

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, October 28, 2020 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES: September 23, 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. 2021 Budget
- XI. **NEW BUSINESS:**
 - A. Circulation Policy
 - B. Extension of Friday Library Hours
 - C. 2021 Closed & Board Meeting Dates
 - D. Discussion of Benefits for Full-Time Library Employees
- X. **ADJOURNMENT:**

Forthcoming meeting: November 18, 2020 – Germantown Community Library

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled

individuals through appropriate aids and services including restrictions related to COVID-19. For additional information or to request this service please contact Assistant Director, Connie Lloyd, at (262)253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

Notice *is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.*

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 23, 2020

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, September 23, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Brenda O'Brien, Christa Potratz, Jolene Pieper (online). **Members absent:** Joletta Kerpan (exc). **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd (online). Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Approve the agenda as printed. Motion carried (6-0).

MOTION (Vosen, Brady): Approve the minutes of the August 26, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 25, 2020: Board Checking Account - \$2,539.34; Board Savings Account - \$5,055.50; GCL Building Account - \$17,463.34 [Penny Jug - \$1,843.47] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Building Fund CD Account #2- \$16,361.35; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. The Building Fund CD Account #4 matures October 25, 2020. Vosen asked the Board for their recommendations on renewal of the CD. Vosen will get options from the bank and discuss with Nelson regarding length of CD for renewal based on current rates. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Nelson): Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly August 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. The library portion of the re-roofing project started today. Smith mentioned the library entrance has been re-routed today and tomorrow while they re-roof above the entrance. DPW provided updated information on the status of fixing the library air conditioning unit. DPW provided initial high level estimates to compare a short term fix with a full unit replacement which would be in the area of \$42,000. DPW asked Smith to get input from the Library Board if they would be willing to assist funding a replacement unit. Board members shared the current unit is over 20 years old and were supportive to use Capital Funds to cover 50% of expenses. Smith will forward their feedback and bring back specific information and costs from DPW as it becomes available and to seek formal Board approval.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed a thank you card to Madeline Cederle for a donation to the library.

VILLAGE. Pieper. The lawsuit with the former library employee was settled. Further information will be covered under New Business.

COUNTY. Vosen and Smith. The Library Directors presented the recommendations from the Washington County Library Study at the September 17, 2020 meeting to the Washington County Administrative Committee. Meetings also took place with the five municipal administrators, library directors and Washington County Executive and Clerk earlier that week. The library budget was presented with a flat amount of \$1.6 million. A special meeting will be held regarding approval of the 2021 budget in October.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on September 10, 2020 online. Mark Hanson, the Monarch Library System Board President has stepped down which creates an opening on the Board.

PRESIDENT'S. Nelson. None

DIRECTOR'S. Smith. The North Shore Bank coin drive resulted in a donation of over \$1,400 for the library. There will be a formal presentation from North Shore Bank representatives in the future. August circulation statistics were provided. There was a -12.6% decrease in overall physical + electronic circulation in August and a -22.7% decrease year-to-date. Physical circulation continues to be impacted by COVID-19 pandemic and reduced hours. Digital circulation continues to increase. Smith provided an update related to COVID services which included adding addition Plexi-glass units to the Welcome Desk and Adult Service Desk. Staffing changes include interviewing for the open Library Specialist and Page II positions. One challenge is staffing the new Welcome Desk which was added due to COVID. We are interviewing for part-time temporary staff to fill these shifts. Most meetings continue to be held remotely. Smith provided programming statistics and a comparison between in-person programs held at the library during the summer of 2019 and virtual or Grab & Go options held in 2020 due to COVID. Due to the flexibility of these options (example: patrons can pick up a Grab & Go kit at anytime during the week) most programs are seeing an increase in attendance. The library continues to focus on virtual and Grab & Go programming for the fall. Virtual Storytime resumed on September 18. An Early Literacy Book Walk is being held this month at Kinderberg Park. The library went Fine Free for all children and young adult materials. Overdue fines for DVDs/Blu-ray were reduced from \$0.50 per item per day to \$0.10 which matches all other material in the library. This was effective, September 14 with positive feedback from patrons.

UNFINISHED BUSINESS

2021 BUDGET UPDATE – The Library portion of the budget was approved by Village administration. Smith will present the library budget to the Village Board on Thursday, October 15, 2020. Challenges continue with not knowing what percentage of the 2021 Washington County Library budget of \$1.6 million will be allocated to Germantown.

WASHINGTON COUNTY JOINT LIBRARY STUDY – Smith provided a final copy of the Washington County Joint Library Study that was presented on September 17, 2020. It included a summary sheet with key takeaways. The presentation went very well. Nelson attended the meeting.

DONATION BROCHURE – Smith presented a draft of an updated brochure for review. Discussions took place on procedures with the Friends accepting new donations due to COVID and marketing Amazon Smile. Vosen stated that the Friends will still be accepting new donations in the future so it was agreed to leave it on the brochure. Smith explained that Amazon only allows electronic marketing and does not allow printed marketing of the Amazon Smile feature.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 28, 2020, at 6:00 p.m. at the Germantown Community Library.

