

Library Board Agenda

GREENDALE PUBLIC LIBRARY

Wednesday, July 19, 2023

5:30 p.m.

Community Learning Center Meeting Room, 5647 Broad Street



- | | |
|--|-------------|
| 1) Call to Order | |
| 2) Public Comments (1) | |
| 3) Approval of the Minutes: June 21, 2023 meeting | ACTION |
| 4) Financial Reports and Statements: | |
| a) Check Register: June 2023 | ACTION |
| b) Revenues and Expenditures to Actual Comparison: June 2023 | INFORMATION |
| c) Balance Sheet: June 2023 | INFORMATION |
| 5) Unfinished Business and Discussion: | |
| a) Discuss reapproval of Action from June meeting on <i>Programs, Displays and Exhibits</i> policy, reapprove at August regular meeting | DISCUSSION |
| 6) New Business and Discussion: | |
| a) Discuss 2024 preliminary budget projection
MEMO, ATTACHMENT | DISCUSSION |
| b) Discuss annual joint Library Board / Village Board meeting invitation for September | DISCUSSION |
| c) Discuss complaint response provisions in the <i>Programs, Displays and Exhibits</i> policy, specifically, to describe an option to call a Special Meeting "to alter any material in question" | DISCUSSION |
| d) Discuss <i>Library Board Bylaws</i> revision, specifically, to include Pledge of Allegiance in Article V: Order of Business | DISCUSSION |
| e) Discuss revised procedure for routing of email sent to <i>libraryboard@greendale.org</i> | DISCUSSION |
| f) Discuss schedule and nature of future business items related to library programs and displays | DISCUSSION |
| 7) Informational Items: | |
| a) Director and Staff Reports | |
| b) President's Report | |
| c) Foundation/Friends Board Report | |
| d) Programs and displays preview: Fall, September-December | |
| e) Public Library Association Annual Survey Results, <i>Public Library Services for Strong Communities</i> | |
| f) <i>Wisconsin Trustee Training Week</i> schedule, August 21-25 | |
| 8) Correspondence | |
| 9) Public Comments (2) | |
| 10) 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, June 21, 2023**

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

Trustees Present: D'Amato, Dombrowski, Hughes, Jensen, Kobleska, Unger
Excused: Amidzich
Also Present: Van Klooster- Library Director

Trustee Unger moved, Trustee D'Amato seconded suspension of the maximum public comment time limit approved by the Board Bylaws to allow all attendees to speak.

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

PUBLIC COMMENTS (1)

Nineteen persons provided comments of support or opposition to the library's teen/tween Pride month program held the previous week.

APPROVAL OF THE MINUTES

Trustee Jensen moved, Trustee Kobleska seconded approval of the May 17, 2023 minutes.

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

APPROVAL OF FINANCIAL REPORTS

Check Register: May 2023

Trustee Unger moved, Trustee D'Amato seconded approval of the May 2023 expenditures in the total amount of \$13,347.22. Unger requested clarification on expenditures for 'GEA/PCC'. Van Klooster said this is for program and materials expenses that support community celebrations sponsored by the GEA and PCC.

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

REVIEW OF FINANCIAL STATEMENTS

a) Revenues and Expenditures to Actual Comparison: May 2023

Jensen noted that donation revenue is higher than budgeted. Van Klooster said this is primarily from large donations for explorer passes that we did not expect to receive.

b) Balance Sheet: May 2023

UNFINISHED BUSINESS

a) Discussion and/or Action on *Programs, Displays and Exhibits* policy

Trustee Unger moved, Trustee Jensen seconded, addition of the phrase, "secondary peer review of chosen programs and displays representing polarizing social topics", after the second paragraph that starts with "Considerations for approval may include..."

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

Trustee Unger moved, Trustee Kobleska seconded, to include the *Request for Reconsideration* at the end of the *Programs, Displays and Exhibits* policy.

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

Discussion ensued regarding parent awareness of their young person's involvement in library programs when permission or registration is not required, for example weekly informal teen and tween after-school drop in activities. Permission slips and registration were suggested for future consideration, citing patron safety and parents' rights/controls. Questions raised about the library's role in providing recreation and entertainment activities to school age youth, and desired level of engagement with them from library and community

perspective. Concerns raised about library services being provided to all equally rather than featuring some groups but not others. Agreement that these topics should receive careful Board consideration over the next several meetings.

NEW BUSINESS

- b) Discuss DPI resource: United for Libraries

Van Klooster provided brief overview of accessing this new resource, noted DPI Trustee Essentials remains the best overall but this is a good supplement. Unger suggested viewing 'Short Takes' videos in Board meetings to ensure all have opportunity to learn without cumbersome registration process.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Library Director and Staff Reports: Van Klooster highlighted Park and Recreation survey and likelihood of Library to return to doing own independent survey.
- b) President's Report: Dombrowski described her experience attending the Teen/Tween Pride Month program.
- c) Friends/Foundation Report: Van Klooster said Cousins will do a giveback at the Franklin store on 7/17.
- d) State DPI biennial budget request status update: Van Klooster referenced packet attachments and noted the upcoming State budget could be positive for library systems, which will have a net benefit to MCFLS libraries. Benefits will probably be in the form of increased shared resources or offset costs covered by MCFLS rather than increases to direct revenue to libraries such as reciprocal borrowing.
- e) Library Director Grade I Certification renewal: Van Klooster expects his 5-year certification to be approved by the DPI by the end of June.

CORRESPONDENCE

Van Klooster pointed out that all correspondence addressed to the Library Board was forwarded under separate cover by email to all members.

PUBLIC COMMENTS (2)

Five persons provided comments of support or opposition to the library's teen/tween Pride month program held the previous week.

