRO	ANIMALS OF OUR IMAGINATION & DREAMS-	
Total 56700:				225.00			
56705							
WEST ALLIS BLUE							
06/20	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	06/19/2020	300.00	145908	COVID-19 FLOOR DECALS	
Total 56705:				300.00			
56715							
JANI-KING OF MILWAUKEE							
06/20	07-51-61100	MAINT SUPPLIES-BUILDING	06/29/2020	136.62	MIL04200769-R	CLEANING SUPPLIES 49%	
Total 56715:				136.62			

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
Grand Totals:				<u>995.37</u>		

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
June 30, 2020

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	-	648,000.00	472,020.44	175,979.56	73%
07-00-21123	LIBRARY - MCFLS RECIP	-	8,000.00	8,601.98	(601.98)	108%
07-00-22515	DONATIONS LIBRARY	503.00	13,000.00	1,244.25	11,755.75	10%
07-00-22958	LIBRARY COPIER SALES	55.90	5,000.00	1,128.36	3,871.64	23%
07-00-22959	LIBRARY FINES	91.35	11,000.00	1,989.34	9,010.66	18%
07-00-22960	LIBRARY BOOK CHARGES	77.46	1,000.00	194.99	805.01	19%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	23.50	1,000.00	197.75	802.25	20%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		751.21	687,000.00	485,377.11	201,622.89	71%
EXPENSES						
07-51-42100	SALARIES - REGULAR	18,414.41	236,300.00	107,408.16	128,891.84	45%
07-51-42200	SALARIES - TEMPORARY	12,502.11	171,700.00	72,278.05	99,421.95	42%
07-51-42300	SALARIES - OVERTIME	(48.99)	-	176.91	(176.91)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,970.26	59,800.00	28,510.30	31,289.70	48%
07-51-45200	LIFE INSURANCE	29.64	500.00	177.84	322.16	36%
07-51-46100	SOCIAL SECURITY	1,359.45	17,788.00	8,063.30	9,724.70	45%
07-51-46200	WRS EMPE/EMPR	1,613.67	18,792.00	9,457.79	9,334.21	50%
07-51-46300	MEDICARE	423.63	5,916.00	2,482.38	3,433.62	42%
07-51-51200	OPERATING EQUIPMENT	270.37	23,200.00	6,926.96	16,273.04	30%
07-51-53920	MCFLS COMPUTER CONTRACT	-	20,900.00	21,414.00	(514.00)	102%
07-51-55000	COMMUNICATIONS	-	1,050.00	11.00	1,039.00	1%
07-51-55100	OFFICE SUPPLIES	-	8,800.00	3,723.59	5,076.41	42%
07-51-56100	MEMBERSHIP DUES	-	1,800.00	331.50	1,468.50	18%
07-51-56300	TRAINING	-	2,500.00	67.48	2,432.52	3%
07-51-56500	ADULT BOOKS	-	20,000.00	5,510.21	14,489.79	28%
07-51-56501	YOUNG ADULT BOOKS	-	1,500.00	447.44	1,052.56	30%
07-51-56502	ADULT AUDIO BOOKS	-	600.00	117.02	482.98	20%
07-51-56503	ADULT LARGE PRINT	-	1,000.00	177.18	822.82	18%
07-51-56504	YOUTH BOOKS	-	20,000.00	5,176.65	14,823.35	26%
07-51-56505	YOUTH MEDIA	-	-	9.99	(9.99)	#DIV/0!
07-51-56506	SERIALS	-	4,000.00	943.82	3,056.18	24%
07-51-56508	MCFLS DATABASES	-	8,500.00	8,255.00	245.00	97%
07-51-57100	UTILITIES	-	26,250.00	6,226.56	20,023.44	24%
07-51-61100	MAINT SUPPLIES-BUILDING	136.62	8,100.00	2,460.06	5,639.94	30%
07-51-75023	LIBRARY - MCFLS RECIP EXP	-	8,000.00	1,929.76	6,070.24	24%
07-51-75028	LIB DONATION PURCHASE	-	13,000.00	4,484.64	8,515.36	34%
07-51-75031	LIBRARY PROGRAMS	425.00	8,000.00	2,295.90	5,704.10	29%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	300.00	8,800.00	1,117.81	7,682.19	13%
07-51-83100	LIBRARY RFID FUND	-	-	-	-	-
07-51-83200	CLC JOINT EXPENSE	-	-	-	-	-
07-51-83300	LB TO CLC CONTRIBUTION	-	-	-	-	-
07-51-83400	LIBRARY LIGHTING	-	-	-	-	-
07-51-83500	SERVICE AGREEMENT	-	-	-	-	-
07-51-92900	MISCELLANEOUS	-	1,200.00	750.00	450.00	63%
Total LIBRARY EXPENSES:		40,396.17	697,996.00	300,931.30	397,064.70	43%

