



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: April 17, 2024 meeting | ACTION |
| 5) | Financial Reports and Statements: | |
| | a) Check Register: April 2024 | ACTION |
| | b) Revenues and Expenditures to Actual Comparison: April 2024 | INFORMATION |
| | c) Balance Sheet: April 2024 | INFORMATION |
| 6) | Unfinished Business: NONE | |
| 7) | New Business: | |
| | a) Discussion and possible action regarding revision of <i>Policy Notices and Solicitations</i> | |
| 8) | Informational Items: | |
| | a) Director and Staff Reports | |
| | b) President's Report | |
| | c) Foundation/Friends Board Report | |
| | d) Quarterly report of Friends/Foundation revenue deposited at Library | |
| 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, April 17, 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, Azam, D’Amato, Hughes, Martinez, Unger
Excused: Kobleska
Also Present: Van Klooster- Library Director

President D’Amato welcomed new member Saad Azam and invited him to share a bit about himself and his interest in Library Board service.

PUBLIC COMMENTS (1)

NONE

APPROVAL OF THE MINUTES

Trustee Unger moved, Trustee Hughes seconded approval of the March 20, 2024 minutes.

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

APPROVAL OF FINANCIAL REPORTS

Check Register: March 2024

Trustee Unger moved, Trustee Amidzich seconded approval of the March 2024 expenditures in the total amount of \$44,339.03.

Unger asked about the payee Kathy Luck because she was unfamiliar with the name. Van Klooster said this person provides story time services following the departure of Kate Braatz and is someone the library worked with for the same services pre-2020.

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

REVIEW OF FINANCIAL STATEMENTS

a) Revenues and Expenditures to Actual Comparison: March 2024

Van Klooster noted several accounts are at or near 100% though the year is only 25% complete because several large, single annual charges were paid this month including MCFLS, Consumer Reports database, and serials vendor subscription.

b) Balance Sheet: March 2024

Van Klooster said Fund Balance increased by approximately \$3,000 after staff purchasing card rebates were credited to the library from 2022 and 2023. He said it does not appear that the Village has yet credited itself with the return of Fund Balance to the General Fund down to 2% of Library expenditures.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

a) Discussion and possible action regarding proposed CLC & Library 2025-2029 Capital Plan

Van Klooster provided an overview of the CLC capital improvement items he plans to submit to the Village Manager by the 4/30 deadline. There are no Library capital items to be submitted. The Library Board does not have responsibility for approving these items, it goes to the Village Manager and Village Board instead. Azam inquired about how budgeting is allocated for those items that affect more than one department. Van Klooster briefly described the Village’s 3-way accounting for shared expenses. No action was taken.

b) Discussion and possible action regarding results of Library Board Annual Self Evaluation

Van Klooster provided background for new members on this annual process. Amidzich said the upcoming strategy planning meeting will have a positive impact on the lower scores found in the first section. Hughes shared agreement with Amidzich's observation. Van Klooster said he does not plan to follow up at the May meeting with continuing education related to the evaluation, as he has done in past years. No action was taken.

c) Discussion and possible action regarding strategy planning meeting agenda and homework

Van Klooster said he sent an email immediately preceding the meeting that contains a memo with several links to background information that may help inform members as they plan for the meeting. No members provided recommendations or feedback for changes to the proposed agenda. No action was taken.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Library Director and Staff Reports: Van Klooster highlighted the CLC Education and Recreation Guide.
- b) President's Report: no report
- c) Friends/Foundation Report: Unger highlighted membership quantity increases thanks to a mail membership campaign, and the upcoming email newsletter.
- d) Trustee Continuing Education: Van Klooster highlighted information in the ALA report that notes dramatic increases in book challenges at public libraries in the past few years. He said our library will be prepared for the inevitable challenges thanks to our robust policies for selection and procedures for complaints. Van Klooster also highlighted the MPL Resource Library report, noting that MCFLS and MPL are excellent examples of intergovernmental cooperation. He said customers at our little library don't see the complex work that happens behind the scenes to share materials and make a deep collection of resources available, but they benefit greatly.

CORRESPONDENCE

NONE

PUBLIC COMMENTS (2)

Colleen Fechtmeyer of Currant Ln spoke about her pride in the recent collaborations in the Village, as represented by the Village/School recreation plans, the CLC education and recreation guide, and the recent compromises made among event stakeholders.

