



**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: May 15, 2024 meeting | ACTION
  - 5) Financial Reports and Statements:
    - a) Check Register: May 2024 | ACTION
    - b) Revenues and Expenditures to Actual Comparison: May 2024 | INFORMATION
    - c) Balance Sheet: May 2024 | INFORMATION
  - 6) Unfinished Business:
    - a) Action on publicly-noticed revisions to *Notices and Solicitations* policy  
MEMO
    - b) Discussion and possible action on strategy planning meeting review  
MEMO
  - 7) New Business:
    - a) Discussion and possible action regarding revision of *CLC Community Meeting Room* policy  
MEMO
    - b) Discussion and possible action regarding revision of Public Comments requirements  
MEMO
  - 8) Informational Items:
    - a) Director and Staff Reports
    - b) President’s Report
    - c) Foundation/Friends Board Report
    - d) Library Director Grade I Certification renewal  
MEMO, ATTACHMENT
  - 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, May 15, 2024**

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

Trustees Present: Azam, D’Amato, Hughes, Kobleska, Martinez, Unger  
Excused: Amidzich  
Also Present: Van Klooster- Library Director

**PUBLIC COMMENTS (1)**

Heather Godley of Millbank Rd spoke against the library’s cancellation of teen/tween Pride Month programs and displays in 2024. Lara Miller of Lakeside Dr spoke against the library’s cancellation of teen/tween Pride Month programs and displays in 2024.

**APPROVAL OF THE MINUTES**

Trustee Unger moved, Trustee Martinez seconded approval of the April 17, 2024 minutes.

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

**APPROVAL OF FINANCIAL REPORTS**

Check Register: April 2024

Trustee Unger moved, Trustee Hughes seconded approval of the April 2024 expenditures in the total amount of \$18,005.63

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

**REVIEW OF FINANCIAL STATEMENTS**

- a) Revenues and Expenditures to Actual Comparison: April 2024
- b) Balance Sheet: April 2024

**UNFINISHED BUSINESS**

NONE

**NEW BUSINESS**

- a) Discussion and possible action regarding revision of *Policy Notices and Solicitations*

Van Klooster described recent experience with political candidate petitioning outdoors on the sidewalk in front of the library, noting that library policies did not provide direction to staff on handling questions that may arise about this activity. The policy was revised to provide this information, as well as improve grammar, and reduce duplication with other policies.

Trustee Unger moved, Trustee Kobleska seconded approving the policy with discussed changes, with public notice to be made for formal approval at the June Library Board meeting.

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

**INFORMATIONAL AND DISCUSSION ITEMS**

- a) Library Director and Staff Reports: Van Klooster highlighted adaptive story time, water leak during recent storm, new self checkout kiosk funding approval by Village Board, donations in memory of Michael Downs
- b) President’s Report: D’Amato highlighted attendance at the Friends annual meeting

- c) Friends/Foundation Report: Unger highlighted continued membership increases, Friends attendance at School's Out and Pet Palooza with a popup book sale and kids raffle, officer reelection all to same positions, and possible bookmark of upcoming Friends events

