



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: February 21, 2024 meeting | ACTION
- 5) Financial Reports and Statements:
 - a) Check Register: February 2024 | ACTION
 - b) Revenues and Expenditures to Actual Comparison: February 2024 | INFORMATION
 - c) Balance Sheet: February 2024 | INFORMATION
- 6) Unfinished Business:
 - a) Discussion and possible action regarding Library Board Bylaws, Article II: Membership
PUBLIC NOTICE
- 7) New Business:
 - a) Discussion and possible action regarding revision of Library Work Rule: Time Accounting for Holidays for Full Time Staff
MEMO
 - b) Discussion and possible action regarding CLC Community Meeting Room Policy
WEBLINK: [The Library's Legal Answers for Meeting Rooms and Displays](#) (ALA Editions)
WEBLINK: [Community Meeting Room Policy](#)
ADDITIONAL ATTACHMENTS DISTRIBUTED DIRECTLY
 - c) Discussion and possible action regarding Library Board annual Self Evaluation
MEMO
- 8) Informational Items:
 - a) Director and Staff Reports
 - b) President's Report
 - c) Foundation/Friends Board Report
 - d) GPL Annual Community Report draft: '2023 in Review'
ATTACHMENT
 - e) Demonstration of new CountyCat interface

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, February 20, 2024**

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

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

PUBLIC COMMENTS (1)

NONE

APPROVAL OF THE MINUTES

Trustee Amidzich moved, Trustee Unger seconded approval of the January 25, 2024 minutes.

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

APPROVAL OF FINANCIAL REPORTS

Check Register: January 2024

Trustee Amidzich moved, Trustee Unger seconded approval of the January 2024 expenditures in the total amount of \$13,428.02

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

REVIEW OF FINANCIAL STATEMENTS

- a) Revenues and Expenditures to Actual Comparison: December 2023, Van Klooster noted Expenditures were 101% of budgeted. January 2024, no comment.
- b) Balance Sheet: January 2024. Van Klooster noted that new year fund balance is 2.5% of proposed annual expenditures, which is higher than the 2% agreement made with Village Trustees. Approximately \$4000 should be returned to the general fund. He will discuss this with Manager Hawes.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

- a) Discussion and necessary action regarding the Wisconsin DPI Public Library 2023 Annual Report for Greendale

Trustee Amidzich moved, Trustee Hughes seconded approval of the report as presented for the President's signature and Director's submission to DPI by the filing deadline.

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

- b) Discussion and necessary action regarding wording in Library Board Bylaws, Article II: Membership
Trustee Unger moved, Trustee Hughes seconded revising the Library Board Bylaws, Article II: Membership to read: "The Village President may at their discretion invite the Library Board President, the Village Board Liaison, and/or the library Director to present a slate of candidates for consideration for the vacant position(s)."

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

- c) Discussion and necessary action regarding Library Board applicants

Van Klooster said he was very happy with the number and quality of the applicants. He said based on the revised Bylaws and discussion, he will present all applicant materials to the Village President the following day and ask that the currently vacant position be filled as soon as possible. The position to be vacated could be filled at the usual May appointment session.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Library Director and Staff Reports: Van Klooster highlighted the January CLC Advisory Committee Meeting, the Summer Community Learning Center Education and Recreation Guide, adaptive story time planned for Summit Start, the upcoming Life in the Village magazine article about library non-book activities, and financial savings from replacing worn book cart casters rather than the entire carts.
- b) President's Report: D'Amato mentioned community excitement about the GHS Cheer/Pep Band national championship win
- c) Friends/Foundation Report: Unger highlighted a Friends advertisement in the next Life in the Village magazine, using postcards to reach lapsed members for renewal when email is unsuccessful, and the full approval of the Library's Wish List of over \$14,000.

CORRESPONDENCE

Amidzich said the Librarian of Congress will visit Canterbury in April on the behest of Representative Stile's invitation. She will share more information as it becomes available.

