



Community Learning Center Meeting Room, 5647 Broad Street

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|-----|---|-------------|
| 1) | Call to Order | |
| 2) | Pledge of Allegiance | |
| 3) | Public Comments (1) | |
| 4) | Approval of the Minutes: August 16, 2023 meeting | ACTION |
| 5) | Financial Reports and Statements: | |
| | a) Check Register: August 2023 | ACTION |
| | b) Revenues and Expenditures to Actual Comparison: August 2023 | INFORMATION |
| | c) Balance Sheet: August 2023 | INFORMATION |
| 6) | Unfinished Business and Discussion: NONE | |
| 7) | New Business and Discussion: | |
| | a) Consider a motion to approve 2024 Library Budget submittal to Village Manager
MEMO, ATTACHMENT | ACTION |
| | b) Discuss process and goals for new strategic planning cycle
MEMO | DISCUSSION |
| 8) | Informational Items: | |
| | a) Director and Staff Reports | |
| | b) President's Report | |
| | c) Foundation/Friends Board Report | |
| | d) Trustee continuing education | |
| | WEBLINK: ALA Library Bill of Rights and Freedom to Read statement. | |
| | VIDEO: (16 minutes) ALA eLearning - Short takes for Trustees: Intellectual Freedom | |
| 9) | Correspondence | |
| 10) | Public Comments (2) | |
| 11) | Closed Session: Consider 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. <i>Specifically, to discuss results of Library Director Annual Performance Evaluation</i>

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*

Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, August 17, 2023

President Dombrowski called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:35 PM.

Trustees Present: Amidzich, D'Amato, Dombrowski, Hughes, Jensen, Kobleska, Unger
Excused: none
Also Present: Van Klooster- Library Director

PUBLIC COMMENTS (1)

Lara Miller of Lakeside Drive spoke on behalf of PAGE in favor of the Library's Teen and Tween Pride Month program.

Linda Larson of Municipal Square spoke in support of the Pledge of Allegiance.

APPROVAL OF THE MINUTES

Trustee Unger moved, Trustee Kobleska seconded approval of the July 19, 2023 minutes.

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

APPROVAL OF FINANCIAL REPORTS

Check Register: July 2023

Trustee D'Amato moved, Trustee Dombrowski seconded approval of the July 2023 expenditures in the total amount of \$10,290.15. Van Klooster pointed out the explanatory note from the Deputy Clerk about double transactions.

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

REVIEW OF FINANCIAL STATEMENTS

- a) Revenues and Expenditures to Actual Comparison: July 2023
- b) Balance Sheet: July 2023
- c) Quarterly report of Friends/Foundation revenue deposited at library

UNFINISHED BUSINESS

- a) Discuss / Motion to adopt a revised *Library Board Bylaws*, Article V, specifically, to add the Pledge of Allegiance to the Order of Business.

Trustee Unger moved, Trustee Kobleska seconded a motion to adopt a revised *Library Board Bylaws*, Article V, specifically, to add the Pledge of Allegiance to the Order of Business.

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

- b) Discuss / Motion to re-adopt the *Programs, Displays and Exhibits* policy, specifically, to include provision for, "...secondary peer review of chosen programs and displays representing polarizing social topics," under Policy section, page 1, and to strike the words, "...regularly scheduled..." from critical comment response under Procedure section, page 3.

Trustee Unger moved, Trustee Amidzich seconded a motion re-adopt the *Programs, Displays and Exhibits* policy, specifically, to include provision for, "...secondary peer review of chosen programs and displays representing polarizing social topics," under Policy section, page 1, and to strike the words, "...regularly scheduled..." from critical comment response under Procedure section, page 3.

Dombrowski asked to confirm that the "secondary peer" is the Library Director. Van Klooster affirmed this.

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

- c) Discuss / Motion to re-adopt the *Materials Selection and Self Published Author* policy, specifically, to include provision for, "...secondary peer review of chosen materials representing polarizing social topics," under Criteria for Selection section, page 3.

Trustee Unger moved, Trustee D'Amato seconded a motion to re-adopt the *Materials Selection and Self Published Author* policy, specifically, to include provision for, "...secondary peer review of chosen materials representing polarizing social topics," under Criteria for Selection section, page 3.

Dombrowski asked to confirm that the "secondary peer" is the Library Director. Van Klooster affirmed this. Amidzich cautioned against secondary peer review being a deterrent to selecting material on a polarizing social topic in order to avoid controversy. Hughes echoed sentiment and said if a library is doing its job correctly then controversial material should find its way into the collection to ensure all perspectives are represented. Kobleska said he believes staff are already being balanced in their collection decisions.

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

- d) Discuss annual joint Library Board / Village Board meeting invitation for September.

Van Klooster reported that Village Manager Hawes recommends skipping a joint meeting this year for several reasons related to Trustee limited schedule availability and absence of major topics for discussion. Hughes recommended that Hawes be invited to the September regular library board meeting to provide budget information and Village strategic direction for upcoming year as it relates to Library service.

NEW BUSINESS

- a) Consider motions to elect Library Board Officers.

Trustee Kobleska moved, Trustee Hughes seconded a motion to elect D'Amato as President.

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

Trustee Jensen moved, Trustee Hughes seconded a motion to reelect Kobleska as Vice President.

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

Trustee Dombrowski moved, Trustee Unger seconded a motion to reelect Jensen as Treasurer.

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

Unger volunteered to return to acting as Board Liaison to the Friends of the Library, giving priority to BOT meetings, starting September.

Jensen left the meeting at 6:05PM

- b) Summary of annual staff performance evaluations.

Van Klooster reviewed his memo.

- c) Annual review of DPI annual report comparative statistics.

Van Klooster provided a few highlights of the statistics including how GPL size and budget are comparable to communities while amount of business and therefore staff costs are higher than average, attributable to being within state's highest county population center. He said he intends to continue with a goal of talking to several 10% libraries to get more detailed insight into how Greendale compares to them. Van Klooster said Greendale is "small but mighty" within MCLFS, meaning budget and size are 5th smallest, but circulation is 4th highest.

- d) Discuss program attendance rules, including permission slips.

Van Klooster referred to notes sent to members under separate cover including legal opinion of Village attorney regarding issues to consider when exploring options for restricting attendance at library programs. Discussion ensued, primarily exploring ideas for practical methods for managing program attendance by young people.

- e) Discuss programming philosophy and practice.

Members did not explore this topic in depth, instead suggesting Van Klooster pursue a formal process that would include this topic in a larger strategic planning effort to replace the now-completed 5 year plan.

- f) Discuss programming strategic direction.

Members did not explore this topic in depth, instead suggesting Van Klooster pursue a formal process that would include this topic in a larger strategic planning effort to replace the now-completed 5 year plan.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Library Director and Staff Reports: Van Klooster reported on recent staff hiring.
- b) President's Report: Dombrowski noted her appreciation for the opportunity to serve as President.
- c) Friends/Foundation Report: Van Klooster said the Book Sale earned \$1200, Friends have another Saturday family program planned for October.

CORRESPONDENCE

NONE

PUBLIC COMMENTS (2)

Mary Grogan of Sutton Lane spoke in favor of permission slips for library programs.

