

GERMANTOWN COMMUNITY LIBRARY  
N112 W16957 MEQUON ROAD  
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, March 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: February 24, 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. 2020 County Carryover Funds
- X. **ADJOURNMENT:**

Forthcoming meeting: April 28, 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](mailto: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

February 24, 2021

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, February 24, 2021. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jolene Pieper. **Members absent:** Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd (remote). Proper notification of the meeting had been given.

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

MOTION (Nelson, Pieper): Approve the minutes of the January 27, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 24, 2021: Board Checking Account - \$2,899.80; Board Savings Account - \$5,057.85; GCL Building Account - \$17,550.63 [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. MOTION (Vosen, Pieper): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Pieper): Approve the schedule of operating vouchers and credit card transactions for February 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; 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 unavailable at the time of the meeting.

### REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Pieper. The Village has resumed working on the replacement of the existing monument sign in front of the library. It will include and Electronic Messaging Board. Smith provided copies of options for the Library section. It was agreed to select the wording 'Community Library'. Brady also mentioned we should work to add the library name on the outside of the building.

COUNTY. Vosen and Smith. Washington County directors have begun meeting monthly. The next Washington County Library Services Board meeting will be held in April 2021.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on February 11, 2021 virtually. Discussions included Overdrive digital magazines, new website development, Monarch app development and NCOA address comparison to update patron records. Smith provided the following system documents for review: Monarch Resource Library Purchasing, Monarch Library System Annual Report and system Updates to Service. The system is also compiling information for the 2021 MLS Strategic Planning Process and the survey feedback is due March 1.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. January circulation statistics were provided. There was a -5.9% decrease in overall physical + electronic circulation in January. State of Wisconsin annual Library Legislative Day occurred virtually on February 18. Smith provided documentation regarding the event. Smith received a donation of \$500 from Mary Kugel. The following ACT 420 adjacent county reimbursement checks were received: Dodge, \$720.00; Fond du Lac, \$768.52; Ozaukee, \$2,608.39; and Sheboygan, \$37.30. Planning is underway for summer programming. Due to COVID restrictions at this time the library is looking at some outside options. Registration Kits and Grab & Go Kits continue to be popular. In January 3,300 Kids kits were given out and 1,600 Teens/Adults were given out. In January, the library started giving out monthly Grab & Go Kits to our Outreach patrons (32). Updates were made to Emergency Order #1 Procedures for staff. The Acceptable Library Behavior Procedures was updated. The open Library Specialist and Adult Services Assistant positions were filled. Monthly memory programs continue online with Grab & Go activities. Virtual Storytime had a local author visit on February 19 with almost 80 live views. Digital magazines are now available through Overdrive and the Libby App. Hoopla had a total of 99 patrons checking out 143 items at an expense of \$292.34. The shift of the Adult Non-Fiction and Large Print collections were completed. The paperback relocation project is complete. The collection was moved to new shelving where Large Print was previously located. The old paperback shelving was offered to local schools and the remainder are being sold. The extra shelving cleanup project from the basement is complete. The heating vent painting project is complete.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

2021 LIBRARY DIRECTOR GOALS & OBJECTIVES – Smith provided her 2021 goals and objectives for review. No changes were recommended. Smith noted the primary Village goal is communication. Therefore, the library will be supporting and building on that goal. A new feature of the Village redesigned website will be an app for residents to report issues within the community and for the message to be directed to the correct staff for responses. The library has developed a customer service survey that will be implemented with other survey tools. Smith is also focusing on marketing strategies within the Village of Germantown as well as non-librariated communities to enhance communication.

2020 ANNUAL REPORT – Smith provided a copy of the final library 2020 DPI Annual Report for review and approval by the board. DPI required new statistics due to COVID and will include them in future annual reports. MOTION (Vosen, Pieper): Accept the Annual Report as printed. Motion carried (6-0). Smith will present a summary of the annual report to the Village Board on Monday, March 1 and at a future meeting of the Washington County Library Services Board and for the communities of Jackson and Richfield.

#### **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 6:57 p.m.

Respectfully submitted,

Connie Lloyd  
Assistant Director  
Germantown Community Library

# Director's Report: March 2021

## STATE OF WISCONSIN

- Shannon Shultz at the Wisconsin Department of Public Instruction is reviewing questions from Monarch directors regarding how libraries provide service to non-reciprocal Milwaukee residents.

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, March 11 (virtual). Discussions included last borrower patron data and records for digital material in the catalog.
- Work continues with the Polaris upgrade, MonarchToGo app, website redesign and Monarch Strategic Plan.
- A presentation took place from Heartland Business Systems on March 17 regarding multi-factor authentication and information security at the system and library level.
- The Monarch Library System Director, Kimberly Young, resigned on March 10. Her last day will be April 9. The Monarch Board approved a search committee to start the process of hiring a new director.

## WASHINGTON COUNTY LIBRARIES

- Washington County Library directors have begun meeting monthly.
- Washington County libraries are confirmed for the 2021 Washington County Fair. Monarch Library System will be paying \$400 towards the \$590 booth fee.

## VILLAGE OF GERMANTOWN

- Planning for the Electronic Messaging Board (EMC) sign continues.
- Matthew Uselding has been hired as the Village of Germantown Budget Manager and starts March 22. This is a new position in the Village that will focus on finance and the annual budget.

## DONATIONS/DEPOSITS

- Waukesha (\$3,773) / Country Revenue (ACT 420 Reimbursement)
- Menomonee Falls Preschool Co-op (supplies = \$50-100 for March 8 Grab & Go Kits)
- Bethlehem Lutheran School & Child Care (supplies = \$60 for March 15 Grab & Go Kits)
- Backes Family (supplies = \$50-\$100 for April 5 Grab & Go Kits)

## STATISTICS

- Circulation
  - Physical: 22,287 (-13.2%) / Digital: 4,102 (20.3%% / Total: 26,389 (-9.3%)
  - Hoopla Checkouts: 182 (\$390.61)
- The 2020 Annual Report was presented to the Village of Germantown Board on March 1. A press release went out the following week and articles were written in the Germantown/Menomonee Falls Express News and Washington County Daily News.

## WINTER / SPRING PROGRAMMING

- Summer programming includes Storytime Live, Online Book Groups, Registration Kits, Grab & Go Kits, Book Walks and monthly summer performers at Fireman's Park (see attached). We are exploring options on participating in community events such as the Maifest Drive-Through, 4<sup>th</sup> of July and A Taste of Germantown.
- February Grab & Go / Registration Kits:

- Kids: 3,074 / 8,472 YTD
- Teens/Adults: 1,925 / 4,924 YTD
- Winter Reading Program participants read a total of 236,094 minutes.

#### **COVID RELATED UPDATES & SERVICES**

- The Germantown Department of Public Works sanitizes the building every Friday morning with ProKure V.
- All library staff over the age of 18 have been offered COVID-19 vaccines. The 2<sup>nd</sup> dose will be complete for most staff by April 10.
- As the general public are offered vaccines and our communities begin to open up, the library is beginning to look at what services are currently limited and if/when we are able to make changes. We anticipate making a set of changes in June that will be further discussed in late April/early May. Some restrictions or added services at the library will remain as is for the time being. The library will continue to follow federal, state, county, county health, and village guidelines (updated documents on current services attached).

