GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, February 24, 2021 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: January 27, 2021**

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. None

IX. **NEW BUSINESS:**
A. 2021 Library Director Goals & Objectives
B. 2020 Annual Report

X. **ADJOURNMENT:**

Forthcoming meeting: March 24, 2021 – 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
January 27, 2021
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, January 27, 2021. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Brenda O'Brien, Christa Potratz, Jolene Pieper. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Pieper, Vosen): Approve the minutes of the December 16, 2020 meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS
TREASURER'S REPORT. Balances as of January 26, 2021: Board Checking Account - $2,809.3; Board Savings Account - $5,057.2; GCL Building Account - $17,549.24 [Penny Jug - $1,923.53] [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- $16,329.59; Building Fund CD Account #4- $16,112.76. Nelson renewed Building Fund CD Account #3 at a rate of 0.06%. Brady inquired what the interest rate is for the GCL Building Account and is there a need for liquidity of the CDs. Vosen will report back next month. Vosen reported the Penny Jug was targeted to purchase artwork for the library. Smith mentioned she would like to have a future discussion regarding both topics. MOTION (Brady, Nelson): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for December and January and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Pieper, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. Smith reported the excess phone expenses on the December report was a result of Village Hall placing a $915 expense for West Bend Outreach into the wrong account. Village Hall is making the correction.

REPORTS
CORRESPONDENCE. Nelson. Thank you letters were sent to; Patricia Yardley for her gift of $35 in memory of Helen Lynch, to the Lynch family for $120 to purchase a patio brick in memory of Helen Lynch, and to Danny and Mary Ho for $500 and will receive a plaque in the library lobby.

VILLAGE. Pieper. Pieper was asked about the Richfield water decision and she reported the Germantown Village Board voted not at this time. She mentioned there are plans to create another business park off of Holy Hill Road.

COUNTY. Vosen and Smith. The last meeting was January 21, 2021. Washington County invoices were approved. The 5% reserve fee was $2,205 less than budgeted due to increased cost of the system automation fees and the outreach program. Steve Thiry was hired as the new Director for the West

DRAFT

Bend Community Library. His first day was Tuesday, January 19. The next meeting will be held in April 2021.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on January 13, 2021 virtually. Discussions included the transfer and purchasing of digital magazines (previously through RB Digital) to the Overdrive/Libby platform, development and customization options for the new Monarch app, an Overdrive/Libby system marketing campaign, and the Monarch Library System strategic plan.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. December circulation statistics were provided. There was a -1.2% decrease in overall physical + electronic circulation in December and a -16.8% decrease in 2020. The library was open 246 days in 2020 compared to 300 days in 2019. This is a -18.0% decrease in days that the library was open with complete access to the public. Digital circulation continues to increase with a 27.2% increase in 2020. Pre-registration Kits and Grab & Go Kits are going extremely well. This will continue for spring 2021. September thru December 2020 statistics include 14,395 kids and 6,521 teens/adults. Virtual programming including storytime and adult book groups will continue in 2021. The 'Friends of GCL' will have monthly-themed pop-up sales in addition to the ongoing sale which will replace the annual book sale in March. Winter reading program through Beanstack runs January 4-February 27 and has 61,000 minutes already read. Updates to our signage will be updated to require patrons with a COVID vaccine to still wear masks in the library following CDC and health department guidelines. Annual Reviews are being finalized. The library has hired replacements for the Library Page II and Adult Services Assistant vacant positions. Positions remain open for a Library Specialist and additional Adult Services Assistant. Memory programs continue monthly. Virtual Storytime has a local author scheduled for February. The library has added a Video Game Collection. Tax forms have arrived and are available in the lobby. Hoopla was launched January 20. Annual patron database clean-up has begun. The new DVD and paperback shelving replacement projects continue. Heating vents are being repainted. DPW began planning for an updated fire suppression system scheduled for 2022. Today Smith attended a Village planning session with all Village Directors and Steve Kreklow. Smith provided the additional handouts; 2020 Projects, 2019 & 2020 Circulation Summary Data, Programming Statistics for September – December 2020, January Kit Pick-up Schedule, and the January-April Programming Brochure.

UNFINISHED BUSINESS

DISCUSSION OF BENEFITS FOR LIBRARY EMPLOYEES – Smith proposed an addition to the Village of Germantown Employee Policy & Procedure Manual, page 21 under 'JOB CLASSIFICATIONS' pertaining to the definition of full-time Library staff. It reads, "Library staff scheduled for 32 or more hours per workweek (at least 1,664 hours annually) are classified as regular full-time." This follows the Village definition; "A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek." MOTION (Pieper, O'Brien): Move to change the definition of full-time library staff to those scheduled for 32 or more hours per workweek and at least 1,664 hours annually and to accept the proposed addition to the Germantown Employee Policy & Procedure Manual. Motion carried (7-0).

NEW BUSINESS

None

CLOSED SESSION – DIRECTOR'S ANNUAL REVIEW

MOTION (Kerpan, Pieper): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called into closed session by Nelson at 6:52 p.m.

DRAFT

MOTION (Vosen, Brady): Move to re-enter Open Session. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 7:01 p.m. Nelson will review performance feedback with Smith.

ANNOUNCEMENTS
The next regular meeting of the Library Board will be Wednesday, February 24, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:03 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

DRAFT

Director's Report: February 2021

STATE OF WISCONSIN

- Annual Library Legislative Day occurred virtually on Thursday, February 18 (see attached).
    - Website: https://www.wisconsinlibraries.org/library-legislative-day
    - Library Patron Stories: https://www.youtube.com/channel/UCx_A_P2d9rW4Du-82YsI5cA
    - Additional documents (see attached): State Aid Overview 2021, Wisconsin Libraries Strengthen Communities, Libraries Step Up, 2021-2023 State Budget Priorities

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, February 11 (virtual). Discussions included Overdrive digital magazines, new website development, Monarch app development and NCOA address comparison to update patron records.
- The Monarch Resource Library Purchasing 2020 document was reviewed (see attached).
- The Monarch Library System Annual Report has been completed (see attached).
- The system Updates to Service is available for internal and patron use (see attached).
- The system is compiling information for the 2021 MLS Strategic Planning Process. The board is looking for feedback from directors, staff and library board members. Survey is due March 1 (emailed).

WASHINGTON COUNTY LIBRARIES

- Washington County Library directors have begun meeting monthly.

VILLAGE OF GERMANTOWN

- Planning has started back up for replacing the existing monument sign in front of the library with a larger sign that will include an Electronic Messaging Board (EMC) available for use by the library, Village Hall and other Village departments (attached). The Plan Commission is looking for feedback on "Public Library." Options include "Community Library," "Germantown Library" or "Germantown Community Library." Space is limited.

DONATIONS/DEPOSITS

- Dodge ($720.00) / Country Revenue (ACT 420 Reimbursement
- Fond du Lac ($768.52) / County Revenue (ACT 420 Reimbursement)
- Ozaukee ($2,608.39 / County Revenue (ACT 420 Reimbursement)
- Sheboygan ($37.30) / County Revenue (ACT 420 Reimbursement)
- Mary Kugel ($500) / Library Board Accounts

STATISTICS

- Circulation
    - Physical: -11.5% / Digital: 37.1% / Total: -5.9%
- The 2020 Annual Report has been finalized with supporting documents & charts.

WINTER / SPRING PROGRAMMING

- Planning is underway for summer. We are looking at some outside options to work with the Park & Rec department on larger programs at Fireman's Park.

- Registration Kits and Grab & Go Kits in the lobby continue to be very popular. We are working with a local preschool/church and preschool on sponsoring additional for March.
    - January Kits Given Out:
        - Kids: 3,300
        - Teens/Adults: 1,600
    - In January, we also started giving out monthly Grab & Go Kits to our Outreach patrons (32)
- Winter Reading Program ends on February 27 for all ages through Beanstack (virtual only). So far we have over 305 people signed up with 194,000 minutes read!!

COVID RELATED UPDATES & SERVICES

- Updates were made to Emergency Order #1 Procedures for staff.
- Staff continue to monitor COVID requirements, especially for patrons at our public computer stations.

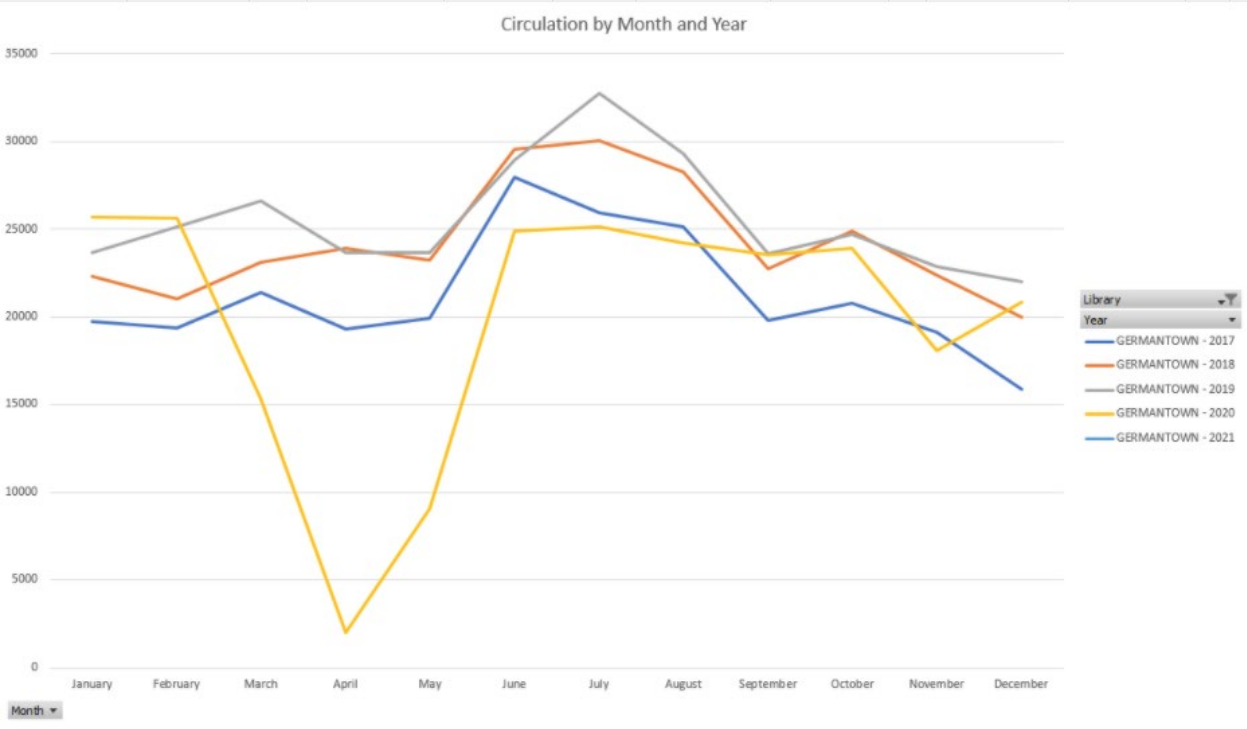
DEPARTMENT UPDATES

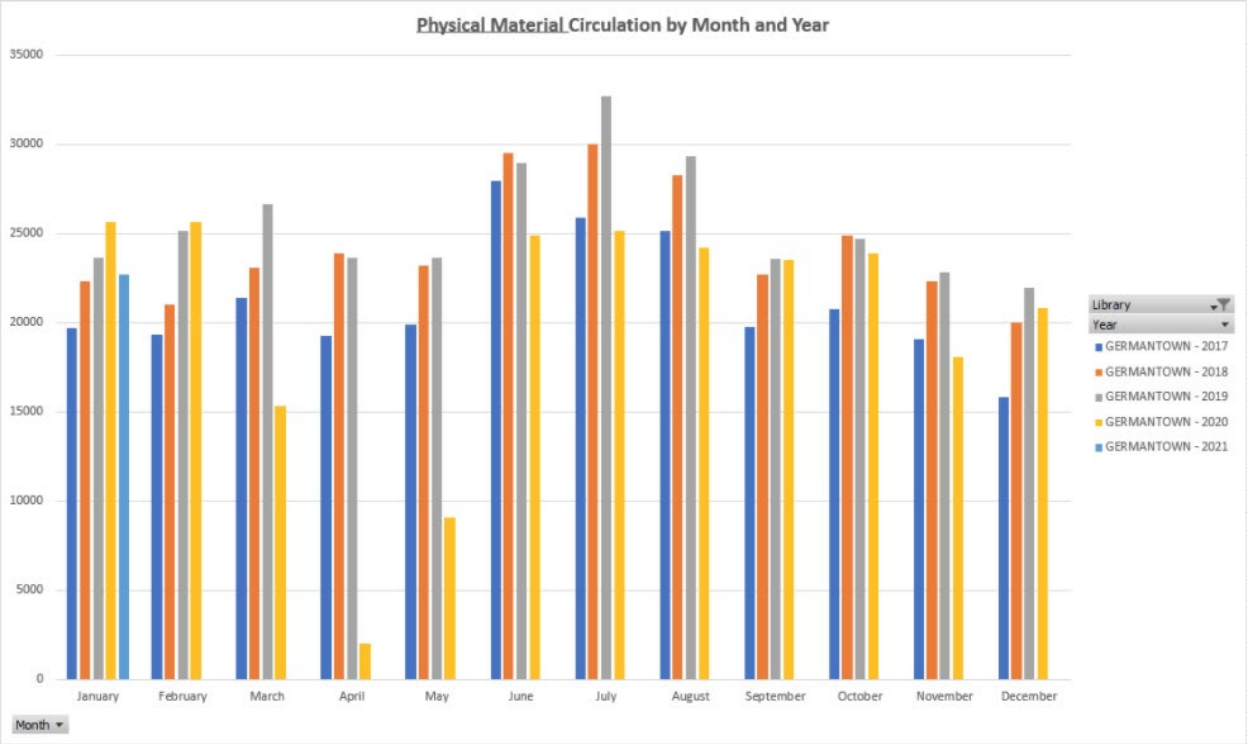
- Management & General Staff
    - 2020 Annual Reviews are being finalized.
    - Acceptable Library Behavior Procedures for staff have been updated with supporting documents.
    - The library has hired a Library Specialist & Adult Services Assistant.
- Adult Services (Lynn Ratzmann)
    - Memory programs continue online once a month with a Grab & Go craft/activity option.
- Youth Services (Jackie Molitor)
    - Virtual Storytime had a local author visit on February 19 with almost 80 live views.
    - Cart has been added where Paperbacks were located for the new Video Game Collection.
- Circulation (Diane Long & Connie Lloyd)
- Tech Services (Connie Lloyd)
- Technology/Statistics (Connie Lloyd)
    - The library continues to market the new digital streaming service Hoopla. We have a total of 99 patrons checking out 143 items with $292.34 spent.
    - Digital magazines are now available through Overdrive and the Libby App with over 3,000 titles.
- Building Management & Grounds (Connie Lloyd)
    - Paperback project is complete with new shelving units. Major shifting also occurred in Large Print and Adult Non-fiction collections. Collections are now on separate shelfing units. Paperback shelving units (13) are being sold or given to local schools.
    - Organization project complete with extra shelving unit pieces in basement.
    - Heating vent painting project is complete.

