



Community 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 at: <https://zoom.us/j/414317946>

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: February 26, 2020 meeting	ACTION
5) Approval of Financial Reports:	ACTION
a) Check Register: February 2020	
6) Review of Financial Statements:	
a) Expenditures to Actual Comparison: February 2020	INFORMATION
b) Revenue to Actual Comparison: February 2020	INFORMATION
c) Balance Sheet: February 2020	INFORMATION
7) Unfinished Business:	
NONE	
8) New Business:	
a) Discuss Library response to COVID-19	ACTION
9) Informational and Discussion Items:	
a) Director's Report	
b) Library Staff Reports	
c) President's Report	
d) Foundation/Friends Board Report	
10) Correspondence	
11) 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, February 26, 2020**

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

Trustees Present: Amidzich, Genz, Huberty, Jensen, Unger
Excused: Dombrowski
Also Present: Van Klooster- Library Director

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

PUBLIC COMMENTS

NONE

APPROVAL OF THE MINUTES

Trustee Unger moved, Trustee Genz seconded approval of the January 15, 2020 minutes.
Ayes: All Noes: None Motion : Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: January 2020

Trustee Dombrowski moved, Trustee Unger seconded approval of the January and February 2019 expenditures in the total amount of \$10,196.69
Ayes: All Noes: None Motion : Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: December 2019 (Feb 10, 2020), January 2020
- b) Revenue to Actual Comparison: December 2019 (Feb 10, 2020), January 2020
- c) Balance Sheet: January/February 2020 Balance Sheet available in March per Village Deputy Treasurer

UNFINISHED BUSINESS

NONE

NEW BUSINESS

- a) Consider a motion to approve submittal of 2019 Wisconsin Public Library Annual Report to DPI

Trustee Huberty moved, Trustee Jensen seconded, approving submittal of the report with the address change as noted by President Amidzich. Unger requested clarification on the meaning of two report items.

Ayes: All Noes: None Motion : Carried

- b) Consider a motion to adopt the Village of Greendale Personnel Manual, and Library Personnel Manual Amendments with Work Rules

Trustee Jensen moved, and Trustee Genz seconded, to table this item for discussion at the March meeting. It was recommended to follow Village legal holiday policy for the Friday before Easter, and fix various grammatical errors in the Work Rules as discussed.

c) Board self-evaluation reminder

President Amidzich reminded the Board that the annual self-evaluation is due for discussion at the April meeting. Van Klooster will prepare the online evaluation form and forward the information to Amidzich for her to distribute to Board members.

d) Code of Conduct policy revision review

Van Klooster explained the changes to the previous Code of Conduct that are shown in the revised version. President Amidzich noted that the Middle School after school Study Club was started around the same time that behavior concerns began receiving documentation we still have on file (around 2008-2010). She noted that the Middle School is considering another strategy to address behavior and support the library, students and community users after school. Trustee Unger shared some library behavior policies she found that specifically address youth and asked if this might be helpful. Van Klooster said he would discuss this topic further with Unger in the future and bring back recommendations to the full Board if appropriate.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report: passed out Gallup Poll highlights for distribution to Village Trustees, said Cheers to Education went off without a hitch
- b) Library Staff Report: no additional highlights
- c) President's Report: Board self-evaluation reminder
- d) Friends/Foundation Report: highlights included upcoming events, Friends online newsletter, merger loose ends, online membership

CORRESPONDENCE

NONE

ADJOURNMENT

The meeting adjourned at 6:55 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
56370						
JANI-KING OF MILWAUKEE						
02/20	07-51-61100	MAINT SUPPLIES-BUILDING	02/07/2020	162.19	MIL01200680	CLEANING SUPPLIES 49%
Total 56370:				162.19		
56396						
GREENDALE HIGH SCHOOL						
02/20	07-51-56506	SERIALS	02/14/2020	60.00	INVOICE	YEARBOOK 2019-2020
Total 56396:				60.00		
56400						
MILWAUKEE COUNTY FEDERATED						
02/20	07-51-56508	MCFLS DATABASES	02/14/2020	8,255.00	FL-03277	ANNUAL GROUP SUBSCRIPTIONS
02/20	07-51-51200	OPERATING EQUIPMENT	02/14/2020	402.00	FL-03277	TEXT NOTIFICATIONS
02/20	07-51-53920	MCFLS COMPUTER CONTRACT	02/14/2020	21,414.00	FL-03277	SHARED CATALOG, OCLC CATALOGING, INT
Total 56400:				30,071.00		
56401						
MOVIE LICENSING USA						
02/20	07-51-75028	LIB DONATION PURCHASE	02/14/2020	482.00	2810847	COPYRIGHT COMPLIANCE SITE LICENSE 02
Total 56401:				482.00		
56402						
NEIS GUY PAINTING LLC						
02/20	07-51-61100	MAINT SUPPLIES-BUILDING	02/14/2020	594.71	INVOICE	PAINTING
Total 56402:				594.71		
56404						
OFFICE COPYING EQUIPMENT LTD						
02/20	07-51-51200	OPERATING EQUIPMENT	02/14/2020	224.18	AR104365	COPIES
Total 56404:				224.18		