**CORRESPONDENCE**

NONE

**PUBLIC COMMENTS (2)**

NONE

**ADJOURNMENT**

The meeting adjourned at 6:10 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
<b>61461</b>							
<b>JANI-KING OF MILWAUKEE</b>							
05/24	07-51-61100	MAINT SUPPLIES-BUILDING	05/03/2024	881.89	MIL05240083	CLEANING SERVICES MAY 2024	524
05/24	07-51-61100	MAINT SUPPLIES-BUILDING	05/03/2024	217.17	MJIL0420703	CLEANING SUPPLIES 49%	524
Total 61461:				1,099.06			
<b>61472</b>							
<b>SAY IT WITH SARA KAY</b>							
05/24	07-51-75028	LIB DONATION PURCHASE	05/03/2024	115.00	1	T-SHIRT PRINTING	524
Total 61472:				115.00			
<b>61484</b>							
<b>VALUE LINE</b>							
05/24	07-51-56506	SERIALS	05/10/2024	511.00	05012024	SUBSCRIPTION-1 YEAR	524
Total 61484:				511.00			
<b>61497</b>							
<b>LUCK, KATHY</b>							
05/24	07-51-75028	LIB DONATION PURCHASE	05/10/2024	300.00	03192024	MARCH-APRIL STORY TIME	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/10/2024	100.00	04152024	MAY STORY TIMES	524
Total 61497:				400.00			
<b>61501</b>							
<b>AMAZON CAPITAL SERVICES</b>							
05/24	07-51-55100	OFFICE SUPPLIES	05/10/2024	602.16	APRIL 2024	IPAD FOR CREDIT PAYMENTS, BATTERIES	524
05/24	07-51-56500	ADULT BOOKS	05/10/2024	133.55	APRIL 2024	ADULT BOOKS NF/FIC	524
05/24	07-51-56504	YOUTH BOOKS	05/10/2024	77.86	APRIL 2024	YOUTH BOOKS & MEDIA	524
05/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	05/10/2024	131.88	APRIL 2024	ADULT MEDIA RECIP	524
05/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	05/10/2024	67.04	APRIL 2024	YOUTH MEDIA RECIP	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/10/2024	143.32	APRIL 2024	FRIENDS STEM KITS	524
05/24	07-51-75031	LIBRARY PROGRAMS	05/10/2024	186.48	APRIL 2024	PROGRAMMING	524
Total 61501:				1,342.29			

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
<b>61509</b>							
<b>BELLAIS, LESLIE</b>							
05/24	07-51-75031	LIBRARY PROGRAMS	05/10/2024	175.00	05212024	LIBRARY PRESENTER	524
Total 61509:				175.00			
<b>211112636</b>							
<b>ACH WE ENERGIES</b>							
05/24	07-51-57100	UTILITIES	05/24/2024	1,396.07	4222024	5647 Broad-5650 Parking St-Library	424
05/24	07-51-57100	UTILITIES	05/24/2024	128.92	4222024	5647 Broad-5650 Parking St Library	424
Total 211112636:				1,524.99			
<b>211112637</b>							
<b>ACH US BANK PCARD</b>							
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	1,000.00-	4-REDDIN-2024	Credit	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	1,000.00	4-REDDIN-2024	Friends - Explorer Pass	524
05/24	07-51-75031	LIBRARY PROGRAMS	05/24/2024	56.48	4-REDDIN-2024	Teen Programs	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	20.00	4-REDDIN-2024	Teen Programs	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	40.00	4-REDDIN-2024	Spring Into Reading Prize	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	500.00	4-REDDIN-2024	Friends - Explorer Pass	524
05/24	07-51-75031	LIBRARY PROGRAMS	05/24/2024	51.76	4-REDDIN-2024	Summer Reading Budget - Bookmarks	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	500.00	4-REDDIN-2024	Explorer Pass Donation	524
05/24	07-51-75031	LIBRARY PROGRAMS	05/24/2024	3.17	4-REINKE-2024	passive program	524
05/24	07-51-75031	LIBRARY PROGRAMS	05/24/2024	5.28	4-REINKE-2024	passive program - coloring	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	17.93-	4-REINKE-2024	STEM kits	524
05/24	07-51-55100	OFFICE SUPPLIES	05/24/2024	15.96	4-SCHUMA-2024	STEM Kit cases	524
05/24	07-51-55100	OFFICE SUPPLIES	05/24/2024	11.97	4-SCHUMA-2024	STEM Kit Cases	524
05/24	07-51-55100	OFFICE SUPPLIES	05/24/2024	38.43	4-SCHUMA-2024	STEM Kit Cases, rubber bands	524
05/24	07-51-55100	OFFICE SUPPLIES	05/24/2024	17.45-	4-SCHUMA-2024	Refund for out of stock items	524
05/24	07-51-55100	OFFICE SUPPLIES	05/24/2024	17.45	4-SCHUMA-2024	Sharpie paint pens	524
05/24	07-51-55100	OFFICE SUPPLIES	05/24/2024	45.90	4-SCHUMA-2024	Copy paper	524
05/24	07-51-55100	OFFICE SUPPLIES	05/24/2024	25.54	4-SCHUMA-2024	Book rings, post-its	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	500.00	4-VANKLO-2024	FriendsHarleyMuseumExplorerPass	524
05/24	07-51-51200	OPERATING EQUIPMENT	05/24/2024	229.99	4-VANKLO-2024	Fax Machine	524
05/24	07-51-56506	SERIALS	05/24/2024	206.47	4-VANKLO-2024	MJS Annual	524
05/24	07-51-75028	LIB DONATION PURCHASE	05/24/2024	31.99	4-VANKLO-2024	Womans Club Audio	524
05/24	07-51-56502	ADULT AUDIO BOOKS	05/24/2024	42.49	4-VANKLO-2024	Adult Audio	524
05/24	07-51-56502	ADULT AUDIO BOOKS	05/24/2024	102.48	4-VANKLO-2024	Adult Audio	524