FEBRUARY DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

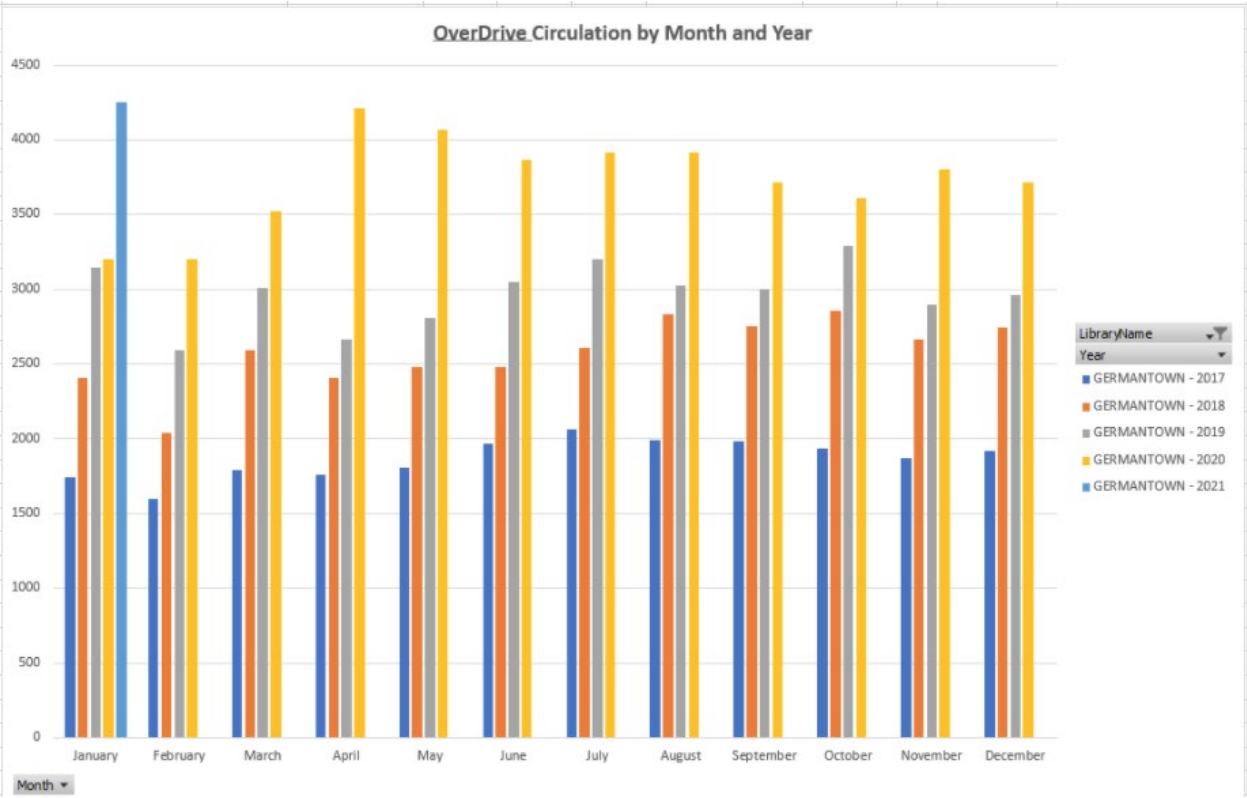
- Feb 1 - Village Board
- Feb 2 – Park & Rec
- Feb 4 – Washington County Library Directors
- Feb 10 – Kiwanis
- Feb 10 – Village Department Heads
- Feb 11 – Monarch Director's Council
- Feb 13 – Friends of the Library
- Feb 15 – DPI Annual Report Videos
- Feb 15 – Village Board
- Feb 17 – Village Budget Manager Interview
- Feb 18 – Friends President
- Feb 23 – Village Administer
- Feb 24 – Kiwanis
- Feb 24 – Village Department Heads
- Feb 24 – Library Board

Germantown Community Library Circulation Statistics for January 2021





Germantown Community Library Circulation Statistics for January 2021



The calculations below omit circulations to cards with no patron statistical class code as well as circulations to the following patron statistical class codes: "Interlibrary Loan", "[Library name] outgoing ILL", and "Library Use"

Total circulation		22716	
Village of Germantown circulation		14660	
Washington county libraried circ minus local municipality		387	
Circulation to libraried and non-libraried patrons by Monarch county			
Dodge county libraried circ		5	
Dodge county non-libraried circ		9	
Washington county libraried circ		15047	
Washington county non-libraried circ		6024	
Ozaukee county libraried circ		661	
Ozaukee county non-libraried circ		54	
Sheboygan county libraried circ		1	
Sheboygan county non-libraried circ		22	
	Total:	21823	
Circulation to patrons by Monarch county other than home county (includes: Dodge, Ozaukee, and Sheboygan counties)			
In-System libraried circ		667	
In-System non-libraried circ		85	
	Total:	752	
Adjacent county circulation (includes Milwaukee and Waukesha counties)			
Adjacent county libraried circ		701	
Adjacent county non-libraried circ		147	
	Total:	848	
Other Wisconsin county circulations (includes all counties not listed above)		43	
Non-Wisconsin circulations		2	
Non-Libraried cross-county circulations			
Dodge		9	
Fond du Lac		15	
Ozaukee		54	
Sheboygan		22	
Waukesha		132	
Milwaukee		0	All Milw is c
Non-System Libraried cross-county circulations			
Fond du Lac		0	
Milwaukee		209	
Waukesha		492	

State aid invested in library systems improves the ability to provide important library services statewide!

Hundreds of **online classes** offered free to residents

Technology support staff and **technology improvement** initiatives

Workforce development specialists in libraries

Science, Technology, Engineering, and Math (STEM) **programming kits** for children

Every dollar invested in libraries makes a difference.

Thank you for supporting Wisconsin libraries!

Wisconsin Libraries
Strengthen Communities

Communities Need

- Reliable, affordable resources
- Access to information
- Learning opportunities
- Gathering spaces

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

The Benefit of Wisconsin Public Libraries

Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy by expanding resources, increasing reading comprehension, teaching research skills, helping develop information and finacial literacy
- Providing important resources for homeschool families

Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in 381 communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology

Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband acces
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents
- Offering spaces for community meetings designed to bring residents together to solve problems and create stronger relationships

The Benefit of Wisconsin Specialized Libraries

Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more

WISCONSIN LIBRARY ASSOCIATION
www.wisconsinlibraries.org

PLUMER LOVELACE, EXECUTIVE DIRECTOR
lovelace@wisconsinlibraries.org 608.245.3640

LIBRARIES STEP UP

HOW WISCONSIN LIBRARIES STEPPED UP IN 2020

- Curbside services
- Virtual programs
- Book and activity packs
- Expanded WiFi access
- Online classes
- Mobile hotspots
- Homework help tools
- Digital library cards
- Fine forgiveness programs
- Outdoor food pantry access
- Story walk trails
- And more!

Stepping Up for Our Heroes

"As a front line health care worker, **the library has kept me sane this year.** Our library is a true treasure in this community!"

~ Susan, Dwight Foster Public Library (Fort Atkinson)

Stepping Up for Families

"I want to commend the library about the **book bundles** for kids and adults; that is a fabulous idea and it is quite amazing."

~ patron from L.E. Phillips Memorial Public Library in Eau Claire

Stepping Up for the Community

"As a caregiver of elderly people, I've seen firsthand how devastating COVID has been to their mental health. **I truly believe being able to read books again [through home book delivery] saved my patient's life!**"

~ Katherine, Oconomowoc Public Library

Wisconsin Library Association

2021-2023 State Budget Priorities

Overview

State Aid to Public Library Systems

Increased funding of the state's public library systems creates more opportunities for shared efficiencies, helps local libraries innovate, and strengthens the ability of libraries to **respond to urgent local needs**. An increase in state aid will be targeted to workforce development, information technology, access to electronic content, and lifelong learning. The funding request for state aid to library systems is shown below.

Budget Year	FY22	FY23
Total Amount	$18,513,100	$20,013,100
Base	$16,013,100	$16,013,100
Requested Increase	**$2,500,000**	**$4,000,000**

Library Service Contracts

Increased funding of the DPI contracts with providers of specialty library services will maintain existing service levels and allow continuation of statewide access to valuable resources and services. The funding request for library service contracts is shown below.

Budget Year	FY22	FY23
Total Amount	$1,355,300	$1,367,700
Base for existing contracts	$1,342,400	$1,342,400
Requested Increase	**$12,900**	**$25,300**

Recollection Wisconsin

WLA is requesting **new** state funding for Recollection Wisconsin in the amount of $150,000 in FY22 and $300,000 in FY23 to ensure the state's one-of-a-kind archival materials are preserved and made digitally accessible to anyone in the world.

Budget Year	FY22	FY23
Total Amount	$150,000	$300,000
New Request	**$150,000**	**$300,000**

Wisconsin Library Association

2021-2023 State Budget Priorities

State Aid to Public Library Systems

An increased investment in public library system aid benefits **all residents of Wisconsin** by improving the ability of the state's 380 public libraries to provide critical programs and resources customized to **the greatest needs of their communities.**

State aid to public library systems is a vital investment that yields significant value. It generates **expanded access** to library resources well beyond what is funded with local investments. In addition to serving as the backbone for resource sharing throughout Wisconsin, public library systems create important opportunities for efficiencies and collaborations, help local libraries innovate, and strengthen libraries' abilities to offer essential services, programs, and collections. Increased funding for library systems is especially crucial when Wisconsin's public libraries—supported primarily with limited or shrinking local funds—must respond to urgent and intensifying local and regional needs.

Develop Wisconsin's Workforce & Economy

Wisconsin public libraries provide valuable resources and services which support residents seeking to improve their skills, change careers, and apply for jobs; as well as resources that small businesses, entrepreneurs, and start-ups need to rebuild and improve Wisconsin's economy. An increase in state aid will make possible additional **online courses** and in-person assistance allowing libraries to offer **resume and interview coaching, technology training**, and **financial/business plan development**.

Improve Access to Information through Technology

Wisconsin public libraries are key strategic partners in the delivery of electronic access and resources to Wisconsin residents. The COVID-19 pandemic highlighted the ongoing urgent need for robust Internet access and online content. Children are particularly at risk when they are unable to access information they need to learn. Many families still cannot afford internet access at home. Increased funds will be directed toward **improving technology services and cybersecurity**; offering **Wi-Fi hotspots** for home use, **digitization services**, **coding initiatives**, in-person **technology training**; improving **Internet access**, **information literacy**; and expanding **digital content**.

