Library Board Agenda
GREENDALE PUBLIC LIBRARY
Wednesday, October 18, 2023
5:30 p.m.

Community Learning Center Meeting Room, 5647 Broad Street

1)	Call to Order	
2)	Pledge of Allegiance	
3)	Public Comments (1 of 2)	
4)	Approval of the Minutes: September 20, 2023 meeting	ACTION
5)	Financial Reports and Statements:	
	a) Check Register: September 2023	ACTION
	b) Revenues and Expenditures to Actual Comparison: September 2023	INFORMATION
	c) Balance Sheet: September 2023	INFORMATION
6)	Unfinished Business and Discussion:	
	a) Discussion and necessary action regarding 2024 Library Budget – Village Manager's Recommendation from October 17 Village BOT meeting DISTRIBUTED AT MEETING	
	b) Discussion and necessary action regarding grantwriting and fund development MEMO	
	c) Discussion and necessary action regarding strategic direction MEMO, ATTACHMENTS	
7)	New Business and Discussion:	
	a) Discussion and necessary action regarding Board Bylaws, and meeting practices guide MEMO	
	b) Discussion and necessary action regarding revising the Library Card and Circulation policy, and creating a Fines and Charges policy MEMO	
8)	Informational Items:	
	a) Director and Staff Reports	
	b) President's Report	
	c) Foundation/Friends Board Report	
	d) Trustee Continuing Education: MCFLS 2024 Proposed Budget and System Plan MEMO	
9)	Correspondence	
10)	Public Comments (2 of 2)	
11)	Closed Session: The Board shall convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Specifically, to review Staff Performance* The Board will not return to open session to act on matters discussed.	ACTION
12)	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*

President D'Amato called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:34 PM.

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

PUBLIC COMMENTS (1)

Linda Larson of Municipal Square spoke in opposition to the Library's Teen and Tween Pride Month program.

APPROVAL OF THE MINUTES

Van Klooster offered correction to New Business item C, final sentence, so that it would read: "…Greendale is 'small but mighty' within the 14 MCFLS suburban libraries, meaning our municipal population is 5th smallest, both operating expenditures and staff expenditures are 4th smallest, but circulation is 4th highest per capita."
Trustee Unger moved, Trustee Hughes seconded approval of the August 16, 2023 minutes with Van Klooster's correction.

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

APPROVAL OF FINANCIAL REPORTS

Check Register: August 2023
Van Klooster referenced a revised version of the Check Register sent via email that contains the same data but in a format that removes duplicate entries.
Trustee Amidzich moved, Trustee Kobleska seconded approval of the August 2023 expenditures in the total amount of $9,160.84

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

REVIEW OF FINANCIAL STATEMENTS

a) Revenues and Expenditures to Actual Comparison: August 2023
b) Balance Sheet: August 2023

UNFINISHED BUSINESS

NONE

NEW BUSINESS

a) Consider a motion to approve 2024 Library Budget submittal to Village Manager
Unger asked several questions of Van Klooster including, hiring-in staff from outside GPL to help cover for maternity leave, exploring increasing photocopier fees, Friends' donations to support a request increase to program expenses, and Director's lack of follow up on pursing grants as discussed at the December 2022 meeting as found in Memo *Additional avenues of library funding*. Hughes noted that he had called for a personnel cost/benefit analysis at previous meetings and that it was not included on this agenda nor in the budget memo. He noted that a personnel cost/benefit analysis is a customary part of budgetary discussions in his other professional experience and should be part of the library's process as well. He said he would not support a budget without this analysis. Additional discussion ensued. Hawes inquired whether Capital requests submitted by Van Klooster were also reflected in the department budget request, and if the Village would be allowed to make an independent expenditure for library use outside of the library's department budget. Van Klooster said it would be allowable. Hawes noted he is not yet sure a 3.7% increase can be

accommodated, as he has just started reviewing all department budget requests. He will call a meeting with Van Klooster to review the library budget next week.

Trustee <u>Amidzich</u> moved, Trustee <u>Dombrowski</u> seconded a motion to approve the 2024 Library Budget to Village Manager as presented.

Ayes: Amidzich, D'Amato, Dombrowski, Kobleska   Noes: Hughes, Unger   Abstentions: None   Motion : Carried

    b) Discuss process and goals for new strategic planning cycle

Van Klooster briefly reviewed his memo, including his preference for certain aspects of the process. Members viewed a 10 minute video describing what one consultant considers to be the first step in the strategic planning process, "planning to plan". Members discussed the variety of ways strategic planning can be accomplished and the merits or drawbacks of each. Hughes and Unger agreed that no-cost consultants and/or processes should be explored, Huges believes he may have leads. Van Klooster said he believes a plan could be developed and set in motion in a matter of hours rather than the weeks and months customarily used by major planning efforts. He suggested collecting goal feedback from members between meetings and seeing if it could by synthesized into a handful of overall shared goals. Unger suggested using worksheets from other planning processes in order to do it internally. A majority of the board agreed to have Van Klooster explore cost-free services and draft options for how to proceed, to be taken up at the next meeting.

INFORMATIONAL AND DISCUSSION ITEMS
    a) Library Director and Staff Reports: no comments
    b) President's Report: D'Amato thanked members for their patience as she learns by observing and getting her bearings as the new President
    c) Friends/Foundation Report: Van Klooster said Friends finalized plans for a 10/7 performer program at the library.

CORRESPONDENCE
One email forwarded to members under separate cover, included in packet.

PUBLIC COMMENTS (2)
NONE

CLOSED SESSION
Trustee <u>Amidzich</u> moved, Trustee <u>Kobleska</u> seconded a motion to convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Specifically to discuss results of Library Director Annual Performance Evaluation*

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

The meeting did not return to Open Session.
ADJOURNMENT
The meeting adjourned at <u>7:45</u> PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
60420							
JANI-KING OF MILWAUKEE							
09/23	07-51-61100	MAINT SUPPLIES-BUILDING	09/01/2023	197.13	MIL08230716	CLEANING SUPPLIES 49%	923
	Total 60420:			197.13			
60424							
BRAATZ, KATHRYN LEES							
09/23	07-51-75028	LIB DONATION PURCHASE	09/01/2023	450.00	0003	LIB STORY HOUR PAYMENT 1 OF 2 AUG-DE	923
	Total 60424:			450.00			
60430							
ANCHOR PRINTING COMPANY INC							
09/23	07-51-55000	COMMUNICATIONS	09/08/2023	628.00	27568	PRINTING/BANNER	923
09/23	07-51-55000	COMMUNICATIONS	09/08/2023	105.00	27848	STICKERS	923
	Total 60430:			733.00			
60431							
MILWAUKEE COUNTY FEDERATED							
09/23	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	09/08/2023	105.00	FL-03586	TECH ASSISTANCE AND HARDWARE	923
09/23	07-51-55000	COMMUNICATIONS	09/08/2023	77.69	FL-03586	NOTIFICATIONS, FORMS, POSTAGE, ECOM	923
09/23	07-51-55100	OFFICE SUPPLIES	09/08/2023	90.35	FL-03586	RECEIPT PAPER, LABELS, BARCODES	923
09/23	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	09/08/2023	64.38	FL-03586	TBS SERVER AND PAYMENT	923
09/23	07-51-53920	MCFLS COMPUTER CONTRACT	09/08/2023	300.00	FL-03586	TEACH INTERNET LINE PRE-DISCONNECT	923
	Total 60431:			637.42			
60437							
GREENDALE HIGH SCHOOL							
09/23	07-51-56500	ADULT BOOKS	09/08/2023	55.00	08272023	GRNDL HS YEARBOOK 2023-24	923
	Total 60437:			55.00			
60444							
MUNICIPAL LAW & LITIGATION GROUP SC							
09/23	07-51-92900	MISCELLANEOUS	09/08/2023	1,110.00	10376	LIBRARY	923

