

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, December 18, 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: November 20, 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. **CLOSED SESSION** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.
 - A. Approval of Wage Increases for Library Staff
 - B. Reconvene into Open Session with Possible Action.
- VII. **CLOSED SESSION** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
 - A. Update on Specific Personal Problems Within the Library
 - B. Reconvene into Open Session with Possible Action
- VIII. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Printout
- IX. **REPORTS:**
 - A. Correspondence
 - B. Village Report
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report

X. **UNFINISHED BUSINESS:**

A. ACT 420 Payments

XI. **NEW BUSINESS:**

A. None

XII. **ADJOURNMENT:**

Forthcoming meeting: Regular Library Board: January 22, 2020 – 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

November 20, 2019

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, November 20, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan. **Members absent:** Brenda O'Brien, exc., Dennis Myers, unexc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Michelle Tucker, Village Support Services Manager. Proper notification of the meeting had been given.

MOTION (Brady, Vosen): Approve the agenda as printed. Motion carried (5-0).

MOTION (Kerpan, Vosen): Approve the minutes of the October 23, 2019 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 20, 2019: Board Checking Account - \$1,647.63; Board Savings Account - \$5,050.42; GCL Building Fund - \$17,354.91 [Penny Jug - \$1,753.65] [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 #3 is scheduled to mature on 12/6/19. The Board recommended renewing for another short-term period which is usually 13 months since it will come due prior to the next Board meeting. Checks written this month have spent the remaining balances of donations from the Kugel, Hessler, Korol and Robbins funds. MOTION (Brady, Nelson): Accept the Treasurer's Report as printed. Motion carried (5-0). MOTION (Brady, Kerpan): Move to add the Treasurer Report each month to the draft Board minutes. Motion carried (5-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): 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.

BUDGET PRINTOUT. The November 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed. Smith noted that not all of the additional County funds are reflected in the report.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. The budget was approved on November 18, 2019.

COUNTY. Vosen and Smith. The next Washington County Library Services Board meeting will be in January 2020. A survey will be sent to residents December 1 – February 22. The goal is to collect data of which libraries patrons visit and why. Focus will be on Washington County Non-Served residents in Village of Richfield, Town of Jackson, Village of Jackson, and the Town of Erin.

SYSTEM. Nelson and Smith. The Monarch Library System Director's Council met on Thursday, November 14. The meeting included a productive discussion on the advantages and disadvantages of the growing trend of libraries going "Fine Free." The next meeting will be Thursday, December 12, 2019.

PRESIDENT'S. Nelson. Nelson attended the Monarch Trustee event on 10/24/19. She said it was a positive event and passed out system and library information to attendees on behalf of the system.

DIRECTOR'S. Smith. October statistics were provided. We had a 1.7% increase in overall circulation and 6.9% year-to-date. The new Haunted Library was very popular and had about 155 attendees. Next week the Washington County Library Directors will be meeting with Connie Meyer from Bridges to discuss country/system contracts. The Friends of the Germantown Community Library Book & Basket Sale will be held November 16-December 30. The Library hosted the Germantown Christmas Festival on Saturday, November 16 which included crafts in the Youth Services area. Adult and Youth Services Teams will have a number of programs for December and are currently planning for spring programming. Circulation and Tech Services Teams are working on patron and item record clean-up year-end efforts. The new Online Meeting Room Reservation system was made available to patrons. The new tilt up, wheeled tables were added to the Community Meeting Rooms to replace the old folding tables. The old

display panels were replaced with new display panels on wheels that can be moved by library staff without DPW assistance. Permanent artwork collection has been installed on the library walls.

UNFINISHED BUSINESS

DONATIONS PLAQUES & BROCHURE– Further discussion was deferred to the next meeting.

2020 BUDGET – The budget was passed at the Village Board meeting on November 18, 2019.

ACT 420 PAYMENTS – Smith reported the Washington County Library directors continue to meet weekly. She provided updated information on their progress and a copy of the survey that will be included in several community's property tax bills and online. Washington County Directors toured the following adjacent county libraries: Sussex and Town Hall. Menomonee Falls will be also visited in the future.