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
				<u>2,409.98</u>			
				<u>7,577.32</u>			

VILLAGE OF GREENDALE

LIBRARY FUND  
PERIOD  
May 31, 2024

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
<b>REVENUES</b>		<b>Current Month Actual</b>	<b>Current Budget</b>	<b>Current year Actual</b>	<b>Remaining</b>	<b>% of Budget</b>
07-00-21102	PROPERTY TAX LEVY	49,798.76	639,500.00	527,824.75	111,675.25	83%
07-00-21123	LIBRARY - MCFLS RECIP	-	30,200.00	30,387.99	(187.99)	101%
07-00-22515	DONATIONS LIBRARY	463.41	17,000.00	18,198.94	(1,198.94)	107%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	436.23	5,200.00	2,228.79	2,971.21	43%
07-00-22959	LIBRARY FINES	1,384.09	12,000.00	4,704.48	7,295.52	39%
07-00-22960	LIBRARY BOOK CHARGES	326.89	2,000.00	873.28	1,126.72	44%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	54.33	1,200.00	306.20	893.80	26%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
<b>Total LIBRARY REVENUE</b>		<b>52,463.71</b>	<b>707,100.00</b>	<b>584,524.43</b>	<b>122,575.57</b>	<b>83%</b>

<b>EXPENSES</b>						
07-51-42100	SALARIES - REGULAR	20,229.76	267,500.00	102,994.56	164,505.44	39%
07-51-42200	SALARIES - TEMPORARY	15,097.24	167,200.00	66,686.25	100,513.75	40%
07-51-42300	SALARIES - OVERTIME	-	-	60.32	(60.32)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,366.03	55,500.00	19,660.23	35,839.77	35%
07-51-45200	LIFE INSURANCE	48.85	500.00	244.25	255.75	49%
07-51-46100	SOCIAL SECURITY	1,568.75	20,305.00	7,904.27	12,400.73	39%
07-51-46200	WRS EMPE/EMPR	1,838.85	18,458.00	9,214.77	9,243.23	50%
07-51-46300	MEDICARE	484.70	6,303.15	2,336.41	3,966.74	37%
07-51-51200	OPERATING EQUIPMENT	229.99	16,000.00	4,206.20	11,793.80	26%
07-51-53920	MCFLS COMPUTER CONTRACT	-	17,700.00	13,105.00	4,595.00	74%
07-51-55000	COMMUNICATIONS	-	1,250.00	-	1,250.00	0%
07-51-55100	OFFICE SUPPLIES	739.96	8,800.00	3,145.43	5,654.57	36%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	-	3,100.00	378.21	2,721.79	12%
07-51-56500	ADULT BOOKS	133.55	15,000.00	4,053.64	10,946.36	27%
07-51-56501	YOUNG ADULT BOOKS	-	1,500.00	346.90	1,153.10	23%
07-51-56502	ADULT AUDIO BOOKS	144.97	600.00	218.55	381.45	36%
07-51-56503	ADULT LARGE PRINT	-	1,000.00	18.60	981.40	2%
07-51-56504	YOUTH BOOKS	77.86	15,000.00	4,676.67	10,323.33	31%
07-51-56506	SERIALS	717.47	5,800.00	4,964.11	835.89	86%
07-51-56508	MCFLS DATABASES	-	10,500.00	10,618.00	(118.00)	101%
07-51-57100	UTILITIES	579.87	28,000.00	7,380.63	20,619.37	26%
07-51-61100	MAINT SUPPLIES-BUILDING	1,099.06	8,100.00	3,846.67	4,253.33	47%
07-51-75023	LIBRARY - MCFLS RECIP EXP	198.92	6,000.00	1,159.33	4,840.67	19%
07-51-75028	LIB DONATION PURCHASE	2,232.38	17,000.00	11,659.64	5,340.36	69%
07-51-75031	LIBRARY PROGRAMS	478.17	6,000.00	3,007.99	2,992.01	50%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	-	8,800.00	6,075.92	2,724.08	69%
07-51-92900	MISCELLANEOUS	-	1,200.00	-	1,200.00	0%
<b>Total LIBRARY EXPENSES:</b>		<b>50,266.38</b>	<b>708,316.15</b>	<b>288,062.55</b>	<b>420,253.60</b>	<b>41%</b>