ADJOURNMENT

The meeting adjourned at 7:25 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
60368							
GREENDALE PUBLIC LIBRARY							
08/23	07-51-75031	LIBRARY PROGRAMS	08/18/2023	11.53	2022 BALANCE	SRP DISPLAY SUPPLIES	823
08/23	07-51-56300	TRAINING	08/18/2023	28.75	2022 BALANCE	STAFF DAY SUPPLIES	823
08/23	07-51-56300	TRAINING	08/18/2023	30.00	2022 BALANCE	STAFF DAY SUPPLIES	823
08/23	07-51-56300	TRAINING	08/18/2023	6.98	2022 BALANCE	STAFF DAY SUPPLIES	823
08/23	07-51-56506	SERIALS	08/18/2023	4.00	2022 BALANCE	USA TODAY	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/18/2023	42.12	2022 BALANCE	SRP DISPLAY SUPPLIES	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/18/2023	7.54	2022 BALANCE	DISPLAY SUPPLIES	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/18/2023	6.31	2022 BALANCE	DISPLAY SUPPLIES	823
Total 60368:				137.23			
60375							
FORWARD TS (FORMERLY OFF COPY EQUIP)							
08/23	07-51-51200	OPERATING EQUIPMENT	08/18/2023	1,728.60	AR200382	COPIER-LIBRARY	823
Total 60375:				1,728.60			
60380							
PERMACARD							
08/23	07-51-55100	OFFICE SUPPLIES	08/18/2023	849.80	221947	CARD KEY TAG SET	823
Total 60380:				849.80			
60381							
AURORA HEALTH CARE							
08/23	07-51-92900	MISCELLANEOUS	08/18/2023	111.00	1710545	PHYSICAL	823
Total 60381:				111.00			
60383							
AMAZON CAPITAL SERVICES							
08/23	07-51-56500	ADULT BOOKS	08/18/2023	41.00	JULY 2023	ADULT BOOKS NF/FIC	823
08/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/18/2023	71.76	JULY 2023	ADULT MEDIA RECIP	823
08/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/18/2023	54.97	JULY 2023	LARGE PRINT RECIP	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/18/2023	187.51	JULY 2023	SRP YOUTH PRIZES	823
08/23	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	08/18/2023	54.99	JULY 2023	STORAGE HOOKS	823

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 60383:				410.23			
21112433							
ACH WE ENERGIES							
08/23	07-51-57100	UTILITIES	08/28/2023	1,750.96	7202023	5647 Broad-5650 Parking St-Library	723
08/23	07-51-57100	UTILITIES	08/28/2023	1,750.96-	7202023	5647 Broad-5650 Parking St-Library	V 723
08/23	07-51-57100	UTILITIES	08/28/2023	8.39	7202023	5647 Broad-5650 Parking St Library	723
08/23	07-51-57100	UTILITIES	08/28/2023	8.39-	7202023	5647 Broad-5650 Parking St Library	V 723
Total 21112433:				.00			
21112437							
ACH US BANK PCARD							
08/23	07-51-56506	SERIALS	08/28/2023	3.00	7-REDDIN-2023	USA Today not delivered	823
08/23	07-51-56506	SERIALS	08/28/2023	3.00-	7-REDDIN-2023	USA Today not delivered	V 823
08/23	07-51-75028	LIB DONATION PURCHASE	08/28/2023	103.29	7-REDDIN-2023	Teen SRP Books: Friends Donation	823
08/23	07-51-75028	LIB DONATION PURCHASE	08/28/2023	103.29-	7-REDDIN-2023	Teen SRP Books: Friends Donation	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	4.50	7-REDDIN-2023	Teen Anime Club	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	4.50-	7-REDDIN-2023	Teen Anime Club	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	19.32	7-REDDIN-2023	Teen SRP Snacks	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	19.32-	7-REDDIN-2023	Teen SRP Snacks	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	99.16	7-REINKE-2023	Youth Program-SRP Prizes	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	99.16-	7-REINKE-2023	Youth Program-SRP Prizes	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	9.95	7-REINKE-2023	Youth Program-Craft	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	9.95-	7-REINKE-2023	Youth Program-Craft	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	5.26	7-REINKE-2023	Youth Program-Craft	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	5.26-	7-REINKE-2023	Youth Program-Craft	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	3.43	7-REINKE-2023	Youth Program-Craft	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	3.43-	7-REINKE-2023	Youth Program-Craft	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	23.06	7-REINKE-2023	Youth Program-Slime	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	23.06-	7-REINKE-2023	Youth Program-Slime	V 823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	6.87	7-REINKE-2023	Youth Program	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	6.87-	7-REINKE-2023	Youth Program	V 823
08/23	07-51-55100	OFFICE SUPPLIES	08/28/2023	34.07-	7-SCHUMA-2023	Notepads	V 823
08/23	07-51-55100	OFFICE SUPPLIES	08/28/2023	34.07	7-SCHUMA-2023	Notepads	823
08/23	07-51-55100	OFFICE SUPPLIES	08/28/2023	58.29-	7-SCHUMA-2023	Copy paper and page protectors	V 823
08/23	07-51-55100	OFFICE SUPPLIES	08/28/2023	58.29	7-SCHUMA-2023	Copy paper and page protectors	823
08/23	07-51-56506	SERIALS	08/28/2023	108.00	7-VANKLO-2023	MKE BizTimes annual subscription	823