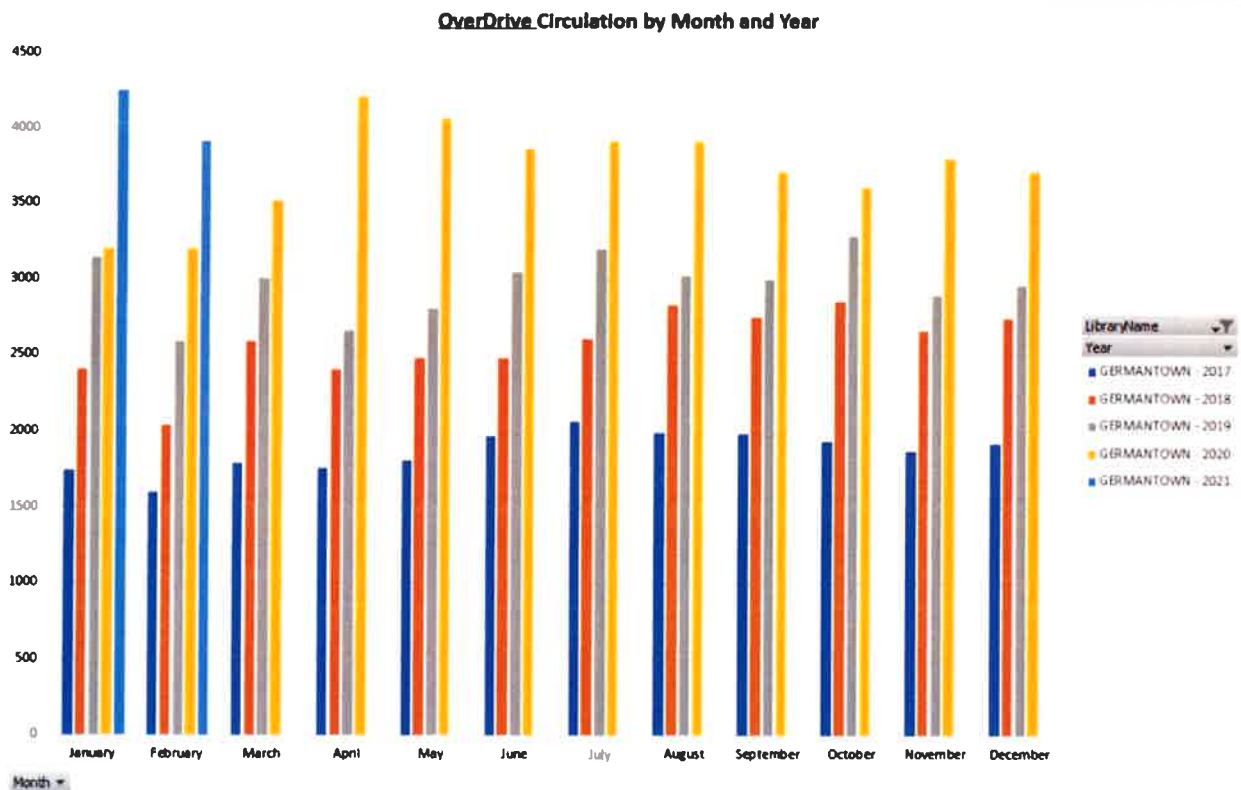
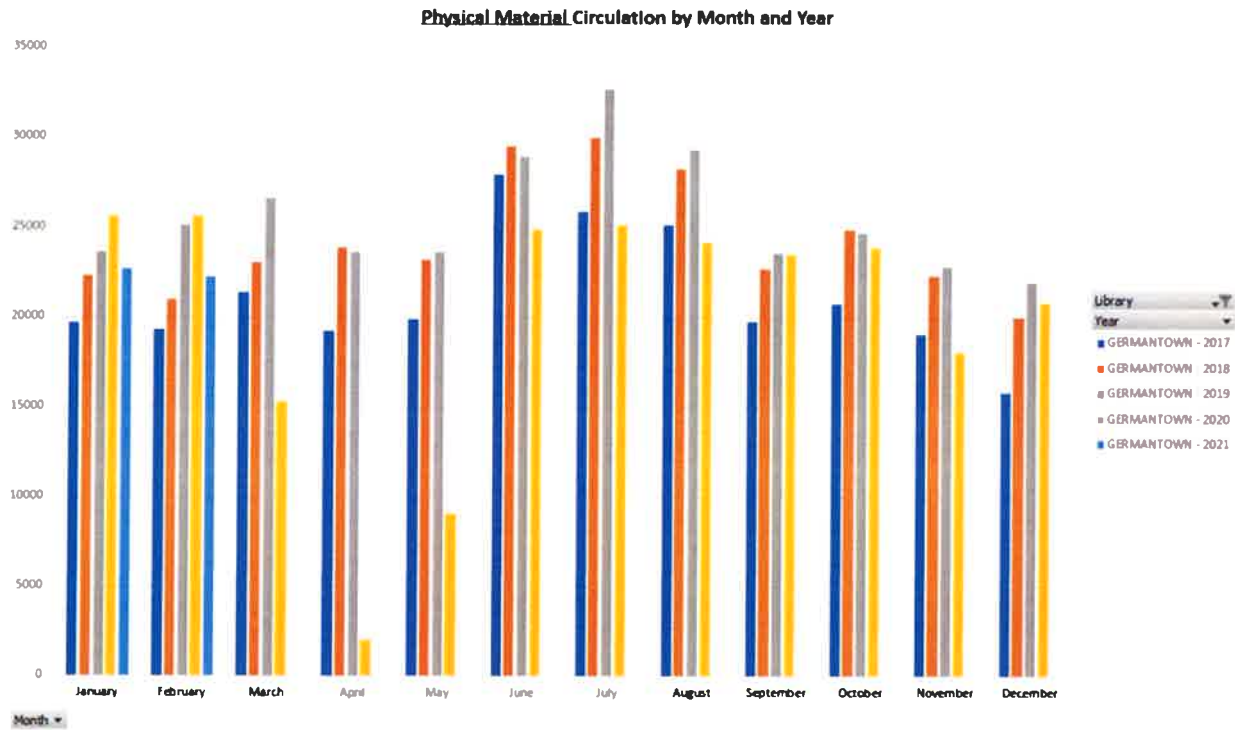
#### **DEPARTMENT UPDATES**

- Management & General Staff
  - Meeting occurred with Village finance to review policies on staff benefits and time off. Assistant Director created a staff timesheet tracking system that will be managed by the Circulation Supervisor for all staff. Management staff will be able to track all time off for staff with benefits and those without benefits and be able to have an accurate view on meeting salary budgets.
- Adult Services (Lynn Ratzmann)
  - A 14-panel traveling exhibit from the Max Kade Institute called “Neighbors Past and Present: The Wisconsin German Experience” is on display through the end of March. Display cases also show items and information from local groups.
  - New staff training plan has been implemented.
- Youth Services (Jackie Molitor)
  - Virtual Storytime had a local visitor for Women’s Construction month.
- Circulation (Diane Long & Connie Lloyd)
- Tech Services (Connie Lloyd)
- Technology/Statistics (Connie Lloyd)
  - Three new computers were installed to replace one public and two staff computer as part of the library computer replacement 5-year strategic plan and budget.
  - Testing continues on the new MonarchToGo app.
  - The Germantown website (along with 20 other libraries) was down from March 16 to March 19. Assistant Director is investigating options for improved service and/or a new website server at the Monarch and library level.
- Building Management & Grounds (Connie Lloyd)
  - Carpets were cleaned on March 5 & March 6.

#### **DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:**

- |                                                           |                                             |
|-----------------------------------------------------------|---------------------------------------------|
| • Mar 1 - Village Board                                   | • Mar 11 – Monarch Director’s               |
| • Mar 2 – Kiwanis (4 <sup>th</sup> of July)               | • Mar 12 – Village Finance                  |
| • Mar 3 – Management Staff & Support Services Supervisors | • Mar 13 – Friends of the Library           |
| • Mar 9 – Village Finance                                 | • Mar 15 – Germantown Chamber               |
| • Mar 10 - Kiwanis                                        | • Mar 18 – Village Administrator / Attorney |
| • Mar 10 – Village Departments                            | • Mar 23 – Village Administrator            |

# Germantown Community Library Circulation Statistics February 2021



|                                                                  |       |
|------------------------------------------------------------------|-------|
| <b>Total circulation</b>                                         | 22287 |
| <b>Village of Germantown circulation</b>                         | 14816 |
| <b>Washington county libraried circ minus local municipality</b> | 394   |

**Circulation to libraried and non-libraried patrons by Monarch county**

|                                      |       |
|--------------------------------------|-------|
| Dodge county libraried circ          | 2     |
| Dodge county non-libraried circ      | 41    |
| Washington county libraried circ     | 15210 |
| Washington county non-libraried circ | 5728  |
| Ozaukee county libraried circ        | 528   |
| Ozaukee county non-libraried circ    | 46    |
| Sheboygan county libraried circ      | 0     |
| Sheboygan county non-libraried circ  | 16    |
| <b>Total:</b>                        | 21571 |

**Circulation to patrons by Monarch county other than home county (includes: Dodge, Ozaukee, and Sheboygan counties)**

|                              |     |
|------------------------------|-----|
| In-System libraried circ     | 530 |
| In-System non-libraried circ | 103 |
| <b>Total:</b>                | 633 |

**Adjacent county circulation (includes Milwaukee and Waukesha counties)**

|                                    |     |
|------------------------------------|-----|
| Adjacent county libraried circ     | 606 |
| Adjacent county non-libraried circ | 81  |
| <b>Total:</b>                      | 687 |

**Other Wisconsin county circulations (includes all counties not listed above)** 29

**Non-Wisconsin circulations** 0

**Non-Libraried cross-county circulations**

|             |    |
|-------------|----|
| Dodge       | 41 |
| Fond du Lac | 6  |
| Ozaukee     | 46 |
| Sheboygan   | 16 |
| Waukesha    | 75 |

Milwaukee 0

**Non-System Libraried cross-county circulations**

|             |     |
|-------------|-----|
| Fond du Lac | 0   |
| Milwaukee   | 221 |
| Waukesha    | 385 |



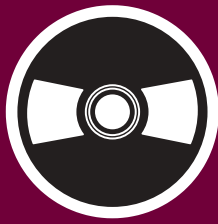
# 2020 ANNUAL REPORT SUMMARY

## GERMANTOWN COMMUNITY LIBRARY



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%

Digital resources continue  
to grow, while print  
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

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+



# STRONG LIBRARIES = STRONG COMMUNITIES

## GERMANTOWN COMMUNITY LIBRARY



**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 & Adult Music CDs Reorganized
- May: Washington County Library Study Completed
- June: Temporary Welcome Desk Added in the Lobby
- June: Grant for Hearing Hoops Added to Service Desks
- Sept: New Roof on Library Building
- Sept-Nov: Storywalks Displayed in Local Parks

**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!**

# GERMANTOWN COMMUNITY LIBRARY NEW SERVICES ADDED IN 2020



500+  
LIBRARY EXPRESS BAGS  
REQUESTED

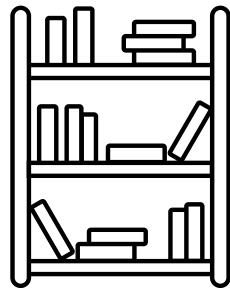


5,500+  
CURBSIDE PICKUP  
APPOINTMENTS MADE

## OTHER SERVICES ADDED...



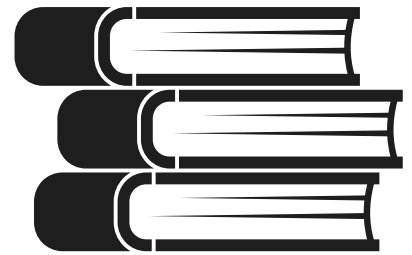
**APRIL 2020**  
Digital Streaming  
Added through  
RB Digital



