

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, January 22, 2020 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY
COMMUNITY MEETING ROOM**

- 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: December 18, 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 Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
 - A. ACT 420 Payments
- XI. **NEW BUSINESS:**
 - A. School-Community Partnership: Leveling Systems
- X. **ADJOURNMENT:**

Forthcoming meeting: February 19, 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

December 18, 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, December 18, 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, Michelle Tucker, Village of Germantown Support Services Manager. Proper notification of the meeting had been given.

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

MOTION (Brady, Vosen): Approve the minutes of the November 20, 2019 meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

CLOSED SESSION – Approval of Wage Increases for Library Staff

MOTION: (Myers, Vosen): Adjourn to Closed Session. 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. The Germantown Community Library Board was called into closed session by Nelson at 6:01 p.m..

MOTION (Vosen, Myers): Re-enter Open Session. 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. The Germantown Community Library Board was called to re-enter into open session by Nelson at 6:09 p.m.

MOTION (Myers, Kerpan) Approve the proposed increases for the Library staff. 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. Motion carried (7-0).

CLOSED SESSION – Update on Specific Personnel Problems Within the Library

MOTION: (Myers, Brady): Adjourn to Closed Session. 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. The Germantown Community Library Board was called into closed session by Nelson at 6:10 p.m..

MOTION (Myers, Nelson): Re-enter Open Session. 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. The Germantown Community Library Board was called to re-enter into open session by Nelson at 6:22 p.m.

Respectfully submitted,

Joyce Nelson
President
Germantown Community Library Board

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of December 18, 2019: Board Checking Account - \$1,437.67; Board Savings Account - \$5,051.02; GCL Building Fund - \$17,358.06 [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- \$16,024.07; Building Fund CD Account #4- \$15,769.41. CD #3 matured on 12/6/19 and it was rolled over for another 13-month period. MOTION (Myers, Nelson): Accept the Treasurer's Report as printed. Motion carried (7-0). Vosen received a \$500 donation from David & Barbara Pueringer and a \$1000 donation from Mary Kugel.

ACCOUNTS PAYABLE. MOTION (Vosen, Nelson): 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.

MOTION (Vosen, Kerpan): Approve reimbursement for annual volunteer gifts totaling \$60 to be paid from the Library Board account. 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 December 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Myers. Village budget was passed on November 18, 2019.

COUNTY. Vosen and Smith. The next Washington County Library Services Board meeting will be in January 2020. So far the Library Directors has received over 1,000 responses to the Public Library Use Survey. The survey deadline is February 22. An update will be provided January 15 at the Washington County Board Administrative Committee meeting at 4:30 p.m.

SYSTEM. Nelson. The Monarch Library System Director's Council met on Thursday, December 12. The meeting was followed by an annual holiday party that included library directors, Monarch Library System Board members and Monarch Library System staff.

PRESIDENT'S. Nelson. None

DIRECTOR'S. Smith. November statistics were provided. We had a 3.4% increase in overall circulation and 6.6% year-to-date. The Friends of the Germantown Community Library Book & Basket Sale is under way until the end of December. The 3rd Annual Winter Reading Program will be held January 6-February 22. Performance reviews have been completed for part-time staff. Upcoming adult and youth programs were outlined. Adult Services and Youth Services are planning for Spring programming. The winter programming brochures will be available soon. School field trips to the Library will start up in January. Circulation staff are completing a specific patron database clean-up project. Tech Services is working on annual magazine weeding and clean-up of old items with each Collection Manager. Smith outlined the her and the supervisors meeting participation for the system, county and community for the month.

UNFINISHED BUSINESS

ACT 420 PAYMENTS – Vosen reported the Inter County Payment this year totaled \$160,990.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, January 22, 2020, at the Germantown Community Library at 6:00 p.m.

Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board

Financial Report December 18, 2019

By Darlene Vosen

First Bank GCL Board Checking Account

Balance 11/20/19 per on-line statement		\$1,647.63
11/25 Check #1544 Baker & Taylor	\$109.96	
12/17 Check #1545 Laura Keyes/program	\$100.00	
Balance 12/18/19		\$1,437.67

First Bank GCL Board Savings Account

Balance 11/20/19 per on-line statement		\$5,050.42
Interest November	+\$0.60	
Balance 12/18/19 per on-line statement		\$5,051.02

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

Balance 11/20/19 per on-line statement		\$17,354.91
Interest November	+\$3.15	
Balance 12/18/19 per on-line statement		\$17,358.06

*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 12/06/19 per bank statement	\$16,024.07	rolled over
Earned Interest \$439.88		
1.74/1.75% Interest 13 months (mature 1/6/21)		
CD #4 (1404) Balance 9/25/19 per bank statement	\$15,769.41	
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 – (in GCLB checking account) \$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 - \$100.00 (check#1544)= 0	} now closed
* Prinz 2 cks for senior program - \$100.00 - \$100.00 (check #1545) = 0	
Pagliaro (8/6/19) Donation - \$2,000.00-\$1693.07(check #1541)=\$306.93-\$9.96 (check# 1544)=\$296.97	
TOTAL= \$296.97 (left to spend for 2019)	

Director's Report: January 2020

MONARCH LIBRARY SYSTEM & STATE OF WISCONSIN

- The Monarch Library System Director's Council did not meet in January.
- A report from Jennifer Chamberlain, Monarch Library System Director, is attached. This was sent to the Washington County Library Services Board and highlights current system initiatives.
- The state and system are facilitating partnership with Workforce Development. We will be meeting with a staff from West Bend later this month and tours of local facilities are scheduled for early March. It is the hope that staff from the center will be at the library every other week to provide services to patrons.

WASHINGTON COUNTY LIBRARIES

- The Washington County Library Card Survey will be due on February 22. Over 1,500 responses have been collected. The survey will continue to be advertised via social media, print and digital newsletters, municipalities and school districts.
- Updates on the study were presented on Wednesday, January 8 at the Mid-Moraine Legislative Committee Meeting, on Wednesday, January 15 at the Washington County Library Board Meeting and on Wednesday, January 15 at the Washington County Administrative Committee Meeting.
- The library directors continue to meet weekly and are currently working on mapping and analyzing data and finalizing the written report. A full workday is planned for early February.
- The Washington County Library Services Board meeting was held on Thursday, January 16.

DONATIONS/DEPOSITS

- The 2019 fourth quarter Washington County non-resident circulation totaled 20,390 (24.2629% of the total equaling \$73,478).
- The 2019 Washington County non-resident circulation totaled 82,563 (23.404% of the total circulation equaling \$14,908 from the Reserve Fund).

STATISTICS

- Germantown saw a 9.4% increase in overall circulation (physical + electronic) in December and 6.8% increase year-to-date.
- 2019 Statistics (preliminary):
 - 6.8% increase in overall circulation (physical + digital)
 - 5.3% increase in physical circulation
 - 20.3% increase in digital circulation
 - 10% increase in programs offered
 - 91% increase in program attendance
 - 71% increase in drop-in activity participation
- The 2019 Annual Report is due on Saturday, February 29. Monarch Library System will be filling in data from Polaris and system-wide databases by January 21. The report will be approved at the February meeting.