ADJOURNMENT

The meeting adjourned at 7:45PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
60025							
AURORA HEALTH CARE							
06/23	07-51-92900	MISCELLANEOUS	06/02/2023	111.00	897407	PHYSICALS	623
Total 60025:				111.00			
60058							
PABST MANSION INC							
06/23	07-51-75031	LIBRARY PROGRAMS	06/08/2023	75.00	PRESENTATION 07	PABST MANSION-UNSEEN TREASURES	623
Total 60058:				75.00			
60060							
RIVISTAS LLC							
06/23	07-51-56506	SERIALS	06/08/2023	39.95	15876	SUBSCRIPTION	623
Total 60060:				39.95			
60065							
TODAYS BUSINESS SOLUTIONS INC							
06/23	07-51-51200	OPERATING EQUIPMENT	06/08/2023	2,728.40	14116	AGREEMENT 2022-23	623
Total 60065:				2,728.40			
60067							
VALUE LINE							
06/23	07-51-56506	SERIALS	06/08/2023	494.00	14488307	THE VALUE LINE INVESTMENT SURVEY-12 I	623
Total 60067:				494.00			
60069							
WILDLIFE IN NEED CENTER							
06/23	07-51-75031	LIBRARY PROGRAMS	06/08/2023	286.96	PRESENTATION	WILDLIFE IN NEED-POWERPOINT	623
Total 60069:				286.96			
60070							
AMAZON CAPITAL SERVICES							
06/23	07-51-55100	OFFICE SUPPLIES	06/16/2023	36.09	MAY 2023	CHAIR SEAT COVERS	623

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
06/23	07-51-56500	ADULT BOOKS	06/16/2023	180.12	MAY 2023	ADULT BOOKS NF/FIC	623
06/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	06/16/2023	23.47	MAY 2023	ADULT MEDIA RECIP	623
06/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	06/16/2023	102.73	MAY 2023	YOUTH MEDIA RECIP	623
06/23	07-51-75028	LIB DONATION PURCHASE	06/16/2023	257.14	MAY 2023	LUCKY DAY BOOKS, SWITCH GAME	623
06/23	07-51-75031	LIBRARY PROGRAMS	06/16/2023	485.09	MAY 2023	SRP INCENTIVES & SUPPLIES	623
Total 60070:				1,084.64			
60084							
OTIS ELEVATOR COMPANY INC							
06/23	07-51-51200	OPERATING EQUIPMENT	06/16/2023	648.75	CM16483001	LIBRARY	623
Total 60084:				648.75			
60108							
MEGAN THOMAS C/O HOWARD W SCHULTZ							
06/23	07-51-75031	LIBRARY PROGRAMS	06/23/2023	350.00	06202023	SRP MUSIC PERFORMANCE	623
Total 60108:				350.00			
60113							
SUNSET PLAYHOUSE INC							
06/23	07-51-75031	LIBRARY PROGRAMS	06/23/2023	275.00	1437	SRP-PERFORMANCE	623
Total 60113:				275.00			
60117							
WILDLIFE IN NEED CENTER							
06/23	07-51-75031	LIBRARY PROGRAMS	06/23/2023	286.96	5092023	LIBRARY PROGRAM 06/27/2023	623
Total 60117:				286.96			
211112394							
ACH WE ENERGIES							
06/23	07-51-57100	UTILITIES	06/15/2023	1,666.08	5192023	5647 Broad-5650 Parking St-Library	523
06/23	07-51-57100	UTILITIES	06/15/2023	37.13	5192023	5647 Broad-5650 Parking St Library	523
Total 211112394:				1,703.21			

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
211112408							
ACH US BANK PCARD							
06/23	07-51-56300	TRAINING	06/28/2023	3.15	5-REDDIN-2023	WAPL Conference - Food	623
06/23	07-51-56300	TRAINING	06/28/2023	22.76	5-REDDIN-2023	WAPL Conference - Gas	623
06/23	07-51-56300	TRAINING	06/28/2023	26.65	5-REDDIN-2023	WAPL Conference - Food	623
06/23	07-51-56300	TRAINING	06/28/2023	247.78	5-REDDIN-2023	WAPL Conference - Hotel	623
06/23	07-51-75031	LIBRARY PROGRAMS	06/28/2023	9.98	5-REDDIN-2023	Summer Reading	623
06/23	07-51-75031	LIBRARY PROGRAMS	06/28/2023	55.04	5-REDDIN-2023	Teen Programs	623
06/23	07-51-75031	LIBRARY PROGRAMS	06/28/2023	18.00	5-REDDIN-2023	Teen Program	623
06/23	07-51-56300	TRAINING	06/28/2023	285.00	5-REINKE-2023	ALA conference Registration Fee	623
06/23	07-51-75031	LIBRARY PROGRAMS	06/28/2023	4.01	5-REINKE-2023	Youth Coloring Passive Program	623
06/23	07-51-55100	OFFICE SUPPLIES	06/28/2023	61.93	5-SCHUMA-2023	Tape	623
06/23	07-51-55100	OFFICE SUPPLIES	06/28/2023	80.56	5-SCHUMA-2023	Tape, paper, markers	623
06/23	07-51-55100	OFFICE SUPPLIES	06/28/2023	75.48	5-SCHUMA-2023	Tape	623
06/23	07-51-55100	OFFICE SUPPLIES	06/28/2023	199.75	5-SCHUMA-2023	Book covers	623
06/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	06/28/2023	59.94	5-SCHUMA-2023	DVD cases	623
06/23	07-51-75031	LIBRARY PROGRAMS	06/28/2023	26.36	5-SCHUMA-2023	Bookmarks	623
06/23	07-51-56502	ADULT AUDIO BOOKS	06/28/2023	32.00	5-VANKLO-2023	Adult Audio	623
06/23	07-51-61100	MAINT SUPPLIES-BUILDING	06/28/2023	239.35	5-VANKLO-2023	CLC Elevator BiMonthly LIBRARY 75%	623
06/23	07-51-56504	YOUTH BOOKS	06/28/2023	321.83	5-VANKLO-2023	Youth Books auto order CATS	623
06/23	07-51-75028	LIB DONATION PURCHASE	06/28/2023	185.00	5-VANKLO-2023	FriendsLuckyDayDVD	623
06/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	06/28/2023	171.25	5-VANKLO-2023	ADULT DVD	623
06/23	07-51-56501	YOUNG ADULT BOOKS	06/28/2023	183.95	5-VANKLO-2023	TeenBooks	623
06/23	07-51-56504	YOUTH BOOKS	06/28/2023	994.80	5-VANKLO-2023	Youth Books and DVDs	623
06/23	07-51-56503	ADULT LARGE PRINT	06/28/2023	156.97	5-VANKLO-2023	ADULT LP	623
06/23	07-51-56500	ADULT BOOKS	06/28/2023	971.61	5-VANKLO-2023	Adult books FIC	623
06/23	07-51-56500	ADULT BOOKS	06/28/2023	297.63	5-VANKLO-2023	Adult books NF	623
06/23	07-51-61100	MAINT SUPPLIES-BUILDING	06/28/2023	599.00	5-VANKLO-2023	75%CLCFireMonitoring AnnualContract	623
06/23	07-51-56506	SERIALS	06/28/2023	463.12	5-VANKLO-2023	MJSbiannual2copiesW/NOW	623
06/23	07-51-75031	LIBRARY PROGRAMS	06/28/2023	25.00	5-WAWER -2023	SRP Adult Grand Prize	623
Total 211112408:				5,817.90			
Grand Totals:				13,901.77			