Account Number	Account Title	06/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
LIBRARY FUND						
07-00-21102	PROPERTY TAX LEVY	.00	630,000.00	524,331.18	105,668.82	83.23%
07-00-21123	LIBRARY - MCFLS RECIP	.00	9,300.00	10,557.03	1,257.03-	113.52%
07-00-22515	DONATIONS LIBRARY	208.00	13,000.00	1,901.29	11,098.71	14.63%
07-00-22958	LIBRARY COPIER SALES	.00	5,000.00	1,626.55	3,373.45	32.53%
07-00-22959	LIBRARY FINES	1,205.07	11,000.00	7,226.61	3,773.39	65.70%
07-00-22960	LIBRARY BOOK CHARGES	128.25	1,000.00	1,214.27	214.27-	121.43%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	121.40	1,000.00	621.62	378.38	62.16%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		1,662.72	670,300.00	547,478.55	122,821.45	81.68%
Net Total LIBRARY FUND:		1,662.72	670,300.00	547,478.55	122,821.45	81.68%
Net Grand Totals:		1,662.72	670,300.00	547,478.55	122,821.45	81.68%

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	17,878.40	231,687.00	110,499.61	121,187.39	47.69%
07-51-42200	SALARIES - TEMPORARY	11,441.14	161,857.00	70,484.29	91,372.71	43.55%
07-51-42300	SALARIES - OVERTIME	.00	.00	188.17	188.17-	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	28,223.98	32,176.02	46.73%
07-51-45200	LIFE INSURANCE	27.52	400.00	352.73	47.27	88.18%
07-51-46100	SOCIAL SECURITY	1,308.68	18,457.00	8,153.86	10,303.14	44.18%
07-51-46200	WRS EMPE/EMPR	1,484.27	19,499.00	9,208.73	10,290.27	47.23%
07-51-46300	MEDICARE	395.50	5,707.00	2,451.35	3,255.65	42.95%
07-51-51200	OPERATING EQUIPMENT	266.29	21,320.00	12,295.50	9,024.50	57.67%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,900.00	20,526.00	374.00	98.21%
07-51-55100	OFFICE SUPPLIES	1,490.47	9,500.00	4,385.95	5,114.05	46.17%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	.00	6,310.00	.00
07-51-56300	TRAINING	.00	2,500.00	861.63	1,638.37	34.47%
07-51-56500	ADULT BOOKS	.00	25,000.00	7,964.79	17,035.21	31.86%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	749.85	750.15	49.99%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	255.93	344.07	42.66%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	277.13	722.87	27.71%
07-51-56504	YOUTH BOOKS	.00	21,000.00	19,320.58	1,679.42	92.00%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	.00	4,000.00	3,163.65	836.35	79.09%
07-51-56508	MCFLS DATABASES	.00	9,200.00	7,511.00	1,689.00	81.64%
07-51-57100	UTILITIES	.00	26,250.00	12,669.04	13,580.96	48.26%
07-51-61100	MAINT SUPPLIES-BUILDING	510.15	8,150.00	3,328.11	4,821.89	40.84%
07-51-75023	LIBRARY - MCFLS RECIP EXP	.00	9,300.00	4,498.49	4,801.51	48.37%
07-51-75028	LIB DONATION PURCHASE	.00	13,000.00	3,684.61	9,315.39	28.34%
07-51-75031	LIBRARY PROGRAMS	454.55	10,000.00	3,569.87	6,430.13	35.70%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	59.41	10,000.00	3,558.80	6,441.20	35.59%
07-51-83100	LIBRARY RFID FUND	.00	.00	.00	.00	.00
07-51-83200	CLC JOINT EXPENSE	.00	.00	.00	.00	.00
07-51-83300	LB TO CLC CONTRIBUTION	.00	.00	.00	.00	.00
07-51-83400	LIBRARY LIGHTING	.00	.00	.00	.00	.00
07-51-83500	SERVICE AGREEMENT	.00	.00	.00	.00	.00
07-51-92900	MISCELLANEOUS	.00	1,000.00	.00	1,000.00	.00
Total LIBRARY:		40,286.64	698,537.00	338,183.65	360,353.35	48.41%
Net Grand Totals:		40,286.64-	698,537.00-	338,183.65-	360,353.35-	48.41%