WINTER/SPRING PROGRAMMING

- The 3rd Annual Winter Reading Program for children, teens & adults will occur January 6 - February 29.
- Adult & Youth programming brochures are out for January - April 2020.
- Regular Spring Programs:
 - Monthly Youth Programs: Family Craft Circle, Adventures in Art, Sensory Friendly Sundays, Creative Play Dates
 - Weekly Youth Programs: Storytime (4)
 - Monthly Teen Programs: Teen Advisory Board, Evening Program, Craft Workshop (2)
 - Monthly Adult Programs: Financial Seminar, Craft Workshop (2) Film Club, Tech Talk, Adult Book Group (6)
- Upcoming Special Adult Programs:
 - Mon, Feb 17 - Memory Café @ 3pm
 - Thurs, Jan 30 - Feb 27 - Your Healthy Body Series @ 11am
 - Tues, Feb 4 - Downsizing @ 3pm
 - Tues, Feb 18 - Mary Todd Lincoln @ 3pm
- Upcoming Special Youth Programs:
 - Thurs, Jan 23 & Fri, Jan 24 - Life-Sized Games

- Thurs, Feb 13 - Bingo Night @ 6pm
- Mon, Feb 17 - Movie & Craft @ 10:30am
- Fri, Feb 28 & Sat, Feb 29 - Leap Into Action! Obstacle Course
- Programming this spring includes many partnerships with local businesses & organizations including Edward Jones Investments, Health in Balance, Alzheimer's Association, Laureate Group, Washington County Gardeners, Versiti Blood Center of Wisconsin, Dare to Dream Theatre, and the Autism Society of Southeastern Wisconsin.

DEPARTMENT UPDATES

- Management & General Staff
 - Performance evaluations have been completed all staff members. Performance evaluations for 2020 are due at the end of February.
 - Management team will be meeting bi-monthly.
 - Several staff members participated in a "Diffusing Difficult Situations" training through the Village of Germantown.
 - Wild Winter Web Conference will take place online on Wednesday, January 22 & Thursday, January 23.
- Adult Services (Lynn Ratzmann)
 - Lynn hosted a Dementia Friends training for Village and library staff. Additional training dates will be held in January.
 - Reorganization and weeding project is taking place involving Adult collection including nonfiction, reference, fiction, large print and paperbacks. Many items are available for sale.
- Youth Services (Jackie Kolo)
 - Meeting occurred with Youth Services Librarian regarding labeling of leveled readers with Holly Cobb, the Library Media Specialist for the Germantown School District.
 - Planning has been started for summer programming including a partnership with the Germantown Park & Rec department to host outdoor concerts at Fireman's Park.
- Circulation (Diane Long & Connie Lloyd)
 - Assistant Director and Circulation Manager attended monthly Monarch Circulation Committee meeting.
 - Assistant Director attended the monthly Monarch Technology Workgroup.
 - New system is in place for counting Reference transactions.
- Tech Services (Connie Lloyd)
 - Assistant Director is working through options for spine labeling system.
 - Tech Services staff is set to take over all collections by March.
- Technology (Connie Lloyd)
 - Assistant Director participated in Monarch Tech Committee meeting.
 - New system is in place for counting people entering the building.
 - New system is in place for counting wireless usage.
- Building Management & Grounds (Connie Lloyd)
 - Space created near the Reference Desk to showcase local artists. We had pieces by Robert Lahmann in December and Jan Zoromski in January/February. This space will also be used for the school art shows in the spring.
 - Basement project has been started to clean up unused shelving and make room for programming items.
 - We have had some issues with our heating system in the Youth Services Area.