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



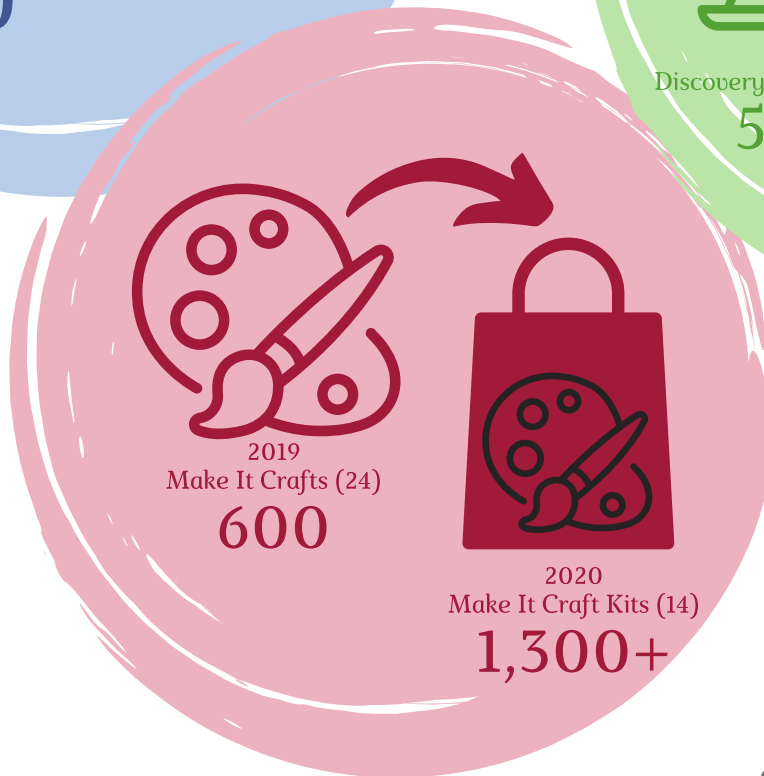
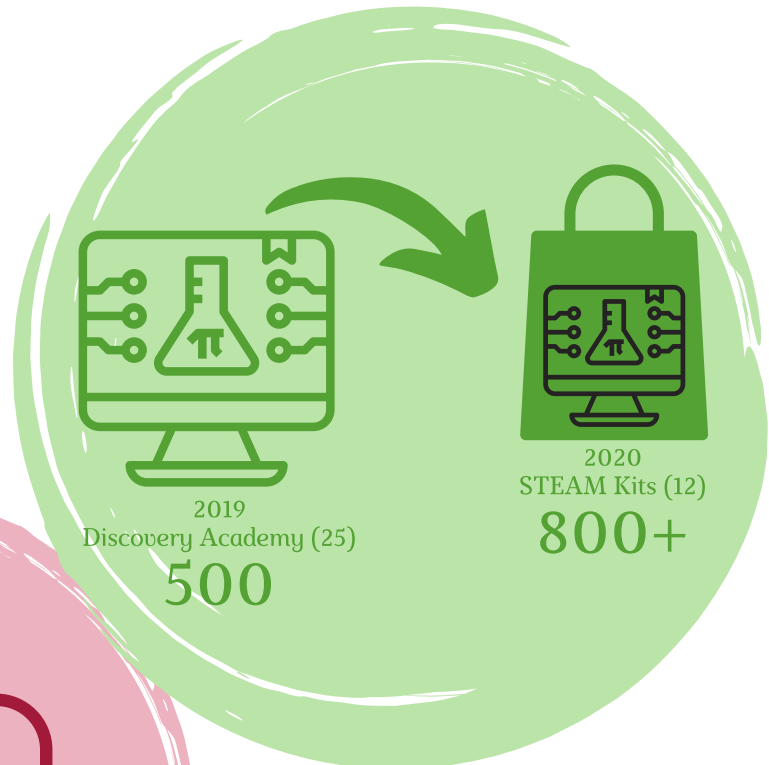
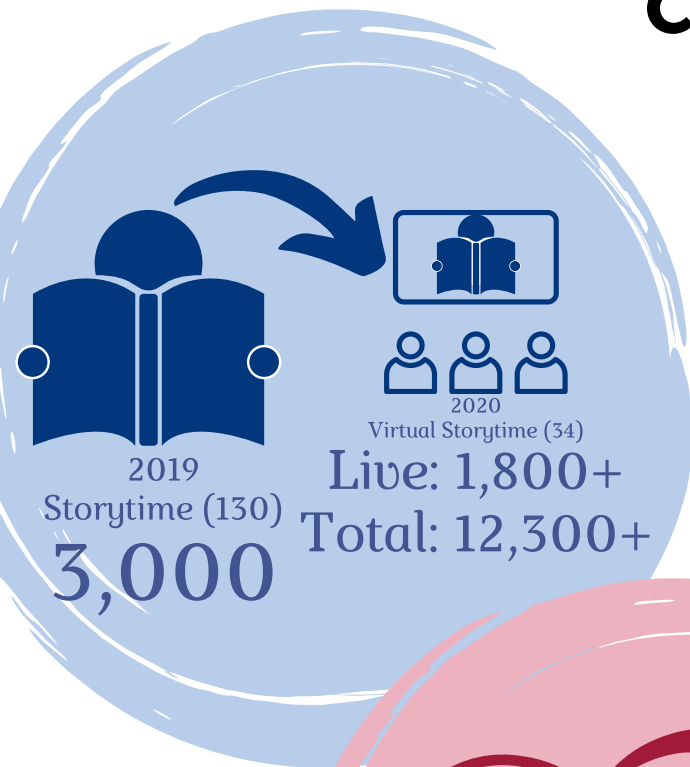
**SEPT 2020**  
Fine Free for Youth  
& Teen Material  
All Other Fines  
\$0.10/item



**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



... 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

\*Estimated Amounts to the Nearest \$1,000

## Physical Circulation by Target Age of Material\*



Adult: 116,000

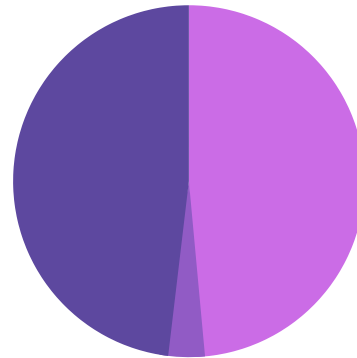


:YA: 8,000



JUV: 115,000

Juvenile  
48.1%



Adult  
48.5%

Young Adult  
3.3%

## Total Circulation by Type of Material\*



Book: 173,000



DVD &  
Blu-Ray: 47,000



Digital: 49,000



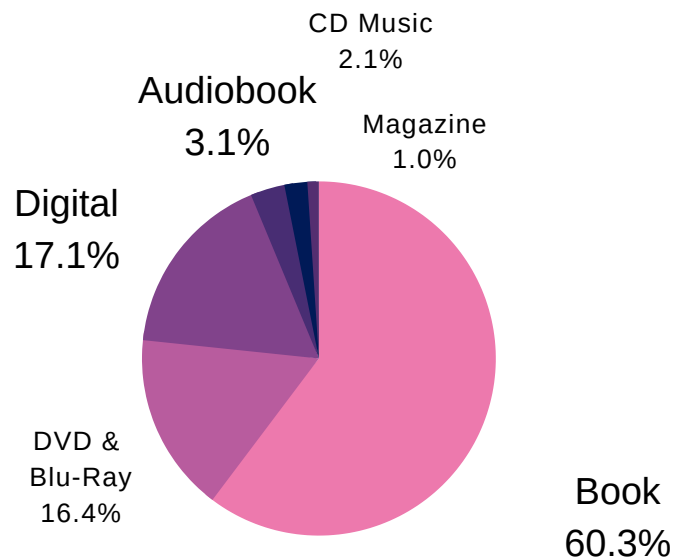
Audiobook &  
Playaway: 9,000



CD Music: 6,000



Magazine: 3,000



# GERMANTOWN COMMUNITY LIBRARY CIRCULATION BY THE NUMBERS

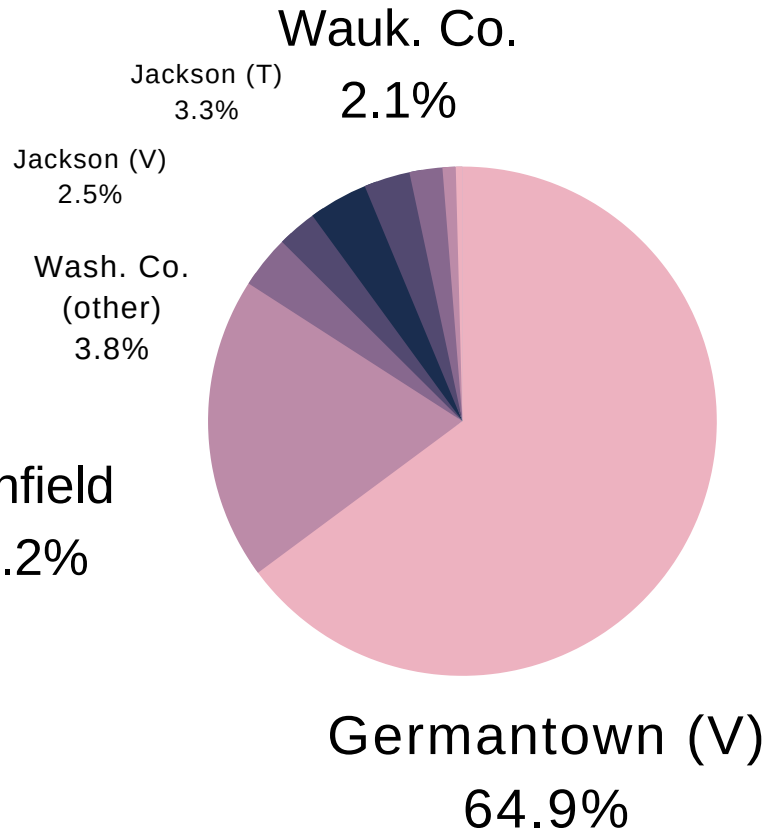
\*Estimated Amounts to the Nearest \$1,000