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
61058							
MILWAUKEE COUNTY FEDERATED							
02/24	07-51-55000	COMMUNICATIONS	02/05/2024	79.98	FL-03620	NOTIFICATIONS, FORMS, POSTAGE, ECOM	1323
02/24	07-51-55100	OFFICE SUPPLIES	02/05/2024	506.16	FL-03620	RECEIPT PAPER, LABELS, BARCODES	1323
02/24	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	02/05/2024	19.14	FL-03620	TBS SERVER AND PAYMENT	1323
02/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/05/2024	590.72	FL-03620	REIMBURSEMENT-REPLACEMENT/MANUAL/	1323
Total 61058:				1,196.00			
61067							
SWANK MOVIE LICENSING USA							
02/24	07-51-75031	LIBRARY PROGRAMS	02/05/2024	507.00	3555450	COPYRIGHT COMPLIANCE SITE LICENSE	224
Total 61067:				507.00			
61068							
JANI-KING OF MILWAUKEE							
02/24	07-51-61100	MAINT SUPPLIES-BUILDING	02/05/2024	167.61	MIL01240693	CLEANING SUPPLIES 49%	224
Total 61068:				167.61			
61077							
MOSS DESIGNS LTD							
02/24	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	02/05/2024	1,274.00	12340	SHELVING-LIBRARY	224
Total 61077:				1,274.00			
61119							
AMAZON CAPITAL SERVICES							
02/24	07-51-55100	OFFICE SUPPLIES	02/09/2024	246.72	JAN 2024	ACRYLIC SIGN HOLDERS, ETC	224
02/24	07-51-56500	ADULT BOOKS	02/09/2024	422.37	JAN 2024	ADULT BOOKS NF/FIC	224
02/24	07-51-56504	YOUTH BOOKS	02/09/2024	42.81	JAN 2024	YOUTH BOOKS & MEDIA	224
02/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/09/2024	96.59	JAN 2024	ADULT MEDIA RECIP	224
02/24	07-51-75028	LIB DONATION PURCHASE	02/09/2024	161.65	JAN 2024	SRP STAFF SHIRTS	224
Total 61119:				970.14			
61149							

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
BUILDING SERVICE INC							
02/24	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	02/16/2024	767.63	170592	TABLES	224
Total 61149:				767.63			
61157							
BRAATZ, KATHRYN LEES							
02/24	07-51-75028	LIB DONATION PURCHASE	02/16/2024	200.00	0004	FEB STORY HOUR-4 DAYS	224
Total 61157:				200.00			
211112556							
ACH US BANK PCARD							
02/24	07-51-75031	LIBRARY PROGRAMS	02/26/2024	5.00	1-REDDIN-2024	Teen Program	224
02/24	07-51-75031	LIBRARY PROGRAMS	02/26/2024	80.50	1-REDDIN-2024	Teen Program	224
02/24	07-51-75028	LIB DONATION PURCHASE	02/26/2024	40.00	1-REDDIN-2024	2023 Chill Out and Read Prize	1323
02/24	07-51-75031	LIBRARY PROGRAMS	02/26/2024	39.00	1-REINKE-2024	2024Passive Program-Youth	224
02/24	07-51-75031	LIBRARY PROGRAMS	02/26/2024	5.28	1-REINKE-2024	2024Passive Program-Youth	224
02/24	07-51-75031	LIBRARY PROGRAMS	02/26/2024	24.99	1-REINKE-2024	2024Passive Programming-Youth	224
02/24	07-51-56506	SERIALS	02/26/2024	174.04	1-VANKLO-2024	2024WSJ quarterly	224
02/24	07-51-56504	YOUTH BOOKS	02/26/2024	356.30	1-VANKLO-2024	2024AutoOrder CATS	224
02/24	07-51-56500	ADULT BOOKS	02/26/2024	405.87	1-VANKLO-2024	2024Adult books FIC	224
02/24	07-51-56500	ADULT BOOKS	02/26/2024	16.20	1-VANKLO-2024	2024Adult books NF	224
02/24	07-51-75028	LIB DONATION PURCHASE	02/26/2024	71.54	1-VANKLO-2024	2024Friends Adult NF	224
02/24	07-51-56501	YOUNG ADULT BOOKS	02/26/2024	59.96	1-VANKLO-2024	2024TeenBooks	224
02/24	07-51-56504	YOUTH BOOKS	02/26/2024	902.44	1-VANKLO-2024	2024Youth Books and DVDs	224
02/24	07-51-75028	LIB DONATION PURCHASE	02/26/2024	153.86	1-VANKLO-2024	2024WomensClubAudiobooks	224
02/24	07-51-56506	SERIALS	02/26/2024	199.00	1-VANKLO-2024	2024AnnualDirectToPublisher	224
02/24	07-51-61100	MAINT SUPPLIES-BUILDING	02/26/2024	9.50	1-VANKLO-2024	2024ExtensionCords	224
02/24	07-51-56100	MEMBERSHIP DUES	02/26/2024	100.00	1-VANKLO-2024	2024ChamberAnnual membership	224
02/24	07-51-75028	LIB DONATION PURCHASE	02/26/2024	125.67	1-VANKLO-2024	2024WomensClubAudiobooks	224
02/24	07-51-75028	LIB DONATION PURCHASE	02/26/2024	207.48	1-VANKLO-2024	2023FriendsLuckyDayDVD	1323
02/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	02/26/2024	72.65	1-VANKLO-2024	2023ADULT DVD	1323
02/24	07-51-75028	LIB DONATION PURCHASE	02/26/2024	508.82	1-VANKLO-2024	2023Wishman-LP	1323
02/24	07-51-51200	OPERATING EQUIPMENT	02/26/2024	15.81	1-VANKLO-2024	2023Return-shelf	1323
02/24	07-51-61100	MAINT SUPPLIES-BUILDING	02/26/2024	157.38	1-VANKLO-2024	2023MatServiceAllCLC	1323
02/24	07-51-61100	MAINT SUPPLIES-BUILDING	02/26/2024	350.00	1-VANKLO-2024	2023Pest Service	1323