VILLAGE OF GREENDALE
BALANCE SHEET
6/30/2020

ASSETS

07-00-111000	CASH DEPOSIT	\$ 169,366.54
07-00-111080	PETTY CASH	\$ 200.00
07-00-123070		<u>\$ 10,866.20</u>

TOTAL ASSETS	<u>\$ 180,432.74</u>
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ (3,063.13)
07-00-151260	DEFERRED REVENUES - TAX	\$ (175,979.56)
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -
07-00-172020	DUE TO/FROM 2 EQUIP REPL	\$ -
07-00-172090	DUE TO/FROM 60 TRUST AGENCY	\$ 220,086.11
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00

TOTAL LIABILITIES	\$ 41,043.42
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FUND EQUITY

07-00-170000	FUND BALANCE	\$ (37,030.35)
	REVENUES OVER EXPENDITURES- YTD	<u>\$ (184,445.81)</u>

TOTAL FUND EQUITY

TOTAL LIABILITIES AND EQUITY	<u>\$ (221,476.16)</u>
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\$ (180,432.74)

GOAL 1 Support staff capacity to meet the changing needs of the community						
Objectives	Who	When	Status	How	Measure of success	Questions to ask
1a) Identify changing needs of community through demographic analysis	Library Director, working with Librarian	Year 1	Assigned to staff 6/2020: analysis with 1 page report, reached out to School District for high-level WISEdash summary	single page summary of all data collected: increasing Hispanic student population (double from 2009), otherwise all other enrollment categories are stable; DPI WISEdash, MCFLS 2016 patron data summary by library w/ Mosaic categories		Does Health have any 'indicators' data? Who is our community? Recent users? Online users? Bigger than greendale-we affect lots of others outside here? Current non-suers, we don't just have ONE community, does each community have different demographics
1b) Review all training in the context of staff opportunities and learning needs	Library director, working with Circulation Supervisor	Year 1	Assigned to staff 6/2020: inventory of current training procedures by employee category	Spreadsheet inventory		
1c) prioritize revision or development of new training procedures based on demographic analysis, and staff opportunities and learning needs	Library director, working with library staff	Year 1	Assigned to staff 6/2020: inventory of current training procedures by employee category, identify opportunities	Spreadsheet inventory, review of existing and potential training providers (CVMIC, Lorman, SEWI Libraries continuing education), formalize training budget and plan		
1d) Implement staff training to address opportunities and needs	Library director	Year 2-3				
GOAL 2 Enhance community awareness of library role and services						
Objectives	Who	When		How		Questions to ask
2a) Develop communication/marketing plan for both internal and external communications, as library and as CLC	Library director, working with library staff and CLC directors	Year 1	6/2020, Library Director doing necessary professional development to educate self on effective marketing techniques; 2/2020, MCFLS RFP for communication/marketing consultant posted to social and professional channels	Revised programming checklist to include all media/communication channels; MCFLS marketing; Consider CLC Program Guide? Use RecTrac software?		What does a communication/marketing plan look like? WHAT are we going to market? Based on what demonstrated need? Are schools involved?
2b) Implement communication / marketing plan	Library Director, working with library staff	Year 2-3				
GOAL 3 Build and strengthen community partnerships						
Objectives	Who	When		How		Questions to ask
3a) Identify and develop inventory of current and potential community partners	Library director, working with library staff	Year 1	12/2019:			What are our goals? Which partners from the inventory can help us achieve these goals?
3b) Develop messaging to send to potential peartners to establish and build relationships	Library director, working with library staff	Year 2 with marketi	12/2019:			Cite Library goals in communication?
3c) Develop and implement plan to regularly communicate with all community partners	Library director, working with library staff	Year 2				Quarterly 'memo to partners'? Serving on committees?
3d) Host an annual partner meeting to provide updates and share information	Library director	Year 2-3				
GOAL 4 Clarify the current understanding and functioning of the Community Learning Center (CLC) and propose alternatives, as appropriate						
Objectives	Who	When		How		Questions to ask