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
08/23	07-51-56506	SERIALS	08/28/2023	108.00-	7-VANKLO-2023	MKE BizTimes annual subscription	V 823
08/23	07-51-56506	SERIALS	08/28/2023	174.04	7-VANKLO-2023	WSJ Quarterly subscription	823
08/23	07-51-56506	SERIALS	08/28/2023	174.04-	7-VANKLO-2023	WSJ Quarterly subscription	V 823
08/23	07-51-51200	OPERATING EQUIPMENT	08/28/2023	224.00	7-VANKLO-2023	CLC Elevator BiMonthly LIBRARY 75%	823
08/23	07-51-51200	OPERATING EQUIPMENT	08/28/2023	224.00-	7-VANKLO-2023	CLC Elevator BiMonthly LIBRARY 75%	V 823
08/23	07-51-56504	YOUTH BOOKS	08/28/2023	48.21	7-VANKLO-2023	Youth Books and DVDs	823
08/23	07-51-56504	YOUTH BOOKS	08/28/2023	48.21-	7-VANKLO-2023	Youth Books and DVDs	V 823
08/23	07-51-75028	LIB DONATION PURCHASE	08/28/2023	41.92	7-VANKLO-2023	FriendsLuckyDayDVD	823
08/23	07-51-75028	LIB DONATION PURCHASE	08/28/2023	41.92-	7-VANKLO-2023	FriendsLuckyDayDVD	V 823
08/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/28/2023	314.33	7-VANKLO-2023	ADULT DVD	823
08/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	08/28/2023	314.33-	7-VANKLO-2023	ADULT DVD	V 823
08/23	07-51-56504	YOUTH BOOKS	08/28/2023	397.73	7-VANKLO-2023	auto order CATS	823
08/23	07-51-56504	YOUTH BOOKS	08/28/2023	397.73-	7-VANKLO-2023	auto order CATS	V 823
08/23	07-51-56503	ADULT LARGE PRINT	08/28/2023	208.17	7-VANKLO-2023	ADULT LP	823
08/23	07-51-56503	ADULT LARGE PRINT	08/28/2023	208.17-	7-VANKLO-2023	ADULT LP	V 823
08/23	07-51-56500	ADULT BOOKS	08/28/2023	676.04	7-VANKLO-2023	Adult books FIC	823
08/23	07-51-56500	ADULT BOOKS	08/28/2023	676.04-	7-VANKLO-2023	Adult books FIC	V 823
08/23	07-51-75028	LIB DONATION PURCHASE	08/28/2023	540.88	7-VANKLO-2023	Friends SRP youth book prize	823
08/23	07-51-75028	LIB DONATION PURCHASE	08/28/2023	540.88-	7-VANKLO-2023	Friends SRP youth book prize	V 823
08/23	07-51-56504	YOUTH BOOKS	08/28/2023	400.63	7-VANKLO-2023	Youth Books and DVDs	823
08/23	07-51-56504	YOUTH BOOKS	08/28/2023	400.63-	7-VANKLO-2023	Youth Books and DVDs	V 823
08/23	07-51-56501	YOUNG ADULT BOOKS	08/28/2023	70.26	7-VANKLO-2023	TeenBooks	823
08/23	07-51-56501	YOUNG ADULT BOOKS	08/28/2023	70.26-	7-VANKLO-2023	TeenBooks	V 823
08/23	07-51-56500	ADULT BOOKS	08/28/2023	247.41	7-VANKLO-2023	Adult books NF	823
08/23	07-51-56500	ADULT BOOKS	08/28/2023	247.41-	7-VANKLO-2023	Adult books NF	V 823
08/23	07-51-56502	ADULT AUDIO BOOKS	08/28/2023	31.99	7-VANKLO-2023	Adult Audio	823
08/23	07-51-56502	ADULT AUDIO BOOKS	08/28/2023	31.99-	7-VANKLO-2023	Adult Audio	V 823
08/23	07-51-56502	ADULT AUDIO BOOKS	08/28/2023	71.48	7-VANKLO-2023	Adult Audio	823
08/23	07-51-56502	ADULT AUDIO BOOKS	08/28/2023	71.48-	7-VANKLO-2023	Adult Audio	V 823
08/23	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2023	75.35	7-VANKLO-2023	FAUCET REPAIR-CUSTODIAL SINK	823
08/23	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2023	75.35-	7-VANKLO-2023	FAUCET REPAIR-CUSTODIAL SINK	V 823
08/23	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2023	84.99	7-VANKLO-2023	LED WORKROOM BULBS	823
08/23	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2023	84.99-	7-VANKLO-2023	LED WORKROOM BULBS	V 823
08/23	07-51-56300	TRAINING	08/28/2023	79.00	7-VANKLO-2023	ContinuingEdCourse-Director	823
08/23	07-51-56300	TRAINING	08/28/2023	79.00-	7-VANKLO-2023	ContinuingEdCourse-Director	V 823
Total 21112437:				.00			

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
211112433							
ACH WE ENERGIES							
08/23	07-51-57100	UTILITIES	08/28/2023	1,750.96	7202023	5647 Broad-5650 Parking St-Library	723
08/23	07-51-57100	UTILITIES	08/28/2023	8.39	7202023	5647 Broad-5650 Parking St Library	723
Total 211112433:				1,759.35			
211112437							
ACH US BANK PCARD							
08/23	07-51-56506	SERIALS	08/28/2023	3.00	7-REDDIN-2023	USA Today not delivered	823
08/23	07-51-75028	LIB DONATION PURCHASE	08/28/2023	103.29	7-REDDIN-2023	Teen SRP Books: Friends Donation	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	4.50	7-REDDIN-2023	Teen Anime Club	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	19.32	7-REDDIN-2023	Teen SRP Snacks	823
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08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	5.26	7-REINKE-2023	Youth Program-Craft	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	3.43	7-REINKE-2023	Youth Program-Craft	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	23.06	7-REINKE-2023	Youth Program-Slime	823
08/23	07-51-75031	LIBRARY PROGRAMS	08/28/2023	6.87	7-REINKE-2023	Youth Program	823
08/23	07-51-55100	OFFICE SUPPLIES	08/28/2023	34.07	7-SCHUMA-2023	Notepads	823
08/23	07-51-55100	OFFICE SUPPLIES	08/28/2023	58.29	7-SCHUMA-2023	Copy paper and page protectors	823
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08/23	07-51-56501	YOUNG ADULT BOOKS	08/28/2023	70.26	7-VANKLO-2023	TeenBooks	823
08/23	07-51-56500	ADULT BOOKS	08/28/2023	247.41	7-VANKLO-2023	Adult books NF	823
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08/23	07-51-56502	ADULT AUDIO BOOKS	08/28/2023	71.48	7-VANKLO-2023	Adult Audio	823
08/23	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2023	75.35	7-VANKLO-2023	FAUCET REPAIR-CUSTODIAL SINK	823
08/23	07-51-61100	MAINT SUPPLIES-BUILDING	08/28/2023	84.99	7-VANKLO-2023	LED WORKROOM BULBS	823
08/23	07-51-56300	TRAINING	08/28/2023	79.00	7-VANKLO-2023	ContinuingEdCourse-Director	823

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 211112437:				4,164.63			
Grand Totals:				9,160.84			

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
August 31, 2023

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	103,141.93	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	246.80	13,000.00	17,990.61	(4,990.61)	138%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	434.46	5,200.00	3,080.62	2,119.38	59%
07-00-22959	LIBRARY FINES	1,399.51	12,000.00	8,580.32	3,419.68	72%
07-00-22960	LIBRARY BOOK CHARGES	271.76	2,000.00	1,319.01	680.99	66%
07-00-22965	CLC REVENUES	-	-	-	-	-
07-00-22968	OTHER REVENUES	468.02	1,200.00	1,052.31	147.69	88%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		105,962.48	700,366.00	699,059.81	1,306.19	100%
EXPENSES						
07-51-42100	SALARIES - REGULAR	19,873.60	257,100.00	169,046.44	88,053.56	66%
07-51-42200	SALARIES - TEMPORARY	13,576.27	158,300.00	105,272.49	53,027.51	67%
07-51-42300	SALARIES - OVERTIME	47.46	-	47.46	(47.46)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,156.61	57,205.00	35,525.52	21,679.48	62%
07-51-45200	LIFE INSURANCE	48.85	470.00	303.98	166.02	65%
07-51-46100	SOCIAL SECURITY	1,536.82	19,431.00	12,913.21	6,517.79	66%
07-51-46200	WRS EMPE/EMPR	1,785.13	17,483.00	14,961.86	2,521.14	86%
07-51-46300	MEDICARE	456.95	6,023.00	3,749.04	2,273.96	62%
07-51-51200	OPERATING EQUIPMENT	1,952.60	16,200.00	9,896.41	6,303.59	61%
07-51-53920	MCFLS COMPUTER CONTRACT	-	17,279.00	19,865.00	(2,586.00)	115%
07-51-55000	COMMUNICATIONS	-	1,050.00	129.78	920.22	12%
07-51-55100	OFFICE SUPPLIES	1,011.46	8,800.00	4,249.89	4,550.11	48%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	144.73	3,100.00	2,272.24	827.76	73%
07-51-56500	ADULT BOOKS	964.45	15,000.00	10,792.13	4,207.87	72%
07-51-56501	YOUNG ADULT BOOKS	70.26	1,500.00	1,045.03	454.97	70%
07-51-56502	ADULT AUDIO BOOKS	103.47	600.00	422.92	177.08	70%
07-51-56503	ADULT LARGE PRINT	208.17	1,000.00	742.99	257.01	74%
07-51-56504	YOUTH BOOKS	846.57	15,000.00	9,833.60	5,166.40	66%
07-51-56506	SERIALS	289.04	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	564.07	26,250.00	15,165.73	11,084.27	58%
07-51-61100	MAINT SUPPLIES-BUILDING	160.34	8,100.00	6,067.27	2,032.73	75%
07-51-75023	LIBRARY - MCFLS RECIP EXP	441.06	6,000.00	3,083.83	2,916.17	51%
07-51-75028	LIB DONATION PURCHASE	686.09	13,000.00	13,704.70	(704.70)	105%
07-51-75031	LIBRARY PROGRAMS	426.56	3,000.00	4,459.02	(1,459.02)	149%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	54.99	8,800.00	2,262.37	6,537.63	26%
07-51-92900	MISCELLANEOUS	111.00	1,200.00	234.31	965.69	20%
Total LIBRARY EXPENSES:		49,516.55	678,813.00	462,413.27	216,399.73	68%