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 60444:				1,110.00			
60453							
AMAZON CAPITAL SERVICES							
09/23	07-51-55100	OFFICE SUPPLIES	09/08/2023	162.45	AUG 2023	DISPLAY STANDS, COPY PAPER	923
09/23	07-51-56500	ADULT BOOKS	09/08/2023	165.69	AUG 2023	ADULT BOOKS NF/FIC	923
09/23	07-51-56504	YOUTH BOOKS	09/08/2023	.01	AUG 2023	YOUTH BOOKS & MEDIA	923
09/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/08/2023	47.02	AUG 2023	ADULT MEDIA RECIP	923
09/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/08/2023	54.47	AUG 2023	ADULT MEDIA RECIP	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/08/2023	7.99	AUG 2023	YA PROGRAM SUPPLIES	923
Total 60453:				437.63			
60476							
AURORA HEALTH CARE INC							
09/23	07-51-45100	HEALTH INSURANCE	09/15/2023	84.00	505-CI0003100		923
Total 60476:				84.00			
60494							
JANI-KING OF MILWAUKEE							
09/23	07-51-61100	MAINT SUPPLIES-BUILDING	09/22/2023	121.14	MIL09230656	CLEANING SUPPLIES 49%	923
Total 60494:				121.14			
211112451							
ACH WE ENERGIES							
09/23	07-51-57100	UTILITIES	09/26/2023	1,782.41	8212023	5647 Broad-5650 Parking St-Library	823
09/23	07-51-57100	UTILITIES	09/26/2023	8.12	8212023	5647 Broad-5650 Parking St Library	823
Total 211112451:				1,790.53			
211112460							
ACH US BANK PCARD							
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	6.25	8-REDDIN-2023	Teen program	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	30.66	8-REDDIN-2023	Teen Program SRP	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	67.83	8-REDDIN-2023	Teen Program	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	53.00	8-REINKE-2023	Summer Reading Program	923

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	10.19	8-REINKE-2023	Summer Reading Program	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	4.33	8-REINKE-2023	Summer Reading Program	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	50.00	8-REINKE-2023	Summer Reading Program Prize	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	50.00	8-REINKE-2023	Summer Reading Program Prize	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	9.95	8-REINKE-2023	Passive Craft Program in Youth Area	923
09/23	07-51-75031	LIBRARY PROGRAMS	09/26/2023	5.26	8-REINKE-2023	Coloring Program in Youth Area	923
09/23	07-51-55100	OFFICE SUPPLIES	09/26/2023	38.99	8-SCHUMA-2023	foam cushion for book return padding	923
09/23	07-51-55100	OFFICE SUPPLIES	09/26/2023	82.00	8-SCHUMA-2023	book tape	923
09/23	07-51-55100	OFFICE SUPPLIES	09/26/2023	16.79	8-SCHUMA-2023	screen cleaner	923
09/23	07-51-55100	OFFICE SUPPLIES	09/26/2023	135.19	8-SCHUMA-2023	book glue and repair supplies, book tape	923
09/23	07-51-56502	ADULT AUDIO BOOKS	09/26/2023	43.50	8-VANKLO-2023	Adult Audio	923
09/23	07-51-56502	ADULT AUDIO BOOKS	09/26/2023	79.18	8-VANKLO-2023	Adult Audio	923
09/23	07-51-61100	MAINT SUPPLIES-BUILDING	09/26/2023	905.03	8-VANKLO-2023	CLC Fire alarm annual inspection LIBRARY 75	923
09/23	07-51-56502	ADULT AUDIO BOOKS	09/26/2023	75.46	8-VANKLO-2023	Adult Audio	923
09/23	07-51-51200	OPERATING EQUIPMENT	09/26/2023	295.00	8-VANKLO-2023	Popup tent sides	923
09/23	07-51-75028	LIB DONATION PURCHASE	09/26/2023	227.73	8-VANKLO-2023	FriendsLuckyDayDVD	923
09/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	09/26/2023	393.20	8-VANKLO-2023	ADULT DVD	923
09/23	07-51-56504	YOUTH BOOKS	09/26/2023	13.96	8-VANKLO-2023	Youth Books and DVDs	923
09/23	07-51-56500	ADULT BOOKS	09/26/2023	351.53	8-VANKLO-2023	Adult books NF	923
09/23	07-51-56503	ADULT LARGE PRINT	09/26/2023	90.46	8-VANKLO-2023	ADULT LP	923
09/23	07-51-56504	YOUTH BOOKS	09/26/2023	189.18	8-VANKLO-2023	Youth Auto order CATS	923
09/23	07-51-56501	YOUNG ADULT BOOKS	09/26/2023	179.23	8-VANKLO-2023	TeenBooks	923
09/23	07-51-56500	ADULT BOOKS	09/26/2023	1,025.01	8-VANKLO-2023	Adult books FIC	923
09/23	07-51-75028	LIB DONATION PURCHASE	09/26/2023	620.00	8-VANKLO-2023	FriendsSRP Prize books	923
09/23	07-51-56504	YOUTH BOOKS	09/26/2023	699.22	8-VANKLO-2023	Youth Books and DVDs	923
09/23	07-51-56503	ADULT LARGE PRINT	09/26/2023	73.58	8-VANKLO-2023	ADULT LP	923

Total 211112460:   5,821.71

Grand Totals: 11,437.56

M = Manual Check, V = Void Check

LIBRARY FUND
PERIOD
September 30, 2023

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
		Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
REVENUES						
07-00-21102	PROPERTY TAX LEVY	-	631,654.00	631,654.00	-	-
07-00-21123	LIBRARY - MCFLS RECIP	-	35,312.00	35,382.94	(70.94)	100%
07-00-22515	DONATIONS LIBRARY	43.36	13,000.00	18,033.97	(5,033.97)	139%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	412.91	5,200.00	3,493.53	1,706.47	67%
07-00-22959	LIBRARY FINES	633.31	12,000.00	9,213.63	2,786.37	77%
07-00-22960	LIBRARY BOOK CHARGES	38.67	2,000.00	1,357.68	642.32	68%
07-00-22965	CLC REVENUES	3,628.73	-	3,628.73	(3,628.73)	#DIV/0!
07-00-22968	OTHER REVENUES	67.69	1,200.00	1,120.00	80.00	93%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
	Total LIBRARY REVENUE	4,824.67	700,366.00	703,884.48	(3,518.48)	101%
EXPENSES						
07-51-42100	SALARIES - REGULAR	19,873.61	257,100.00	188,920.05	68,179.95	73%
07-51-42200	SALARIES - TEMPORARY	13,218.70	158,300.00	118,491.19	39,808.81	75%
07-51-42300	SALARIES - OVERTIME	-	-	47.46	(47.46)	#DIV/0!
07-51-45100	HEALTH INSURANCE	2,181.96	57,205.00	37,707.48	19,497.52	66%
07-51-45200	LIFE INSURANCE	48.85	470.00	352.83	117.17	75%
07-51-46100	SOCIAL SECURITY	1,463.39	19,431.00	14,376.60	5,054.40	74%
07-51-46200	WRS EMPE/EMPR	1,655.56	17,483.00	16,617.42	865.58	95%
07-51-46300	MEDICARE	461.68	6,023.00	4,210.72	1,812.28	70%
07-51-51200	OPERATING EQUIPMENT	1,090.69	16,200.00	10,987.10	5,212.90	68%
07-51-53920	MCFLS COMPUTER CONTRACT	300.00	17,279.00	20,165.00	(2,886.00)	117%
07-51-55000	COMMUNICATIONS	810.69	1,050.00	940.47	109.53	90%
07-51-55100	OFFICE SUPPLIES	525.77	8,800.00	4,775.66	4,024.34	54%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	-	3,100.00	2,272.24	827.76	73%
07-51-56500	ADULT BOOKS	1,597.23	15,000.00	12,389.36	2,610.64	83%
07-51-56501	YOUNG ADULT BOOKS	179.23	1,500.00	1,224.26	275.74	82%
07-51-56502	ADULT AUDIO BOOKS	198.14	600.00	621.06	(21.06)	104%
07-51-56503	ADULT LARGE PRINT	164.04	1,000.00	907.03	92.97	91%
07-51-56504	YOUTH BOOKS	902.37	15,000.00	10,735.97	4,264.03	72%
07-51-56506	SERIALS	-	5,800.00	5,623.05	176.95	97%
07-51-56508	MCFLS DATABASES	-	9,922.00	10,643.00	(721.00)	107%
07-51-57100	UTILITIES	-	26,250.00	16,956.26	9,293.74	65%
07-51-61100	MAINT SUPPLIES-BUILDING	1,223.30	8,100.00	7,290.57	809.43	90%
07-51-75023	LIBRARY - MCFLS RECIP EXP	494.69	6,000.00	3,578.52	2,421.48	60%
07-51-75028	LIB DONATION PURCHASE	1,297.73	13,000.00	15,002.43	(2,002.43)	115%
07-51-75031	LIBRARY PROGRAMS	295.46	3,000.00	4,754.48	(1,754.48)	158%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	169.38	8,800.00	2,431.75	6,368.25	28%
07-51-92900	MISCELLANEOUS	1,110.00	1,200.00	1,344.31	(144.31)	112%
	Total LIBRARY EXPENSES:	49,262.47	678,813.00	513,466.27	165,346.73	76%

VILLAGE OF GREENDALE
BALANCE SHEET
9/30/2023

ASSETS

07-00-111000	CASH DEPOSIT	$	201,643.36
07-00-111080	PETTY CASH	$	200.00
07-00-123070	PREPAID ITEMS	$	-
07-00-173090	DUE FROM TRUST AGENCY	$	-

