

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

October 23, 2019

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, October 23, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan, Brenda O'Brien, Dennis Myers. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Myers): Approve the agenda as printed. Motion carried (7-0).

MOTION (Kerpan, Vosen): Approve the minutes of the September 25, 2019 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 23, 2019: Board Checking Account - \$4,521.37; Board Savings Account - \$5,049.78; GCL Building Fund - \$32,015.19 [Penny Jug - \$1,693.34] [RAO Account - \$2,752.44]; 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- \$15,769.41. CD #4 matured 9/25/19 and was renewed for 13 months at the rate of 1.99/2.01%. Report provided detail of checks written for Polaris ExpressCheckout hardware and software, Scholastic books and plaque engraving. A \$50 donation was deposited from Backes for the Early Literacy Fund. MOTION (Nelson, Myers): Accept the Treasurer's Report as printed. Motion carried (7-0). MOTION (Nelson, Myers): Approve an additional cost of up to \$300 for new Community Meeting Room tables ordered from Today's Classroom. Motion carried (7-0).

ACCOUNTS PAYABLE. MOTION (Myers, Vosen): 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 Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Myers, aye; Trustee O'Brien, aye.

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

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Myers. Reviewed budget and Village development highlights. Indicated the proposed budget is expected to pass without any changes to the Library portion of the budget. The budget hearing will take place on November 18, 2019.

COUNTY. Vosen and Smith. The last Washington County Library Services Board meeting was 10/17/19. There was a good discussion regarding the ACT 420 payments. Library funding for 2020 was approved at the same rate as 2019. The library tax has held steady for the past 4-5 years. Vosen pointed out the library tax is not related to the County levy. Therefore, a cut in the library tax would not impact the County budget. Smith noted that with the increase in ACT 420 payments and no increase in budget funding, Germantown Community Library will lose about \$5000 in budgeted funds in 2020 from the County. Vosen also mentioned that even with the funds holding steady, the County is funding Washington County libraries more than minimally required. The Washington County non-resident circulation distribution of funds report for 3rd quarter of 2019 was reviewed. Germantown had 23.65% of Washington County non-resident circulation which provided a distribution of \$72,114 of the available \$304,950 in funds for Washington County.

SYSTEM. Nelson and Smith. The Monarch Library System Director's Council met on Thursday, October 17. Jennifer Chamberlain provided background of the Washington County Administration Joint Library proposal and ACT 420 impact. Recommendations from the Circulation Committee were passed including the 'no notification calls on holidays' motion. The Governance Committee presented an updated Monarch Library System Membership Agreement. The annual System Trustee event will be held 10/24/19.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. September statistics were provided. We had a 3.9% increase in physical circulation and a 5.1% increase in overall circulation which includes electronic materials. Our year-to-date increases are 5.9% for physical materials and 7.5% for overall circulation. Myers requested patron entrance statistics from our new People Counter system be included in monthly statistics beginning in 2020. The Performance Review for Smith will be sent to the Directors in a couple of weeks. Michelle Tucker from the Village will attend the next Library Board meeting to go over Smith's review. Staff reviews are due to Village Hall by 11/25/19. Staff performance based increase recommendations are due 12/2/19. Myers requested Smith provide a summary of all staff review ratings and proposed increases. There are many planned programs for the remainder of 2019 including a 'Haunted Library' event listed in the Director's Report. Department update details are also listed on the Director's Report. All regular staff members attended ALICE training through the Village of Germantown. Germantown Adult Services hosted the rotating Memory Café on October 21 and participated in several Outreach activities. Youth Services held their first meeting of the Teen Advisory Board which has three very active members. Monthly programs for teens will start in 2020. A new self-checkout station, the online program calendar and event registration were rolled out to patrons this month. The online Meeting Room registration system was rolled out to staff and will be available to patrons next month. Smith attended the Wisconsin Library Association Conference (WLA). Highlighted sessions included Compact Outreach (ideas of pop-up libraries within service areas), Technical Services Forum (look at reorganization to increase productivity, pre-processing and cataloging within Technical Services teams), Adult Programs and Services Needs with DPI (explained new consultant, resources and programming ideas), and Fine Free: A Year in Review (four different sized libraries discussed their experience going fine free for the past year).