VILLAGE OF GREENDALE  
BALANCE SHEET  
5/31/2024

ASSETS

07-00-111000	CASH DEPOSIT	\$ 317,844.21
07-00-111080	PETTY CASH	\$ 200.00
07-00-123070	PREPAID ITEMS	\$ -
07-00-173090	DUE FROM TRUST AGENCY	\$ 111,675.25

TOTAL ASSETS \$ 429,719.46

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	\$ 111,675.25
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

TOTAL LIABILITIES \$ 111,675.25

FUND EQUITY

07-00-170000	FUND BALANCE	\$ 21,582.33
07-00-170400	COMMITTED FUND BALANCE	\$ -
	REVENUES OVER EXPENDITURES- YTD	\$ 296,461.88

TOTAL LIABILITIES AND EQUITY \$ 429,719.46

AMOUNTS ARE UNAUDITED



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



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PLEASE TAKE NOTICE that the following policy/policies will be established, reviewed, or amended by the Greendale Public Library Board at its regular monthly meeting, on Wednesday, June 19, 2024. Full copies of the proposed documents can be previewed on the library's website, or on paper at the library front desk.

1. Consider a motion to adopt a revised *Notices and Solicitations*, to
  - a. include policy direction on petitions and petitioners,
  - b. improve grammar, and
  - c. eliminate duplication of information found in other policies such as the *CLC Community Meeting Room* policy.

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

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

POLICY

**NOTICES**

The Greendale Public Library may allow **flyers, posters, handouts, brochures, and other types of notices** to be placed in the library in areas designated for such purposes when they conform to the library’s function as an outlet for information, education, and recreational material, and when they conform to the restrictions below.

Notices announcing cultural, educational, recreational, and civic events both free and those with admittance charges may be posted or submitted for distribution. Notices relating to commercial ventures and fund solicitations are prohibited except for some cultural commercial ventures. No organization or individual shall be permitted to place any notice which advocates or solicits the sale of any product or service. Employment opportunity notices will be permitted on a case-by-case basis.

The authority to approve notices for display shall be given to the Library Director or their Designee. All notices must be presented to the Library Director for approval before posting and must be displayed in the designated areas for such displays. Notices that have not been approved by Library staff will be discarded. The library will not allow items to be displayed or posted on its windows, doors, or countertops with the exception of its own materials.

Priority in posting shall be given in the same manner as described in the CLC Community Room Policy.

Material will be removed as soon as possible after the event. Undated material will be removed after two weeks. Maximum size per notice topic is 11”x17”.

The distribution or posting of notices does not indicate library endorsement of ideas, issues, or events promoted.