VILLAGE OF GREENDALE
BALANCE SHEET
8/31/2023

ASSETS

07-00-111000	CASH DEPOSIT	\$	247,871.69
07-00-111080	PETTY CASH	\$	200.00
07-00-123070	PREPAID ITEMS	\$	-
07-00-173090	DUE FROM TRUST AGENCY	\$	-

TOTAL ASSETS		\$	<u>248,071.69</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	\$	(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	\$	236,646.54

TOTAL LIABILITIES AND EQUITY		\$	<u>248,071.69</u>
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AMOUNTS ARE UNAUDITED

GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 9/11/2023

To: Library Board

From: Brian Van Klooster, Library Director

Re: ***Agenda item #7-a, Discuss 2024 Library Budget submittal to Village Manager***

Attachments:

- 2024 Library Budget and Accounts
 - Weblinks:
 - Budget Questionnaires (Capital, Operating)
 - Capital Requests (copiers, self check kiosks, acoustic insulation, roof, carpet, etc)
-

Discussion:

2023

Revenues

- *Donations* - will exceed projection by at least \$7,000 thanks to unplanned donations earmarked for Explorer Passes, and unexpected gifts by individuals.

Expenditures

- *Donations* – will exceed projection in an amount equal to Donations Revenue.
- *Programs* - will use up to \$3,000 of additional *Donations* funding to cover increased performer-based story time frequency costs not already planned for offset by Friends of the Library.
- *MCFLS Computer Contract* – will be \$2,500 higher than estimated.
- *Salaries-Temporary* – will be \$5,000 higher than estimated due to increased part time staff coverage for librarian maternity leave of full 120 days.

Fund Balance

- Will be unspent. Carryover of fund balance will be 1.5% of proposed 2024 annual expenditures provided 2024 Tax Levy revenue request is granted.

2024

Revenues

- *Property Tax Levy* – Estimated request increase of 3.7% (\$24,000).
 - This is the same dollar value as 2022-2023 increase. Primarily accounts for staff wage and benefit increases.
 - *Reciprocal Borrowing* - Reduce by -\$5,000.
 - Fewer net loans to nonresidents between 10/2021 and 9/2022 (-.5% net, from 2.9% to 2.4%).
 - Annually \$6,000 of this revenue is earmarked for media purchases.
 - Reminder: this revenue is highly variable year over year due to its interdependence on other libraries' use patterns in the same period and the MCFLS Reciprocal Borrowing formula. It is not possible to intentionally control this revenue outside of major MCFLS system contract negotiations.
 - *Donation* – Increase estimate by 30% (to \$17,000).
-

- Reflect recent years' pattern of increased donation revenue.

Expenditures

- *Library Programs* – increase by \$3,000 to maintain at \$6,000.
 - Increased frequency of performer-provided story time.
 -

Fiscal implication:

See above.

Library Director's recommendation:

Review, revise as needed, and approve Library 2024 budget submittal to Village Manager.



**Village of Greendale
2024 Budget
Departmental Operating Budget Questionnaire**

1. **Name:** Brian Van Klooster
2. **Department:** Library
3. **Budget Narrative: Please provide a brief high-level summary of your recommended 2024 departmental budget. Highlight notable differences from your department's 2023 budget.**

With the attached budget that includes a modest increase to sustain current services, the library will continue to operate at a level the community is accustomed to. Notable differences in costs occur in capital requests, to help maintain an aging facility and equipment, and make modest changes to improve the overall library physical appearance.

4. **New Expenses and Cost Increases: Please provide additional information about any items requested in your budget for additional funding other than base operating increases (e.g. utilities, insurance, etc.). Describe the request(s) (including dollar amount), reason for the request, and the source of the budget amount.**

Program expenses of \$6000 accommodate return of pre-pandemic service levels.

5. **Budget Efficiencies: Please describe any cost efficiencies that you have included in your budget. What are you doing to control costs and please describe any cost-saving measures incorporated into your budget.**

No cost efficiencies have been included, as the library takes advantage of the majority of those already available and has adjusted accommodate others in the recent past. For example, efficiency adjustments made within the past 10 years include moving staff to a unified single service point where all staff are cross-trained, strategically staffing the youth area during peak hours only, outsourcing some story time services to a private contractor paid for by donation funds, recruiting the Friends of the Library to offer some public programming opportunities on weekends, providing self-service holds pickup and checkout, etc. Few opportunities for efficiency remain. Those that do remain include vendor-preprocessed materials and profile-based auto-ordering of materials. Both of these efficiencies have serious drawbacks for us at this time due to the added cost for these services, and reduced work for staff during slow customer service periods.

6. **User Fees: Please review the current Village Fee schedule and discuss any fees/rates charged by your department that could be created or adjusted.**

Libraries are intended to be free for their inhabitants and provide 'same services' at an equal cost to residents of the shared system in which they are a part. Very few user fees may be collected by public libraries in general, as described in Wisconsin state law. Greendale Library borrower fines are set to be congruent with neighboring MCFLS library fees. This revenue item is less than 2% of total revenue. The daily overdue charge increased from \$.10/day to \$.15/day in 2017. Replacement fines are set to recover costs only. Copier

and fax service fees are set to be congruent with the same services as offered elsewhere in the community. In some MCFLS library communities, libraries have begun to eliminate borrower fines altogether for overdue materials.

- 7. Other Revenues: Are you aware of any grants or other funding sources that can support your department's services? Please note any existing grants and any new grants that may be available.**

No grants or other funding sources exist that can be depended upon for regular library operations. This topic was discussed extensively at the Library Board level in December 2022. Potential for increased planned charitable giving is possible but should be an organized, strategic effort that the Library Director and Library Board have considered but are not yet prepared to pursue. A staff memo was prepared for the December 2022 Library Board meeting containing more detail on this topic.

- 8. Service Reductions: If the Village is forced to reduce service levels in order to balance the budget, which services could realistically be cut or reduced in your department if necessitated and what would be the anticipated cost savings?**

The only remaining areas of savings are staff costs. If staff costs are reduced, library services will be reduced. Library service reductions could include fewer operating hours, slower collection management and reduced maintenance, and reduced frequency and quality of programming.