TOTAL ASSETS	$	201,843.36

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	$	(0.00)
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

	$	(0.00)
TOTAL LIABILITIES		

FUND EQUITY

07-00-170000	FUND BALANCE	$	11,425.15
07-00-170400	COMMITTED FUND BALANCE	$	-
	REVENUES OVER EXPENDITURES- YTD	$	190,418.21

	$	201,843.36
TOTAL LIABILITIES AND EQUITY		

AMOUNTS ARE UNAUDITED

LIBRARY BOARD MEMO

Date: 10/9/23
To: Library Board
From: Brian Van Klooster, Library Director
Re: Agenda item #6b: Grantwriting and fund development

Discussion:

Update 10/9/23 – I have done some additional work and communication with Trustee Unger after her question about my work on grandwriting and fund development at the September Library Board meeting. I've included the list of results from a recent grant search and the text of an email to her here:

…it might be helpful to look at the website for the AO Smith Foundation. They appear to be fairly open in their giving requirements and recipients. The biggest question to my mind is how to answer their request for, "explanation of the activity for which support is requested; description of benefits to be achieved and who will receive benefits; amount of support being requested". If I am to pursue this, I need direction on what the Board hopes to receive funding for. I want to be sure my efforts are aligned with what you want to achieve.

Reiman Foundation also shows up on this list, but we've already had experience with requesting money for sound absorption panels from them, and I got no response.

The TJX Foundation is relevant due to a store in the Village, will give in alignment with their mission, primarily basic needs for at-risk youth and families.

I also attempted to apply for a grant from the Wal-Mart Foundation FrontDoor in Spring of 2022 but needed the signature of a store manager for endorsement. After three calls and two cold visits, I never got to speak with the person, and even got two different names. I gave up.

Below is the original December 2022 Memo I provided to the Library Board on this topic

ADDITIONAL AVENUES OF FUNDING - GRANTS:

A common inquiry regards what grants may be available for libraries. The most significant grants available to public libraries originate at the Federal level with IMLS, routed to states' library administrative agencies (DPI), then through MCFLS to us. Examples include LSTA and ARPA. There are occasional grants to government/municipal agencies could impact library service as part of a coordinated application, for example WEDC's Vibrant Spaces Grant.

Generally speaking, my response to the grants suggestion is that the typical non-governmental grants to public libraries are modest and infrequent, and of course come with strings attached (narrow topic area, specific geography, target population, matching funds, one-time award, reporting requirements). Grants are not 'free money' that help prop up operations; they require inputs of library resources to achieve the grant objectives. A recent search of grants on Demco.com's *Free Library and Education Grant Search* site shows 153 results with an average value of $500-5,000 per award (keywords: 'Library', 'STEM', 'After-school', 'Facilities/Maintenance', 'General Education').

However, only three grants were broad enough to be appropriate to the Greendale Library, and only offered average awards of between $2,500-5,000, primarily related to after school youth services.

ADDITIONAL AVENUES OF FUNDING - other thoughts:

- How much net revenue is desired for a new avenue of funding to be worth the cost?
- Some nontraditional revenue generator ideas
  - ATM – complicated financial integrations to receive revenue, regulatory/reporting issues, restocking, etc
  - Amazon Locker / package pickup – no reimbursement, benefit is spun as being a traffic driver for hosting location
  - Vending machine – Wauwatosa PL does this via a vendor and doesn't make money, food in library, litter
  - Gift sales – book/reading related gift shop items, sourcing, display/merchandising space
  - Advertising – on newsletters, calendars, self check kiosks, in-library digital signage, etc, Cost Per Impression? How is it calculated for grocery store receipt advertising?

- How do cultural institutions do it?
  - Museums-ticket sales, fundraising, corporate sponsors
  - Zoos-ticket sales, fundraising, corporate sponsors
  - Orchestra- ticket sales, fundraising, corporate sponsors
  - Nature center – no idea
  - Public university – tuition, private donors
  - Public media – see below under BOOK 40+ New Revenue Sources

WEBINAR notes: GRANTSEEKING FOR LIBRARIES (WebJunction):

- Grants are for innovation or expansion, not supplementation
  - Foundation grants – relationships (personal) are essential to success
  - Private giving
  - Earned income
- Grantseeking process starts with…
  - Decide what you want funding for and how much. How much is impactful to offset/supplement operations?
  - Donors want their gift to have a significant and lasting impact on the issue or community they care about
  - Donors want to solve problems ('*From Stories to Action*' Trustee Training Week 2022)
  - Search locally

BOOK notes: 40+ NEW REVENUE SOURCES FOR LIBRARIES AND NONPROFITS (2016)

- Many novel ideas, lots of discussion of sponsorship and naming rights
- Key points when deciding to pursue a service: 1-estimate cost recovery of providing service, 2-add a reasonable profit to reach revenue goal, 3-compare result to the existing market, is it reasonably priced?
- Identify revenue goal: How much revenue do you need to make up/want to increase? Aim for slow ramp-up over a 3 year period to reach the final goal.

- Broadcasting media sector has 3 distinct areas of revenue generation from clients
  - Underwriters / local businesses
  - Corporate / national businesses, usually solicited by a major marketing firm on behalf of client
  - Local & national foundations
  - Private viewer memberships

LITERATURE SEARCH

- `And Now, a Word from Our Sponsors...': Alternative Funding for Libraries. Coffman, Steve. *Searcher*. Jan2000, Vol. 8 Issue 1, p51. 7p.
- Grant Expectations: Get Support to Turn Ideas Into Winning Programs. Witteveen, April. *School Library Journal.* November 2019, p36. 4p.

Library Director's recommendation:

(10/2023) Specify fund development as a strategic direction for the next planning cycle, omitting proactive grantseeking as a potential funding opportunity.

LIBRARY BOARD MEMO

Date: 10/11/23
To: Library Board
From: Brian Van Klooster, Library Director
Re: Agenda item # 6c: Strategic direction

Attachments:
- eBook: *Strategic Planning for Public Libraries* (Board access)
  - eBook supplements (Board access)
- Collected Board member suggestions for strategic priorities (Board access)

Discussion:
- Review collected Board member suggestions for strategic priorities
- Review highlights from eBook selected by Director
  - Decide: Recruit third-party strategic planning leader/consultant? (eBook page 7; Supplement Worksheet 5-Support Needs?). Is there money for this? What level of assistance do we seek?
  - Work toward coalescing strategic goals (eBook page 36-38; Supplement Worksheet 16-Identify Strategic Goals)
  - Review and discuss method for tracking and reporting (eBook page 43-47; Supplement Template 2-SMART Goals; Supplement Template 3-Action Plan)
- Schedule special meeting for strategic planning if that is the course of action agreed upon
  - When to start, date/time availability, how much time needed, location

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Fiscal Impact:
Depends on consultant decision. Director time to operationalize and administer.

Director's Recommendation
Start a new planning cycle with focus on a Board-only, easy-to-administer, time-efficient format with goals and outcomes clearly stated by the Library Board. (Same as recommendation from September Board Memo: *Discuss process and goals for new strategic planning cycle*)

LIBRARY BOARD MEMO

Date: 10/9/23
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Agenda item #7a:*** *Board Bylaws and meeting practices guide*

Attachments:
- Meeting Practices comparison 10.2023 (Roberts Rules, Village Ordinances, LWM Handbook)
- DRAFT Greendale Public Library Board Meeting Practices Guide
- DRAFT revised Greendale Public Library Board Bylaws

Discussion:

I am advocating for a review of Library Board Bylaws and meeting and practices to achieve the following goals:

- Codify authority for communication on behalf of the Library Board.
- Clarify statement found in Library Board Bylaws: "Proceeding of meetings will be governed by Roberts Rules of Order for Small Boards." The only document I find with this title is a League article from 2000. I suspect it refers instead to a very small section of the larger Roberts Rules of Order, titled "Procedure in Small Boards".
- Codify Library Board meeting practices in a revised "Meetings of the Board" Bylaws section, OR, develop a separate meeting practices guide. Revisions and/or Guide will be informed by current Library Board practices, Village Code of Ordinances, Robert's Rules, and the League of Wisconsin Municipality's Handbook for Wisconsin Municipal Procedures.
  - "Procedure in Small Boards" does not address, or conflicts with, aspects of current practice in Library Board meeting business. The Village Code of Ordinances conflicts with some existing Library Board meeting practices, namely agenda development. The Library Board Bylaws do not address important specific practices such as the method for making motions, deliberation, agenda development, etc.
- Create clearer language about what discussion prompts, or proposed actions should be understood to initiate, staff direction versus what is rhetorical inquiry or expression of curiosity.
- Provide clear avenues and responsibilities for agenda development.