UNFINISHED BUSINESS

DONATIONS PLAQUES & BROCHURE– Vosen provided a document labeled: 'Subject – Donor Wooden tree with leaves & acorns'. It provided a summary of the number of leaf plaques were available, the cost to engrave and ideas of what information could be engraved on each donor leaf and acorn. There was some confusion and concern how this fits in with the other Library donor areas. There was a review of current donation options, associated funding levels and how the wood donation recognition tree to be placed in the Library lobby would fit in. There was also discussion regarding the information to be engraved on the individual plaques. Myers suggested others look at each donation area at the Library and bring back feedback at the next meeting.

2020 BUDGET – Budget planning is going well. Nelson, Smith and Myers are not aware of any changes to the Library proposed funding.

ACT 420 PAYMENTS – Smith reported the Washington County Board Administrative Committee agreed to postpone any decision regarding the joint library proposal until the Director's present a report in May 2020. The Washington County Library directors continue to meet weekly to evaluate the proposal based on Wisconsin Public Library Standards. In addition, they prepared a survey for Washington County residents on their library use which will be included with property tax bills and online. Washington County Directors will be touring the following adjacent county libraries: Menomonee Falls, Sussex, and Town Hall Road. Updated information was provided at the Town of Germantown Board, the Monarch Director's Council and the Washington County Library Services Board meetings this month.

NEW BUSINESS

MONARCH LIBRARY SYSTEM MEMBERSHIP AGREEMENT – Smith provided the initial copy of the Monarch Library System Membership Agreement. MOTION (Vosen, O'Brien): Approve Nelson signing the document as printed, with the addition of Germantown Community Library specific information. Motion passed (7-0).

2020 CLOSED DATES – Smith provided proposed library closed dates for 2020 based on alignment with the Germantown Village Hall. The library open dates include Saturdays that do not impact Village Hall. Brady mentioned that in 2019 the library had 12 closed dates and the proposed closed dates would be 14 days. She asked Smith and staff to re-evaluate the number of closed dates and bring back to the November meeting for review. Smith also proposed Board Meeting dates. Motion (Vosen, Nelson): Propose the following Germantown Community Library Board meeting dates for 2020: 1/22/20, 2/19/20, 3/25/20, 4/22/20, 5/27/20, 6/24/20, 7/22/20, 8/26/20, 9/23/20, 10/28/20, 11/18/20 and 12/16/20.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, November 20, 2019, at the Germantown Community Library at 6:00 p.m.

MOTION (Vosen, O'Brien): Move to adjourn the meeting. Motion carried (7-0). Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

DRAFT

Stub 1 of 1

INVOICE NO.	DESCRIPTION	AMOUNT
	4th Qtr 2019 Reimb.	72,114.00
	TOTALS	72,114.00
EXEMPT FROM STATE SALES TAX WI STAT SEC 77.54 (9A) (B)		

