

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, October 23, 2019 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES: September 25, 2019**
- V. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Printout
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Report
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
 - A. Donation Plaques & Brochure
 - B. 2020 Budget
 - C. ACT 420 Payments
- IX. **NEW BUSINESS:**
 - A. Monarch Library System Membership Agreement
 - B. 2020 Closed Dates
- X. **ADJOURNMENT:**

Forthcoming meeting: Regular Library Board: November 20, 2019 – Germantown Community Library

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Library Director at (262)253-7760 at least 2 days prior to the meeting. **Notice** is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 25, 2019
GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:01 p.m. on Wednesday, September 25, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Joletta Kerpan, Brenda O'Brien (late 6:30). **Members absent:** Charlene Brady, exc, Dennis Myers, unexc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Jennifer Einwalter, Library Director of Jack Russell Memorial Library in Hartford, Leslie Schultz, Library Director of Slinger Public Library. Proper notification of the meeting had been given.

MOTION (Vosen, Kerpan): Approve the agenda as printed. Motion carried (4-0).

MOTION (Vosen, Kerpan): Approve the minutes of the August 28, 2019 as printed. Motion carried (4-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of September 25, 2019: Board Checking Account - \$4,694.77; Board Savings Account - \$5,049.13; GCL Building Fund - \$36,242.99 [Penny Jug - \$1,693.34] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$15,584.19; Building Fund CD Account #4- \$15,385.14. CD #4 matures 9/25/19. Board recommended renewing for 13 months at the rate of 1.70/2.01%. Vosen met with Village Hall Finance to discuss removing accounts that are no longer used. Finance indicated this cannot happen because it will remove the account history. Vosen provided copies of two invoices that were paid for donation plaque enhancements. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (4-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Kerpan): Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. Also approve the Library Board Funding transactions and forward them to Vosen for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye.

BUDGET PRINTOUT. The September 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Nelson receive a inquiry as to the total donations that have been received by Dan Pagliaro. He has donated \$6250 since 2017.

VILLAGE. Myers. None. Smith mentioned the Village conducted their monthly manager meeting which covered budget and performance review information. Performance reviews are due to the Village on 12/1/19 which will alter the timeline for the Library Board to provide Smith her performance review. Kreklow proposed in the 2020 Village budget a 2% increase of all staff which will then be allocated based on performance and other position information.

COUNTY. Vosen. To date, the Washington County Library Services Board has not received any information from the Washington County Board regarding the Joint Library model proposal they brought to local communities for consideration. Vosen and Smith reported the County did not collect input from the Library Services Board or the Washington County Library Directors to prepare this model. Smith will provide additional information under New Business item C – ACT 420 Payments. The next meeting is 10/17/19 and it will be added to their agenda.

SYSTEM. Nelson and Smith. Amy Birtell has submitted her resignation as System Director effective 11/30/19 due to medical reasons. The Monarch Library System Director's Council met on Thursday, September 12.

Recommendations from the Circulation and ILS Committees were passed. The 3rd annual Family Frontier Day will be held at Pioneer Village in Saukville on 9/23/19. The annual System Trustee event will be held 10/24/19.

PRESIDENT'S. Nelson. Nelson sent Smith's mid-year review to Village Hall.

DIRECTOR'S. Smith. August statistics were provided. We had a 3.7% increase in physical circulation and a 4.9% increase in overall circulation which includes electronic materials. Our year-to-date increases are 6.1% for physical materials and 7.8% for overall circulation. Programming continues to increase year-to-date for programs offer

(40%) total attendance (81%) and drop-in participants (65%). The MOMS Club Germantown-West is finishing up their Children's Area project and held an Open House on September 19 and 21. New items included Storytime Room enhancements of a large area rug, shelving, cushion seating, lights, and wall decals of trees and animals. September is Library Card Sign-up Month. We held a raffle and other promotions during the month. There are many planned programs for October including a 'Haunted Library' event. The quarterly all staff meeting was held 9/18/19. Staff continue with regular in-house and outside training. One of the newly hired part-time Page I positions was terminated for due cause. Department update details are listed on the Director's Report.

UNFINISHED BUSINESS

DONATIONS PLAQUES & BROCHURE– Vosen had '2002' engraved on the old plaques and included a copy of the invoices in the Treasure Report. An additional plaque was found in the library that she will also have updated. The tree design continues to be refurbished. Vosen and Smith did not have time to update the donation brochure.

2020 BUDGET – The Village budget committee review meetings were held and there were no changes to the proposed Library budget. DPW has indicated the Library needs a new roof. The Village will pay for 50% and the Library will pay 50%. It now will be presented with the entire budget to the Village Board for final approval at the 10/5/19 Village Board meeting. Trustee Zabel asked Smith about the Washington County ACT 420 Joint Library model proposal and the impact it would have on the Library budget. Smith indicated the Washington County proposal, as is, could reduce funding to the Germantown Community Library. Steps are being taken to prevent this decrease and look at other alternatives.

NEW BUSINESS

ELECTION OF OFFICERS – Nelson and Vosen provided a background of their library and board past experience. Requests were made for others interested in running. No others came forward. Nelson and Vosen were willing to continue in their offices. MOTION (Kerpan, O'Brien): Re-elect Joyce Nelson as President, Charlene Brady as Vice President, and Darlene Vosen as Treasurer for a one-year term of 7/1/19 through 6/30/20. Motion carried (5-0).

APPROVAL OF DISPLAY CASE POLICY - MOTION (Vosen, Nelson): Accept updates to the proposed Display Case and Exhibit Policy as printed. Motion carried (5-0).