Fiscal Impact:

None

Director's Recommendation
- Adopt the proposed "Meeting Practices Guide" as presented or with noted changes.
- Revise Library Board Bylaws to exchange reference to "Roberts Rules of Order" with "the Library Board Meeting Practices Guide", and add communication authority text, as proposed.
- Direct to post the revised Library Board Bylaws 10 days before November meeting.

	Library Board current precedent		
	Agenda development		Library Director develops the Agenda based on the Board Bylaws. Director uses discretion to add topics that require attention for reasons of timeliness in decision-making for library operations, to receive direction, to educate the Board, or by suggestion or request of the Board or individual members. The Agenda is reviewed by the Library Board President before being noticed to the public and the packet sent to members by the Director. Agenda and packet is typically sent to Board members the weekend preceding the meeting to allow ample time for review. Supporting documents like memos and attachments are provided at the discretion of the Director, to help educate and inform members so that decisions can be made with confidence and meeting proceedings flow smoothly.
	Proceedings		The Director is often called upon to introduce business stated on the agenda and guide discussion. Roberts Rules are generally followed, albeit informally. Motions are not required to begin discussions. Motions are seconded. Action is taken primarily on decisions involving Policy revision and matters of financial expenditure. However, the Director is relied upon to ensure that other matters requiring action are noticed and handled accordingly, based on Greendale Public Library Board Trustee Orientation and Resources (new Trustee training binder), sec. "Board/Director Levels of Engagement in Functional Decision Areas". The Director attempts to interpret subtle calls for reporting or follow-up staff activity that did not become formal voting actions by the Board, or may independently commit to additional activity and reporting at a later date on items that have been discussed.

Roberts Rules of Order, 11th ed			
	RONR (11th ed.) p. 27 ll. 18-23		A motion is a formal proposal by a member, in a meeting, that the assembly take certain action. The proposed action may be of a substantive nature, or it may express a certain view or direct that a particular investigation be conducted and the findings be reported to the assembly for possible further action, or the like.
Chapter XVI: Boards and Committees	**49. Boards:** **Conduct of Business in Boards**	GENERAL PROCEDURE	The executive board of an organized society operates under the society's bylaws, the society's parliamentary authority, and any special rules of order or standing rules of the society which may be applicable to it. Such a board may adopt its own special rules of order or standing rules only to the extent that such rules do not conflict with any of the rules of the society listed above… Under general parliamentary law, business is transacted in large boards according to the same rules of procedure as in other deliberative assemblies. In smaller boards, these rules apply as far as practicable, with the exceptions noted below. (p486f)
		PROCEDURE IN SMALL BOARDS	In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects: • Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking. • Motions need not be seconded. • There is no limit to the number of times a member can speak to a debatable question. • Informal discussion of a subject is permitted while no motion is pending. • When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings. • The chairman need not rise while putting questions to a vote. • IF the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions. (p487f)

Village code of ordinances

	Chapter 2: Governing Body	2.05 Questions of Order	The deliberations of the Village Board while in session shall be governed by the manual of parliamentary practice commonly known as "Robert's Rules of Order," except when otherwise limited or modified by these rules.
		2.08 Conduct of deliberations	(3) Every motion or proposition submitted to the Village President and/or Village Manager as an action or discussion item by two members of the Village Board at least five days prior to the meeting date shall be included on the agenda for the next scheduled Village Board meeting as requested. The Village Board agenda shall be prepared by the Village Manager or the Village Manager's designee, and publically noticed pursuant to § 19.84, Wis. Stats.
			(4) No motion shall be discussed or acted upon until it has been seconded unless the rules permit one Trustee to initiate action. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
			(6) When a question is under discussion, no action shall be in order except the following motions, which shall have precedence in the order listed: (a) To adjourn. (b) To lay on the table. (c) To move the previous question. (d) To postpone to a certain day. (e) To refer to a committee. (f) To amend. (g) To postpone indefinitely.

Handbook for Wisconsin Municipal Officials

Chapter VI: Municipal Legislative Procedures	D. Rules of Parliamentary Procedure	1. Handling Formal Motions	a. Introducing a motion A motion may come from a committee or from an individual member. When it comes from a committee, it is usually a motion to accept a committee recommendation. When a motion is offered by an individual member of the board or council it is often a spontaneous response to a discussion or situation in the meeting. It is not necessary to have a motion before a discussion can begin. In local government contexts, it often happens that a motion will grow out of a discussion. In local government meetings, the subject matter that the motion relates to, if not the motion itself, must be on the public notice of the meeting. If the subject matter or the motion is not listed on the meeting's public notice, the group may not deliberate the motion, but may agree to add it to a later meeting's agenda so that proper public notice can be issued. (p147)
			b. Discussing and debating a motion (para 7) Members may exert certain rights during discussion and debate. Although what follows is a simplification of traditional rules of procedure, an individual member, without a second required, may make inquiries, requests, and points of order. A member may use an inquiry to seek information related to the substance of the motion under consideration or to seek advice as to the proper procedure for him/her to follow. The chairperson is expected to respond to the inquiry as best s/he can, either by providing the information or by asking another member or staff person to do so, or by making an appropriate ruling. Similarly, a member may, without a second required, request just about anything ranging from steps to increase personal comfort to some special treatment or consideration. Again, the chairperson is expected to respond, either by granting the request or denying it. (p148)
		2. Controlling the Course and Content of the Meeting	Members can order agendas for future meetings. Most units of local government have procedures that enable individual members to have items placed on meeting agendas. In addition, the members can take steps during the course of a meeting to put items on a future meeting's agenda. An agreement among the members, through a formal motion or by unanimous consent, to take an item at a specific later meeting creates such an order. (p152) (para 3)
			a. Making decisions informally

			Some decisions can be made without a formal vote. While important substantive decisions involving ordinances and resolutions should be (see Functional Decision Areas) – and in most cases must be – made by formal vote, routine and/or procedural decisions can be made by unanimous consent without a formal vote provided no member objects. When a suggestion as to procedure is made or a routine decision is at hand, the chairperson may ask if anyone objects to following the suggestion or making the decision in a particular way. If no one objects, the chairperson may then 'order' the decision. If there is an objection, the decision must be made by a formal voting process. When using unanimous consent, it is important that members understand that a decision is being made even though no formal roll call vote is taken. (p153)
	G. Agendas and Minutes	1. Agendas	c. Who controls the agenda? The common council in cities and the village board in villages may determine the method for setting the governing body's agenda. If the common council or village board have not enacted an ordinance, resolution or otherwise established a policy governing how the body's meeting agenda is prepared, the mayor or village president, arguably, may overrule the request of a particular governing body member to place something on the agenda. However, the mayor or village president would not have the authority to remove something from the agenda if the council or village board, at a meeting, had directed that it be placed there. (p159)

Agenda Development

The Library Board is the authority on agenda topics put forward for meeting action or discussion. Specific propositions for action or discussion submitted to the Library Board President and/or Library Director by at least one member of the Library Board at least five days prior to the meeting date shall be included on the agenda for the next scheduled Library Board meeting. The Library Director may also recommend agenda topics, which shall be approved for the agenda by the Library Board President if not by the full Board at a regular meeting for a future meeting agenda.

The subject matter that the action or discussion relates to, if not the motion itself, shall be on the public notice of the meeting. Members may take steps during a meeting to put current business before the Board on a future meeting's agenda. An agreement among the members, through a formal motion or by unanimous consent, creates such an order.

The Library Board agenda shall be prepared by the Library Director, approved by the Library Board President, and publicly noticed within at least 48 hours of the meeting time. 5 days notice is more typical.

Discussion and Action

The deliberations of the Library Board while in session shall generally be guided by the manual of parliamentary practice commonly known as *Roberts Rules of Order*, except when otherwise limited or modified by these rules.

Propositions for action or discussion should be introduced by the requesting member to initiate deliberation. It is not necessary to have a motion before a discussion can begin.

Some decisions may be made without formal voting action. While important Functional Decision Areas* require a formal vote, routine and/or procedural decisions may be made by unanimous consent without a formal vote provided no member objects. When a suggestion as to procedure or staff direction is made or a routine decision is at hand, the chairperson may ask if anyone objects to following the suggestion or making the decision in a particular way. If no one objects, the chairperson may then 'order' the decision. If there is an objection, the decision shall be made by a formal voting process.

Motions shall be seconded. Voting may be by show of hands or voice. Roll call voting is not required.