4a) Identify barriers to communication among all Community Learning Center (CLC) functions	Library director, working with CLC directors	Year 1	Resumed monthly CLC Directors meetings in mid-2018	Regular meetings of all CLC stakeholders and employees	Forgetting that Health even exists bc we don't SEE them; not knowing park and rec policies and procedures, eg program registration forms dropped in mailbox, when park and rec book is out of print, ref/coach time cards and scores/reports in book drop; behavior support after school?; Theresa stands at door after school to greet students; office noise vs quiet library?; P&R envelopes available outside book drop; parents/others calling Llibrary to talk to P&R with emergency after hours; No voice mail at P&R after hours?
4b) Develop shared understanding of roles, responsibilities and messaging among all CLC employees	Library director, working with CLC directors	Year 2-3	12/2019: update CLC procedures for Persons in Charge, centralize communication		Original intent of CLC not realized? What do we do with that information? Is it a CLC only when its convenient for us?
4c) Develop plan that enhances communication among all CLC employees	Library director, working with CLC directors	Year 1	6/2020, no formal plan yet in place	CLC Program Guide (shared)?; Occasional seasonal pot lucks	Why don't we do mutual programming? Or if we do, is it obvious?
4d) Examine library role distinctly from CLC	Library director, working with CLC staff and public	Year 1	12/2019:	Shared CLC phone number? Shared logo?	Where does this question come from? What is the context or reason for asking? Why is cross training not possible?*
4e) Develop a community survey to better understand the current perception of and preferences for the CLC	Library director, working with CLC staff	Year 1	12/2019:		
4f) Meet with CLC staff and key partners to discuss the results of the survey and address thematic concerns as appropriate	Library director, working with CLC staff	Year 2	12/2019:		
4g) Develop and disseminate message to partners and the public to enhance awareness of the CLC and clarify roles and responsibilities based on concerns	Library director, in partner with CLC staff	Year 2-3	12/2019:	Article in Live in the Village magazine, Spring 2019	
					*complexity of P&R program info and registration process Differing expertise (not even all library staff can answer)

Greendale Public Library / CLC Reopening Plan

GPL & CLC SERVICES / ACTIVITIES / DEPENDENCIES		GPL & CLC TOPICS / ALLOWANCES / RESTRICTIONS	WEDC Safe Business Practices recommendations
Current through May 22, Local Health Plan Phase A	Curbside pickup for single-shift of staffing WEDC Safe Business Practices are in place	CLC already operating at this Phase due to specific allowances in Governor's Order #28 and government essential services provision. GPL and P&R staff combined comprise between 7-9 people in the Library each day.	<i>EMPLOYEES: face masks recommended for public-facing activities; maintain adequate supply of hygiene supplies; use alternative return methods to reduce immediate handling of items VISITORS: social distancing is supported by capacity reduction; remove unnecessary touchpoints (displays, toys, water fountains, kiosks, computers, etc); visual or physical barriers or cues to support social distancing; one way flow through facility; cashless/contactless transactions when possible; eliminate unnecessary employee/visitor contact</i>
May 26, Local Health Plan Phase B - Partial Reopening @50%	Maintain single-shift open hours to minimize staff in building (12A-6P); Limited curbside pickup by request, especially for vulnerable populations; metered attendance for 50ppl/50% capacity @60 minute duration; small and large group lower level library-sponsored gatherings and programs allowed for pre-registered groups of 25 or fewer when protective measures can be reasonably ensured ALL CUSTOMER USE OF THIS BUILDING IS AT THE USER'S DISCRETION. PLEASE FOLLOW PROTECTIVE MEASURE RECOMMENDATIONS INCLUDING HANDWASHING, MASKS AND SOCIAL DISTANCING. PLEASE PROVIDE YOUR OWN PERSONAL HYGIENE AND SANITIZING SUPPLIES. CAPACITY AND VISIT DURATION MAY BE METERED. All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements reevaluated to reduce need for several staff from being in the building simply to alternate shifts for relief purposes, remote work still required for any staff not scheduled for direct public service --meeting room use based on 25ppl/50% capacity, with 60 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 60 minute time limits --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 60 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials	<i>FACILITY: post signage to remind the ill to stay home; post signage to request that visitors maintain social distancing; continue virtual or curbside services to reduce need for in-person visits; install handwashing or sanitizing stations at entrance and key locations where visitors will contact shared equipment; GATHERINGS: 10 persons in a given space expanding to 50 in Phase 2 of Bounce Back Plan; stagger attendance to reduce density; designate alternate offerings for at risk groups; invitation only or include process for gathering participant list to assist with contact tracing if needed</i>
June 12 (CLC June 22), Local Health Plan Phase C - Partial reopening @75%	Return to pre-COVID open hours; Limited curbside pickup by request for vulnerable populations; metered attendance for 75ppl/75% capacity @2 hour duration; high-turnout lower level community room programs for youth where protective measures cannot be reasonably ensured are discouraged (story time, active youth programs) All WEDC Safe Business Practices are in place for employees; Wherever feasible WEDC Safe Business Practices are in place for customers	Service adjustments: --staffing arrangements return to 75% of pre-COVID schedule (48 open hrs/week) --meeting room use based on 35ppl/75% capacity, with 120 minute time limit and protective measures --reduced internet computer access points and time limits, 6' intervals with 60 minute time limits --discourage lingering such as newspaper/magazine reading, child/caregiver/family meetups - signage to encourage visits of 120 minutes or less --continued removal of kid zone toys/activity wall/ coloring and craft supplies /book displays --encourage outdoor use of wifi through additional access point, increased electrical outlets, outdoor seating, signage --encourage distancing through reduced indoor seating --discourage high-touch behavior by removing high visibility displays of materials	