- 9. Personnel Summary: Attach an updated departmental organization chart identifying the reporting relationships and departmental positions.**

- a. Please complete the table below with your recommended 2024 staffing levels:**

Position Title	2023 # of Positions		2024 # of Positions	
	Full-Time	Part-Time	Full-Time	Part-Time
Director	1	-	1	-
Librarian	3	-	3	-
Reference Associate	-	1	-	1
Clerk	-	7	-	7
Shelver	-	2	-	2
Circulation Supervisor	-	1	-	1
Department Total	4 (4 FTE)	11 (4.8 FTE)	4 (4 FTE)	11 (4.8 FTE)

- b. If your department has any Part-Time Employees please identify the number of hours each is expected to work each year. If there is a change from one year to the other, either an increase or decrease, please attach a general explanation.**

Part-Time Positions	2023 # of Positions		2024 # of Positions	
	Less than 1,200 Hrs	More than 1,200 Hrs	Less than 1,200 Hrs	More than 1,200 Hrs
Circulation Supervisor	-	1 (.65 FTE)	-	1 (.65 FTE)
Lead Clerk	-	1 (.62 FTE)	-	1 (.62 FTE)
Reference Associate	1 (.5 FTE)	-	1 (.5 FTE)	-

Clerk	6 (2.7 FTE)	-	6 (2.7 FTE)	-
Shelver	2 (.3 FTE)	-	2 (.3 FTE)	-
Department Totals	9 (3.5 FTE)	2 (1.3 FTE)	9 (3.5 FTE)	1 (1.3 FTE)

- c. **Program Identification and Resource Allocation:** Identify the major programs or services provided by your department and identify the number of positions allocated or assigned to accomplish this program for both 2022 and 2023 (each year individually.) This can be estimated by the percentage of time spent per week, month, or year on each program. The total number of positions allocated in each year must equal the totals identified in No. 2. The information can be best presented in either a landscape spreadsheet or table. Below is a sample.

<u>Program</u>	<u># of 2023 Positions</u>	<u># of 2024 Positions</u>	<u>Change</u>
Meeting Preparation/Follow-up/Minutes	.80	.75	<-.05>
Personnel Management	.20	.25	+.05
Budget – Preparation & Oversight	.50	.50	0
Organizational Management	.35	.35	0
Quarterly Newsletter	.15	.15	0
Department Total	2.0	2.0	0

<u>Program</u>	<u># of 2023 Positions</u>	<u># of 2024 Positions</u>	<u>Change</u>
Collection Management & Maintenance	3.1 FTE	3.1 FTE	0
Collection Circulation	3 FTE	3 FTE	0
Information Service	1.15 FTE	1.15 FTE	0
Program Planning & Execution	.8 FTE	.8 FTE	0
Personnel Management	.5 FTE	.5 FTE	0
Financial Management	.25 FTE	.25 FTE	0
Department Total	8.8 FTE	8.8 FTE	0



**Village of Greendale
2024 Budget
Departmental Capital Budget Questionnaire**

1. **Name:** Brian Van Klooster
2. **Department:** Library & CLC
3. **5-Year Capital Equipment Plan:** Please fill in a recommended 5-Year plan for capital equipment needs for your department. Capital equipment should include any vehicles, devices, software, and other equipment with an approximate value of \$5,000 or more. Do not include normal IT equipment (e.g. computers, servers, network switches) or facility improvements (e.g. building appliances, furniture).

Item	Recommended Year	Estimated Cost	Funding Source (e.g. Equipment Fund, Grant, Donation, Other)	Importance Rating (1-Low, 2-Medium, 3-High/Critical)
LIB Photocopiers: Office and Public	2024 (NEW)	14,000		3
LIB Self-Checkout Kiosks	2024 (approved 2023 for 2024)	24,000		3

4. **5-Year Capital Facility Improvement Plan:** Please fill in a recommended 5-Year plan for capital facility needs for your department. Capital facility needs should include any repairs, replacements, or improvements relating to the building/building equipment with an approximate value of \$5,000 or more.

Item/Project	Recommended Year	Estimated Cost	Funding Source (e.g. Equipment Fund, Grant, Donation, Other)	Importance Rating (1-Low, 2-Medium, 3-High/Critical)
LIB Acoustical Panel Installation	2024 (NEW)	6,000		3
LIB PA Paging Announcing System	2025 (approved 2023 for 2025)	8,500		1
CLC HVAC Twinned Unit Replacement	2024 (approved 2023 for 2023)	23,000		3
CLC Sewer Ejector Lift Station	2025 (approved 2023)	10,000		2
CLC Carpet Replacement (except storage)	2026 (approved 2023 for 2026)	120,000		1
CLC Roof Replacement	2027 (approved 2023 for 2027)	180,000		2

Complete and attach a Capital Improvement Request Form for all 2024 requests.

2024 Budget

Library Fund (07)

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE
REVENUES								
07-00-21102	PROPERTY TAX LEVY	607,360.00	607,360.00	631,654.00	631,654.00	631,654.00	655,000.00	3.70%
07-00-21123	LIBRARY - MCFLS RECIP	12,300.00	15,388.18	35,312.00	35,382.94	35,382.94	30,200.00	-14.48%
07-00-22515	DONATIONS LIBRARY	13,000.00	22,625.17	13,000.00	17,990.61	20,000.00	17,000.00	30.77%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-	-	0.00%
07-00-22958	LIBRARY COPIER SALES	4,500.00	5,215.69	5,200.00	3,080.62	5,200.00	5,200.00	0.00%
07-00-22959	LIBRARY FINES	12,000.00	12,876.98	12,000.00	8,580.32	12,000.00	12,000.00	0.00%
07-00-22960	LIBRARY BOOK CHARGES	1,500.00	2,204.88	2,000.00	1,319.01	2,000.00	2,000.00	0.00%
07-00-22965	CLC REVENUES	-	-	-	-	-	-	0.00%
07-00-22968	OTHER REVENUES	1,200.00	1,058.67	1,200.00	1,052.31	1,200.00	1,200.00	0.00%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-	-	0.00%
	SUBTOTAL REVENUES	651,860.00	666,729.57	700,366.00	699,059.81	707,436.94	722,600.00	3.17%
EXPENDITURES								
07-51-42100	SALARIES - REGULAR	247,400.00	247,898.66	257,100.00	159,109.64	257,100.00	267,500.00	4.05%
07-51-42200	SALARIES - TEMPORARY	148,000.00	152,803.57	158,300.00	97,813.35	163,100.00	167,200.00	5.62%
07-51-42300	SALARIES - OVERTIME	-	-	-	-	100.00	-	0.00%
07-51-45100	HEALTH INSURANCE	56,600.00	59,410.77	57,205.00	33,453.77	57,205.00	60,000.00	4.89%
07-51-45200	LIFE INSURANCE	470.00	408.68	470.00	303.98	470.00	500.00	6.38%
07-51-46100	SOCIAL SECURITY	18,562.80	18,876.01	19,431.00	12,139.07	26,052.40	20,305.00	4.50%
07-51-46200	WRS EMPE/EMPR	19,461.00	20,682.80	17,483.00	14,063.01	22,500.00	22,000.00	25.84%
07-51-46300	MEDICARE	5,733.30	5,528.24	6,023.00	3,510.96	6,095.00	6,303.15	4.65%
07-51-51200	OPERATING EQUIPMENT	10,800.00	13,760.53	16,200.00	7,943.81	16,200.00	16,000.00	-1.23%
07-51-53920	MCFLS COMPUTER CONTRACT	25,500.00	23,232.00	17,279.00	19,865.00	19,865.00	20,700.00	19.80%
07-51-55000	COMMUNICATIONS	1,050.00	467.81	1,050.00	129.78	1,050.00	1,250.00	19.05%
07-51-55100	OFFICE SUPPLIES	8,800.00	8,915.57	8,800.00	3,238.43	8,800.00	8,800.00	0.00%
07-51-56100	MEMBERSHIP DUES	1,200.00	125.00	1,200.00	100.00	1,200.00	1,200.00	0.00%
07-51-56300	TRAINING	3,100.00	3,283.43	3,100.00	2,127.51	2,500.00	3,100.00	0.00%
07-51-56500	ADULT BOOKS	15,000.00	16,337.37	15,000.00	9,827.68	15,000.00	15,000.00	0.00%
07-51-56501	YOUNG ADULT BOOKS	1,500.00	1,191.32	1,500.00	974.77	1,500.00	1,500.00	0.00%
07-51-56502	ADULT AUDIO BOOKS	600.00	611.45	600.00	319.45	600.00	600.00	0.00%
07-51-56503	ADULT LARGE PRINT	1,000.00	237.64	1,000.00	534.82	1,000.00	1,000.00	0.00%
07-51-56504	YOUTH BOOKS	15,000.00	15,938.76	15,000.00	8,987.03	15,000.00	15,000.00	0.00%
07-51-56505	YOUTH MEDIA	-	-	-	-	-	-	0.00%
07-51-56506	SERIALS	5,000.00	6,601.85	5,800.00	5,334.01	5,800.00	5,800.00	0.00%
07-51-56508	MCFLS DATABASES	9,300.00	7,967.00	9,922.00	10,643.00	10,700.00	10,500.00	5.83%
07-51-57100	UTILITIES	26,250.00	28,836.61	26,250.00	13,406.38	26,250.00	28,000.00	6.67%
07-51-61100	MAINT SUPPLIES-BUILDING	8,100.00	9,196.68	8,100.00	5,906.93	8,100.00	8,100.00	0.00%