ADJOURNMENT

The meeting adjourned at 6:35PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
61362							
ALSCO							
04/24	07-51-61100	MAINT SUPPLIES-BUILDING	04/05/2024	173.93	MARCH2024	JAN-MAR 2024	424
Total 61362:				173.93			
61366							
SOURCE ONE TECHNOLOGY INC							
04/24	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	04/05/2024	1,779.22	25514	LIBRARY WIRELESS ACCESS POINTS	424
Total 61366:				1,779.22			
61368							
CERTASITE LLC							
04/24	07-51-61100	MAINT SUPPLIES-BUILDING	04/05/2024	583.20	12613835	MONTHLY FEES	424
Total 61368:				583.20			
61369							
AMAZON CAPITAL SERVICES							
04/24	07-51-55100	OFFICE SUPPLIES	04/05/2024	166.58	MARCH 2024	HOLE PUNCH, EARBUDS	424
04/24	07-51-56500	ADULT BOOKS	04/05/2024	87.96	MARCH 2024	ADULT BOOKS NF/FIC	424
04/24	07-51-56504	YOUTH BOOKS	04/05/2024	29.58	MARCH 2024	YOUTH BOOKS & MEDIA	424
04/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/05/2024	43.95	MARCH 2024	YOUNG ADULT MEDIA RECIP	424
04/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/05/2024	229.52	MARCH 2024	ADULT MEDIA RECIP	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/05/2024	436.31	MARCH 2024	PROGRAMMING	424
04/24	07-00-21123	LIBRARY - MCFLS RECIP	04/05/2024	29.99	MARCH 2024	CREDITS & ADJUSTMENTS	424
Total 61369:				963.91			
61382							
GFC LEASING-WI							
04/24	07-51-51200	OPERATING EQUIPMENT	04/05/2024	896.94	I00906287	COPIER LEASE- QUARTERLY	424
Total 61382:				896.94			
61415							
OTIS ELEVATOR COMPANY INC							
04/24	07-51-51200	OPERATING EQUIPMENT	04/19/2024	225.30	100401522066		424

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 61415:				225.30			
211112612							
ACH WE ENERGIES							
04/24	07-51-57100	UTILITIES	04/26/2024	1,585.49	3212024	5647 Broad-5650 Parking St-Library	324
04/24	07-51-57100	UTILITIES	04/26/2024	193.20	3212024	5647 Broad-5650 Parking St Library	324
Total 211112612:				1,778.69			
211112621							
ACH EHLERS PEST MANAGEMENT LLC							
04/24	07-51-61100	MAINT SUPPLIES-BUILDING	04/26/2024	252.00	REF #18072	BI-MONTHLY GPC SERVICE	424
Total 211112621:				252.00			
211112623							
ACH US BANK PCARD							
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	59.22	3-REDDIN-2024	Teen Program	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	140.00	3-REDDIN-2024	Friends Donation of Explorer Pass	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	600.00	3-REDDIN-2024	Friends Donation of Explorer Pass	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	1,000.00	3-REDDIN-2024	Friends Donation of Explorer Pass	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	40.90	3-REINKE-2024	FriendsSTEMKits	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	442.39	3-REINKE-2024	FriendsSTEMKits	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	303.87	3-REINKE-2024	GivingTreeAndFriendsSTEMKits	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	17.93	3-REINKE-2024	TaxCharge.RefundRequestedApril12	424
04/24	07-51-56300	TRAINING	04/29/2024	348.21	3-REINKE-2024	YouthSvcsPowerUpMadison	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	3.15	3-REINKE-2024	After school family fun	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	11.24	3-REINKE-2024	After school family fun	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	34.97	3-REINKE-2024	After school family fun	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	5.28	3-REINKE-2024	After school family fun	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	12.65	3-REINKE-2024	After school family fun	424
04/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/29/2024	141.10	3-SCHUMA-2024	DVD Cases	424
04/24	07-51-55100	OFFICE SUPPLIES	04/29/2024	27.87	3-SCHUMA-2024	Nintendo Switch cases	424
04/24	07-51-55100	OFFICE SUPPLIES	04/29/2024	45.90	3-SCHUMA-2024	copy paper	424
04/24	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	04/29/2024	1,298.07	3-SCHUMA-2024	Book trucks	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	86.93	3-SCHUMA-2024	Bookmarks	424
04/24	07-51-75031	LIBRARY PROGRAMS	04/29/2024	186.28	3-SCHUMA-2024	Bookmarks	424
04/24	07-51-55100	OFFICE SUPPLIES	04/29/2024	69.99	3-SCHUMA-2024	book bins	424