**Greendale Public Library Board Trustee Orientation and Resources* (new Trustee training binder), sec. "Board/Director Levels of Engagement in Functional Decision Areas"

Sources consulted for this Guide
- *Roberts Rules of Order*, 11th ed., sec. 49, "Procedure in Small Boards"
  - *The Municipality*, "For the Good of the Order", June 2020, p. 26
- *Greendale Village Code of Ordinances*, ch. 2.08, "Conduct of Deliberations"
- League of Wisconsin Municipalities *Handbook for Wisconsin Municipal Officials*, ch.VI, sec. D. "Rules of Parliamentary Procedure", and sec. G. "Agendas and Minutes"

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

Vision
An inspired and connected community of lifelong learners.

Article I: Identification

The organization shall be called the Greendale Public Library Board of Trustees (the "Board"). The Greendale Public Library is located in the Village of Greendale, Wisconsin and exists by virtue of Chapter 43 of the Wisconsin Statutes and exercising the powers and authority and assuming responsibilities delegated to it under said Statute.

The Board does not discriminate in its policies, decisions, and composition of the Board on any basis protected under applicable federal, state or local law. The Board will comply with state and federal or local laws.

Article II: Membership

Composition of the Board shall be composed of seven (7) members appointed by the Greendale Village President and confirmed by the Greendale Village Board pursuant to Section 1.43 (1) of the Village Code and Section 43.54 Wisconsin Statutes to serve three (3) year terms. The Board members will serve without compensation.

As each Trustee's term is ending the Trustee will provide the Board and the Village President a sixty (60) day notice of their willingness to continue to serve.

If a Trustee is unable to complete a term, it is the responsibility of the Library Board President to inform the Village President that a replacement appointment is needed.

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.

1

Attendance at Board meetings is expected and absence at three (3) consecutive meetings or more than 50% of the annual meetings will result in the Board President requesting that the Village Board remove such member and replace them.

A quorum of four (4) members is required for each meeting.

Article III: Powers and Duties of the Board

The Greendale Library Board shall have the powers, authority and responsibilities delegated to it by Chapter 43 of the Wisconsin Statutes.

Duties
Select a Library Director who holds a Grade 1 Wisconsin Library Certification and is competent to manage the library, its employees, the budget and building. The Board will fix the compensation of the Director.

The Board will provide a meaningful evaluation of the Director each year that will include consideration of a possible adjustment of the Director's salary.

The Board will determine policies for the library and support the library Director in achieving the highest degree of quality of services for the community in operating the library.

The Board shall exercise exclusive control of the expenditures of all moneys collected, donated or appropriated for the library fund. The Board will adopt the annual budget to support the library programing and services.

The Board will participate in financial planning with the Director.
The Board will cooperate with other Village officials and boards and maintain vital public relations.

The Board will observe ethical standards of conduct as set by the Village of Greendale ordinance 1.13 and the State of Wisconsin.

The Board will develop and ensure the mission and vision of the library.

The Board will cooperate with the Friends of the Greendale Public Library Foundation, Inc. dba Friends of the Greendale Public Library, to achieve greater sources of funding and community support. The Board will select one of its members as a liaison to the group.

2

The Board will maintain strategic competencies that are clearly communicated and that guide the Board's decisions.

The Board will conduct an annual self-evaluation and make improvements based on that assessment each April.

The Board will approve and submit the required annual report to the Wisconsin Division of Libraries and Technology and the Milwaukee County Federated Library System and the Village Manager.

Article IV: Officers

Officers will be elected annually at the August monthly meeting for a term of one (1) year. Removal from office may be at any regular meeting of the Board by a two thirds (2/3) majority vote of all members of the Board.

President
Vice President
Treasurer

The President or designee shall preside at all meetings conducted under the open meetings laws. The president or designee shall authorize calls for special meetings, appoint committees, and execute all documents authorized by the Board.

Vice President will assist the president and perform the duties of the president in their absence.

The Treasurer will assist the Director in reviewing accounting of monthly reports to the Board.

Article V: Meetings of the Board

Notice of regularly scheduled monthly meetings and special meetings will be posted in accordance with the provisions of Chapter 19, subchapter V (Open Meetings of Governmental Bodies) of the Wisconsin State Statutes. The minutes and agenda will be sent to the Trustees by the Director ~~at least 24 hours~~ in advance of each meeting. Special meetings may be called with 48 hours' notice by the President of the Board or two (2) other Board members for transactions of business or for special projects that need completion before the next regularly scheduled meeting.

Audio or video conference appearance at a Library Board meeting by a member of the Board is permitted, subject to the requirements of this subsection. Such member must

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notify the library Director sufficiently prior to the meeting to allow for necessary setup. This privilege extends to closed sessions, subject to the same limitations as apply for open sessions. Such appearance should only be used sparingly, due to exceptional circumstances.

~~Proceeding of meetings will be governed by Roberts Rules of Order for Small Boards.~~Proceedings of meetings shall be guided by the Library Board's *Meeting Practices Guide.*

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Order of Business:

Call to order	
Pledge of Allegiance	
Compliance with open meeting laws	
Public comments (1)	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. The Library Board can only discuss matters listed on the agenda.
Approval of minutes	
Approval of financial reports and statements	
Unfinished business	
New business	
Director and Staff report	
President's report	
Foundation and Friends reports	
Correspondence	
Public comments (2)	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 thirty (30) minutes. The Library Board can only discuss matters listed on the agenda.
Closed Session (if noticed)	
Adjournment	

4

Article VI: Director

The library Director shall be appointed by the Board and shall be responsible to the Board. The library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as a technical advisor to the Board. The Director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VII: General

An affirmative vote of the majority of the members present shall be necessary to approve any actions before the Board.

Change of Policies shall be made available to the public at least ten (10) days in advance of the meeting in which action on the Policy will occur.

The library Director and Library Board President are the Library Boards' representatives for communication of information to the public about Library Board business.

The library Director and Library Board President shall communicate library business to the Village Board of Trustees via the Village Manager and/or the Library Board's Village Trustee liaison. The Library Director will not normally communicate formally and directly with members of the Village Board of Trustees (excepting the Library Board's Village Trustee liaison) without first consulting the Village Manager.

Article VIII: Amendments

These Bylaws may be amended at any regular meeting of the Board by a two thirds (2/3) majority vote of all members of the Board, provided written notice of the proposed amendment shall have been sent to all members at least ten (10) days in advance.

Adopted by the Board of Trustees of the Greendale Public Library on March 23, 2018. Amended and readopted October 19, 2022.

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Kate Dombrowski, President

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FUNCTIONAL DECISION AREA	Level of Engagement	
	Library Director	Library Board
Strategy		
Strategic Direction	Recommendation	Approval
Strategic Plan	Recommendation	Approval
Strategic Implementation	Decision	Informed
Strategic Transactions		
Outreach and Community Partnerships	Decision	Informed
Foundation, Friends, MCFLS Agreements and Alliances	Recommendation	Approval
Materials, Programs, & Services		
Program Review Cycle	Decision	Informed
Material Adoption, Approvals & Removals	Decision	Not Involved
Staff Development	Decision	Not Involved
Work Flow	Decision	Not Involved
Library Operations (within allocated budgets)		
Facilities Management	Decision	Informed
Program Operations	Decision	Informed
Policy Review & Revisions	Decision	Approval
Risk Management	Decision	Informed
Information Technology	Decision	Not Involved
Significant, Strategic Programmatic Changes	Recommendation	Approval
Policy Development and Revision	Recommendation	Approval
Human Resources and Organization		
Hiring	Decision	Informed
FMLA Leave Approvals	Decision	Not Involved
Salary Changes/Increases	Recommendation	Approval
Staff Discipline, Evaluations	Decision	Not Involved
Termination Authority (legal issue)[1]	Decision	Informed
Volunteers	Decision	Not Involved
Staff Structure – Organizational Chart	Decision	Consulted

FUNCTIONAL DECISION AREA	Level of Engagement	
	Library Director	Library Board
Financial and Regulatory Management		
Financial Strategy	Recommendation	Approval
Budget	Recommendation	Approval
Financial Reporting	Decision	Informed
Ethical Performance and Compliance	Decision	Informed
Audit	Decision	Informed
Purchasing	Decision	Informed
Paying Invoices	Recommendation	Approval
Allocation of Resources	Decision	Informed
External Relations		
Community Relations/Engagement [2]	Decision	Consulted
Media/Communications Procedure	Decision	Informed
Library Foundation	Decision	Informed
Legal and Regulatory Issues	Decision	Informed
Library Director Effectiveness		
Performance Appraisal	Consulted	Approval
Compensation and Retention	Consulted	Approval
Succession & Transition	Consulted	Approval
Board Governance		
Board Effectiveness	Consulted	Approval
Board Assessment	Decision	Approval

Source: Meeting minutes from the 12/20/2017 Library Board meeting, "The edited 'Levels of Engagement' resource that Trustee Kiltz shared with the board was discussed and finalized. The trustees agreed to use it as a tool for future meetings if needed. This resource has been used with Dr. Kiltz and the School Board and was edited by the Library Board for their purposes."

