

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, February 19, 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: January 22, 2020**
- 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
 - B. Summer Saturday Hours
 - C. Donation Brochure
- XI. **NEW BUSINESS:**
 - A. Limited Services on Saturday, October 24, 2020
 - B. 2019 Annual Report
- X. **ADJOURNMENT:**

Forthcoming meeting: March 25, 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

January 22, 2020

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, January 22, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Joletta Kerpan, Brenda O'Brien, Dennis Myers. **Members absent:** Charlene Brady, exc. **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 (6-0).

MOTION (Vosen, Myers): Approve the minutes of the December 18, 2019 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 22, 2020: Board Checking Account - \$2,877.67; Board Savings Account - \$5,051.68; GCL Building Fund - \$17,360.34 [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. Vosen reported that "First Bank Financial Centre" has changed their name to "Bank Five Nine". This will be reflected on the next Treasurer Report. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

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

BUDGET PRINTOUT. The December 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed. The final year-end/December reports will be available next month. Submitted reports are attached.

REPORTS

CORRESPONDENCE. Nelson. Nelson sent thank you cards to David & Barbara Pueringer and Mary Kugel for their donations.

VILLAGE. Myers. Provided an update of reports that were presented at the Village Board meeting regarding proposed capital improvements to the DPW (\$23 million) and Police Department (\$9 million) buildings. The Village Board requested more information and no decision was made at this time.

COUNTY. Vosen and Smith. The Washington County Library Services Board met January 16, 2020. The Library Directors have received over 1,500 responses to the Public Library Use Survey. The survey deadline is February 22. Washington County Directors have presented their findings so far at the Mid-Moraine Legislative Committee Meeting on January 8, at the Washington County Library Board Meeting on January 15 and at the Washington County Administrative Committee Meeting on January 15. They will present their final report to the Washington County Board Administrative Committee in May. Smith provided a copy of the Distribution of Funds Report for Washington County 2019 circulation.

SYSTEM. Nelson. The Monarch Library System Director's Council did not meet in January. Smith provided a copy of a letter from Jennifer Chamberlain to the Washington County Library Services Board highlighting areas the Monarch System supports the libraries. The state and system are facilitating a partnership with Workforce Development. The goal is to have the Center at the library every other week to provide services to patrons. This will provide resources to patrons beyond the Workforce Development regular business hours and closer to the patrons.

PRESIDENT'S. Nelson. None

DIRECTOR'S. Smith. December statistics were provided. We had a 9.4% increase in overall circulation in December and 6.8% year-to-date. Programming statistics were provided. December programs decreased by 5% but attendance in all programs increased by 95%. The Friends of the Germantown Community Library Book & Basket Sale is finished. The 3rd Annual Winter Reading Program started January 6 and will run until February 22. Adult &

Youth programming brochures are out for January-April 2020. The new “Sensory Friendly Sundays” in partnership with the Autism Society of Southeastern Wisconsin will begin on February 9, 2020. Spring programming and upcoming special adult programming is outlined in the Director’s Report. It includes many partnerships with local businesses and organizations. Youth Services will begin a new Teen Program once a month in 2020. Performance reviews have been completed for all staff. Performance appraisal goals and objectives for 2020 are due the end of February. Smith outlined the upcoming meeting participation for herself and the supervisors for the system, county and community. Department updates are detailed in the report. Highlights include Adult Services hosted a Dementia Friendly training for the Village and library staff. Youth Services met with the Germantown School District regarding labeling of leveled readers. Summer program planning began including a partnership with the Germantown Park & Rec Department. Several staff members participated in a “Diffusing Difficult Situations” training provided by the Village. The new Local Artist Display is featuring pieces from Janette Zoromski during January and February. All departments are continuing efforts toward ongoing weeding of collections. Tech Services assumed the processing and cataloging of all Juvenile collections. Processing and cataloging procedures continue to be streamlined to allow Tech Services to continue to take on additional collections. Smith brought up ongoing feedback from patrons regarding the excessive noise in our library. Staff is looking for sound proofing options. Myers suggested talking with the Village and consider bringing in a consultant for design ideas.

UNFINISHED BUSINESS

ACT 420 PAYMENTS – Information was covered in the County Report.

NEW BUSINESS

SCHOOL-COMMUNITY PARTNERSHIP: LEVELING SYSTEMS – O’Brien provided background on the history of when and why leveling of books were developed in the school systems. It was intended as an instructional tool for teachers in the classroom. It was adopted by teachers in the Germantown School District. However, it expanded into the teacher’s classroom libraries and grew beyond the intended instructional aide purpose. The Germantown School District did not extend this labeling into the combined school libraries.

Parents frequently visit the Germantown Community Library requesting staff for specific reading level material that matches what is used or recommended in the classrooms. Therefore, to better serve our patrons our Youth Services Librarian met with the Germantown School District to discuss implementing a labeling system within our library. O’Brien recommended we do not implement labeling. They are in the process of changing how the leveling of books are used in the district schools. We agreed the Library and School District will continue to partner on this and how to help patrons.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, February 19, 2020, at the Germantown Community Library at 6:00 p.m.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board

Financial Report January 22, 2020

By Darlene Vosen

First Bank GCL Board Checking Account

Balance 12/18/19 per on-line statement		\$1,437.67
12/23 Ck# 1546 Diane Long/volunteer xmas gifts	-\$60.00	
12/23 Deposit Kugel & Pueringer donations	+\$1,500.00	
Balance 1/22/20 per on-line statement		\$2,877.67

First Bank GCL Board Savings Account

Balance 12/18/19 per on-line statement		\$5,051.02
Interest December	+\$0.66	
Balance 1/22/20 per on-line statement		\$5,051.68

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

Balance 12/18/19 per on-line statement		\$17,358.06
Interest December	+\$2.28	
Balance 1/22/20 per on-line statement		\$17,360.34

***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
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)

Pagliari (8/6/19) Donation - \$2,000.00-\$1693.07(check #1541)=**\$306.93-\$9.96 (check# 1544)= \$296.97 (left)**

Kugel (12/23/19) Donation - **\$1,000.00**

Pueringer 12/23/19) Donation - **\$500.00** - **\$7.50 (plaque)**=**\$492.50 left**

TOTAL= \$1,789.47 (left to spend for 2019)

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VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
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FUND: CAPITAL PROJECTS FUND
ACTIVITY FOR FISCAL PERIOD 12