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
04/24	07-51-56300	TRAINING	04/29/2024	611.00-	3-VANKLO-2024	PLABiannualConference-Director	424
04/24	07-51-55100	OFFICE SUPPLIES	04/29/2024	8.98	3-VANKLO-2024	Binder	424
04/24	07-51-56506	SERIALS	04/29/2024	180.00	3-VANKLO-2024	DirectToPublisher-AnnualSubscription	424
04/24	07-51-56501	YOUNG ADULT BOOKS	04/29/2024	92.55	3-VANKLO-2024	TeenBooks	424
04/24	07-51-56504	YOUTH BOOKS	04/29/2024	1,082.65	3-VANKLO-2024	Youth Books and DVDs	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	173.20	3-VANKLO-2024	FriendsLuckyDayDVD	424
04/24	07-51-75023	LIBRARY - MCFLS RECIP EXP	04/29/2024	199.51	3-VANKLO-2024	ADULT DVD	424
04/24	07-51-56504	YOUTH BOOKS	04/29/2024	81.03	3-VANKLO-2024	Youth Books and DVDs	424
04/24	07-51-56504	YOUTH BOOKS	04/29/2024	98.46	3-VANKLO-2024	AutoOrderCATS	424
04/24	07-51-56503	ADULT LARGE PRINT	04/29/2024	18.60	3-VANKLO-2024	ADULT LP	424
04/24	07-51-56500	ADULT BOOKS	04/29/2024	433.45	3-VANKLO-2024	Adult books NF	424
04/24	07-51-56500	ADULT BOOKS	04/29/2024	959.31	3-VANKLO-2024	Adult books FIC	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	1,650.00	3-VANKLO-2024	Friends-DiscoveryWorldPass	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	1,000.00	3-VANKLO-2024	J&J-ZooPass	424
04/24	07-51-75028	LIB DONATION PURCHASE	04/29/2024	1,000.00	3-VANKLO-2024	J&J-ZooPass	424
04/24	07-51-61100	MAINT SUPPLIES-BUILDING	04/29/2024	25.26	3-VANKLO-2024	AcousticalPanelInstallClips	424
04/24	07-51-56502	ADULT AUDIO BOOKS	04/29/2024	31.99	3-VANKLO-2024	Adult Audio	424
04/24	07-51-56506	SERIALS	04/29/2024	27.98	3-VANKLO-2024	DirectToPublisherAnnualSubscription	424
04/24	07-51-55100	OFFICE SUPPLIES	04/29/2024	13.75	3-VANKLO-2024	VideoCameraTripod	424
04/24	07-51-61100	MAINT SUPPLIES-BUILDING	04/29/2024	10.77	3-VANKLO-2024	Bird Prevention Hardware Cloth	424
Total 211112623:				11,352.44			
Grand Totals:				18,005.63			