**SOLICITATIONS and PETITIONS**

Restrictions may be placed on solicitation within the interior boundaries of the library. The library may allow non-event, non-program solicitations for the activities of those considered Allowed Applicants as described in the CLC Community Meeting Room Policy. Authority to approve solicitations within the library shall be given to the Library Director or their Designee. Considerations for approval may include, but are not limited to, physical space available or required, logistics of day-to-day management, compatibility with Library Mission, Vision and Values, etc. Solicitors must provide an inventory of all items they are displaying and sign a hold harmless statement waiving all claims of legal liability against the Village of Greendale, the Library Board, and the library and its employees for their property.

Approval of solicitations within the library does not indicate library endorsement of ideas, issues, or events promoted.

Petitions within the library will not be approved under any circumstances.

Solicitations and petitions outside of the library, such as on the sidewalk or in the parking lot, do not require approval, and must not interfere with the public's access to the library.

## PROCEDURE

When receiving a critical comment regarding notices, solicitations, and petitions:

- Suggest that the complainant submit a formal comment to the Library Director and/or Library Board, noting that no action may be taken unless the comment is made in writing, or in person at a regularly scheduled Library Board meeting, accompanied by a request for specific action.
- Notify the complainant of the Citizen Comment opportunity at the start of every monthly Library Board meeting.

Library Director

- Will respond to the presentation of a formal comment requesting specific action.
- Will not alter any material in question until the controversy has been reviewed, no sooner than the next Library Board meeting.

Some possible resolutions to a critical comment may include:

- Scheduling of additional programming to provide a platform for diverse opinions to be heard and voiced, pertaining to the controversy in question.
- Establishing a learning opportunity by creating possibilities for thoughtful discussion between concerned stakeholders.
- Establishing a platform to share the library's policies more broadly with the public and the media.

## LIBRARY BOARD MEMO



Date: 6/4/24

To: Library Board

From: Brian Van Klooster, Library Director

**Re: *Agenda item # 6b: strategy planning meeting review***

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### Attachments:

- DRAFT of the 5 “Focus Areas” to help prompt and record this discussion ([weblink](#))
  - DRAFT of the final working document to help track progress, to be updated after this meeting ([weblink](#))
- 

### Discussion:

Please review the LINKED drafts of the Synthesis Summary with Goals and provide feedback. It is currently in two formats, with the first document being the Issues sheets to help produce discussion, the second spreadsheet being a draft of the final working document to help track progress.

- Should additional stakeholder feedback be solicited? From whom? What information do we want to capture from them?
- Are the Focus Areas adequately titled to represent the discussion had at the Saturday special meeting? Are the Issues adequately captured and described?
- What additional Actions/Ideas/Notes/Goals do you think should be discussed for inclusion?
- How long should the plan last? Quarterly updates are planned. Is this sufficient?

I’ve reached out to our facilitator a couple of times to review/recap the meeting but haven’t been successful. I feel confident that we can proceed without a final discussion between he and I.

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### Fiscal Impact:

NA

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### Director’s Recommendation

NA

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## LIBRARY BOARD MEMO



Date: 6/7/24

To: Library Board

From: Brian Van Klooster, Library Director

**Re: *Agenda item # 7a: Discussion and possible action regarding revision of Community Meeting Room policy***

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### **Attachments (submitted directly to Library Board members):**

- Correspondence from Municipal Law and Litigation Group, 4/25/24, with excerpts by Director
  - DRAFT revised CLC Community Meeting Room Policy (clean & markup)
  - 8-year history of community uses of the room
- 

### **Discussion:**

On April 25, I received a Village Attorney opinion requested by myself with Manager Hawes' approval, on the topic of restriction of political speech in the community meeting room. I requested this opinion based on my desire to improve policy, clarify the values of the library, and strengthen the integrity of library and Village leadership's decision-making.

The Attorney's correspondence is dense and, in several points, difficult to follow. I've included a summary I created for myself that omits background legislation and other tertiary commentary. Perhaps it will be helpful to you.