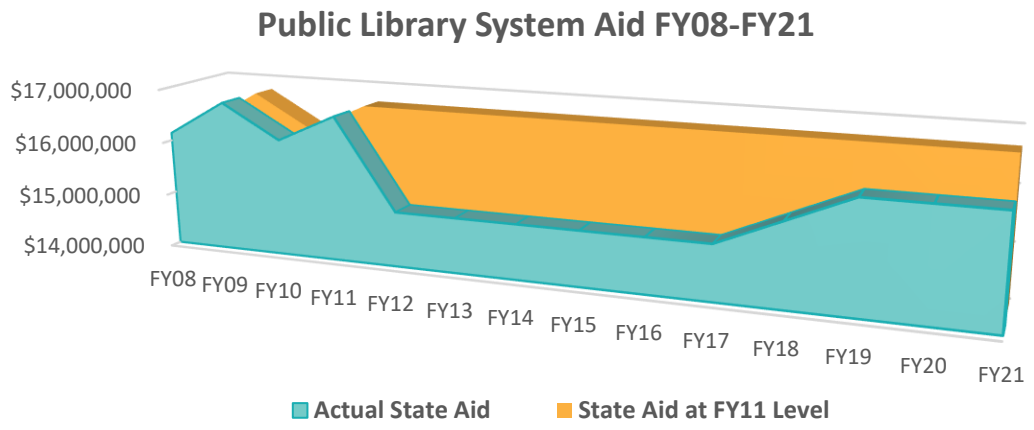
Stimulate Lifelong Learning

Wisconsin public libraries support and promote lifelong learning, which improves the ability of people to adapt in a fast-changing world, opens doors to higher-paying jobs, and leads to more enriching and fulfilling lives. The library is the only learning institution that serves residents in all stages of life. Increased funds will better address age-specific needs. **Early literacy programs** help young brains develop and prepare kids for school, while increased resources and learning opportunities are necessary for school-age children to **regain learning lost due to school closures**. Public libraries are important partners for school libraries, greatly extending their resources, and are generally the sole library for homeschooled children. **STEM programs** for youth encourage students to consider science, technology and engineering careers much needed for Wisconsin's future economic development. **Creative learning labs** provide opportunities for all ages to learn robotics, 3D modeling, sewing, website design, film editing and more. Libraries, in partnership with agencies such as the Alzheimer's Association, offer **Memory cafes** to provide social networks and help preserve cognitive function for the state's growing population of seniors.

Historic State Aid to Public Library Systems

Library System funding was reduced by 10% in 2011 and has not been fully restored. The chart below shows the reduced level of funding in the budget for every year since. A net loss of $13,181,000 over that period has resulted in a significantly reduced ability for library systems to carry out critical operations that allow libraries to help Wisconsin residents succeed.

State Fiscal Year	Appropriation	Change from Prior Year	State Aid at FY11 level (pre-2012 cut)	Difference
FY08	$16,138,000	4.0%		
FY09	$16,783,500	4.0%		
FY10	$16,165,400	-3.7%		
FY11	$16,681,200	3.2%		
FY12	$15,013,100	-10.0%	$16,681,200	-$1,668,100
FY13	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY14	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY15	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY16	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY17	$15,013,100	0.0%	$16,681,200	-$1,668,100
FY18	$15,513,100	3.3%	$16,681,200	-$1,168,100
FY19	$16,013,100	3.2%	$16,681,200	-$668,100
FY20	$16,013,100	0.0%	$16,681,200	-$668,100
FY21	$16,013,100	0.0%	$16,681,200	-$668,100
Total Aid, FY12 through FY21	**$155,131,000**		**$166,812,000**	**-$13,181,000**



Public Library System Aid Request (2021-2023)

This budget request increases the ability of public library systems to efficiently distribute targeted resources which enable local libraries to best meet the unique needs of their communities during challenging economic and societal conditions.

FISCAL YEAR	FY22	FY23
Base Amount	$16,013,100	$16,013,100
Requested Increase	$2,500,000	$4,000,000
Total State Aid	**$18,513,100**	**$20,013,100**

INCREASE DETAILS	FY22	FY23
Additional aid from previous year	$2,500,000	$1,500,000
Requested increase from base each year	**$2,500,000**	**$4,000,000**

Wisconsin Library Association

2021-2023 State Budget Priorities

Library Service Contracts

Library Service Contracts

WLA supports a request for an increase of $12,900 in FY22 and $25,300 in FY23 to fund the estimated costs of maintaining the existing service levels for four library service contracts.

DPI contracts with four providers: the Milwaukee Public Library (MPL), the University of Wisconsin-Madison (UW-Madison), the Wisconsin Talking Book and Braille Library (WTBBL), the Cooperative Children's Book Center (CCBC) to provide access to unique resources and materials.

- The UW-Madison and MPL lend materials to residents living in all parts of the state in response to requests forwarded by the Resources for Libraries and Lifelong Learning staff or public library systems.
- WTBBL provides specialized services to certified blind and physically handicapped persons throughout the state. While the Library of Congress provides the recorded and braille materials (estimated annual value of $376,700), the state is obligated to provide for processing, maintenance, and circulation.
- CCBC services extend beyond the UW-Madison campus to provide information, outreach, and continuing education opportunities for public and school librarians, teachers, and others throughout Wisconsin.

Library Service Contracts Increases

CHANGE TO BASE	FY22	FY23
Total Amount	$1,355,300	$1,367,700
Base	$1,342,400	$1,342,400
Requested Increase	**$12,900**	**$25,300**

Contract	FY21 Base	FY22 Projection	FY23 Projection
UW	$80,000	$80,000	$80,000
MPL - ILL	$66,500	$69,300	$72,200
WTBBL	$1,053,600	$1,053,600	$1,057,700
CCBC	$142,300	$152,400	$157,800
Total Costs (Rounded)	$1,342,400	$1,355,300	$1,367,700
Change to Appropriation	**n/a**	**$12,900**	**$25,300**

Wisconsin
Library
Association

2021-2023 State Budget Priorities

Recollection Wisconsin: Preserving & Making Wisconsin's Historic Treasures Accessible to All

What is Recollection Wisconsin?

Since 2005, Recollection Wisconsin has helped over 200 partners—including libraries, historical societies, universities, and museums — to digitize and share their **one-of-a-kind collections**. Working in partnership with Recollection Wisconsin, libraries and cultural heritage institutions around the state have been able to digitize, curate, and host historic resources making the unique heritage of Wisconsin **discoverable online**. Tens of thousands of photographs, maps, letters, diaries, oral histories, artifacts, and local newspapers are now preserved and made accessible. The Recollection Wisconsin partnership with the Digital Public Library of America **elevates Wisconsin's unique heritage** to a wider audience by making this treasure trove of resources searchable to anyone in the world.

Why is State Funding So Important?

Recollection Wisconsin has been funded with a patchwork of grants intended to support piloting of innovative programs and to encourage **collaboration** among cultural heritage organizations. The uncertainty of grant funding hampers responsible planning for future sustainability. Modest state funding support will **leverage those past investments** by ensuring continuation of a program that has digitized only a fraction of the state's available historical treasures. State investment is needed to ensure timely digitization and preservation of potentially vulnerable historical resources from communities across the state to make them freely and readily accessible for future generations.

Details of Digitization

Digitization is far more than simply scanning documents to a computer. It includes copyright considerations, metadata development, storage and preservation, vendor coordination, and ongoing access. **Preserving the past involves thinking about the future**. Rapidly changing technology and the complexity of how people access information requires professionals with expertise in digital project management, as well as the ability to offer appropriate training and support. Funding Recollection Wisconsin at the state level ensures that the state's historical resources, held in local institutions of all sizes, are both preserved and made **universally accessible**. A map, a diary, a letter, a newspaper, an oral history recording—each offers its own preservation and content management challenges as well as its own **unique contributions to Wisconsin's heritage**.

Funding Information

WLA supports a request for $150,000 in FY22 and $300,000 in FY23 enabling basic program costs to transition from grants to state funding while ensuring that the state's history is preserved and accessible into the future. Anticipated expenditures include project management, content hosting and management, staff training, and technology.

Wisconsin Library Association, 4610 S. Biltmore Lane, Madison, WI 53718 (October 19, 2020)

MEAD PUBLIC LIBRARY:

MONARCH RESOURCE LIBRARY PURCHASING 2020

February 2, 2021

Monarch Library System
4632 S Taylor Dr.
Sheboygan, WI 53081

Description	Unit Price	Line Total
Staff time: 1 LA @ $24.31 x 9.009 hours per year (in-demand receiving and processing) 1 LA @ $24.72 x 500 hours per year (In-demand receiving and processing + Monarch database cleanup work. This is a conservative estimate.) 1 Librarian @ $24.57 x 8 hours per year (Overdrive Advantage ordering) 3 Librarians do Non-Fiction ordering @ AVG $27.62 x 80 hours per year (ordering and collection management for NF & reference) 1 Manager @ $42.04 x 25 hours per year (administration, oversight, report work, ordering) 1 Manager @ $40.92 x 51 hours per year (in-demand ordering & report work)	219.01 12,360.00 196.56 2,209.60 1,051.00 2,086.92	18,123.09
Overdrive Advantage purchases	32,006.30	32,006.30
In-Demand Purchases + Processing 167 DVDs, BluRays & CDs 585 Books	1,943.19 6896.78	8,839.97
Non-Fiction & Reference Supplement to Resource Library Collection (all subjects and formats)	20,439.52	20,439.52
	Total	$79,408.88

According to the 2021 Resource Library Contract with Monarch Library System:

The Mead Public Library agrees to provide staff, space and support to meet the library system service requirement [Wis. Stat. 43.24(2)(b)], as well as additional mutually agreed upon services including:

- Selecting and purchasing for shared collections: acquiring a physical in-demand collection to reduce system hold times, building specialized nonfiction collections to enhance breadth, and supporting a shared e-book and e-audio collections by providing technical support and fiscal management.
- Sharing expertise, training and documentation of traditional library functions such as collection development and acquisitions, readers advisory, reference and information literacy, youth and adult services, and shared electronic collections such as Overdrive, Gale Courses, and RB Digital.
- Testing or trialing new products or services beyond the current scope of the consortium that provide innovative solutions to member libraries. Sharing training documentation and workflows for new resources acquired by the system.
- Offering subject experts to consult with member library staff in areas such as marketing/public relations, strategic planning and board relations, human resources, financial services, technology, volunteer management, and facility security.
- Participating as active contributors in system-wide communications including committees, meetups or forums, and other methods.
- Reporting quarterly on services provided to the system and an accounting of funds expended.
- Housing and distributing items from the system-wide die cut collection (Newly added in 2021)

2020 by the numbers

Monarch LIBRARY SYSTEM

Member Libraries in Dodge • Ozaukee • Sheboygan • Washington Counties

301,130
Digital Circulation
• *eBooks* •

2,386,338
Total Circulation
• *Physical* •

203,306
Digital Circulation
• *eAudio* •

Cardholders **215,485**

+64.8% Online Registrations
• *Online patron cards 3,700 ('20) | 2,245 ('19)* •

Programs during COVID-19

Take & Make **CRAFTS**
• *All Ages* •
65,630+
at 23 Libraries

Book Talks
StoryWalks®
Virtual Trivia

Virtual Storytimes
Scavenger Hunts
Recipe Club
Tutorial Videos
Online Gaming
Sidewalk Chalk
and more!

496,944
Total Items Shared Between Monarch Catalog Libraries
• *Delivery delays March-Sept* •

395 IT Support Tickets **CLOSED**

All Public Libraries Offer High Speed WiFi

40.5% of Circulation is Children's Materials

965,899
Circulation
• *Children's Materials* •

3,709
Children
Registered for Summer Reading Programs at 23 Libs

1,065,075
minutes of reading
tracked by children during summer reading

Monarch Library System • 4632 South Taylor Drive • Sheboygan, WI 53081 • 920-208-4900

Icons made by Freepik from www.flaticon.com

2020 Take-and-Make Kits throughout Monarch

Dodge County	Did you make kits?	
Beaver Dam Community Library	yes	361
Brownsville Public Library	yes	
Fox Lake Public Library	Yes	760
Horicon Public Library	yes	4,114
Hustisford Community Library	yes	75
Iron Ridge Public Library	yes	50
Juneau Public Library	yes	701
Lomira Quad/Graphics Community Library	Yes	1,596
Mayville Public Library	Yes	157
Reeseville Public Library		
Theresa Public Library	yes	950
Waupun Public Library	yes	200
Ozaukee County		
Bookmobile (Ozaukee/Sheboygan Counties)		
Cedarburg Public Library	Yes	1,136
Frank L. Weyenberg Library of Mequon-Thiensville	Yes	1,740
Oscar Grady Public Library (Saukville)		
U.S.S Liberty Memorial Public Library (Grafton)	Yes	540
W.J. Niederkorn Library (Port Washington)	Yes	1,246
Sheboygan County		
Bookmobile (Ozaukee/Sheboygan Counties)		
Cedar Grove Public Library	yes	438
Elkhart Lake Public Library	yes	666
Kohler Public Library		
Lakeland University		
Lakeview Community Library (Random Lake)		
Mead Public Library (Sheboygan)	yes	900
Oostburg Public Library	yes	530
Plymouth Public Library	yes	883
Sheboygan Falls Memorial Library		
Washington County		
Germantown Community Library	Yes	23,747
Jack Russell Memorial Library (Hartford)	Yes	9,053
Kewaskum Public Library	yes	928
Slinger Community Library	Yes	834
West Bend Community Memorial Library	Yes	4,790
		56,395
	0	