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 12/01/19	NET DEBITS	NET CREDITS	BALANCE 12/31/19	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	2,556,027.83	3,503.61	584,541.11	1,974,990.33	
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	7,382.56	3.93	0.00	7,386.49	
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	139,030.78	103.24	0.00	139,134.02	
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	836,874.33	445.28	0.00	837,319.61	
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	547.13	160.08	0.00	707.21	
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	A	D	3,808.62	696.53	0.00	4,505.15	
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	-21,730.77	584,541.11	562,810.34	0.00	
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	0.00	0.00	5,518.50	5,518.50	
40-200-210-1100	RETAINAGES PAYABLE	L	C	39,248.28	4,757.04	8,613.65	43,104.89	
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	103,327.69	0.00	4,912.67	108,240.36	
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	23,612.00	0.00	0.00	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	39,455.00	0.00	0.00	39,455.00	
40-490-491-1200	GENERAL OBLIGATION BONDS	R	C	3,040,000.00	0.00	0.00	3,040,000.00	
40-490-491-1300	PREMIUM ON ISSUANCE	R	C	232,210.05	0.00	0.00	232,210.05	
40-490-492-1000	TRANSFER FROM GENERAL FUND	R	C	0.00	0.00	0.00	0.00	
40-490-492-2100	TRANSF FROM POLICE IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2200	TRANSFER FROM FIRE IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2300	TRANSF FROM LIBRARY IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2400	TRANSF FROM PARK IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2800	TRANSFER IN FROM SNR VAN FUND	R	C	0.00	0.00	0.00	0.00	
40-490-492-3000	TRANSFER IN FROM DEBT SERV	R	C	0.00	0.00	0.00	0.00	

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	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	19,627.78	(8.8)	216,367.00	206,234.16	4.6
10-551-510-1150	SALARIES COUNTY	12,460.66	13,564.48	(8.8)	149,528.00	142,525.35	4.6
10-551-510-1800	SALARIES-PART TIME	9,403.16	10,236.12	(8.8)	112,838.00	107,553.60	4.6
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	43,428.38	(8.5)	479,933.00	456,923.11	4.7
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,106.33	1,538.96	26.9	25,276.00	22,805.20	9.7
10-551-520-2110	SOCIAL SECURITY-COUNTY	953.25	1,037.68	(8.8)	11,439.00	10,903.19	4.6
10-551-520-2200	STATE RETIREMENT	1,257.41	811.67	35.4	15,089.00	10,545.41	30.1
10-551-520-2210	STATE RETIREMENT-COUNTY	958.58	958.58	0.0	11,503.00	11,503.00	0.0
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	65.96	(22.7)	645.00	709.76	(10.0)
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	27.50	0.0	330.00	330.00	0.0

TOTAL FRINGE BENEFITS		11,241.40	10,324.97	8.1	134,897.00	127,411.56	5.5
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	3,553.69	(21.8)	35,000.00	38,407.87	(9.7)
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	5,810.13	(248.6)	20,000.00	21,169.42	(5.8)
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	2,440.80	(485.8)	5,000.00	8,450.30	(69.0)
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	4,141.69	(176.1)	18,000.00	14,153.83	21.3
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	2,445.82	(83.4)	16,000.00	15,573.78	2.6
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	3,077.67	(310.3)	9,000.00	22,843.37	(153.8)
10-551-530-3900	LIBRARY BOARD-OTHER EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3950	OTHER SUPPLIES-CO.	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-5400	SYSTEM AUTOMATION	416.66	0.00	100.0	5,000.00	5,000.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 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	907.71	39.4	18,000.00	17,023.10	5.4
10-551-530-7100	UTILITIES	5,833.33	5,524.38	5.3	70,000.00	60,398.48	13.7
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	375.40	(41.3)	3,187.00	2,013.93	36.8
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	28,470.57	(13.7)	300,287.00	304,225.72	(1.3)
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	82,223.92	(7.8)	915,117.00	888,560.39	2.9

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	19,627.78	(8.8)	216,367.00	206,234.16	4.6
10-551-510-1150	SALARIES COUNTY	12,460.66	13,776.23	(10.5)	149,528.00	142,737.10	4.5
10-551-510-1800	SALARIES-PART TIME	9,403.16	11,409.07	(21.3)	112,838.00	108,726.55	3.6
10-551-510-1810	SALARIES-LIBRARY BOARD	100.00	610.00	(510.0)	1,200.00	1,220.00	(1.6)

TOTAL SALARIES & WAGES		39,994.40	45,423.08	(13.5)	479,933.00	458,917.81	4.3
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,106.33	1,538.96	26.9	25,276.00	22,805.20	9.7
10-551-520-2110	SOCIAL SECURITY-COUNTY	953.25	1,037.68	(8.8)	11,439.00	10,903.19	4.6
10-551-520-2200	STATE RETIREMENT	1,257.41	766.22	39.0	15,089.00	10,499.96	30.4
10-551-520-2210	STATE RETIREMENT-COUNTY	958.58	958.58	0.0	11,503.00	11,503.00	0.0
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	65.96	(22.7)	645.00	709.76	(10.0)
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	27.50	0.0	330.00	330.00	0.0

TOTAL FRINGE BENEFITS		11,241.40	10,279.52	8.5	134,897.00	127,366.11	5.5
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	4,062.28	(39.2)	35,000.00	38,916.46	(11.1)
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	7,746.00	(364.7)	20,000.00	23,105.29	(15.5)
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	2,440.80	(485.8)	5,000.00	8,450.30	(69.0)
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	4,945.50	(229.7)	18,000.00	14,957.64	16.9
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	2,831.77	(112.3)	16,000.00	15,959.73	0.2
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	3,982.64	(431.0)	9,000.00	23,748.34	(163.8)
10-551-530-3900	LIBRARY BOARD-OTHER EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3950	OTHER SUPPLIES-CO.	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-5400	SYSTEM AUTOMATION	416.66	0.00	100.0	5,000.00	5,000.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 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	907.71	39.4	18,000.00	17,023.10	5.4
10-551-530-7100	UTILITIES	5,833.33	10,145.12	(73.9)	70,000.00	65,019.22	7.1
10-551-530-7200	TELEPHONE	145.83	191.57	(31.3)	1,750.00	2,009.76	(14.8)
10-551-530-7250	OUTREACH - COUNTY SYSTEM	308.33	906.00	(193.8)	3,700.00	3,624.00	2.0
10-551-530-7300	INSURANCE & BONDS	637.50	0.00	100.0	7,650.00	7,653.01	0.0
10-551-530-7700	TRAINING & SEMINARS	166.66	10.00	94.0	2,000.00	1,977.24	1.1
10-551-530-7710	TRAINING - COUNTY	265.58	1,675.40	(530.8)	3,187.00	3,313.93	(3.9)
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	40,028.07	(59.9)	300,287.00	315,783.22	(5.1)
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	95,730.67	(25.5)	915,117.00	902,067.14	1.4

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	16,459.66	3,623.40	77.9	197,516.00	10,241.78	94.8
10-551-510-1150	SALARIES COUNTY	12,460.66	3,427.90	72.4	149,528.00	9,656.79	93.5
10-551-510-1800	SALARIES-PART TIME	10,938.08	10,929.51	0.0	131,257.00	23,039.95	82.4
10-551-510-1810	SALARIES-LIBRARY BOARD	100.00	0.00	100.0	1,200.00	0.00	100.0