LIBRARY BOARD MEMO

Date: 10/9/23
To: Library Board
From: Brian Van Klooster, Library Director
Re: Agenda item #7b: Revising the Library Card and Circulation policy, and creating a Fines and Charges policy

Attachments:
- DRAFT Fines and Charges policy
- REVISED Library Card and Circulation policy

Discussion:

I propose to separate the fines and fees information from the Library Card and Circulation policy (revision attached) by moving it to its own new policy (draft attached). This will provide easier public access to the information and simplify the administrative process of making any changes to it.

This is also an appropriate time to review the library's fine and charge amounts. Greendale Public Library's current charges compared to nearby options can be found below.

It is my opinion that our fees overall are in line with other public libraries in the area. Though some libraries charge for community room use, I do not recommend this practice as the staff cost of managing fees equals or outweighs the revenue and can lead to discouragement of use of this community service.

Fines and charges comprised 3.0% of library revenue in 2022 ($20,298). Public photocopy and printing net revenue was $1,691, not including paper costs. (Gross public copier revenue of $5,216 minus public copier lease and maintenance expenses of $3,525). Paper cost would difficult to calculate due to the material use being shared by staff.

Material Charges	Greendale	Franklin	Greenfield	Hales Corners
Daily Overdue (Books, magazines, DVDs, CDs, Kits)	$0.15	$0.10	$0.15	$0.10
Electronic Device Daily Overdue	$1.00	$1.00		
Replacement	Varies +$5.00 Processing	Varies +$5.00 Processing	Varies +$5.00 Processing	Varies +$5.00 Processing

Library Card Charges	Greendale	Franklin	Greenfield	Hales Corners
Replacement Card	$1.00	$1.00	$1.00	$2.00

Fee card (nonresident)	$100.00	$75.00	$50.00	$100.00
Computer visitor pass (nonresident)	$1.00/day	$0	$1.00	$0

Other Charges	Greendale Lib	Office Depot	Franklin Lib	Greenfield Lib	Hales Corners Lib
Fax	$1.75 first page +$1.00 each added page	$1.55 per page	$0.70 connection fee +1.00 each added page	$1.15 first page +$0.15 each added page	$1.75 first page +$1 each added page
Photocopy	$0.15/page BW $0.25 /page color	$0.20 /page BW $.60 /page color	$0.15 /page BW $.25 /page color	$0.15 /page BW $.25 /page color	$0.15 /page BW $.25 /page color
Hold non-pickup	$0	-	$0	$1.00/item	$0
Community Room	$0	-	$10.00-100.00 depending on room and residence +$5.00-10.00 AV equipment use	$25.00-100.00 depending on room and residence +$50.00 AV equipment use	$15.00-50.00 depending on room and residence

Fiscal Impact:
See above

Director's Recommendation
- Do not make changes to any Greendale Library fines and charges.
- Direct to post the revised Library Card and Circulation policy 10 days before November meeting.
- Direct to post the new Fines and Charges policy 10 days before November meeting.

Material	Daily Overdue Charges	Replacement Charge (lost or irreparably damaged)
Book	$0.15	Varies-see item record +$5.00 non-refundable processing fee
Reference Material	$0.15	Varies-see item record +$5.00 non-refundable processing fee
Newspaper	-	Varies-see item record +$5.00 non-refundable processing fee
Magazine	$0.15	$5 each
Book Club Kit	$0.15	Varies-see item record +$5.00 non-refundable processing fee
CD (music or audiobook)	$0.15	Varies-see item record +$5.00 non-refundable processing fee
DVD	$0.15	Varies-see item record +$5.00 non-refundable processing fee
Electronic Device	$1.00	Varies (will not exceed $1000) +$5.00 non-refundable processing fee
Stem Kit	$0.15	Varies-see item record. Individual parts or pieces may be billed separately. +$5.00 non-refundable processing fee

Lost or Irreparably Damaged Materials: Replacement cost as listed in the item record which includes a $5.00 non-refundable processing fee as shown in Fines and Charges policy.

Processing Charges:			
Book Cover	$5	CD or DVD Case	$2
Book Jacket	$1	CD Audiobook Case	$7
Label (Barcode, spine)	$1	Playaway Case	$3
RFID Tag	$2	Playaway Battery Cover	$1
Kit container	$10	Playaway Bookpack Case	$13

Library Card and Access Charges:			Other Charges:	
Replacement Card	$1		Fax	$1.75 first page +$1 each added page
Fee Card-Annual (Nonresident)	$100		Photocopy	$0.15 per page side Black & White $0.25 per page side Color
Computer Visitor Pass 1-Day (Nonresident)	$1		Hold non-pickup	$0
			Community Room	$0

GREENDALE PUBLIC LIBRARY – PATRON POLICY MANUAL
Library Card and Circulation Policy

The Greendale Public Library is a member of the Milwaukee County Federated Library System. Any resident of Milwaukee County, upon presentation of proof of residency and proper identification, is eligible for a Greendale Public Library card at no cost.

BORROWER PRIVILEGES
- Borrow materials eligible for loan from the Greendale Public Library collection as well as any Milwaukee County Federated Library, in compliance with the policies of the Greendale Public Library and the Milwaukee County Federated Library System.
- Utilize the services, programs, and equipment of the library for which a borrower card is required.

REQUIREMENTS
Any resident of Milwaukee County can get a library card with proper identification. A library card may be used **only** by the person to which it has been issued. To access their account, the cardholder must present one of the following: a library card, valid government or school-issued picture ID. By registering, the borrower agrees to comply with all the rules of Greendale Public Library and the Milwaukee County Federated Library System (MCFLS). (Library cards are not issued 15 minutes prior to closing)

All applicants must provide documentation to confirm their identity and Milwaukee County residential address except for children under the age of 16. All applicants must be present, including accounts for children.

Examples of Acceptable Photo IDs
- Valid Driver's license or state ID
- Current Student Picture ID
- Current Military ID
- Passport
- Current Employment Picture ID

Examples of Acceptable Proof of Residency IDs
- A valid and current mortgage or lease agreement with your name and address. (No handwritten receipts)
- Postmarked mail received at your home **within the past month**. (No window envelopes, junk mail, magazines or handwritten envelopes)
- Utility bills (gas, electric, cable and telephone) mailed to you **within the past month**.
- Online account statement from a utility or financial institution with your current address and dated **within the past month**. (Statement can be printed or displayed from a mobile device)
- Recent report card from school
- Current school schedule with address
- Current insurance card with name and address
- Recent paycheck stub with name and address

Approved by the Greendale Public Library Board on May 17, 2017   *1*

- Pre-printed personal Checks (with your checkbook)
- Vehicle Registration

* Please note a Post Office Box or business address is not acceptable as proof of residency but may be used as a mailing address.

* If any patron is unable to provide the above means of identification and address verification, the Library will mail you a post card. When you return the post card to the Library, this will serve as proof of residency.

Children
Children may get their own library card when they are able to print their first and last name. Children under 16 must be accompanied by a parent / guardian who can provide a signature indicating responsibility. If a parent is getting a card for their child we must see the parents picture ID and another form to verify address. The child **MUST** be present to get a library card.

Teens
Persons 16-17 may get a library card on their own, if they can provide two forms of ID as listed above. If teens do not have proper ID, they must be accompanied by a parent / guardian who can show ID as listed above.

BORROWER LIMITATIONS
Patrons 17 and younger may not borrow R rated movies without written consent of a legal parent/guardian. Inquire with staff for the relevant permission forms.
Checkout privileges and remote access to digital resources are suspended when fines exceed $10.
A maximum of 100 items may be loaned on a patron account at any one time.

BORROWER RESPONSIBILITIES
The individual to whom the card is issued, or the parent or guardian of a cardholder under the age of 16, is responsible for the following:
- must present to the library staff at the time of check-out his/her card (if the card is not present, then some other form of positive proof of identification and residency, otherwise borrowing privileges at that time will be denied)
- The return, in good condition, of all materials borrowed
- Payment of fines incurred for any overdue, damaged or lost materials
- Reporting a lost or stolen card immediately to avoid unauthorized use
- Reporting promptly any changes in name, address, phone number and/or email address
- All patrons are encouraged to have their photograph in the circulation record for security purposes.
- Library cards are not transferrable and may be used only by the person to which it has been issued, with special permissions granted for extenuating circumstances.