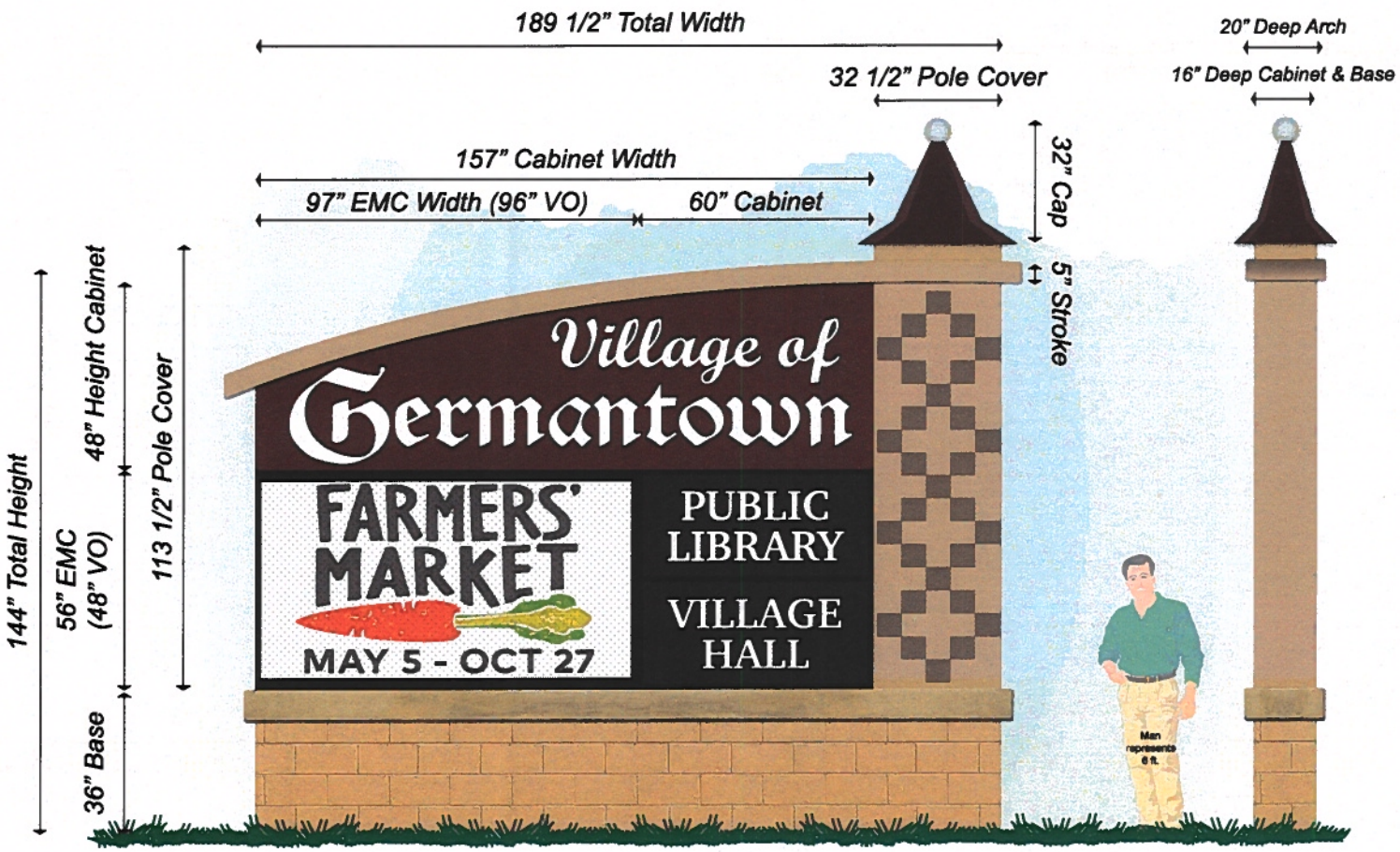
[COVID-19] Monarch Library System

UPDATES TO SERVICE

@ your local Monarch Libraries

Library	Library Status	Updated	Things to Know Before You Go!	Library Website *(Click address to follow link)*
Beaver Dam Community Library	**BUILDING OPEN with safety precautions in place.** Contactless Pickup & Mailbox Service continue to be provided.	**2/3/21**	Business Hours are Monday-Friday 9am-6pm and Saturday 9am-1pm Closed Sunday | Contactless Pickup hours are 10am-5:30pm and Saturday 10am-12:30pm | Grab & Go | Make & Take Kits | Material Bundles offered | Virtual Programming Opportunities | Digital Borrowing & Remote Services Provided. Wireless with code available. 4 public internet workstations 30 minute limit including a week in advance reservation option. Photocopy and scan service available. Masks required. View website for more details.	cityofbeaverdam.com/library
Brownsville Public Library	**OPEN** Curbside is available	**2/1/21**	One hour computer usage limit | Masks required	brownsville.lib.wi.us
Bookmobile (Ozaukee/Sheboygan Counties)	**OPEN**	**11/30/20**	We are on our regular schedule	monarchlibraries.org/bookmobile/
Cedarburg Public Library	**OPEN** Curbside is available	**11/20/20**	Masks required | Visits to the library limited to two hours per day	cedarburglibrary.org
Cedar Grove Public Library	**OPEN** Curbside is available	**12/2/20**	One hour computer use | Browsing allowed | Masks required | View website for more details	cedargrovelibrary.net
Elkhart Lake Public Library	**OPEN** Curbside is available	**11/30/20**	Park-side entrance closed, enter at 40 Pine Street | Masks and social distancing required | Take & Make crafts and Storytime To-Go kits available | Internet and WiFi available | Check website for additional information	elkhartlakepubliclibrary.org
Frank L. Weyenberg Library of Mequon-Thiensville	**OPEN** Curbside is available	**12/2/20**	Masks required | Quick Pickup reservations may be made by calling 262-242-2593, Option 2 | Quick Pickup shelves are located in the vestibule | Grab and Go Craft Kits are available for Children, Teens, and Adults on select days each month	flwlib.org
Fox Lake Public Library	**OPEN** Curbside is available	**11/20/20**	Masks required | Limited hours and services (see website) | Take and make crafts and storytime to go kits	foxlake.lib.wi.us
Germantown Community Library	**OPEN** Curbside is available	**11/25/20**	Masks required | Limited hours (see website for details) | Curbside Pickup available by appointment by scheduling online or calling (262) 253-7760 | Library Express Bags available by request | Grab & Go Kits available for all ages both by registration and first come-first serve | Browsing, computer usage, wi-fi, printing and faxing available	germantownlibrarywi.org
Horicon Public Library	**OPEN 2/1/2021** Curbside/Vestibule pickup is available	**1/29/21**	Business Hours Monday - Friday 10am - 6pm and Saturday 10am - 3pm. Masks required | Take and make crafts and storytime kits available | Meeting Room is closed until further notice | Browsing available | Printing, Photocopying and faxing available | WIFI available curbside | 3 computers available for public use | Patrons are asked to keep visits brief.	horicon.lib.wi.us
Hustisford Community Library	**OPEN** Curbside is available	**12/2/20**	Mask required | Normal visiting hours	hustisford.lib.wi.us
Iron Ridge Public Library	**CLOSED** Curbside is available	**11/30/20**	Limited access for computer use is allowed | Masks required	ironridge.lib.wi.us
Jack Russell Memorial Library - Hartford	**OPEN** Hold N Go pickup is available	**1/29/21**	Masks required | Hold N Go pickup available through the mylibro app and/or by calling the library | Take and make crafts and storytime kits available | Two study rooms open on the second floor for two hours, for two people | Community Room and Conference Room are closed until further notice | Browsing available | Printing, Photocopying and faxing available | WIFI available curbside | 6 computers available for public use on the second floor	hartfordlibrary.org
Juneau Public Library	**OPEN** Curbside is available	**02/10/21**	Masks required | Limited hours (see website) | Curbside is available for materials, copying and faxing. | Must call to schedule a pickup appointment at 920-386-4805 | Check out website for more information | Take & Make crafts available for kids, teens and adults along with Storytime-To-Go kits for preschoolers.	juneau.lib.wi.us
Kewaskum Public Library	**OPEN** Curbside is available	**11/21/20**	Masks required | One hour computer limit | Grab & go kits for all ages | No tutoring or group meetings	kewaskum.lib.wi.us
Kohler Public Library	**OPEN**	**11/30/20**	Masks required | Holds are placed in vestibule | Limited hours	kohlerpubliclibrary.org
Lakeland University	**OPEN** Curbside is available	**11/23/20**	Masks required | See website for hours	lakeland.edu/student-experience/academic-services/john-esch-library
Lakeview Community Library - Random Lake	**OPEN** Curbside is available	**02/01/21**	Masks required | Limited hours (see website for details)	lakeviewcommunitylibrary.org
Lomira Quad/Graphics Community Library	**OPEN** Curbside is available	**11/24/20**	Visit website for hours and available services	lomira.lib.wi.us
Mayville Public Library	**CLOSED** Curbside is available	**1/29/21**	Curbside is available for materials, printing, copying and fax | Must call to schedule an appointment at 920-387-7910 | See website for more information.	mayville.lib.wi.us
Mead Public Library - Sheboygan	**OPEN** Curbside is available	**12/4/20**	Masks required | See website for more information	meadpl.org

Oostburg Public Library	**OPEN** Curbside is available	**12/4/20**	Masks required | See website for more information	oostburglibrary.org
Oscar Grady Public Library - Saukville	**OPEN** Curbside is available	**12/2/20**	Masks requested | Closed on Saturdays, otherwise open during regular business hours | M-Th 10 am - 8 pm, Fridays 10 am - 5 pm	oscargradylibrary.org
Plymouth Public Library	**OPEN** Curbside is available	**2/8/2021**	Masks Required | We request you limit your visit to 30 minutes Library In-person Hours: Monday-Thursday 2:00 pm-6:00 pm and Friday 2:00 pm-5:00 pm Curbside Hours: Monday-Friday 9:00 am-close, Saturday 9:00 am-12:00 pm, *Note: Our phones are turned off from 12:00 pm-2:00 pm Please call to schedule curbside service 920-892-4416 | More information is on our website	plymouthpubliclibrary.net
Reeseville Public Library	**OPEN** Curbside is available	**11/13/20**	Masks required | Craft bags available	reeseville.lib.wi.us
Sheboygan Falls Memorial Library	**OPEN** Curbside is available	**11/24/20**	Open M-F, 12-4 | Masks required | Limited hours (see website for details)	sheboyganfallslibrary.org
Slinger Community Library	**OPEN** Curbside is available	**12/3/20**	Masks required | Pick Up N Go available by calling the library | Take and make crafts and storytime kits available for all ages | Community Room is closed until further notice | Browsing available | Printing, Photocopying and faxing available | WIFI available curbside | 3 computers available for public use	slingerlibrary.org
Theresa Public Library	**CLOSED** Curbside is available	**11/21/20**	Call before you come to pick up items 920-488-2342	theresa.lib.wi.us
U.S.S Liberty Memorial Public Library - Grafton	**OPEN** Curbside is available	**11/23/20**	Masks required | Craft bags available	graftonpubliclibrary.net
Waupun Public Library	**CLOSED** Curbside is available	**1/29/21**	APPOINTMENT NECESSARY | See website for details or call 920-324-7925	cityofwaupun.org/library
West Bend Community Memorial Library	**OPEN** Doorside is available	**11/23/20**	Masks required	westbendlibrary.org
W.J. Niederkorn Library - Port Washington	**OPEN** Curbside is available	**11/30/20**	Masks required | 1 hour limit in the library	wjnlib.org



Specifications

Village of Germantown - Custom Monument Sign

- *Custom fabricated aluminum cabinet with routed faces and internal LED lighting, custom aluminum pole cover, aluminum arch. Masonry base to match building. Full color 16mm electronic message center with 80x150 matrix. Double sided.*

Appleton Signarama
The way to grow your business.
920.739.7446
2428 W. Nordale Dr.
Appleton, WI 54914
Signarama-Appleton.com

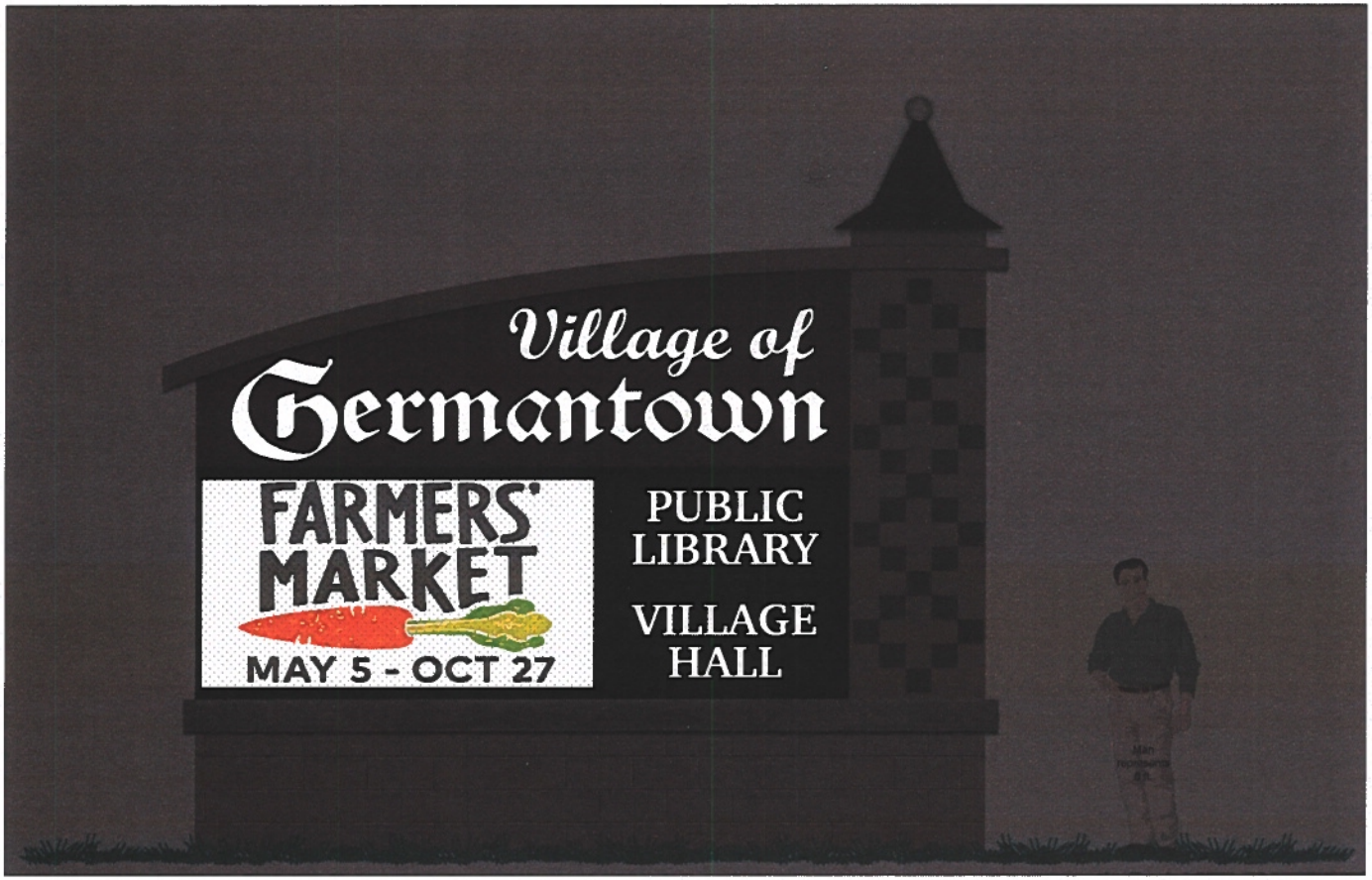
Client
Village of Germantown

Project
32745 _ Monument Sign

Date: 3/30/2020
File Name: 32745 _ Monument Sign
Page: 1
Revision: 3
Scale: 1:10
File Drawn By: Travis T.