TOTAL SALARIES & WAGES		39,958.40	17,980.81	55.0	479,501.00	42,938.52	91.0
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,103.58	1,324.87	37.0	25,243.00	4,678.96	81.4
10-551-520-2110	SOCIAL SECURITY-COUNTY	953.25	0.00	100.0	11,439.00	0.00	100.0
10-551-520-2200	STATE RETIREMENT	1,061.33	918.80	13.4	12,736.00	3,329.84	73.8
10-551-520-2210	STATE RETIREMENT-COUNTY	958.58	0.00	100.0	11,503.00	0.00	100.0
10-551-520-2300	HEALTH INSURANCE	4,941.66	4,941.67	0.0	59,300.00	9,883.34	83.3
10-551-520-2400	DENTAL INSURANCE	376.25	376.25	0.0	4,515.00	752.50	83.3
10-551-520-2500	LIFE INSURANCE	75.83	91.82	(21.0)	910.00	183.64	79.8
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	0.00	100.0

TOTAL FRINGE BENEFITS		10,497.98	7,653.41	27.1	125,976.00	18,828.28	85.0
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	250.00	375.00	(50.0)	3,000.00	1,063.76	64.5
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	833.33	0.00	100.0	10,000.00	54.90	99.4
10-551-530-3200	OFFICE SUPPLIES	416.66	741.04	(77.8)	5,000.00	741.04	85.1
10-551-530-3400	POSTAGE	83.33	0.00	100.0	1,000.00	0.00	100.0
10-551-530-3410	POSTAGE-COUNTY	83.33	0.00	100.0	1,000.00	0.00	100.0
10-551-530-3600	BOOKS	3,333.33	4,608.17	(38.2)	40,000.00	4,608.17	88.4
10-551-530-3610	BOOKS-COUNTY	1,250.00	0.00	100.0	15,000.00	0.00	100.0
10-551-530-3620	BOOK PROCESSING	416.66	259.23	37.7	5,000.00	259.23	94.8
10-551-530-3625	BOOK PROCESSING-COUNTY	416.66	0.00	100.0	5,000.00	0.00	100.0
10-551-530-3630	PERIODICALS	333.33	0.00	100.0	4,000.00	0.00	100.0
10-551-530-3635	PERIODICALS-COUNTY	333.33	0.00	100.0	4,000.00	142.55	96.4
10-551-530-3640	AUDIO VISUAL	500.00	519.52	(3.9)	6,000.00	519.52	91.3
10-551-530-3645	AUDIO VISUAL-COUNTY	833.33	0.00	100.0	10,000.00	0.00	100.0
10-551-530-3660	COMPUTER SERVICE	1,166.66	281.91	75.8	14,000.00	281.91	97.9
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,333.33	117.00	91.2	16,000.00	271.94	98.3
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	53.90	78.4	3,000.00	589.18	80.3
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	666.66	0.00	100.0	8,000.00	887.25	88.9
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	475.00	0.00	100.0	5,700.00	0.00	100.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 2 PERIODS ENDING FEBRUARY 29, 2020

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY 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	0.00	100.0
10-551-530-7100	UTILITIES	5,833.33	0.00	100.0	70,000.00	0.00	100.0
10-551-530-7200	TELEPHONE	145.83	0.00	100.0	1,750.00	0.00	100.0
10-551-530-7250	OUTREACH - COUNTY SYSTEM	308.33	0.00	100.0	3,700.00	0.00	100.0
10-551-530-7300	INSURANCE & BONDS	650.00	0.00	100.0	7,800.00	2,876.98	63.1
10-551-530-7700	TRAINING & SEMINARS	166.66	0.00	100.0	2,000.00	0.00	100.0
10-551-530-7710	TRAINING - COUNTY	125.00	0.00	100.0	1,500.00	0.00	100.0
10-551-530-7800	TRAVEL	83.33	85.10	(2.1)	1,000.00	85.10	91.4
TOTAL OPERATING SUPPLIES & EXPENSES		21,787.42	7,040.87	67.6	261,450.00	12,381.53	95.2
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		72,243.80	32,675.09	54.7	866,927.00	74,148.33	91.4

Director's Report: February 2020

MONARCH LIBRARY SYSTEM & STATE OF WISCONSIN

- The Monarch Library System Directors met on Thursday, February 13.
- A report from Jennifer Chamberlain, Monarch Library System Director, was given on the status of the PLSR study.
- The system will not be holding the two annual system-wide events and instead will focus staff time and resources on system-wide marketing.
- A new language database, Transparent Languages, is now available from RB Digital.

WASHINGTON COUNTY LIBRARIES

- The Washington County Library Card Survey has been extended until Friday, March 13. We have over 2,000 responses.
- The library directors continue to meet weekly and are currently working on mapping and analyzing data and finalizing the written report. Additional meetings were held with Bridges Library System and Washington County Clerk. A full workday is planned for March.

DONATIONS/DEPOSITS

- ACT 420 Reimbursement for Adjacent County use:
 - \$611 (Dodge)
 - \$1,393 (Ozaukee)
 - \$1,736 (Waukesha)
- Washington County:
 - \$14,908: 2019 5% Reserve for non-librared Circulation
 - \$73,478: 2019 4th Quarter for non-librared Circulation
 - \$600: 2019 TEACH Line
- \$550: Michael Dickerson Memorial (double brick)

STATISTICS

- Germantown saw a 8.4% increase in overall circulation (physical + electronic) in January and 8.4% increase year-to-date.
- The approved 2019 Annual Report is due on Saturday, February 29.

WINTER/SPRING PROGRAMMING

- The 3rd Annual Winter Reading Program for children, teens & adults will occur January 6 - February 29.
- Upcoming Special Adult Programs:
 - Thurs, Jan 30 - Feb 27 - Your Healthy Body Series @ 11am
 - Mon, Mar 2 - Wisconsin Gardeners @ 6pm
 - Wed, Mar 4 - Harpist Jeff Pockat @ 3pm
 - Thurs, Mar 12 - Wisconsin DNR @ 10:30am
- Upcoming Special Youth Programs:
 - Fri, Feb 28 & Sat, Feb 29 - Leap Into Action! Obstacle Course
 - Sat, Mar 7 - Read Across America Party
 - Mon, Mar 16 - Teen Program: Scrunchies
- Our first Sensory-Friendly Sunday program was held on February 9 with the Autism Society of Southeastern Wisconsin. The program went very well and we had 24 people in attendance.

DEPARTMENT UPDATES

- Management & General Staff
 - Performance evaluations have been completed for all staff members. Performance evaluations for 2020 are due at the end of February.
 - Coffee with Steve Kreklow, Village Administrator, was held on Wednesday, February 12.
 - We will have an intern student this spring as part of the Library and Information Services Associates Degree program at Chippewa Valley Technical College.
- Adult Services (Lynn Ratzmann)
 - Staff are working to complete Homeless Library Training offered through the system.