Greendale Public Library / CLC Reopening Plan

GPL & CLC SERVICES / ACTIVITIES / DEPENDENCIES	GPL & CLC TOPICS / ALLOWANCES / RESTRICTIONS	<i>WEDC Safe Business Practices recommendations</i>
Date TBD with Greendale Health, Local Health Plan Phase D - Fully open	Discontinue curbside pickup; Restart drop-in programs and activities without protective measures Discontinue WEDC Safe Business Practices for staff and customers	

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 7/2/2020
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: June/July 2020***

General updates:

- Providing support for Friends as they ramp up for summer activities like downtown markets, raffles and book sale.
- I am working increased public service shifts (+16 hrs/wk) since late June to cover for a librarian's extended health absence and support social distancing of staff in the workplace.
- Wisconsin DPI has distributed \$1500 of a statewide Federal CARES grant award to each MCFLS member library for improvement of wireless infrastructure. We will use this funding to supplement the 4th wireless access point to provide better coverage at the front of the library for outdoor users, to support in-vehicle and non-indoor internet use as part of an information access and community health support.
- June 2020 circulation was 50% of June 2019 circulation
- June and July patron visit count is unavailable due to repair work on security gates

Financials:

- Village Manager is reviewing Village financial situation. In this month he will discuss his recommendations with Village Trustees and impacts with Department Heads.
- Revenues from Fines/Fees, Book Charges and Copier Sales
 - Currently 30% under YTD expectations
 - If end of year revenue is 60% of expectations it will be under by \$6800
- Revenue from Donations is highly variable throughout year but usually comes in as budgeted
 - 60% of expectations, it will be under by \$5200
- COVID-19 expenses are at \$5200 as of 7/6 (laptops, sneeze guards, cleaning supplies, facility adjustments). These are predicted to be reimbursed by the CARES Act.

Staffing updates:

- Annual staff reviews will begin this month.

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 7/10/2020
To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: **Staff Report: June/July 2020**

Memo from Lisa Reinke, Youth Services Librarian:

- Since book publishers are extending copyright clearance, we decided to post Miss Emily's Storytimes on Facebook and also GPL's YouTube channel. The videos will be taken down in early September per publisher's permissions. The YouTube channel allows multiple viewings of the storytimes.
- We redesigned the paper Summer Reading Record to include incentives for (1) amount of time spent reading and (2) reading certain types of books (ie. diverse fairy tales) to give the kids a richer summer reading experience. In addition to using the paper option, patrons can do the Summer Reading virtually through Beanstack, an easy-to-use app.