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
April 30, 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	-	639,500.00	459,719.07	179,780.93	72%
07-00-21123	LIBRARY - MCFLS RECIP	29.99	30,200.00	30,387.99	(187.99)	101%
07-00-22515	DONATIONS LIBRARY	43.09	17,000.00	17,735.53	(735.53)	104%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	338.04	5,200.00	1,792.56	3,407.44	34%
07-00-22959	LIBRARY FINES	769.97	12,000.00	3,320.39	8,679.61	28%
07-00-22960	LIBRARY BOOK CHARGES	106.79	2,000.00	546.39	1,453.61	27%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	57.63	1,200.00	251.87	948.13	21%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		1,345.51	707,100.00	513,753.80	193,346.20	73%
EXPENSES						
07-51-42100	SALARIES - REGULAR	20,691.20	267,500.00	82,764.80	184,735.20	31%
07-51-42200	SALARIES - TEMPORARY	13,734.27	167,200.00	51,589.01	115,610.99	31%
07-51-42300	SALARIES - OVERTIME	-	-	60.32	(60.32)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,366.03	55,500.00	15,294.20	40,205.80	28%
07-51-45200	LIFE INSURANCE	48.85	500.00	195.40	304.60	39%
07-51-46100	SOCIAL SECURITY	1,553.21	20,305.00	6,335.52	13,969.48	31%
07-51-46200	WRS EMPE/EMPR	1,821.57	18,458.00	7,375.92	11,082.08	40%
07-51-46300	MEDICARE	471.85	6,303.15	1,851.71	4,451.44	29%
07-51-51200	OPERATING EQUIPMENT	1,122.24	16,000.00	3,976.21	12,023.79	25%
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	333.07	8,800.00	2,405.47	6,394.53	27%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	(262.79)	3,100.00	378.21	2,721.79	12%
07-51-56500	ADULT BOOKS	1,480.72	15,000.00	3,920.09	11,079.91	26%
07-51-56501	YOUNG ADULT BOOKS	92.55	1,500.00	346.90	1,153.10	23%
07-51-56502	ADULT AUDIO BOOKS	31.99	600.00	73.58	526.42	12%
07-51-56503	ADULT LARGE PRINT	18.60	1,000.00	18.60	981.40	2%
07-51-56504	YOUTH BOOKS	1,291.72	15,000.00	4,598.81	10,401.19	31%
07-51-56506	SERIALS	207.98	5,800.00	4,246.64	1,553.36	73%
07-51-56508	MCFLS DATABASES	-	10,500.00	10,618.00	(118.00)	101%
07-51-57100	UTILITIES	-	28,000.00	5,275.77	22,724.23	19%
07-51-61100	MAINT SUPPLIES-BUILDING	1,045.16	8,100.00	2,747.61	5,352.39	34%
07-51-75023	LIBRARY - MCFLS RECIP EXP	614.08	6,000.00	960.41	5,039.59	16%
07-51-75028	LIB DONATION PURCHASE	6,368.29	17,000.00	9,427.26	7,572.74	55%
07-51-75031	LIBRARY PROGRAMS	836.03	6,000.00	2,529.82	3,470.18	42%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	3,077.29	8,800.00	6,075.92	2,724.08	69%
07-51-92900	MISCELLANEOUS	-	1,200.00	-	1,200.00	0%
Total LIBRARY EXPENSES:		58,943.91	708,316.15	236,271.18	472,044.97	33%

VILLAGE OF GREENDALE
BALANCE SHEET
4/30/2024

ASSETS

07-00-111000	CASH DEPOSIT	\$ 298,864.95
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>\$ 478,845.88</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	\$ 21,582.33
07-00-170400	COMMITTED FUND BALANCE	\$ -
	REVENUES OVER EXPENDITURES- YTD	\$ 277,482.62

TOTAL LIABILITIES AND EQUITY	<u>\$ 478,845.88</u>
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AMOUNTS ARE UNAUDITED

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.

~~Priority in posting shall be given in the same manner as Community Room use:~~

- ~~1. Village of Greendale governmental activities~~
- ~~2. The Greendale Public Library~~
- ~~3. The Greendale Health Department~~
- ~~4. The Greendale Park and Recreation Department~~
- ~~5. Greendale non-profit civic organizations~~
- ~~6. Other Greendale community organizations and groups~~
- ~~7. Other organizations and events as space permits~~

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-base basis.

The authority to approve notices for display shall be given to the Library Director or his/her 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 event. Undated material will be removed after two weeks. Maximum size per notice topic is 11"x17".

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~~ ~~its own activities, the activities of the Greendale Public Library Foundation, the activities of the Village of Greendale~~

~~departments, the Greendale School District and its affiliates, and the activities of Greendale based community organizations.~~

Authority to approve solicitations –within the library shall be given to the Library Director. 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 ~~and Library Board~~:

- 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 ~~regularly scheduled~~ 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 more broadly share the library's policies with the public and the media.

DIRECTOR'S REPORT



Date: 5/6/24
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: April 2024***

Last month in review:

April typically features a slight slump in the ramp up from December to peak use in July. Weather improves with people spending more time outside. Use bumps back up in May and steadily increases through the peak of summer.

We have experienced consistent marked improvement in after-school student behavior and energy levels after several calls home to parents and connecting with the schools. Increase in middle school after school programming has been a factor as well. This has been an extremely welcome relief to staff and other customers.

Upcoming/Current month at a glance:

- Final evaluation of self checkout RFP responses, recommending one vendor for approval at 5/7 BOT meeting (2024 CIP project).
- Working through LB strategy planning meeting documents with additional LB discussion at upcoming meeting.