- Staff updated collection management procedures to include additional audiobooks and Playaways.
- Youth Services (Jackie Kolo)
 - Staff are working to complete Homeless Library Training offered through the system.
 - Staff updated collection management procedures to include additional audiobooks and Playaways.
 - Planning has started to move and condense some collections to make more space for new youth activities.
 - Our “Read To Me” program now includes a therapy cat as well as therapy dogs.
 - A “Student Librarian” will be visiting us as part of a fundraiser through Amy Belle Elementary School.
 - Youth Services Librarian attended a workshop on collaboration and the Summer Reading Program.
- Circulation (Diane Long & Connie Lloyd)
 - Assistant Director and Circulation Manager participated in monthly Monarch Circulation Committee meeting.
 - Circulation staff members were trained on Diffusing Difficult Situations on February 5.
 - Assistant Director and Circulation Manager began to met weekly to review all library policies and procedures.
 - Circulation staff have taken over daily, weekly and monthly procedures to monitor patron accounts including waiving fines over 5 years old, changing child to adult accounts after age 18, verifying online registration, and database field auditing.
- Tech Services (Connie Lloyd)
 - Label printers have replaced all typewritten labels and are saving staff a lot of time.
 - Staff received catalog training from Alison at the Monarch Library System.
 - Tech Services staff took over cataloging for the majority of youth, young adult, and adult fiction collections.
 - New reports added for Collection Managers to review items that are Lost/Damaged, Missing, Unavailable or Withdrawn and updated inventory/weeding reports.
- Technology/Statistics (Connie Lloyd)
 - Synology NAS file sharing system has been installed and will replace the use of saving documents on computer desktops and flash drives.
 - Statistics numbers were finalized for the Annual Report.
- Building Management & Grounds (Connie Lloyd)
 - Basement project has been started to clean up unused shelving and make room for programming items.
 - Beginning to explore options for creating quiet spaces and moving the following collections: Children’s music CDs, Children’s magazines, Adult magazines, and Adult paperbacks.

JANUARY DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH

- | | |
|---|--|
| ● Feb 5 - Wash. Co. Library Directors (ACT 420 with Bridges System Director Connie Myers) | ● Feb 13 - Monarch Directors |
| ● Craft Workshop (2) | ● Feb 18 - Village Staff |
| ● Feb 8 - Friends of the Library | ● Feb 19 - Wash. Co. Library Directors (ACT 420) |
| ● Feb 12 - Kiwanis | ● Feb 19 - Library Board |
| ● Feb 12 - Coffee with Kreklow | ● Feb 20 - Kiwnais |
| ● Feb 12 - Wash. Co. Library Directors (ACT 420) | ● Feb 24 - Monarch Marketing Workgroup |
| ● Feb 12 - Wash. Co. Library Directors (ACT 420 with County Clerk Ashley Reichert) | ● Feb 25-28 - Public Library Association Conference in Nashville, TN |

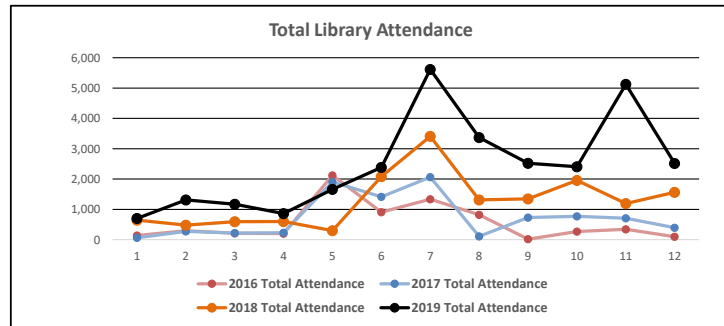
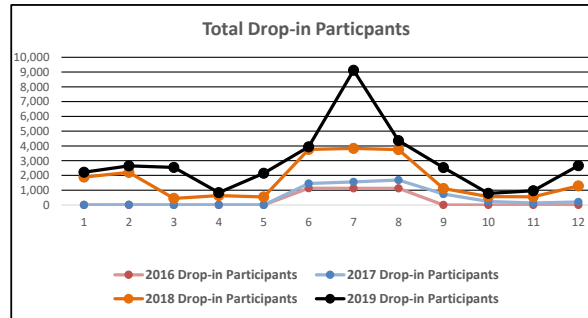
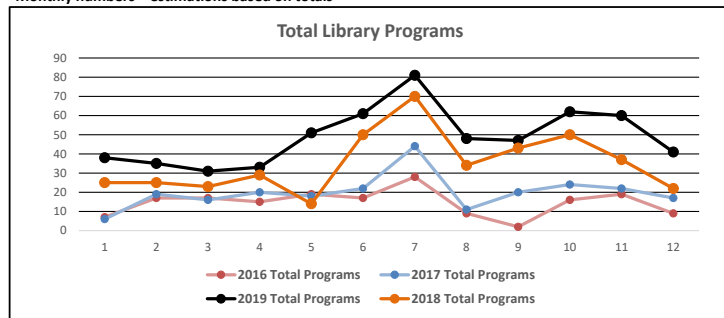
Stats		YTD	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Children (0-11)		205	19	22	21	22	14	35	50	22	23	40	38	21
YA (12-17)		32	8	1	1	0	9	3	2	1	2	1	1	0
Adults & All Ages		229	11	12	9	11	28	23	29	22	23	20	21	20
2019 Total Programs		466	38	35	31	33	51	61	81	48	47	62	60	41
% over 2018	10%		52%	40%	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)		13,824	984	1446	899	566	916	2266	1919	2608	633	554	722	311
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		34,738	2216	2649	2540	836	2141	3936	9120	4361	2531	784	960	2664
% over 2018	71%		17%	20%	472%	31%	301%	7%	140%	17%	130%	47%	83%	95%

				-14	-46	-35	-40	-68	-89	-36	-39	-57	-58	-56
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	236%	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



The Autism Society of Southeastern Wisconsin is working with Germantown to create more autism-friendly programs

Cathy Kozlowicz, Milwaukee Published 12:52 p.m. CT Feb. 12, 2020 | Updated 5:46 p.m. CT Feb. 12, 2020

CLOSE X
CONNECT TWEET LINKEDIN COMMENT EMAIL MORE



Phonendra Potineni (left) and Andrew Potineni use the library resources at the Sensory-Friendly Sunday program Feb. 9 at the Germantown Community Library. Sensory-Friendly Sundays is held every other month to benefit families with autism. (Photo: Submitted)

When Julie Quigley's children were young, she often wished they could attend library programs, check out books or just attend storytime.

But she never felt comfortable taking them, said Quigley, of Germantown.

She explained that her three children have autism. "I was so worried they would be disturbing other people," she said.

Now, Quigley is director of education at the Autism Society of Southeastern Wisconsin, helping other kids and families with autism enjoy the library, recreational programs and even a bicycle safety class.

Quigley said Germantown is a perfect community to do this kind of programming, as the Washington County village is centrally located and close to Ozaukee and Waukesha counties.

"The heartening commitment of those in Germantown to making life-enhancing programs and resources available to those on the autism spectrum has made for a great partnership and a smooth path to success," said Quigley.