THIS CHECK IS VOID WITHOUT A BLUE AND GREEN BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT AN ANGLE TO VIEW

Washington County

WEST BEND, WI 53095

BMO HARRIS BANK N.A.
321 N MAIN STREET
WEST BEND, WI 53095

CHECK DATE	CHECK NO.
10/25/19	510687

Positive Pay Protected Account

AMOUNT
\$*****72,114.00

SEVENTY TWO THOUSAND ONE HUNDRED FOURTEEN AND 00/100*****

Pay
To The
Order Of

GERMANTOWN COMMUNITY LIBRARY
N112W16957 MEQUON RD
P O BOX 670
GERMANTOWN WI 53022-0670

County Board Chairperson
County Clerk
County Treasurer

BORDER CONTAINS MICROPRINTING

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FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER 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	603.98	96.6	216,367.00	170,419.78	21.2
10-551-510-1150	SALARIES COUNTY	12,460.66	2,068.47	83.4	149,528.00	119,425.61	20.1
10-551-510-1800	SALARIES-PART TIME	9,403.16	7,749.14	17.5	112,838.00	96,310.13	14.6
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	10,421.59	73.9	479,933.00	386,765.52	19.4
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,106.33	797.27	62.1	25,276.00	20,198.35	20.0
10-551-520-2110	SOCIAL SECURITY-COUNTY	953.25	0.00	100.0	11,439.00	8,977.82	21.5
10-551-520-2200	STATE RETIREMENT	1,257.41	391.17	68.8	15,089.00	9,242.28	38.7
10-551-520-2210	STATE RETIREMENT-COUNTY	958.58	0.00	100.0	11,503.00	9,585.83	16.6
10-551-520-2300	HEALTH INSURANCE	5,508.33	5,508.33	0.0	66,100.00	60,591.63	8.3
10-551-520-2400	DENTAL INSURANCE	376.25	376.25	0.0	4,515.00	4,138.75	8.3
10-551-520-2500	LIFE INSURANCE	53.75	90.19	(67.8)	645.00	671.30	(4.0)
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	275.00	16.6

TOTAL FRINGE BENEFITS		11,241.40	7,163.21	36.2	134,897.00	113,680.96	15.7
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	2,834.99	2.8	35,000.00	34,811.02	0.5
10-551-530-3200	OFFICE SUPPLIES	416.66	29.58	92.9	5,000.00	4,990.13	0.2
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	7,129.50	(327.7)	20,000.00	15,359.29	23.2
10-551-530-3620	BOOK PROCESSING	416.66	0.00	100.0	5,000.00	5,000.00	0.0
10-551-530-3625	BOOK PROCESSING-COUNTY	416.66	844.46	(102.6)	5,000.00	6,009.50	(20.1)
10-551-530-3630	PERIODICALS	333.33	2,872.30	(761.7)	4,000.00	4,000.00	0.0
10-551-530-3635	PERIODICALS-COUNTY	500.00	4,049.41	(709.8)	6,000.00	4,411.44	26.4
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	1,782.16	(18.8)	18,000.00	10,012.14	44.3
10-551-530-3660	COMPUTER SERVICE	1,166.66	0.00	100.0	14,000.00	13,942.39	0.4
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,333.33	752.62	43.5	16,000.00	12,941.68	19.1
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	31.10	87.5	3,000.00	3,589.85	(19.6)
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	750.00	589.05	21.4	9,000.00	17,098.33	(89.9)
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 11 PERIODS ENDING NOVEMBER 30, 2019

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER 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	0.00	100.0	18,000.00	16,115.39	10.4
10-551-530-7100	UTILITIES	5,833.33	4,118.25	29.4	70,000.00	54,874.10	21.6
10-551-530-7200	TELEPHONE	145.83	0.00	100.0	1,750.00	1,617.62	7.5
10-551-530-7250	OUTREACH - COUNTY SYSTEM	308.33	906.00	(193.8)	3,700.00	2,718.00	26.5
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	25.52	84.6	2,000.00	1,967.24	1.6
10-551-530-7710	TRAINING - COUNTY	265.58	711.82	(168.0)	3,187.00	1,522.73	52.2
10-551-530-7800	TRAVEL	83.33	0.00	100.0	1,000.00	728.55	27.1
TOTAL OPERATING SUPPLIES & EXPENSES		25,023.82	26,676.76	(6.6)	300,287.00	272,716.39	9.1
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	44,261.56	41.9	915,117.00	773,162.87	15.5

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VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
F-YR: 19

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 10

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 10/31/19	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	2,390,033.67	3,108,158.13	2,261,614.04	3,236,577.76	
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	33,829.87	416.61	26,875.75	7,370.73	
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	106,823.16	31,896.70	0.00	138,719.86	
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	812,940.21	22,593.11	0.00	835,533.32	
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	2,721,968.30	3,406,465.74	-684,497.44	
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	99,437.27	97,716.42	
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	23,612.00	23,612.00	
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	

Director's Report: November 2019

MONARCH LIBRARY SYSTEM & STATE OF WISCONSIN

- The Monarch Library System Director's Council met on Thursday, November 14.
- The meeting included a discussion on the growing trend of libraries going "Fine Free." Sheboygan Falls has been completely fine free since the 1980s. Lomira went fine free for Children's materials this summer and Horicon will be following in January. Topics included positive and negatives of going fine free, the generation gaps, equal access of using the library, increased circulation and finding funding. Grace periods, automatic renewals, and campaigns such as "Food for Fines" we also discussed.
- The Annual Monarch Celebration will take place after the Director's meeting on Thursday, December 12.