2020 CLOSED DATES – Smith provided adjusted proposed library closed dates for 2020 per Brady's request. It reduced the proposed closed days from 14 to 12 days to match 2019 (which includes three Saturdays). Smith also provided closed dates of surrounding libraries and Washington County libraries for review. Many neighboring libraries are only closed on the holiday or eve of a holiday. For Easter they are only closed on Sunday. There was discussion regarding the advantages and disadvantages of Germantown being open on those days as well. Some members felt the Library should be open Easter weekend. MOTION (Vosen, Potratz): Move to be closed on 1/1/20, half day on 4/10/20, 4/11/20, 5/25/20, 7/4/20, 9/7/20, 11/26/20, 11/27/20, 12/24/20, 12/25/20, 12/26/20, 12/31/20 and 1/1/21 for a total of 11.5 days in 2020. Motion carried (4-1). Statistics will be evaluated next year to determine if the library will remain open additional days.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 18, 2019, at the Germantown Community Library at 6:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

CLOSED SESSION

MOTION: (Vosen, Brady): Adjourn to Closed Session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called into closed session by Nelson at 7:04 p.m. for the Director's Annual review.

MOTION (Vosen, Kerpan): Re-enter Open Session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called to re-enter into open session by Nelson at 7:54 p.m.

MOTION (Vosen, Brady) Approve the proposed Director wage adjustments as discussed. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye.

Meeting adjourned at 7:57 p.m.

Respectfully submitted,

Joyce Nelson
President
Germantown Community Library Board

DRAFT

Germantown Community Library Board

Financial Report November 20, 2019

By Darlene Vosen

First Bank GCL Board Checking Account

Balance 10/23/19 per on-line statement		\$4,521.37
Check #1540 10/29 Penworthy Co./book funds	-\$839.91	
Check #1541 10/29 Penworthy Co./book funds	-\$2,023.84	
Crosscut Custom/landscape plaque	-\$35.00	
Deposit Early Lit. Fund	+\$25.01	
Transfer from Building/tables 11/19	+\$14,724.67	
Check #1543 11/20 Today's Classroom	-\$14,724.67	
Balance 11/20/19 per on-line statement		\$1,647.63

First Bank GCL Board Savings Account

Balance 10/23/19 per on-line statement		\$5,049.78
Interest October	+\$0.64	
Balance 11/20/19 per on-line statement		\$5,050.42

First Bank GCL Building Account (*included in, but accounted for separately)

Balance 10/23/19 per on-line statement		\$32,015.19
Interest October	+\$4.08	
Deposit Penny Jug 11/15/19	+\$60.31	
Transfer to checking/tables	-\$14,724.67	
Balance 11/20/19 per on-line statement		\$17,354.91
*Penny Jug Fund (Penny Jug Deposit 11/15/19 +\$60.31)	\$1,753.65	
*RAO Account (technology/from Guaranty 7/27/18)	\$6,984.96 - \$4,232.52 = \$2752.44 (left)	

First Bank Building Fund CD Account

CD #1 (5708) Balance May 2019 per bank statement	\$16,084.87
2.43/2.45% Interest 13 months (mature 6/5/20)	
CD #2 (7285) Balance 3/31/19 per bank statement	\$15,895.65
2.67/2.70% Interest 13 months (mature 4/30/20)	
CD #3 (5608) Balance 11/06/18 per bank statement	\$15,584.19
2.58/2.61% Interest 13 months (mature 12/6/19)	
CD #4 (1404) Balance 9/25/19 per bank statement	\$15,769.41
Earned interest \$384.27	
1.99/2.01% Interest 13 months (mature 10/25/20)	

2019 GCLB Checking Account:

2019 GCL Usborne Book Sale SRP Funds (in GCLB checking account) - \$553.32

Early Literacy Fund - \$122.77 + (kids penny jug) \$25.01 = \$147.78

Costume Fund 5/9/19 (in GCLB checking account) - \$50.00

2018/19 Funds for Books &/or Materials (in GCLB checking account)