ACT 420 PAYMENTS – On 9/5/19 a meeting was held between the five Washington County Library Directors, Washington County Public Affairs Coordinator, Washington County Clerk, Monarch Library Board Member, and the Washington County Library Services Board President to discuss the 'Joint Libraries Across Washington County' proposed Resolution prepared by the Washington County Public Affairs Coordinator. After discussion at that meeting, the Washington County Administrative Committee agreed to postpone the resolution and give the directors eight months to review the model and find alternative solutions to reduce the increasing funds paid to adjacent counties under the provisions of ACT 420. Annual payments to adjacent counties have increased from \$76,000 in 2005 to \$160,000 in 2019. This amount is deducted from the five Washington County libraries annual budget from the county. Smith provided documents summarizing this issue to educate the Germantown Community Library Board on the history, what is proposed, the impact to the libraries and system, and how the five library directors are working together to evaluate alternatives. Jennifer Einwalter and Leslie Schultz were asked to contribute to the discussion. The five directors are meeting weekly to review every aspect of the Resolution and identifying where alternative options are available and the financial and service impact to the residents of Washington County. The library directors will be conducting a survey of residents which will be included in the 2019 property taxes. An update of the progress will be provided in October.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 23, 2019, at the Germantown Community Library at 6:00 p.m.

MOTION (Vosen, O'Brien): Move to adjourn the meeting. Motion carried (5-0). Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

DRAFT

DATE: 10/11/2019
TIME: 17:13:51
ID: GL490000.WOW

VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
F-YR: 19

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 09

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 09/30/19	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	2,390,033.67	3,102,097.32	1,527,035.70	3,965,095.29	
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	33,829.87	400.05	26,875.75	7,354.17	
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	106,823.16	31,461.42	0.00	138,284.58	
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	812,940.21	20,715.69	0.00	833,655.90	
40-100-110-3162	TEMP INVEST-ELM LN-AMERITRADE	A	D	55,000.00	0.00	0.00	55,000.00	
40-100-120-1000	TAXES RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-120-2000	SPECIAL ASSESSMENT RECEIVABLE	A	D	0.00	0.00	0.00	0.00	
40-100-120-9000	CONTRACT RECEIVABLE - ASSET	A	D	0.00	0.00	0.00	0.00	
40-100-130-1000	ACCOUNTS RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-130-3100	INTEREST RECEIVABLE-INTEREST	A	D	380.67	488.11	321.65	547.13	
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	A	D	2,992.46	2,215.36	1,399.20	3,808.62	
40-100-130-9000	OTHER ACCOUNTS RECEIVABLE	A	D	0.00	0.00	0.00	0.00	
40-100-150-1000	DUE FROM/TO GENERAL FUND	I	D	0.00	1,973,389.96	2,035,921.71	-62,531.75	
40-100-150-8000	DUE FROM TAX AGENCY FUND	I	D	0.00	0.00	0.00	0.00	
40-100-160-2000	PREPAID EXPENSE	A	D	0.00	0.00	0.00	0.00	
40-200-210-1000	ACCOUNTS PAYABLE	L	C	326,740.81	326,740.81	0.00	0.00	
40-200-210-1100	RETAINAGES PAYABLE	L	C	40,865.98	38,057.10	36,439.40	39,248.28	
40-200-230-1200	DEFERRED DEBIT - ASSET MGMT	L	C	0.00	0.00	0.00	0.00	
40-200-260-1000	DEFERRED TAXES	L	C	0.00	0.00	0.00	0.00	
40-200-260-9000	OTHER DEFERRED REVENUE	L	C	0.00	0.00	0.00	0.00	
40-200-260-9100	OTHER DEFERRED REV-BLACKSTONE	L	C	0.00	0.00	0.00	0.00	
40-340-341-1100	RESERVED FOR ENCUMBRANCES	C	C	0.00	0.00	0.00	0.00	
40-340-342-2300	DESIGNATED-CAPITAL PROJECTS	C	C	0.00	0.00	0.00	0.00	
40-340-343-3000	UNRESERVED AND UNDESIGNATED	C	C	3,034,393.25	0.00	0.00	3,034,393.25	
40-410-411-1100	GENERAL PROPERTY TAX	R	C	0.00	0.00	0.00	0.00	
40-420-420-1000	SPECIAL ASSESSMENTS	R	C	0.00	0.00	0.00	0.00	
40-420-420-1100	SPECIAL ASSMNT - ASSET DEVEL	R	C	0.00	0.00	0.00	0.00	
40-430-431-4100	STATE AID / GRANTS	R	C	0.00	0.00	0.00	0.00	
40-430-431-4200	OTHER PUBLIC GRANTS	R	C	0.00	0.00	0.00	0.00	
40-430-431-7210	COUNTY LIBRARY CAPITAL OFFSET	R	C	0.00	0.00	0.00	0.00	
40-480-481-1100	INTEREST ON INVESTMENTS	R	C	0.00	1,720.85	91,047.20	89,326.35	
40-480-481-1200	INTEREST ON ASSESSMENTS	R	C	0.00	0.00	0.00	0.00	
40-480-481-1210	INTEREST ON ASSMT - ASSET	R	C	0.00	0.00	0.00	0.00	
40-480-483-3400	GENERAL FIXED ASSET SALES	R	C	0.00	0.00	9,612.00	9,612.00	
40-480-485-5520	CAPITAL DONATION	R	C	0.00	0.00	0.00	0.00	
40-480-485-5540	SENIOR CENTER DONATION	R	C	0.00	0.00	0.00	0.00	
40-480-485-5550	CAPITAL CAIC	R	C	0.00	0.00	0.00	0.00	
40-480-489-9900	MISCELLANEOUS REVENUE	R	C	0.00	0.00	39,455.00	39,455.00	
40-490-491-1200	GENERAL OBLIGATION BONDS	R	C	0.00	0.00	3,040,000.00	3,040,000.00	
40-490-491-1300	PREMIUM ON ISSUANCE	R	C	0.00	0.00	232,210.05	232,210.05	
40-490-492-1000	TRANSFER FROM GENERAL FUND	R	C	0.00	0.00	0.00	0.00	
40-490-492-2100	TRANSF FROM POLICE IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2200	TRANSFER FROM FIRE IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2300	TRANSF FROM LIBRARY IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2400	TRANSF FROM PARK IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2800	TRANSFER IN FROM SNR VAN FUND	R	C	0.00	0.00	0.00	0.00	
40-490-492-3000	TRANSFER IN FROM DEBT SERV	R	C	0.00	0.00	0.00	0.00	

