

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, April 28, 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: March 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. 2020 County Carryover Funds
- IX. **NEW BUSINESS:**
 - A. Library Aide Temporary Part-Time Position
 - B. Return to Regular Library Hours Effective May 3, 2021
 - C. Library Closing Policy
 - D. Village of Germantown Electronic Message Sign
- X. **ADJOURNMENT:**

Forthcoming meeting: May 26, 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

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

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

MOTION (Brady, Vosen): Approve the minutes of the February 24, 2020 meeting with the correction of approving the January minutes to include as 'as corrected' and not 'as printed'. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 22, 2021: Board Checking Account - \$3,693.72; Board Savings Account - \$5,058.24; GCL Building Account - \$17,551.98 [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. Brady questioned if it should be considered to move some of the \$12,000+ funds from the GCL Building Account to a fifth Building Fund CD. Vosen will pull information for Board review at the May meeting. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Kerpan): Approve the schedule of operating vouchers and credit card transactions for March and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; President Nelson, aye. Motion carried (5-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for March were reviewed. Several questions were raised regarding balances of the Investment Accounts. Smith will review with the Village and report back at the next meeting.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed thank you letters to Lucia and Darrell Martinez for a \$100 Leaf donation and to Mary Kugel for a \$500 donation.

VILLAGE. Pieper. The Village hired Matthew Uselding as the Village of Germantown Budget Manager starting 3/22/21. This is a new position that will focus on finance and the annual budget. Meetings continue for the 2050 Village Planning process. Smith provided a copy of the library ad placed in the Park and Rec Brochure which is going out to the community next week. Planning continues for the Village Electronic Messaging Board sign.

COUNTY. Vosen and Smith. Washington County directors continue to meet monthly. Washington County libraries are confirmed for the 2021 Washington County Fair. Monarch Library System will pay \$400 toward the \$590 booth fee. 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 March 11, 2021 virtually. Discussions included last borrower patron data and records for digital material in the Monarch Catalog. Kimberly Young's last day will be April 9, 2021. The Monarch System Board approved a search committee to start the search for a new director. Work continues with the Polaris 6.7 upgrade, the new MonarchToGo app, the system website redesign and the Monarch Strategic Plan. Heartland Business Systems provided a presentation on March 17 regarding multi-factor authentication and information security at the system and library levels.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. February circulation statistics were provided. There was a -9.3% decrease in overall physical + electronic circulation in February. This included a -13.2% decrease in physical circulation and a 20.3% increase in digital circulations. February 2020 was the last full month the library was open prior to the COVID-19 closure. Hoopla circulation continues to increase with a total of 182 checkouts in February. Smith presented the Library 2020 Annual Report to the Village of Germantown Board on March 1. Press releases followed in the Germantown/Menomonee Falls Express News and the Washington County Daily News. Shannon Schultz at the Wisconsin Department of Public Instruction is reviewing questions from Monarch directors regarding how libraries provide service to non-reciprocal Milwaukee residents. The library received an adjacent county ACT 420 reimbursement check of \$3,773 from Waukesha County. Smith received donations of supplies for the Grab & Go Kits from the Menomonee Falls Preschool Co-op (\$50-100), Bethlehem Lutheran School & Child Care (\$60), and from the Backes Family (\$50-100). Smith noted that many businesses are interested in sponsoring Grab & Go kits. Total kits given out in February was 4,999. Winter/Spring programming includes Storytime Live, Online Book Groups, Registration Kits, Grab & Go Kits, and Book Walks. The Winter Reading Program participants, read a total of 236,094 minutes. Summer programming will include performers at Fireman's Park in addition to activities in community events such as Maifest, 4th of July and A Taste of Germantown. COVID updates include DPW sanitizing the building every Friday morning with ProKure V. All library staff 18 and over were offered the COVID-19 vaccine. Most staff will have completed their 2nd dose by April 10. As the general public begins to receive vaccines, the library is reviewing currently limited services and planning what restrictions can begin to be lifted. Changes will occur monthly beginning in May. The library continues to follow the CDC, federal, state, county, county health and village guidelines. Smith and Lloyd met with the Village Finance to review policies on staff benefits and time off to ensure the library is tracking benefits accurately. Adult Services coordinated hosting a 14-panel traveling exhibit from the Max Kade Institute called "Neighbors Past and Present: The Wisconsin German Experience" during the month of March. Library display cases also displayed information from local groups. Youth Services hosted a local visitor during Virtual Storytime for Women's Construction month. Three new computers were installed to replace one public and two staff computers as part of the library computer replacement 5-year strategic plan and budget. Staff are participating in testing of the new MonarchToGo app. The library website (along with 20 other Monarch libraries) was down from March 16-19 due to vendor problems. The Assistant Director has started working with Monarch System Staff and other libraries to investigate alternative services for improved service and reliability. Carpets were cleaned March 5 & 6.

