

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, December 16, 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: November 18, 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:**

None
- IX. **NEW BUSINESS:**

None
- X. **CLOSED SESSION** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.
 - A. Approval of Wage Increases for Library Staff
 - B. Reconvene into Open Session with Possible Action.

XI. **CLOSED SESSION** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

A. Director's Annual Review

B. Reconvene into Open Session with Possible Action.

XII. **ADJOURNMENT:**

Forthcoming meeting: January 27, 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

November 18, 2020

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, November 18, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Brenda O'Brien, Christa Potratz (online), Jolene Pieper (joined late online). **Members absent:** Jolenta Kerpan, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Brady, Vosen): Approve the minutes of the October 28, 2020 meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 17, 2020: Board Checking Account - \$2,154.30; Board Savings Account - \$5,056.34; GCL Building Account - \$17,466.22 [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- \$16,112.76. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): 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 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed a thank you card to Mary Kugel for her donation of \$500 to be used for books and to Rodell Johnson for \$20 to be used for Grab & Go Kit supplies.

VILLAGE. Pieper. The Village Board approved the final budget on November 16, 2020.

COUNTY. Vosen and Smith. The next meeting will be in January 2021. The Washington County libraries are collaborating with county administration on a Washington County Hero campaign in response to COVID-19.

SYSTEM. Nelson and Smith. The Monarch Library System Board and the Monarch Library System Directors each met on November 12, 2020 virtually. The Board approved renewal of the building lease for the Monarch System Staff located in Sheboygan. The Directors discussed updates to the COVID-19 closure documents, the Monarch Library System Database Management Librarian job description, billing of 'lost in transit' items, and extending the amount of item renewals (revisit next month). Monarch was approached about a new ILS from Demco called Quira. After review of the pros and cons and the offer from Innovative to provide savings of \$112,000, if Monarch signed a 5-year contract, it was voted to continue with Innovative. The "Get Your Library Card" campaign with the Bridges Library System is

complete. Smith provided results from the campaign. Circulation and new patron registrations were down due to COVID-19, however there was a 22.4% increase in digital checkouts and a 55.1% increase in online patron registrations. In 2019, 50% of the libraries offered online patron registration. In 2020, 97% now offer this service.

PRESIDENT'S. Nelson. The Director Performance Review will be conducted at the December meeting.

DIRECTOR'S. Smith. October circulation statistics were provided. There was a -1.3% decrease in overall physical + electronic circulation in October and a -18.3% decrease year-to-date. Physical circulation continues to be impacted by COVID-19 pandemic and reduced hours. November will see much lower statistics due to the building being closed for two weeks to only 'Curbside Only' services due to staff COVID-19 cases. O'Brien indicated the School District is following the Community Library for quarantine procedures. Therefore, we are asked to notify her when we change our quarantine from 48 hours so they can align with us. Most meetings continue to be held remotely. The library continues to focus on virtual and Grab & Go programming. The Youth Services team is having a Holiday Lights Book Walk from November 16 – December 5 in front of the library which includes book walk bags for patrons. Instead of holding the Christmas Festival at the library the day of the parade, activities were virtual. The library provided over 600 Pre-Parade Entertainment Kits for registered families. The reverse Christmas parade was held on November 14. Additional activities will continue through the first week of December and include the Chalk the Walk, Random Acts of Cookies and a Holiday video message. The 'Friends of the Germantown Community Library' began their annual Holiday Book & Basket Sale on November 16 with a preview for members on November 13 and 14 with modifications due to COVID. Performance reviews will be conducted before the end of 2020. Smith provided a review of the steps taken for closing the building November 2 – 14 due to reporting of two staff members who tested positive for COVID-19. Curbside pickup and Grab & Go kits were offered during those two weeks. Limited staff also continued to provide phone support, process holds, manage the book drop, process incoming bins from other libraries, shelve returned materials after quarantine, and process Express Bags. Those that were able to work from home processed new materials, mended damaged material, prepared Grab & Go and programming kits, and performed database clean-up. Smith provided statistics of the activity during this period.

UNFINISHED BUSINESS

2021 BUDGET UPDATE – The budget is complete and approved by the Village Board on November 16, 2020.

2021 CLOSED & BOARD MEETING DATES – Smith presented proposed dates for the library to be closed in 2021 and for board meeting dates. She provided circulation statistics from the past two years for the holidays in question and provided when the Village will be closed. The Village will be closed on Monday, July 5 in observance of July 4. The Library Board recommends the library will be open on July 5 and staff with paid holidays will receive a floating holiday. The Village will be closed December 23 and 24 in observance of December 24 and 25 which fall on a Friday and Saturday. The Library Board recommends to remain open on December 23 and provide staff with paid holidays a floating holiday for December 25. The library will be closed on Friday, December 24 and Saturday, December 25. The Library Board recommends to be closed on Friday, December 31 and Saturday, January 1, 2022 and provide staff with paid holidays a floating holiday in 2022. MOTION (Nelson, O'Brien): Move to approve the 2021 calendar as printed with the changes recommended for the holidays that fall on weekends, July 4, December 25 and January 1, 2022. Motion carried (6-0).