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
56406						
RIVISTAS SUBSCRIPTION SERVICES						
02/20	07-51-75028	LIB DONATION PURCHASE	02/14/2020	149.48	10641	CHICAGO TRIBUNE 52 ISSUES
Total 56406:				149.48		
56411						
BOOK PAGE						
02/20	07-51-75028	LIB DONATION PURCHASE	02/21/2020	1,176.00	S46020	12 MONTH SHIPMENTS
Total 56411:				1,176.00		
56422						
OFFICE COPYING EQUIPMENT LTD						
02/20	07-51-51200	OPERATING EQUIPMENT	02/21/2020	232.60	AR106882	COPIES
Total 56422:				232.60		
56423						
P.L. BLOCK & ASSOCIATES LLC						
02/20	07-51-75031	LIBRARY PROGRAMS	02/21/2020	125.00	105	LIGHTS OF THE LAKE PROGRAM
Total 56423:				125.00		
122312818						
ACH WE ENERGIES						
02/20	07-51-57100	UTILITIES	02/04/2020	2,171.76	01172020	5647 Broad-5650 Parking St-Library
02/20	07-51-57100	UTILITIES	02/04/2020	185.12	01172020	5647 Broad-5650 Parking St Library
Total 122312818:				2,356.88		
122312837						
ACH WE ENERGIES						
02/20	07-51-57100	UTILITIES	02/27/2020	2,055.37	02172020	5647 Broad-5650 Parking St-Library
02/20	07-51-57100	UTILITIES	02/27/2020	184.68	02172020	5647 Broad-5650 Parking St Library
Total 122312837:				2,240.05		

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
Grand Totals:				<u>37,874.09</u>		

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
February 29, 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	145,120.10	648,000.00	472,020.44	175,979.56	73%
07-00-21123	LIBRARY - MCFLS RECIP	-	8,000.00	-	8,000.00	0%
07-00-22515	DONATIONS LIBRARY	214.50	13,000.00	488.15	12,511.85	4%
07-00-22958	LIBRARY COPIER SALES	359.75	5,000.00	589.70	4,410.30	12%
07-00-22959	LIBRARY FINES	483.76	11,000.00	1,097.99	9,902.01	10%
07-00-22960	LIBRARY BOOK CHARGES	1.00	1,000.00	(6.00)	1,006.00	-1%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	61.25	1,000.00	163.25	836.75	16%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		146,240.36	687,000.00	474,353.53	212,646.47	69%
EXPENSES						
07-51-42100	SALARIES - REGULAR	24,549.61	236,300.00	38,749.29	197,550.71	16%
07-51-42200	SALARIES - TEMPORARY	18,632.52	171,700.00	29,246.52	142,453.48	17%
07-51-42300	SALARIES - OVERTIME	-	-	-	-	-
07-51-45100	HEALTH INSURANCE	4,314.63	59,800.00	8,629.26	51,170.74	14%
07-51-45200	LIFE INSURANCE	29.64	500.00	59.28	440.72	12%
07-51-46100	SOCIAL SECURITY	1,859.37	17,788.00	2,926.42	14,861.58	16%
07-51-46200	WRS EMPE/EMPR	2,125.55	18,792.00	3,326.91	15,465.09	18%
07-51-46300	MEDICARE	588.01	5,916.00	924.37	4,991.63	16%
07-51-51200	OPERATING EQUIPMENT	858.78	23,200.00	5,948.89	17,251.11	26%
07-51-53920	MCFLS COMPUTER CONTRACT	21,414.00	20,900.00	21,414.00	(514.00)	102%
07-51-55000	COMMUNICATIONS	-	1,050.00	-	1,050.00	0%
07-51-55100	OFFICE SUPPLIES	-	8,800.00	807.09	7,992.91	9%
07-51-56100	MEMBERSHIP DUES	-	1,800.00	-	1,800.00	0%
07-51-56300	TRAINING	-	2,500.00	9.00	2,491.00	0%
07-51-56500	ADULT BOOKS	-	20,000.00	-	20,000.00	0%
07-51-56501	YOUNG ADULT BOOKS	-	1,500.00	-	1,500.00	0%
07-51-56502	ADULT AUDIO BOOKS	-	600.00	-	600.00	0%
07-51-56503	ADULT LARGE PRINT	-	1,000.00	-	1,000.00	0%
07-51-56504	YOUTH BOOKS	-	20,000.00	-	20,000.00	0%
07-51-56505	YOUTH MEDIA	-	-	-	-	-
07-51-56506	SERIALS	60.00	4,000.00	194.97	3,805.03	5%
07-51-56508	MCFLS DATABASES	8,255.00	8,500.00	8,255.00	245.00	97%
07-51-57100	UTILITIES	2,547.44	26,250.00	2,547.44	23,702.56	10%
07-51-61100	MAINT SUPPLIES-BUILDING	756.90	8,100.00	800.20	7,299.80	10%
07-51-75023	LIBRARY - MCFLS RECIP EXP	-	8,000.00	-	8,000.00	0%
07-51-75028	LIB DONATION PURCHASE	1,807.48	13,000.00	1,849.98	11,150.02	14%
07-51-75031	LIBRARY PROGRAMS	125.00	8,000.00	585.24	7,414.76	7%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	-	8,800.00	-	8,800.00	0%
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	-	1,200.00	0%
Total LIBRARY EXPENSES:		87,923.93	697,996.00	126,273.86	571,722.14	18%