LOST OR STOLEN LIBRARY CARDS
Lost or stolen library cards should be reported immediately in person or by telephone to prevent unauthorized use or access. Patrons are responsible for all use of their library cards and

all items checked out on their accounts. Lost or stolen library cards can be replaced with proper photo and residency identification at any Milwaukee County Federated Library location. The cost for replacements cards is ~~$1.00~~ indicated in the Fines and Charges policy.~~.~~

> **Commented [LD1]:** Move to new Fines and Charges policy

LIBRARY CARD RENEWAL
Library cards are renewed every two years. At the time of account renewal, the patron must verify all account information with proper documentation either in person or online, as well as pay any fines/fees due. A photo ID **with current address** must be presented **or** an additional proof of residency is required. All fees due must be paid in full at the time of library card renewal.

LOAN PERIODS
The circulation period for most Greendale Public Library material is three weeks with some exceptions. Most materials may be renewed if there are no holds or other restrictions on the items. If requested, loan periods may be extended up to 6 weeks to accommodate vacations for Greendale residents. Extended loans may be granted only for Greendale materials without holds and no longer in 'New' status.

FINES AND CHARGES

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~~Material~~	~~Loan Period~~	~~Limit~~	~~Daily Overdue Fine~~	~~Replacement Charge~~
~~Books~~	~~3 Weeks~~	~~100~~	~~$0.15~~	~~Varies-see item record~~
~~Reference Material~~	~~Not loaned~~	~~-~~	~~-~~	~~Varies-see item record~~
~~Newspapers~~	~~Not loaned~~	~~-~~	~~-~~	~~Varies-see item record~~
~~Magazines~~	~~7 Day~~		~~$0.15~~	~~$5 each~~
~~Book Club Kits~~	~~6 Weeks~~		~~$0.15~~	~~Varies-see item record~~
~~CDs (music or audiobook)~~	~~3 Weeks~~	~~20~~	~~$0.15~~	~~Varies-see item record~~
~~DVDs~~	~~7 Day~~	~~20~~	~~$0.15~~	~~Varies-see item record~~
~~Electronic Device~~	~~Varies~~	~~1~~	~~$1.00~~	~~Varies (will not exceed $1000)~~
~~Stem Kit~~	~~3 Weeks~~	~~-~~	~~$0.15~~	~~Varies-see item record. Individual parts or pieces may be billed separately.~~

> **Commented [LD2]:** Move to new policy: Fines and Charges

In order to safeguard the collection and make materials available to as many people as possible, the Library charges fines for overdue, damaged and lost materials.

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Lost or Irreparably Damaged Materials: Replacement cost as listed in the item record which includes a $5.00 non-refundable processing fee as shown in Fines and Charges policy. Patrons are not allowed to purchase replacements. Patrons must pay the non-refundable replacement cost determined by the library. Refund of replacement cost minus $5 processing fee can be requested if item is returned within 90 days, in good condition (determined by librarian). Collection agency fee is nonrefundable where applicable.

> **Commented [LD3]:** Move to new policy: Fines and Charges

Specific Processing Costs:

Book Cover	$5	CD or DVD Case	$2
Book Jacket	$1	CD Audiobook Case	$7
Label (Barcode, spine)	$1	Playaway Case	$3
RFID Tag	$2	Playaway Battery Cover	$1
Art Bin Box	$10	Playaway Bookpack Case	$13

> **Commented [LD4]:** Move to new policy: Fines and Charges

PIN NUMBER
The PIN acts as a security feature. The PIN is used for computer login at the library or to use the self-checkout stations. It is the patron's responsibility to change the PIN and/or report a lost or stolen library card immediately if the patron wishes to restrict access to the account.
A PIN cannot be disclosed, changed or added over the phone. A PIN can only be changed in person with current identification provided or online through their patron account.

ADDITIONAL TYPES OF SPECIAL LIBRARY CARDS
Fee Card
Non-residents of Milwaukee County may register for a Greendale Public Library borrowing card with proper identification. This card shall cost $100 per year have an annual fee as indicated in the Fines and Charges policy and allows non-residents access to all the materials and services of the Greendale Public Library but not the materials or services of any other member of MCFLS.

> **Commented [LD5]:** Move to new policy: Fines and Charges

Greendale Village Courtesy Employee Card
A Village of Greendale employee may have a courtesy employee card. The employee card may be used only at Greendale Public Library and only to borrow Greendale owned items. In addition to normal registration verification the person must show proof he/she works for the Village of Greendale. This card must be renewed annually.

Student ID as Library Card, and Nonresident Student Card
A Greendale School District student who is not a resident of Milwaukee County may have a courtesy student card. The student card may be used only at Greendale Public Library and only to borrow Greendale owned items and for school-related use only. In addition to normal registration verification the person must show proof he/she is a student in the Greendale School District and does not reside in Milwaukee County. This card must be renewed each academic year.
Alternatively, Greendale School District students and St Alphonsus School students may opt-in to have their barcoded Student IDs and Student 5-digit numbers function as full-service library

cards at the time of student enrollment, via the District's online enrollment process. Inquire with staff for more details. This card is valid through the estimated date of graduation.

School/Nursing Home/Day Care Card
A School/Nursing Home/Day Care Card is a borrower's card issued to a school, nursing home or day care physically located in Greendale and identified by the name on the card. The entity assumes responsibility for materials borrowed in its name.
- School/Nursing Home/Day Care Cards are valid for one year based on the last day of the month in which the registration occurs. For example, a School/Nursing Home/Day Care Card registered on September 15, 2016, would expire on September 30, 2017.
- A School/Nursing Home/Day Care Card application requires two signatures: the Director/Principal and Chief Financial Officer (CFO). For smaller businesses these two positions may be held by the same person. If this is the case, the individual must provide two signatures. The individual's working job title should be noted after each signature.
- School/Nursing Home/Day Care Card holders must complete a new registration application each time a card is applied for. This is to ensure up-to-date signature information and a current list of authorized users.
- There is no charge for a School/Nursing Home/Day Care Card
- Use of a School/Nursing Home/Day Care Card issued by Greendale Library is restricted to our library, and to materials owned by our library.
- Everyone authorized to use the School/Nursing Home/Day Care Cards must have their names listed on the back of the application.
- School/Nursing Home/Day Care Card patrons are blocked from placing Unassisted Patron Holds. Library staff must place holds for this patron type.
- Staff-assisted holds may be placed only on material owned by Greendale Library.
- The only exception to this restriction is Bifokal Kits, which are owned by Milwaukee and West Allis libraries and may be requested and borrowed by any School/Nursing Home/Day Care Center card holders.
- The pickup location for School/Nursing Home/Day Care Card holds must be Greendale Library.

Business Card
A Business Card is a borrower's card issued to a corporate body, herein defined as a "corporation, partnership, proprietorship, government agency, special library, business or trade association" located in Greendale which has assumed responsibility for materials borrowed in its name.
- The business registering for a Business Card must be physically located in Greendale.
- Business Cards are valid for one year based on the last day of the month in which the registration occurs. For example, a Business Card registered on September 15, 2016, would expire on September 30, 2017.
- There is no charge for a Business Card.

- Business Card holders must complete a registration application (Blue) each time a card is applied for. This is to ensure up-to-date signature information and a current list of authorized users.
- A Business Card application requires two signatures - Chief Executive Officer (CEO) and Chief Financial Officer (CFO). For smaller businesses these two positions may be held by the same person. If this is the case, the individual must provide two signatures. The individual's working job title should be noted after each signature.
- Everyone authorized to use the Business Card must have their names listed on the back of the application.
- Business address may not be a P.O. Box number. To help ensure that the registrant is truly a business, the patron must provide the business TAX ID number.
- Business Card borrowing privileges are restricted to business-related materials.
- Use of a Business Card issued by our library is restricted to Greendale Library, and the City of Milwaukee's Central Library.
- Business Card patrons are blocked from placing Unassisted Patron Holds. Library staff must place holds for this patron type.
- The pickup location for Business Card holds must be either Greendale Library or MPL Central Library.

Updated 9/20/17 to reflect change in loan period of new DVDs.
Updated 1/31/18 to reflect change in requiring additional residency ID at renewal if the photo ID has current address and no longer requiring showing photo ID if they do not have a photo in their library record. Updated 3 day materials- we no longer have them.
Updated 1/1/19 to remove $5.00 block from library computer use.
Updated 6/9/2022 for overall clarity, revision of renewal and new account options, revision of material types, fines and charges.

GREENDALE PUBLIC LIBRARY
DIRECTOR'S REPORT

Date: 10/9/23
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: *Directors' Report: October 2023*

Last month in review:
Students have returned in full force after school. Several youth familiar to us from last year, now 7th graders, led to a police call for assistance in escorting the loiterers out of the building. I made calls to 5 parents/caregivers, speaking with each one directly. 8 kids were told they were suspended from library use for one month, until October 22. The Library has been much calmer after school since that time, with many other youth still visiting us for library-appropriate activity. I'm optimistic that this will permanently address our longstanding concerns with this particular group.