WASHINGTON COUNTY LIBRARIES

- A survey will be going on December 1 - February 22. The goal is to collect data of what libraries patrons visit and why they use that library. Focus will be on Washington County Non-Served residents, specially Village of Richfield, Town of Jackson, Village of Jackson, and Town of Erin. We have received permission to place the survey in the Village of Richfield and Village of Jackson tax bills totaling over 6,000 residents.

DONATIONS/DEPOSITS

- The Friends of the Germantown Community Library Book & Basket Sale will be held on Saturday, November 16 through the end of December.

STATISTICS

- Germantown saw a 1.7% increase in overall circulation (physical + electronic) in October and 6.9% increase year-to-date.

FAL/WINTER PROGRAMMING

- The library hosted the annual Germantown Christmas Festival on Saturday, November 16. This was also the start of the Friends of the Germantown Community Library Holiday Basket & Book Sale that runs through December 30.
- Upcoming Special Adult Programs:
 - Thurs, Nov 23 - Retirement @ 3:00 p.m.
 - Wed, Dec 4 - Humor @ 3:00 p.m.
 - Tues, Dec 10 - Dementia @ 3:00 p.m.
 - Wed, Dec 11 - Laura Ingalls Wilder @ 3:00 p.m. & 6:00 p.m.
 - Mon, Dec 2, 9 & 16 - Holiday Workshops @ 1:00 p.m. & 5:30 p.m.
- Upcoming Special Youth Programs:
 - Wed, Nov 27 - Frozen @ 10:00 a.m.
 - Wed, Nov 27 - Lego Ornaments @ 4:30 p.m.
 - Sat, Dec 14 - Polar Express @ 1:00 - 3:00 p.m.
 - Mon, Dec 30 - Noon Year's Eve @ 11:00 a.m.

DEPARTMENT UPDATES

- Management & General Staff
 - Quarterly all-staff meeting was held on Wednesday, November 13. Topics of discussion included damaged item procedures, shifting procedures, website updates, performance reviews, new Sunday program six times a year with the Autism Society, 2020 closed and blocked dates, and updated leave policies and procedures.
 - Performance reviews are due November 25 for management team and December 6 for all staff. Reviews will be discussed at the Library Board Meeting on Wednesday, December 20 and presented to staff on December 20 - 30.
- Adult Services (Lynn Ratzmann)
 - Lynn hosted a library tour and talk for the Leadership Germantown group on Thursday, November 13.
 - Planning continues for Spring programming.
- Youth Services (Jackie Kolo)
 - Youth Services will be offering kid's crafts and characters at the Germantown Christmas Festival on Saturday, November 16.
 - Planning continues for Spring programming.