M = Manual Check, V = Void Check

VILLAGE OF GREENDALE

LIBRARY FUND

PERIOD

June 30, 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	528,512.07	103,141.93	84%
07-00-21123	LIBRARY - MCFLS RECIP	-	35,312.00	35,382.94	(70.94)	100%
07-00-22515	DONATIONS LIBRARY	1,210.37	13,000.00	17,413.70	(4,413.70)	134%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	479.65	5,200.00	2,519.43	2,680.57	48%
07-00-22959	LIBRARY FINES	1,116.38	12,000.00	6,168.67	5,831.33	51%
07-00-22960	LIBRARY BOOK CHARGES	98.66	2,000.00	811.56	1,188.44	41%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	43.70	1,200.00	456.04	743.96	38%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		2,948.76	700,366.00	591,264.41	109,101.59	84%
EXPENSES						
07-51-42100	SALARIES - REGULAR	19,873.60	257,100.00	119,362.42	137,737.58	46%
07-51-42200	SALARIES - TEMPORARY	12,212.86	158,300.00	73,177.61	85,122.39	46%
07-51-42300	SALARIES - OVERTIME	-	-	-	-	-
07-51-45100	HEALTH INSURANCE	4,260.76	57,205.00	25,113.58	32,091.42	44%
07-51-45200	LIFE INSURANCE	34.38	470.00	206.28	263.72	44%
07-51-46100	SOCIAL SECURITY	1,507.93	19,431.00	9,100.29	10,330.71	47%
07-51-46200	WRS EMPE/EMPR	1,753.70	17,483.00	10,530.97	6,952.03	60%
07-51-46300	MEDICARE	437.09	6,023.00	2,633.42	3,389.58	44%
07-51-51200	OPERATING EQUIPMENT	3,377.15	16,200.00	7,704.42	8,495.58	48%
07-51-53920	MCFLS COMPUTER CONTRACT	-	17,279.00	19,865.00	(2,586.00)	115%
07-51-55000	COMMUNICATIONS	-	1,050.00	129.78	920.22	12%
07-51-55100	OFFICE SUPPLIES	453.81	8,800.00	1,882.52	6,917.48	21%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	585.34	3,100.00	2,062.51	1,037.49	67%
07-51-56500	ADULT BOOKS	1,449.36	15,000.00	8,491.89	6,508.11	57%
07-51-56501	YOUNG ADULT BOOKS	183.95	1,500.00	851.53	648.47	57%
07-51-56502	ADULT AUDIO BOOKS	32.00	600.00	179.98	420.02	30%
07-51-56503	ADULT LARGE PRINT	156.97	1,000.00	458.62	541.38	46%
07-51-56504	YOUTH BOOKS	1,316.63	15,000.00	7,757.69	7,242.31	52%
07-51-56506	SERIALS	997.07	5,800.00	5,269.02	530.98	91%
07-51-56508	MCFLS DATABASES	-	9,922.00	10,643.00	(721.00)	107%
07-51-57100	UTILITIES	-	26,250.00	11,071.28	15,178.72	42%
07-51-61100	MAINT SUPPLIES-BUILDING	838.35	8,100.00	4,174.36	3,925.64	52%
07-51-75023	LIBRARY - MCFLS RECIP EXP	357.39	6,000.00	2,154.26	3,845.74	36%
07-51-75028	LIB DONATION PURCHASE	442.14	13,000.00	11,703.22	1,296.78	90%
07-51-75031	LIBRARY PROGRAMS	1,897.40	3,000.00	3,679.14	(679.14)	123%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	-	8,800.00	2,207.38	6,592.62	25%
07-51-92900	MISCELLANEOUS	111.00	1,200.00	123.31	1,076.69	10%
Total LIBRARY EXPENSES:		52,278.88	678,813.00	340,633.48	338,179.52	50%