COLOR DISCLAIMER: THE INK COLORS SHOWN IN THIS RENDERING MAY NOT MATCH THE ACTUAL PAINT, FINAL PRINT OR VINYL COLORS THAT WILL BE USED.
LEGAL PROPRIETARY DISCLAIMER: THIS DOCUMENT AND THE INFORMATION CONTAINED IN IT IS PROPRIETARY TO SIGNARAMA / FLYWAY INC. THE HOLDER NEEDS PRIOR WRITTEN CONSENT OF SIGNARAMA / FLYWAY INC. TO USE THE INFORMATION, DISCLOSE IT TO ANY THIRD PARTY OR REPRODUCE THIS DOCUMENT.

A DIVISION OF FLYWAY INC.
SIGNARAMA-FOND DU LAC
FLYWAY SIGNS & LIGHTING



Night View

Specifications

Village of Germantown - Custom Monument Sign

- *Custom fabricated aluminum cabinet with routed faces and internal LED lighting, custom aluminum pole cover, aluminum arch. Masonry base to match building. Full color 16mm electronic message center with 80x150 matrix. Double sided.*

Appleton
Signarama
The way to grow your business.
920.739.7446
2428 W. Nordale Dr.
Appleton, WI 54914
Signarama-Appleton.com

Client
Village of Germantown

Project
32745 _ Monument Sign

Date: 3/30/2020
File Name: 32745 _ Monument Sign
Page: 2
Revision: 3
Scale: 1:10
File Drawn By: Travis T.

COLOR DISCLAIMER: THE INK COLORS SHOWN IN THIS RENDERING MAY NOT MATCH THE ACTUAL PAINT, FINAL PRINT OR VINYL COLORS THAT WILL BE USED.

LEGAL PROPRIETARY DISCLAIMER: THIS DOCUMENT AND THE INFORMATION CONTAINED IN IT IS PROPRIETARY TO SIGNARAMA / FLYWAY INC. THE HOLDER NEEDS PRIOR WRITTEN CONSENT OF SIGNARAMA / FLYWAY INC. TO USE THE INFORMATION, DISCLOSE IT TO ANY THIRD PARTY OR REPRODUCE THIS DOCUMENT.

A DIVISION OF FLYWAY INC.
SIGNARAMA-FOND DU LAC
FLYWAY SIGNS & LIGHTING

WISCONSIN'S DIGITAL LIBRARY

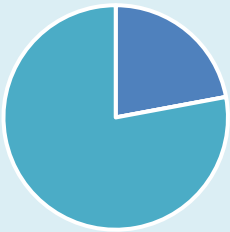
December 2020 Year to Date Statistics

OverDrive

7,023,292 Checkouts this Year

eBooks

335,142 YTD Checkouts
234,374 Active Holds



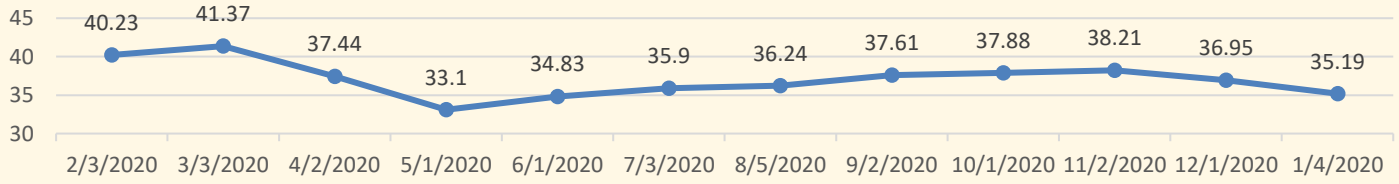
77.9% of titles circulated
53,014 circulated 68,028 owned

Audiobooks

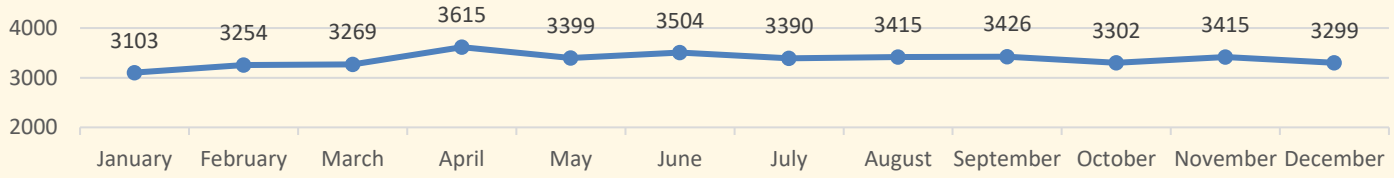
250,259 YTD Checkouts
134,165 Active Holds

98.1% of titles circulated
26,541 circulated 27,049 owned

Average Waiting Period (as of...)



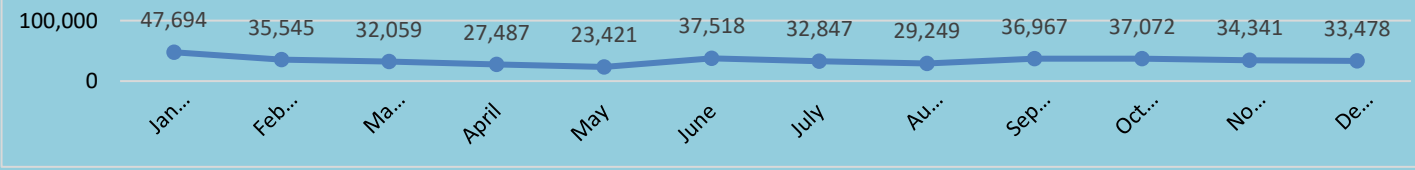
Patrons with Checkouts (per day)



Simultaneous Use

407,678 Checkouts YTD

Total Simultaneous Use by Month



Hoopla Reports

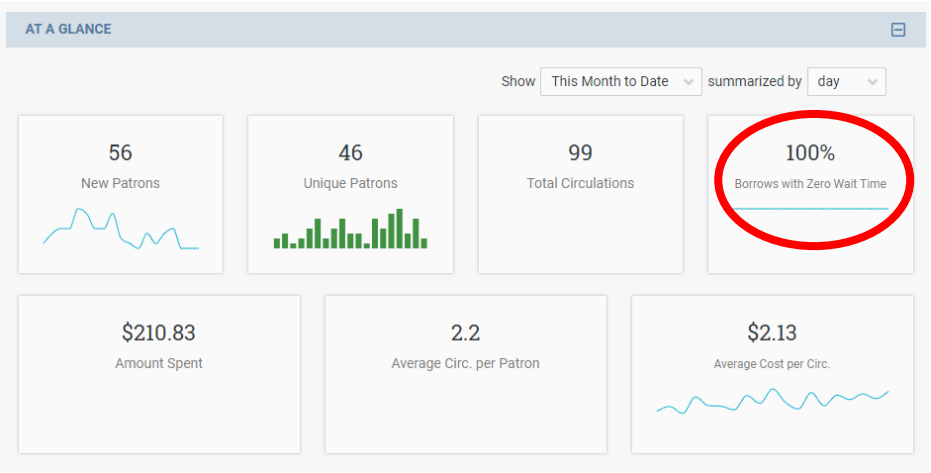
(as of 2/19/2021)

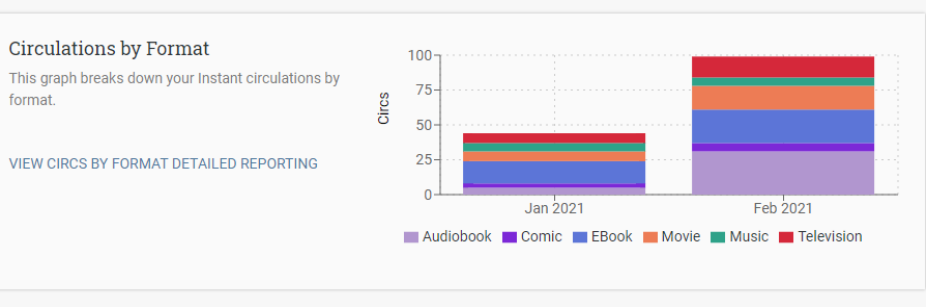
JANUARY (service started 1/20/2021)

- 43 patrons
- 44 items checked out
- $81.51 spent
- $1.85 average cost per circ

FEBRUARY (to date)

- 99 patrons
- 99 items checked out
- $210.83 spent
- $2.13 average cost per circ





OVERDRIVE COMPARISION (2020)

- $5,924 Germantown funding / 45,256 items checked out = $0.13 average cost per circ
- $1,274,222 total WI funding / 7,023,292 items checked out = $0.18 average cost per circ
    - Monthly average waiting period = **33 to 41 days**

Celebrating 6 Years *of the* Library Memory Project

The Library Memory Project began in 2015 with four libraries.

As we start our seventh year, we're looking back at the incredible experiences we've had.

142

Memory Cafes offered

1,997

Attendees at Memory Cafes

> Memory cafes are a great place to meet different people and know that you are not alone. **- Clare, caregiver and attendee**

21

Libraries involved in the Library Memory Project

Memory Cafe Themes

Birdwatching
World Music
Flower Arranging
Around the Kitchen Table
...and more!

Our Partners

Alzheimer's Association Wisconsin
Aging & Disability Resource Centers
Lakeshores Library System
Monarch Library System

66

Make and Take craft kits distributed during pandemic

Find more information on the Library Memory Project at www.librarymemoryproject.org or follow us on Facebook.

2021 Employee Performance Evaluation

Employee Name: Patricia A. Smith		**Date:**		
		Current Rating	**Employee Comments**	**Library Board Comments**
Competency 1: Organization Understanding	* Understands the organizational implications of programs, services, and procedures. * Demonstrates awareness of goals of other units including Monarch Library System, Washington County Library Services Board, Germantown Community Library Board, Village of Germantown Board and surrounding non-served communities, Village departments, school systems, and community groups and makes requests or decisions in support of this awareness. * Keeps objectives that are related to organizational priorities in mind when determining tasks for oneself and team members.			
Competency 2: Planning & Organizing	* Effectively prioritizes own work such that she/he is prepared and able to meet work objectives. * Manages own time and others efficiently to meet goals and achieve maximum productivity. * Delegates specific tasks to team members. * Evaluates the team members ability to set-up, organize and keep track of responsibilities accurately and on a timely basis. * Provides high level value in helping groups plan and organize.			
Competency 3: Team Development	* Actively grows a group of people who have common/complimentary skills. * Regularly meets with staff individually and as a team to ensure commitment to fulfilling their common purpose.			
Competency 4: Customer Focus	* Discovers, understands and meets the needs of customers, both internal and external. * Builds positive customer relationships by giving patron needs priority. * Constructively deals with challenging customers by listening and moving toward a satisfactory resolution.			
Competency 5: Communication	* Clearly, accurately and effectively conveys information and ideas to library users. * Provides timely and accurate information to team members as appropriate. * Demonstrates effective written, oral and listening skills. * Maintains a positive attitude consistently despite difficult or challenging circumstances.			