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 211112556:				4,049.67			
Grand Totals:				9,132.05			

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
February 29, 2024

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
REVENUES		Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
07-00-21102	PROPERTY TAX LEVY	172,273.92	639,500.00	459,719.07	179,780.93	72%
07-00-21123	LIBRARY - MCFLS RECIP	-	30,200.00	-	30,200.00	0%
07-00-22515	DONATIONS LIBRARY	16,849.94	17,000.00	17,455.97	(455.97)	103%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	510.41	5,200.00	880.25	4,319.75	17%
07-00-22959	LIBRARY FINES	476.91	12,000.00	2,000.63	9,999.37	17%
07-00-22960	LIBRARY BOOK CHARGES	131.79	2,000.00	321.30	1,678.70	16%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	93.37	1,200.00	162.18	1,037.82	14%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		190,336.34	707,100.00	480,539.40	226,560.60	68%
EXPENSES						
07-51-42100	SALARIES - REGULAR	20,691.20	267,500.00	41,382.40	226,117.60	15%
07-51-42200	SALARIES - TEMPORARY	13,325.19	167,200.00	24,962.70	142,237.30	15%
07-51-42300	SALARIES - OVERTIME	60.32	-	60.32	(60.32)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,366.03	55,500.00	8,732.06	46,767.94	16%
07-51-45200	LIFE INSURANCE	48.85	500.00	97.70	402.30	20%
07-51-46100	SOCIAL SECURITY	1,605.40	20,305.00	3,156.40	17,148.60	16%
07-51-46200	WRS EMPE/EMPR	1,879.65	18,458.00	3,698.76	14,759.24	20%
07-51-46300	MEDICARE	467.12	6,303.15	909.85	5,393.30	14%
07-51-51200	OPERATING EQUIPMENT	-	16,000.00	1,150.00	14,850.00	7%
07-51-53920	MCFLS COMPUTER CONTRACT	-	17,700.00	-	17,700.00	0%
07-51-55000	COMMUNICATIONS	-	1,250.00	-	1,250.00	0%
07-51-55100	OFFICE SUPPLIES	246.72	8,800.00	246.72	8,553.28	3%
07-51-56100	MEMBERSHIP DUES	100.00	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	-	3,100.00	-	3,100.00	0%
07-51-56500	ADULT BOOKS	844.44	15,000.00	844.44	14,155.56	6%
07-51-56501	YOUNG ADULT BOOKS	59.96	1,500.00	59.96	1,440.04	4%
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	1,301.55	15,000.00	1,301.55	13,698.45	9%
07-51-56506	SERIALS	373.04	5,800.00	532.04	5,267.96	9%
07-51-56508	MCFLS DATABASES	-	10,500.00	-	10,500.00	0%
07-51-57100	UTILITIES	-	28,000.00	-	28,000.00	0%
07-51-61100	MAINT SUPPLIES-BUILDING	177.11	8,100.00	630.92	7,469.08	8%
07-51-75023	LIBRARY - MCFLS RECIP EXP	96.59	6,000.00	96.59	5,903.41	2%
07-51-75028	LIB DONATION PURCHASE	712.72	17,000.00	732.04	16,267.96	4%
07-51-75031	LIBRARY PROGRAMS	661.77	6,000.00	693.76	5,306.24	12%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	2,041.63	8,800.00	2,041.63	6,758.37	23%
07-51-92900	MISCELLANEOUS	-	1,200.00	-	1,200.00	0%
Total LIBRARY EXPENSES:		49,059.29	708,316.15	91,429.84	616,886.31	13%

VILLAGE OF GREENDALE
BALANCE SHEET
2/29/2024

ASSETS

07-00-111000	CASH DEPOSIT	\$ 407,397.58
07-00-111080	PETTY CASH	\$ 200.00
07-00-123070	PREPAID ITEMS	\$ -
07-00-173090	DUE FROM TRUST AGENCY	\$ 179,780.93

TOTAL ASSETS	<u>\$ 587,378.51</u>
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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	\$ 179,780.93
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
		\$ 179,780.93
TOTAL LIABILITIES		

FUND EQUITY

07-00-170000	FUND BALANCE	\$ 18,488.02
07-00-170400	COMMITTED FUND BALANCE	\$ -
	REVENUES OVER EXPENDITURES- YTD	\$ 389,109.56

TOTAL LIABILITIES AND EQUITY	<u>\$ 587,378.51</u>
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AMOUNTS ARE UNAUDITED

GREENDALE PUBLIC LIBRARY
10-DAY NOTICE OF PROPOSED POLICY CHANGE



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, March 20, 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 *Library Board Bylaws*, Article II, paragraph 4,

The Board President, the Village Board liaison, and the library Director will present a slate of candidates at a Village Board meeting for consideration for the vacant positions.

to instead read: "The Village President may at their discretion invite the Library Board President, the Village Board Liaison, and/or the library Director to present a slate of candidates for consideration for the vacant position(s)."