VILLAGE OF GREENDALE
BALANCE SHEET
2/29/2020

ASSETS

07-00-111000	CASH DEPOSIT	\$ 334,371.11
07-00-111080	PETTY CASH	\$ -

TOTAL ASSETS	\$ 334,371.11
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LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$ -
07-00-151210	ACCOUNTS PAYABLE	\$ 13,708.56
07-00-151260	DEFERRED REVENUES - TAX	\$ 472,020.44
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	\$ (472,020.44)
07-00-172200	DUE TO/FROM FOUNDATION	\$ -
07-00-224000	ADVANCE FROM GENERAL FUND	\$ -
TOTAL LIABILITIES	\$ 13,708.56	

FUND EQUITY

07-00-170000	FUND BALANCE	\$ -
	REVENUES OVER EXPENDITURES- YTD	\$ (348,079.67)
TOTAL FUND EQUITY		
TOTAL LIABILITIES AND EQUITY	\$ (348,079.67)	
	\$ (334,371.11)	

CLC PERSON IN CHARGE MANUAL

Emergency Closing – Weather, Power outage, Other

Authority to close the CLC does not rest with any one party to the *Community Learning Center Operational Agreement*. CLC Directors should, in consultation with their respective leadership in the CLC Advisory Group, make a joint decision as much as possible to coordinate availability of CLC services.

Health Department - Village Manager
Library – Library Board
Park and Recreation – School Superintendent

CLC Directors may make a joint temporary closure decision if the emergency necessitates and no immediate direction can be coordinated among all the above authorities.

The **CLC PIC makes a closing decision** after a failed attempt to reach their Department's CLC Director and waiting 15 minutes for a response.

CLC PIC Notification of closure, in order:

- Library Director, Park and Rec Director, Health Officer
- CLC partner departments
- Village Manager and Assistant Manager
- Library Board President
- CLC entry door signage
- phone greeting
- media outlets (See below for contact at TMJ, WISN, FOX)
- volunteers scheduled to work
- meeting room users
- website
- Google My Business hours (from grnd.ref gmail account)
- Facebook

<https://wisn.reportclosing.com>

USERCODE: 297530

PASSWORD: 246703

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

EMERGENCY CLOSURE

The *CLC Person in Charge Manual-Emergency Closing* will be consulted for procedures and guidance related to closing the Community Learning Center, and thus the Library, in an emergency.