Respectfully submitted,
Connie Lloyd
Assistant Director
Germantown Community Library

NEW BUSINESS

UPDATE ON HILDEBRAND CLAIM

MOTION (Vosen, Nelson): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

The Germantown Community Library was called into closed session by Nelson at 6:45 p.m.

MOTION (Vosen, Nelson): Move to re-enter Open Session. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 7:01 p.m.

Meeting adjourned at 7:01 p.m.

Respectfully submitted,
Trisha Smith
Library Director
Germantown Community Library Board

Germantown Community Library Board

Financial Report Sept. 23, 2020

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 8/25/20 per on-line statement		\$2,439.34
8/31 Deposit Cederle check	+\$100.00	
Balance 9/23/20 per on-line statement		\$2,539.34

Bank Five Nine GCL Board Savings Account

Balance 8/25/20 per on-line statement		\$5,055.07
Interest August	+\$0.43	
Balance 9/23/20 per on-line statement		\$5,055.50

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

Balance 8/25/20 per on-line statement		\$17,461.86
Interest August	+\$1.48	
Balance 9/23/20 per on-line statement		\$17,463.34

***Penny Jug Fund (Penny Jug Deposit 8/6/20 +\$41.94) = \$1,843.47 (total)**

***RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = \$2752.44 (total left)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance June 2020 per bank statement	\$16,514.41
.85/.85% Interest 13 months (mature 7/5/21)	
CD #2 (7285) Balance 4/30/20 per bank statement	\$16,361.35
.60/.60% Interest 13 months (mature 5/31/21)	
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 – (Ck. #1547) \$134.74 = \$13.04 (left)

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

2019/20 Funds for Books &/or Materials (in GCLB checking account)

Kugel (12/23/19) Donation: \$1,000.00 - (Ck.#1550) \$874.11 = \$125.89 (left)

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

Dickerson Memorial (2/25/20): \$550.00 - (cost of \$250 brick = \$55.41) = \$494.59 (left)

Scharfenberger Brick (6/21/20) : \$100 – (cost of \$100 brick = \$34.80) = \$65.20 (left)

Plassmeyer Donation (7/6/20): \$200 (left)

Library Staff Brisk (7/21/20): \$100 – (cost of \$100 brick = \$34.80) = \$65.20 (left)

Jil Postl/Vil of G'town (1/25/20): \$50 (left)

Cederle Donation (8/31/20): \$100 (left)

TOTAL= \$1,593.88 (left to spend for 2020)

DATE: 10/12/2020
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VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
F-YR: 20

FUND: CAPITAL PROJECTS FUND
ACTIVITY FOR FISCAL PERIOD 09

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 09/01/20	NET DEBITS	NET CREDITS	BALANCE 09/30/20	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	5,516,814.85	507.60	1,023,669.40	4,493,653.05	
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	7,540.32	0.00	0.00	7,540.32	
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	170,994.56	0.00	10,000.00	160,994.56	
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	878,062.76	0.00	0.00	878,062.76	
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	
40-100-120-9001	RECEIVABLE- HISTORICAL SOCIET	A	D	125,923.00	0.00	0.00	125,923.00	
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	1,016.26	0.00	0.00	1,016.26	
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	A	D	3,905.05	0.00	0.00	3,905.05	
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	-1,023,669.40	1,023,669.40	1,177,471.83	-1,177,471.83	
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	0.00	0.00	
40-200-210-1100	RETAINAGES PAYABLE	L	C	88,231.13	0.00	0.00	88,231.13	
40-200-230-1200	DEFERRED DEBIT - ASSET MGMT	L	C	0.00	0.00	0.00	0.00	
40-200-230-1211	DEFERRED DEBIT-HIST SOCIETY	L	C	125,923.00	0.00	0.00	125,923.00	
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	2,853,799.56	0.00	0.00	2,853,799.56	
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	23,293.50	0.00	0.00	23,293.50	
40-480-481-1100	INTEREST ON INVESTMENTS	R	C	32,688.20	0.00	507.60	33,195.80	
40-480-481-1200	INTEREST ON ASSESSMENTS	R	C	0.00	0.00	0.00	0.00	
40-480-481-1210	INTEREST ON ASSMT - ASSET	R	C	0.00	0.00	0.00	0.00	
40-480-483-3400	GENERAL FIXED ASSET SALES	R	C	0.00	0.00	0.00	0.00	
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	130,000.00	0.00	0.00	130,000.00	
40-480-489-9900	MISCELLANEOUS REVENUE	R	C	0.00	0.00	0.00	0.00	
40-490-491-1200	GENERAL OBLIGATION BONDS	R	C	3,875,000.00	0.00	0.00	3,875,000.00	
40-490-491-1300	PREMIUM ON ISSUANCE	R	C	188,715.65	0.00	0.00	188,715.65	
40-490-492-1000	TRANSFER FROM GENERAL FUND	R	C	128,500.00	0.00	0.00	128,500.00	
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	