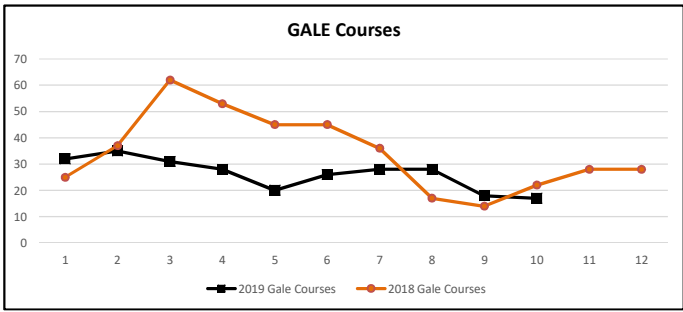
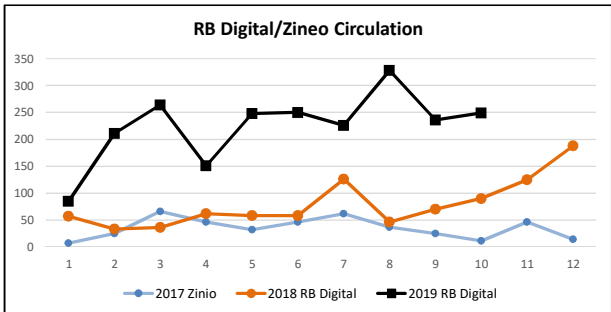
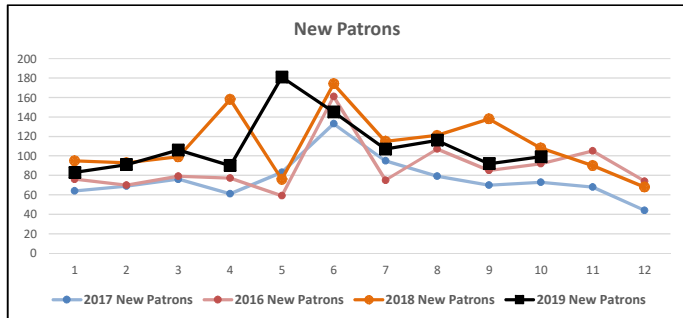
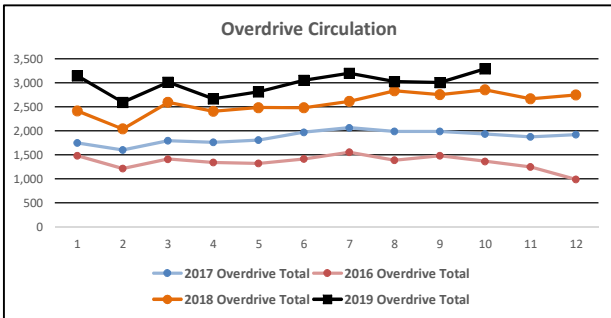
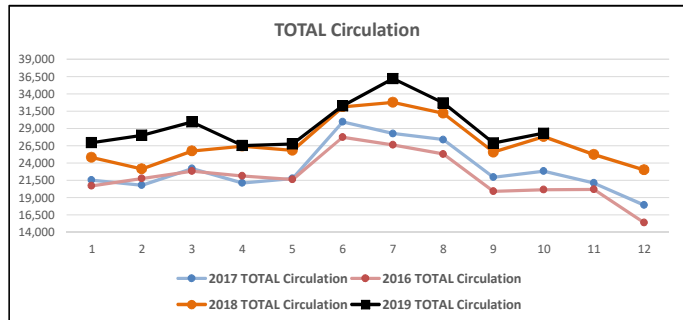
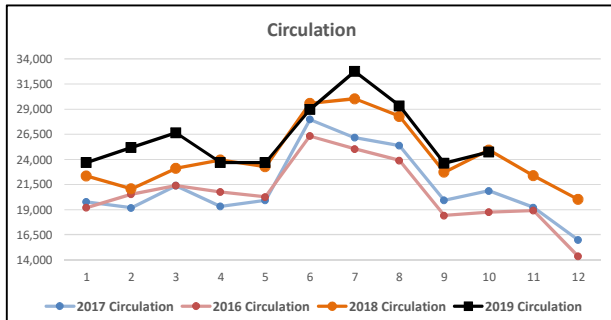
- Circulation (Diane Long)
 - Assistant Director and Circulation Manager attended monthly Monarch Circulation Committee meeting.
 - Staff is working through patron database clean up.
- Tech Services (Connie Lloyd)
 - Staff is working on weeding and reorganizing the magazine collection.
 - Staff is working item clean up.
- Technology (Connie Lloyd)
 - Online Meeting Room Reservation system is available to patrons.
 - Assistant Director participated in Monarch Tech Committee meeting.
- Building Management & Grounds (Connie Lloyd)
 - 18 tilt up tables for the Community Room installed and updates to the layout and signage have been adjusted.
 - 4 new display panels installed for exhibits and school art shows in the library.
 - Permanent art work collection has been installed on the walls.