I am proposing several substantive revisions to the Policy that I will review in detail at the meeting. The majority of other proposed revisions are for grammar and clarity, to ensure internal consistency in terminology, remove duplication, and reduce complexity.

Please give special consideration to:

- differentiation between "organizations" and "civic groups" in *DRAFT Section I, Allowed Applicants and Priorities*
- clarification of "solicitation" and "commercial" activities in *DRAFT Section II, Disallowed Uses*
- any desire to restrict political speech in the room
- the option of discontinuing public ability to reserve the room

As you discuss this topic please consider past community users and whether their future use would be impacted based on a revised policy.

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### **Fiscal Impact:**

None

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### **Director's Recommendation**

See above

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# LIBRARY BOARD MEMO



Date: 6/10/2024

To: Library Board

From: Brian Van Klooster, Library Director

**Re: *Agenda item # 7b: Discussion and possible action regarding revision of Public Comments requirements***

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## **Attachments:**

- None
- 

## **Discussion:**

President D'Amato has called for this agenda item. To help inform the discussion I've provided a comparison of the requirements/provisions for citizen comments at Library Board meetings and Village Board meetings.

Library:

*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.*

Village:

*Citizens' Comments: Persons wishing to address the Board are asked to state their name and address for the record and limit their comments to only one (1) time and limit their comments to three (3) minutes or five (5) minutes if representing a group of persons. Citizens' Comments shall be limited to a period not to exceed thirty (30) minutes. Public comments should be addressed to the Village Board as a body, any questions or comments directed to an individual Trustee or staff person will be deemed out of order. Please note that the Village Board can only discuss matters listed on this agenda.*

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## **Fiscal Impact:**

None

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## **Director's Recommendation**

None

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## DIRECTOR'S REPORT



Date: 6/5/2024  
To: Village Board of Trustees, Library Board, Friends of the Library  
From: Brian Van Klooster, Library Director  
**Re: *Directors' Report: May 2024***

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

May can be a stressful month for library staff as they anticipate the impending increase in library activity that comes with summer. Checkouts and Visits start to ramp up mid-May and continue increasing until the Annual peak in July. Summer Reading has some more complex events than the library usually offers. But the increase in interactions with young readers and kids enthusiastic about visiting the library is the reward for an increased workload.

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

- Summer Reading launches at School's Out, Friday, June 7<sup>th</sup>. The library will be open extended hours, with the Friends of the Library hosting an info table and game on Broad St. The Librarians have made another great effort to keep staff educated about the program details. It has been difficult to recruit as many Summer Reading Ambassadors as previous years.
- New MCFLS CountyCat (Aspen) catalog goes live June 20. Staff training, public notification via social media, in-library catalogs have a click-through splash screen to inform customers and give a chance to demo the new catalog. Staff expect to receive a lot of feedback from customers starting on June 20<sup>th</sup>.
- Another Friends of the Library dine out fundraiser is planned for Panther Pub on Monday June 24<sup>th</sup>.

### **Statistics:**

- New library accounts created: 34
- Loans of print and electronic materials: 16,237;
  - compared to same month 2016 (highest year in library history): 18,037
  - compared to same month last year: 15,065 ↑ 8%

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

- Meetings of Village Board, Friends of the Library, Library Board, MCFLS LDAC, MCFLS Little Libraries, CLC Directors.
- Manager Hawes does not recommend calling a joint Village BOT/Library Board meeting this year. Thinking is that Trustee Unger currently serves the role of Liaison and information sharer very well. However something very substantive like adoption of a strategic plan could be a Village BOT meeting special agenda item with the Library Board President present to help the Library Director share information and gather input.
- Highland View students visited during their scavenger hunt on 5/29, to learn about the history of the village from our local history book collection ~85 students + chaperones stopped in
- DPW pressure washing of front sidewalk.
- Full houses at story time with many staying after for playtime with other families and hanging out in the kid zone.
- Friends of the Library dine out fundraiser at Cousins Franklin earned \$270.