JANUARY DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH

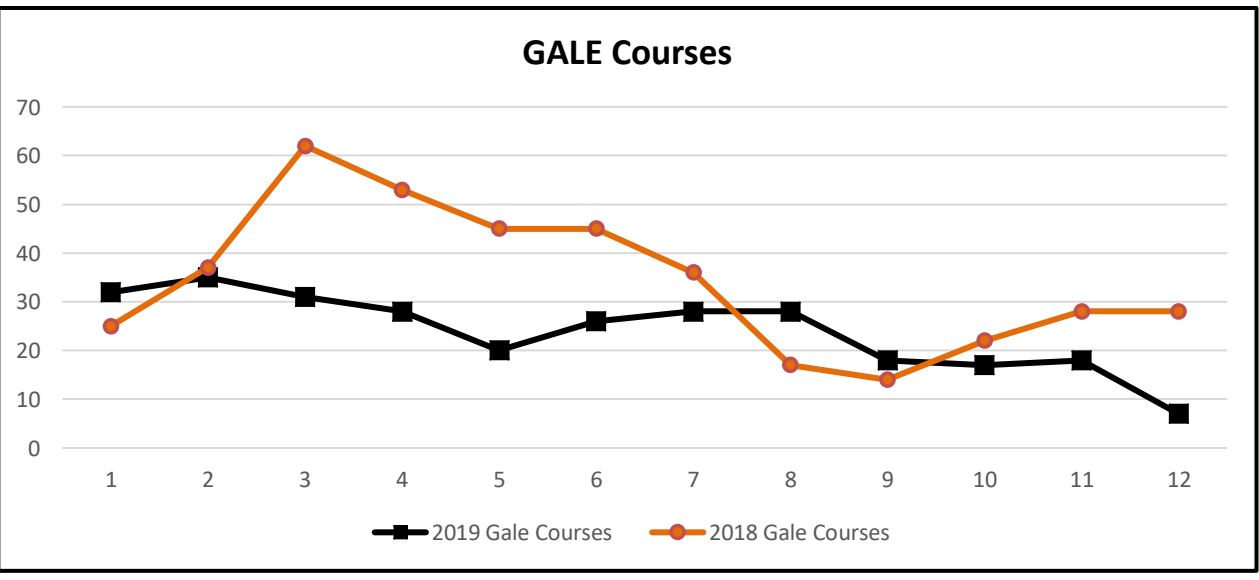
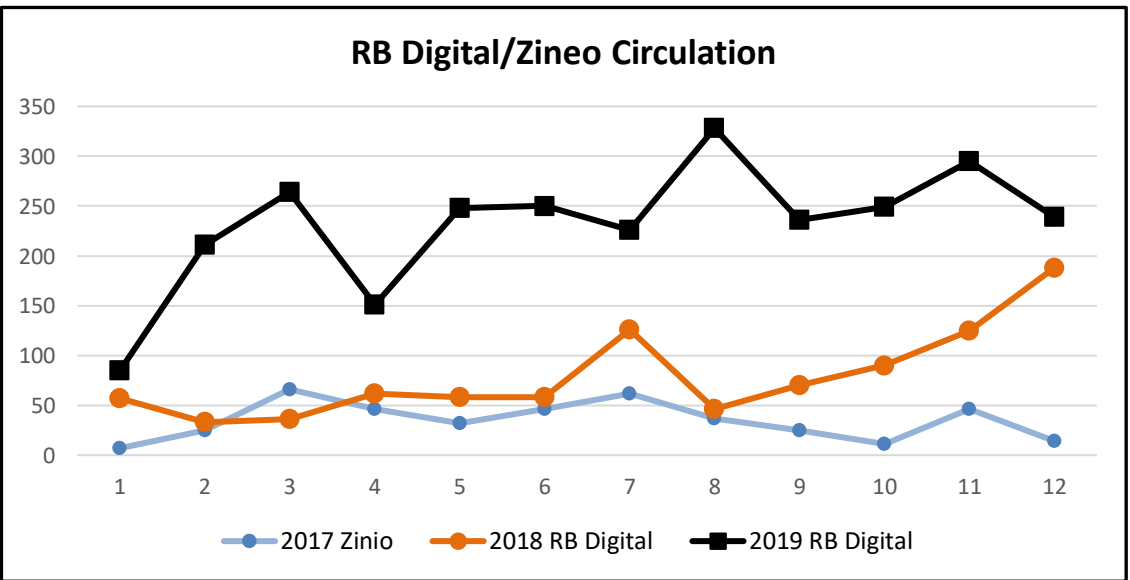
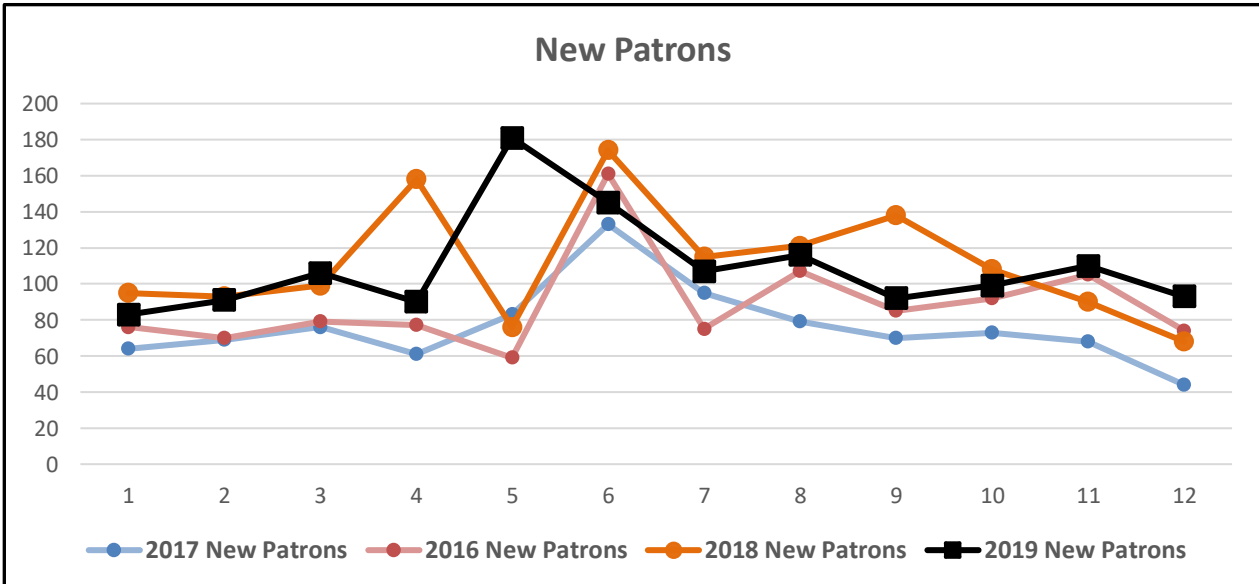
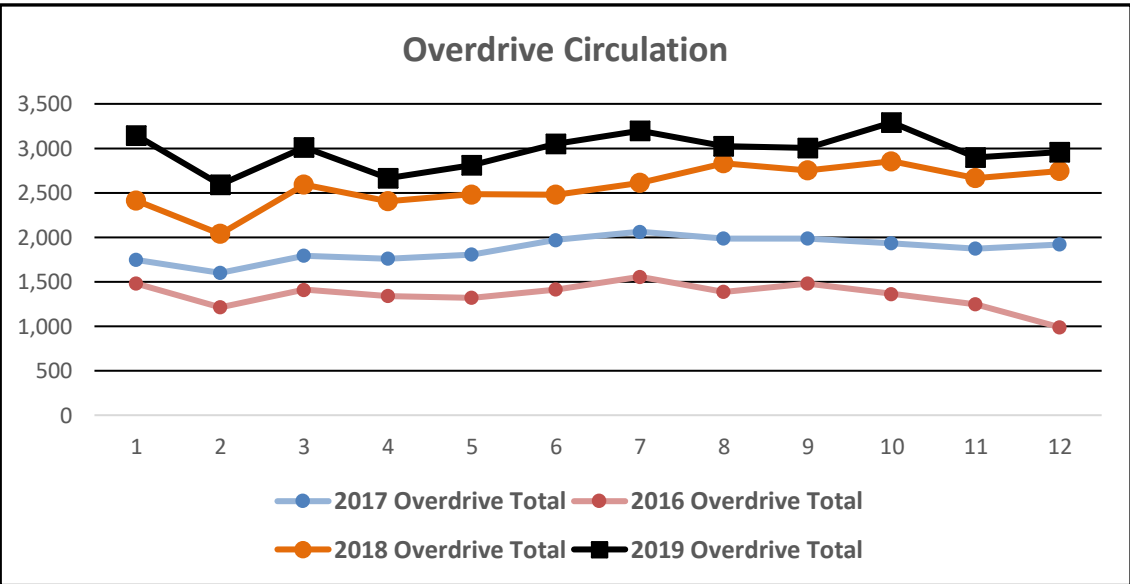
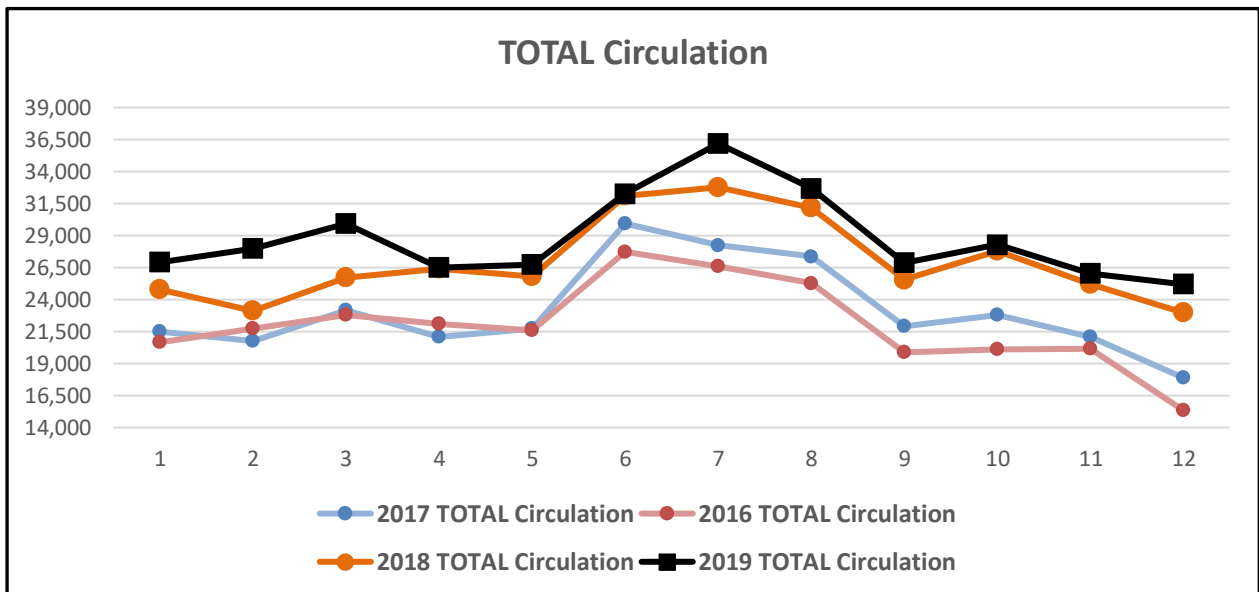
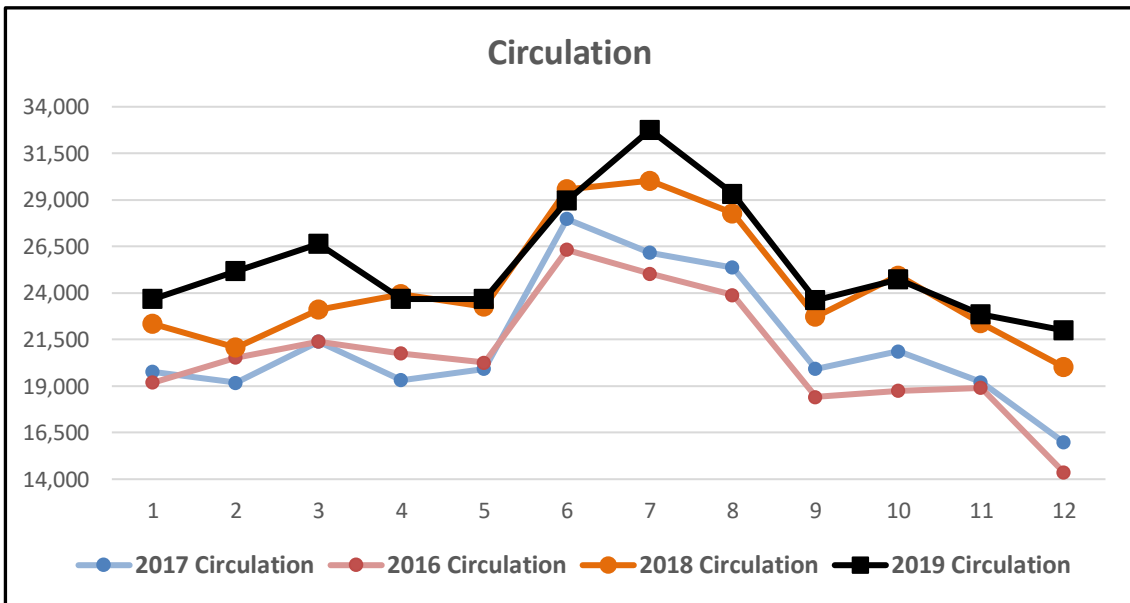
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| • Jan 7 - Village Staff | • Jan 14 - Chamber Series: Village Finances |
| • Jan 8 - Kiwanis | • Jan 14 - Adult Program: Holly Quinn |
| • Jan 8 - Wash. Co. Library Directors (ACT 420) | • Jan 14 - Kasdorf, Lewis & Swietlik Law |
| • Jan 8 - Mid-Moraine Legislative Committee (ACT 420) | • Jan 15 - Wash. Co. Library Directors (ACT 420) |
| • Jan 9 - Germantown Park & Rec | • Jan 16 - Washington County Library Services Board |
| • Jan 10 - Diffusing Difficult Situations Training | • Jan 16 - Washington County Administrative Committee |
| • Jan 10 - Autism Society of SE WI | • Jan 21 - Germantown Christmas Festival |
| • Jan 13 - Craft Workshop (2) | |