OCTOBER DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH

- | | |
|---|---|
| • Nov 5 - Germantown Christmas Festival | • Nov 16 - Germantown Christmas Walk/Run, Parade & Tree Lighting Activities at the Festival |
| • Nov 6 - Wash. Co. Library Directors (ACT 420) | • Nov 18 - Village Budget Hearing |
| • Nov 7 - Village Support Services Manager | • Nov 19 - Village Staff |
| • Nov 7 - Village of Richfield Administrator | • Nov 20 - Wash. Co. Library Directors (ACT 420) |
| • Nov 13 - Germantown Fall Fest Outreach | • Nov 20 - Library Board |
| • Nov 8 - Germantown Christmas Festival | • Nov 26 - Village Administrator |
| • Nov 9 - Friends of the Library | • Nov 27 - Kiwanis |
| • Nov 9 - Friends of the Library (Fundraising) | • Nov 27 - Holy Hill Teacher Inservice |
| • Nov 12 - Germantown Park & Rec | • Nov 27 - Wash. Co. Library Directors (ACT 420) |
| • Nov 13 - Kiwanis | |
| • Nov 14 - Monarch Directors | |

GCL Statistical Trends 2016-2019

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
2019 New Patrons	1110	83	91	106	90	181	145	107	116	92	99		
2019 Circulation	262,283	23686	25174	26645	23688	23677	28,968	32,758	29,329	23,622	24736		
% over 2018	5.2%	6.1%	19.5%	15.3%	-1.0%	1.8%	-2.0%	9.1%	3.7%	3.9%	-0.8%		
2019 RB Digital	2248	85	211	264	151	248	250	226	328	236	249		
2019 Overdrive Total	29,800	3,145	2,592	3,012	2,668	2,812	3,050	3,199	3,028	3,003	3,291		
e-Book Circ	17519	1985	1633	1745	1521	1637	1863	1933	1731	1653	1818		
Video Circ	11	4	2	0	0	0	2	0	0	1	2		
Audio Circ	12270	1156	957	1267	1147	1175	1185	1266	1297	1349	1471		
2019 YA E-Materials	4244	498	359	459	356	289	430	517	421	331	584		
2019 Gale Courses	263	32	35	31	28	20	26	28	28	18	17		
2019 TOTAL Circulation	294,331	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276		
% over 2018	6.9%	8.5%	20.9%	16.3%	0.4%	3.7%	0.5%	10.4%	4.9%	5.1%	1.7%		
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

October 2019

STATISTICS

CIRCULATION

Resident (Village of Germantown)	15,616	
Non-Resident	9,120	
<u>MONARCH SYSTEM</u>		8,344
Washington County		7,596
With Library		451
Without Library		7,145
Dodge, Ozaukee, Sheboygan		748
With Library		649
Without Library		99
<u>OUTSIDE MONARCH</u>		776
Adjacent Counties (Milw, Wauk, Fond du Lac)		696
With Library		544
Without Library		152
Rest of Wisconsin		80
Outside of Wisconsin		0

GRAND TOTAL 24,736

LIBRARY USE 87

ILL - INTERLIBRARY LOANS 53

OVERDRIVE CIRCULATION

e-Book Circ	1818	
Video Circ	2	
Audio Circ	1471	
(YA Circ)		584

GRAND TOTAL 3291

RB DIGITAL MAGAZINES 198

RB eAudio 51

GALE COURSES 17

TOTAL CIRCULATION

Physical	24,736
Electronic	3,291
RB Digital + eAudio	249
GALE Courses	17
TOTAL	28,293

LENT/BORROWED STATISTICS

Lent	3438 (611 new items)
Borrowed	3206 (611 new items)
Net <u>Borrower</u> / <u>Lender</u>	232 (0, net of new items)