"Germantown is showing that it cares about the needs of its most vulnerable residents and visitors," she added.

These family-oriented, sensory-friendly events in Germantown, are open to families of all communities.

Sensory-Friendly Sundays

ASSEW has partnered with the Germantown Community Library for Sensory-Friendly Sundays. The events run from 10 a.m. to noon the first Sunday of every other month — April, June, August, October and December.

The Germantown Community Library is closed Sundays, is open for this program, said Trish Smith, library director.

"In talking to ASSEW, we recognized that the traditional library environment and some of our structured programs may not always be a good fit for everyone," she said.

"Our goal is to introduce anyone that would benefit from a modified environment to the library and to promote regular programs and services that are more flexible, such as drop-in events," added Smith.

Quigley said the first Sensory-Friendly Sunday provided networking opportunities for parents as well as a safe environment for the kids.

"We had people come from Waukesha, Oak Creek — and people traveled that far away to get that for their kids," said Quigley. "People were getting a library card and leaving with a stack of books. It was such a wonderful environment. There was no pressure."

The next Sensory-Friendly Sunday is April 5 at the Germantown Community Library, N112 W16957 Mequon Road.

Advance registration is not required; participants are not required to live in Germantown to use the library resources or to check out books.

Lego fun program

ASSEW also is also holding Andy Telford Lego Fun Days in conjunction with the Germantown Recreation Department one Saturday every other month.

Future dates are Feb. 15, May 16, Sept. 26 and Nov. 7, all at the Survive Alive House, N115 W18700 Edison Drive.

According to a news release, certified special education teachers facilitate these Lego events in which participants are paired with high school volunteers and work to put together themed Lego kits donated by a local family.

"Many of the kids may want to do the class, but may need one-on-one help or need more attention to keep them focused on the task," said Quigley.

This event is for children ages 6-16; parents do not need to be there. Cost: \$30 for autism society members and \$35 for nonmembers.

Summer bike program

This summer, the Germantown School District and Kiwanis Club of Germantown will again work with ASSEW to offer the week-long iCan Shine Bike Program.

The goal of the camp is to teach individuals with disabilities how to ride conventional bikes and become lifelong independent riders, said Quigley. According to the news release, there is a fleet of adapted bicycles, a specialized instructional program and more than 50 volunteers to provide physical assistance.

By the end of the camp, more than 80% of riders learn to ride their bikes independently, the release said.

"ASSEW is excited to be expanding our service footprint to make an even greater impact on the lives of those affected by autism through this wonderful partnership with the village of Germantown," said Emily Levine, ASSEW executive director.

This year's iCan Shine Bike Camp will begin with orientation on June 14, and will run through June 19. Different sessions and times will be offered, all at Germantown High School, W180 N11501 River Lane

Register for ASSEW programs online at www.assew.org/children-events.

For more information

For more information on the Autism Society of Southeast Wisconsin, call 414-988-1260 or visit www.ASSEW.org.

GERMANTOWN COMMUNITY LIBRARY
STATISTICAL REPORT
January 2020

TOTAL CIRCULATION

Physical	25,676
Electronic	3,393
TOTAL	29,069

PHYSICAL CIRCULATION

	Librared	Non-Librared	Total
Washington County			
<i>Germantown (Village)</i>	16,392		16,392
<i>Others</i>	529	7,101	7,630
Ozaukee (A)	842	55	897
Dodge	30	32	62
Sheboygan (A)	1	1	2
Waukesha (A)	363	169	532
Fond du Lac (A)	0	6	6
Milwaukee	127		127
Rest of WI	27		27
Outside of WI	1		1
TOTAL	18,312	7,364	25,676

ELECTRONIC CIRCULATION

Overdrive	3,201
RB Digital	180
Gale Courses	12
TOTAL	3,393

REGISTRATIONS

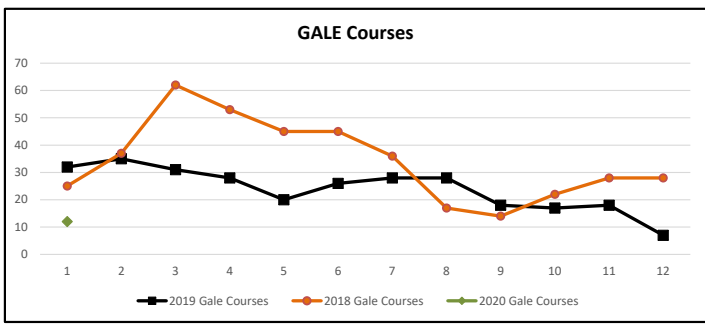
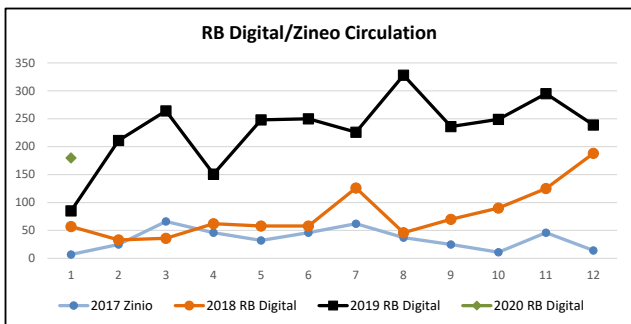
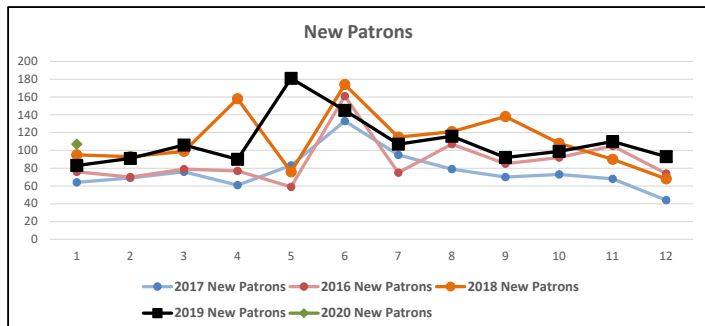
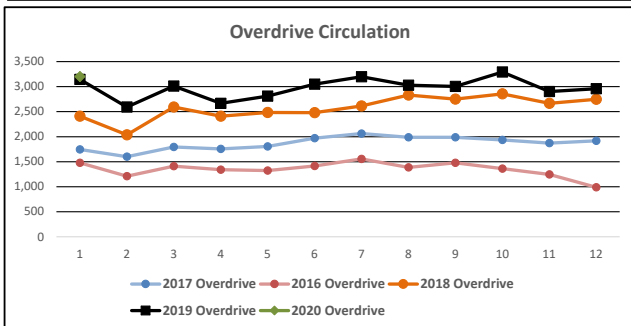
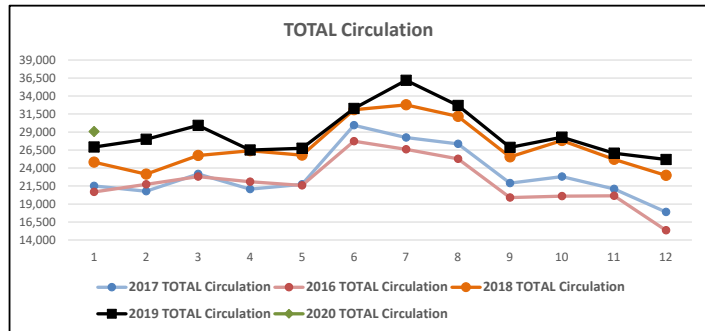
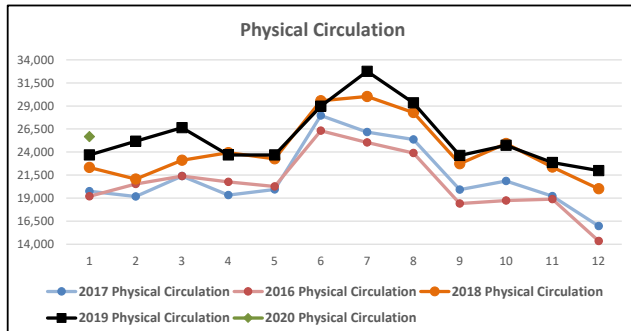
Resident (Village of GT)	60
Non-Resident	47
TOTAL	107