2021 Employee Performance Evaluation

Employee Name: Patricia A. Smith		**Date:**		
		Current Rating	**Employee Comments**	**Library Board Comments**
Customer Objective	1. Facilitate additional training opportunities for all service teams with an emphasis on customer service and communication to the public. 2. Facilitate opportunities for patron feedback & communication including: A. Customer service survey on printed receipts B. Online customer service survey C. Online suggestion form D. Social media & online newsletters 3. Provide new services to increase library usage and keep up with public demand and current library trends including: A. Hoopla / additional digital steaming services B. STEAM Kits / Library of Things 4. Explore additional signage inside and outside the building to create ease of use for patrons. 5. Increase awareness of library services in the community in surrounding areas including branding, marketing and outreach with an emphasis on patrons in non-served areas of Washington County and patrons with limited access to the building.			
Process Objective	1. Provide patrons with opportunities for literacy, growth, and life-long learning with an emphasis on virtual and Grab & Go programs while in-person programming is limited. 2. Continue to balance new COVID-19 services & programs with traditional services once restrictions lessen. 3. Facilitate a file share system for all staff members to create better organization for staff files and workflows. 4. Continue to adapt processes to limited in-person use of the building through alternative services such as the Welcome Desk, Curbside Pickup, Express Bags and Book/DVD Bundles. 5. Develope systems to manage time and balance daily tasks with long-term projects and emergency situations.			
Growth Objective	1. Attend Wild Winter Web Conference in January 2. Attend Wisconsin Library Conference in October (if available) 3. Participate in additional professional development opportunities through library-related organizations and the Village of Germantown			
Financial Objective	1. Increase opportunities for community involvement and sponsorship of programs with an emphasis on virtual and Grab & Go programs. 2. Facilitate reorganization of collections to create ease of use for patrons and to better utilize space as an alternative to expansion including A. Paperbacks B. Fiction, Large Print & Non-Fiction Collections 3. Explore options in collecting credit card payments. 4. Maintain COVID trends of overall circulation of print and digital material especially in relation to libraries in Washington County to meet County revenue requirements.			
Employee Signature:		**Supervisor Signature:**	**Date:**	

Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2020

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2020 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library	2. Public Library System
Germantown Community Library	Monarch Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
Patricia	Smith	Grade 1	Regular	12/31/2022

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
N112W16957 Mequon Rd.	PO Box 670	Germantown	53022	0670	Washington

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director
2622537760	(262)253-7763	smithp@germantownlibrarywi.org

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
germantownlibrarywi.org	0	0	0

17. Does the 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 the library such a joint library legally established under Wis. Stat. s. 43.53?
No	No

20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?	22. DUNS Number *Nine digits*
26,900	No	159320803

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	34	9	14
19b. Number of Winter Weeks	37	37	37
19c. Summer Hours Open per Week	45	0	13
19d. Number of Summer Weeks	15	15	15
19e. Total Weeks per Year	52	52	52
19f. Total Hours per year for this location	1,933	333	713

DRAFT

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	230
1bii. reference service provided via chat	Yes	28
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	
1d. offering curbside pickup	Yes	632
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	Yes	2,183
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

DRAFT

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued Before COVID-19	Yes
4. Electronic Library Cards Issued During COVID-19	No
5. External Wi-Fi Access Before COVID-19	Yes
6. External Wi-Fi Access Added During COVID-19	No
7. External Wi-Fi Access Increased During COVID-19	Yes
8. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	2021-03-12
First date reopened following initial COVID-19 closure	2021-05-20
Additional building closure and reopening dates, please describe	Library Open for Curbside Only: 2021-04-24 Library Temporary Closed due to positive COVID cases on staff (2)(Curbside Available): 2021-11-02 to 2021-11-14

DRAFT

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	115,268	4,518
2. Electronic Books *E-books*	153,066	
3. Audio Materials	15,373	479
4. Electronic Audio Materials *Downloadable*	97,514	
5. Video Materials	12,185	668
6. Electronic Video Materials *Downloadable*	573	
7. Other Materials Owned *Describe* Laptop Computers, Headphones & Equipment	25	
8a. Electronic Collections *Locally owned or leased*	1	
8b. Electronic Collections *Purchased by library system or consortia*	6	
8c. Electronic Collections *Provided through BadgerLink*	64	
9. Total Electronic Collections *Local, regional, and state*	71	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	97	

DRAFT

III. LIBRARY SERVICES

1. Circulation Transactions

a. Total Circulation	b. Children's Materials
238,222	115,008

2. Interlibrary Loans (ILL)

Method for Counting ILL Transactions

Categorized ILL Transactions

Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)	Items Loaned to Other Libraries *Provided to*	Items Borrowed from Other Libraries *Received from*
Integrated Library System (ILS)	32,961	39,737
WISCAT	228	188
Other (includes OCLC, manual tracking, or other methods)	0	0
Total	33,189	39,925

3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
12,343	5,963	18,306	Actual Count	23,552	Actual Count	65,242

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	a. Method	b. Annual Count	a. Method	b. Annual Count
15	7	Actual Count	3,670	Router Count	7,655

8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
266,378	478	10,577	476	

10. Uses of Electronic Materials by Library Users

a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
25,877	19,350	29		4,030

DRAFT

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

In-person, virtual, and pre-recorded program statistics

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	100	2	84	186
Total Program Attendance	5,740	21	1,305	7,066
Describe the library's programs				

In-person, Virtual, and Pre-recorded Program Statistics

In-Person Programs and Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	66	2	69	137
Total Program Attendance	3,884	21	1,155	5,060
Describe the library's in-person programs:	Art Adventures (Jan-Mar) Book Walks Community Partnership Events Family Craft Circle (Jan-Mar) Special Programs (Jan-Mar) Storytime (Jan-Mar) Teen Advisory Board (Jan-Mar) Teen Programs (Jan-Mar) Community Events Book Groups Movie Club (Jan-Mar) Special Programs (Jan-Mar) Tech			

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Live Virtual Programs	34	0	15	49
Total Live Virtual Program Attendance	1,856	0	150	2,006
Total Views of Live Programs Recorded for Asynchronous Viewing	12,354	0	0	12,354
Which platforms does the library use to host the library's live, virtual programs:	Facebook Live, Zoom			
Describe the library's live, virtual programs:	Virtual Storytime Virtual Book Groups Virtual Memory Cafes			

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	0	1	25	26
Total Pre-recorded Program Views	0	290	5,803	6,093
Which platforms does the library use to host the library's pre-recorded programs:	Facebook, YouTube			
Describe the library's pre-recorded programs:	Student Virtual Art Show Tech Talk Videos Make It Craft Videos			

DRAFT

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.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT 1. Joyce	Nelson	N99W16781 Woodock Road	Germantown	53022	janelson@prodigy,net
2. Darlene	Vosen	N105W17134 Old Farm Road	Germantown	53022	dvosen@germantownlibrarywi.org
3. Jolene	Pieper	N111W16625 Esquire Court	Germantown	53022	jpieper@village.germantown.wi.us
4. Joletta	Kerpan	1027 Winnebago Circle	Hubertus	53033	jkerpan@germantownlibrarywi.org
5. Christa	Potratz	W158N10759 Catskill Lane	Germantown	53022	cpotratz@germantownlibrarywi.org
6. Charlene	Brady	N109W16620 Hawthorne Drive	Germantown	53022	cbrady@germantownlibrarywi.org
7. Brenda	O'Brien	N108W16581 Carrington Circle	Germantown	53022	bobrien@gsdwi.org
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

7

DRAFT

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
Village	Germantown	$0
Village	Department of Public Works	
	Subtotal 1	$0

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
	$0
Subtotal 4	$0

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 governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*
	$0	$0		Yes

DRAFT

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages *Include maintenance, security, plant operations*	2. Employee Benefits *Include maintenance, security, plant operations*

3. Library Collection Expenditures

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

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
		Subtotal 4	

5. Other Operating Expenditures	
6. Total Operating Expenditures *Add 1 through 5*	
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
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

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

$90,734

IX. TRUST FUNDS

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

DRAFT

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	MLS (ALA)						
Assistant Director	Librn. no-MLS						
Youth Services Librarian	Librn. no-MLS						
Adult Services Librarian	Librn. no-MLS						
Circulation Supervisor	Librn. no-MLS						

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			b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
1.00	3.90	4.90		4.90

DRAFT

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident 83,736

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 the Library's County	3,985	65,033	69,018
3. Circulation to Nonresidents Living in Another County in the Library System	6,934	841	7,775
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	5,242	1,413	6,655

5. Circulation to All Other Wisconsin Residents: 275

6. Circulation to Persons from Out of the State: 13

7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual

8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No

8b. If yes, does the library 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. Dodge	188	f.	
b. Ozaukee	528	g.	
c. Waukesha	1,367	h.	
d. Sheboygan	125	i.	
e. Fond du Lac	46	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes

2. Library type of Internet connection *Mark all that apply*
- [x] a. State TEACH line
- [ ] b. Other broadband connection *Local cable, telco, community network, etc.*

3. Library use of Internet filtering software or service
- [ ] a. Yes, on all Internet workstations
- [ ] b. Yes, on some Internet workstations
- [x] c. No filtering on any Internet workstation

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

1. Self-directed Activities *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.*

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Self-directed Activities	98	6	79	183
Total Self-directed Activity Participation	36,918	1,643	16,619	55,180

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
Jackie	Molitor	jmolitor@germantownlibrarywi.org

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
Lynn	Ratzmann	lratzmann@germantownlibrarywi.org

DRAFT

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 country 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 the 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 *or designee*	Name of President or Designee *Print or type*	Date Signed
➢	Joyce Nelson	
Library Director / Head Librarian Signature	**Name of Director / Head Librarian *Print or type***	**Date Signed**
➢	Patricia Smith	

DRAFT

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: Washington

The Germantown Community Library (*Name of Public Library*) Board of Trustees hereby states that in 2020 the Monarch Library System (*Name of Public Library System / Service*)

- [x] **did** provide effective leadership and adequately met the needs of the library.
- [ ] **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above 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 the 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 the public library system.

President, Library Board of Trustees Signature *or designee*	Name of President or Designee *Print or type*	Date Signed
➢	Joyce Nelson	

COMMENTS

SECTION_III
Local Electronic Collection Retrievals (locally owned or leased)
RB Digital Video Streaming--2021-02-18
RB Digital Streaming (478)--2021-02-18
Other Electronic Collection Retrievals (purchased by library system or consortia)
Monarch:
RB Digital (3,651)
Gale Courses (131)
Washington County:
A to Z (1,091)
Ancestry (5,577)
Pronunciator (115)--2021-02-18
Transparent Language: 12--2021-02-18
RB Digital Video Streaming--2021-02-18

DRAFT

GERMANTOWN COMMUNITY LIBRARY

Learn. Share. Grow

2020 ANNUAL REPORT SUMMARY

GERMANTOWN COMMUNITY LIBRARY

DRAFT

174,757 Print + 63,465 Audio/Visual + 49,385 Digital +29% = 287,607 Items Checked Out & 5,000+ New Items Added

18,000 Registered Library Cards

65,000 **Library Visits in 2020!**

23,000 Service Questions Asked +125%

25,513 People Attended

212 Programs

- 5,000+ In-Person Participants
- 2,000+ Virtual Participants
- 18,000+ Pre-Recorded Views

& 23,000+ Grab & Go Kits Given Out

5,500+ Curbside Pickup Appointments

Express Bags Requested 500+

Digital resources continue to grow, while traditional material remains a vital library service to the public.

3,700 Public Computer Logins

7,700 Wireless Logins

7,400 Electronic Databases Retrievals +74%

130 Gale Courses Taken

GERMANTOWN COMMUNITY LIBRARY

Learn. Share. Grow

STRONG LIBRARIES = STRONG COMMUNITIES

GERMANTOWN COMMUNITY LIBRARY

DRAFT

COVID CLOSURES

MAR 13
BUILDING CLOSES TO PUBLIC

APR 22
CURBSIDE PICKUP AVAILABLE

MAY 21
BUILDING OPENS WITH LIMITED SERVICES

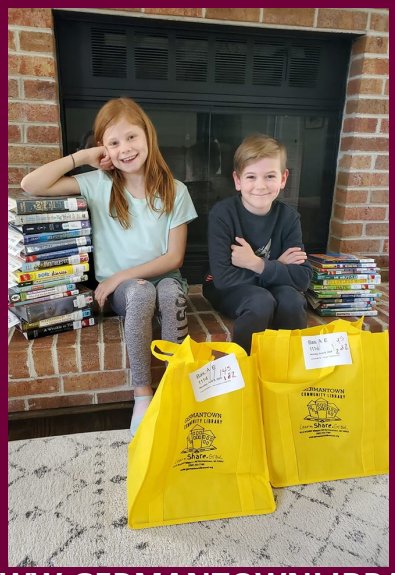
NOV 1
BUILDING TEMPORARY CLOSES FOR 2 WEEKS

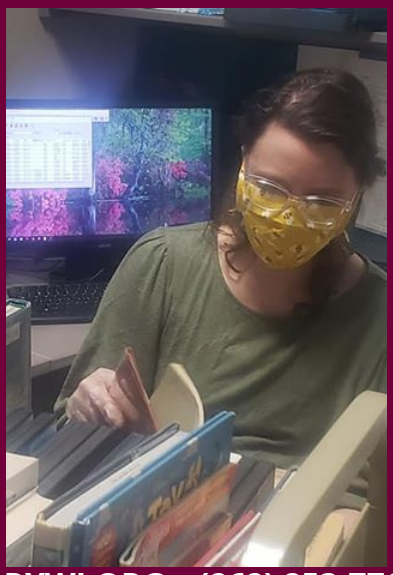
ADDITIONAL FACILITY & SERVICES UPDATES:

- Feb: New System Implemented for Spine Labels
- April: Magazine & Newspaper Collection Reorganized
- May: Children's & AD Music CD's Reorganized
- May: Washington County Library Study Completed
- June: Temporary Welcome Desk Added in the Lobby
- June: Hearing Hoops Added to Service Desks
- Sept: New Roof Added on Building

Thank you for using & supporting the library this past year! Because of you, we continue to learn, adapt & grow stronger as a community!