REGISTRATIONS

Resident Total (Village of Germantown)	59
Non-Resident Total	40
GRAND TOTAL	99

REVENUES

Fines	\$ 1,128.93
Copies	\$ 212.03
Replacement Cards	\$ 36.00
Lost/Damage Fees	\$ 140.00
Faxes	\$ 83.55
Meeting Room	\$ 150.00
Misc	\$ 17.50
TOTAL FINES & FEES	\$ 1,768.01

Washington County Public Libraries



To: Washington County Cities, Villages, and Towns

From: Amy Salminen, West Bend Library Director

Patricia Smith, Germantown Community Library Director

Jennifer Einwalter, Jack Russell Memorial Library Director

Leslie Schultz, Slinger Community Library Director

Lori Kreis, Kewaskum Public Library Director

Date: October 9, 2019

Re: Act 420 and Joint Library Discussion

Over the past several weeks, representatives from Washington County may or may not have come to your Village or Town Boards to pass a resolution to look further into joint libraries.

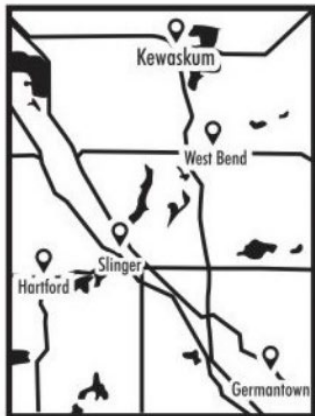
The action on the idea of creating joint libraries moved quickly and began moving forward immediately at the beginning of September. Some concerns that came to light during this short time include services and funding to Washington County Libraries who serve all Washington County residents. Washington County administration have presented this option at many meetings around Washington County over the past month and we would like all municipalities to be informed of what has happened thus far.

The Washington County Library Directors spoke at the Washington County Administrative Committee Meeting in regards to this issue on September 18, 2019. At this meeting, it was decided that the Library Directors would study the joint library option as well as other potential options over a period of 9 months and report back to the Administrative Committee in May 2020.

At this time the Library Directors are meeting weekly, engaging in discussion that will result in a written report for Washington County Library Services. This report will evaluate communities and the libraries as they currently serve residents in their respective communities. This report will also analyze, evaluate, and recommend how to best serve all Washington County residents in the future. The Library Directors will provide updates in December 2019 and in March 2020 to keep all municipalities informed of the progress.

Thank you for your patience as the Washington County Library Directors conduct this study. Feel free to contact any of the above library directors with any questions, comments, or concerns.

We need your input!



PLEASE TAKE OUR

Washington County Public Library Card Survey

As part of a study being conducted by the Directors of the five Public Libraries in Washington County, we are interested in knowing how you use your library. As a Washington County taxpayer, we invite you to take the survey online:

<https://bit.ly/36EplBM>

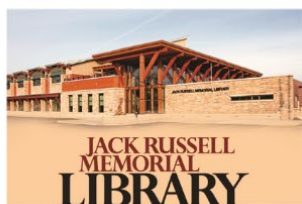
The survey will be available until February 22, 2020

It only takes 2 minutes to complete!

Online responses are strongly preferred; however, a hard copy of the survey is on the back of this flyer. Additional copies are available at the County Clerk's office and at each public library listed below. Please return completed surveys to your local Washington County Public Library by February 22, 2020. *Thank you for your time.*

For more information please contact:

Germantown Community Library	262-253-7760
Jack Russell Memorial Library	262-673-8240
Kewaskum Public Library	262-626-4312
Slinger Community Library	262-644-6171
West Bend Community Memorial Library	262-335-5151



Washington County Public Library Card Survey | Please return the completed survey to your local Washington County Public Library by February 22, 2020

As part of a study being conducted by Washington County Library Directors, we are interested in knowing how you use your library.