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

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

LIBRARY BOARD MEMO



Date: 3/15/24
To: Library Board
From: Brian Van Klooster, Library Director
Re: *Agenda item # 7a: Discussion and possible action regarding revision of Library Work Rule: Time Accounting for Holidays for Full Time Staff*

Attachments:

- *Work Rule: Time Accounting for Holidays for Full Time Staff* (current)
 - *Work Rule: Time Accounting for Holidays for Full Time Staff* (draft)
-

Discussion:

In April 2020 the Library Board adopted the Village Personnel Manual as the document that governs library personnel matters. The Personnel Manual also provides for the establishment of department-specific “work rules”, allowing addition/clarification and/or exception to the Village Personnel Manual. *Library Work Rules* table of contents is included here for your reference.

I am requesting that the revised *Work Rule: Time Accounting for Holidays for Full Time Staff* be approved. This revised work rule allows us to administer benefitted staff holiday time-off more easily by making exception to the Village Personnel Manual’s official “legal holidays” for spring break Friday and New Year’s Eve.

You’ll see from the current *Time Accounting* work rule that scheduling for spring break Friday is complex. I’ve noticed some precedent for other Village departments adjusting the official ½ day holiday time off year-to-year depending on the needs of the department, the days of the holidays that year, their own work rules, etc.

For this reason, I propose to require benefitted library staff to work a regular 8-hour day on spring break Friday (or Saturday). They would then receive 8 hours holiday pay for New Year’s Eve and not work. You’ll recall that the library is open spring break Friday and closed New Year’s Eve. This change will have no negative impact on operations.

- A. The Village shall observe the following legal holidays except for Police Lieutenants, Police Sergeants, Dispatchers, and Fire Captains:

 - New Year’s Day
 - Memorial Day
 - Fourth of July
 - Friday before Easter – ½ day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
 - Either one (1) full day before Christmas (Christmas Eve) and a half (½) day before New Year’s Day (New Year’s Eve) or half (½) day before Christmas (Christmas Eve) and one (1) full day before New Year’s Day (New Year’s Eve)
 - Three (3) Floater Holidays to be taken by the employee at the discretion of the Department head, except that all Village Hall employees shall take one (1) of their Floating Holidays on the day after Thanksgiving.

Fiscal Impact:

None

Director’s Recommendation

Motion to adopt the revised *Work Rule: Time Accounting for Holidays for Full Time Staff*.

GREENDALE PUBLIC LIBRARY – LIBRARY WORK RULES

TIME ACCOUNTING FOR HOLIDAYS FOR FULL TIME STAFF

Village Holidays per Village Personnel Manual	FT <u>LIBRARY</u> staff hours accounting
NEW YEAR'S DAY	8 HRS GENERAL HOLIDAY
SPRING BREAK FRIDAY (Village holiday is ½ day)	4 HRS GENERAL HOLIDAY*
MEMORIAL DAY	8 HRS GENERAL HOLIDAY
4 TH OF JULY	8 HRS GENERAL HOLIDAY
LABOR DAY	8 HRS GENERAL HOLIDAY
THANKSGIVING DAY	8 HRS GENERAL HOLIDAY
DAY BEFORE CHRISTMAS	8 HRS GENERAL HOLIDAY
CHRISTMAS DAY	8 HRS GENERAL HOLIDAY
DAY BEFORE NEW YEAR'S DAY	4 HRS GENERAL HOLIDAY**
<i>Remaining floating holidays hours to be taken at employee's discretion</i>	24 FLOATING HOLIDAY

*SPRING BREAK FRIDAY (Good Friday)

Library services available 8 hours [1/2 day is Village legal holiday]	Benefitted staff [choose one option]	work 8 hours, compensate for 8:	8 @straight time (must take 8 @General Holiday on NYE)
		work 4 hours, compensate for 8:	4 @straight time +4 @General Holiday (must take 4 @General Holiday on NYE)
		work 0 hours, compensate for 8:	4 @Vac or Floating Holiday +4 @General Holiday (must take 4 @General Holiday on NYE)
	PT staff	work scheduled hours, compensate @straight pay	

*and SPRING BREAK SATURDAY (when day off for Saturday is Spring Break Friday).