WE FOUND NEW WAYS TO LEARN AT HOME ...





... AND STAY CONNECTED WITH EACH OTHER THROUGH LIBRARY PROGRAMS & SERVICES!

WWW.GERMANTOWNLIBRARYWI.ORG (262) 253-7760

GERMANTOWN COMMUNITY LIBRARY

NEW SERVICES ADDED IN 2020

DRAFT

500+

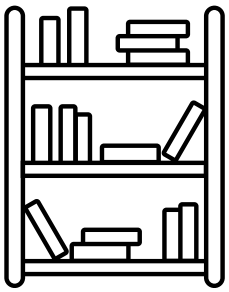
LIBRARY EXPRESS BAGS REQUESTED

5,500+

CURBSIDE PICKUP APPOINTMENTS MADE

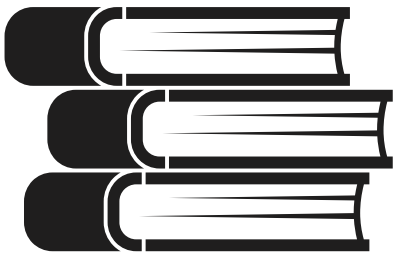
OTHER SERVICES ADDED...

APRIL 2020
Digital Streaming Added through RB Digital



AUG 2020
Pop-Up Friends of the Germantown Community Library Book Sales Available with Monthly Themes

SEPT 2020
Fine Free for Youth & Teen Material
All Fines $0.10/item



NOV 2020
Book & DVD Bundles Added for Quick & Easy Browsing

The year 2020 brought on many changes to the library. The pandemic and closing of our physical building created limitations for the public. While this was a big challenge, it also created an opportunity for us to explore new service options and find innovative ways for patrons to access material. We are excited to be able to continue these new services into the new year.

GERMANTOWN COMMUNITY LIBRARY

PIVOTING PROGRAMMING DURING COVID-19

DRAFT

2019
Storytime (130)
3,000

2020
Virtual Storytime (34)
Live: 1,800+
Total: 12,300+

2019
Discovery Academy (25)
500

2020
STEAM Kits (12)
800+

2019
Make It Crafts (24)
600

2020
Make It Craft Kits (14)
1,300+

... PLUS

23,000+
GRAB & GO KITS GIVEN OUT

20,000+
LIVE & PRE-RECORDED VIEWS ON VIRTUAL PROGRAMS

15,000+
ONLINE READING CHALLENGES COMPLETED

WHAT WE LEARNED (so far...)

Serving our patrons during a pandemic has been a challenge, but we learned a lot! While we know that Virtual and Grab & Go options cannot fully replace an in-person event, pivoting our programming options during COVID-19 has given the library an opportunity to:

- Get creative!
- Explore new options such as Virtual programs, Grab & Go Kits and Book Walks
- Reach more people in our community
- Give patrons more flexibility to participate when they are not able to attend a program on a specific day or time
- Move our Reading Challenges to an online format

In 2021 and beyond, we are looking forward to more programming options opening up and finding ways to balance traditional programs while continuing to provide activities that are working well for our community!

GERMANTOWN COMMUNITY LIBRARY

CIRCULATION BY THE NUMBERS

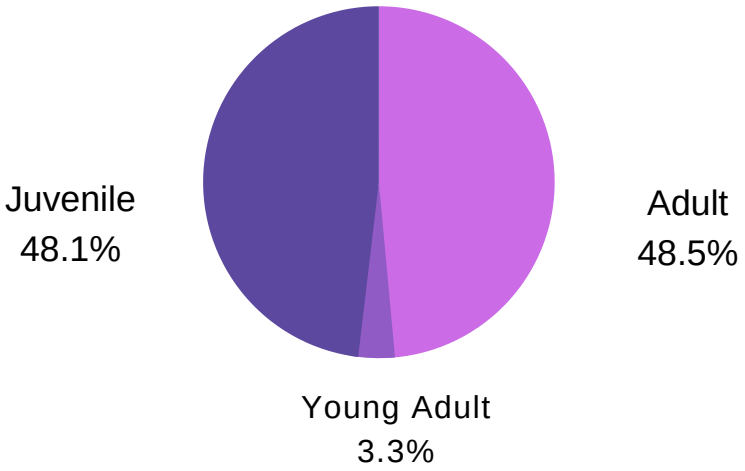
DRAFT

Physical Circulation by Target Age of Material*

Adult: 116,000

:YA: 8,000

JUV: 115,000



Total Circulation by Type of Material*

Book: 173,000

DVD & Blu-Ray: 47,000

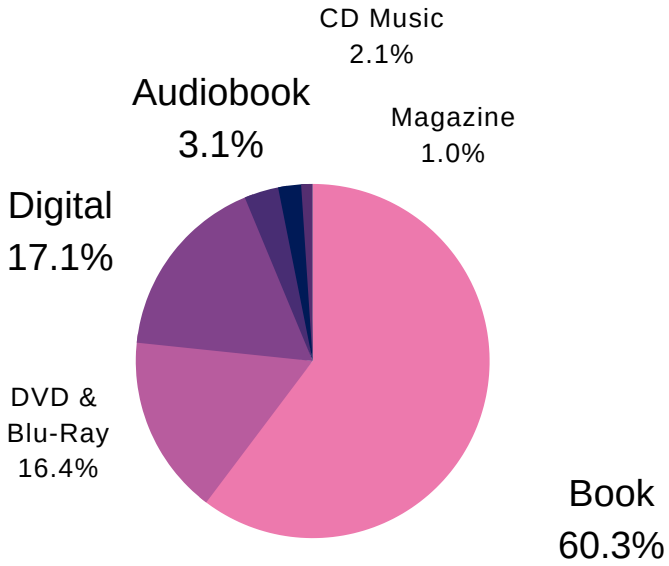
Digital: 49,000

Audiobook & Playaway: 9,000

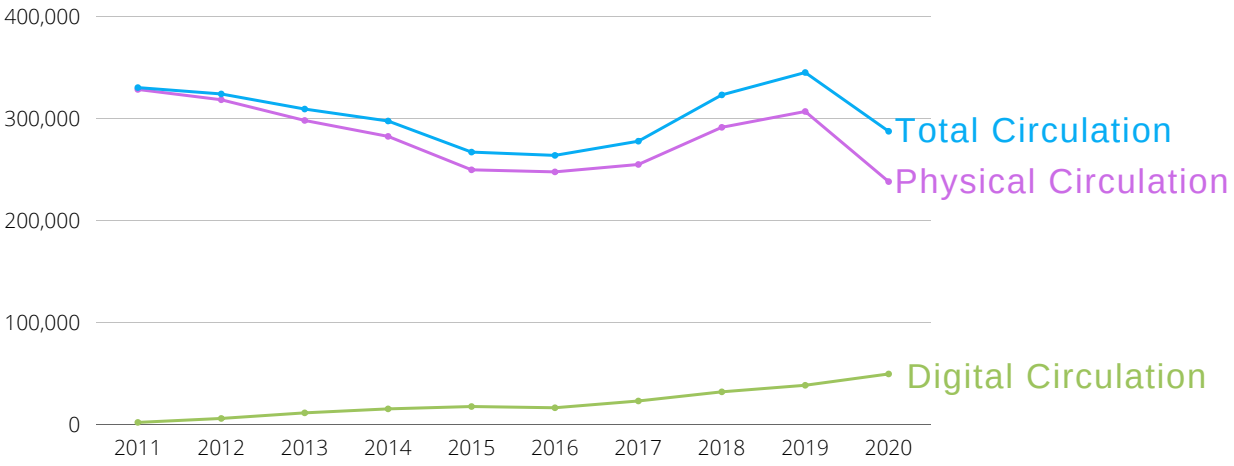
CD Music: 6,000

Magazine: 3,000

*Estimated Amounts to the Nearest $1,000



Circulation Trends 2011 - 2020



GERMANTOWN COMMUNITY LIBRARY
2020 PROGRAMMING STATISTICS

DRAFT

Attend in Person

5,060

KIDS

Art Adventures (3): 93
Book Walks (3): 1,575
Community: (10): 597
Family Craft Circle (3): 132
Special Programs (7): 627
Storytime (40): 860

= 3,884

TEENS

Advisory Board (1): 3
Movie (1): 18

= 21

ALL AGES

Community (12): 410
Book Groups (23): 163
Friends Meeting (6): 68
Movie Club (3): 22
Special Program: (15): 277
Tech Talk (3): 20
Make It Craft (6): 179
Memory Cafe (1): 16

= 1,155

Live, Virtual

2,006

Storytime (also Pre-recorded) (34): 1,856

= 1,856

Book Groups (10): 82
Memory Cafe (5): 68

= 150

Pre-recorded, Virtual (Watch Anytime / Anywhere)

18,447

Storytime (also Live) (34): 12,354

= 12,354

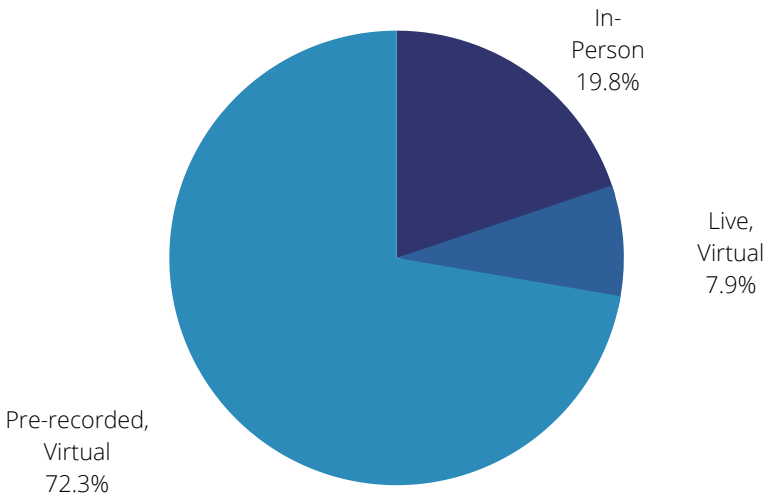
Art Show (1): 290

= 290

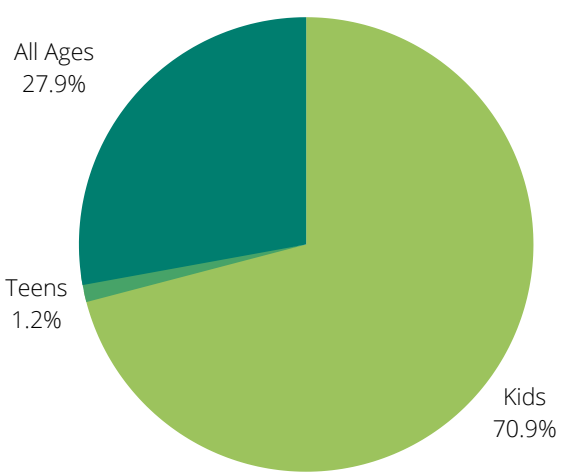
Tech Talk Video (15): 3,275
Make It Video (10): 2,528

= 5,803

BY DELIVERY METHOD



BY TARGET AGE

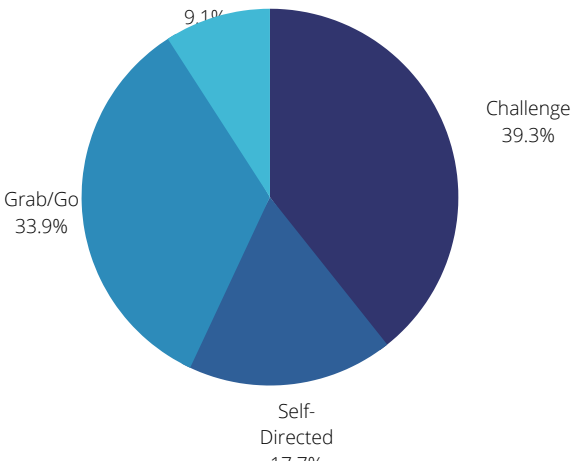


GERMANTOWN COMMUNITY LIBRARY
2020 SELF-DIRECTED ACTIVITIES

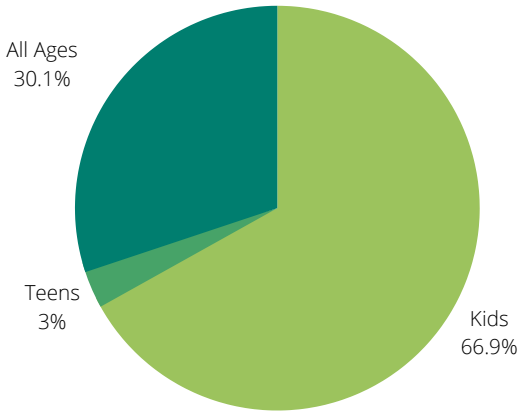
DRAFT

	KIDS	TEENS	ALL AGES
Challenges (In-Person & Virtual) 21,688	Winter: 2,265 At-Home: 28 Summer: 10,164 Fall: 1,073 = 13,530	Winter: 340 At-Home: 12 Summer: 945 Fall: 132 = 1,429	Winter: 2,000 Wash Co: 1,043 At-Home: 137 Virtual Survey: 226 Summer: 2,526 Fall: 797 = 6,729
Self-Directed 9,745	1000 Books: 142 AWE Computers: 181 Coloring Sheets: 5,915 Baby Bags: 2 = 6,240	Graphic Novels: 42 = 42	Coloring Sheets: 3,374 Puzzle: 74 Tech Support: 15 = 3,463
Grab & Go Kits (Pick Up Kit at Library) 18,713	Craft Kit (17): 10,891 Movie Kit (12): 1,663 Recipe Kit (4): 870 = 13,424	Craft Kit (1): 172 = 172	Movie Kit (8): 692 Recipe Club Kit (4): 333 Craft Kit (14): 4,092 = 5,117
Register & Pick Up Kit at Library 5,034	Art Kit (4): 305 Book Walk Bags (3): 1,475 Special Kit (4): 1,095 STEAM Kit (12): 849 = 3,724		Make It Kit (14): 1,310 = 1,310
	Total: 36,918	Total: 1,643	Total: 16,619