UNFINISHED BUSINESS

None

NEW BUSINESS

2020 COUNTY CARRYOVER FUNDS – Deferred to April 2021 meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 28, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:53 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

DRAFT

Director's Report: April 2021

STATE OF WISCONSIN

- The Wisconsin Department of Public Instruction, Division for Libraries & Technology updated the Wisconsin Public Libraries Addendum to Reopening: Return to Full Service on April 6, 2021. These is a "best practice" guide and is not required. It is being reviewed as the library begins to updated limited service areas and COVID-19 restrictions. The guide can be found at:
<https://docs.google.com/document/d/1WG0EwVSGLQnHLMFSBkt0wrRDp1bL5zG0UMoTUKSadEo/edit#heading=h.equfknrzhnfp>

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, April 8 (virtual). Discussions included the looking into options for the websites managed by Monarch. The new Monarch App will go live Monday, May 3.
- Shannon Shultz, Wisconsin Department of Public Instruction was on the meeting to discuss how libraries in Wisconsin issues cards to Milwaukee residents. This is found in Chapter 43.17.10. Libraries in adjacent counties are not required to issue library cards for residents in Milwaukee County, but they may choose to do so if they wish. Shannon recommended that the system continue discussions on this and develop best practices. This is found in Chapter 43.17.10.
 - **(10) BORROWERS' CARDS.** Except as provided in sub. [\(11\)](#), all public libraries in a public library system shall honor the valid borrowers' cards of a public library in an adjacent public library system, other than the Milwaukee County Federated Library System. The requirement under this subsection does not apply to the Milwaukee County Federated Library System.
- The last day for the Monarch Library System Director, Kimberly Young, was April 9. The Monarch Board has hired John Keister & Associates LLC for an Executive Search. A website has been created at:
<http://www.johnkeister.com/monarch/>

WASHINGTON COUNTY LIBRARIES

- The Washington County Library Board meet on Thursday, April 15.

VILLAGE OF GERMANTOWN

- Planning for the Electronic Messaging Board (EMC) sign continues.
- The debt retirement for the library building was paid off last month. Discussions have started regarding the library impact fees with the Village Administrator.

DONATIONS/DEPOSITS

- None

STATISTICS

- Circulation (large increases due to COVID-19 closures in March - May 2020)
 - Physical: 24,597 (60.3% from 2020 / -7.7% from 2019)
 - Digital: 4,102 (22% from 2020 / 41.7% from 2019)
 - Total: 29,240 (52.7% from 2020 / -2.3% from 2019)
 - Hoopla Checkouts: 211 (\$449.60)

SUMMER 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). Additional in-person options will be advertising in-house. The May-August brochure will go out at the end of the month. Additional advertising went out in Express News, Easter Coloring Book, and Germantown & Jackson Park/Rec brochures.
- March Grab & Go / Registration Kits:
 - Kids: 2,543 (Mar) / 8,886 YTD
 - Teens/Adults: 1,450 (Mar) / 4,040 YTD

COVID RELATED UPDATES & SERVICES

- The Village of Germantown extended the mask mandate for Village staff and the public in Village buildings through June 4. Wording was adjusted on print signage and the website.
- The 2nd dose of the COVID-19 vaccine was completed by all staff over 18 that chose to do so by mid-April.
- Quarantine was eliminated on returned material at the Germantown Community Library on Monday, April 19 based on Wisconsin Department of Public Instruction, Division for Libraries & Technology guidelines. Quarantine was also eliminated from the Monarch Library System for material transported through van delivery.
- The library is looking at removing various COVID limitations in the next month (see attached document):
 - May 3: Open children's bathroom and water fountains / Resume regular hours
 - May 17: Additional exit eliminated / Grab & Go Kits moved
 - June 4: Large Study Room available / Magazine Swap and Coffee Station available
 - Other items added as needed
- The library is looking at adding limited in-person programming this summer in addition to our advertised virtual, Grab & Go and performance options in the park. Some options include outdoor storytime, book groups and local presenters. Program will be socially distanced, require registration and will be limited to 10-20 people.