- Jan 22 & Jan 23: Wisconsin Webinars
- Jan 22 - Kiwanis
- Jan 22 - Village Staff Marketing

- Jan 23 - Chamber of Commerce
- Jan 24 - Workforce Development
- Jan 29 - Wash. Co. Library Directors (ACT 420)

GCL Statistical Trends 2016-2019

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
2019 New Patrons	1313	83	91	106	90	181	145	107	116	92	99	110	93
2019 Circulation	307,128	23686	25174	26645	23688	23677	28,968	32,758	29,329	23,622	24736	22856	21989
% over 2018	5.3%	6.1%	19.5%	15.3%	-1.0%	1.8%	-2.0%	9.1%	3.7%	3.9%	-0.8%	2.2%	9.9%
2019 RB Digital	2782	85	211	264	151	248	250	226	328	236	249	295	239
2019 Overdrive Total	35,660	3,145	2,592	3,012	2,668	2,812	3,050	3,199	3,028	3,003	3,291	2,901	2,959
e-Book Circ	20742	1985	1633	1745	1521	1637	1863	1933	1731	1653	1818	1624	1599
Video circ	16	4	2	0	0	0	2	0	0	1	2	3	2
Audio Circ	14902	1156	957	1267	1147	1175	1185	1266	1297	1349	1471	1274	1358
2019 YA E-Materials	5026	498	359	459	356	289	430	517	421	331	584	383	399
2019 Gale Courses	288	32	35	31	28	20	26	28	28	18	17	18	7
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
% over 2018	6.8%	8.5%	20.9%	16.3%	0.4%	3.7%	0.5%	10.4%	4.9%	5.1%	1.7%	3.4%	9.6%
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

December 2019

STATISTICS

CIRCULATION

Resident (Village of Germantown)	13,766	
Non-Resident	8,223	
<u>MONARCH SYSTEM</u>	7,585	
Washington County		6,659
With Library		239
Without Library		6,420
Dodge, Ozaukee, Sheboygan	926	
With Library		862
Without Library		64
<u>OUTSIDE MONARCH</u>	638	
Adjacent Counties (Milw, Wauk, Fond du Lac)		626
With Library		489
Without Library		137
Rest of Wisconsin	12	
Outside of Wisconsin	0	

GRAND TOTAL 21,989

LIBRARY USE 82
ILL - INTERLIBRARY LOANS 43

OVERDRIVE CIRCULATION

e-Book Circ	1599	
Video Circ	2	
Audio Circ	1358	
(YA Circ)		399
GRAND TOTAL	2959	

RB DIGITAL MAGAZINES 182
RB eAudio 57
GALE COURSES 7

TOTAL CIRCULATION

Physical	21,989
Electronic	2,959
RB Digital + eAudio	239
GALE Courses	7
TOTAL	25,194

LENT/BORROWED STATISTICS

Lent	3691 (504 new items)
Borrowed	2642 (529 new items)
Net Borrower/Lender	49 (25 net of new items borrowed)

REGISTRATIONS

Resident Total (Village of Germantown)	49
Non-Resident Total	44
GRAND TOTAL	93

REVENUES

Fines	\$ 868.59
Copies	\$ 133.81
Replacement Cards	\$ 21.00
Lost/Damage Fees	\$ 95.95
Faxes	\$ 64.19
Meeting Room	\$ 50.00
Misc	\$ 11.75
TOTAL FINES & FEES	\$ 1,245.29



Washington County Library Services Board
Monarch Library System Report
Submitted by Jennifer Chamberlain, interim director
January 16, 2020

In addition to Monarch's continued support in the areas of technology, ILS (catalog), continuing education for library staff, and events/marketing support, here are a few highlights of current Monarch initiatives that are enriching the Washington County libraries:

Annual Report time – System staff is pulling 2019 circulation and patron data together to aid our member libraries in the compilation of their annual report to the Department of Public Instruction.

Consulting services – Monarch continues to work with all five Washington County libraries particularly in the area of joint library consideration and county funding models. We provided printing services for the survey and have participated in meetings with Waukesha county system leadership.

Continuing Education – Through library system continuing education staff, the state is offering access to a widely known online training dealing with the homeless population. The training is geared to help library staff support and interact with vulnerable or at-risk populations including those with mental illness or drug addictions. We hope this training will equip library staff with the skills to interact with those in their community in a positive and safe manner.

County Fairs – We will again be supporting member libraries with booth supplies and entrance fees to their county fairs. We hope to expand our marketing materials we can offer including a vinyl banner and branded tablecloth.

Digital content subscriptions– Monarch is adding a two-year trial of Transparent Languages (starting in February 2020) to provide patrons access to language learning for over 100 languages.

Network Upgrade – Overall we are ahead of schedule on installing the new equipment across the entire system. 2 of the 5 libraries in Washington county have had some pieces installed and we are on track to finish all libraries by April.