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	18,030.58	4,409.55	75.5	216,367.00	153,684.04	28.9
10-551-510-1150	SALARIES COUNTY	12,460.66	5,447.39	56.2	149,528.00	108,608.76	27.3
10-551-510-1800	SALARIES-PART TIME	9,403.16	17,738.92	(88.6)	112,838.00	95,587.37	15.2
10-551-510-1810	SALARIES-LIBRARY BOARD	100.00	0.00	100.0	1,200.00	610.00	49.1
TOTAL SALARIES & WAGES		39,994.40	27,595.86	31.0	479,933.00	358,490.17	25.3
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,106.33	2,062.37	2.0	25,276.00	19,165.85	24.1
10-551-520-2110	SOCIAL SECURITY-COUNTY	953.25	0.00	100.0	11,439.00	7,891.84	31.0
10-551-520-2200	STATE RETIREMENT	1,257.41	1,200.37	4.5	15,089.00	8,914.46	40.9
10-551-520-2210	STATE RETIREMENT-COUNTY	958.58	0.00	100.0	11,503.00	8,627.23	25.0
10-551-520-2300	HEALTH INSURANCE	5,508.33	5,508.33	0.0	66,100.00	55,083.30	16.6
10-551-520-2400	DENTAL INSURANCE	376.25	376.25	0.0	4,515.00	3,762.50	16.6
10-551-520-2500	LIFE INSURANCE	53.75	92.77	(72.6)	645.00	608.61	5.6
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	247.50	25.0
TOTAL FRINGE BENEFITS		11,241.40	9,240.09	17.8	134,897.00	104,301.29	22.6
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	125.00	0.00	100.0	1,500.00	1,508.00	(0.5)
10-551-530-3110	SUPPLIES & EXP-STORYTIME PROG	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3150	GENERAL SUPPLIES & EXP-COUNTY	2,916.66	1,164.57	60.0	35,000.00	31,976.03	8.6
10-551-530-3200	OFFICE SUPPLIES	416.66	148.21	64.4	5,000.00	4,960.55	0.7
10-551-530-3400	POSTAGE	41.66	0.00	100.0	500.00	560.49	(12.1)
10-551-530-3410	POSTAGE-COUNTY	83.33	0.00	100.0	1,000.00	378.00	62.2
10-551-530-3600	BOOKS	3,333.33	0.00	100.0	40,000.00	39,997.57	0.0
10-551-530-3610	BOOKS-COUNTY	1,666.66	5,791.78	(247.5)	20,000.00	8,202.99	58.9
10-551-530-3620	BOOK PROCESSING	416.66	916.41	(119.9)	5,000.00	5,000.00	0.0
10-551-530-3625	BOOK PROCESSING-COUNTY	416.66	1,450.67	(248.1)	5,000.00	5,165.04	(3.3)
10-551-530-3630	PERIODICALS	333.33	0.00	100.0	4,000.00	1,127.70	71.8
10-551-530-3635	PERIODICALS-COUNTY	500.00	362.03	27.5	6,000.00	362.03	93.9
10-551-530-3640	AUDIO VISUAL	416.66	0.00	100.0	5,000.00	5,909.92	(18.2)
10-551-530-3645	AUDIO VISUAL-COUNTY	1,500.00	1,819.83	(21.3)	18,000.00	8,229.98	54.2
10-551-530-3660	COMPUTER SERVICE	1,166.66	0.00	100.0	14,000.00	13,926.56	0.5
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,333.33	3,950.17	(196.2)	16,000.00	11,669.71	27.0
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	250.00	0.00	100.0	3,000.00	3,558.75	(18.6)
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	750.00	250.00	66.6	9,000.00	14,929.72	(65.8)
10-551-530-3900	LIBRARY BOARD-OTHER EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3950	OTHER SUPPLIES-CO.	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-5400	SYSTEM AUTOMATION	416.66	0.00	100.0	5,000.00	5,000.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 10 PERIODS ENDING OCTOBER 31, 2019

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5410	SYSTEM AUTOMATION-COUTY	1,500.00	2,104.52	(40.3)	18,000.00	16,115.39	10.4
10-551-530-7100	UTILITIES	5,833.33	5,784.32	0.8	70,000.00	50,755.85	27.4
10-551-530-7200	TELEPHONE	145.83	0.00	100.0	1,750.00	1,157.37	33.8
10-551-530-7250	OUTREACH - COUNTY SYSTEM	308.33	0.00	100.0	3,700.00	1,812.00	51.0
10-551-530-7300	INSURANCE & BONDS	637.50	0.00	100.0	7,650.00	7,653.01	0.0
10-551-530-7700	TRAINING & SEMINARS	166.66	0.00	100.0	2,000.00	1,941.72	2.9
10-551-530-7710	TRAINING - COUNTY	265.58	201.95	23.9	3,187.00	391.91	87.7
10-551-530-7800	TRAVEL	83.33	63.80	23.4	1,000.00	728.55	27.1
TOTAL OPERATING SUPPLIES & EXPENSES		25,023.82	24,008.26	4.0	300,287.00	243,018.84	19.0
CAPITAL OUTLAY							
10-551-570-8100	MISCELLANEOUS EQUIPMENT - CTY	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		76,259.62	60,844.21	20.2	915,117.00	705,810.30	22.8

Director's Report: October 2019

MONARCH LIBRARY SYSTEM & STATE OF WISCONSIN

- The Monarch Library System Director's Council met on October 17.
- Recommendations by the Circulation Committee that were past include no notification calls on holidays. The Governance Committee presented an updated Monarch Library System Membership Agreement.
- The Annual Trustee dinner will take place on Thursday, October 24 @ 5:30 p.m.

WASHINGTON COUNTY LIBRARIES

- The Washington County Directors have continue to be heavily involved in issues at the County regarding ACT 420 and a proposed Joint Library model. The Washington County Board Administrative Committee agreed to postpone any decision until the directors present a report in May 2020. Information was presented at the Town of Germantown Board meeting on October 14, the Monarch Director's Council meeting on October 16, and the Washington County Library Services Board meeting on October 17.
- Library Directors continue to meet weekly. Highlights include finalizing a memo that will be sent out to each municipality, evaluating the joint library proposal based on Wisconsin Public Library Standards, and a survey for Washington County residents.