- Tuesday 5/7 rain storm leaking roof drain pipe in ceiling led to quite a bit of water on carpeted work area, but thankfully not significant damage to materials, equipment or facility. DPW was a big help, a few pieces of modular desk furniture may need to be replaced. Manager Hawes provided lunch to Library/P&R staff as thank you for their responsiveness, cooperation, and easily weathering the disruption with no negative impacts to customer service.
- Met with elevator company rep to determine long term maintenance planning needs and quote for new preventive maintenance agreement
- Met with automatic door company rep to determine long term maintenance planning needs and quote for new preventive maintenance agreement
- Library named as memorial recipient in lieu of flowers for long time patron Michael Downs. This memorial has raised \$955! Thank you to Mr Downs' wife and children.
- Multilingual Family Night for GSD hosted 5/2, seems that the District made several worthwhile connections. Nice to see the CLC used in this way.
- Worked on revisions to some portions of Community Meeting Room policy, as well as Notices and Solicitations policy.
- Friends of the Library annual meeting at Vintage 38 was very positive, this is a dedicated and fun group.
- CLC Directors monthly meeting, kicking around ideas for how to efficiently plan future Education and Recreation Guides.
- Prepped Friends of the Library tabling/outreach supplies for the upcoming festival season.



## STAFF REPORT



Date:

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

From: Brian Van Klooster, Library Director

Re: **Staff Report: May 2024**

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Quote from a patron at Pet Palooza, 5/18/24 “Libraries are sanctuaries! Thank you so much for all that you do!”

### Youth Services (Lisa):

- Collection Management/Development
  - Lots of catch-up on ordering and cataloging.
  - Several new STEM kits are being assembled with Circ staff help
- Program Attendance
  - Story Time and Playgroup: 5/6, 23; 5/13, 27; 5/20, 51
  - DIY crafts: May 4<sup>th</sup>, 50; Mother’s Day, 110; 5/13, 26
  - PJ Story Time: 5/23, 3
- Book Displays
  - Summer Reading
- Other
  - Prep for Summer Reading prize displays

### Adult Services (Emily):

- Programming:
    - 5/1/24 Adult Contemporary Book Discussion: *All This Could be Different*: 6 people
    - 5/6/24 Color Me Calm: 2 people
    - 5/9/24 & 5/23/24 Book A Librarian: 0 people
      - 1 appointment no show and 1 cancelled.
    - 5/13/24 Monday Movie Matinee: *The Color Purple*: 8 people
    - 5/21/24 Civil War Memories and Mementos: 11 people
    - I performed a Bug themed Toddler & Preschool Storytime as a fill-in for Ms. Cathy and Lisa. The kids were very interactive. They loved all the movement and helping to identify insects. (Youth)
    - Program Planning:
      - Booked 3 Presenters for Fall 2024:
        - September: Medicare 101 (Medicare Strategies, LLC)
        - October: Milwaukee Mafia with author Gavin Schmitt
        - November: Safe Online Shopping (Bureau of Consumer Protection)
  - Marketing
    - Summer Reading Program (SRP): complete!
    - Fall 2024: Started working on Adult program marketing and the CLC Guide.
    - Social Media:
      - Most liked post on Facebook for the month were the pictures from Snack, Craft & Build with 10 likes and the post with the most reach/shares was the Volunteers Needed for SRP with 1k reached (Megan).
  - Collection Development:
    - Materials Purchased:
      - Adult Non-Fiction: 14
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- Biography: 6
- DVDs: 30
- CDs: 3
- Meetings:
  - MCFLS Adult Reference Committee Meeting 5/23/24
- Community Engagement:
  - Gave a 45 minute presentation about Library Services to the Senior Social Club at their Brown Baggers Event on May 12<sup>th</sup>. There were over 20 people in attendance and the audience was very excited about all we had to offer.