Statistics:

- New library accounts created: 45
- Loans of print and electronic materials: 16,324
 - compared to same month 2016 (highest year in library history): 18,938
 - compared to same month last year: 15,074 ↑ 8%

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

- Submitted 2025-2029 CIP documents for CLC. No Library-specific items requested.
- Attended Greendale Chamber Power Hour for networking and connection.
- Staff at all levels pitched in to help cover many responsibilities of FT librarian out for extended medical absence. Ashley and Kylie again agreed to add reference shifts to their already scheduled clerical shifts.
- Busy Tween/Teen department with 3rd Adaptive Story Time for GSD Summit students, nice turnout at Teen bingo program, school visit scheduling, Spring into Reading.
- Library Board monthly meeting 'homework' materials to prepare for 4/27 strategy meeting.
- CLC Directors monthly meeting, discussed ADA signage, CIP plans, District Multicultural Literacy Night.
- Prep meeting with strategic plan consultant/coach for 4/27 Library Board planning session.
- Submitted Village Views content.
- MCFLS will begin 2025-2028 Member Library Contract rereview in May with draft available to LDAC in August. No suggestion of major contract changes at this time.
- In-library catalog search stations were changed to show a 'splash' screen that informs users of the new Aspen catalog coming in June.
- The family of Michael Downs, long time library customer, has named the library as a memorial donation recipient in lieu of flowers. Staff were surprised by his passing.

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 5/6/24
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: **Staff Report: April 2024**

Youth Services (Lisa):

Note: The entire staff has gone above and beyond to maintain all the activities and upkeep of our very busy youth department while I was gone during April. It's a reflection of the team's cohesiveness and willingness to jump in when and where help is needed. I am so grateful. *Lisa*

- Collection Management/Development
 - 148 items added to youth collection
 - Many duplicate books were ordered to replace grubby high circulating books.
 - Analysis of high circulating/damaged items (Ashley and Julie)
- Program Attendance:
 - Youth Toddler/Preschool Storytime 4/1: 37, Playgroup: 37
 - Youth Toddler/Preschool Storytime 4/8: 30, Playgroup: 30
 - Youth Toddler/Preschool Storytime 4/15: 32, Playgroup: 32
 - Youth Toddler/Preschool Storytime 4/22: 30, Playgroup: 27
 - Youth Toddler/Preschool Storytime 4/29: 35, Playgroup: 35
 - Snack, Craft, and Build After School Program 4/8: 28
- Book Displays:
 - Bears (also included bulletin board-Kayla and Sharon), Earth Day, Mother's Day, Arbor Day, Read with Friends, and Fantasy
 - Many compliments on the animal book display, which were at entrance to youth (Kayla and Sharon)
- Other:
 - Monthly flannel board story for familie:s Looked Like Spilt Milk (Jenifer)
 - Passive Craft: Bear Collage (Jenifer)
 - Purchased SRP prize books
 - Coloring pages (customers' favorite youth activity!) organization (Sharon and Miranda)



Craft for After School Family Fun (Miranda)

Adult Services (Emily):

- Programming:
 - 4/1/24 Color Me Calm: 5 people
 - 4/2/24 Medicare 101: 5 people
 - 4/3/24 Adult Contemporary Book Discussion: *Hamnet*: 4 people
-

- 4/8/24 Monday Movie Matinee: *Soul*: 2 people
- 4/11/24 & 4/25/24 Book A Librarian: 2 people
 - Help with opening a favorite puzzle page through the web on a smartphone, and how to unsubscribe from unwanted emails. One appointment no-show.
- Marketing
 - Summer Reading Program (SRP):
 - Sent out print materials to Anchor Printing and requested Samples of SRP Banner, SRP Booklet and Youth Paper Packet. Samples looked great with minor changes needed. Will submit final versions for printing next month.
 - All Summer programs are now in Facebook as Events.
 - Beanstacks are made and published for Registration.
 - Social Media:
 - Most liked post on Facebook for the month was the Happy National Library Workers Day with 57 likes (Sharon).
- Collection Development:
 - Materials Purchased:
 - Adult Non-Fiction: 26
 - Biography: 0
 - DVDs: 23 (Ashley)
 - CDs: 7
- Meetings:
 - New CountyCat- Aspen Training 4/24/24

Teen Services (Megan):