2024 Budget

Library Fund (07)

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE
07-51-75023	LIBRARY - MCFLS RECIP EXP	6,000.00	5,219.68	6,000.00	2,642.77	6,000.00	6,000.00	0.00%
07-51-75028	LIB DONATION PURCHASE	13,000.00	24,179.90	13,000.00	13,018.61	20,000.00	17,000.00	30.77%
07-51-75031	LIBRARY PROGRAMS	3,000.00	4,746.13	3,000.00	4,032.46	6,000.00	6,000.00	100.00%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	8,800.00	9,312.69	8,800.00	2,207.38	8,800.00	8,800.00	0.00%
07-51-92900	MISCELLANEOUS	1,200.00	741.13	1,200.00	123.31	1,200.00	1,200.00	0.00%
	SUBTOTAL EXPENDITURES	660,427.10	686,511.28	678,813.00	431,756.91	708,187.40	719,358.15	5.97%
	REVENUES EXCEEDING/(UNDER) EXPENDITURES	(8,567.10)	(19,781.71)	21,553.00	267,302.90	(750.46)	3,241.85	
	OTHER FINANCING SOURCES (USES)			-	-	-	-	
	FUND BALANCE - BEGINNING OF YEAR**	31,206.86	31,206.86	11,425.15	11,425.15	11,425.15	10,674.69	
	FUND BALANCE - END OF YEAR	22,639.76	11,425.15	32,978.15	278,728.05	10,674.69	13,916.54	

2024 Budget

Library Fund (07)

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE
LIBRARY								
07-51-42100	E 07-51-42100 SALARIES - REGULAR	247,400.00	247,898.66	257,100.00	159,109.64	257,100.00	267,500.00	
	Library Director					257,100.00	83,000.00	
	Librarian: Youth Services, YA and Adult Services						184,500.00	
07-51-42200	E 07-51-42200 SALARIES - TEMPORARY	148,000.00	152,803.57	158,300.00	97,813.35	163,100.00	167,200.00	
	Library Clerks (part-time over 1,200 hours)					163,100.00	60,000.00	
	Library Clerks (part-time under 1,200 hours)						72,000.00	
	Reference Associate Part-time						22,200.00	
	Library Pages						13,000.00	
07-51-42300	E 07-51-42300 SALARIES - OVERTIME	-	-	-	-	100.00	-	
	Librarians (Village events)					100.00	-	
	Library Clerks (Village events)							
07-51-45100	E 07-51-45100 HEALTH INSURANCE	56,600.00	59,410.77	57,205.00	33,453.77	57,205.00	60,000.00	
	Health insurance - full-time employees					57,205.00	60,000.00	
07-51-45200	E 07-51-45200 LIFE INSURANCE	470.00	408.68	470.00	303.98	470.00	500.00	
	Life insurance					470.00	500.00	
07-51-46100	E 07-51-46100 SOCIAL SECURITY	18,562.80	18,876.01	19,431.00	12,139.07	26,052.40	20,305.00	
	Village contributes 6.2% of salaries					26,052.40	20,305.00	
07-51-46200	E 07-51-46200 RETIREMENT CONTRIBUTION	19,461.00	20,682.80	17,483.00	14,063.01	22,500.00	22,000.00	
	Retirement contribution for Library personnel					22,500.00	22,000.00	
07-51-46300	E 01-51-46300 MEDICARE	5,733.30	5,528.24	6,023.00	3,510.96	6,095.00	6,303.15	
	Village Medicare payments of 1.45% of wages paid					6,095.00	6,303.15	

2024 Budget

Library Fund (07)

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE
07-51-51200	E 07-51-51200 MAINTENANCE-EQUIPMENT	10,800.00	13,760.53	16,200.00	7,943.81	16,200.00	16,000.00	
	3M/RFID security maintenance					16,200.00	-	
	Photocopier maintenance/lease/fees						7,000.00	
	SAM/Public Computer/Print Management						500.00	
	MCFLS Notifications (TNS, Forms, Postage)						1,800.00	
	Upgrades/Repairs: PC hard/software, capital equip, MCFLS Tech						3,500.00	
	Software: Calendar, productivity, management						3,200.00	
07-51-53920	E 07-51-53920 MCFLS COMPUTER CONTRACT	25,500.00	23,232.00	17,279.00	19,865.00	19,865.00	20,700.00	
	Innovative Interfaces Software Maintenance					19,865.00	8,700.00	
	OCLC shared cataloging costs						12,000.00	
	Internet Connection (TEACH TI Line Charges)							
07-51-55100	E 07-51-55100 OFFICE SUPPLIES	8,800.00	8,915.57	8,800.00	3,238.43	8,800.00	8,800.00	
	Circulation/Processing: RFID tags, covers, labels					8,800.00	6,800.00	
	General Office Supplies						2,000.00	
07-51-55000	E 07-51-55000 COMMUNICATIONS	1,050.00	467.81	1,050.00	129.78	1,050.00	1,250.00	
	Printing					1,050.00	700.00	
	Directory Listing, Website						350.00	
	Postage: non notification						200.00	
07-51-56100	E 07-51-56100 DUES AND PUBLICATIONS	1,200.00	125.00	1,200.00	100.00	1,200.00	1,200.00	
	Dues and conferences					1,200.00	1,200.00	
07-51-56300	07-51-56300 TRAINING	3,100.00	3,283.43	3,100.00	2,127.51	2,500.00	3,100.00	
	Staff continuing education, life safety certifications					2,500.00	3,100.00	
	Mileage							
07-51-56500	07-51-56500 ADULT BOOKS	15,000.00	16,337.37	15,000.00	9,827.68	15,000.00	15,000.00	
	Supplemented by Library Donation Expenses					15,000.00	15,000.00	
07-51-56501	07-51-56501 YOUNG ADULT BOOKS	1,500.00	1,191.32	1,500.00	974.77	1,500.00	1,500.00	
	Supplemented by MCFLS Reciprocate Expenses					1,500.00	1,500.00	