Library services available 6 hours [Benefitted staff works 8 hours]	Benefitted staff	work 8 hours, compensate for 12 [though Saturday is not an official Village holiday, benefitted employee who is required to work Saturday is given the preceding holiday Friday off and is compensated as though working the holiday]	8 @straight time +4 @General Holiday
	PT staff	work scheduled hours, compensate @straight pay	

TIME ACCOUNTING FOR HOLIDAYS FOR FULL TIME STAFF

**DAY BEFORE NEW YEAR'S DAY (New Year's Eve)

Library services not available [1/2 day is Village legal holiday]	Benefitted staff	work 4 hours, compensate for 8: 4 @straight time, +4 @General Holiday
		work 0 hours, compensate for 8: 4 @Vac or Floating Holiday +4 @General Holiday
	PT staff	work 0 hours, compensate for 8 (must have worked 8 hours @straight time on Spring Break Friday or Saturday) Work 0 hours, compensate for 0

Approved 4/15/2020

TIME ACCOUNTING FOR HOLIDAYS FOR FULL TIME STAFF

Village Holidays per Village Personnel Manual	FT <u>LIBRARY</u> staff Holiday hours accounting (64 hrs/yr start)
NEW YEAR’S DAY	8 HRS GENERAL HOLIDAY
SPRING BREAK FRIDAY (Village holiday is 4 hrs)	0 HRS HOLIDAY, ALL STAFF WORK FRI or SAT & take 12/31 as 8 hrs holiday instead
MEMORIAL DAY	8 HRS GENERAL HOLIDAY
4 TH OF JULY	8 HRS GENERAL HOLIDAY
LABOR DAY	8 HRS GENERAL HOLIDAY
THANKSGIVING DAY	8 HRS GENERAL HOLIDAY
DAY BEFORE CHRISTMAS	8 HRS GENERAL HOLIDAY
CHRISTMAS DAY	8 HRS GENERAL HOLIDAY
DAY BEFORE NEW YEAR’S DAY (Village holiday is 4 hrs)	8 HRS GENERAL HOLIDAY
<i>Remaining floating holidays hours to be taken at employee’s discretion</i>	24 FOATING HOLIDAY

Approved 4/15/2020, rev

LIBRARY BOARD MEMO



Date: 3/9/24

To: Library Board

From: Brian Van Klooster, Library Director

Re: *Agenda item # 7c: Library Board annual Self Evaluation*

Attachments:

- [Weblink to 2024 online evaluation form](#)
-

Discussion:

Per Library Board Bylaws, “The Board will conduct an annual self-evaluation and make improvements based on that assessment each April. “

An online self evaluation survey containing questions and format previously approved by the Board is provided by the Library Director to Board members at the March meeting. The survey results are anonymous, aggregated by the Library Director, and returned to the Library Board in the April meeting packet with an agenda item for discussion.

The Library Director may follow up at the May meeting with continuing education materials related to topics of concern revealed during the April meeting’s Self Evaluation discussion.

DIRECTOR'S REPORT



Date: 3/11/24
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: February 2024***

Last month in review:

Februarys are calm but steady months with a full slate of programs for all ages and a regular schedule of community use of the meeting room.

We continue to field tax inquiries and provide an outlet for printing of completed tax submissions. Libraries are the only place a person can get tax forms aside from the taxing agencies themselves. Tax season reflects how broad the library's range of services are. It also reinforces the reality that in 2024 still not everyone has an internet connection, or a computer or printer at home, or the skill to do something cumbersome like file taxes online.

Upcoming/Current month at a glance:

- School District Youth Art Month student artwork installed the first week of March. Many families visit to see their young person's artwork. St Al's student artwork installed in April.
- Early March - Acoustical panels to be delivered and installed by DPW. A Village CIP project.
- Mid March - New photocopiers and printer to be delivered and installed by Gordon Flesch and Village IT. Lease program without additional cost. Will reduce congestion at copier when one customer is printing from computers and another is making copies. Current equipment is 7 & 10 years old.
- Mid March – Confirmed Village Trustee candidate forum for March 14 to coincide with absentee ballots. Received guidance library board for new procedures to ensure transparency and consistency in future planning.