Distribution of Funds report issued by Amy Salminen (WB)
Updated 1/16/2020

Quarter/Year	West Bend		Germantown		Hartford		Kewaskum		Slinger		GT Dollars	
2019 - 5%	44.37%		23.40%		16.72%		4.61%		10.89%		\$14,908.00	
2019 - 4th qtr	44.49%	37,083	24.46%	20,390	16.41%	13,674	4.91%	4,096	9.72%	8,101	\$73,478.00	
2019 - 3rd qtr	44.18%	42,172	23.64%	22,571	17.44%	16,654	4.30%	4,103	10.42%	9,947	\$72,114.00	
2019 - 2nd qtr	44.74%	40,360	22.25%	20,068	16.11%	14,529	4.63%	4,178	12.27%	11,066	\$67,841.00	
2019 - 1st qtr	44.07%	36,922	23.32%	19,534	16.85%	14,120	4.64%	3,888	11.12%	9,313	\$71,104.00	
2018 - 5%	44.17%		22.49%		16.86%		4.86%		11.62%		\$13,212.00	
2018 - 4th qtr	43.80%	34,285	23.06%	18,080	17.06%	13,358	4.57%	3,579	11.50%	9,009	\$70,318.00	
2018 - 3rd qtr	44.97%	41,552	22.34%	20,860	16.89%	15,770	4.95%	4,620	11.33%	10,580	\$62,327.00	
2018 - 2nd qtr	43.41%	39,599	22.56%	20,582	16.69%	15,222	5.07%	4,621	12.27%	11,195	\$62,955.00	
2018 - 1st qtr	44.79%	37,155	21.95%	18,209	16.73%	13,879	5.24%	4,347	11.29%	9,365	\$61,245.00	
2017 - 5%	46.50%		20.26%		15.74%		5.00%		12.49%		\$12,003.00	
2017 - 4th qtr	45.28%	34,068	20.59%	15,491	16.65%	12,525	4.73%	3,561	12.75%	9,592	\$57,448.00	
2017 - 3rd qtr	45.65%	41,162	20.48%	18,470	16.32%	14,720	5.04%	4,548	12.51%	11,277	\$57,651.00	
2017 - 2nd qtr	47.55%	40,795	20.75%	17,805	13.88%	11,912	5.02%	4,310	12.79%	10,969	\$58,416.00	
2017 - 1st qtr	47.46%	39,474	19.19%	15,965	16.21%	13,489	5.20%	4,325	11.94%	9,929	\$54,022.00	
2016 - Average	46.33%		18.75%		16.90%		5.06%		12.96%		\$53,593.75	
2015 - Average	45.81%		19.82%		15.49%		5.31%		13.57%		\$56,580.50	
2014 - 4th qtr	46.75%		18.85%		16.26%		5.34%		12.80%			
2013 - 4th qtr	46.35%		19.18%		14.54%		6.15%		13.78%			
2012 - 4th qtr	46.28%		20.90%		14.00%		5.88%		12.94%			
Total 2019 Average	44.37%		23.42%	20,641	16.70%		4.62%		10.88%		\$71,134.25	
Total 2018 Average	44.24%		22.48%	19,433	16.84%		4.96%		11.60%		\$64,211.25	
Total 2017 Average	46.49%		20.25%	16,933	15.77%		5.00%		12.50%		\$56,884.25	
Last 4 Quarter Average			23.42%	20,641							\$71,134.25	
	20.20%											
	2020 Budget	Actual									Blue = 2020 Budget Year	
2020 3qtr	\$60,515	\$73,478									Red = Payment Not Yet Received	
2020 2nd qtr	\$60,515	\$60,515										
2020 1st qtr	\$60,515	\$60,515										
2019 5%	\$12,740	\$14,908										
2019 4qtr	\$60,515	\$60,515										
Total Circulation	\$254,800	\$269,931										
TEACH Lines (2)	\$1,200	\$1,200										
Adjacent Counties	\$1,000	\$1,000										
System Fees	\$8,000	\$8,000	DIFFERENCE									
Total	\$265,000	\$280,131	\$15,131.00									

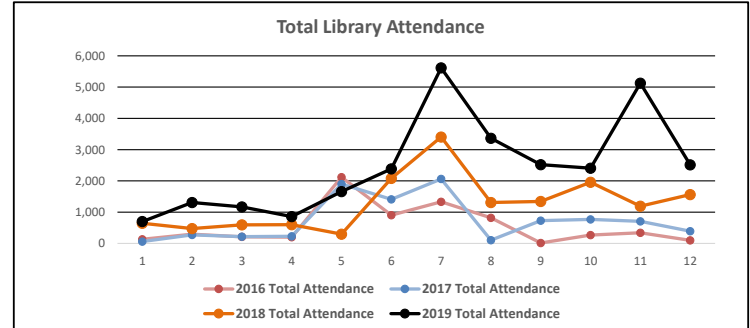
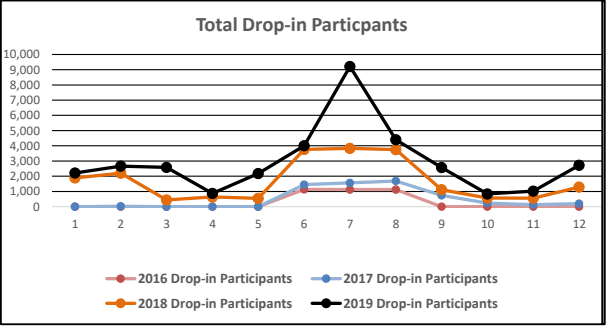
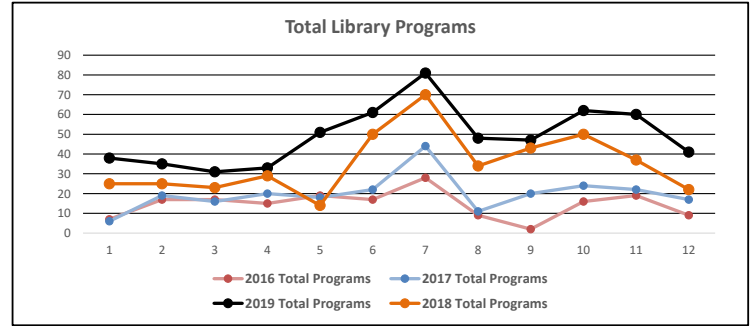
Stats		YTD	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Children (0-11)		205	19	22	21	22	14	35	50	22	23	40	38	21
YA (12-17)		32	8	1	1	0	9	3	2	4	1	2	1	0
Adults & All Ages		229	11	12	9	11	28	23	29	22	23	20	21	20
2019 Total Programs		466	38	35	31	33	51	61	81	48	47	62	60	41
% over 2018	10%		52%	40%	35%	14%	264%	22%	16%	41%	9%	-20%	2%	-5%

Children (0-11)		19,215	450	1134	1033	652	666	1797	2794	2714	2076	1721	1991	2187
YA (12-17)		778	113	5	0	0	148	4	16	316	1	173	2	0
Adults & All Ages		9,630	136	173	134	208	843	582	2805	336	442	513	3132	326
2019 Total Attendance		29,623	699	1312	1167	860	1657	2383	5615	3366	2519	2407	5125	2513
% over 2018	91%		8%	174%	97%	43%	456%	15%	65%	157%	87%	23%	330%	95%

Children (0-11)		14,362	984	1460	945	601	956	2334	2008	2644	672	611	780	367
YA (12-17)		1,637	59	60	0	32	0	289	620	549	6	9	5	8
Adults & All Ages		19,277	1173	1143	1641	238	1225	1381	6581	1204	1892	221	233	2345
2019 Drop-in Participants		35,276	2216	2663	2586	871	2181	4004	9209	4397	2570	841	1018	2720
% over 2018	71%		17%	21%	482%	37%	301%	7%	140%	17%	130%	47%	83%	95%

2018 Total Programs	67%	422	25	25	23	29	14	50	70	34	43	50	37	22
2018 Total Attendance	66%	15,472	646	478	593	601	298	2082	3406	1311	1346	1957	1193	1561
2018 Drop-in Participants	296%	20,591	1887	2201	444	638	544	3758	3833	3753	1115	572	555	1291
2017 Total Programs	46%	239	6	19	16	20	18	22	44	11	20	24	22	17
2017 Total Attendance	49%	8,867	61	275	219	230	1,903	1,413	2,061	106	732	767	707	393
2017 Drop-in Participants	82%	6,037	0	22	0	0	0	1,454	1,563	1,687	743	235	128	205
2016 Total Programs		175	7	17	17	15	19	17	28	9	2	16	19	9
2016 Total Attendance		6,743	135	295	211	199	2,121	904	1,334	821	15	270	341	97
2016 Drop-in Participants		3,386	0	0	0	0	0	1,136	1,125	1,125	0	0	0	0

* Monthly numbers = estimations based on totals



Winter Reading Program 2020

January 6th-February 22

for readers of all ages

Friends Book Sale

Wednesday, March 25 - Sunday March 29

Over 10,000 gently used books in dozens of categories as well as audio-visual materials and unique donations from the community such as comic books, stamps, and records.