## Physical Circulation by Municipality\*

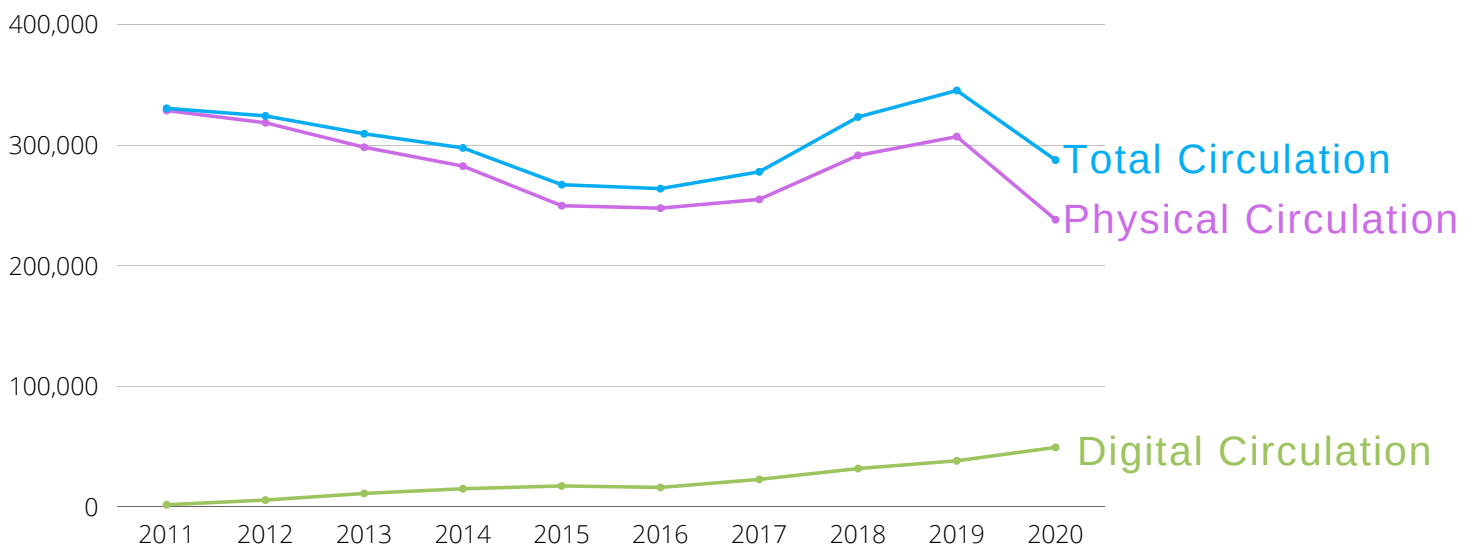
Germantown (V): 155,000  
 Richfield: 46,000  
 Jackson (T): 8,000  
 Jackson (V): 6,000  
 Wash. Co. (Other): 9,000  
 Ozaukee Co.: 7,000  
 Wauk. Co.: 5,000  
 Milw. Co.: 2,000  
 Other: < 1,000

**= 239,000**

Richfield  
19.2%



## Circulation Trends 2011 - 2020



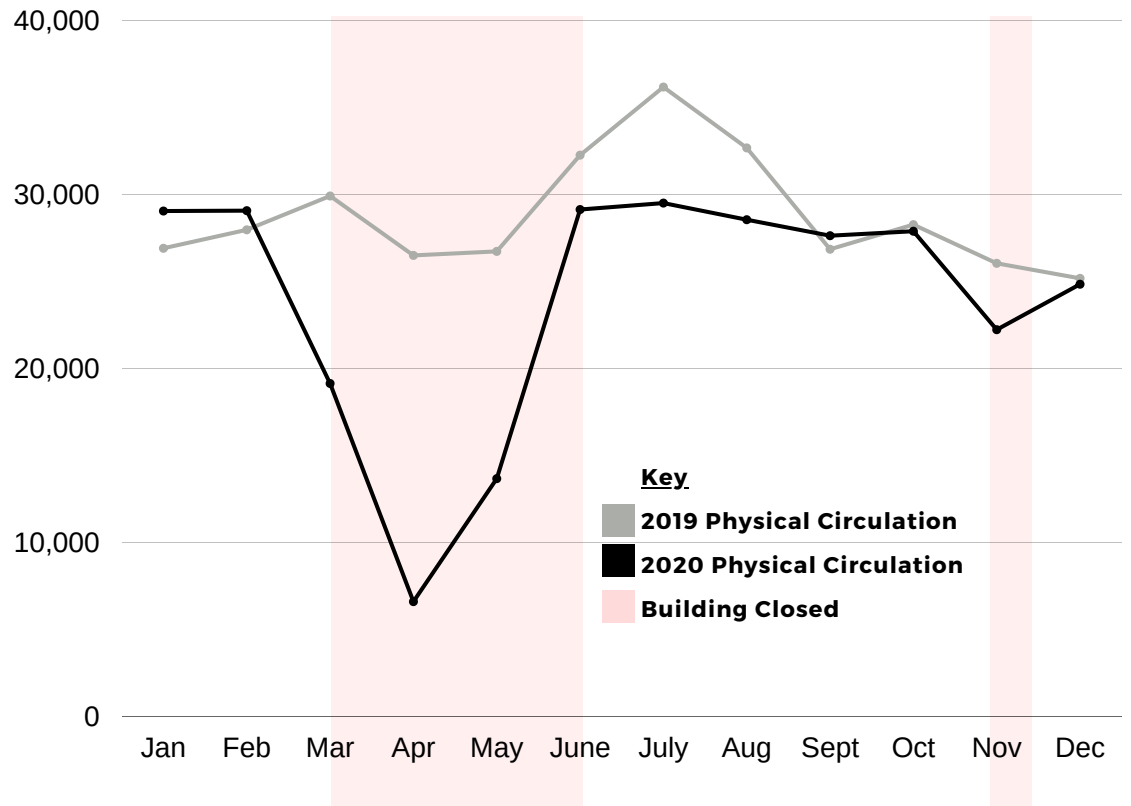
GERMANTOWN COMMUNITY LIBRARY  
**TOTAL CIRCULATION (PHYSICAL + DIGITAL)**  
 2019 - 2020