Statistics:

- New library accounts created: 42
- Loans of print and electronic materials: 16,441;
 - compared to same month 2016 (highest year in library history): 17,780
 - compared to same month last year: ↑ 9.7%

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

- Meetings of Friends of the Library, Library Board, MCFLS LDAC
- CLC Directors monthly meeting – finalizing Summer CLC Recreation and Education Guide
- Submitted library article for Life in the Village Magazine, intended to shed light on many of the non-book services the library is responsible for. Caprile Publishing gave ½ page free space to Library Friends for an advertisement. Thank you!
- Friends of the Library approved our entire Wish List, a total of over \$14,500 in donations!
- Reference staff hustled to get all Summer program planning finalized by March so that the CLC Education and Recreation Guide printing timeline could stay on track. Emily is making a big investment of time in layout and design decisions so that future Guide library content will be much quicker to produce.
- Sent RFP for self-checkout replacement to 5 vendors, 3/15 response deadline. A Village CIP project.

- Received resignation from Library Board member Kate Dombrowski effective after the May meeting. Announced two Library Board vacancies via Library February eNewsletter and Library Facebook page. Collected and Submitted 8 Library Board Applicant names to President Cyborowski.
- Received commitment from J&J to fund Zoo Explorer Passes again in 2024
- Friends of the Library donated \$14,750 this year for a huge variety of ‘extras’ that our operating budget doesn’t accommodate, such as STEM kits for checkout, more World Languages books, reading challenge prize books, explorer passes, adaptive/sensory story time materials, and more. We’re so fortunate to have their support.
- Library Board special strategy meeting scheduled for Saturday April 27 with outside consultant.
- Working on 2023 Annual Report to the Community following submittal of Department of Public Instruction Library Annual Report.
- VolunTeen after school teen/tween library program had capacity crowd as new Junior National Honors Society program at the MS was started and students need volunteer hours to qualify. Connected with the teacher coordinator to share that we will look to the District to help sustain the program as long as turnouts remain high.
- Update on new library catalog: staff are gradually being exposed to the beta version of the new CountyCat (“Aspen”), which is expected to go live alongside the current catalog (“Encore”) starting May 15th. The two catalogs will both be available for one month, at which time the current version of CountyCat will be replaced. The new CountyCat is completely different, which will concern many of our customers. Staff are getting prepared for all the questions we expect to receive. There will be lots of internal communication with patrons about the change, as well as social postings and notifications on the current catalog.

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 3/7/24
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: **Staff Report: February 2024**

Youth Services (Lisa):

- Collection Management/Development
 - 150 books added to the collection
- Program Attendance:
 - Youth Toddler/Preschool Storytime 2/5: 11, Playgroup 2/5: 13
 - Youth Toddler/Preschool Storytime 2/7: 13, Playgroup 2/7: 11
 - Youth Toddler/Preschool Storytime 2/12: 4, Playgroup 2/12: 4
 - Youth Toddler/Preschool Storytime 2/14: 11, Playgroup 2/14: 17
 - Youth Toddler/Preschool Storytime 2/21: 26, Playgroup 2/21: 24
 - Youth Toddler/Preschool Storytime 2/23: 11, Playgroup 2/23: 12
 - Youth Toddler/Preschool Storytime 2/26: 23, Playgroup 2/26: 23
 - Youth Toddler/Preschool Storytime 2/28: 23, Playgroup 2/28: 14
 - Snack, Craft, and Build After School Program 2/12: 42
 - PJ Storytime 2/8: 26
- Book Displays:
 - Polar Animals, Award-Winning Books, Valentine's Day, President's Day, Chinese New Year
 - Created 2024 book display schedule for youth area
 - Created curated Women's History Month booklist for front pyramid
- Other:
 - Coordinated with Howard Tharpe of South Shore Coin and Stamp Club to do interactive event after school in youth area on 2/12
 - Updated curated mental health list for Family Wellness event
 - Met with Julie about relabeling beginner nonfiction leveled books so customers can find books according to reading level
 - Worked with Sharon (Reference Associate) to give her content to update youth portion of GPL webpage
 - Met with Kayla (clerk) and Sharon about March book and desk display for March
 - Jenifer (clerk) and I implemented a monthly flannel board story that families can do on their own on our interactive flannel board in the youth area.

Adult Services (Emily):