Culver's Night

Monday, April 20 @ 5:00 pm - 8:00pm

Join us for fundraising night at Culver's in Menomonee Falls. A portion of all sales will go to the Friends of the Germantown Community Library to support the library.

Digital Resources for Kids & Teens



Meet **Libby** - a fresh and easy way to borrow and read ebooks and listen to audiobooks from Overdrive - Wisconsin's Digital Library.

Kids Link: wplc.overdrive.com/wplc-89-116/kids
Teens Link: wplc.overdrive.com/wplc-89-116/teens



RB Digital offers full-color digital magazines and audiobooks. Filter by audience for Beginning Readers, Children's & Young Adult titles.

View all of our free online resources:
<http://germantownlibrarywi.org/databases/>

Teen Programs

Teen Advisory Board (TAB)

TAB is a group of teens who participate in and influence the functioning of the library, especially for teen programming and library materials. TAB is a forum to have your opinions and suggestions heard. It is also an opportunity for additional volunteer hours.

Pick up an application at the library.

Members meet once a month.



Movie & Popcorn: Mon, Feb 10 @ 6:00 - 7:30pm

Join us for a showing of Five Feet Apart (PG-13). Free popcorn and beverages will be provided! **Grades 6-12.**

DIY Scrunchies*: March 16 6:00pm - 7:30pm

Make your own sew-free scrunchies! All supplies provided.

***Registration is required! Grades 6-12.**



Bob Ross Paint Night (Part II)*: April 13 5:45 - 7:30pm

We had such a blast at our first Bob Ross paint night, we have decided to do it again! All supplies will be provided as we follow along a Bob Ross video and paint with him!

***Registration is required. Grades 6-12.**



Make It @ the Library

Select Dates @ 1-2:30pm or 5:30-7pm

Crafts geared for ages 11+ & adults. Registration required online or by calling (262) 253-7760. Registration opens 6 weeks prior to each date. Free coffee & hot chocolate provided.

Mon, Jan 13: Wooden Snowmen

Wed, Feb 5: Ribbon Wreaths

Wed, Mar 11: Button Art

Apr 21: Recycled Book Art

Children & Teen Programming January - April 2020

GERMANTOWN COMMUNITY LIBRARY



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N112 W16957 Mequon Rd

Germantown, WI 53022

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www.germantownlibrarywi.org



Family Craft Circle

4:30pm - 6:30pm
Geared for ages 5-11

January 2: Shrinky Dinks
February 6: Mini Pallet Coasters
March 5: Sand Art
April 2: Ribbon Bookmarks
May 7: Cactus Pet Rocks

Adventures in Art*

6:00pm - 7:30pm

*Registration Required. Ages 5+



January 14: Winter Watercolor Painting
February 11: Valentine Trees
March 10: Geometric Canvases
April 14: Ceramic Painting
May 12: Canvas Book Bags

All Abilities Sundays

10:00am - 12:00pm

Join us and the Autism Society of SE WI as we open the library up for guests & families with Autism or other special needs. Item checkout and library card sign-up will be available.

February 2, April 5 & June 7

Read To Me

Read to a registered therapy animal! Register for a time with a dog or cat starting in February.



Gracie



Gertie

Special School-Age Programs

Life-Sized Game Days

January 23: 1:00pm - 8:00pm

January 24: 9:00am - 4:30pm

Drop in for some family fun playing life-sized games!



Family Bingo Night*

Thursday, February 13 6:00pm - 7:30pm

Play some Bingo, win cool prizes and have some fun! Snacks will be provided.

***Registration is required. Ages 5+**

Movie & Craft: Sonic Cartoons

Monday, February 17 10:30am

Watch *Sonic the Hedgehog* cartoons and make some crafts. Free popcorn provided.

Leap into Action!



Friday, February 28 9:30am - 4:30pm

Saturday, February 29 9:30am - 3:30pm

Celebrate the Leap year by leaping into action in our frog-themed obstacle course! Get some of those winter wiggles out! Ages 2-7.

Read Across America Party

Saturday, March 7 10:30am - 12:00pm

Let's celebrate reading with some of our favorite characters!



Party

Saturday, April 18 1:00pm - 3:00pm

Join us in celebrating Dav Pilkey's beloved graphic novels!

Movie & Craft: Trolls

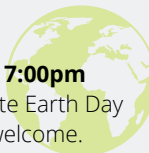
Monday, April 13 1:00pm

Watch the original *Trolls* movie and make some crafts. Free popcorn provided.

Recycled Craft Day

Wednesday, April 22 4:30pm - 7:00pm

Go green and help us celebrate Earth Day with recycled crafts! All ages welcome.



Early Literacy Programs

Preschool Storytime

Tuesdays @ 9:30am & 10:30am

January 14 - April 28

Geared for ages 3 - 5

Baby/Toddler Storytime

Wednesdays @ 9:30am & 10:30am

January 15 - April 29

Geared for ages 0 - 2

Friday Morning Playgroup

Fridays 9:30am-11:00am

January 3 & 10

Get some of those winter wiggles out, play and connect with other caregivers and toddlers!

Creative Play Dates

Fridays @ 10:30am

Geared for ages 18 mo - 5 years

January 17: Where the Wild Things Are

February 21: Frog & Toad

March 20: Fun with the Tinker Fairy

April 17: Muncha in the Garden

May 8: Luau Party

Join Dare to Dream Theatre for activities exploring elements of early literacy.

***Ask us about the**

**1000 Books Before Kindergarten
& Baby Welcome Bag Programs!**



View Our Full Calendar & Register: <https://germantownlibrarywi.libcal.com/calendar?cid=11430>

Winter Reading Program 2020

January 6th-February 22

for readers of all ages

Friends Book Sale

Thurs, Mar 26 - Sun, Mar 29

10,000+ gently used books in dozens of categories as well as audio-visual materials and unique donations such as comic books, stamps, and records. Preview Night will take place on Wed, March 25 @ 6:00pm for Friends members. Membership available at the door for \$10 a person.

Culver's Night

Monday, April 20 @ 5:00 pm - 8:00pm

Join us for fundraising night at Culver's in Menomonee Falls. A portion of all sales will go to the Friends of the Germantown Community Library to support the library.

April 19-25 is National Library Week - watch for programs & giveaways throughout the week!

Digital Resources

A to Z Databases contains millions of listings ideal for sales leads, mailing lists, market research & employment.

Gale Courses provides access to over 360 free online courses on multiple topics of interest, including certifications & career training programs.

Meet **Libby** - a fresh and easy way to borrow and read ebooks & audiobooks from **Overdrive**.

Pronunciator is a fun and free way to learn any of 80 languages at your own pace with self-directed lessons, live teachers, movies, music & more.

RB Digital offers full-color digital magazines and audiobooks. Many without holds.

View all of our free online resources:

<http://germantownlibrarywi.org/databases/>

Teen Programs

Teen Advisory Board (TAB)

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Grades 6-12.

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Mon, Apr 13 @ 5:45pm - 7:30pm

We had such a blast at our first Bob Ross paint night, we have decided to do it again! All supplies will be provided as we follow along a Bob Ross video and paint with him!

***Registration is required. Grades 6-12.**

Make It @ the Library

Select Dates @ 1-2:30pm or 5:30-7pm

Crafts geared for ages 11+ & adults. Registration required online or by calling (262) 253-7760. Registration opens 6 weeks prior to each date. Free coffee & hot chocolate provided.

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Wed, Mar 11: Button Art

Apr 21: Recycled Book Art

Adult & Teen Programming

January - April 2020

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COMMUNITY LIBRARY



Learn. Share. Grow.

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www.germantownlibrarywi.org



Featured Programs for Adults

**Sponsored by the Friends of the Library*

Music of Elvis Presley (Wed, Jan 8 @ 3pm)

An afternoon of music with performer Johnny Martini as he performs classic songs of Elvis.