DONATIONS/DEPOSITS

- The MOMS Club Germantown - West will be finishing up their Children's Area project with shelving, wall decals, cushion seating, lights and a large rug. An Open House was held on Thursday, September 19. Several items still need to be installed by the Village.

STATISTICS

- Germantown saw a 4.9% increase in overall circulation (physical + electronic) in July 2019 and 7.5% increase year-to-date.

FALL PROGRAMMING

- | | |
|--|--|
| <ul style="list-style-type: none">• Upcoming Special Adult Programs:<ul style="list-style-type: none">○ Sat, Oct 26 - Haunted Library @ 8:30 p.m.○ Tues, Nov 5 - Packers' Century @ 6:00 p.m.○ Tues, Nov 19 - The ABCs of CBD Oil @ 4:00 p.m.○ Thurs, Nov 23 - Retirement @ 3:00 p.m. | <ul style="list-style-type: none">• Upcoming Special Youth Programs:<ul style="list-style-type: none">○ Sat, Oct 26 - Halloween Party @ 10:30 a.m.○ Sat, Nov 2 - Dinosaurs @ 10:30 a.m./1:30 p.m.○ Sat, Nov 16 - Christmas Festival○ Wed, Nov 27 - Frozen @ 10:00 a.m.○ Wed, Nov 27 - Lego Ornaments @ 4:30 p.m. |
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DEPARTMENT UPDATES

- Management & General Staff
 - Performance reviews are due on December 1, 2019.
 - All regular staff members attended ALICE (Active Shooter) training through the Village of Germantown. The presentation was presented by Germantown police officers that work in Germantown School District and was specific to the library and other public buildings in the Village.
- Adult Services (Lynn Ratzmann)
 - Germantown hosted the rotating Memory Café on Monday, October 21 with the theme of Supper Clubs.
 - Staff participating in outreach at schools, Oktoberfest and the Library Memory Project Family Day.
 - Training included Tools for Building Digital Skills, Conflict Resolution & leading the Village's Difficult Conversations Book Group.
- Youth Services (Jackie Kolo)
 - Planning is underway for our first Library Haunted House event on Saturday, October 26. Many staff members and volunteers are involved.

- The first meeting was held of the Teen Advisory Board. We currently have 3 very active members. Monthly programs will start in November for teens. The first program is Candy Sushi.
- Staff continue to take on additional ordering and collection management duties.
- Tech Services (Connie Lloyd)
 - Connie is working on weekly cataloging training with staff.
- Circulation (Diane Long)
 - Assistant Director and Circulation Manager attended monthly Monarch Circulation Committee meeting.
 - Staff continue training on new technology services available for patrons.
- Technology (Connie Lloyd)
 - Self-Checkout machine is was implemented in October and is working well.
 - Online Program Calendar & Registration was implemented in October. Patrons are now able to not only view the online calendar, but register for programs 24/7 at home as well.
 - Online Meeting Room Reservation and Online Ask-a-Librarian Registration is scheduled to be implanted later this month.
 - Assistant Director participated in Monarch Tech Committee meeting.
- Building Management & Grounds (Connie Lloyd)
 - Tilt up tables for the Community Room should be in by the end of October.

OCTOBER DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH

- | | |
|--|--|
| ● Oct 2 - Wash. Co. Library Directors (ACT 420) | ● Oct 17 - Wash. Co. Library Services Board |
| ● Oct 8-11 - Wisconsin Library Association Conference in Wisconsin Dells (see below) | ● Oct 18 - KinderCare |
| ● Oct 13 - Germantown Fall Fest Outreach | ● Oct 21 - Friends of the Library (Programming) |
| ● Oct 14 - Slinger Library Board Meeting (ACT 420) | ● Oct 22 - Village Staff |
| ● Oct 14 - Town of Germantown Board Meeting (ACT 420) | ● Oct 22 - Village of Germantown Administrator |
| ● Oct 15 - Christmas Festival | ● Oct 22 - Terrace 167 Breakfast with Santa |
| ● Oct 16 - Wash. Co. Library Directors (ACT 420) | ● Oct 23 - Kiwanis |
| ● Oct 17 - Monarch Directors & WLA Lunch | ● Oct 23 - Wash. Co. Library Directors (ACT 420) |
| | ● Oct 23 - Library Board |
| | ● Oct 24 - Gables of Germantown |
| | ● Oct 27 - Ghoul Gala (Jackson) |

WISCONSIN LIBRARY ASSOCIATION CONFERENCE:

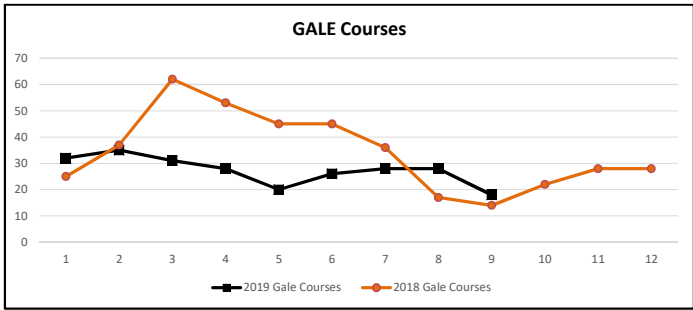
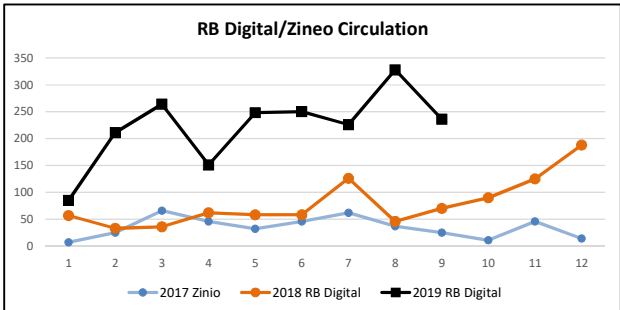
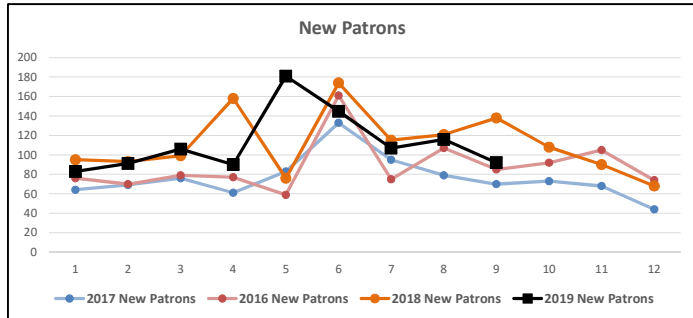
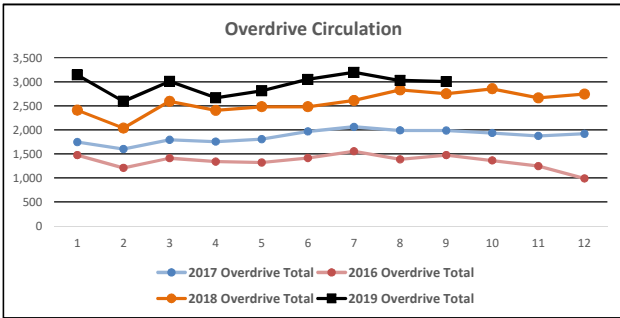
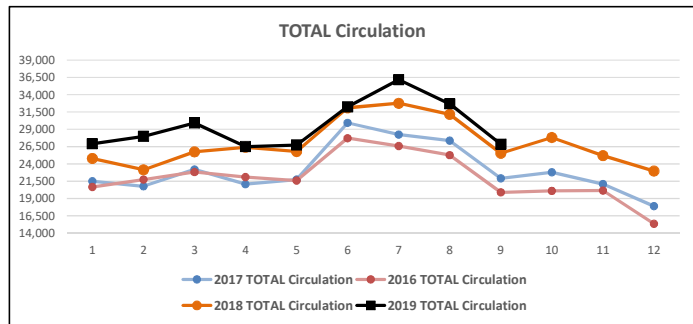
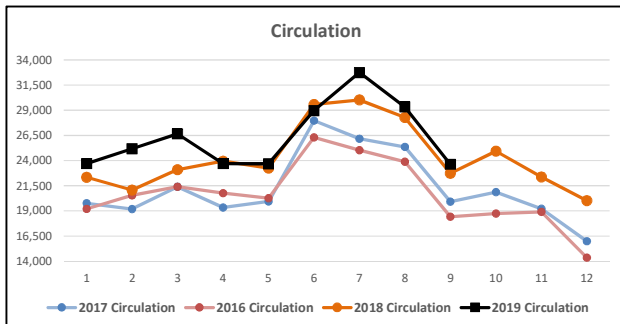
On Tuesday, October 8 - Friday, October 11 I attended the Annual Wisconsin Library Association Conference in Wisconsin Dells. The conference includes library-related vendors in the exhibit halls, daily sessions and speakers, and networking with other library professionals in Washington County, the Monarch Library System and throughout Wisconsin.

Highlighted sessions include:

- Compact Outreach - Focused ideas & procedures of pop-up libraries in senior living facilities, home delivery and community events. Several examples of policies given.
- Luncheon with local children's book author Miranda Paul of "Little Libraries, Big Heroes"
- Technical Services Forum - Discussion on technical services teams in public and academic libraries. Detailed look at reorganization to increase productivity, pre-processing and cataloging models, ordering procedures, and reports.
- Adult Programs and Services Needs with DPI - Explained new Adult and Community Services Consultant at Wisconsin DPI and services offered. Topics included adult program lists, resources and connections with community groups, and program examples.
- Fine Free: A Year in Review: Four different sized libraries discussed going fine free for the past year. Takeaway points included increase in services, accounting for decreased revenue, and staff/patrons by-in. Many example of reports and statistics given.

GCL Statistical Trends 2016-2019

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
2019 New Patrons	1011	83	91	106	90	181	145	107	116	92			
2019 Circulation	237,547	23686	25174	26645	23688	23677	28,968	32,758	29,329	23,622			
% over 2018	5.9%	6.1%	19.5%	15.3%	-1.0%	1.8%	-2.0%	9.1%	3.7%	3.9%			
2019 RB Digital	1999	85	211	264	151	248	250	226	328	236			
2019 Overdrive Total	26,509	3,145	2,592	3,012	2,668	2,812	3,050	3,199	3,028	3,003			
e-Book Circ	15701	1985	1633	1745	1521	1637	1863	1933	1731	1653			
Video circ	9	4	2	0	0	0	2	0	0	1			
Audio Circ	10799	1156	957	1267	1147	1175	1185	1266	1297	1349			
2019 YA E-Materials	3660	498	359	459	356	289	430	517	421	331			
2019 Gale Courses	246	32	35	31	28	20	26	28	28	18			
2019 TOTAL Circulation	266,055	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861			
% over 2018	7.5%	8.5%	20.9%	16.3%	0.4%	3.7%	0.5%	10.4%	4.9%	5.1%			
2018 New Patrons	1335	95	93	99	158	76	174	115	121	138	108	90	68
2018 Circulation	291,601	22,332	21,064	23,101	23,937	23,255	29,564	30,031	28,275	22,729	24,932	22,369	20012
% over 2017	14.3%	13.0%	9.9%	8.0%	23.9%	16.7%	5.7%	14.7%	11.5%	14.1%	19.5%	16.5%	25.3%
2018 RB Digital	949	57	33	36	62	58	58	126	46	70	90	125	188
2018 Overdrive Total	30,873	2,411	2,037	2,592	2,408	2,482	2,481	2,612	2,831	2,751	2,855	2,667	2746
e-Book Circ	16545	1595	1343	1635	1557	1599	1631	1698	1872	1791	1824		
Video circ	20	3	5	2	0	3	1	1	0	0	5		
Audio Circ	8895	813	689	955	851	880	849	913	959	960	1026		
2018 YA E-Materials	4336	208	179	348	344	300	341	364	413	401	523	372	543
2018 Gale Courses	412	25	37	62	53	45	45	36	17	14	22	28	28
2018 TOTAL Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22974
% over 2017	16.6%	15.4%	11.4%	11.0%	25.3%	18.7%	7.2%	16.1%	14.0%	16.6%	22.0%	19.5%	28.4%
2017 New Patrons	915	64	69	76	61	83	133	95	79	70	73	68	44
2017 Circulation	255,030	19,755	19,174	21,386	19,321	19,932	27,965	26,173	25,364	19,920	20,858	19,209	15,973
% over 2016	2.9%	2.9%	-6.6%	0.0%	-6.9%	-1.6%	6.3%	4.6%	6.2%	8.2%	11.3%	1.7%	11.3%
2017 Zinio	417	7	25	66	46	32	46	62	37	25	11	46	14
2017 Overdrive Total	22,431	1,744	1,600	1,793	1,757	1,806	1,969	2,063	1,988	1,986	1,935	1,873	1,917
e-Book Circ	14,557	1,181	1,087	1,183	1,237	1,193	1,293	1,321	1,289	1,236	1,168	1,187	1,182
Video circ	47	2	4	7	8	4	2	3	5	0	2	8	2
Audio Circ	7,827	561	509	603	512	609	674	739	694	750	765	678	733
2017 TOTAL Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
% over 2016	5.1%	4.0%	-4.4%	1.6%	-4.6%	0.7%	8.0%	6.2%	8.2%	10.1%	13.4%	4.7%	16.6%
** 2016 Circulation monthly numbers were adjusted to match the annual figure reported on the DPI Annual Report													
2016 New Patrons	986	76	70	79	77	59	161	75	107	85	92	105	74
2016 Circulation	247,753	19,190	20,527	21,396	20,761	20,260	26,309	25,030	23,887	18,412	18,736	18,893	14,352
2016 Overdrive Total	16,193	1,477	1,211	1,410	1,339	1,322	1,415	1,556	1,387	1,477	1,363	1,247	989
2016 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