### **Teen Services (Megan):**

- Community Engagement
  - Visited the 5-8<sup>th</sup> graders at St. Als on May 1 to promote Summer Reading
  - Did a Reading Rally at Canterbury on May 10 for grades 4K-5<sup>th</sup> to promote Summer Reading
  - Did a Reading Rally at Highland View on May 30 for grades 4K-5<sup>th</sup> to promote Summer Reading
  - Created a video promoting Summer Reading for GMS students in grades 7 & 8. Due to their busy end of school year schedules, they could not accommodate an in-person visit.
  - Worked on getting volunteers for Summer.
- Collection Development
  - Materials Purchased:  
Adult: 55 Books, YA: 12 Books, Large Print: 6 Books, Audiobooks: 3 Books
  - Miranda is assisting with shifting the shelves in Adult Fiction to fill shelves that have become empty and give more space to the end of the alphabet.
- Programming
  - 5/1 Teen & Tween Anime: 6
  - 5/9 Teen & Tween Craft (partnership with Health Dept.): 25
  - 5/10 Adaptive Storytime with GHS Students: 8
  - 5/16 Teen & Tween AAPI Celebration: 5
  - 5/23 VolunTeen: 4
  - 5/31 Adaptive Storytime: 10
- Book Display
  - Mental Health Matters

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

#### Meetings & Training:

- Assigned Lorman course – Background Checks: Top 10 Do's and Don'ts
- 5/6 – MCFLS Discussion on Serials and Periodical Records in Aspen
- 5/7 – Attended Webinar: “For Managers & Supervisors: Cultivating an Inclusive Workplace for Neurodivergent Staff”. This was the 2<sup>nd</sup> part of a 2-part Wisconsin Library System series “Neurodiversity at Work”
- 5/16 – Julie and Jenifer: Circulation Services meeting at Franklin Library
- Briefly met with Lisa to discuss options to better label books for seasonal/holiday displays.

#### Circ Projects:

- Jenifer began cataloging the new batch of STEM Kits
  - Jen helped Lisa select prize books for SRP. Clerks stamped all SRP prize books “Donated by the Friends of the Library”
  - Clerks pulled books to stock Summer, Father's Day, Baseball and Juneteenth displays.
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- Clerks began a project to shift the Fiction collection to alleviate overfull sections. The majority of the project has been undertaken by Miranda, with Ashley also assisting.

#### Displays and Program Assistance:

- Jenifer set up a Baseball themed ramp display. Ashley assisted in creating signage.
- 5/13 – Snack, Craft and Build: Paint and Plant. Miranda took the lead in prepping the craft and facilitating the program.
- Petpalooza craft: Miranda helped prepare and set up the craft.
- Jen prepped the passive crafts for Star Wars May the 4<sup>th</sup> and Mother's Day.

#### Misc:

- All staff prepared for Summer Reading by reviewing the staff information binder.
- Set up new iPhone SE for Library Card Registration photos, replacing our outdated iPod Touch.
- Worked with MCFLS to resolve an issue with Aspen not displaying full call numbers on numerous Greendale items. The fix will require batch updating many of our records which will be done by MCFLS on our behalf before Aspen goes live on June 20<sup>th</sup>. We will have to adjust our internal cataloging procedures to ensure all records display correctly going forward.

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

##### Special Projects:

- Community Calendar on website updated with summer events
- Made graphic for May New Releases for Youth and updated the webpage with book links
- Coordinating with Reference Staff for SRP preparations:
  - Signage for ticket boxes for SRP table w/ assistance from Kayla
  - Poster design for Youth area with QR code and instructions
  - Collaborating with Lisa for Youth SRP display behind the desk and put it up with assistance from Megan

##### Displays:

- Pyramid (All Ages): Asian American Pacific Islander Heritage Month
  - Adult Section: Mental Health Matters (collaboration with the Health Department)
  - Youth Ramp Display: Little Folks Have Big Feelings (emotional intelligence and mental health)
    - Feelings thermometer handout available in English, Spanish, and Arabic was very popular
  - Middle Grade Spotlight: Science Fiction: Exploring the Unknown
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