Author Holly Quinn* (Tues, Jan 14 @ 1pm)

Local author shares how her love of reading led her to create the Handcrafted Mystery series.

Tips for Downsizing (Tues, Feb 4 @ 3pm)

Not sure where to begin? Learn the necessary steps for successful downsizing.

Mary Todd Lincoln* (Tues, Feb 18 @ 3pm)

Jessica Michna portrays Mary Todd Lincoln in a retelling of her childhood and life in Washington.

Wisconsin Gardener: Seeds (Mon, Mar 2 @ 6pm)

Learn about choosing the right seeds for your garden,

Gaelic Harpist Jeff Pockat* (Wed, Mar 4 @ 3pm)

Jeff Pockat performs traditional and original pieces in the Gaelic Harp.

Wisconsin DNR (Thurs, Mar 12 @ 10:30am)

Learn about Wisconsin wildlife and their habitats.

Patents (Tues, Apr 7 @ 6pm)

After you have a great idea what comes next? Learn about the steps and protection of patents.

Adaptive Gardening (Wed, Apr 8 @ 3pm)

Learn how special tools can help you continue to enjoy your hobby with the Wash. Co. Gardeners.

Exercise for Older Adults (Wed, Apr 22 @ 3pm)

Learn about different exercise for seniors.

Green Burials (Wed, Apr 22 @ 6pm)

Your questions answered about natural burials.

Wisconsin Supper Clubs* (Thurs, Apr 23 @ 1pm)

Be our guest as Terese Allen, food writer and critic, explores and celebrates the evolving story of this Wisconsin tradition.

Natural Bug Repellent (Tues, Apr 28 @ 1pm)

Learn how to create your own natural repellent.

Finance Programs

Select Dates @ 3pm

A series of presentations from the staff at Edward Jones Investments. Registration recommended online or by calling (262) 253-7760.

Wed, Jan 15: Simplify Spending & Savings

Tues, Feb 25: Foundations of Investing

Mon, Mar 9: An Investor's Tour of Mutual Funds

Thurs, Apr 2: Ready or Not? Preparing for the Unexpected

.....

Your Healthy Body

Thursdays @ 11am

Join us for a series of presentations from the staff at Health in Balance.

Jan 30: Balance & Vertigo

Feb 6: Balance for the Active Adult

Feb 13: Active & Dynamic Stretching

Feb 20: Flexibility Workouts

Feb 27: Arthritis & Anti-Inflammatory Foods

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Alzheimer's / Memory Cafe

Memory Café (Mon, Feb 17 @ 3 - 4:30pm)

A social gathering for those who are experiencing early stage dementia, mild memory loss or mild cognitive impairment, and a family member or care partner. Programs occur monthly at various libraries. Visit librarymemoryproject.org for details. First item attendees, please call the Alzheimer's Association at (800) 272-3900 to register.

Presentation (Thurs, Feb 20 @ 3pm)

An informative presentation by the Alzheimer's Association of SE WI.

Presentation (Thurs, Apr 9 @ 3pm)

An informative presentation by the Alzheimer's Association of SE WI.

Make It @ the Library

Select Dates @ 1-2:30pm or 5:30-7pm

Crafts geared for ages 11+ & adults. Registration required online or by calling (262) 253-7760. Registration opens 6 weeks prior to each date. Free coffee & hot chocolate provided.

Mon, Jan 13: Wooden Snowmen

Wed, Feb 5: Ribbon Wreaths

Wed, Mar 11: Button Art

Apr 21: Recycled Book Art

.....

Friday Film Club*

Fridays @ 10am

Join us for coffee and donuts as we enjoy a series of classic screwball comedies!

Jan 10: It Happened One Night

Feb 14: My Man Godfrey

Mar 6: It You Could Only Cook

Apr 10: The Lady Eve

.....

Tech Talks

Tuesdays @ 2pm

Join us for informational sessions on using library resources and databases. Each month we will focus on a different topic. Registration required online or by calling (262) 253-7760.

Jan 14: Cut the Cable

Feb 11: E-readers

Mar 10: Census 2020

Apr 14: Genealogy Resources

.....

Adult Book Groups

The library has several different adult book groups. See the Adults tab on the library's website at www.germantownlibrarywi.org for book groups, dates/time & book titles.

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Tech Support Hours

One-on-one instruction available by appointment at the Adult Reference Desk or by emailing wkressin@germantownlibrarywi.org

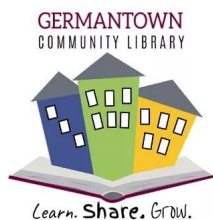
SENSORY FRIENDLY

SUNDAYS



*Southeastern
Wisconsin*

IN PARTNERSHIP WITH



WHEN

Sundays

Feb. 9

April 5

June 7

Aug. 9

Oct. 11

Dec. 6

TIME

10 a.m. - noon

WHERE

Germantown
Community
Library

N112 W16957

Mequon Rd

Germantown, WI
53022

Join the Germantown Community Library and the Autism Society SE WI as we open the library on Sunday mornings for guests & families with special needs including Autism. Explore the Early Literacy Area, checkout books & DVDs, learn about the free library programs & digital resources.



This special program is for anyone who has ever needed a modified library environment.

RSVP at

www.assew.org/Library.org

WHAT IS SENSORY FRIENDLY?



Going to the library can be a challenge but we have made modifications to create an inclusive environment for the whole family.

- ✓ Quiet Room available
- ✓ Library is less crowded
- ✓ Sensory Friendly items available
- ✓ Assistance for families available

Want to check out items during your visit?

Library card sign-up is available, and any resident of Wisconsin can qualify to have a Germantown Library Card. Please bring a valid photo ID with current address.

QUESTIONS?



Autism Society SE WI
(414) 988-1260
www.assew.org



Germantown Community Library
N112 W16957 Mequon Rd
(262) 253-7760
www.germantownlibrarywi.org

Director's Report: 2019 Projects

TECHNOLOGY

- May: Database clean-up project to correct patron statistical codes in system
- June: 8 new computers installed
- June: Network upgrades include new switches, routers & access points
- July: Online patron registration implemented
- August: People counter installed
- September: Open Holds shelf available for public use
- October: Self-Checkout machine implemented
- October: New online calendar implemented with ability to register for programs
- October: Ask-a-Librarian calendar feature implemented for Tech Support Hours
- November: Online Room Reservation system implemented

DATABASES

- January: A to Z Databases added with Washington County Funding
- January: Audiobook collection added to RB Digital

PROGRAMMING/OUTREACH

- January: Added new evening & weekend programs for school-aged kids including Art in the Library, Author Investigation, Princesses on the Patio, STEAM Club, Trivia Nights and quarterly youth performers
- January: Partnership with Dare to Dream Theatre (9 monthly Creative Play Dates on Friday mornings, 3 shows of interactive performance each year & 4 additional programs)
- February: Second year of Winter Reading Program with 1,278 participants & 3,342 logs
- April: Oversaw design and implementation of new library logo and website/social media banner
- April: Washington County Libraries Transform Campaign completed with 3000 brochures featuring online resources, services and programs with 1,762 participants.
- April: Held the library's first traveling exhibit on World War I.
- May: First Food for Fines was held and over \$400 of fines were forgiven
- May: Tech Talks held for next 6 months & Tech Support Hours added every other week
- June: 2 sessions of monthly Adult & Teen Crafting Workshops added
- July: 5 County Libraries participated in the Washington County Fair reaching over 1,980 people
- August: Summer Reading Program complete with 1,792 participants and 6,493 logs
- September: Added monthly Teen Advisory Board
- September: Staff attended open houses for Germantown and Holy Hill School Districts
- October: First Haunted House event held in the library for teens and adults