FUND: GENERAL FUND							
ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	17,295.08	0.00	100.0	207,541.00	147,292.68	29.0
10-551-510-1150	SALARIES COUNTY	12,460.67	0.00	100.0	149,528.00	106,120.62	29.0
10-551-510-1800	SALARIES-PART TIME	10,938.09	0.00	100.0	131,257.00	93,153.62	29.0
10-551-510-1810	SALARIES-LIBRARY BOARD	100.00	0.00	100.0	1,200.00	615.00	48.7
TOTAL SALARIES & WAGES		40,793.84	0.00	100.0	489,526.00	347,181.92	29.0
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,167.50	0.00	100.0	26,010.00	19,096.63	26.5
10-551-520-2110	SOCIAL SECURITY-COUNTY	953.25	0.00	100.0	11,439.00	8,118.24	29.0
10-551-520-2200	STATE RETIREMENT	1,117.75	0.00	100.0	13,413.00	8,930.84	33.4
10-551-520-2210	STATE RETIREMENT-COUNTY	958.59	0.00	100.0	11,503.00	8,627.25	25.0
10-551-520-2300	HEALTH INSURANCE	4,941.67	4,941.67	0.0	59,300.00	49,416.70	16.6
10-551-520-2400	DENTAL INSURANCE	376.25	376.25	0.0	4,515.00	3,762.50	16.6
10-551-520-2500	LIFE INSURANCE	75.84	98.46	(29.8)	910.00	698.71	23.2
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	247.50	25.0
TOTAL FRINGE BENEFITS		10,618.35	5,416.38	48.9	127,420.00	98,898.37	22.3
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	250.00	14.00	94.4	3,000.00	3,128.40	(4.2)
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	2,083.33	2,211.55	(6.1)	25,000.00	17,295.75	30.8
10-551-530-3200	OFFICE SUPPLIES	416.67	451.32	(8.3)	5,000.00	4,200.15	16.0
10-551-530-3400	POSTAGE	83.34	0.00	100.0	1,000.00	383.36	61.6
10-551-530-3410	POSTAGE-COUNTY	83.34	0.00	100.0	1,000.00	0.00	100.0
10-551-530-3600	BOOKS	3,333.34	30.36	99.0	40,000.00	38,803.13	2.9
10-551-530-3610	BOOKS-COUNTY	1,666.66	4,865.47	(191.9)	20,000.00	4,865.47	75.6
10-551-530-3620	BOOK PROCESSING	416.67	463.72	(11.2)	5,000.00	5,372.96	(7.4)
10-551-530-3625	BOOK PROCESSING-COUNTY	416.67	0.00	100.0	5,000.00	1,444.74	71.1
10-551-530-3630	PERIODICALS	333.34	0.00	100.0	4,000.00	3,633.93	9.1
10-551-530-3635	PERIODICALS-COUNTY	333.34	0.00	100.0	4,000.00	1,204.12	69.9
10-551-530-3640	AUDIO VISUAL	500.00	408.95	18.2	6,000.00	4,880.67	18.6
10-551-530-3645	AUDIO VISUAL-COUNTY	1,250.00	2,657.64	(112.6)	15,000.00	7,704.47	48.6
10-551-530-3660	COMPUTER SERVICE	1,166.67	1,027.12	11.9	14,000.00	9,414.82	32.7
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,541.66	6,622.04	(329.5)	18,500.00	9,291.03	49.7
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	250.00	0.00	100.0	3,000.00	3,002.15	0.0
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	1,666.66	264.98	84.1	20,000.00	20,767.68	(3.8)
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	475.00	0.00	100.0	5,700.00	5,765.77	(1.1)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 10 PERIODS ENDING OCTOBER 31, 2020

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5410	SYSTEM AUTOMATION-COUTY	1,500.00	0.00	100.0	18,000.00	16,109.99	10.5
10-551-530-7100	UTILITIES	5,833.34	552.41	90.5	70,000.00	42,793.55	38.8
10-551-530-7200	TELEPHONE	145.84	0.00	100.0	1,750.00	2,418.67	(38.2)
10-551-530-7250	OUTREACH - COUNTY SYSTEM	308.34	311.00	(0.8)	3,700.00	1,226.00	66.8
10-551-530-7300	INSURANCE & BONDS	650.00	0.00	100.0	7,800.00	8,107.37	(3.9)
10-551-530-7700	TRAINING & SEMINARS	166.67	0.00	100.0	2,000.00	507.46	74.6
10-551-530-7710	TRAINING - COUNTY	250.00	0.00	100.0	3,000.00	625.00	79.1
10-551-530-7800	TRAVEL	83.34	117.74	(41.2)	1,000.00	775.01	22.5
TOTAL OPERATING SUPPLIES & EXPENSES		25,204.22	19,998.30	20.6	302,450.00	213,721.65	29.3
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		76,616.41	25,414.68	66.8	919,396.00	659,801.94	28.2

Director's Report: October 2020

MONARCH LIBRARY SYSTEM & STATE OF WISCONSIN

- The Monarch Library System Directors met on Thursday, October 8 (virtual).
- The "Get Your Library Card" campaign with the Bridges Library System is going well and will continue through October.
- The annual meeting was held on Tuesday, September 22 with Menomonee Falls director Jackie Rammer, Bridges Library System Director Karol Kennedy, and Monarch Library System Director Kimberly Young to discuss denial of services of Village of Germantown residents at the Menomonee Falls Public Library. Prior to May 2018, Germantown restricted Village of Menomonee Falls residents to two items per card. Since this has been lifted, Germantown checked out 2,659 items to Menomonee Falls residents in 2019 and 2,377 in 2020 (January - September). No charges were made.