If closed for an emergency and no staff tasks are required to be completed, hourly Library staff will not be compensated for hours scheduled but not worked. Benefitted staff must use vacation or floating holiday for hours scheduled but not worked. Special arrangements will be made in case the employee has insufficient remaining vacation to cover the absence.

ADOPTED 2020



VILLAGE OF GREENDALE



6500 NORTHWAY
GREENDALE, WI 53129
414-423-2100
FAX 414-423-2107
www.greendale.org

COVID 19 POLICY

All actions will be in place immediately and until further notice.

March 17, 2020 - Will be updated as the situation RAPIDLY evolves.

The Village of Greendale is responsible for maintaining a host of operations during all times of crisis and emergency to the best of its ability. If all staff is out sick, our public service systems could be compromised. The Village will be implementing the following steps immediately to help prevent the spread and infection rate of COVID-19.

New policy:

1. Employees are no longer allowed to bring or purchase for delivery, open food items that are shared between the staff. Examples are cookies, cake or pizza. Employees may bring prepackaged items such as individually wrapped granola bars or bottled soda.
2. Avoid community dispensers such as a common coffee pot or fountain. If you choose to use these items, make sure to wash your hands immediately after touching the location.
3. Hand Sanitizer stations have been added around Village facilities. Please wash your hands or use hand sanitizer liberally each time you come in contact with a commonly shared surface (i.e. doorknobs, copy machines, etc.).
4. Proper hygiene is critical. Wash your hands with soap and water frequently, refrain from touching your face, coughing and sneezing should be into the elbow. Tissues should be disposed of appropriately.
5. Practice CDC recommended social distancing (6 feet). Please refrain from physical contact with others (handshaking/hugging).
6. All employees assigned a vehicle for use during work must sanitize the vehicle upon entering and exiting and immediately wash your hands. Sanitizing materials will be provided.
7. All public areas that are touched repetitively during the day will need to be wiped down regularly with a CDC approved sanitizer. Any time an employee uses one of these areas, they should wash their hands with soap and water. Alternatively, they may choose to use hand sanitizer before and after use.
8. Even if your department's essential functions are curtailed or reduced, it is anticipated that there will be work that can be accomplished to keep employees at work. You may also be reassigned to assist another department that is experiencing excessive workload due to COVID. Your Department Head will discuss options with you to make the best use of your skill set and circumstances.
9. If an employee must take a leave of absence to care for their own minor children in the event of school/daycare closures, those employees will be required to use vacation, floating holiday/holiday, compensatory and sick leave for the absence, to be used in the order as listed. Part-time employees should consult their Department head for direction on leave of absence.

10. If an employee is a close contact to a positive COVID case, they must notify their Department Head who will notify Greendale Health Department. The employee and their family will be quarantined for 14 days by their local health department and required to monitor and report their symptoms on a daily basis as directed by their local health department. Their local health department will also notify the employee in writing when they are released from quarantine and can return to work. This is with the exception of the Fire Department who encounters a COVID patient on duty since they will be properly suited in personal protective equipment to interact with the patient.
11. COVID-19 may be an FMLA qualifying medical condition. Please contact your Department Head or the Assistant Village Manager for more information. FMLA will be followed as described in the Personnel Manual. A medical certification or other documentation from a doctor may be required.
12. If an employee must take unpaid leave and that leave does not qualify for FMLA, the Village will continue to pay the employer contribution of premiums during an unpaid leave due to a pandemic declared emergency, as if the employee were not on leave. However, employees must reimburse the Village for Village paid employee required premium contributions paid on their behalf during that leave. Likewise, the Village will continue to pay the employer contribution of premiums during a paid leave and employee contributions will continue to be deducted from an employee's pay.
13. Department Heads may grant up to 15 work days in a row (per emergency event) as an unpaid leave of absence. Unless the leave falls under FMLA no unpaid leave shall be granted unless the employee has exhausted all vacation, personal, compensatory and sick leave. Paid or unpaid leave of absences that do not meet FMLA requirements and are greater than 15 working days, shall be reviewed by the Department Head for potential necessary extension on a case by case basis. During unpaid leave, no benefits shall accrue and no benefits shall be paid except as required by law.
14. If you have travel planned in the coming weeks, we suggest you cancel or reschedule. Employees who choose to go on vacation using a public form of mass transit (such as a cruise or a flight), or travel to an area (international or domestic) that is deemed to have "community transmission" of COVID-19 by the CDC at the time of your return, will be automatically quarantined from work for the current CDC recommended period of time (14 days). Vacations must have been scheduled before March 17, 2020. The employee must use vacation, floating holiday/holiday, compensatory and sick leave for the absence. Please see https://wwwnc.cdc.gov/travel/notices/warning_levels_of_countries_across_the_world and <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html> for states that have sustained community transmission of COVID-19.
15. All vacations not presently approved are subject to approval at the Village's discretion; we are anticipating an increasing likelihood of community quarantine at this time and need staff here to deal with possible challenges that may present. All efforts will be made to accommodate current approved vacations, however, please be aware that may change if the work force is depleted below minimum staffing levels.
16. Work required travel out of Wisconsin is suspended until further notice. If you have reservations in place, please take all steps required to cancel and obtain refunds where possible.
17. All employees will be restricted to their own computer and phone and not allowed to use other employees' phones or computers. If this is not an option, sanitize the shared surfaces before and after each use whenever possible.
18. Host/attend as many meetings as possible via electronic means rather than in-person.
19. Staff may be assigned to other departments during the emergency. We ask that you do your best. The emergency may create stressful situations, if you are feeling overwhelmed please seek assistance. The Village of Greendale has EAP (Employee Assistance Program) through our health insurance carrier. Contact your immediate supervisor for information on how to access this benefit.