WASHINGTON COUNTY: ACT 420 PAYMENT STUDY

- September: Washington County Directors became heavily involved in a proposed Joint Library model to help illuminate ACT 420 payments of over \$160,000 per year
- October: County Directors attended non-served municipal meetings and meet weekly
- November: Directors completed a Memo to municipal governments, library standards study, and a library use survey

COLLECTION

- April: Implemented year-round Friends of the Library used book sale
- April: New German Collection in Children's Area
- May: New monthly displays for youth DVDs, adults DVDs and audiobooks/Playaways

BUILDING

- February: Phase II of painting project completed
- March: New furniture in the staff workroom
- April: New shelving unit for Adult Reference Desk installed
- May: New Youth Services Desk installed
- June: General information area updated and moved to the lobby
- June: Keurig machine available for public use
- August: New Circulation Desk shelving installed
- August: Updated Patron Donor Wall installed
- September: Additions to Storytime Room funded by the MOMS Club Germantown - West include wall decals, cushion seating, shelving, lights & a large rug
- November: New tables installed & updates to layout/signage in Community Room
- November: Display panels installed for exhibits

STAFFING:

- January: Implementation of staff restructuring project to create mid-management level, focused service teams, new procedures and updated job descriptions & salaries
- Feb: Transition of processing & cataloging duties for new Tech Services team
- August: CPR & Stop the Bleed training for all new staff members
- May: Implementation of regular meetings for service teams including management
- Hiring of new Youth Services Intern position
- June: Mid-year reviews completed for all staff members
- July: Updated opening and closing procedures
- October: Youth Services staff took on additional collection management duties
- October: ALICE (Active Shooter) training for all staff members
- 2019: Hired/promoted 8 staff members
- 2019: Village management training included Workman's Comp, FMLA, performance reviews, opioid, timecards, budgeting, & wellness issues
- 2019: General staff training included dementia, Monarch Catalog, Libby, RB Digital, Pronunciator, A to Z Databases, Gale Courses, Ancestry, BadgerLink & printing/scanning

Director's Report:

2019 Regular Organization Involvement & Continuing Education/Training

GERMANTOWN COMMUNITY LIBRARY:

- Library Staff Meetings (quarterly)
- Library Management Meetings (monthly)
- Library Management Individual Meetings (as needed)
- Germantown Community Library Board (monthly)
- Germantown Community Library Board President (as needed)
- Friends of the Germantown Community Library (monthly)
- Friends of the Germantown Community Library Programming Committee (as needed)

MONARCH LIBRARY SYSTEM

- Monarch Director's Council (monthly)
- Monarch Board (as needed)
- Monarch Resource Committee (monthly)

VILLAGE OF GERMANTOWN:

- Village of Germantown Board (as needed)
- Village of Germantown Department Heads (bi-monthly)
- Village of Germantown Administrator (monthly)
- Germantown Area Chamber of Commerce (as needed)
- Germantown Area Chamber of Commerce Marketing Committee (monthly)
- Germantown Area Chamber of Commerce Christmas Festival Committee (as needed)
- Germantown Civics Group (quarterly)
- Kiwanis / Member as Large (weekly/bi-monthly)
- Kiwanis Events Committees (as needed)

WASHINGTON COUNTY

- Washington County Library Services Board (quarterly)
- Washington County Library Directors (weekly beginning in September)
- Other municipal Library Boards & Boards (as needed)

CONTINUING EDUCATION/TRAINING

- October: Wisconsin Library Association Conference
- October: ALICE (Active Shooter) training
- 2019: Village Management monthly training included Workman's Comp, FMLA, performance reviews, opioid, timecards & budgeting

Director's Report: 2019 Ongoing Programs

Red = New in 2019

	Youth Programs	Teen Programs	Adult/All Ages Programs
Year-Round	Weekly: - Preschool Storytime (2) - Baby/Toddler Storytime (2) Monthly / Series: - Family Craft Circle - Creative Play Dates		Monthly / Series: - Nonfiction Book Group - Morning Book Group - Evening Book Group - History Book Group - Mystery Book Group - Books on the Town Book Group - Memory Cafe
Winter / Spring Only	Weekly: - Read to Rover Monthly / Series: - Art in the Library - Author Investigation	Monthly / Series: - Teen Exam - Teen Game	Monthly / Series: Movies
Summer Only	Weekly: - Discovery Academy (2) *Ukulele Club - Thursday Performers (2) Monthly / Series: - Space Movies - Princesses on the Patio	Monthly / Series: - Teen Exam *Craft Workshops (2)	Weekly: - Space Movies - Craft Workshops (2) - Tech Talks
Fall / Winter Only	Monthly / Series: - STEAM Club - Family Trivia Nights - Classic Disney Nights - Friday Play Group	Monthly / Series: - Teen Advisory - Craft Workshops (2)	Monthly / Series: - Craft Workshops (2) - Donuts & Documentaries - Tech Talks - Tech Support Hours (2)

Director's Report: 2019 Special Programs

	Youth Programs	Teen Programs	Adult/All Ages Programs
Winter / Spring	• Author Mary Ouchie • No School Movie • Chocolate Olympics • STEAM Open House • Elephant & Piggie • No School Movie • Paint Mini Piggie Banks • Wizard of Oz		• Author Dr. Ed Anhalt • Music of Frank Sinatra • Zentangle Workshop • Understanding Dementia • Friends Book Sale • Philip Chard • Dementia Conversations • Death & Mourning • Star Wars Marathon
Summer	• MOMS Club Rummage Sale • Summer Party • Space Exploratory • Family Fun @ Horicon Marsh • STEAM in Space • Cars Drive-in • Stuffed Animal Sleepover (3) • Concert with Miss Julie	• Bob Ross Night • Rock Your Locker	• Garden Myths • World War I • Essential Houdini • Wisconsin Wildlife • Meditation (2) • Medicare & Finance • Hearing Screens • Giant Steps • 10 Signs of Alzheimer's • Memory Screenings • Crochet & Knit-a-thon • Basics of Canning • Natural Energy Choices • Dementia Behavior
Fall / Winter	• Children's Area Celebration • Early Literacy Party • Family Frontier Day • Fun with the Cold Ones • German Storytime • Family Halloween Party • Dinosaur Encounter (2) • Christmas Festival • Frozen Storytime • Lego Ornaments (4) • Polar Express • Snowday Movie • Noon Year's Eve Party	• Haunted Library Maze	• Resilience • Ancora String Quartet • Easy as Pie • Germantown History • Outsmart Scammers • Muzik Bande in Concert • Elderberries • Change is Inevitable • Familiar Spirits • Retirement • Thinking About Inking • Packers' Century • Wildlife Conservation • ABCs of CBD • Women's Retirement • Humor • Laura Ingalls Wilder (2)

Director's Report: 2019 Outreach

Red = New in 2019

	Library / Germantown Area	Other (Richfield, Jackson, etc)
Winter / Spring	- Amy Belle Field Trips (5) - St. Boniface Field Trips (3)	
Summer	- County Line High Interest Day - Cosmo (5) - Movies in the Park (2) - Taste of Germantown - Police NAC Night - Germantown Schools Open House (6) - Spanish Classes (5) - German Classes (7) - Mai Fest (3) - Farmer's Market (11) - Band Concerts (7) - Chamber Golf Outing 4th of July Picnic & Parade	- Washington County Fair - Holy Hill Schools Literacy Night - Washington/Ozaukee Job Fair - Jackson Cosmo - Menomonee Falls Holy Cross Picnic - Holy Hill Schools Open House (2) - Richfield Days
Fall / Winter	- Oktoberfest (2) - Fire Safety Fair - Fall Fest @ Homestead Hallow - Fall Fest @ The Gables - Leadership Germantown - Germantown Resource Fair - Germantown Christmas Festival & Parade - Breakfast with Santa	- Jackson Glo Run - Jackson Ghoul Gala - Holy Hill Schools Teacher Inservice - Jackson Santa Rummage Sale - Richfield Breakfast with Santa