2024 Budget

Library Fund (07)

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE
07-51-56502	07-51-56502 ADULT AUDIO BOOKS	600.00	611.45	600.00	319.45	600.00	600.00	
	Supplemented by MCFLS Reciprocate Expenses					600.00	600.00	
07-51-56503	07-51-56503 ADULT LARGE PRINT	1,000.00	237.64	1,000.00	534.82	1,000.00	1,000.00	
	Supplemented by Library Donation Expenses					1,000.00	1,000.00	
07-51-56504	07-51-56504 YOUTH BOOKS	15,000.00	15,938.76	15,000.00	8,987.03	15,000.00	15,000.00	
	Supplemented by Library Donation Expenses					15,000.00	15,000.00	
07-51-56505	07-51-56505 YOUTH MEDIA	-	-	-	-	-	-	
	Supplemented by MCFLS Reciprocate Expenses							
07-51-56506	07-51-56506 SERIALS	5,000.00	6,601.85	5,800.00	5,334.01	5,800.00	5,800.00	
	Serials vendor					5,800.00	3,600.00	
	Newspapers and Publisher Direct						2,200.00	
07-51-56508	07-51-56508 MCFLS DB AND DIGITAL DATABASES	9,300.00	7,967.00	9,922.00	10,643.00	10,700.00	10,500.00	
	MCFLS and State Group subscriptions, ebooks, research					10,700.00	10,500.00	
07-51-57100	E 07-51-57100 UTILITIES	26,250.00	28,836.61	26,250.00	13,406.38	26,250.00	28,000.00	
	Electric, gas, water, sewer, phone					26,250.00	28,000.00	
07-51-61100	E 07-51-61100 MAINT SUPPLIES-BUILDING	8,100.00	9,196.68	8,100.00	5,906.93	8,100.00	8,100.00	
	Cleaning services					8,100.00	3,000.00	
	Cleaning supplies						1,500.00	
	Pest Service						1,500.00	
	Building General Maintenance						2,100.00	
07-51-75023	E 07-51-75023 MCFLS RECIPROCATATE EXPENSES	6,000.00	5,219.68	6,000.00	2,642.77	6,000.00	6,000.00	
	Supplements budgets for non-print, media, special collections					6,000.00	6,000.00	

2024 Budget

Library Fund (07)

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 YTD 8/31/2023	2023 ESTIMATED	2024 BUDGET	% CHANGE
07-51-75028	E 07-51-75028 LIBRARY DONATION EXPENSES	13,000.00	24,179.90	13,000.00	13,018.61	20,000.00	17,000.00	
	Summer reading, special collections					20,000.00	17,000.00	
07-51-75031	E 07-51-75031 LIBRARY PROGRAM EXPENSES	3,000.00	4,746.13	3,000.00	4,032.46	6,000.00	6,000.00	
	Performers, printing, supplies, staffing					6,000.00	6,000.00	
07-51-83000	E 07-51-83000 CAPITAL OUTLAY-EQUIPMENT	8,800.00	9,312.69	8,800.00	2,207.38	8,800.00	8,800.00	
	Equipment replacement					4,800.00	4,800.00	
	Technology Updates and Replacements					4,000.00	4,000.00	
07-51-92900	07-51-92900 MISCELLANEOUS	1,200.00	741.13	1,200.00	123.31	1,200.00	1,200.00	
	Miscellaneous, employee recruitment					1,200.00	1,200.00	

LIBRARY BOARD MEMO



Date: 9/14/23

To: Library Board

From: Brian Van Klooster, Library Director

Re: ***Agenda item # 7b: Discuss process and goals for new strategic planning cycle***

Attachments:

- VIDEO – will watch during meeting: (10 minutes) [ALA eLearning - Introducing: Strategic Planning for Public Libraries](#) minute markers 30:00-40:00
-

Discussion:

Amidzich has observed that the most recent strategic plan cycle was completed and it may be time for a new one. Van Klooster noted that Programming Strategy and Philosophy discussions would be well-placed in the context of a new planning cycle. He suggested a 'mini plan' format but did not provide other details. Hughes said he recommends plans be facilitated by an outside expert. Members recommended strategic planning be on an upcoming agenda.

Fiscal Impact:

Depends on method chosen for development and monitoring of plan: internal, pro-bono, or consultant-led, as well as impact to Director's time.

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.

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 9/11/23
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: August 2023***

Last month in review:

August included the closing of the Summer Reading Program. Afterward there was a break of several weeks for Professional staff to take post-SRP vacations, solidify plans for Fall programs, and catch up on non-desk / non-program tasks that were put off during the height of summer library activity. Staff also prepared for the return of students after school.

The Library stayed open extended hours for the Friday and Saturday of Village Days. The Friends of the Library held their annual sidewalk book sale that weekend, which drew a nice crowd.

Summer reading participation wasn't quite the blowout we had predicted for children and adults, but Teen participation was the highest on record with 113 young adults. Children and adults participated slightly less than the years directly preceding the pandemic, when participation was its highest ever. We were still very pleased with customer response overall.

Upcoming/Current month at a glance:

- Performance evaluation meetings with staff should be completed in September.
- Programs for all ages restart.

Statistics:

- New library accounts created: 62
- Loans of print and electronic materials: 17,810; compared to 2019: 18,015; compared to same month last year: 18,082 ↓1.5%

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

- Meetings of Friends of the Library, Library Board, MCFLS LDAC, CLC Directors
- Working on 2024 budget, including capital requests for Library and CLC
 - Solicited info from MCFLS library colleagues about their vendors of choice for photocopiers, self check kiosks, and carpeting. Proposed to LDAC that MCFLS coordinate collection of this info in the future to assist member libraries with efficient budgeting and vendor research.
- [SRLAAW compensation study of library employment in Wisconsin – report](#) released August. Greendale library staff are compensated competitively in nearly all positions.
- After school refresher – librarians reviewed after school expectations and recommitted to starting the school year off on the right foot with consistency in communicating expectations to young people.
- Substitute circulation help was recruited from MPL as we pulled two Clerks with their MLIS degrees to help cover maternity leave of a librarian. Also having to cover other Clerk vacations made staffing in August and early September very challenging. This is one of the many benefits of being a member of a large library system in an urban area.
- Worked with Health to accommodate their remodeling, and ongoing adjustments to accommodate lighting replacement during open hours.

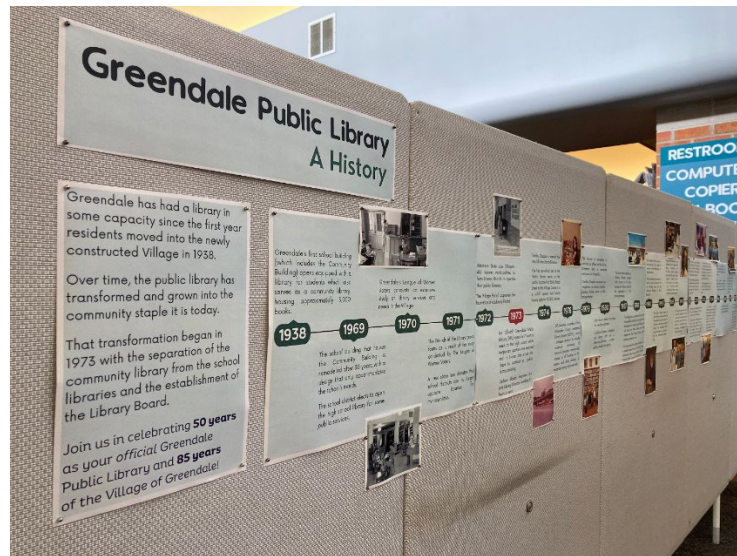
- Productive meeting with GSD IT staff to improve student ID import procedure for library account creation
- “Celebration of Service” was a tent at Village Days featuring a video slideshow of the personal profiles of community members found on the Faces of Greendale webpage, as well as several additional profiles collected by the project partners. Project partners included the library, school district, and Shannon and Tom Combs. This project highlighted the value of service to the community and the individual. In a time when it feels like there is so much polarization, we hope that this is a way to bring people together by highlighting positive contributions - large or small - that people are making in our community. I am exploring installing the display permanently in the library and continuing to contribute to the profiles.