REVENUE

Fines	\$ 1,103.33
Lost/Damage Fees	\$ 72.59
Replacement Cards	\$ 39.00
Copies	\$ 219.95
Faxes	\$ 99.50
Meeting Room	\$ 30.00
TOTAL	\$ 1,564.37

GCL Statistical Trends 2016-2020

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
2020 New Patrons	107	107											
2020 Physical Circulation	25,676	25,676											
% over 2019	8.4%	8.4%											
2020 RB Digital	180	180											
2020 Overdrive	3,201	3,201											
2020 Gale Courses	12	12											
2020 TOTAL Circulation	29,057	29,057											
% over 2019	8.0%	8.0%											
2019 New Patrons	1,313	83	91	106	90	181	145	107	116	92	99	110	93
2019 Physical 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	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
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 Physical 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	30,873	2,411	2,037	2,592	2,408	2,482	2,481	2,612	2,831	2,751	2,855	2,667	2,746
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 Physical 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	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
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 Physical 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	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 Board

MEETING DATE: February 19, 2020
PLACEMENT: Unfinished Business
AGENDA ITEM(S): VIII. B. Summer Saturday Hours
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

In November and December of 2018 options were discussed at Germantown Community Library Board meetings regarding library hours on Saturdays. The library currently closes at 4:00 p.m. during the school year and 3:00 p.m. during the summer. It was agreed that the change in hours every year caused confusion among patrons and that the work put into successfully advertising the change is not worth the different in one additional hour that the library is open. The board discussed the option of closing the library at either 3:00 p.m. or 4:00 p.m. year-round. Circulation numbers and Saturday hours of neighboring libraries were evaluated, but no decision was made.

After careful consideration over the past year, I am recommending that the library close at 4:00 p.m. year-round. Support for this decision is as follows:

A. The change is confusing.

The difference between regular and summer hours is confusing for the public and is not good customer service. Patrons are often unsure about when we make the switch to summer hours and then back to regular hours. Marketing shared with other organizations do not always correctly make this change. There are also automated platforms, such as Google, that consistently are not able to account for the change and report twice a year that the library is "open 24 hours."

B. The change creates requires considerable staff time to maintain information on numerous platforms.

All of our media platforms need to be changed twice a year which creates a high amount of staff time.

C. No Grade 1 libraries in our system makes this change.

Germantown is the only Grade I library in the Monarch Library System (Washington, Dodge, Sheboygan, and Ozaukee County) that has a difference on Saturday between regular and summer hours. There are a few libraries in Waukesha County that have a difference of 3 or 4 hours. ("2020 Library Hours Study" Attached)

D. Many neighboring libraries are open until 4:00 p.m. or 5:00 p.m.

Many of our neighboring libraries, such as Mequon, Cedarburg, and Sussex close at 4:00 p.m. year-round. Menomonee Falls closed at 5:00 p.m. year-round.

("2020 Library Hours Study" Attached)

D. The minimal state standards recommend we are open 60 or 63 hours a week.

The Wisconsin Public Library Standards: Sixth Edition that came out in 2016 outlines service levels based on library population. Tier 1 is the lowest level of service and Tier 3 is the highest level of service. The standards require that libraries with a service population of 19,000 to 34,999 be open 60 hours a week to meet Tier 1 minimal standards. The standards also require that libraries with a municipal population 19,000 to 34,999 be open 63 hours a week to meet Tier 1 minimal standards. Germantown has a service population of about 33,000 people and a municipal population of about 20,000 and is currently open about 58.75 hours per week. We currently do not meet the Tier 1 standards for either service or municipal population. Opening until 4:00 p.m. would bring us to 59 hours - bringing us closer to the standards.

("Wisconsin Public Library Standards: Sixth Edition" Attached)

E. The library is used between 3:00 - 4:00 p.m. during the year.

Circulation numbers indicate that there are patrons checking out items between 3:00 - 4:00 p.m. during the year. In 2019, roughly 3,000 items were checked out during this last hour on Saturday ((20 Spring Saturdays x 88 average = 1,760) + (16 Fall Saturdays x 81 average = 1,296) = 3,056 checkouts). This amounts to roughly 1% of our total circulation of 307,047 in 2019.

("Saturday Germantown Circulation by Hour" Attached)

F. Physical circulation is increasing.

The library has had a 5.3% increase in physical circulation over the past year and has had a 24.0% increase in physical circulation in the last 3 years since 2016. Higher circulation numbers indicate that we should be increasing library hours, not decreasing library hours.

2020 Library Hours Study

(Numbers Based on 2018 DPI Library Services Data)