WASHINGTON COUNTY LIBRARIES

- The library directors presented the Washington County Library Study and has been distributed to the libraries in the Monarch Library System and Bridges Library System, Washington County Supervisors, and Village Trustees. Work will continue on the project in the future with both librated and non-librated municipalities in the county.
- The Washington County Library Services board met on Thursday, October 15. The county library budget was passed with a flat levy of 1.6 million. The capital offset funding of \$116,000 will be redistributed to the circulation funding and divided up between the five Washington County libraries based on percentage of physical item checkout.

DONATIONS/DEPOSITS

- Germantown Area Chamber of Commerce (\$292.92 - Reimbursement for Christmas Festival) / GCL Program Account
- Mary Kugel (\$500)
- ... Johnson (\$20) / Programming Supplies
- Northshore Bank (\$1,407.05 - Coin Drive) / GCL Donation Account
- Washington County (\$74,032 - 3rd Qtr 2020 Reim / \$600 - TEACH Data Lines) / GCL County Revenue
- The Friends of the Germantown Community Library held two drop-off times on Thursday, October 22 and Saturday, October 24 to collect donated items.
- The library is collecting holiday/winter craft supplies through November 21 and also has an Amazon Wish List for additional supplies. About 12 items have been purchased.

STATISTICS

- 3.0% increase in overall circulation (physical + electronic) in September and -20.2% decrease year-to-date. Lower numbers are due to the COVID-19 pandemic and will continue during this time.
- Germantown saw an increase in overall circulation for the first time since March and continues to see increases in digital circulation.

FALL PROGRAMMING

- A Fall Activity Challenge is being held online through Beanstack for all ages September 14 - November 7.
- Virtual and Grab & Go programs continue to be very popular for all ages. We have added some "pop-up kits" for adults and kids that are sponsored by the Friends. The Friends are also sponsoring Grab & Go kits in October & December.
- The Germantown Christmas Festival will be virtual this year with a variety of activities from Saturday, November 14 – Friday, December 4. The library will feature Pre-Parade Entertainment Kits, a mailbox to drop off letters to Santa and a Santa corner where families can take pictures in the Youth Services Area.
- The Friends will also be having their annual Holiday Book & Basket Sale with some modifications due to COVID starting Saturday, November 14 with preview sales on Friday night and Saturday morning. The Friends are moving to more ongoing sales with paperbacks for sale through mid-November.

COVID RELATED UPDATES & SERVICES

- The library continues to rarely see over 25% capacity due to few programs, no early literacy area and a continued "in & out" model from the majority of our patrons while visiting the building.

- An updated recommendation came out from the Wisconsin Department of Public Instruction in mid-October to quarantine items for 24-hours. Germantown had previously been keeping items 2-3 days and some libraries were keeping items for up to 7 days.
- All plexiglass has been installed at each service desk.

DEPARTMENT UPDATES

- Management & General Staff
 - All staff continue to work through daily adjustments to schedules and job duties due to COVID-19 and additional services such as Curbside Pickup, Express Bags and increase Grab & Go kits.
 - The library has hired 4 additional temporary positions (until December 30, 2020) to fill the Welcome Desk, Circulation Desk and Page positions. This puts our temporary positions at 5. Staff have spent time this month training each of them. Temporary positions at the Welcome Desk will help with needed coverage of Adult and Youth Services staff that have been filling in at the Welcome Desk since the end of August. Each staff member has been assigned to a manager to complete assigned tasks for that department.
- Adult Services (Lynn Ratzmann)
 - The Mystery/Thriller online book group is going well. An evening online book group will also start in November.
- Youth Services (Jackie Molitor)
 - Our first Book Walks have been successful. An Early Literacy Walk was held at Kinderberg Park in September and the Halloween Book Walk is being held at Schoen Laufen Park until the end of the month.
- Circulation (Diane Long & Connie Lloyd)
 - The library went fine free for all children's and young adult material and reduced all DVD fines to \$0.10/day on Monday, September 14. Feedback from patrons continues to be positive.
- Tech Services (Connie Lloyd)
 - Planning has started on a new video game collection which will be rolled out to patrons in January 2021.
- Technology/Statistics (Connie Lloyd)
 - Six Circulation Desk and manager computers were replaced with new computers as part of the computer replacement strategic plan.
- Building Management & Grounds (Connie Lloyd)
 - Ongoing adjustments for COVID-19 continue including moving furniture, placing plexiglass at service desks, and adding signage to direct patrons.
 - The new roof has been completed. We had a small leak on Thursday, October 22 in the community room that is being fixed.
 - The shelving project order was finalized with an estimated delivery date of mid December 2020.