20. If an employee feels they may have been infected with a cold or flu, they should stay home until symptoms have subsided and have been fever free for 24 hours. Notify your supervisor at least 2 hours before the start of your regular shift. All employees will make every effort to avoid any and all abuses of sick leave. The Department Head will require a physician's certificate to substantiate the illness of an employee at any time if there is documentation of, or the suspected abuse of sick leave benefits by the employee and a physician certification may be required when returning to work. Abuse of sick leave will result in disciplinary actions as outlined in the Personnel Manual.
21. Employees with the ability to work remotely may be asked to do so limiting exposure to the work force. Remote access will be set up by IT upon request from your Department Head or the Assistant Village Manager. All employees working via remote access must track their hours and tasks. Email your Department Head immediately upon beginning work and immediately before finishing work. Your Department Head will assign tasks to be completed remotely. If the work force is depleted beyond minimum staffing levels you will be required to return to work. Municipality issued laptops may not be used for personal purposes without prior written permission from your Department Head or the Assistant Village Manager. Prohibited Communications as outlined in the Personnel Manual also apply
22. Any employee who comes in with visible symptoms of an illness will be sent home.
23. This policy supersedes only the sections of the Personnel Manual which conflict with anything described above. All other provisions of the Personnel manual and/or contracts remain intact and in effect concurrent with the pandemic emergency policy.
24. This policy is being implemented under the extraordinary circumstances presented by COVID-19 and is subject to change at any time by the Village of Greendale.

Employee Acknowledgement Signature

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 3/13/2020
To: Library Board
From: Brian Van Klooster, Library Director
Re: Directors' Report: Feb/Mar 2020

General updates:

- Will propose in April to use up to \$10,000 of Library fund balance for valence lights above DVDs east side of building, and sound reduction panels in youth. Fund balance total for 2020 still not finalized by Village Treasurer's office.
- New security cameras have provided better image capture for patron identification.
- Library 2019 annual report to the community is still in progress. There have been many delays due to time spent daily on student behavior management and covering desk shifts for staff illness absences.

Staffing updates:

- Library Page interviews were conducted and 3 people selected. 1 will fill a vacancy in anticipation of the high materials use rate during Summer Reading, 1 will fill an upcoming vacancy, and 1 will ensure we have sufficient staffing to assist with Summer programs. It is likely that at least 1 of the 3 new hires will resign in fall to return to college.

Meetings attended:

- 2/28, library marketing plan initial discussion with Trustee Jensen
- 3/4, with interiors expert from BSI and acoustical contractor to discuss options and recommendations for managing ambient sound in library
- 3/17, COVID-19 MCFLS/LDAC planning teleconference

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 3/13/2020
To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: Staff Report: Feb-Mar 2020

Memo from Lisa Reinke, Youth Services Librarian:

- Attached

Adult Services (Allison):

- Several special projects have been restarted, including updates to the library website, improving efficiency with program promotion, updating volunteer processes and procedures, and convening discussion and preliminary proposals for the Greendale Welcomes Diversity community book club

Teen Services (Tara):

- Attached

Circulation Services (Julie):