MONARCH LIBRARY SYSTEM - GRADE 1 LIBRARIES

Municipality	Municipal Pop	Extended Pop	Circlatuion	Monday - Thursday	Friday	Saturday	Sunday	Summer Changes?	Total
Sheboygan	48,846	65,763	557,824	8:30am - 8:00pm	8:30am - 5:00pm	8:30am - 5:00pm	1:00pm - 5:00pm	same	67
West Bend	31,881	57,915	449,981	9:00am - 9:00pm	9:00am - 6:00pm	9:00am - 1:00pm	closed	same	61
Mequon	27,142	27,473	306,977	9:00am - 8:00pm	9:00am - 6:00pm	9:00am - 4:00pm	12:00pm - 4:00pm	same	64
Germantown	20,183	33,452	291,497	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 4:00pm	closed	(-1) hr on Sat	59
Beaver Dam	16,861	34,851	333,343	9:00am - 8:30pm	9:00am - 8:30pm	9:00am - 5:00pm	closed	same	65.5
Grafton	15,962	17,761	171,160	9:30am - 8:00pm	9:30am - 5:00pm	9:30am - 2:00pm	closed	same	54
Hartford	15,384	25,328	221,115	9:00am - 8:00pm	9:00am - 5:30pm	9:00am - 2:00pm	closed	same	57
Waupun	11,591	13,154	115,384	9:00am - 8:00pm	9:00am - 5:30pm	10:00am - 4:30pm	closed	same	59
Cedarburg	11,628	18,465	185,711	9:30am - 8:00pm	9:30am - 5:00pm	9:30am - 4:00pm	12:00pm - 4:00pm	same	60
Port Washington	11,713	17,414	170,311	9:00am* - 9:00pm	9:00am - 9:00pm	9:00am - 5:00pm	1:00pm - 5:00pm	same	70
Plymouth	8,686	15,006	100,815	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 1:00pm	closed	same	56
Sheboygan Falls	7,951	13,469	117,266	9:00am - 8:00pm	9:00am - 8:00pm	9:00am - 3:00pm	closed	same	61
Slinger (Grade 2)	5,559	12,415	88,889	9:00am - 8:00pm*	9:00am - 5:00pm	9:00 a.m. - 12:00 p.	closed	same	54
Kewaskum (Grade 2)	4,071	6,936	52,040	10:00am - 8:00pm	10:00am - 5:00pm	10:00am - 1:00pm	closed	same	50

MONARCH LIBRARY SYSTEM & WAUKESHA COUNTY - GRADE 1 LIBRARIES

Municipality	Municipal Pop	Extended Pop	Circlatuion	Monday - Thursday	Friday	Saturday	Sunday	Summer Changes?	Total
Waukesha	71,731	91,555	1,046,766	9:00am - 8:30pm	9:00am - 6:00pm	9:00am - 5:00pm	1:00pm - 5:00pm	closed Sun	67
Sheboygan	48,846	65,763	557,824	8:30am - 8:00pm	8:30am - 5:00pm	8:30am - 5:00pm	1:00pm - 5:00pm	same	67
New Berlin	40,349	41,318	392,043	9:00am - 9:00pm	9:00am - 5:00pm	9:00am - 5:00pm	1:00pm - 4:00pm	same	67
Brookfield	39,323	43,914	644,981	9:00am - 9:00pm	9:00am - 5:00pm	9:00am - 5:00pm	1:00pm - 4:00pm	closed Sun	67
Menomonee Falls	37,574	38,522	352,900	9:00am - 9:00pm	9:00am - 5:00pm	9:00am - 5:00pm	closed	same	64
West Bend	31,881	57,915	449,981	9:00am - 9:00pm	9:00am - 6:00pm	9:00am - 1:00pm	closed	same	61
Mequon	27,142	27,473	306,977	9:00am - 8:00pm	9:00am - 6:00pm	9:00am - 4:00pm	12:00pm - 4:00pm	same	64
Muskego	24,812	26,328	283,724	9:00am - 8:30pm	9:00am - 5:00pm	9:00am - 5:00pm	closed	same	62
Pewaukee	22,419	25,701	289,554	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 4:00pm	closed	(-3) hrs on Sat	59
Germantown	20,183	33,452	291,497	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 4:00pm	closed	(-1) hr on Sat	59
Oconomowoc	16,889	25,270	295,526	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 5:00pm	1:00pm - 4:00pm	same	63
Beaver Dam	16,861	34,851	333,343	9:00am - 8:30pm	9:00am - 8:30pm	9:00am - 5:00pm	closed	same	65.5
Grafton	15,962	17,761	171,160	9:30am - 8:00pm	9:30am - 5:00pm	9:30am - 2:00pm	closed	same	54
Hartford	15,384	25,328	221,115	9:00am - 8:00pm	9:00am - 5:30pm	9:00am - 2:00pm	closed	same	57
Port Washington	11,713	17,414	170,311	9:00am* - 9:00pm	9:00am - 9:00pm	9:00am - 5:00pm	1:00pm - 5:00pm	same	70
Cedarburg	11,628	18,465	185,711	9:30am - 8:00pm	9:30am - 5:00pm	9:30am - 4:00pm	12:00pm - 4:00pm	same	60
Waupun	11,591	13,154	115,384	9:00am - 8:00pm	9:00am - 5:30pm	10:00am - 4:30pm	closed	same	59
Sussex	11,114	22,600	313,932	9:30am - 8:00pm	9:30am - 5:00pm	9:30am - 4:00pm	1:00pm - 4:00pm	(-3) hrs on Sat / closed Sun	63
Hartland	9,293	14,442	193,372	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 4:00pm	closed	(-4) hrs on Sat	59
Plymouth	8,686	15,006	100,815	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 1:00pm	12:00pm - 4:00pm	same	56
North Lake	8,449	10,040	71,293	9:00am - 8:00pm	9:00am - 5:00pm	9:00am - 1:00pm	1:00pm - 4:00pm	same	59
Mukwonago	8,057	23,047	326,199	9:00am - 8:30pm	9:00am - 6:00pm	9:00am - 4:00pm	1:00pm - 4:00pm	closed Sun	65
Sheboygan Falls	7,951	13,469	117,266	9:00am - 8:00pm	9:00am - 8:00pm	9:00am - 3:00pm	closed	same	61
Delafield	7,176	22,525	249,983	9:30am - 8:00pm	9:30am - 5:00pm	9:30am - 4:00pm	1:00pm - 4:00pm	same	59

Germantown
Near Germantown

* (-2) hrs on one day during the week

Wisconsin Public Library Standards

Sixth Edition

Appendix A

Quantitative Standards by *Service Population*
Based on 2016 public library annual report data

**To calculate Service Population, see Appendix C*

Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	25	30	37	40	46	50	53	58	60	63	66	67
Tier 2	29	35	40	45	50	54	58	60	63	65	67	69
Tier 3	36	42	47	52	56	58	62	65	67	69	70	71

Appendix B

Quantitative Standards by *Municipal Population*

Based on 2016 public library annual report data

Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	28	40	46	50	53	56	59	61	63	64	65	66
Tier 2	31	43	48	52	55	59	61	63	64	66	67	68
Tier 3	44	50	54	58	60	63	65	67	68	69	70	71

Saturday Germantown Circulation by Hour

	2017 Circ by Hour Ave Weekly				2018 Circ by Hour Ave Weekly				2019 Circ by Hour Ave Weekly			
	# of open Saturdays	2-3 pm	3-4 pm	4-5 pm	# of open Saturdays	2-3 pm	3-4 pm	4-5 pm	# of open Saturdays	2-3 pm	3-4 pm	4-5 pm
Jan-May	21	95	93	5	20	108	99	6	20	129	88	5
June - Aug	14	89	2	0	14	111	5	0	14	105	17	0
Sept-Dec	14	111	58	3	16	118	66	4	16	107	81	12
	<i>closed Thanksgiving, Christmas and New Year weekend</i>				<i>closed Easter and Thanksgiving weekend</i>				<i>closed Easter and Thanksgiving weekend</i>			

Hours the Library is Closed

Gifts & Memorials

Giving a gift or planning a memorial for a loved one is very easy. Listed below, are many different choices and donor levels. If a gift is not designated for a specific need, the funds will be utilized at the discretion of the Library Board. Thank you for donating to the Germantown Community Library.