- Community Engagement
 - Spring into Reading Program with GMS finished on 4/26/24
 - 143 students signed up for the challenge and 73 read at least 30 minutes
 - 49,958 minutes were read by the participants!
 - Collaborated with Librarian Tara from Greendale School District to attend Reading Rallies to promote Summer Reading.
 - Set up dates in May for 6th grade students to come to the library to learn about Summer Reading. Will make a video for 7th & 8th Grade.
- Collection Development
 - Materials Purchased
 - Adult: 52 Books, YA: 12 Books, Large Print: 3 books, Audiobooks: 2 audiobooks
 - Added two new local attraction 'Explorer Passes': Bookworm Gardens in Sheboygan and Wisconsin Historical Society that will provide admission for all Historical Society sites like Old World Wisconsin (Eagle), Circus World (Baraboo), Wisconsin Historical Museum (Madison), etc.
 - Almost done weeding the adult fiction collection
- Programming
 - Anime: 6; Craft: 12; Bingo: 13
 - Spring Into Reading Meet-up: 11
 - Adaptive Storytime with GHS Students on 4/5: 9; 4/26: 8
- Book Display
 - Learn Something New: Nonfiction Books

Circulation Services (Julie):

Meetings and Training:

- 4/3 - Database Maintenance committee meeting
- 4/18 - Attended webinar: "We Are Already Here: The Workplace Experiences of Neurodivergent Library Workers." This is part 1 of a 2-part Wisconsin Library System webinar series "Neurodiversity at Work"
- All clerks attended one of the Aspen Training sessions organized by MCFLS.

Staffing:

- Clerks Kylie and Ashley once again picked up some Reference shifts to help cover some desk shifts and cataloging work during Lisa's leave.

Circ Projects:

- Clerks offered lots of assistance this month with youth program prep, youth area collection maintenance, processing new STEM Kits, updating youth reference resources, and restocking youth displays, brainstorming Petpalooza craft ideas.

Displays and Program Assistance:

- Several staff collaborated on a "Beary Good Books" youth display highlighting the true history of Winnie the Pooh along with a "bears" passive craft.
- Jenifer set up a "Read with Friends" ramp display
- 4/8 - Snack, Craft and Build. Miranda took the lead in prepping the craft and facilitating the program. About 25 people attended to make cloud and rainbow crafts and create a LEGO pirate ship.
- I created records for our new Explorer Passes: WI Historical Society and Bookworm Gardens and prepped them for circulation.

Misc:

- Compiled Explorer Pass Circulation info into a procedure document for the Circulation Manual.
- 4/25 - Storage room cleanup with Brian

Reference Associate (Sharon):

Special Projects:

- Collaborated with the Health Department in preparation for May's adult section and youth ramp displays for Mental Health Awareness
- Worked on Youth SRP packet and Technology Services page for website
- Collaborated with clerical staff on youth program prep, youth area collection maintenance, updating youth reference resources, and restocking youth displays, brainstorming Petpalooza craft ideas.
- Attended HMHG monthly meeting as Library Representative

Displays:

- Pyramid (All Ages): April Showers, Read for Hours (was extremely popular for Youth materials!)
 - Adult Section: Alcohol and Substance Misuse Awareness (collaboration with the Health Department)
-

BOARD MEMO



Date: 5/9/24

To: Library Board; Friends of the Greendale Public Library Board

From: Brian Van Klooster, Library Director

Re: Agenda item #8d: Quarterly report of Friends/Foundation revenue deposited at Library

Discussion:

From the Library's Financial Procedures:

Non-Library Revenues, including FRIENDS/FOUNDATION revenue

Revenues for some Friends of the Library fundraisers are taken in at Library registers as 'Donations' revenue, deposited directly into the Library's DONATIONS revenue account. This includes raffle ticket sales, fundraiser event ticket sales, fundraiser product sales, etc. A 'Donations' report of Friends fundraising revenue receipted by the library is provided quarterly to the Friends using Village accounting and library credit card processing software to assist them in fundraising revenue accounting.

Friends book sale cart cash revenue is collected monthly directly from the carts by the Friends.

SOURCE	2024	AMOUNT	DEPOSITED TO
Book Sale cart	Jan-Apr	69.00	Card to Lib Revenues
Tote Bags	Jan-Apr	10.00	Cash to Lib Revenues
Tote Bags	Jan-Apr	10.00	Card to Lib Revenues
Membership	Jan-Apr	0	Card to Lib Revenues
TOTAL		89	