2019:  
**345,570**

2020:  
**287,607**

**-17%  
 in  
 Total  
 Circulation**

- 18% in  
 opening days

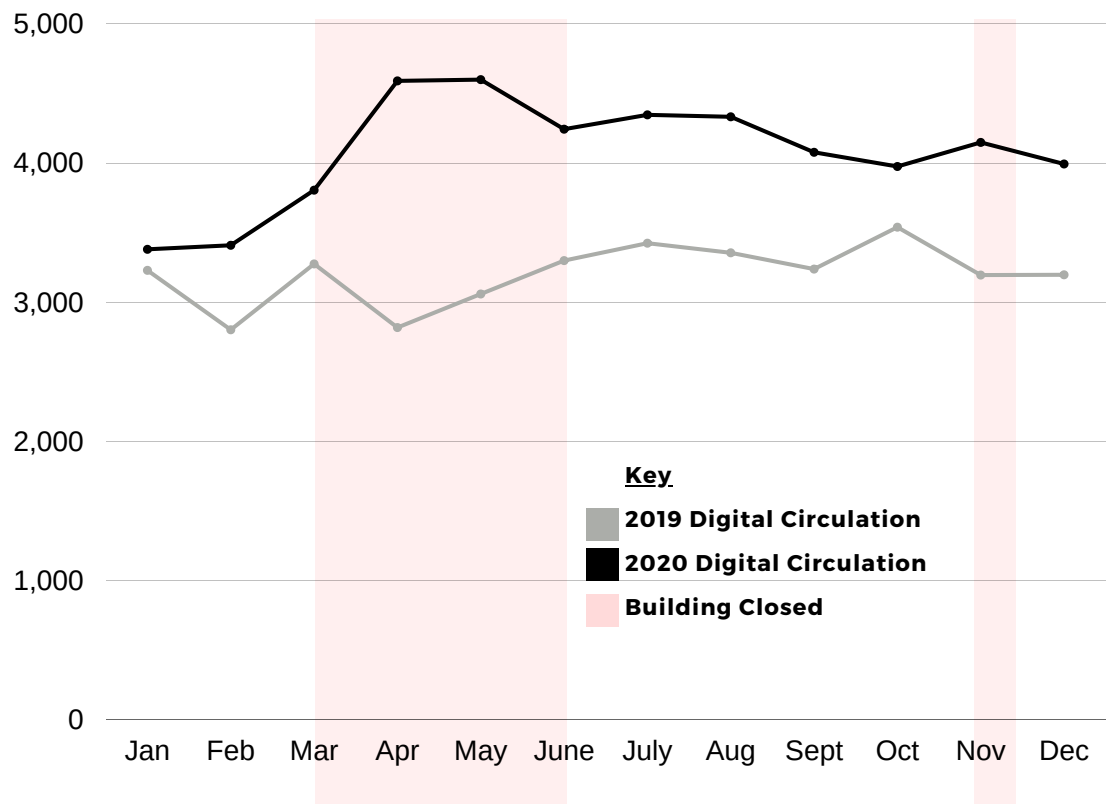


GERMANTOWN COMMUNITY LIBRARY  
**DIGITAL CIRCULATION**  
 2019 - 2020

2019:  
**38,442**

2020:  
**49,385**

**+28%  
 in  
 Digital  
 Circulation**



# GERMANTOWN COMMUNITY LIBRARY OPERATING REVENUE & EXPENDITURES

\*Estimated Amounts to the Nearest \$1,000

## 2020 Operating Revenue

Germantown: \$688,000

General: \$602,000

Building: \$86,000

Washington County: \$335,000

2019 Payments: \$16,000

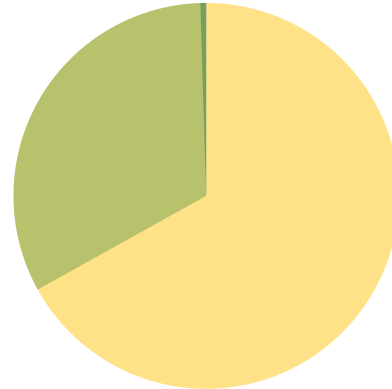
2020 Payments: \$319,000

Adjacent Counties: \$5,000

**= \$1,028,000**

Wash. Co.  
32.6%

Adjacent Co.  
0.5%



Germantown  
66.9%

## 2020 Expenditures

Salaries/Wages: \$456,000

Benefits: \$123,000

Material: \$105,000

Physical: \$74,000

Audio/Visual: \$22,000

Electronic: \$9,000

Building/Grounds: \$70,000

Building/Utilities: \$64,000

Programming: \$43,000

Computer Services: \$32,000

System Automation: \$22,000

Supplies: \$16,000

Outreach Services: \$3,000

Training: \$3,000

Other: \$32,000

**= \$969,000**

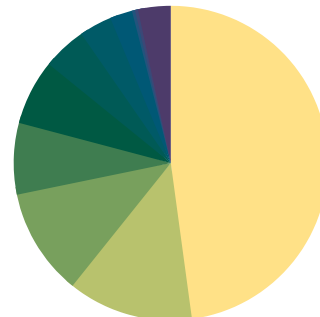
Computer Services  
3.4%

Utilities  
6.7%

Building/Grounds  
7.3%

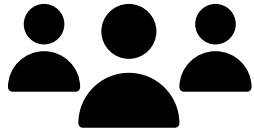
Material  
11%

Other  
3.4%



Salaries/Wages  
47.8%

# GERMANTOWN COMMUNITY LIBRARY 2020 PROGRAMMING STATISTICS



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



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

= 1,856



Live, Virtual

2,006

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

= 150



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

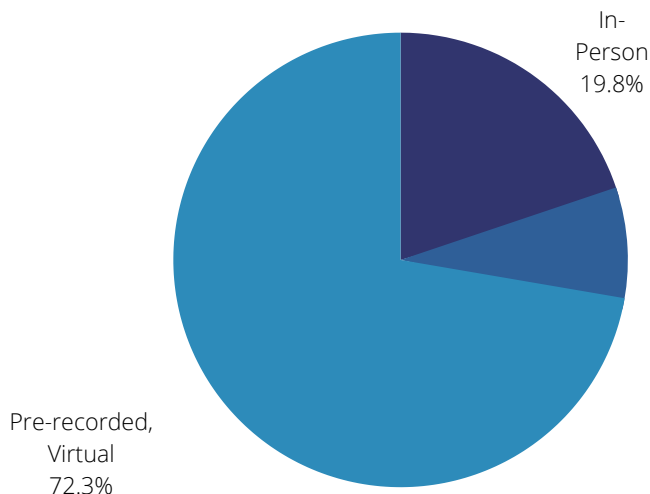
= 5,803



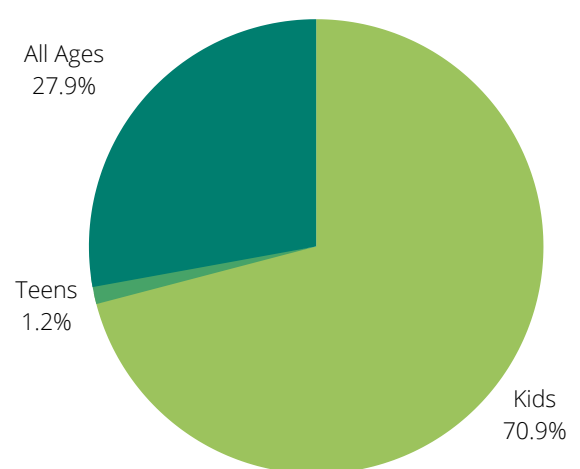
Pre-recorded, Virtual  
(Watch Anytime /  
Anywhere)

18,447

## BY DELIVERY METHOD

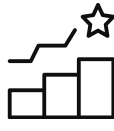


## BY TARGET AGE



# GERMANTOWN COMMUNITY LIBRARY 2020 SELF-DIRECTED ACTIVITIES

Challenges  
(In-Person &  
Virtual)

 **21,688**

## KIDS

Winter: 2,265  
At-Home: 28  
Summer: 10,164  
Fall: 1,073

**= 13,530**

## TEENS

Winter: 340  
At-Home: 12  
Summer: 945  
Fall: 132

**= 1,429**

## ALL AGES

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

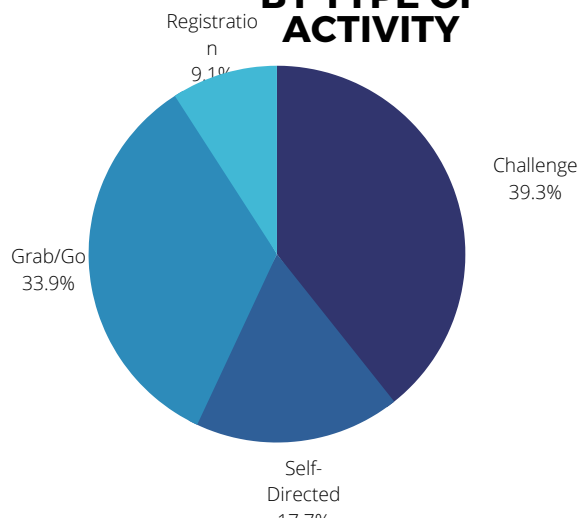
**= 1,310**

Total:  
**36,918**

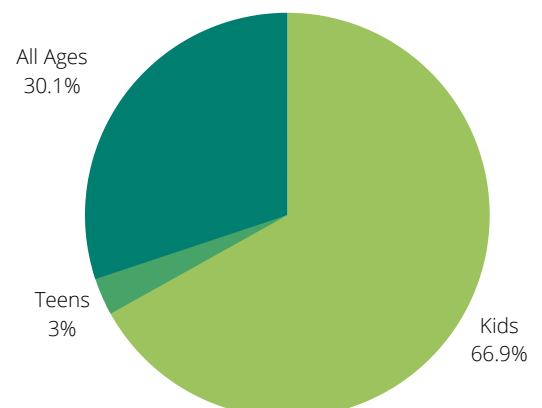
Total:  
**1,643**

Total:  
**16,619**

## BY TYPE OF ACTIVITY



## BY TARGET AGE





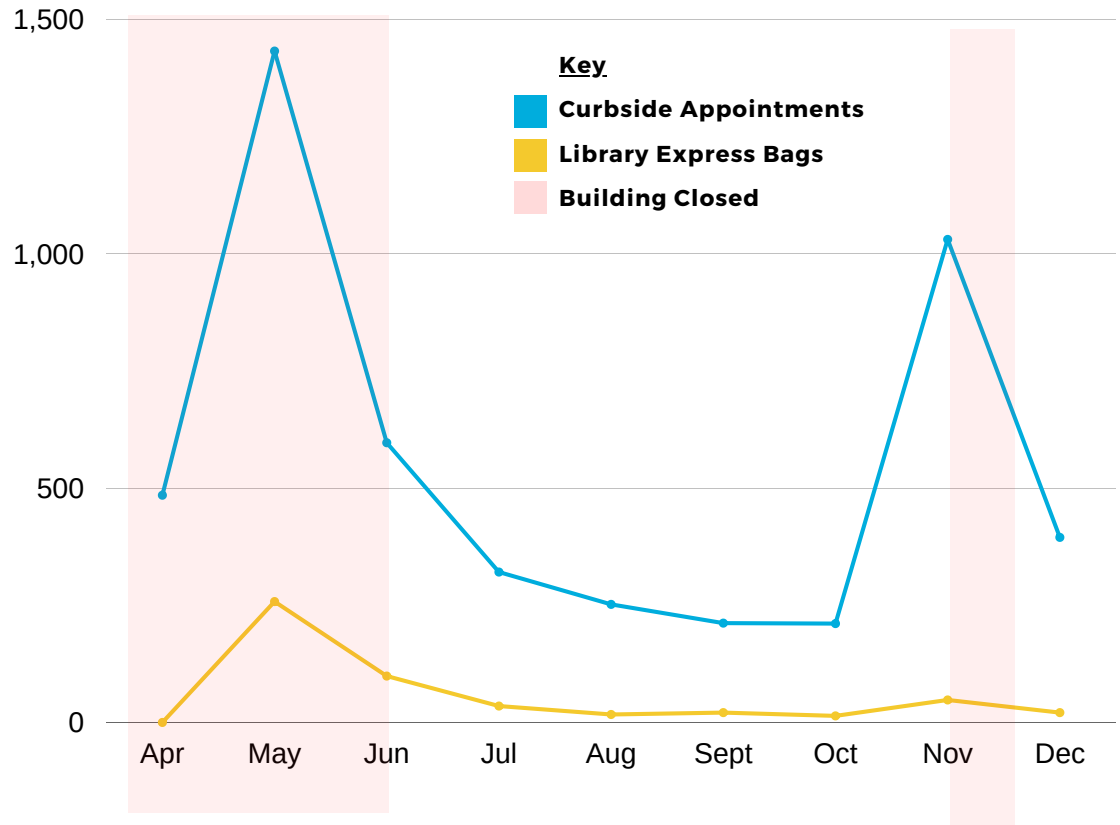
## GERMANTOWN COMMUNITY LIBRARY CURBSIDE PICKUP & EXPRESS BAGS