GERMANTOWN COMMUNITY LIBRARY

STATISTICAL REPORT

September 2019

STATISTICS

CIRCULATION

Resident (Village of Germantown)	15,114	
Non-Resident	8,508	
<u>MONARCH SYSTEM</u>		7,609
Washington County		6,935
With Library		546
Without Library		6,389
Dodge, Ozaukee, Sheboygan		674
With Library		613
Without Library		61
<u>OUTSIDE MONARCH</u>		899
Adjacent Counties (Milw, Wauk, Fond du Lac)		842
With Library		675
Without Library		167
Rest of Wisconsin		57
Outside of Wisconsin		0

GRAND TOTAL 23,622

LIBRARY USE 77

ILL - INTERLIBRARY LOANS 66

OVERDRIVE CIRCULATION

e-Book Circ	1653	
Video Circ	1	
Audio Circ	1349	
(YA Circ)		331

GRAND TOTAL 3003

RB DIGITAL MAGAZINES 172

RB eAudio 64

GALE COURSES 18

TOTAL CIRCULATION

Physical	23,622
Electronic	3,003
RB Digital + eAudio	236
GALE Courses	18
TOTAL	26,879

LENT/BORROWED STATISTICS

Lent	2958 (496 new items)
Borrowed	3105 (561 new items)
Net <u>Borrower</u> /Lender	147 (65, borrower of new items)

REGISTRATIONS

Resident Total (Village of Germantown)	53
Non-Resident Total	39
GRAND TOTAL	92

REVENUES

Fines	\$ 919.65
Copies	\$ 248.31
Replacement Cards	\$ 3.00
Lost/Damage Fees	\$ 87.00
Faxes	\$ 76.86
Meeting Room	\$ 50.00
Misc	\$ 18.88
TOTAL FINES & FEES	\$ 1,403.70



630 POPLAR ST. | WEST BEND, WI 53095-3246 | PHONE: 262.335.5151

October 17, 2019

Washington County Library Services Board
432 East Washington Street
West Bend, WI 53095

RE: Distribution of Funds Based on 3rd Quarter 2019 Circulation

Annual reimbursement for 2019 is \$1,284,001 less 5% reserve fund of \$64,201 = \$1,219,800 to be divided for the year, on a quarterly basis.

Funds to be distributed: \$304,950 based on Washington County non-resident circulation for the period July, August, September, 2019.

It is recommended that the distribution of the funds be as follows:

<u>Library</u>	<u>Non-Served Non-Resident %</u> <u>Wash. County Circ</u>	<u>Non-Served Non-Resident</u> <u>Wash. County Circ.</u>	<u>Distribution of \$'s</u>
West Bend	42,172	44.1837%	\$134,738
Germantown	22,571	23.6477%	\$72,114
Hartford	16,654	17.4484%	\$53,209
Kewaskum	4,103	4.2987%	\$13,109
Slinger	9,947	10.4215%	\$31,780
TOTALS	95,447	100.0000%	\$304,950