1. Where do you vote/live/own property in Washington County?

- | | | |
|--|---|--|
| ☐ Town of Addison | ☐ Village of Jackson | ☐ Town of West Bend |
| ☐ Town of Barton | ☐ Town of Kewaskum | ☐ Village of Germantown |
| ☐ Town of Erin | ☐ Village of Newburg | ☐ City of Hartford |
| ☐ Town of Farmington | ☐ Town of Polk | ☐ Village of Kewaskum |
| ☐ Town of Germantown | ☐ Village of Richfield | ☐ Village of Slinger |
| ☐ Town of Hartford | ☐ Town of Trenton | ☐ City of West Bend |
| ☐ Town of Jackson | ☐ Town of Wayne | |
| ☐ Other <i>(please specify)</i> | | |

2. Do you visit a public library?

- ☐ Yes ☐ No

3. What library do you visit? *Please select all that might apply*

- | | | |
|---|--|--|
| ☐ Germantown Community Library | ☐ Cedarburg Public Library | ☐ Delafield Public Library |
| ☐ Jack Russell Memorial Library
<i>(Hartford)</i> | ☐ Grafton Public Library | ☐ Menomonee Falls Public Library |
| ☐ Kewaskum Public Library | ☐ Frank L. Weyenberg Library
<i>(Mequon-Thiensville)</i> | ☐ Pauline Haass Public Library
<i>(Sussex)</i> |
| ☐ Slinger Community Library | ☐ Oscar Grady Public Library
<i>(Saukville)</i> | ☐ Town Hall Library <i>(North Lake)</i> |
| ☐ West Bend Community
Memorial Library | ☐ Campbellsport Public Library | |
| ☐ Other <i>(please specify)</i> | | |

4. What factors determine the public library you visit IN Washington County? *Please pick up to three (3)*

- | | |
|--|--|
| ☐ Hours open | ☐ Program offerings <i>(adult, children and teen)</i> |
| ☐ Location <i>(i.e. near home, work, school, family and/or shopping)</i> | ☐ Friendliness of staff |
| ☐ Services provided to the public | ☐ Availability of items for checkout |
| ☐ Digital/E-Content Services <i>(i.e. Ancestry.com, Gale Courses, streaming movies & music)</i> | ☐ Library facility |
| ☐ Other <i>(please specify)</i> | |

5. What factors determine the public library you visit OUTSIDE of Washington County? *Please pick up to three (3)*

- | | |
|--|--|
| ☐ Hours open | ☐ Program offerings <i>(adult, children and teen)</i> |
| ☐ Location <i>(i.e. near home, work, school, family and/or shopping)</i> | ☐ Friendliness of staff |
| ☐ Services provided to the public | ☐ Availability of items for checkout |
| ☐ Digital/E-Content Services <i>(i.e. Ancestry.com, Gale Courses, streaming movies & music)</i> | ☐ Library facility |
| ☐ Other <i>(please specify)</i> | |

Germantown Community Library

Closed Dates and Library Board Meetings

Yellow highlight = Closed Dates

Blue highlight = Library Board Meetings

2020

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		

Germantown Community Library Closed Dates

Holiday	2018	2019	2020	2020 Notes
New Year's Day	M – 1/1	T – 1/1	W – 1/1	
Easter	F – 3/30 Sa – 3/31	F – 4/19 Sa – 4/20	F – 4/10 Sa – 4/11	
Memorial Day	M – 5/28	M – 5/27	M – 5/25	
Independence Day	W – 7/4	Th – 7/4	Sa – 7/4 1 floater	
Labor Day	M – 9/3	M – 9/2	M – 9/7	
Thanksgiving	R – 11/22 F – 11/23 Sa – 11/24	R – 11/28 F – 11/29 Sa – 11/30	R – 11/26 F – 11/27	
Christmas	M – 12/24 T – 12/25	T – 12/24 W – 12/25	Th – 12/24 F – 12/25 Sa – 12/26	closed 12/26 instead of 11/28
New Years	M – 12/31 T – 1/1/19	T – 12/31 W – 1/1/20	Th – 12/31 F – 1/1/21	
Total Days Closed	12	12	12	
Closed Days that are Saturdays	2	2	3	
Paid Holidays	10 + 1 personal holiday	10 + 1 personal holiday	10 + 1 personal holiday	1 of the 10 days will be a floater for 7/4 on Saturday