Machine Knitters - \$100.00 left

Prinz 2 cks for senior program - \$100.00 left

Kugel (2019) Donation - \$1,000.00 - \$16.03 (Ck. # 1522) = \$983.97 - \$24.19 (ck#1524) - \$401.55 (ck# 1526) - \$301.65 (ck# 1527) = \$256.58 - (ck#1536) \$218.40 = \$38.18 - \$38.18(check # 1540) = 0

Hessler (2019) Donation - \$140.00 - \$140.00 (check #1540)=0

Korol (2019) Donation - \$500.00 - \$500.00 (check #1540) = 0

Robbins (6/2019) Donation - \$500.00 - \$7.50 (plaque) = \$492.50 - \$161.73 (check #1540) = \$330.77 - \$330.77 (check #1541) = 0

Pagliari (8/6/19) Donation - \$2,000.00 - \$1693.07 (check #1541) = \$306.93

TOTAL= \$506.93 (left to spend for 2019)

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	3,458.73	80.8	216,367.00	190,065.11	12.1
10-551-510-1150	SALARIES COUNTY	12,460.66	3,328.82	73.2	149,528.00	132,289.69	11.5
10-551-510-1800	SALARIES-PART TIME	9,403.16	9,846.40	(4.7)	112,838.00	107,163.88	5.0
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	16,633.95	58.4	479,933.00	430,128.68	10.3
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,106.33	1,227.91	41.7	25,276.00	22,494.15	11.0
10-551-520-2110	SOCIAL SECURITY-COUNTY	953.25	0.00	100.0	11,439.00	9,865.51	13.7
10-551-520-2200	STATE RETIREMENT	1,257.41	863.84	31.3	15,089.00	10,597.58	29.7
10-551-520-2210	STATE RETIREMENT-COUNTY	958.58	0.00	100.0	11,503.00	10,544.42	8.3
10-551-520-2300	HEALTH INSURANCE	5,508.33	5,508.37	0.0	66,100.00	66,100.00	0.0
10-551-520-2400	DENTAL INSURANCE	376.25	376.25	0.0	4,515.00	4,515.00	0.0
10-551-520-2500	LIFE INSURANCE	53.75	93.46	(73.8)	645.00	737.26	(14.3)
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	302.50	8.3

TOTAL FRINGE BENEFITS		11,241.40	8,069.83	28.2	134,897.00	125,156.42	7.2
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	3,289.00	(12.7)	35,000.00	38,143.18	(8.9)
10-551-530-3200	OFFICE SUPPLIES	416.66	0.00	100.0	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	3,895.74	(133.7)	20,000.00	19,255.03	3.7
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	1,779.72	(327.1)	5,000.00	7,789.22	(55.7)
10-551-530-3630	PERIODICALS	333.33	0.00	100.0	4,000.00	4,000.00	0.0
10-551-530-3635	PERIODICALS-COUNTY	500.00	0.00	100.0	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	1,419.86	5.3	18,000.00	11,432.00	36.4
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	665.82	50.0	16,000.00	13,793.78	13.7
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	3,589.85	(19.6)
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	750.00	932.12	(24.2)	9,000.00	20,697.82	(129.9)
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 12 PERIODS ENDING DECEMBER 31, 2019

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	0.00	100.0	70,000.00	54,874.10	21.6
10-551-530-7200	TELEPHONE	145.83	0.00	100.0	1,750.00	1,818.19	(3.9)
10-551-530-7250	OUTREACH - COUNTY SYSTEM	308.33	0.00	100.0	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	10.00	94.0	2,000.00	1,977.24	1.1
10-551-530-7710	TRAINING - COUNTY	265.58	52.20	80.3	3,187.00	1,690.73	46.9
10-551-530-7800	TRAVEL	83.33	183.28	(119.9)	1,000.00	737.41	26.2
TOTAL OPERATING SUPPLIES & EXPENSES		25,023.82	12,227.74	51.1	300,287.00	287,982.89	4.1
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	36,931.52	51.5	915,117.00	843,267.99	7.8