BY TYPE OF ACTIVITY



BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

TOTAL CIRCULATION (PHYSICAL + DIGITAL)

2019 - 2020

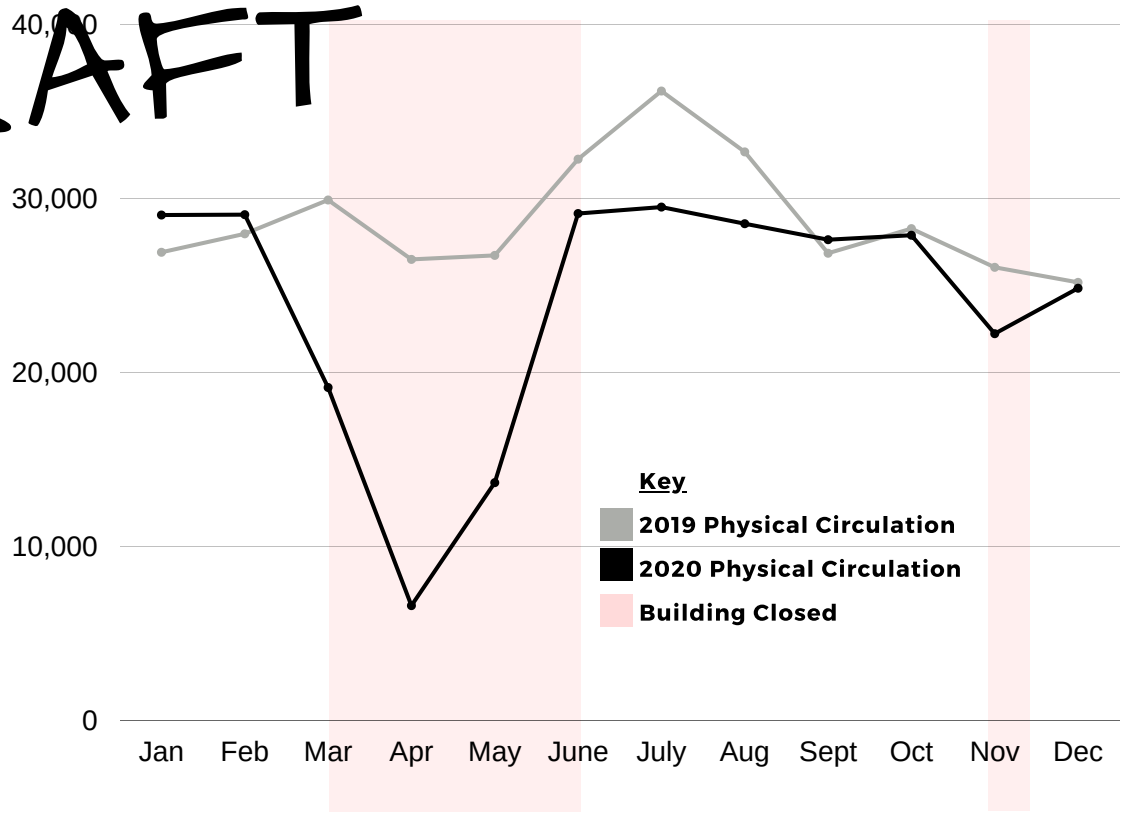
DRAFT

2019:
345,570

2020:
287,607

-17% in Total Circulation

- 18% in opening days



GERMANTOWN COMMUNITY LIBRARY

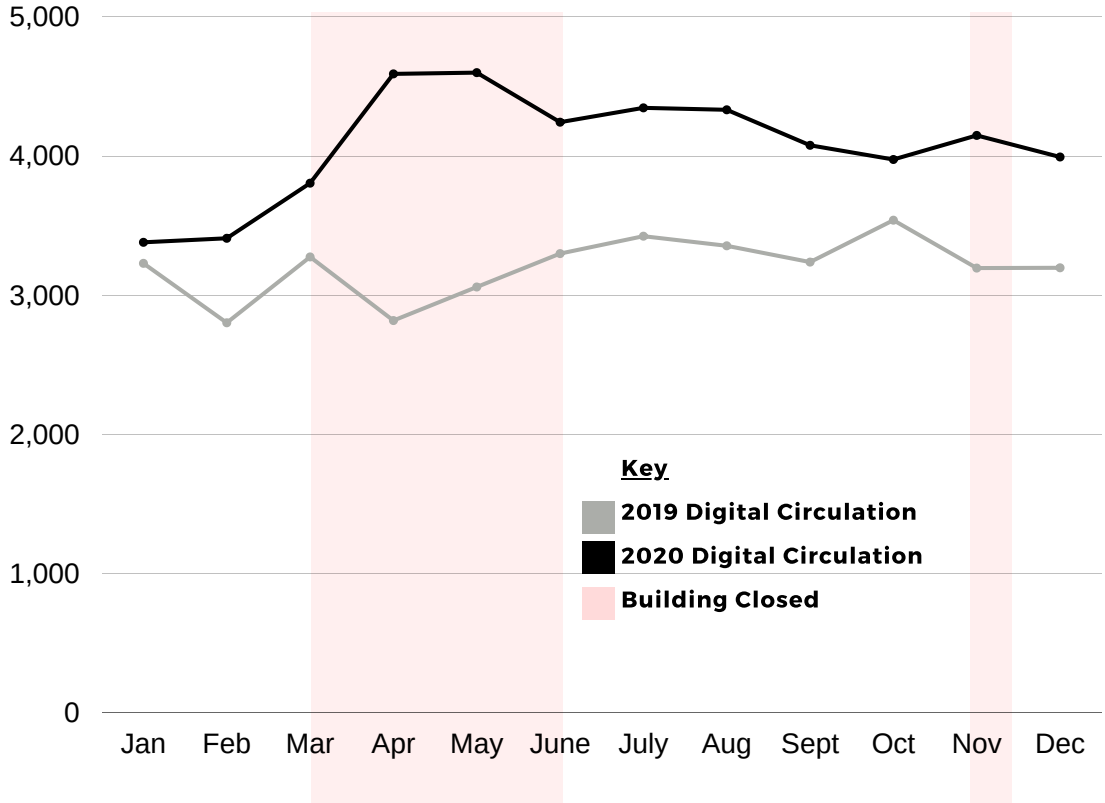
DIGITAL CIRCULATION

2019 - 2020

2019:
38,442

2020:
49,385

+28% in Digital Circulation



GERMANTOWN COMMUNITY LIBRARY

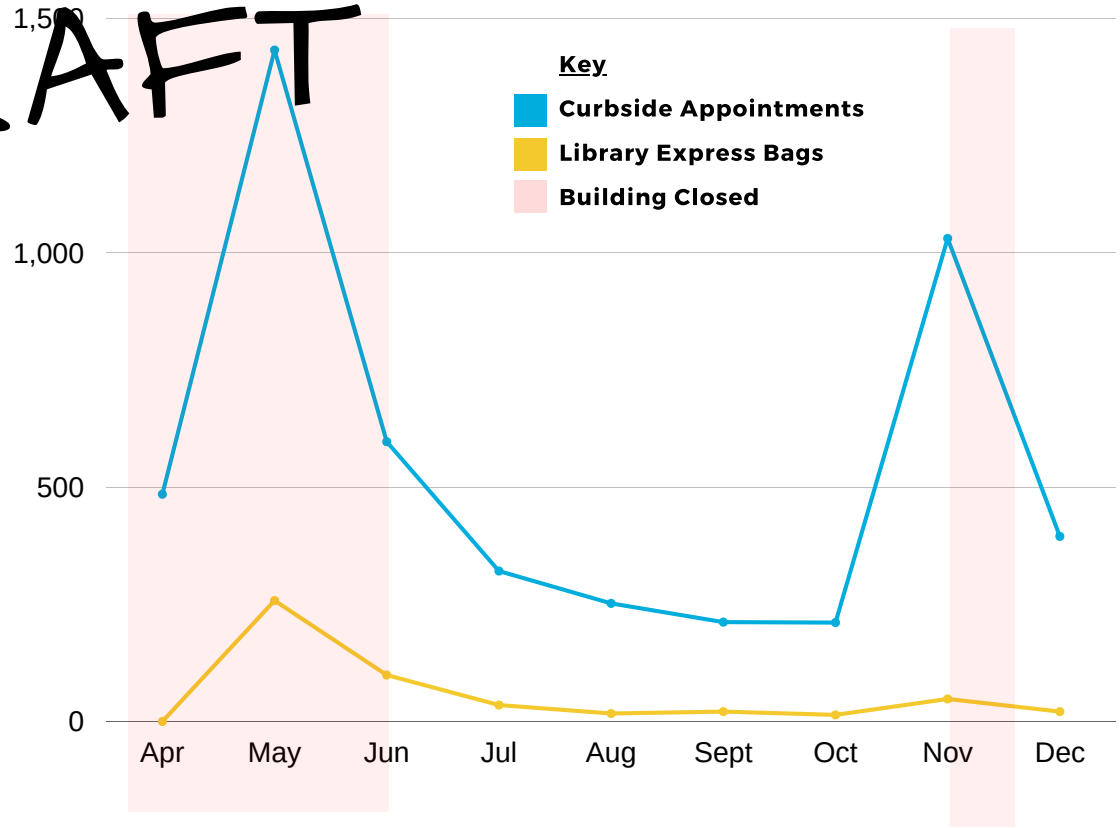
CURBSIDE PICKUP & EXPRESS BAGS

April - December 2020

DRAFT

	Curbside Appointments	Express Bags
April	485	0
May	1,435	258
June	597	99
July	321	35
Aug	252	17
Sept	212	21
Oct	211	14
Nov	1,031	48
Dec	395	21
	4,937	513

New Services Added in 2020 to Provide **Increased** Options to Patrons

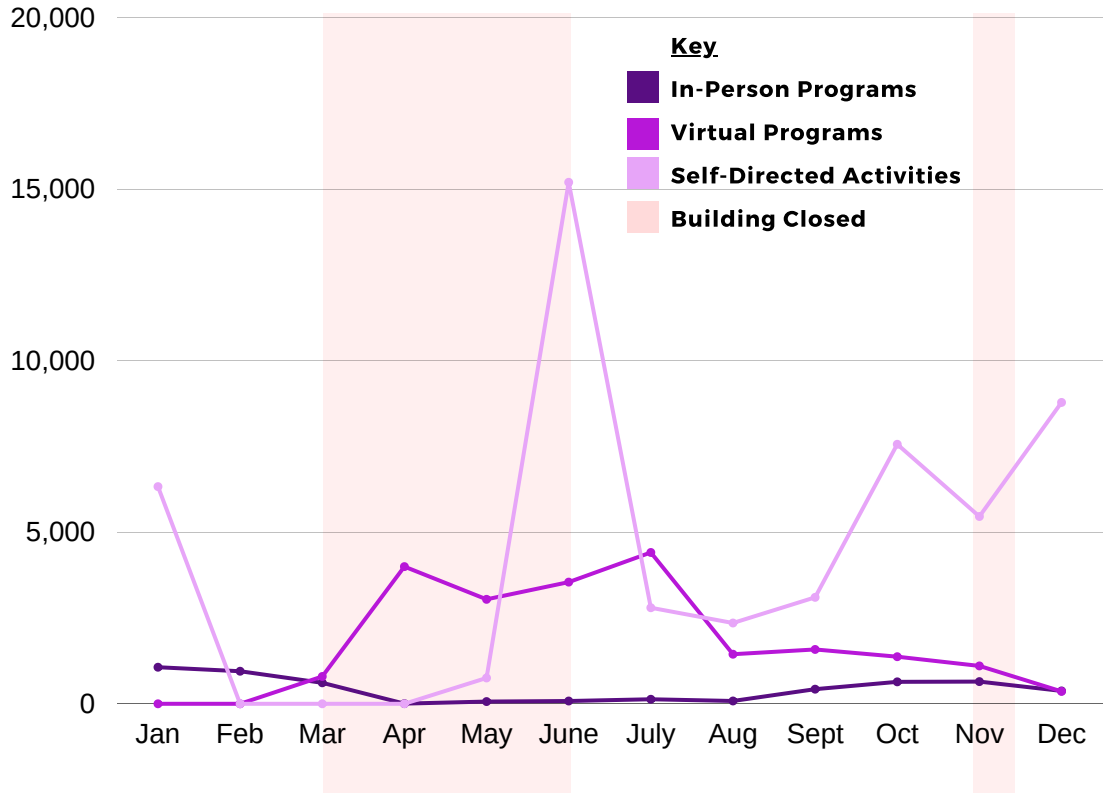


GERMANTOWN COMMUNITY LIBRARY

PROGRAM ATTENDANCE

2020

In-Person
5,060
(- 83% from 2019)

Virtual
18,447
(not counted in 2019)

Self-Directed Activities
55,180
(+ 123% from 2019)