Maternity leave reference desk scheduling with our cross-trained Reference/Clerk staff has been successful thus far. Our Reference Associate has been instrumental in adding a few hours each week to help maintain desk coverage and fill in for oddball stuff like program setup and a 2nd evening of desk coverage.

Upcoming/Current month at a glance:
- Begin planning for Dickens and All Staff Day

Statistics:
- MCFLS Dashboard for statistics reporting has been nonfunctional since MCFLS moved to a hosted server the first week of October. Statistics will be reported in November for September and October.

Other (staffing, facility, meetings, materials, programs, budget, MCFLS, and more):
- Meetings of Friends of the Library, Library Board, MCFLS LDAC.
- Fall program details for Northway LED sign submitted.
- Police requested for loitering tweens after school refusing to leave after staff requests, all suspended 1 month, Friday 9/22, made contact with 5 parents to inform.
- Budget meeting with Village Manager, Assistant Mgr, Treasurer on 9/26.
- Brian has organized the 6 smallest MCFLS libraries into a new MCFLS 'Little Libraries Council' special interest group to pursue resource sharing, information sharing, best practices germane to small library operations, first monthly meeting is October 5.
- Greendale High School Summit Place adult volunteers returned to the library this week. By request we've added a 2nd day to their schedule. This is a very special partnership. https://www.youtube.com/watch?v=OR0brTjxXwk (youtube video explaining Summit Place)
- Fire alarm evacuation of CLC on Monday, false alarm due to work in Health Dept.
- Budget prep meeting with Library Board Treasurer on 9/7.
- Budget prep meeting with IT Director on 9/6.
- Lighting work continues, project moving very slowly and quite disruptive
- First week of after-school activity. Communication with school and PD partners.

GREENDALE PUBLIC LIBRARY
STAFF REPORT

Date:
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
*Re: Staff Report: September 2023*

Youth Services (Lisa):
- Programs (most at the Gazebo when weather permitted):
    o Storytime 9/6: 15 attendees
    o Storytime 9/7: 11 attendees
    o Snack, Craft, and Build (School Pennant and South Shore Coin Club) 9/11: 32 attendees
    o Storytime 9/13: 23 attendees
    o Storytime 9/14: 15 attendees
    o Storytime 9/20: 13 attendees
    o Storytime 9/21: 15 attendees
    o Storytime 9/27: 12 attendees
    o Storytime 9/28: 19 attendees
    o Pajama Storytime 9/28: 16 attendees
- Collection Management:
    o 179 materials added
    o Trained a Reference Associate (Kylie) to catalog youth materials
    o Reorganization of part of non-fiction collection (Lisa, Julie, and Sharon)
- Displays:
    o Back to School
    o Friendship
    o Fall/Autumn
    o Halloween & Day of the Dead
    o Scary and "Not So Scary" Stories
    o Hispanic and Latin Culture (chapter books only)
- Community Engagement:
    o Hay Daze 9/23 (Leaf Wreath): 76 attendees
    o Field Workshop Class Field Trip Research Project: 14 attendees

Adult Services:
- Programs:
    o Adult Book Discussion 9/6: *The Four Winds* = 6 attendees. (Emily)
    o Color Me Calm 9/11: 7 attendees. (Lisa +Sharon)
    o Monday Movie Matinee 9/11: *Women Talking* = 7 attendees. (Lisa + Sharon)
    o Badger Talks: Deciding What's True in a Polarized Society 9/18: 20 attendees. (Brian)
- Collection Management:
    o Emily purchased Non-Fiction and Biography books to add to the collection for Sept-Dec and DVDs, Lucky Day DVDs and CDs for Sept-October prior to maternity leave.
    o Materials added to the collection:
        Non-Fiction: 22, Biography: 3, DVDs: 17, CDs: 13
- Social Media/Marketing: (Sharon)

- The most popular post for the month was the *Throwback Thursday ft. Library Card Sign Up Month* post on 9/14/23 with 13 likes and 1,571 accounts reached.
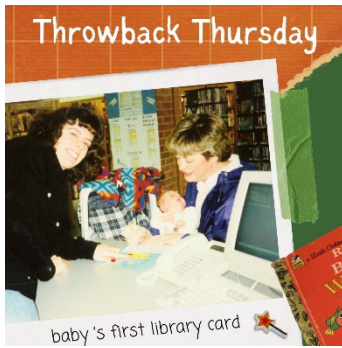
- Facebook (GrndPublicLibrary): 2,084 Followers, 21 Posts this month
  - Post reach: 3,173
  - Post Engagement: 709
  - New Page likes: 14
  - New followers: 16
- Instagram (GrndPublicLibrary): 369 Followers

- Book Displays: (Sharon)
  - Help With Your How-Tos

  - Hispanic + Latine Heritage Month (Sept 15-Oct 15)

  - Civic Engagement (with Brian)

Teen Services (Megan):
- Community Engagement
  - Went to St. Al's to meet with students to promote Reading Rampage
- Collection Development
  - Materials Purchased
    - Adult Fiction: 48 books
    - YA: 12 books

- Large Print: 6 books
- Audiobooks: 5 books
  - I finished weeding the Adult Fiction Collection
  - Started a project with Ashley and Kylie to color-code the YA fiction collection into genres
- Programs:
  - Teen & Tween Anime: 8
  - Teen & Tween Craft: 8
  - Teen & Tween Bingo: 27
  - Volunteen (cards for Veterans): 9
- Book Display
  - Graphic Novels
- Social Media
  - TikTok (GrndPublicLibrary): 1746 Followers
    - 11 videos this month
    - Highest viewed video: 1664 views
  - Instagram (GrndPublicLib_Teens): 117 Followers
    - 14 posts this month

Circulation Services (Julie):

Staffing:

- Clerks Kylie and Ashley began taking regular Reference shifts beginning the week of 9/11. In addition to helping cover the Ref Desk, during these shifts they have helped with cataloging and assisting Lisa with reordering damaged youth materials and identifying issues with backordered material.
- Temp Clerk Christina's last day with us was 9/27. She was a tremendous help getting us through a tricky month and we were glad to have her.
- All Circulation Staff evaluations were conducted. Lorman training courses were assigned to all circ staff as part of evaluation goals for upcoming year.
- Began recruitment process for a 3rd Shelver. This position will enable us to accommodate requests for reduced hours from our 2 current Shelvers due to family and school obligations. The posting closed on 9/26 with 19 applicants. Interviews will likely be scheduled for mid-October

Programs:

- Jen helped prep the back-to-school pennant craft for Snack, Craft and Build. Miranda assisted during the program, helping families and taking kids pictures for their pennants.
- Jen worked with Lisa to prep and be a helper for a homeschool class visit that included a stuffed animal hunt. She also assisted Kate and Lisa at Storytimes and helped organize the Hay Daze craft.
- Kayla's successful Stories with Samson program resumed on 9/23

Circ Projects:

- This year's Student ID as Library Card import went extremely well. After a meeting with the School District and MCFLS offices in August to develop a plan and identify some potential trouble areas the import was successfully completed on 9/22 with minimal cleanup accomplished on 9/25. Communication between all 3 departments was consistent and productive. This was the smoothest and cleanest data import for this program since its inception in 2018.
- Met with Lisa to discuss improving the organization and visibility of the popular "Who Was" book series as well as it's offshoot series "What Was", "Where is", and "What do We Know About".
- Met with Megan to discuss implementing color coding genres in YA Fiction
- Clerks helped keep Youth book displays well stocked and assisted with shelving

Misc:

LIBRARY BOARD MEMO

Date: 10/11/23
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Trustee Continuing Education: MCFLS 2024 Proposed Budget and System Plan***

Attachments:
- MCFLS 2024 Proposed Budget (Board access)
- MCFLS 2024 System Plan (Board access)

Discussion:

Wisconsin law requires all public libraries to be members of a public library system. The system may take any variety of forms, but all have certain basic statutory requirements for the services they must offer to their members. The annual Budget is slightly reformatted. The annual System Plan it submits to the DPI is a helpful overview of the services it offers. Though neither format is particularly reader-friendly, MCFLS's transparency in budgeting and thoughtfulness in narrative offers instructive detail.

The most interesting sections of the Plan are "Describe significant needs and problems" (pg 1), and "Assurances" (pg 3-8). The "Assurances" section lists each statutory requirement and what the System does (Ongoing Activities) and will do (New/Priority Activities) to meet the requirement.

I include this document annually to inform or remind Library Board members that the State's public library systems are an outstanding example of intergovernmental coordination and cooperation. The extent of services that a library system offers to library users directly, and to library staff, is extraordinary considering their small office and modest administrative budget. Libraries would be unable to provide even a fraction of the services and resources the system helps them provide if they had to do this coordination and management independently.