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VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

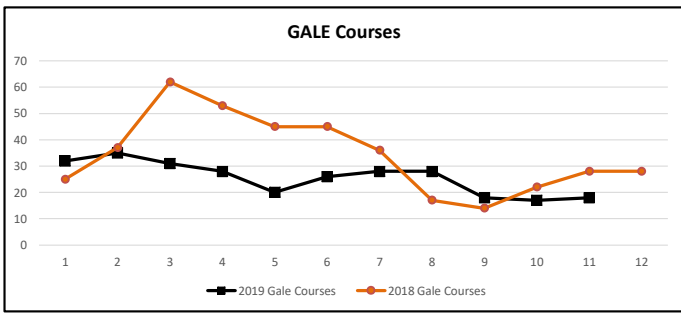
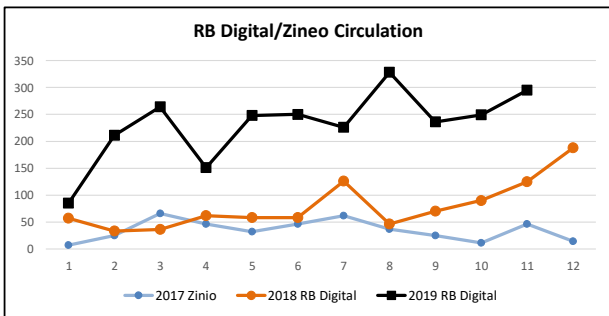
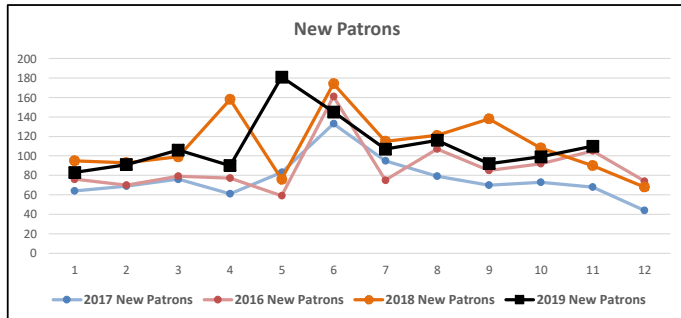
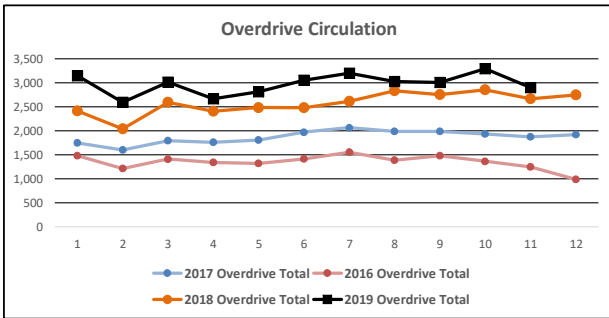
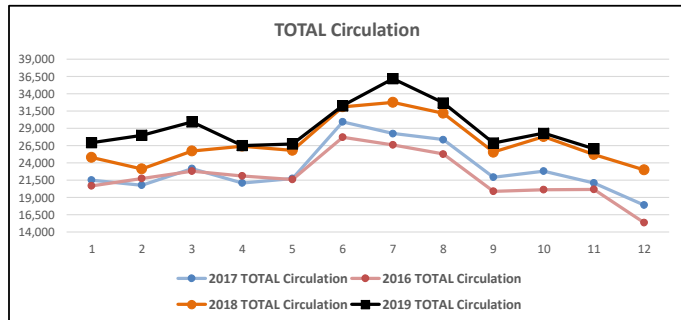
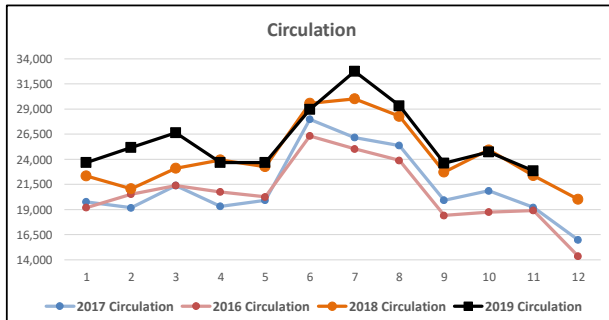
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FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 11