VILLAGE OF GREENDALE
BALANCE SHEET
6/30/2023

ASSETS

07-00-111000	CASH DEPOSIT	\$ 261,856.08
07-00-111080	PETTY CASH	\$ 200.00
07-00-123070	PREPAID ITEMS	\$ -
07-00-173090	DUE FROM TRUST AGENCY	\$ 103,141.93

TOTAL ASSETS	<u>\$ 365,198.01</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	\$ 103,141.93	
07-00-151280	ACCUMULATED VACATION PAYABLE	\$ -	
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$ -	
07-00-172020	DUE TO 2 EQUIP REPL	\$ -	
07-00-172090	DUE TO 60 TRUST AGENCY	\$ (0.00)	
07-00-172200	DUE TO FOUNDATION	\$ -	
07-00-224000	ADVANCE FROM GENERAL FUND	\$ 0.00	
			\$ 103,141.93
TOTAL LIABILITIES			

FUND EQUITY

07-00-170000	FUND BALANCE	\$ 11,425.15
07-00-170400	COMMITTED FUND BALANCE	\$ -
	REVENUES OVER EXPENDITURES- YTD	\$ 250,630.93

TOTAL LIABILITIES AND EQUITY	<u>\$ 365,198.01</u>
------------------------------	----------------------

AMOUNTS ARE UNAUDITED

GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 7/14/2023
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Agenda item #6-a, mid-year Preliminary budget projection***

Attachments:

- 2024 Library Budget and Accounts
-

Discussion:

2023

Revenues

- *Donations* - will exceed projection by at least \$4500 thanks to unplanned donations earmarked for Explorer Passes, and unexpected gifts by individuals.
 - Additional non-Friends donations will be solicited to cover increased performer-based story time frequency.

Expenditures

- *Programs* - will require up to \$3000 of additional *Donations* funding to cover increased performer-based story time frequency costs not offset by Friends of the Library.
- *MCFLS Computer Contract* – will be \$2500 higher than estimated.

2024

Revenues

- *Property Tax Levy* – Estimated request increase of 3.7% (\$24,000).
 - This is the same dollar value as 2022-2023 increase. Primarily accounts for staff wage and benefit increases.
- *Reciprocal Borrowing* - Reduce by -\$5,000.
 - Fewer net loans to nonresidents between 10/2021 and 9/2022 (-.5% net, from 2.9% to 2.4%).
 - Annually \$6000 of this revenue is earmarked for media purchases.
 - Reminder: this revenue is highly variable year over year due to its interdependence on other libraries' use patterns in the same period and the MCFLS Reciprocal Borrowing formula. It is not possible to intentionally control this revenue outside of major MCFLS system contract negotiations.
- *Donation* – Increase estimate by 30% (to \$17,000).
 - Reflect recent years' pattern of increasing donation revenue.

Expenditures

- *MCFLS Computer Contract* - Increase by \$4000.
 - Higher MPL cataloging costs.
 - Changes to State Aid to library systems for 2024 may reduce this cost slightly, since it is based on a formula wherein systemwide MPL cataloging costs are offset by a standard percentage contribution by MCFLS, according to the MPL Cataloging Contract.
-

- *Library Programs* – increase by \$3000.
 - Increased frequency of performer-provided story time.

Fiscal implication:

See above.

Library Director's recommendation:

Village Manager's call for department budget requests should come in August, at which time the Library Board will discuss Library budget end of year estimates and next year projections in more detail.

DEPARTMENT ACCOUNT NUMBER AND TITLE		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 END OF YEAR ESTIMATE 7/2023	2024 REQUEST ESTIMATE 7/2023	2023-24 % CHANGE BUDGET
REVENUES								
07-00-21102	PROPERTY TAX LEVY	648,000.00	584,000.00	607,360.00	631,654.00	631,654.00	655,000.00	3.7%
07-00-21123	LIBRARY - MCFLS RECIP	9,256.58	4,592.00	15,388.00	35,312.00	35,312.00	30,213.00	-14.4%
07-00-22515	DONATIONS LIBRARY	9,528.07	26,600.00	22,625.00	13,000.00	20,000.00	17,000.00	30.8%
07-00-22525	CARES ACT REVENUE- COVID	11,706.21						0.0%
07-00-22958	LIBRARY COPIER SALES	3,655.93	5,345.00	5,216.00	5,200.00	5,200.00	5,200.00	0.0%
07-00-22959	LIBRARY FINES	7,904.60	12,598.00	12,877.00	12,000.00	12,000.00	12,000.00	0.0%
07-00-22960	LIBRARY BOOK CHARGES	1,006.36	1,963.00	2,205.00	2,000.00	2,000.00	2,000.00	0.0%
07-00-22968	OTHER REVENUES	5,611.97	3,145.00	1,057.00	1,200.00	1,200.00	1,200.00	0.0%
		696,669.72	638,243.00	666,728.00	700,366.00	707,366.00	722,613.00	3.2%