Adult Services (Allison):

- I have continued to work hard to update the library's website, Facebook, and Instagram accounts with accurate information and made it visually pleasing to view. During this time patrons continue to have many questions about our services and scheduling curbside pick ups, so maintaining accurate information and promptly responding to emails and direct messages has been a high priority.
- Programs: I have worked with other staff and community members to create and execute virtual programs for adults, while also providing support for youth services and teen services virtual programs.
 - Virtual Medicare 101 with Kelly & David Zauner from Medicare Strategies LLC
 - Virtual Lunch and Learn with Adam Cosson of Elite Sport & Spine
 - Virtual Color Me Calm hosted by librarian Allison
 - Tara and I have worked together to create a virtual trivia program that can be played from anywhere.
 - Trivia happened on June 24 & July 8 - Both trivias had over 30 participants!
- Social media:
 - Instagram: continued growth of 20 new followers with 81 posts
 - Facebook: In just over a month the library has gained 20 new followers

Teen Services (Tara):

- Forthcoming

Circulation Services (Julie):

General:

- Summer Reading began June 22nd. It's been a very different experience this year, but all staff took the time to sign up with Beanstack to familiarize themselves with the program so that they can help patrons navigate the app. We are also running our Staff Summer Reading competition on Beanstack this year. Staff can read for a chance to win an Amazon gift card or a Village gift certificate.
- Circ staff has continued to support curbside crafts and curbside activity packs. The clerks and pages have helped test samples, assemble the packs and keep the pickup box stocked.
- While curbside pickups have dropped off, we still see patrons using the service each day. We consistently schedule 2-5 patrons every day for pickups.

- The extended due date of 6/15 has come and gone. We faced a large influx of returned material that week as many patrons promptly returned their items. We have been working closely with patrons to explain the 3 day quarantine of returned material. Staff works hard to keep bins containing quarantined material labeled and organized so that they can be checked in promptly when the 72 hours is over.
- Patrons who use the Self Check terminals can now choose to have their date due receipts emailed to them.

Staffing Updates:

- We continue to have just 2 clerks with remote work shifts, each working 1 shift a week from home. The staff working in building shifts have settled into a good routine with the new hours and precautions. All are making good effort to not crowd together in our small workspace and have taken the cleaning and other preventative measures very seriously.
- Page training has been completed and our new staff have begun working regular shifts. They came on board just in time to help manage the uptick in returned materials we faced after 6/15. New training methods were undertaken to promote socially distant training, and we found several to be very effective and engaging. One included a library location “scavenger hunt” that involved a blank library floor plan and a list of different collections for them to fill in, designed to help familiarize them with some of our smaller, less obvious collections.

Board Report

Tara Jordan, Teen and Adult Services Librarian

Adult Programs/Outreach

- Since the last Board meeting Allison and I have run two more virtual trivia programs for the library using the platform Crowdpurr on May 24th and July 7th.

Teen Programs/Outreach

Sumer Reading is currently in full swing and while programming is virtual this summer, the teens and I have still been able to connect over Zoom. Here are the programs we have had so far:

- Teen Trivia, June 16th– Using the Crowdpurr platform we use for adult trivia I put together trivia on random subject together for teens. Teens were able to play the trivia on Crowdpurr but also interact with each other over Zoom. Three teens attended for this program.
- Iron Chef Teen Challenge, June 23rd– Teens were challenged to pick up a random food item from the library and take it home and transform it into a completely new dish. They then met up on a Zoom meeting to present their dish and the teens voted on the Most Creative, Best Presentation, and Most Transformed. 38 Iron Chef Kits were distributed and 10 teens both picked up a kit and presented their dishes at the Zoom meeting.



- Teen Duct Tape Crafts, July 7th-Teens were able to pick up a Duct Tape Craft kit that included two rolls of duct tape and the supplies needed to make a duct tape wallet, rose, lanyard, and bracelet. They then met me on Zoom to make the crafts together. 22 kits were distributed and 11 teens participated in the Zoom meeting.



- Anime Hangout, July 9th-Six teens met on Zoom to play Anime Trivia. The winner got a Japanese Snack Box.
- I have been pleased so far with teen virtual programming though it has presented a lot of challenges. I tried to create summer programs that would include an element of social engagement but meeting over Zoom is very different than meeting in person. In Zoom only one person can talk at a time so I have to work harder to engage teens and ensure that everyone is given a chance to speak and participate. There are some teens who don't want to turn on their cameras (which made it especially challenging to help them create duct tape crafts) and some who will **only** talk through the chat box. So in one Zoom meeting I find myself having to find different ways to include and engage teens who want to participate in the program different ways. I am learning a lot from my successes and failures in virtual programming and hopefully it will become easier and easier over time.