DISCUSSION OF BENEFITS FOR FULL-TIME LIBRARY EMPLOYEES – Discussion will continue at a future meeting.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 16, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

DRAFT

GERMANTOWN COMMUNITY LIBRARY

STATISTICAL REPORT

November 2020

***Statistics and Revenue impacted by COVID-19 - Closed for 'Curbside Only' Nov 2-14*

TOTAL CIRCULATION

			2020	2019
<u>Physical</u>	<u>18,088</u>	<u>Patron Visits</u>	<u>3,314</u>	<u>9,853</u>
<u>Electronic</u>	<u>4,199</u>	<u>WiFi uses</u>	<u>318</u>	
<u>TOTAL</u>	<u>22,287</u>			

DAILY CIRCULATION SNAPSHOT FOR CURRENT MONTH

Average Daily Circulation	607	799 (for open days Nov 16-30)
Highest Circulation Days		
Mon, Nov 16	1,393	<i>1st day open after COVID closure Nov 2-14</i>
Wed, Nov 25	1,279	
Thu, Nov 19	1,202	
Lowest Circulation Days (closed Nov 2-14, 26 & 27)		
Fri, Nov 20	690	
Tue, Nov 24	857	<i>Thanksgiving = Nov 26</i>
Sat, Nov 28	889	

PRINT CIRCULATION

Monarch System	Librared	Non-Librared	Total
Washington County			
Germantown (Village)	11,631		11,631
Others	270	5,174	5,444
Dodge	5	19	24
Ozaukee A	606	60	666
Sheboygan A	0	10	10
Outside System			
Milwaukee A	57	0	57
Waukesha A	228	18	246
Fond du Lac A	0	0	0
Rest of WI	10		10
Outside of WI	0		0
GRAND TOTAL	12,807	5,281	18,088

ELECTRONIC CIRCULATION

OVERDRIVE	3,801 (Includes e-Book, video and audio)
RB DIGITAL	392
	(Includes magazines, audio, video, and Transparent Language)
GALE COURSES	6
HOOPLA (not available yet)	0 (Includes video, music, and audio)
GRAND TOTAL	4,199

REGISTRATIONS

Resident (Village of Germantown)	23
Non-Resident	9
TOTAL	32

REVENUE

Fines	\$ 332.15
Copies	\$ 32.75
Replacement Cards	\$ 9.00
Lost/Damage Fees	\$ 176.74
Faxes	\$ 30.00
Meeting Room	\$ -
TOTAL FINES & FEES	\$ 580.64

GCL Statistical Trends 2016-2020

*COVID-19 Building closed 3/14 thru 5/20, and 11/2-14

Stats	YTD	Jan	Feb	Mar*	Apr*	May	June	July	August	Sept	Oct	Nov	Dec
2020 New Patrons	747	107	103	62	25	41	79	60	70	85	83	32	
2020 Patron Visit Count	59,664	8,963	9,638	4,750	612	1,923	6,125	6,654	6,598	5,393	5,694	3,314	
2020 WiFi Uses	7,087	855	910	683	153	252	1,282	703	602	813	516	318	
2020 Physical Circulation	217,638	25,676	25,668	15,340	2,018	9,076	24,899	25,167	24,225	23,561	23,920	18,088	
% over 2019	-23.7%	8.4%	2.0%	-42.4%	-91.5%	-61.7%	-14.0%	-23.2%	-17.4%	-0.3%	-3.3%	-20.9%	
2020 RB Digital	4,097	180	243	285	380	532	407	449	465	398	366	392	
2020 Overdrive	41,041	3,201	3,203	3,523	4,211	4,068	3,866	3,920	3,918	3,716	3,614	3,801	
2020 Hoopla		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2020 Gale Courses	126	12	8	13	18	12	25	11	9	1	11	6	
2020 TOTAL Circulation	262,776	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	
% over 2019	-18.0%	8.0%	4.1%	-36.0%	-75.1%	-48.8%	-9.6%	-18.3%	-9.6%	3.0%	-1.3%	-14.5%	
2019 New Patrons	1,313	83	91	106	90	181	145	107	116	92	99	110	93
2019 Patron Visit Count	34,608	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9529	8306	9853	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