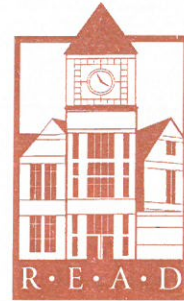
Sincerely,

Amy M. Salminen
Director, West Bend Library

2019		THIRD QUARTER WASHINGTON COUNTY LIBRARY SERVICES															
		JUL 2019	AUG 2019	SEP 2019	3RD QTR. TTLS 2019	%TOTALS 2019		3RD QTR. TTLS 2018	%TOTALS 2018								
WEST BEND LIBRARY																	
City Residents		28543	24289	21591	74423	41.0866%		70902	38.9152%								
Washington County Non-Served Residents		15757	13731	12684	42172	44.1837%		41552	44.4968%								
County Residents		1320	1067	872	3259	36.1549%		4056	42.3338%								
Outside Wash. Cty.		1706	1591	1381	4678	25.0710%		4908	30.1363%								
WEST BEND TOTAL		47326	40678	36528	124532	40.9299%		121418	40.2787%								
GERMANTOWN LIBRARY																	
City Residents		21646	19815	15114	56575	31.2333%		56107	30.7949%								
Washington County Non-Served Residents		8762	7420	6389	22571	23.6477%		20860	22.3384%								
County Residents		434	405	546	1385	15.3650%		1161	12.1177%								
Outside Wash. Cty.		1916	1689	1573	5178	27.7507%		2907	17.8497%								
GERMANTOWN TOTAL		32758	29329	23622	85709	28.1699%		81035	26.8822%								
HARTFORD LIBRARY																	
City Residents		12219	10851	10157	33227	18.3436%		36927	20.2677%								
Washington County Non-Served Residents		6005	5794	4855	16654	17.4484%		15770	16.8876%								
County Residents		1094	933	805	2832	31.4178%		2737	28.5670%								
Outside Wash. Cty.		2467	1972	1725	6164	33.0350%		5973	36.6757%								
HARTFORD TOTAL		21785	19550	17542	58877	19.3511%		61407	20.3709%								
KEWASKUM LIBRARY																	
City Residents		2473	2345	1725	6543	3.6122%		7576	4.1582%								
Washington County Non-Served Residents		1586	1237	1280	4103	4.2987%		4620	4.9474%								
County Residents		164	244	149	557	6.1793%		443	4.6237%								
Outside Wash. Cty.		873	807	772	2452	13.1411%		2288	14.0489%								
KEWASKUM TOTAL		5096	4633	3926	13655	4.4880%		14927	4.9518%								
SLINGER LIBRARY																	
City Residents		4109	3102	3158	10369	5.7244%		10684	5.8640%								
Washington County Non-Served Residents		4433	2891	2623	9947	10.4215%		10580	11.3298%								
County Residents		387	271	323	981	10.8831%		1184	12.3578%								
Outside Wash. Cty.		57	76	54	187	1.0022%		210	1.2895%								
SLINGER TOTAL		8986	6340	6158	21484	7.0611%		22658	7.5165%								
LIBRARY RESIDENT TOTAL																	
WASH. COUNTY NON-RESIDENT TOTAL		36543	31073	27831	95447	100.0000%		93382	100.0000%								
WASH. COUNTY RESIDENT TOTAL		3399	2920	2695	9014	100.0000%		9581	100.0000%								
OUTSIDE COUNTY		7019	6135	5505	18659	100.0000%		16286	100.0000%								
COMPLETE TOTAL		115951	100530	87776	304257	100.0000%		301445	100.0000%								

WEST BEND COMMUNITY MEMORIAL LIBRARY

630 POPLAR STREET, WEST BEND, WISCONSIN 53095-3246 PHONE: 262.335.5151



October 10, 2019

Washington County Library Service Board
432 East Washington Street
West Bend, WI 53095

QUARTERLY INVOICE

for

Outreach Services Librarian

(Nancy Larson)

3rd Quarter of 2019

July 2019	100 hours	@\$30.20= \$3020.00
August 2019	80 hours	@\$30.20=\$2416.00
September 2019	80hours	@\$30.20= \$2416.00

Totals 260 hours @ \$ 30.20= \$7852.00

Please note that this copy of the invoice is for your information only.
According to local statutes, the actual invoice must be issued by the City Clerk.

Monarch Library System Membership Agreement

Between the Monarch Library System
and Germantown Community Library

Article I | General

1. This agreement is entered into by and between the Board of the Germantown Community Library and the Monarch Library System Board of Trustees.

Article II | Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [[Wis. Stat. 43.15](#) & [Wis. Stat. 43.19](#)]
2. The Germantown Community Library is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the Germantown Community Library as an agency established by the Village of Germantown to provide public library service. [[Wis. Stat. 43.52](#) & [43.53](#)]
 - a. The term public library shall include municipal or joint libraries.
3. This agreement shall become effective August 1st, 2018 and shall continue in force until superseded by a new agreement or until terminated.
4. This agreement may be altered or amended by approval of the system board and a 67% majority vote of system member libraries, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.
5. Members will abide by the terms specified in the appendices which are binding to this agreement.
6. The shared services, provided by the system, utilized by member libraries is provided on a fee basis.
7. A system member is a library that has signed this system membership agreement and paid all associated fees.
8. The fees collected from member libraries annually in accordance with this document are understood to fund a part of any and all system services with the exception of ILS costs and can be found in appendix A.

Article III | Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE GERMANTOWN COMMUNITY LIBRARY BOARD THAT THIS LIBRARY SHALL:

1. Be properly established under [Wis. Stats. Ch. 43](#).
2. Be located in a county that participates with the Monarch Library System.
3. Be authorized by its governing body or board to participate in the public library system.
4. Enter into a written agreement with the library system to participate in the services, projects and activities of the library system's annual plan submitted to the division for libraries and technology, and approved by the system board.
5. Provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the libraries municipality or municipalities subject to those exceptions established by statute, regulation, administrative rule, department of public instruction/division for libraries and technology information bulletin, attorney general's opinion, or judicial decision. This does not prohibit a member public library from giving preference to its residents for library group programs if the library limits the number of persons who may participate in the group program, or from limiting remote access to a library's electronic database to its residents.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.
7. Employ a head librarian who is certified as a public librarian by the Department of Public Instruction and whose employment requires that he or she be present in the library for at least ten (10) hours of each week that the library is open to the public, less leave time. [[Wis. Stat. 43.15\(4\)\(c\)6](#)]
8. Annually be open to the public an average of at least twenty (20) hours each week. [[Wis. Stat. 43.15\(4\)\(c\)7](#)]
9. Annually spend at least \$2,500 on library materials. [[Wis. Stat. 43.15\(4\)\(c\)8](#)]
10. Have the director (or designated representatives) participate in the various library committees and councils which serve as a conduit to advise the System Board about the status and needs of and to make recommendations to the Library System Board.
11. Participate in any intersystem reciprocal borrowing agreements that the Library System signs with other library systems and follow appropriate exceptions if there is no intersystem reciprocal borrowing agreement with a library system [[Wis. Stat. 43.17\(10\)](#) and [43.17\(11\)](#)].
12. File an annual report as specified by the Division for Libraries and Technology [[Wis. Stat. 43.17\(5\)](#)].
13. Provide upon request of the county clerk(s), access to all books and records used to determine the number of materials loaned to non-librariad residents of the county and the total number of materials loaned.
14. Plan for library services and activities using the standards for public libraries recommended by the Department of Public Instruction.