DEPARTMENT ACCOUNT NUMBER AND TITLE		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 END OF YEAR ESTIMATE 7/2023	2024 REQUEST ESTIMATE 7/2023	2023-24 % CHANGE BUDGET
EXPENDITURES								
07-51-42100	SALARIES - REGULAR	225,665.92	234,068.00	247,899.00	257,100.00	257,100.00	268,700.00	4.5%
07-51-42200	SALARIES - TEMPORARY	160,336.70	148,749.00	152,804.00	158,300.00	158,300.00	169,400.00	7.0%
07-51-42300	SALARIES - OVERTIME	215.73	107.00	-	-	-	-	0.0%
07-51-45100	HEALTH INSURANCE	54,661.52	59,455.00	59,411.00	57,205.00	57,200.00	60,000.00	4.9%
07-51-45200	LIFE INSURANCE	352.30	395.00	409.00	470.00	470.00	500.00	6.4%
07-51-46100	SOCIAL SECURITY	16,956.37	18,045.00	18,876.00	19,431.00	19,500.00	20,500.00	5.5%
07-51-46200	WRS EMPE/EMPR	19,741.74	20,186.00	20,683.00	17,483.00	21,000.00	19,000.00	8.7%
07-51-46300	MEDICARE	5,317.90	5,242.00	5,528.00	6,023.00	6,023.00	6,100.00	1.3%
07-51-51200	OPERATING EQUIPMENT	35,689.57	11,196.00	13,761.00	16,200.00	16,200.00	16,200.00	0.0%
07-51-53920	MCFLS COMPUTER CONTRACT	21,414.00	23,163.00	23,232.00	17,279.00	19,865.00	24,000.00	38.9%
07-51-55000	COMMUNICATIONS	11.00	607.00	468.00	1,050.00	1,050.00	1,050.00	0.0%
07-51-55100	OFFICE SUPPLIES	10,023.60	9,410.00	8,916.00	8,800.00	8,800.00	8,800.00	0.0%
07-51-56100	MEMBERSHIP DUES	331.50	75.00	125.00	1,200.00	1,200.00	1,200.00	0.0%
07-51-56300	TRAINING	2,211.43	2,953.00	3,283.00	3,100.00	2,100.00	3,100.00	0.0%
07-51-56500	ADULT BOOKS	19,191.70	17,736.00	16,337.00	15,000.00	15,000.00	15,000.00	0.0%
07-51-56501	YOUNG ADULT BOOKS	1,559.53	1,164.00	1,191.00	1,500.00	1,500.00	1,500.00	0.0%
07-51-56502	ADULT AUDIO BOOKS	604.27	664.00	611.00	600.00	600.00	600.00	0.0%
07-51-56503	ADULT LARGE PRINT	1,152.21	874.00	238.00	1,000.00	1,000.00	1,000.00	0.0%
07-51-56504	YOUTH BOOKS	19,709.19	10,340.00	15,939.00	15,000.00	15,000.00	15,000.00	0.0%
07-51-56505	YOUTH MEDIA	9.99	-	-	-	-	-	0.0%
07-51-56506	SERIALS	4,942.65	5,006.00	6,602.00	5,800.00	5,800.00	6,000.00	3.4%
07-51-56508	MCFLS DATABASES	8,255.00	11,197.00	7,967.00	9,922.00	10,643.00	9,800.00	-1.2%
07-51-57100	UTILITIES	21,537.70	19,695.00	28,837.00	26,250.00	26,250.00	26,500.00	1.0%
07-51-61100	MAINT SUPPLIES-BUILDING	7,208.55	10,581.00	9,197.00	8,100.00	8,100.00	8,100.00	0.0%
07-51-75023	LIBRARY - MCFLS RECIP EXP	10,266.85	8,026.00	5,220.00	6,000.00	6,000.00	6,000.00	0.0%
07-51-75028	LIB DONATION PURCHASE	9,815.21	25,911.00	26,067.00	13,000.00	20,000.00	17,000.00	30.8%
07-51-75031	LIBRARY PROGRAMS	6,895.93	3,904.00	2,859.00	3,000.00	6,000.00	6,000.00	100.0%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	14,225.53	10,924.00	9,313.00	8,800.00	8,800.00	8,800.00	0.0%
07-51-92900	MISCELLANEOUS	748.00	1,965.00	741.00	1,200.00	1,200.00	1,200.00	0.0%
		679,051.59	661,638.00	686,514.00	678,813.00	694,701.00	721,050.00	6.2%
REVENUES EXCEEDING/(UNDER) EXPENDITURES		17,618.13	(23,395.00)	(19,786.00)	21,553.00	12,665.00	1,563.00	
FUND BALANCE - BEGINNING OF YEAR				31,207.00	11,425.00	11,425.00	11,425.00	
FUND BALANCE - END OF YEAR			31,207.00	11,425.00	32,978.00	24,090.00	12,988.00	

		2020	2021	2022	2023	2023 END OF YEAR ESTIMATE 7/2023	2024 REQUEST ESTIMATE 7/2023	2023-24 % CHANGE BUDGET
DEPARTMENT ACCOUNT NUMBER AND TITLE		ACTUAL	ACTUAL	ACTUAL	BUDGET			
LIBRARY								
07-51-42100	E 07-51-42100 SALARIES - REGULAR	225,665.92	238,000.00		257,100.00	257,100.00	268,700.00	
	Library Director		238,000.00		80,400.00			
	Librarian: Youth Services, YA and Adult Services				176,700.00			
07-51-42200	E 07-51-42200 SALARIES - TEMPORARY	160,336.70	148,000.00		158,300.00	158,300.00	169,400.00	
	Library Clerks (part-time over 1,200 hours)		148,000.00		56,300.00			
	Library Clerks (part-time under 1,200 hours)				69,200.00			
	Reference Associate Part-time				20,100.00			
	Library Pages				12,700.00			
07-51-42300	E 07-51-42300 SALARIES - OVERTIME	215.73	200.00		-	-		
	Librarians (Village events)		200.00		-	-		
	Library Clerks (Village events)							
07-51-45100	E 07-51-45100 HEALTH INSURANCE	54,661.52	61,200.00		57,205.00	57,200.00	60,000.00	
	Health insurance - full-time employees		61,200.00		57,205.00			
07-51-45200	E 07-51-45200 LIFE INSURANCE	352.30	400.00		470.00	470.00	500.00	
	Life insurance		400.00		470.00			
07-51-46100	E 07-51-46100 SOCIAL SECURITY	16,956.37	17,894.00		19,431.00	19,500.00	20,500.00	
	Village contributes 6.2% of salaries		17,894.00		19,431.00			
07-51-46200	E 07-51-46200 RETIREMENT CONTRIBUTION	19,741.74	19,481.00		17,483.00	19,000.00	19,000.00	
	Retirement contribution for Library personnel		19,481.00		17,483.00			
07-51-46300	E 01-51-46300 MEDICARE	5,317.90	5,600.00		6,023.00	6,023.00	6,100.00	