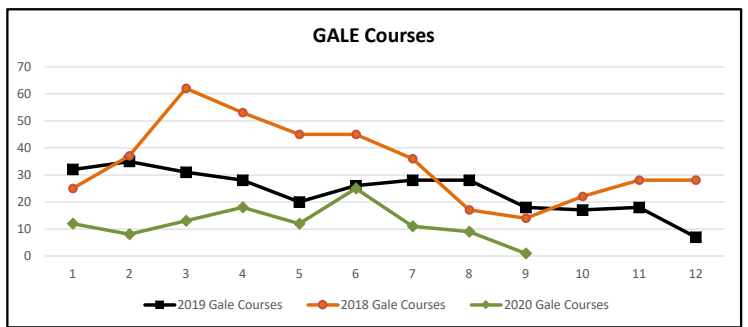
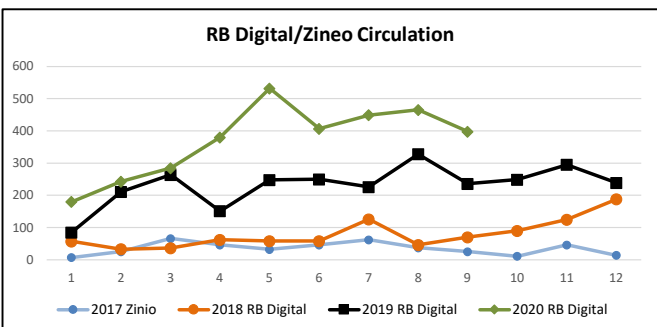
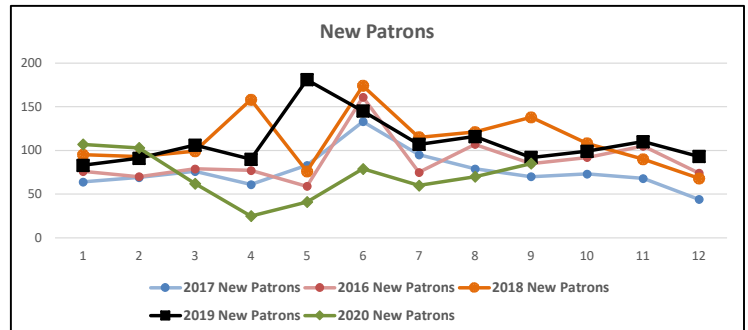
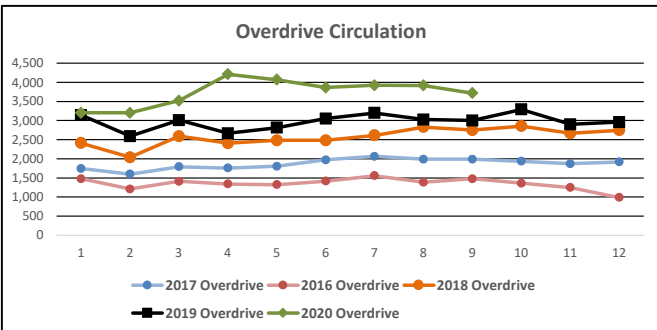
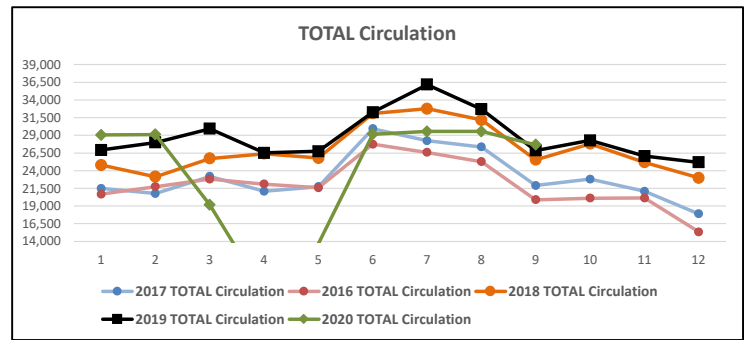
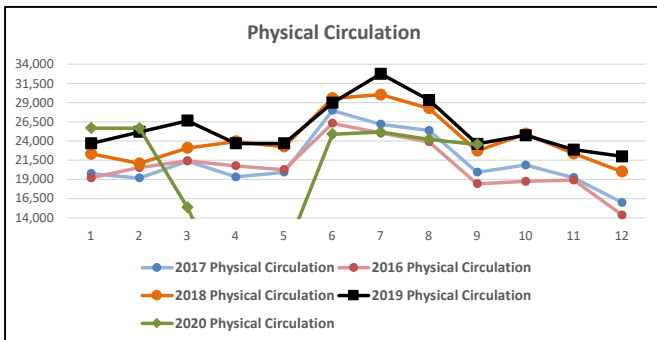
OCTOBER DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH

- | | |
|--|--|
| • Sept 22 - Menomonee Falls (annual meeting for denial of service for Village residents) | • Oct 15 - Village Committee of the Whole (library budget) |
| • Sept 29 - GHS German Teacher | • Oct 19 - Village Board |
| • Sept 30 - Village Department Heads | • Oct 26 - Monarch Public Information Workgroup |
| • Sept 30 - Village Committee of the Whole (budget) | • Oct 28 - Kiwanis |
| • Oct 1 - Christmas Festival | • Oct 28 - Library Board |
| • Oct 5 - Village Board | |
| • Oct 7 - Village Committee of the Whole (budget) | |
| • Oct 8 - Monarch Director's Council | |
| • Oct 8 - Autism Society of Southeastern Wisconsin | |
| • Oct 10 - Friends of the Library | |
| • Oct 11 - Sensory Sunday | |
| • Oct 14 - Village Department Heads | |
| • Oct 14 - Election Training | |
| • Oct 15 - Wash. Co. Library Services Board | |

GCL Statistical Trends 2016-2020

*COVID-19 Building closed 3/14 thru 5/20

Stats	YTD	Jan	Feb	Mar*	Apr*	May	June	July	August	Sept	Oct	Nov	Dec
2020 New Patrons	632	107	103	62	25	41	79	60	70	85			
2020 Patron Visit Count	50,656	8,963	9,638	4,750	612	1,923	6,125	6,654	6,598	5,393			
2020 WiFi Uses	6,253	855	910	683	153	252	1,282	703	602	813			
2020 Physical Circulation	175,630	25,676	25,668	15,340	2,018	9,076	24,899	25,167	24,225	23,561			
% over 2019	-26.1%	8.4%	2.0%	-42.4%	-91.5%	-61.7%	-14.0%	-23.2%	-17.4%	-0.3%			
2020 RB Digital	3,339	180	243	285	380	532	407	449	465	398			
2020 Overdrive	33,626	3,201	3,203	3,523	4,211	4,068	3,866	3,920	3,918	3,716			
2020 Hoopla		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
2020 Gale Courses	109	12	8	13	18	12	25	11	9	1			
2020 TOTAL Circulation	212,595	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676			
% over 2019	-20.1%	8.0%	4.1%	-36.0%	-75.1%	-48.8%	-9.6%	-18.3%	-9.6%	3.0%			
2019 New Patrons	1,313	83	91	106	90	181	145	107	116	92	99	110	93
2019 Patron Visit Count	34,596	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9529	8306	9841	6920
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 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 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 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 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



GERMANTOWN COMMUNITY LIBRARY

STATISTICAL REPORT

September 2020

***Statistics and Revenue impacted by COVID-19*

TOTAL CIRCULATION

<u>Physical</u>	<u>23,561</u>
<u>Electronic</u>	<u>4,115</u>
<u>TOTAL</u>	<u>27,676</u>

	2020	2019
<u>Patron Visits</u>	<u>5,605</u>	<u>9,529</u>
<u>WiFi uses</u>	<u>813</u>	

DAILY CIRCULATION SNAPSHOT FOR CURRENT MONTH

Average Daily Circulation	942
Highest Circulation Days	
Sat, Sept 12	1,378
Tues, Sept 8	1,370 (day after Labor Day)
Wed, Sept 9	1,259
Lowest Circulation Days	
Fri, Sept 30	600
Fri, Sept 23	605
Fri, Sept 4	635

PRINT CIRCULATION

Monarch System	Librared	Non-Librared	Total
Washington County			
<i>Germantown (Village)</i>	15,768		15,768
<i>Others</i>	209	5,909	6,118
Dodge	3	15	18
Ozaukee A	633	53	686
Sheboygan A	0	21	21
Outside System			
Milwaukee A	241	0	241
Waukesha A	442	251	693
Fond du Lac A	0	1	1
Rest of WI	15		15
Outside of WI	0		0
GRAND TOTAL	17,311	6,250	23,561

ELECTRONIC CIRCULATION

OVERDRIVE	3,716 (Includes e-Book, video and audio)
RB DIGITAL	398
	(Includes magazines, audio, video, and Transparent Language)
GALE COURSES	1
HOOPLA (not available yet)	0 (Includes video, music, and audio)
GRAND TOTAL	4,115

REGISTRATIONS

Resident (Village of Germantown)	56
Non-Resident	29
TOTAL	85

REVENUE

Fines	\$	164.55
Copies	\$	150.55
Replacement Cards	\$	-
Lost/Damage Fees	\$	146.95
Faxes	\$	125.00
Meeting Room	\$	-
TOTAL FINES & FEES	\$	587.05

GERMANTOWN COMMUNITY LIBRARY CIRCULATION POLICY

A primary function of any public library is to circulate materials to the users, i.e., allow library users to “check out” library materials for a defined period. Policies and procedures surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure fairness of access to materials. These policies and procedures should also attempt to fairly balance the needs of the user with the needs of the library. They should also be as “user-friendly” as possible, without sacrificing library organization and efficiency.