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 11/30/19	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	2,390,033.67	3,112,105.64	2,946,111.48	2,556,027.83	
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	3,406,465.74	3,428,196.51	-21,730.77	
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	103,384.78	101,663.93	
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	

GCL Statistical Trends 2016-2019

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
2019 New Patrons	1220	83	91	106	90	181	145	107	116	92	99	110	
2019 Circulation	285,139	23686	25174	26645	23688	23677	28,968	32,758	29,329	23,622	24736	22856	
% over 2018	5.0%	6.1%	19.5%	15.3%	-1.0%	1.8%	-2.0%	9.1%	3.7%	3.9%	-0.8%	2.2%	
2019 RB Digital	2543	85	211	264	151	248	250	226	328	331	249	295	
2019 Overdrive Total	32,701	3,145	2,592	3,012	2,668	2,812	3,050	3,199	3,028	3,003	3,291	2,901	
e-Book Circ	19143	1985	1633	1745	1521	1637	1863	1933	1731	1653	1818	1624	
Video Circ	14	4	2	0	0	0	2	0	0	1	2	3	
Audio Circ	13544	1156	957	1267	1147	1175	1185	1266	1297	1349	1471	1274	
2019 YA E-Materials	4627	498	359	459	356	289	430	517	421	331	584	383	
2019 Gale Courses	281	32	35	31	28	20	26	28	28	18	17	18	
2019 TOTAL Circulation	320,383	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	
% over 2018	6.6%	8.5%	20.9%	16.3%	0.4%	3.7%	0.5%	10.4%	4.9%	5.1%	1.7%	3.4%	
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

November 2019

STATISTICS

CIRCULATION

Resident (Village of Germantown)	14,186	
Non-Resident	8,670	
<u>MONARCH SYSTEM</u>		8,013
Washington County		7,181
With Library		356
Without Library		6,825
Dodge, Ozaukee, Sheboygan	832	
With Library		738
Without Library		94
<u>OUTSIDE MONARCH</u>	657	
Adjacent Counties (Milw, Wauk, Fond du Lac)	624	
With Library		484
Without Library		140
Rest of Wisconsin	33	
Outside of Wisconsin	0	

GRAND TOTAL 22,856

LIBRARY USE 115
ILL - INTERLIBRARY LOANS 56

OVERDRIVE CIRCULATION

e-Book Circ	1624	
Video Circ	3	
Audio Circ	1274	
(YA Circ)		383

GRAND TOTAL 2901

RB DIGITAL MAGAZINES 246
RB eAudio 49
GALE COURSES 18

TOTAL CIRCULATION

Physical	22,856
Electronic	2,901
RB Digital + eAudio	295
GALE Courses	18
TOTAL	26,070

LENT/BORROWED STATISTICS

Lent	3128 (542 new items)
Borrowed	2681 (550 new items)
Net <u>Borrower</u> / <u>Lender</u>	447 (8, net of new items borrowed)

REGISTRATIONS

Resident Total (Village of Germantown)	72
Non-Resident Total	38
GRAND TOTAL	110

REVENUES

Fines	\$ 1,887.46
Copies	\$ 137.25
Replacement Cards	\$ 60.70
Lost/Damage Fees	\$ 302.24
Faxes	\$ 74.10
Meeting Room	\$ -
Misc	\$ 12.55
TOTAL FINES & FEES	\$ 2,474.30