April - December 2020

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

Curbside Pickup  
Appointments:  
**5,000+**

Library Express  
Bag Requested  
**500+**

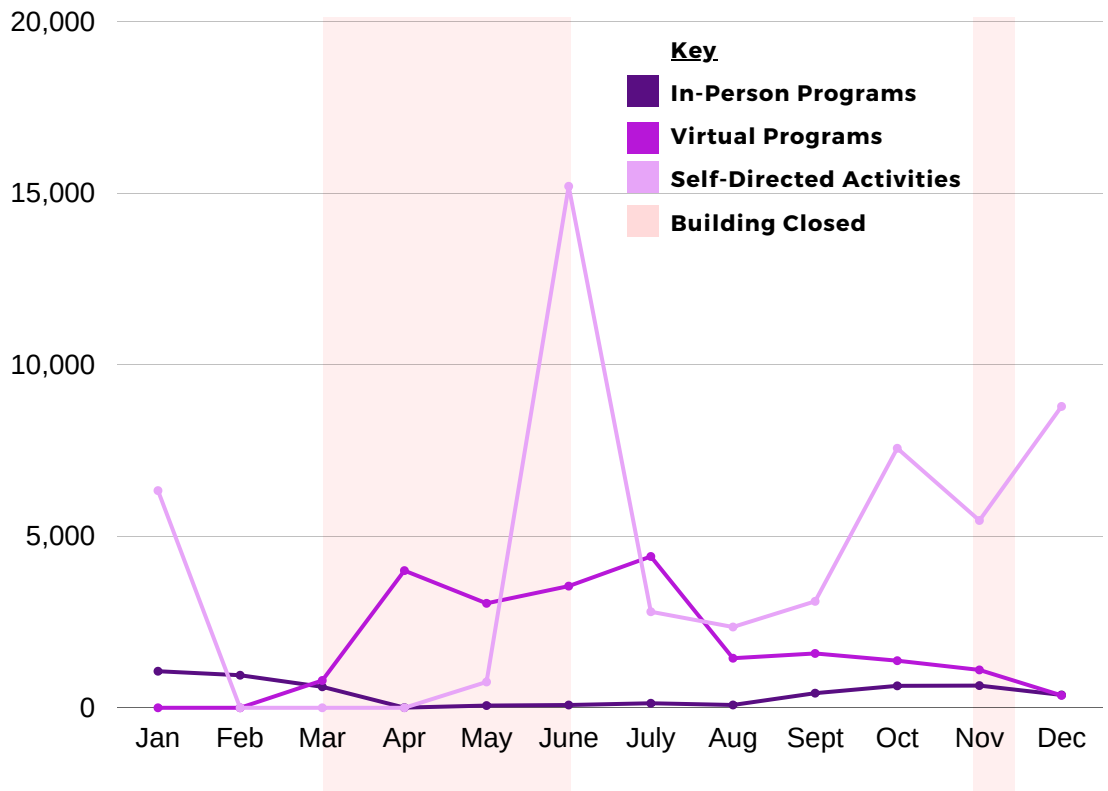


## GERMANTOWN COMMUNITY LIBRARY PROGRAM ATTENDANCE 2020

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

Virtual  
**18,447**  
(not counted in 2019)

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



FOR IMMEDIATE RELEASE

TUESDAY, MARCH 9, 2021

For more information, please contact Trisha Smith, Germantown Community Library Director at (262) 253-7760, ext. 2005 or [smithp@germantownlibrarywi.org](mailto:smithp@germantownlibrarywi.org)

#### GERMANTOWN COMMUNITY LIBRARY DIRECTOR PRESENTS 2020 ANNUAL REPORT

Germantown, WI – Almost a year after the building was first closed to COVID-19, Germantown Community Library Director Trisha Smith reflects on library services over the past year. The 2020 Annual Report was presented at the Village of Germantown Board meeting on Monday, March 1, 2021.

The year 2020 ended up being a very different year than planned. The year started out strong and continued to see increases in circulation of material, services and programs that were offered to the community. The library checked out over 49,000 digital items during the year – a 29% increase. While the library continues to see growth in digital resources, physical material still remains a vital service to the public.

After COVID-19 hit in mid-March, the physical library building stayed closed for several months and had to figure out how to serve the community during a pandemic. Throughout the year the Germantown Community Library staff worked to pivot programming, provide increased digital resources and provide information, services and materials to the community through a different approach.

“The library found new ways for residents to learn at home and stay connected to the library and to each other,” says Trisha Smith, Library Director. “Online programs that started last spring such as virtual storytime, online book discussion groups and an online Memory Café program are continuing into 2021. We have had so many patrons telling us that they use these programs to keep in touch with friends and family that they were not able to see in person.”

The library was one of the first at the end of April to provide patrons with Curbside Pickup of material – a service that was continued throughout the year and remains in effect today.

“When we opened in the spring, we quickly saw the need for more options to allow shorter visits to the library,” Smith says. “In 2020, we had over 5,500 Curbside Pickup appointments. After the physical building opened, we found that patrons really liked and appreciated the convenience of being able to request their items online and pick them up from the library with limited contact. The library also added services such as Library Express Bags and themed book and movie bundles for quick and easy browsing.”

The library also added limited contact programming options such as outdoor storywalks at local parks, an online Summer Reading Challenge and Grab & Go Kits.

“We have had nothing but positive responses from these programs,” says Smith. “We handed out over 23,000 Grab & Go kits for kids, teens and adults last year. While COVID-19 restrictions remain in place, instead of attending a family program, kids can pick up a STEAM Kit to complete at home. Over the past year, we have worked to expand our Grab & Go options to include options such as Preschool, Recipes, Movie Night and Craft Kits. While we are very much looking forward to being able to offer in-person programming again, we found that patrons really like the flexibility of these Grab & Go options that do not require participation at a specific date or time. Once we are able to offer more in-person programs, we will be working to balance traditional programs while continuing to offer these Grab & Go activities that are working well for the community.”

The 2020 Annual Report can be found on the Germantown Community Library website at <https://www.germantownlibrarywi.org/annual-report>

Do you have a comment or story to share about the library? Contact Trisha Smith at [smithp@germantownlibrarywi.org](mailto:smithp@germantownlibrarywi.org)

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#### PATRON COMMENTS:

"Thank you for coordinating all of the programs, constantly flexing for COVID and providing such an amazing value to our community. The library activities and books are the highlight of our week!"

“I wanted to thank you for offering both the adult and children’s to-go kits! These have been invaluable to our family during these crazy times. I sometimes Zoom with my neighbor as we do Art projects and my daughter gets so excited with each new kids art and recipe kits.”

“Thank you for coordinating all of the programs, constantly flexing for COVID and providing such an amazing value to our community. The library activities and books are the highlight of our week!"

-----

#### PHOTOS (attached):

2020 (1): DJ Smith (age 3) and Zachary Backes (age 3) watch Storytime Live at home.

2020 (2): Michelle Klowak enjoys an outdoor storywalk with her grandkids, Isabelle Smith (age 5) and DJ Smith (age 3) at Schoen Laufen Park in Germantown.

2020 (3): Participants attend an online Memory Café through the Library Memory Project for those with dementia and their caregivers.

2020 (4): Germantown Library announces new Curbside Pickup services in April 2020.



COURTESY OF JUSTIN BRANDT, WWW.REMPHOTOS.COM.  
 Mrs. Bella Gundrum (captain), Taylor Kemnitz, Kaitlyn  
 n. Holzhauser (captain), Kellie Peterson (captain),  
 mw: Mikayla Hoeft, Kennedy Wetor, Haley Senfleben,  
 nuter, Anna Kickbush; back row: Krista Rosine, Hazel  
 seer, Katie Scheunemann and Audrey Matthias,

## Varsity finishes season State Championships

Varsity earned a State Championship in this division, and the programs 14th overall State Championship. In the traditional All-Girl Large division, KML earned an outstanding 2nd place finish in this talented, competitive division. As throughout the season, KML earned the highest score of the day on the cheer/dance/choreography scoresheet — an outstanding 44.2 out of 45. The team was also the 5th highest scoring team of the day, regardless of division.

All the KML cheerleaders are thankful to their parents and supporters for the encouragement and prayers throughout the season. In this season of unknowns, the support and love shown truly helped this team continue to strive for excellence. They are also extremely thankful to our Lord and Savior for blessing all their endeavors. To God be the Glory.

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supplies Limited

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rom = 14 types of snack sausages



## Germantown library adjusts services in 2020

### Director provides report to Village Board

BY THOMAS J. MCKILLEN  
 MANAGING EDITOR

The Germantown Community Library had to adjust how it provides its services during 2020, Library Director Trisha Smith said during her annual library report to the Village Board on March 1.

The library was closed on March 13, 2020 in response to the COVID-19 pandemic. By April 22, curbside pickup became available. The library reopened on May 21 with limited services. On Nov. 1 it was closed for two weeks in response to COVID-19 cases.

During the year, there were approximately 238,000 physical items checked out, which Smith said is "a lot lower" than previous years.

"The trends that we're seeing are back to a couple of years ago," Smith said. Smith said that 49,385 digital items were checked out, a 29 percent increase from the previous year.

While the library was closed in spring, Smith said staff did records assistance via phone and increased use of online communications. Virtual story times and online book discussion groups were created during that time. There were 2,000 participants for virtual programs.

## Fire causes approximately \$35,000 in damage

A fire caused approximately \$35,000 to a business in Germantown on March 3.

According to information from the Germantown Fire Department, at approximately 2 p.m. March 3 firefighters responded to a report of a fire at Rheocast, N114 W19250 Clinton Drive. It was determined the fire was coming from ventilators on the roof.

grams.