- Programming:
 - 2/1/24 Medicare 101: 4 people
 - 2/5/24 Color Me Calm: 9 people
 - 2/7/24 Adult Contemporary Book Discussion: The Nickel Boys: 5 people
 - 2/8/24 & 2/21/24 Book A Librarian: 1 appointment no-show
 - 2/12/24 Monday Movie Matinee: Barbie: 8 people
 - 2/1/24-2/29/24 Successful Aging Challenge: 10 people
 - Marketing
 - Winter/Spring Programs:
 - Made major revisions to already-completed youth program marketing (flyers/calendars/Facebook/Online Calendar/Newsletter) after late change to story time schedule.
 - P&R Guide:
 - Created the first draft of our very first GPL full programming information for the new CLC Education and Recreation Guide. Hopefully the design will be our standard design each season so I can easily plug in the new programs each new season without having to do much re-formatting. Final draft is due March 29th.
 - Summer Reading Program (SRP):
 - Our theme “Booked for the Summer” involves all things books and beaches.
 - Entered all the programs into our online calendar and created the 1st draft of the SRP Programming Flyer along with some of the social media marketing. I had to re-do some of it with the changes in Youth for storytimes.
 - Social Media:
 - Most liked post on Facebook for the month was the Black History Month Reads Post with 12 likes.
 - Most liked post on Instagram for the month was the Storytime Picture on 2/21/24 post with 12 likes.
 - Post with the most reach on Facebook was the “Call for Applicants” for the Library Board vacancies with 665 reached.
 - Collection Development:
 - Materials Purchased:
 - Adult Non-Fiction: 24
 - Biography: 2
 - DVDs: 21
 - CDs: 0
 - Community Engagement:
 - Successful Aging Challenge (Health/Library collaborative) had a lot of traffic with 24 logs taken from the library display but only 10 were submitted.
 - Purchased 6 Substance Abuse books for the collection in preparation of April Substance Abuse Display in the Adult section as part of a collaboration with the Health Department.
-



Teen Services (Megan):

- Community Engagement
 - Visited Summit Start at GHS to meet the students and teachers/aides.
 - Met with Sandy Speare at GMS to prepare for Spring Into Reading Program for GMS students in March-April.
- Collection Development
 - Materials Purchased
 - Adult: 59 Books
 - YA: 12 Books
 - Large Print:
 - Audiobooks:
 - Started weeding the adult fiction collection
 - Finished weeding the Large Print, Adult Audiobooks, Adult Graphic Novels, and Adult Paperback collections.
- Programming
 - Teen & Tween Anime: 9
 - Teen & Tween Craft: 9
 - Teen & Tween Uno Competition: 14
 - Teen & Tween Music Bingo: 9
- Book Display
 - Stories of Black Joy
- Social Media
 - Instagram: 128 followers
 - 4 posts this month

Circulation Services (Julie):

Meetings:

- Julie and Jenifer – Circ Services meeting at Greenfield on 2/15
- Julie met with Lisa to discuss relabeling the beginner leveled non-fiction books to make it easier for staff and patrons to locate these books in our collection.

Program Assistance:

- 2/12 - Snack, Craft and Build: Jenifer assisted with set up and craft help during the program. Miranda prepped the supplies and created the demo for the Ladybug Valentine craft.
- 2/29 - Jen worked with Lisa to organize a passive Penguin craft on 2/29.
- Jen helped with Storytime and Playgroup set up and clean up.

Circ Projects:

- Clerks pulled books for Seasonal Youth displays: Spring, St. Patrick's Day, Ramadan and Easter.
- Clerks color-coded the Teen Fiction collection to match the color/genre system that the School Libraries use. They were able to complete the project in a little over 2 weeks.
- Kayla worked with Lisa and Sharon to set up "Monkey Madness" book and decorative youth display for March.
- Jenifer worked with Lisa to implement a monthly flannel board story that families can do on their own on our interactive flannel board in the youth area.

Misc:

- Library Logo Shirts: Updated our GPL Land's End storefront catalog and purchased new program certificates for staff to use to buy GPL branded clothing. Last time was done 2 years ago. Staff really appreciate having an article of library-branded clothing and wear it regularly.
- Worked with Brian to update and clarify the Staff Call-In Notification procedure.

Reference Associate (Sharon):

Special Projects:

- Ongoing editing to streamline website formatting, including coordinating with Lisa for updates to the Youth webpage and subpages (such as monthly New Youth Releases)
- Assisted with design troubleshooting for Park + Rec summer guide
- Coordinated with Emily for summer adult program: Paint with Me, which I'm co-facilitating
- Coordinated with Lisa and Kayla for preparation + execution of display for Monkey Madness in March

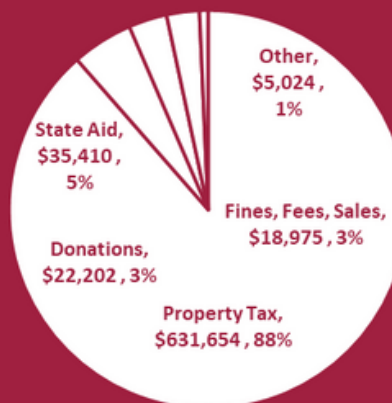
Displays:

- Pyramid (All Ages): Black History Month
 - Adult Section: Bookish Books (Library Lovers' Month)
-

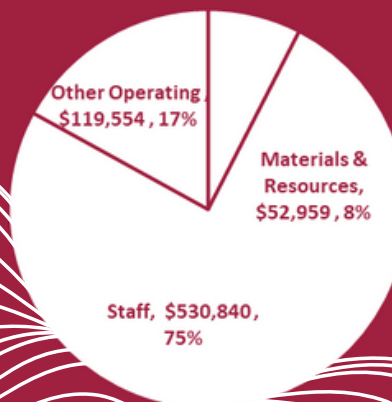
\$3.97 = spent per resident to buy library materials