- On 2/12 the CLC staff got together for a Heart Health potluck luncheon organized by the health dept. Staff was encouraged to wear red and a group photo was taken for the Health Dept Facebook page.
- Page interviews were conducted on 2/25 and 2/26. 7 candidates were interviewed out of 14 applicants.
- On 2/26 staff wore pink shirts for Pink Shirt Day, which is a day meant to raise awareness about bullying and to encourage people to take a stand against it.
- Kayla attended the Greendale Welcomes Diversity Programs Team meeting on 3/3.
- After the last Sierra update we were able to offer patrons the ability to have their date due slips emailed to them. We've already had a number of patrons take us up on the offer and express appreciation for it as an option.

Board Report

Tara Jordan, Teen and Adult Services Librarian

Adult Programs

- Color Me Calm– March 2nd

Every first Monday of the month we host an adult coloring group. This month 21 people attended the coloring session.

- Tech Tuesday-February 25th, March 10th

This program is a partnership with the High School that provides library patrons with the opportunity to get one on one help with their technology questions. During these past sessions the students helped patrons learn how to create a Facebook profile, operate an Ipad, and transfer photos.

- Monday Movie Matinee-March 9th

Every second Monday of the month the library shows a feature film and provides free popcorn. In March 14 adults came to the library to watch The 33.

- Greendale Women's Club-February 19th

Last month I attended the Greendale Women's Club meeting with our new Librarian Allison, to give them a sample of the Color Me Calm program, talk about the library, and thank them for the donation for large print that they made last year. It was a very posh event.

Teen Programs

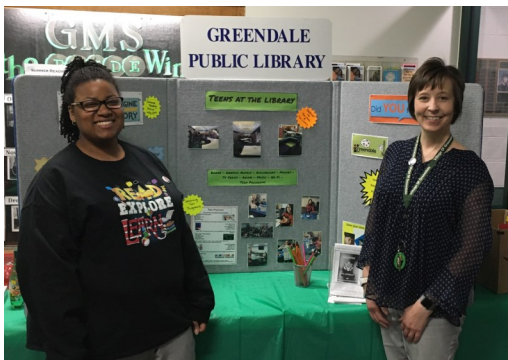
- Teen Sip and Paint-February 25th

Thirteen teens attended this program where they all created their own interpretation of a tree in the sunset using acrylic paints. For this program I used a Milwaukee Mixers box that provided 12 sets of easels, paintbrushes, water cups, and paint palettes.



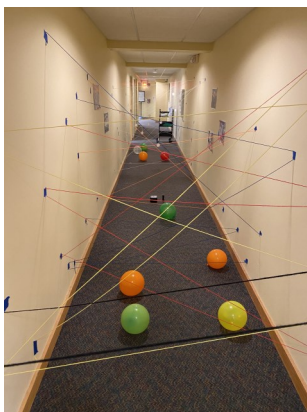
- Literacy Night at Greendale Middle School– February 27th

Literacy Night is an annual event at Greendale Middle School for students and their families to engage in games, presentations, and activities that revolve around books and learning. The library was given a station at the front door where Lisa the Children's Librarian and I set up a display with information about the library and teen programs and provided participants with a button making activity.



- Teen Laser Maze Challenge-March 10th

Teen Teens participated in an escape room program that included locked boxes, puzzles, and “lasers”.



- March is National Women’s History Month and to highlight the materials in the teen area that focus on women’s history, women’s issues, and women’s voices there is a Women’s History Month display in the teen area.



February 2020 Youth Services Highlights

Winter Programs and Events

- After School Family Fun:-crafts, Lego, and snack after school in the youth area
- Storytimes and playgroup on Thursdays
- Ran the button-making station for Literacy Night at GMS where kids made pins to wear and put on their backpacks

GPL Youth Department Events with Community Partner

- I had a “Vegetable Soup Storytime” on March 27th, which featured books, songs, and activities about vegetable soup. I had a planning meeting with Shawne Johnson, Greendale Public Health department nurse, to coordinate the event. A volunteer group, headed by Shawne and a WIC nutritionist, prepared vegetables so kids could make their own soup to eat. We also had a craft.
- I worked with Eileen Soto from “Love Thy Neighbor” community group. I coordinated a Valentine card-making station at the library. Children who visited the library made over 50 cards to give to Harbor Village residents.



Valentine Card Making Station



Vegetable Soup Storytime