NOTE: All circulation policies and procedures are subject to the judgement of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.

LIBRARY CARD REGISTRATION

1. Individuals wishing to check out materials from the Germantown Community Library must have a valid public library card from a library within the Monarch Library System. Any patron will be eligible to obtain a Germantown Community Library card and will be subject to all policies and procedures as outlined in this document.

Patrons may hold only one valid library card from the libraries participating in the Monarch System with the exception of Business or Teacher Cards.

Children who wish to register for a library card must be at least 5 years of age. A custodial parent is required to sign his/her child's library card application for all children under age 18. Alternate methods of consent, such as separate notes, phone calls or caregiver's signature will not be accepted.

2. Adults (age 18 and over) and custodial parents of minors are required to present a current form of identification indicating their current address when applying for a new library card. Examples of such identification can be in print or electronic format and include:
 - Current driver's license, state photo ID, passport, employee ID or student ID
 - Checkbook or bank statement
 - Piece of personal mail or online statement
 - Property title or lease
3. A proper form of identification with current address is required to receive a replacement library card.
4. Patrons are required to update their information every 18 months. A proper form of identification with current address is required when their address has changed.
5. Inactive library card registration records will be purged five years after the account has expired as part of ongoing database maintenance. Library cardholders who attempt to use a library card after its record has been purged will be required to re-register.

SPECIAL CARD POLICY

Provisions for Businesses: Written confirmation and acceptance of responsibility from the business owner must be obtained before the card is issued. The card will not “be kept on file”; it will be physically issued on a “one card per business” basis. It will be the responsibility of the business owner to make the card available to employees.

Provisions for Teacher Cards: The Library offers teacher cards as a service to teachers, preschools, licensed childcare centers, homeschool families and public and private schools serving students in grade K-12. A teacher card makes it possible to have a library card for professional use as well as one for personal use. Teacher cards can only be used for curriculum-related materials. The Library reserves the right to withdraw this privilege if abused.

To apply for a teacher card, you will need:

1. A personal library card in good standing from a library within the Monarch Library System.
2. Proof of employment at an educational facility, a homeschool state certificate, or a childcare license. (Updated documents must be provided by September 1 each year for renewal of services.)

Teacher cards have the following exceptions to the standard policy.

1. The card will expire September 1 if updated proof of employment or certificates are not provided for the new school year
2. The card will not be charged overdue fines
3. The teacher is responsible for charges related to lost or damaged items
4. The teacher card is only valid at the Germantown Community Library

LOST/REPLACEMENT CARDS

Cardholders reporting lost cards or requesting a new card will be charged a replacement fee of \$3.00. Replacement cards will be issued only if all materials checked out on the old card have been returned and all fines/fees paid. If the patron has moved within the Monarch Library System, the fee will be waived.

MATERIAL LOANS REQUIREMENT

1. Registered Monarch Library System patron adults aged 18 and older may use a current photo I.D. in the form of a valid driver's license, state issued I.D., passport, or green card to check out items if they do not have their Library Card.
2. For minors without their library card, the Library will accept current school ID cards, driver's license or learners permit as alternate IDs. For minors without any acceptable alternative ID, such as elementary school aged children, Library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification.
3. Library staff may refuse to accept alternative IDs.
4. If a cardholder does not have their library card or proof of identification at checkout, staff should offer to put the materials on reserve.

MATERIAL LOAN PERIODS AND LIMITS

1. Items that have been checked out may be kept for varying periods of time, depending on the item and the owning library. The chart below illustrates the different items and their loan periods for Germantown materials.

LOAN PERIODS

4 weeks
2 weeks
1 week

ITEMS

Adult and children's general fiction & non-fiction; audiobooks
Non-fiction & TV series DVD/Blu-ray; new adult fiction; CDs;
magazines, video games
Feature film DVD/Blu-ray

- The number of items that can be checked out per card may be limited depending on the item. The chart below illustrates the different items and their limits.

LIMIT

100
25
25
25
10
5
5

ITEMS

Children's & adult books combined
Music CDs
Magazines
Audiobooks
DVD/Blu-ray (total)
DVD/Blu-ray (new)
Video Games

MATERIAL RENEWALS

Any library item may be renewed twice for the original loan period from the renewal date provided there are no reserves on that item. Renewals may be done in person, over the telephone or online if provided by automation vendor.

MATERIAL RESERVES

- Any cardholder may reserve (be put on a waiting list) any library item that is checked out or On-Order. Up to fifty items may be reserved. No item may be reserved by or for a specific date.
- Cardholders will be notified by telephone, e-mail, or text message when reserved items are available for their use.
- Once a cardholder has been contacted regarding the availability of a reserved item, that item will be held for seven working days.

FINES, OVERDUES, DAMAGED AND LOST MATERIALS

- Fines are charged on materials that are not returned on time. The **overdue** fine rate is \$0.10 per item per day for **all adult material**. **Overdue fines are not charged for youth and teen materials**. At no time shall the amount of the fine exceed ~~\$7.50~~ **\$5.00**. Fines are accumulated on scheduled days of operation.
- Reminder notices on delinquent materials are sent via phone or email according to the following schedule:

1 st notice:	7 days after due date
2 nd notice:	14 days after due date
3 rd notice:	28 days after due date
- Items not returned ~~on~~ **by** the 60th day after the due date will be declared lost. The cardholder account will have the overdue charges removed and be billed the full value of the item according to the following schedule.