		2020	2021	2022	2023	2023 END OF YEAR ESTIMATE 7/2023	2024 REQUEST ESTIMATE 7/2023	2023-24 % CHANGE BUDGET
DEPARTMENT ACCOUNT NUMBER AND TITLE		ACTUAL	ACTUAL	ACTUAL	BUDGET			
	Village Medicare payments of 1.45% of wages paid		5,600.00		6,023.00			

DEPARTMENT ACCOUNT NUMBER AND TITLE		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 END OF YEAR ESTIMATE 7/2023	2024 REQUEST ESTIMATE 7/2023	2023-24 % CHANGE BUDGET
07-51-51200	E 07-51-51200 MAINTENANCE-EQUIPMENT	35,689.57	12,000.00		16,200.00	16,200.00	16,200.00	
	3M/RFID security maintenance		12,000.00		-			
	Photocopier maintenance/lease/fees				4,800.00			
	Public Computer/Print Management				2,800.00			
	MCFLS Notifications (TNS, Forms, Postage)				1,900.00			
	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	21,414.00	23,200.00		17,279.00	19,865.00	24,000.00	
	Innovative Interfaces Software Maintenance		23,200.00					
	OCLC shared cataloging costs							
	Internet Connection (TEACH TI Line Charges)							
07-51-55100	E 07-51-55100 OFFICE SUPPLIES	10,023.60	6,800.00		8,800.00	8,800.00	8,800.00	
	Circulation/Processing: RFID tags, covers, labels		6,800.00		6,800.00			
	General Office Supplies				2,000.00			
07-51-55000	E 07-51-55000 COMMUNICATIONS	11.00	1,050.00		1,050.00	1,050.00	1,050.00	
	Printing		1,050.00		500.00			
	Directory Listing, Website				350.00			
	Postage: non notification				200.00			
07-51-56100	E 07-51-56100 DUES AND PUBLICATIONS	331.50	200.00		1,200.00	1,200.00	1,200.00	
	Dues and conferences		200.00		1,200.00			
07-51-56300	07-51-56300 TRAINING	2,211.43	2,200.00		3,100.00	2,100.00	3,100.00	
	Staff continuing education, life safety certifications		2,200.00		2,500.00			
	Mileage				600.00			
07-51-56500	07-51-56500 ADULT BOOKS	19,191.70	15,000.00		15,000.00	15,000.00	15,000.00	
	Supplemented by Library Donation Expenses		15,000.00		15,000.00			

DEPARTMENT ACCOUNT NUMBER AND TITLE		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 END OF YEAR ESTIMATE 7/2023	2024 REQUEST ESTIMATE 7/2023	2023-24 % CHANGE BUDGET
07-51-56501	07-51-56501 YOUNG ADULT BOOKS	1,559.53	1,500.00		1,500.00	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	604.27	600.00		600.00	600.00	600.00	
	Supplemented by MCFLS Reciprocate Expenses		600.00		600.00			
07-51-56503	07-51-56503 ADULT LARGE PRINT	1,152.21	1,000.00		1,000.00	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	19,709.19	7,000.00		15,000.00	15,000.00	15,000.00	
	Supplemented by Library Donation Expenses		7,000.00		15,000.00			
07-51-56505	07-51-56505 YOUTH MEDIA	9.99	-		-	-		
	Supplemented by MCFLS Reciprocate Expenses							
07-51-56506	07-51-56506 SERIALS	4,942.65	4,800.00		5,800.00	5,800.00	6,000.00	
	Serials vendor		4,800.00		3,600.00			
	Newspapers and Publisher Direct				2,200.00			
07-51-56508	07-51-56508 MCFLS DB AND DIGITAL DATABASE	8,255.00	11,200.00		9,922.00	10,643.00	9,800.00	
	MCFLS and State Group subscriptions, ebooks, research		11,200.00		9,922.00			
07-51-57100	E 07-51-57100 UTILITIES	21,537.70	26,250.00		26,250.00	26,250.00	26,500.00	
	Electric, gas, water, sewer, phone		26,250.00		26,250.00			

DEPARTMENT ACCOUNT NUMBER AND TITLE		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 END OF YEAR ESTIMATE 7/2023	2024 REQUEST ESTIMATE 7/2023	2023-24 % CHANGE BUDGET
07-51-61100	E 07-51-61100 MAINT SUPPLIES-BUILDING	7,208.55	8,150.00		8,100.00	8,100.00	8,100.00	
	Cleaning services		8,150.00		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	10,266.85	3,800.00		6,000.00	6,000.00	6,000.00	
	Supplements budgets for non-print, media, special collections		3,800.00		6,000.00			
07-51-75028	E 07-51-75028 LIBRARY DONATION EXPENSES	9,815.21	20,000.00		13,000.00	20,000.00	17,000.00	
	Summer reading, special collections		20,000.00		13,000.00			
07-51-75031	E 07-51-75031 LIBRARY PROGRAM EXPENSES	6,895.93	4,000.00		3,000.00	6,000.00	6,000.00	
	Performers, printing, supplies, staffing		4,000.00		3,000.00			
07-51-83000	E 07-51-83000 CAPITAL OUTLAY-EQUIPMENT	14,225.53	10,000.00		8,800.00	8,800.00	8,800.00	
	Equipment replacement		10,000.00		4,800.00			
	Technology Updates and Replacements				4,000.00			
07-51-92900	07-51-92900 MISCELLANEOUS	748.00	2,800.00		1,200.00	1,200.00	1,200.00	
	Miscellaneous, employee recruitment		2,800.00		1,200.00			

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 7/1/23
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: June 2023***

Last month in review:

Significant public attention was given to the Teen/Tween Pride Month program. Dozens of emails were received expressing opinions for and against. Similar views and attention were demonstrated at the regular Board meeting. The program itself drew attendees for the purpose of the program as well as a small number of in-person protestors and counter-protestors. The Library Board has expressed desire to review many issues of concern uncovered during follow-up discussions.