Smith said that while curbside pickup was allowed by the state starting in April, she said Germantown continued curbside pickup throughout the year after it reopened. For the year, there were 5,500 curbside pickups.

Once the library reopened, Smith said patrons weren't looking to spend time in the library but wanted quick "grab and go" items. As a result, library express bags were added and themed book bundles were created. According to information from Smith, 23,000 grab and go kits were given out and there were more than 20,000 live or prerecorded views on virtual programs.

Smith said the summer reading program was changed to an online program. In September, the library went to fine free for youth and teen materials.

"That was one of those things that we had on the agenda for next few years but COVID really forced us to look at that a little bit sooner and make that happen," Smith said. She said families still have to pay for book damage or replacing a book.

Smith said one of the biggest challenges ahead will be balancing all the programming options. With COVID restrictions lessening, she said library will be exploring providing programming outside or in smaller capacities.

Approximately 25 employees evacuated from the business and it took 20 minutes to extinguish the fire. Fire Departments from Jackson, Mequon, Menomonee Falls and Slinger assisted in responding to the fire.

The cause of the fire remains under investigation.

- Compiled by Thomas J. McKillen,  
 Managing Editor

## St. Patrick's Day parade scheduled in Erin March 17

A St. Patrick's Day parade will be held in the town of Erin on March 17. Parade organizers announced plans to go ahead with this year's parade on the lakecountryfamilyfun.com website.

"We will be hosting the parade on

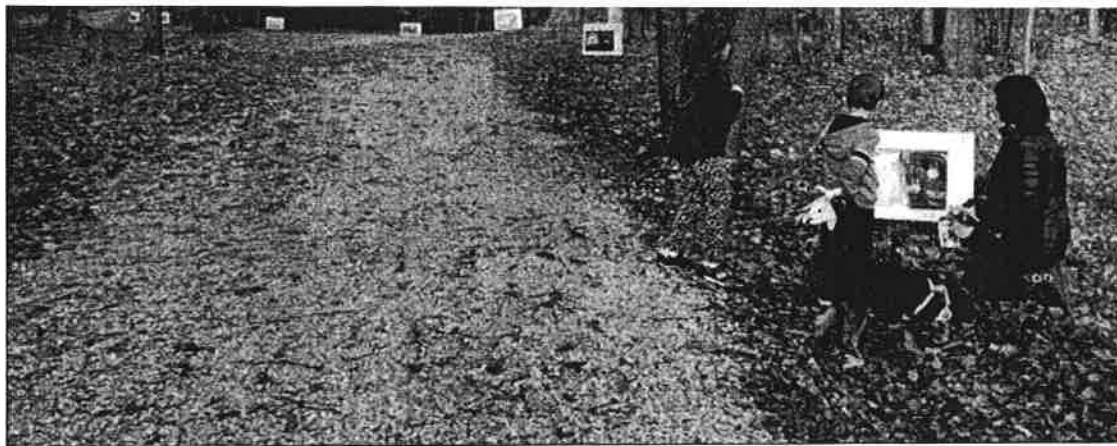
Wednesday, March 17th, 2021. Parade starts at 11 am," organizers said in a statement. "Our goal is to host the parade and do so safely. We will be extending the parade route a bit to encourage parade goers to spread out. Parade starts at the intersection of Hwy K and Loghouse Road and travels south, ending at Hwy 167. Parade goers are welcome to watch the parade from their vehicles. It is also encouraged to wear masks when around others."

A parade form entry was listed on the town of Erin website, with applications due by March 8.

Last year's parade was canceled due

INSURE CAREFULLY,  
 DREAM FEARLESSLY.

CALL (414) 302-1000 FOR A



Submitted photos

Michelle Klowak enjoys an outdoor storywalk with her grandchildren, Isabelle Smith, 5, and DJ Smith, 3, at Schoen Laufen Park in Germantown.

## GERMANTOWN COMMUNITY LIBRARY

# A year into a pandemic, staff reflect on changes made

By Daily News staff

### GERMANTOWN

Almost a year after the building was first closed to COVID-19, Germantown Community Library Director Trisha Smith reflects on library services and how they've adapted. The 2020 Annual Report was presented at the Germantown Village Board meeting on Monday, March 1.

Last year ended up being a very different year than planned. The year started out strong and continued to see increases in circulation of material, services and programs that were offered to the community. The library checked out over 49,000 digital items during the year — a 29% increase. While the library continues to see growth in digital resources, physical material still remains a vital service to the public.

After COVID-19 hit in mid-March, the physical library building stayed closed for several months and had to figure out how to serve the community during a pandemic. Throughout the year, the Germantown Community Library staff worked to pivot programming, provide increased digital resources and provide information, services and materials to the community through a different approach.

"The library found new ways for residents to learn at home and stay connected



DJ Smith, 3, and Zachary Backes, 3, watch Storytime Live at home.

to the library and to each other," said Smith. "Online programs that started last spring such as virtual storytime, online book discussion groups and an online Memory Café program are continuing into 2021. We have had so many patrons telling us that they use these programs to keep in touch with friends and family that they were not able to see in person."

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which was continued throughout the year and remains in effect today.

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## CORONAVIRUS PANDEMIC

tact. The library also added services such as Library Express Bags and themed book and movie bundles for quick and easy browsing."

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The 2020 Annual Report can be found on the Germantown Community Library website at <https://www.germantownlibrary-wi.org/annual-report>.

Stroebel, praised the Asst. Committee on Can Elections for holding regarding Green Bay's 2020 election, as he is working leagues on addresses some concerns raised.

"I applaud (Janel) Brandt for a public hearing the City of Green Bay's handling of the 2020 election. It is deeply disturbing that out-of-state special interests sought to insert themselves into our election and ran over a municipality was doing the Stroebel said. 'emails and n depict an appearance of overtly partial attempts municipal clerks and were put in place the law and administer an

Republican V makers' called Green Bay's mayor to resign report on a website alleging authority for election to a pa

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Vinton Cons  
pany has pre

# DRAFT APRIL KIT PICK - UP SCHEDULE (FOR KIDS)

| MONDAY                                                                              | TUESDAY              | WEDNESDAY                                              | THURSDAY                                  | FRIDAY                                                        | SATURDAY |
|-------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|----------|
|                                                                                     |                      |                                                        | 1<br>Kid Craft:<br>Pop-Up Chicks          | 2<br><b>Storytime Live</b><br>Recipe Club:<br>Easter Snacks   | 3        |
| 5                                                                                   | 6                    | 7                                                      | 8                                         | 9<br><b>Storytime Live</b>                                    | 10       |
| <b>STEM Club: Weaving Bookmarks (registration required)</b> →                       |                      |                                                        |                                           |                                                               |          |
| Activity Bags<br><i>Sponsored by<br/>Backes Family</i>                              | Preschool Kits       | Movie Night Kit:<br>Baseball                           | Kid Craft:<br>Sand Art                    | Recipe Club:<br>Ants on a Log                                 |          |
| 12<br>Kid Craft:<br>Painted Piggy Banks<br><i>Sponsored by North<br/>Shore Bank</i> | 13<br>Preschool Kits | 14<br>Movie Night Kit:<br>Waffles & Mochi<br>(TV Show) | 15<br>Kid Craft:<br>Spring<br>Suncatchers | 16<br><b>Storytime Live</b><br>Recipe Club:<br>Sheep Grahams  | 17       |
| 19                                                                                  | 20                   | 21                                                     | 22                                        | 23<br><b>Storytime Live</b>                                   | 24       |
| <b>STEAM Club: Stuffed Animal Workshop (registration required)</b> →                |                      |                                                        |                                           |                                                               |          |
| Kid Craft:<br>Flower Scratch Offs                                                   | Preschool Kits       | Movie Night Kit:<br>Earth Day                          | Kid Craft:<br>Flower Pots                 | Recipe Club:<br>Dirt Cake Cups                                |          |
| 26                                                                                  | 27<br>Preschool Kits | 28<br>Movie Night Kit:<br>Marvel                       | 29<br>Kid Craft:<br>Sticker Sheets        | 30<br><b>Storytime Live</b><br>Recipe Club:<br>DIY Drink Cups |          |

# APRIL KIT PICK - UP SCHEDULE (FOR TEENS / ADULTS)

| MONDAY                                                                  | TUESDAY | WEDNESDAY                               | THURSDAY                                           | FRIDAY                                | SATURDAY |
|-------------------------------------------------------------------------|---------|-----------------------------------------|----------------------------------------------------|---------------------------------------|----------|
|                                                                         |         |                                         | 1<br>Teen/Adult Craft:<br>Recipe Holder<br>Flowers | 2<br>Recipe Club:<br>Ramen Noodles    | 3        |
| 5                                                                       | 6       | 7<br>Movie Night Kit:<br>Baseball       | 8<br>Teen/Adult Craft:<br>Spring Fuse Beads        | 9<br>Recipe Club:<br>Hot Beverages    | 10       |
| 12                                                                      | 13      | 14                                      | 15                                                 | 16                                    | 17       |
| <b>Make It Craft: Canning Jar Terrarium (registration required)</b> →   |         |                                         |                                                    |                                       |          |
| Teen/Adult Craft:<br>Spring Cards                                       |         | Movie Night Kit:<br>Night at the Oscars | Teen/Adult Craft:<br>Spring Suncatchers            | Recipe Club:<br>Sun Tea               |          |
| 19                                                                      | 20      | 21<br>Movie Night Kit:<br>Planet Earth  | 22<br>Teen/Adult Craft:<br>DIY Planters            | 23<br>Recipe Club:<br>English Muffins | 24       |
| 26                                                                      | 27      | 28                                      | 29                                                 | 30                                    |          |
| <b>Make It Craft: Terra Cotta Pot Holders (registration required)</b> → |         |                                         |                                                    |                                       |          |
|                                                                         |         | Movie Night Kit:<br>Marvel              | Teen/Adult Craft:<br>x x x                         | Teen/Adult Kit:<br>Water Bottles      |          |