Final notice/bill:	60 days after due date
May send to collection agency:	74 days after due date

4. If the cost of the item is not in the item record, the charges will be assessed as follows:

\$75.00	Audiobook on CD/MP3 audiobook/Playaway/video game
\$30.00	DVD/Blu-ray
\$30.00	Adult hardcover book
\$20.00	Children/YA hardcover book
\$ 8.00	Paperback book
\$20.00	Music CD
\$10.00	Individual audiobook CD

NO REFUNDS WILL BE GIVEN FOR MATERIALS THAT ARE LOST, PAID FOR AND THEN RECOVERED

5. Charges may be assessed on library materials that are returned damaged. If an item has been damaged to the point of complete physical unattractiveness, is beyond repair, and is no longer usable, charges shall be assessed according to the item record. Examples of this would include, but are not limited to:

- Books with numerous torn pages
- Heavily warped book
- Books with more than 2 pages which have been defaced
- Warped or deeply scratched discs CD/DVD (including Audiobooks)

EXCEPTIONS: If the cosmetic appearance of an item has not been fundamentally affected, if damage can be repaired, and if the item can still be used for its intended purpose, no charges shall be made. Examples of this would include, but are not limited to:

- Minor pen or pencil marks, especially in the case of children's books
- Minor surface scratches on compact discs
- Very slight water damage (NOTE: in most cases, water damage will render a book unusable due to the weakening of the binding and the subsequent loss of pages.)

6. Miscellaneous charges will be assessed on the following items:

\$1.00	Music CD/DVD/Blu-ray/video game case (single)
\$3.00	Music CD/DVD/Blu-ray/video game case (multi)
\$7.00	Audiobook case
\$1.00	Barcode
\$7.00	Plastic kit bag
\$2.00	Music CD/DVD/Blu-ray/video game/audiobook cover insert
\$5.00	Music CD booklet/liner notes

7. Library borrowing privileges may be suspended to any cardholder who has more than \$5.00 in fines/fees or after library materials are ten days overdue.
8. Any damage/replacement/processing fines or fees accumulated from items not owned by the Germantown Community Library are under discretion of the owning library.
9. Annually, fines over five years old will be waived and removed from the cardholder account.

ADOPTED: 8/24/94

REVISED AND ADOPTED: 3/26/97; 4/23/97; 8/26/98; 6/28/00; 7/26/00; 5/22/02; 2/22/06; 10/27/10; 8/24/11; 11/16/16; 9/27/17; 12/13/17; 5/23/18; 7/24/19; 10/28/20

Germantown Community Library Board

MEETING DATE: October 28, 2020

PLACEMENT: New Business

AGENDA ITEM(S): XI.B. Extension of Friday Library Hours

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Since the Germantown Community Library reopened on Thursday, May 26, 2020, the library has operated with the following reduced hours:

- Monday – Thursday: 10am – 7pm
- Friday – Saturday: 10am – 3pm

Staff are scheduled their normal hours during the times of 9am – 8pm on Monday – Thursday, 9am – 5pm on Friday and 9am – 4pm on Saturday. During times that staff are scheduled to work and the building is not open to the public, staff answer phone calls and complete the following tasks that would require sharing space with patrons and cannot be protected by plexi-glass:

- Pulling & processing items for holds and Library Express Bags
- Shelving items
- Filling book displays
- Filling Grab & Go Kits at the Welcome Desk

Having scheduled time where no patrons are present has allowed staff to focus on these tasks during times that they are able to socially distance themselves from the public.

When the library reopened in May, the operating hours of the library were set to provide as much consistency as possible. We did not expect that reduced hours due to COVID-19 would extend past the summer. Now that school is in session, we have had several complaints from parents that are not able to take their children to the library on Fridays since we close before most schools end for the day. The shortened hours also cause problems for individuals working past 3pm on Fridays. After we close on Fridays, we constantly see individuals trying to access the building. This also results in a larger number of patrons visiting Saturday mornings in a condensed time frame which impacts social distancing.

After evaluating our current hours and options to expand hours, myself and the staff feel that having scheduled staff time when the building is not open to the public is essential to continuing to provide service while reducing the spread of COVID-19. It was decided the tasks that would be performed on Friday can be deferred to Saturday to expand hours to the public.

I am recommending the following change in library hours:

- Monday – Thursday: 10am – 7:00pm
- Friday: 10am – 5:00pm
- Saturday: 10am – 3:00pm

Germantown Community Library

PROPOSED Closed Dates and Library Board Meetings

Legend:

Yellow = Closed Dates (10.5 days)

Need to determine July 4 & Dec 25

Blue = Board Meetings

2021

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

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

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

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

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

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

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

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

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

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

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

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