Upcoming/Current month at a glance:

- Performance evaluations will be drafted with aggregate scores due to Village Manager in mid-July. A summary memo of staff performance in general and in terms of budget impact to Library Board in August. Evaluation meetings with staff also conducted in August.
- Summer Reading programming and reading logs continue until July 28.

Statistics:

- New library accounts created: 69
- Loans of print and electronic materials: 18,169; compared to 2019: 19,499; compared to same month last year: 18,077 ↑ 0.5%

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

- Meetings of Friends of the Library, Library Board, MCFLS LDAC, Recreation Study committees
- Director Grade 1 Certification renewed effective 6/30/23, expiring 6/30/28.
- Assisted Greendale Woman's Club with finding dependable monthly meeting location, thanks to Sue Zuber at PD.
- Open extended hours Friday evening and Saturday afternoon for Lions Family 4th Fest.
- Believe we've finally resolved intermittent checkouts being incorrectly allocated to Greenfield-no patron impact, but will work with MCFLS to evaluate results for accurate reciprocal borrowing calculations.
- Lighting replacement has begun in Library, light quality is so much better, buzzing sound has gradually diminished, pace of work indicates this could take at least two more months to complete.
- Retirement resignation from part time Clerk received, recruitment for replacement has already started.
- In discussion re: hosting Diamond T and German band in front of library during downtown market Saturdays.
- Summer reading has been VERY BUSY! Some outdoor activities were moved indoors due to rain and poor air quality.
- SRP Summer Ambassadors are handling a large amount of reader questions and 'Elephant Ticket' (free book) awards. Many of these volunteers are District Reading Buddies during the school year.

- Independence First conducted a comprehensive ADA facility audit of the whole CLC with financial support from the Health Department and coordination done by library staff. Final report expected late July.
- Friends began summer advocacy at School's Out and began Saturday market tabling.
- Working with CLC directors on slightly revised CLC Operational Agreement, to go before CLC Advisory Committee this summer.
- MCFLS will begin using eVerify electronic address verification software to automatically verify customer addresses during biannual card renewals. 41 hours of staff time would have been saved in 2022 if it had been in place last year.
- Continued meetings and work with District, Combs', Library, Annelise to contribute to 85th activities with a tent that recognizes community spirit and volunteerism.
- DPW cleaned window casings in prep for annual exterior window cleaning. Amazing how dirty the white casings get. Custodial company cleaned all interior/exterior CLC glass except clerestory.
- Two contractor walkthroughs for CIP exterior maintenance projects, one bidder awarded, no start date yet set.

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 7/11/23
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: **Staff Report: June 2023**

Youth Services (Lisa):

- Two more SRP coloring pages made (Sharon)
- Lots of customer compliments on the coloring pages and art supplies for the public to use!



- Programs:
 - Storytime: 6/7, 42 attendees; 6/14, 46 attendees; 6/21, 42 attendees; 6/28, 24 attendees
 - Little Red Riding Hoodie 6/13: 90 attendees
 - Drums Around the World 7/20: 180 attendees
 - Wildlife in Need 7/27: 125 attendees
 - Animal Masks Craft 7/27: 45 projects finished
- Collection Development:
 - 170 new youth items added
 - 2 year no-circ list ran in early June to evaluate youth collection
 - Purchased \$150 in physical fitness theme books to support Health Department Kids' Passport
- Book Displays: Summer Books, Raccoons, Beginner Readers, Farm Books
- American Library Association Conference (6/24)
 - Author talks, PBS shows session, NASA mini-session
- Miscellaneous
 - New employee orientation for the Youth Area. Created orientation checklist for youth.

Adult Services (Emily):

- Programs:
 - Color Me Calm 6/5: 5 attendees.
 - Adult Book Discussion 6/7: *Pachinko* = 6 attendees.
 - Monday Movie Matinee 6/12: *Black Panther: Wakanda Forever* = 2 attendees.
 - Book A Librarian 6/8 & 6/2: 4 attendees.
 - I further assisted 1 patron to use WI Digital Library Books on her Nook e-reader with Adobe Digital Editions. I helped another patron on 2 occasions to set up Libby on her tablet and then later on her iphone. I helped final patron set up his various Google Accounts on his desktop and organize his shortcuts.
 - Wildlife in Need Center Presentation 6/27: 5 attendees.

- Marketing:
 - The most popular post for the month was the “GPL staff are going WILD ABOUT READING this summer” post with 50 likes/1 share/923 reached.