Article IV | Library System Responsibilities

IT IS ALSO AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL, AS STATED IN ITS ANNUAL PLAN:

1. Provide interlibrary loan service, interlibrary loan referrals to and from Library System libraries, and to and from the state interloan network.
2. Provide backup interlibrary loan service, reference referrals, and access to its specialized collections through a resource library.
3. Provide continuing education and training programs of system-wide interest and consultant services in selected areas for member library staff and trustees.
4. Provide an electronic information delivery system and a rapid and regular physical materials delivery system among member libraries in the Library System.
5. Provide agreements with adjacent library systems for member library participation in continuing education programs and other services of benefit to member libraries.
6. Promote and facilitate library service to patrons with special needs.
7. Plan cooperative activities with libraries in the library system which provide for the appropriate sharing of library resources and improved public library service.

Article V | Member Library Committee Responsibilities

1. The system member directors, or if applicable, designated representatives, will participate in various councils and committees and shall attend all meetings to which they are appointed.
2. Standing library committees of the member libraries are the following:
 - a. Directors Council. This council shall have the authority to transact the necessary business of the system members in the management of the affairs of the system that are assigned to the libraries. All recommendations from the other committees will be decided before this body by a majority of a vote as noted in appendix B. Decisions may be appealed using the process outlined in appendix C and D.
 - b. ILS Committee. The ILS committee shall set policies, standards, and plans and oversee the development, implementation, and maintenance for the ILS.
 - c. Governance Committee. The governance committee shall set policies and standards, and oversee the development, implementation, and planning of all other non-ILS related areas.
 - d. Circulation Committee: Create procedures for consistency throughout the ILS with circulation of materials and patron records.
 - e. *Ad Hoc* Advisory Committees: Ad hoc committees shall consider appropriate matters, make reports to the Directors Council, and fulfill such other advisory functions as may be designated.

Article VI | Termination of Membership by the Library

1. Any member may terminate its system membership providing written notice to the system board prior to June 1st of a given calendar year. Said termination shall be effective January 1st of the following year.
2. A member terminating its membership shall do so according to a schedule mutually agreed upon by the member library and the system director prior to the following January 1st.
3. A member terminating its participation shall not cast votes during their remaining time of membership on issues having future budget impact.
4. The member terminating its participation shall be liable for all fees pertaining to being a member as of the beginning of the year and all payments made will not be refunded and shall remain the property of the system.
5. A library that has terminated its membership shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.

Article VII | Termination of Membership by the System

1. Membership in the system may be terminated for cause and will require the approval of the system board and a 67% majority vote of the member libraries. Such cause is limited to failure to pay related debts owed to the System or failure to adhere to the terms of this agreement or other stated policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. The Monarch Library System shall have claim on any debts or fees owed it by the member so terminated.
4. In all other respects the termination of membership by the system board and the Directors Council shall be handled according to the provisions listed above.

Representing the Monarch Library System

Board President

System Director

Date

Representing the Library

Board President

Library Director

Date

Appendix A | System Member Fees

E-Content. The total cost of usage-based digital content provided each year is divided by a simple per-capita calculation using the most recent ten-year population census for the city, village, or township in which the library resides.

OCLC/ILS/ILS Replacement/ILS Admin. The total cost of these provided services shall be distributed according to library size when dividing the associated costs for these platforms. Each library shall be responsible for the number of shares determined by the tier it is assigned using the following model:

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

The total cost for the service shall then be divided by the total number of shares and distributed accordingly.

- **NOTE:** ILS costs only applies if the member has signed the ILS membership agreement.
- **NOTE:** These fees structures are taken from the ESLS/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of that document.

Appendix B | System Member Voting Structure

The Directors Council will operate by a consensus governance model.

When it is not possible or feasible to reach consensus, the Directors Council will use a weighted voting model based on a reverse of the state librarian certification levels, which are based on population.

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 votes.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 votes.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 vote.

A threshold of 67% of total weighted votes must be reached for approval of an item that does not reach general consensus which, of necessity, will require a minimum support of more than half of the libraries in the system.

Appendix C | Technology Responsibilities

Monarch Library System staff may recommend technology purchases to standardize library system services. System-wide technology purchases may be funded by the Monarch Library System, by the libraries, or by a combination of both the Monarch Library System and the libraries. The recommendations would be voted upon at Directors Council.

On or before July 1st of each year, member libraries will be informed of costs associated with any Monarch Library System technology-related purchases for the following year. The purchases may be made by the Monarch Library System before the following year, however the member libraries will not be invoiced until January 1st of the following year, with total payment due from the member library within sixty (60) days.

Member libraries are expected to respond to requests and participate in technology-related upgrades to hardware and software by the deadlines stated in Monarch Library System office communication about such work. Libraries opting out of recommended upgrades to hardware and software may experience a reduced level of technology support.

Member libraries will designate a staff member to communicate with Monarch Library System staff in regards to technology-related purchases and upgrades. This library staff member will be the library director or his/her designee.

Appendix D | Appeal Process

The appeal process begins when the appeal form (appendix E) is completed and submitted to the Directors Council. The Directors Council shall also respond to the member(s) making the appeal in writing, addressing the issue within thirty (30) days of receiving the notice. If the appellant is still dissatisfied with the decision after the appeal has been heard by the Directors Council, the matter can be referred to the system director to be heard by the system board for a final decision.

Appendix E | Appeal Form

Member Library(s): _____

Address: _____

Telephone: _____

Name of person(s) filing the appeal: _____

1. To what decision of the Directors Council do you object?

- Be specific: cite the motion, action, and date (attach additional pages or documentation as needed)

2. What is the reason you are appealing this decision?

- Be specific: How does the decision affect your library? How does it affect other libraries?

3. Did you attend the meeting at which the decision under appeal was made?

4. If not, did you assign a proxy and instruct the proxy how to vote on your behalf?

5. What would you recommend as a resolution to the disagreement to this decision?

Signature(s): _____

Date: _____

Date Received by Directors Council: _____

 = Closed dates

 = Board mtgs

2020

Germanatown Community Library

January						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		