Village Days Friends Sidewalk Book Sale



Village Days Celebration of Service tent



Village Days Library 50th 'official' anniversary history timeline (well done, Sharon!)

GREENDALE PUBLIC LIBRARY

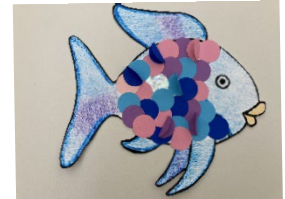
STAFF REPORT



Date: 9/11/23
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: **Staff Report: August 2023**

Youth Services (Lisa):

- Programs:
 - Rainbow Fish (passive program) 8/15: 80 projects completed
 - Fish Mobile (passive program) 8/24: 35 projects completed
 - Greendale Village Days Pennant (passive program) 8/13: 35 projects completed
 - Saturday Storytime 8/26: 13 attendees
- Collection Development:
 - 158 new items added to youth collection
 - Added another location to showcase new leveled graphic novels and easy reader nonfiction
- Book Displays:
 - Summer, Back-to-school, Picture Puzzle Books, Dragons and Unicorns
- Miscellaneous
 - Trained Reference Substitutes, Kylie and Ashley, for Youth Reference
 - Started training Kylie in youth cataloging



Adult Services (Emily):

- Programs:
 - Adult Book Discussion 8/2: *Anxious People* = 6 attendees.
 - Color Me Calm 8/7: 5 attendees.
 - Monday Movie Matinee 8/14: *A Man Called Otto* = 23 attendees.
 - Book A Librarian 8/10 & 8/24: 3 attendees.
 - I assisted 1 patron trouble shoot various issues on his laptop, 1 patron to set-up their Amazon Account and another patron with email subscription issues.
- Collection Management:
 - I purchased Non-Fiction and Biography books to add to the collection for Sept-Dec.
 - I purchased DVDs, Lucky Day DVDs and CDs for Sept-October. Unfortunately, the way the film industry works I'm not able to pre-purchase more than 2 months ahead since most production companies do not release that information any sooner. I researched what big films will be in theaters in the next couple of months and made a list of those titles in case another librarian is able to purchase them for the library while I'm on leave. Otherwise, I will purchase them when I come back in December.
 - Weeded several older/damaged titles from the Adult Non-Fiction Collection.
- Cataloging:
 - I am putting together a new set of Adult Services Bib Slip and Cataloging Cheat Sheets that staff can refer to if any cataloging will be done in my absence.

- Marketing:
 - The most popular post for the month was the Teen & Tween Oreo Tasting post on August 24th with 15 likes/1 share/786 reached.
 - I completed the monthly e-Newsletters for Sep-Dec with as much detail as I could ahead of time while I'm on leave.
- Book Displays:
 - Greendale 85th Anniversary & Milwaukee/Wisconsin History display and "Bon Voyage" Travel display. (Sharon)
- Community Meeting Room:
 - I completed the "Community Meeting Room Reservation Procedures" manual that can be used while I'm on Maternity Leave to answer questions about booking the CMR and for training the Reference Temps.
- Leave Preparation:
 - I created detailed instructions on how to handle any of my tasks while I'm gone. Hopefully this will help lighten the load for my co-workers while I'm out.

Teen Services (Megan):

- Collection Development
 - Materials Purchased
 - Adult Fiction: 53, YA: 13, Large Print: 6, Audiobook: 7
 - I started weeding the Adult Fiction Collection. Plan to remove approximately 450 books.
- Programs
 - Teen & Tween Anime: 7
 - Teen & Tween Uno Tournament: 20
 - Teen & Tween Craft: 8
 - Teen & Tween Oreo Tasting: 30
 - Teen & Tween End of Summer Bash: 28
- Book Display
 - YA Thrillers
- Social Media
 - TikTok (GrndPublicLibrary): 1733 Followers
 - 12 videos this month
 - Highest viewed video: 5399 views
 - Instagram (GrndPublicLib_Teens): 113 Followers
 - 16 posts this month

Circulation Services (Julie):

Staffing:

- Clerks Kylie and Ashley, as MLIS grads, began training to help cover the Reference desk during Emily's maternity leave.
- New clerk Miranda started on August 7th
- Temporary clerk started on August 21st. She also works at the Zablocki branch so she was able to step into our workflows with minimal training needed. She will be with us through September to help accommodate multiple clerk vacations and to help cover Ashley and Kylie being pulled away to help at Reference.
- Clerks worked extra hours 8/11 and 8/12 to accommodate the extended Library hours in support of Village Days.

Programs:

- Judy helped prep the SRP prizes to get them ready for winners to be notified, and Kayla notified all Youth prize winners.
- Jen worked with Lisa to prep for Kate's Saturday Storytime on 8/26.

Circ Projects:

- Craft prep – Rainbow Fish scales, Village Days 85th Pennant, Fish Mobile passive craft
- Clerks pulled books to stock Back to School, Dragon/Unicorn, and Puzzle book displays.
- Clerks worked on inventory management by searching for items that had been marked missing over the past 6 months.

Meetings and Training:

- Aug 16th – Met with MCFLS and GD School District staff to discuss the upcoming Student ID import. We were able to discuss and come to an agreement on data requirements, timelines and identified potential complications. We have been communicating via email since to keep the project moving forward. We expect to complete the import by the end of September.
 - All Circulation staff who did not attend June's Bloodborne Pathogen training in person completed the training online.
 - Discussed with Brian password management options for the Circ Staff to use at shared computers.
-

[EXTERNAL]An Email of Gratitude for Your Librarians

Daisy V <dv @gmail.com>

Wed 9/6/2023 12:56 PM

To:Greendale Public Library Information Desk <library@greendale.org>

Greetings!

I just wanted to say an official "Thank you!" to the librarian who sets up the table in front with suggested books. I came across the Milwaukee History theme in the front and saw books that included the history of Greendale/Milwaukee etc. They all looked like great books I would love to read in the future. What caught my attention most however was a book with an author whose name resembled mine: Sarah Thankam Matthews. I've rarely seen authors with Malayali - South Indian names before.

I got the book and was surprised to get swept away into a fiction with a lead Malayali character with queer romantic relationships with descriptions about the different parts of Milwaukee. As an Illinoisan who just moved to Greendale, I feel like I have a pal who is also learning Milwaukee with me. Also, I don't commonly read fictions, LGBTQ+ stories or characters who include Malayalam culture references. This has opened my world view immensely and on many levels, has made me feel more validated.

So - THANKS Greendale Library! I'm still working on finishing the book and as a fan of libraries, please know you'll see more of me and our fam soon. If there are ways we can support the library as a patron, (i.e. Library Board, volunteering, etc), please let me know.

Warm regards,

Daisy V