Children's Area Tree

A leaf start at \$50+ for our donor tree in the Children's Area and are available in three colors. Funds will be used to enhance the Early Literacy Area with activities that engage our youngest library users in early literacy, fine motor development and imaginary play.



Donor Wall

For \$500+, a nameplate will be engraved with the name or message of your choice. The nameplate will be added to the Donor Wall in the lobby of the library.



Outdoor Patio

Give a gift that lasts a lifetime - a commemorative Brick in the outdoor patio area off the Children's library! Bricks start at \$100 and are available in two sizes.

Additional Opportunities

Material Gifts
Giving Tree
Friends of the Library
Naming Rights

Descriptions to add...

I would like to make a donation for the: **Print your message exactly as you want it to appear:**

Children's Area

- ___ \$50 - \$149 (green leaf / 2 lines)
- ___ \$150 - \$499 (silver leaf / 2 lines)
- ___ \$500+ (gold leaf / 2 lines)

Outdoor Patio

- ___ \$100 - \$249 (4x8 brick / 3 lines)
- ___ \$250+ (8x8 brick / 6 lines)

Donor Wall

- ___ \$500+ (plaque / 3 lines)

Other

- ___ (Please list amount)

Name: _____

Address: _____

Phone: _____

Email: _____

Please make check payable to: Germantown Community Library Board (P.O. Box 670, Germantown, WI 53022)

Germantown Community Library Board

MEETING DATE: February 19, 2020

PLACEMENT: New Business

AGENDA ITEM(S): XI. A. Limited Services on Saturday, October 24, 2020

SUBMITTED BY: Trisha Smith, Library Director & Jackie Molitor, Youth Service Librarian

SUMMARY EXPLANATION:

Last October, the Germantown Community Library held it's first "Haunted Library" event. The event was very successful and had over 150 teens and adults in attendance (an audience that is traditionally hard to get at programs). Plans are already underway for the event in 2020. Our Youth Services Librarian, Jackie Molitor, has requested that we either closer early or limit service on the day of the event in order to allow staff to set up the night before and allow children and families to attend in the afternoon. We are also concerned that decorations may cause safety hazards and not be ADA compliant if the public has access of these areas.

As an alternative to closing the library all day or in the afternoon, I am recommending that we have limited services available to the public on the day of the event. Patrons would be able to check out items and have full access to the items on the holds shelf, new adult fiction & nonfiction shelf early literacy area, and picture book & beginning reader area. We would also set up areas in the Community Rooms or Study Rooms to allow patrons to use the internet and read the newspaper. Additional staff members would be available to answer questions, place holds and retrieve requested items.

An email from Jackie Molitor, Youth Services Librarian from Monday, February 10 is listed below:

Haunted House October 24-"close" early or "limited services"?

Staff, volunteers and patrons had a ton of fun last year at our haunted house. We had over 150 teens and adults come through the haunted house and requests to do it again this year! However, with having to limit it to ages 13+, families with children could not attend. We had a lot of interest from children and families last year, and we do not want to exclude them. Our plan is to allow families to tour our haunted house in the daytime with no actors in costume-just friendly staff and volunteers handing out candy. We would then close for a few hours and reopen at night for the PG-13 haunted house with actors and lights off. We collected a small fee for the Friends of the Library last year but could also collect canned goods for entry (and allow families during the day to go through for free).

This event takes a lot of work. Last year, staff and volunteers RUSHED to get the whole haunted house up and running in four short hours. Although it was a success, we wished we would have had more time to perfect what we had planned for months. We don't want to decorate during times of operation because we want to keep our haunted house a surprise and do not want to inconvenience our patrons during business hours. Many staff/volunteers worked 18+ hours last year on the haunted house day! It would help if staff and volunteers could set up a lot of the decorations/props/etc. Friday evening after 5pm and have time for finishing touches the day of. We clean up the entire haunted house the Sunday after the event.

We anticipate a larger volume of patrons attending this year because Park and Rec will be advertising our Haunted House with their Fall Fest information. We will also be selling tickets in advance at Fall Fest and at the library.



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

I. GENERAL INFORMATION					
1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	
II. LIBRARY COLLECTION					
		a. Number Owned / Leased		b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>					
2. Electronic Books <i>E-books</i>					
3. Audio Materials					
4. Electronic Audio Materials <i>Downloadable</i>					
5. Video Materials					
6. Electronic Video Materials <i>Downloadable</i>					
7. Other Materials Owned <i>Describe</i>					
8. Electronic Collections <i>Locally Owned or Leased</i>					
9. Total Electronic Collections <i>Local, regional, and state</i>					
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					

III. LIBRARY SERVICES

1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
3. Number of Registered Users				4. Reference Transactions		5. Library Visits	
a. Resident		b. Nonresident		c. TOTAL		a. Method	
						b. Annual Count	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals	
a. Method		b. Annual Count		a. Method		b. Annual Count	
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books		b. E-Audio		c. E-Video		d. Total Uses of Electronic Works	
						e. Uses of Children's Electronic Materials	
11. Programs and Program Attendance Annual Count							
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL			
Number of Programs							
Total Attendance							
11. Number of Public Use Computers							
a. Total				b. Internet Access			

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members					
Include vacancies in this count					

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service** *Only joint libraries report more than one municipality here*

Municipality Type	Name	Amount

Subtotal 1

2. County**a. Home County Appropriation for Library Service**

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

Subtotal 2b

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year**c. Other State Funded Program**

Subtotal 3

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount

Subtotal 4

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount

Subtotal 5

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.***7. All Other Operating Income****8. Total Operating Income** *Add 1 through 7***9. What is the current year annual appropriation provided by your governing body(ies) for your public library?****10. Was your library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)**

VII. LIBRARY OF OPERATING EXPENDITURES
Report operating expenditures from all sources. Do not report capital expenditures here.

- | | | | | |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | e. Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|

- Amount

Subtotal 4

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County		
		Total Revenue	Total Expenditure

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year	
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X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County				
3. Circulation to Nonresidents Living in Another County in Your System				
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

- | | | |
|--|---|---|
| 1. Does your library provide wireless Internet access for patrons' mobile devices? | 2. What type of Internet connection do you have? <i>Mark all that apply</i>
☐ a. State TEACH line
☐ b. Other broadband connection
<i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?
☐ a. Yes, on all Internet workstations
☐ b. Yes, on some Internet workstations
☐ c. No filtering on any Internet workstation |
|--|---|---|

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Self-directed Activities				
	Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2019, the _____
Name of Public Library *Name of Public Library System / Service*

- ☐ **did** provide effective leadership and adequately meet the needs of the library.
☐ **did not** provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed



	COMMENTS	
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DRAFT