# GERMANTOWN COMMUNITY LIBRARY PROGRAMS - SUMMER 2021

N112 W16957 Mequon Rd - Germantown WI - (262) 253-7760 - [www.germantownlibrarywi.org](http://www.germantownlibrarywi.org)

Temporary Library Hours: Mon-Thurs 10am - 7pm / Fri 10am - 5pm / Sat 10am - 3pm

View our program calendar & register: <https://germantownlibrarywi.libcal.com/calendar?cid=11430>

## Checkout Options:



Visit the Library Building to **Browse** Shelves, **Pick Up** Holds & **Checkout** Material

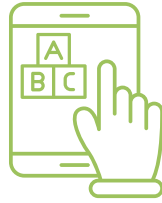


Place Holds Online & Schedule a Contactless **Curbside Pickup** Appointment



Request a **Library Express Bag** With Items Picked Just For You By Library Staff

## Online Programs:



**Storytime Live**  
(on Facebook - also recorded)

Fri @ 10:30am  
Jun 11 - Aug 20

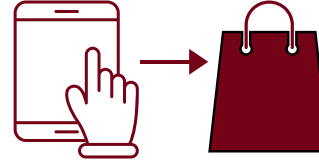


**Online Book Groups**  
(on Zoom)

Mystery/Thriller Book Group  
4th Thurs @ 9:30am

Wednesday Book Group  
1st Wed @ 6pm

## Registration / Grab & Go Kits:



### Registration Kits

Register online or by phone & pickup at the Welcome Desk in the Lobby

- STEAM Club (ages 5-11)
- Make It Kits (teens/adults)

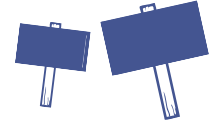


### Grab & Go Kits

Available in the Lobby During Regular Library Hours (all ages) (first-come-first-serve)

- Tues: Preschool / Teen Kits
- Thurs: Craft Kits
- Sat: Recipe / Movie Kits

## In-Person Programs



### Book Walks

Jun 14 - 26

Wiedenbach Park (Germantown)

July 12 - 24

Hickory Park (Jackson)

Aug 2 - 14

Fireman's Park (Germantown)



### Summer Performers

Thurs @ 10:30am & 1:30pm  
Performing Arts Pavilion  
(Fireman's Park)

Jun 24

Robin's Dog Stars

July 8

Spoon Man

Aug 12

Gypsy Geoff

## SUMMER READING PROGRAM (ONLINE THROUGH BEANSTACK): JUN 7 - AUG 21

# Germantown Community Library: COVID-19 Plan



Material



Staff Help



Computer



Programs



Distancing



Occupancy



Time Limit



Hours



Health



Returned Material



Fines

PHASE

1

|               |                         |                       |                 |                        |                                    |                        |                        |                        |                        |                                |
|---------------|-------------------------|-----------------------|-----------------|------------------------|------------------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------------|
| Not Available | Limited Digital Support | Limited Outdoor Wi-Fi | Limited Virtual | Building Not Available | Building Not Available<br>No Staff | Building Not Available | Building Not Available | Building Not Available | Building Not Available | Extended Due Dates<br>No Fines |
|---------------|-------------------------|-----------------------|-----------------|------------------------|------------------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------------|

PHASE

2

|               |                                  |               |         |                        |                                         |                        |                        |                                 |                                |                                |
|---------------|----------------------------------|---------------|---------|------------------------|-----------------------------------------|------------------------|------------------------|---------------------------------|--------------------------------|--------------------------------|
| Not Available | Digital Support<br>Phone Support | Outdoor Wi-Fi | Virtual | Building Not Available | Building Not Available<br>Limited Staff | Building Not Available | Building Not Available | Extra Cleaning<br>Staff = Masks | Item Quarantine<br>(24-72 hrs) | Extended Due Dates<br>No Fines |
|---------------|----------------------------------|---------------|---------|------------------------|-----------------------------------------|------------------------|------------------------|---------------------------------|--------------------------------|--------------------------------|

PHASE

3

|                                 |                                  |               |                           |                        |                                      |                        |                        |                                 |                                |                                |
|---------------------------------|----------------------------------|---------------|---------------------------|------------------------|--------------------------------------|------------------------|------------------------|---------------------------------|--------------------------------|--------------------------------|
| Curbside Pickup<br>Express Bags | Digital Support<br>Phone Support | Outdoor Wi-Fi | Virtual<br>Grab & Go Kits | Building Not Available | Building Not Available<br>Full Staff | Building Not Available | Building Not Available | Extra Cleaning<br>Staff = Masks | Item Quarantine<br>(24-72 hrs) | Extended Due Dates<br>No Fines |
|---------------------------------|----------------------------------|---------------|---------------------------|------------------------|--------------------------------------|------------------------|------------------------|---------------------------------|--------------------------------|--------------------------------|

PHASE

4

|                  |                                           |                                        |                           |                                             |                                            |                                             |                                                   |                                                                   |                                |          |
|------------------|-------------------------------------------|----------------------------------------|---------------------------|---------------------------------------------|--------------------------------------------|---------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------|--------------------------------|----------|
| Return to Normal | Return to Normal with Limited Interaction | Wi-Fi<br>Limited Computers<br>Printing | Virtual<br>Grab & Go Kits | Signage<br>Place Markers<br>Limited Seating | Limited People<br>(25% = 43)<br>Full Staff | Limited Time<br>Recommended<br>(1 hour/day) | Limited Hours<br>M-Th: 10-7<br>F: 10-5<br>S: 10-3 | Extra Cleaning<br>Staff = Masks<br>Patrons = Masks<br>Recommended | Item Quarantine<br>(24-72 hrs) | No Fines |
|------------------|-------------------------------------------|----------------------------------------|---------------------------|---------------------------------------------|--------------------------------------------|---------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------|--------------------------------|----------|

PHASE

5

|                  |                  |                                        |                                                |                                             |                                            |                  |                  |                                                                   |                                |                                  |
|------------------|------------------|----------------------------------------|------------------------------------------------|---------------------------------------------|--------------------------------------------|------------------|------------------|-------------------------------------------------------------------|--------------------------------|----------------------------------|
| Return to Normal | Return to Normal | Wi-Fi<br>Limited Computers<br>Printing | Virtual<br>Grab & Go Kits<br>Limited In-person | Signage<br>Place Markers<br>Limited Seating | Limited People<br>(50% = 86)<br>Full Staff | Return to Normal | Return to Normal | Extra Cleaning<br>Staff = Masks<br>Patrons = Masks<br>Recommended | Item Quarantine<br>(24-48 hrs) | No Fines /<br>7 day grace period |
|------------------|------------------|----------------------------------------|------------------------------------------------|---------------------------------------------|--------------------------------------------|------------------|------------------|-------------------------------------------------------------------|--------------------------------|----------------------------------|

PHASE

6

|                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Return to Normal | Return to Normal | Return to Normal | Return to Normal | Return to Normal | Return to Normal | Return to Normal | Return to Normal | Return to Normal | Return to Normal | Return to Normal |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|

GERMANTOWN  
COMMUNITY LIBRARY



Learn. Share. Grow.

## COLOR KEY

- No Service or Limited Services / Very High Impact on Public Access
- Very Limited Service / High Impact on Public Access
- Limited Service / Low to Medium Impact on on Public Access
- Services Return to Normal / Very Low or No Impact on Public Access
- Current Level of Service

## PHASE EXPLANATION

- 1.) Library Services Suspended
- 2.) Physical Building Closed
- 3.) Curbside Pickup Service Available
- 4.) Reopening Physical Building for Essential Services
- 5.) Reopening Physical Building for Majority of Services
- 6.) Return to Normal Services (with possible modifications)

Updated: 3/19/21

LIBRARY COUNTY REVENUE - UNEXPENDED 2020

|                              | Received      | Budget  |        |
|------------------------------|---------------|---------|--------|
| 2020 Revenue                 | 319,093       | 265,000 | 54,093 |
| 2019 General Fund Carry Over | <u>16,533</u> |         |        |
|                              | 335,626       | 265,000 |        |

|                 | Expenditures                    | Year End  |
|-----------------|---------------------------------|-----------|
| 10-551-510-1150 | Salaries - County System        | \$126,006 |
| 10-551-520-2110 | Social Security - County System | \$10,647  |
| 10-551-520-2210 | State Retirement - County       | \$11,503  |
| 10-551-520-2510 | Life Insurance                  | \$330     |
| 10-551-530-3150 | General Exp County              | \$28,607  |
| 10-551-530-3410 | Postage County                  | \$0       |
| 10-551-530-3610 | Books - County System           | \$24,908  |
| 10-551-530-3625 | Book Processing                 | \$5,352   |
| 10-551-530-3635 | Periodicals                     | \$1,449   |
| 10-551-530-3645 | Audio Visual                    | \$15,899  |
| 10-551-530-3665 | Computer Service County         | \$18,303  |
| 10-551-530-3821 | Program Supplies & Exp          | \$39,541  |
| 10-551-530-3950 | Other Supplies - Co             | \$0       |
| 10-551-530-5410 | Equipment Mnt                   | \$16,168  |
| 10-551-530-7250 | Telephone                       | \$3,056   |
| 10-551-530-7710 | Training County                 | \$625     |
|                 |                                 | <hr/>     |
|                 |                                 | \$302,394 |

**\$33,232**

**To: Trisha Smith, Library Director, Germantown Community Library  
3/19/2021**

Germantown Community Library - County Unexpended Funds Library Board

Allocation - Budget Amendment 2020 funds to 2021