- Summer Reading Program 2023:
 - We launched the Summer Reading Program on June 9th and we are very happy with all the excitement and participation of the community. We worked very hard making sure to create effective marketing materials along with training staff and volunteers to effectively communicate to the public the various options for the program. Our effort to organize and prepare everyone for our new version of the summer reading program has truly been a team effort and has proven to be effective since we are experiencing an increase in participation this year so far.
- Book Displays:
 - Wild About Reading display and Alzheimer’s Awareness book display. (Sharon)

Teen Services (Megan):

- Collection Development
 - Adult Fiction: 54
 - YA: 14
 - Large Print: 6
 - Audiobooks: 4
- Programs
 - Teen & Tween Anime: 13 attendees
 - Teen & Tween LGBTQ Pride: 17 attendees
 - Teen & Tween Craft – Friendship Bracelets: 10 attendees
 - Teen & Tween Music Bingo: 19 attendees
- Book Display
 - LGBTQ Pride Books
- Social Media
 - TikTok (GrndPublicLibrary: 1704 Followers
 - 13 Videos this month
 - Highest viewed video: 514 views
 - Instagram (GrndPublicLib_Teens): 107 Followers
 - 16 posts this month

Circulation Services (Julie):

Meetings & Training:

- Kayla, Judy and I attended CVMIC Training - Bloodborne Pathogen and Hearing Conservation on Wednesday June 28th at the Safety Center.
- I met with Emily to show her how to identify patrons who have signed up to receive our e-newsletter during Library card registration.

Staffing:

- New Shelver Holly S. completed training in early June and has been doing well managing the large quantity of shelving that occurs during Summer Reading.
- Accepted resignation from clerk Sherry N. Her last day will be 7/31. Recruitment of a new clerk has already begun. The posting will run from 6/28-7/12.

Programs:

- Kayla's second Stories with Samson program was held on 6/3 and continues to be popular.
- Jen assisted Kate at Gazebo Story Time, as well as at Little Red Riding Hoodie and Wildlife in Need programs.
- Jen developed the passive animal mask craft, gathered supplies and arranged for staff and volunteers to work on cutting them out.
- Martha assisted Megan at the Teen Pride Party on 6/14.

Circ Projects:

- Clerks helped chip in with shelving while new Shelver was finishing training.
- Clerks pulled books for Summer, Farm, and Father's Day displays in Youth.
- Clerks worked on a weeding project to remove non-circulating Youth Non-Fiction books from the collection.
- Sherry has been maintaining supplies at the SRP resource table in Youth.
- Clerks assembled SRP coupon packs and processed more prize books to keep up with demand.

Misc:

- Worked with Village IT and MCFLS on reverting to previous iOS device for taking Patron photos due to ongoing issues with networked camera. The switch was finalized as of 7/5.
- Continued to address issue with Self Check statistics. Possible resolution discovered by MCFLS on 6/30. I will continue to monitor daily until confident that it has been resolved for good.
- System-wide increase to the fine block threshold from \$5.01 to \$10.01 occurred on 7/1

Programs & Displays preview for Board

Period: Fall (Sept-Dec)

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 Discussion	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
Deciding What's True in a Polarized Society (UW Madsion BadgerTalks	Join UW Madison's Professor Wagner as he reviews research on fake news, fact-checking, selective exposure to like-minded media outlets and describes the implications for democracy.	18-Sep
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!	30-Sep
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.	31-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!	monthly
Teen & Tween Dia De Los Muertos Celebration	Teens and tweens in grades 6-12, join us for some authentic snacks, a craft, and more at this event honoring Dia De Los Muertos!	1-Nov
Teen & Tween Music Bingo	Get ready to sing teens & tweens! Join us for some music bingo with prizes for winners and snacks for all!	25-Oct
Reading Rampage	Greendale Middle School Students in Grades 6-8! Join us for a fun read-a-thon, prizes, snacks, and pizza!	21-Oct
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!	27-Sep
Teen & Tween Winter World Holiday	Happy holidays teens and tweens in grades 6-12! Join us as we learn a bit about winter holidays around the world, do some crafts, and eat a snack!	20-Dec
Story Time Wednesdays	Toddler story time and play group	Weekly Sept-Dec
Story Time Thursdays	Toddler story time and play group	Weekly Sept-mid Oct
Saturday Stories	Toddler/school age story time and play group	monthly
Pajama story time	Toddler story time	tbd
After School Family Fun	Activity varies	Monthly mid Oct-Dec

Friends Present...	Saturday morning young family program with presenter - Button Lady	7-Oct
Stories with Samson	To confirm	Monthly

Display		Date
All Ages Front:	?/Hispanic + Latine Heritage Month	September
Adult Front:	/Haunted Library	October
Adult Front:	Native American Heritage Month	November
Adult Front:	Sugar, Spice, and Everything Nice	December
Adult Cube:	Civics and News Evaluation-Brian display to go with presenter topic	September
Adult Cube:	Stranger than fiction Weird fiction	October
Adult Cube:	Library and Information Services Month (information, challenge?)	November
Adult Cube:	Smitten with reading Romance	December
Teen Cube:	Graphic novels	September
Teen Cube:	Banned Books Week and then Dystopian YA books	October
Teen Cube:	November: These Books Need Love! (Books with 0 circs)	November
Youth ramp:	Friendship	September
Youth ramp:	"Scary" and Monster Books	October
Youth ramp:	Dinosaurs	November
Youth ramp:	Beginner Graphic Novel (weeks 1 and 2), Kindness	December
Youth chapter:	Back to School (weeks 1 and 2), Hispanic and Latin Culture (weeks 3 and 4)	September
Youth chapter:	Haunted Library	October
Youth chapter:	Native American Heritage Month	November
Youth chapter:	Cold Weather and Polar Animals	December
Youth glass block left:	current weather season or holidays: religious, national, cultural	Rotates
Youth glass block middle:	Back to School (weeks 1 and 2), Fairy Tales (weeks 3 and 4)	September
Youth glass block middle:	Halloween Overflow/Day of the Dead	October
Youth glass block middle:	Thanksgiving and Winter Overflow	November
Youth glass block middle:	December: Winter Holiday Overflow	December
Adult shelf ends:		September
Adult shelf ends:		October
Adult shelf ends:		November
Adult shelf ends:		December