\$400+ each = many donations were received exceeding this amount, from Boszhardt, Dombrowski, Schaefer, Anonymous, Greendale Woman's Club, Jensen, and J&J

REVENUES



EXPENSES



VOLUNTEERS

Volunteers help us get the work done! Among other things, it's likely that your requests were prepared for pickup by Anna, Mary Beth, Susan, Cynthia, Richard, Nancy, Lydia or Chloe. Summit Place students and Grace helped keep the Kid Zone clean and organized. Herb helped with technology, and Samantha and Jimmy helped with crafts and special projects. *28 volunteers gave 967 hours of their time and talents this year. Thank You!*



STAFF

Miranda, Judy, Megan, Kayla, Lisa, Mel
Kylie, Sharon, Martha, Lauren, Brian, Ashely, Jenifer
Not pictured: Holly, Emily, Julie



BOARD OF TRUSTEES

Jim Amidzich, Corrine D'Amato, Kate Dombrowski,
Bill Hughes, Vicki Jensen, Rob Kobleska, Elaine Unger

FRIENDS OF THE GREENDALE PUBLIC LIBRARY BOARD OF DIRECTORS

Andrea Bender, Mike Cunningham, Lori Hanlon, Kate Braatz, Cari Terry, Dennis Tennant, Claudette Van Ert

Fundraising by the Friends led to their donation of \$9,400 to help cover so many special purchases. Friends supported Book Page magazine, Lucky Day books and DVDs, four Explorer Pass memberships, Reading program incentives, and more!



2023 IN REVIEW



OUR MISSION:

We strive to transform lives and strengthen our community by creating a safe, welcoming and inclusive home for information, learning, inspiration, and connection.

OUR VALUES:

- Learning - We provide equal access to resources and opportunities for life-long learning for all.
- Curiosity - We inspire curiosity, creativity and innovation.
- Service - We work together as a team to deliver superior customer service that is personal, respectful and meets the changing needs of our community.
- Community - We partner with our community to create connections and community engagement.

50 Years of an "Official" Public Library

Previous to 1973, Greendale's public library was a School District service housed in the High School. State law required creation of a Library Board at that time, and then a relocation plan to a new space on Broad Street was started.

GREENDALE VILLAGE LIFE



THE FIRST BOOK from Greendale's first "official" public library was checked out by Dean Russell (left), librarian, for Mrs. Mary Jurs (center), 5864 Ramona dr., president of the library board. Looking on were (from left) William Knapp, superintendent of schools and library board member; Caylon Fox, 8858 Garden la., and Mrs. Danute Leonard, 6014 Orjole la., both board members. The library is housed in the high school library just as the unofficial one was. (Staff photo) 1-11-73

PROGRAMS

204 programs were hosted with total participation of 4,289 people. Offerings included the infamous all-ages Summer Reading Program, weekly teen and tween programs, adult movies and book clubs, story times and playgroups for preschoolers, after school activities for grade schoolers, school-year reading challenges for tweens, librarian help by appointment, popup crafting for holidays and events, participation in Dickens of a Village and other Village celebrations and expert presentations for adults.

NOTABLE ACTIVITIES

- New lighting throughout the whole library eliminated the persistent buzzing sound and remarkably improved the indoor ambience.
- Summer Reading featured a unique theme with all art and design done by staff. Teen participation was the highest on record!
- We hosted our first Candidate Forum in partnership with the League of Women Voters, setting the stage for library civic engagement for years to come.
- Three seasons of Stories with Samson gave reluctant readers a chance to build confidence by reading with a therapy dog.
- The Adult World Literature collection became available, with books in Hindi, Urdu, Spanish and Arabic. The books represent the most-spoken world languages in our community. We also added many chapter books in Spanish to complement the Youth World Language collection.
- The popular Explorer Pass collection grew with two new attractions, totaling 7 destinations and 17 passes by summer.
- Library Staff and the Library Board navigated robust community engagement and feedback in response to Pride Month programming.
- A partnership between the Combs' Team Faces of Greendale, the School District, and the Library led to the Village's 85 Anniversary display titled "Celebration of Service". Dozens of influential and selfless community members, past and present, were featured.



Greendale open hours: 3136

MCFLS suburban library average: 3020

Checkouts per Greendale resident: 12.5

MCFLS suburban library average: 10.2

Local tax paid per resident to have the library: \$43.02

MCFLS suburban library average: \$47.70

Expense per resident to operate the library: \$46.93

MCFLS suburban library average: \$53.84