DEPARTMENT UPDATES

- Management & General Staff
 - Work continues on the library shared drive.
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
 - A paper survey was created for the Make It Kits for teens & adults with around 12 surveys returned. Survey was extended to include STEAM Kids for youth and Grab & Go kits and advertised online through April 30. We currently have 700+ responses.
 - Planning started for virtual summer reading program for all ages through Beanstack. It will incorporate a physical Badge Book and coupons for kids and raffle prizes for all ages. There will also be an option to register on a computer in the library.
 - Grab & Go activities and financial information were handed out on Saturday, April 10 – Saturday, April 17 for Money Smart Week. A variety of virtual seminars were available through UW-Madison Extension.
 - New Video Game Collection is now available for the public near the audiobook collection.
- Circulation (Diane Long & Connie Lloyd)
 - Library SWAG was given out to celebrate the end of National Library Week from Saturday, April 10 – Saturday April 17. Patrons that checked out 5 items or more were able to pick from a

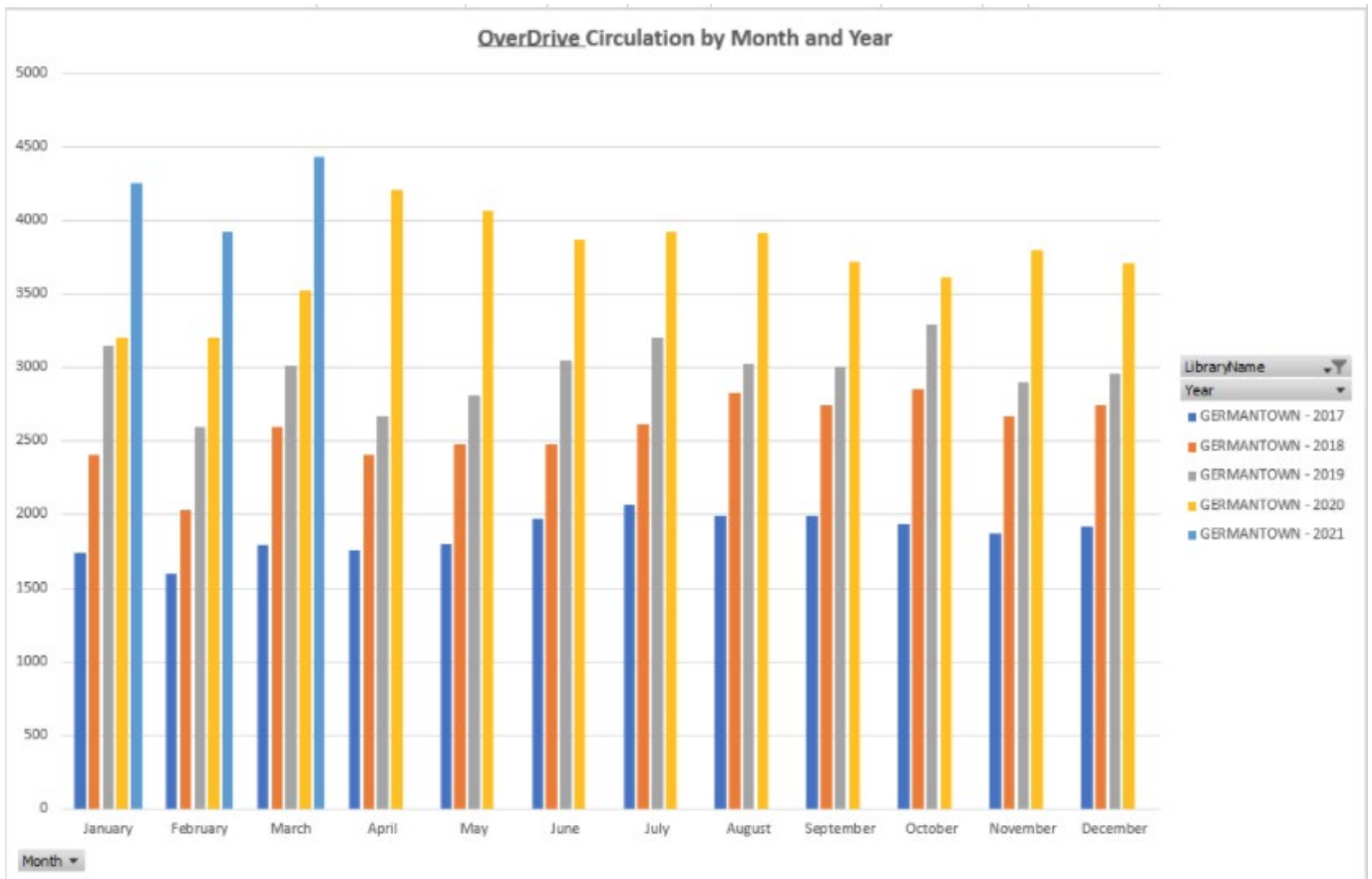
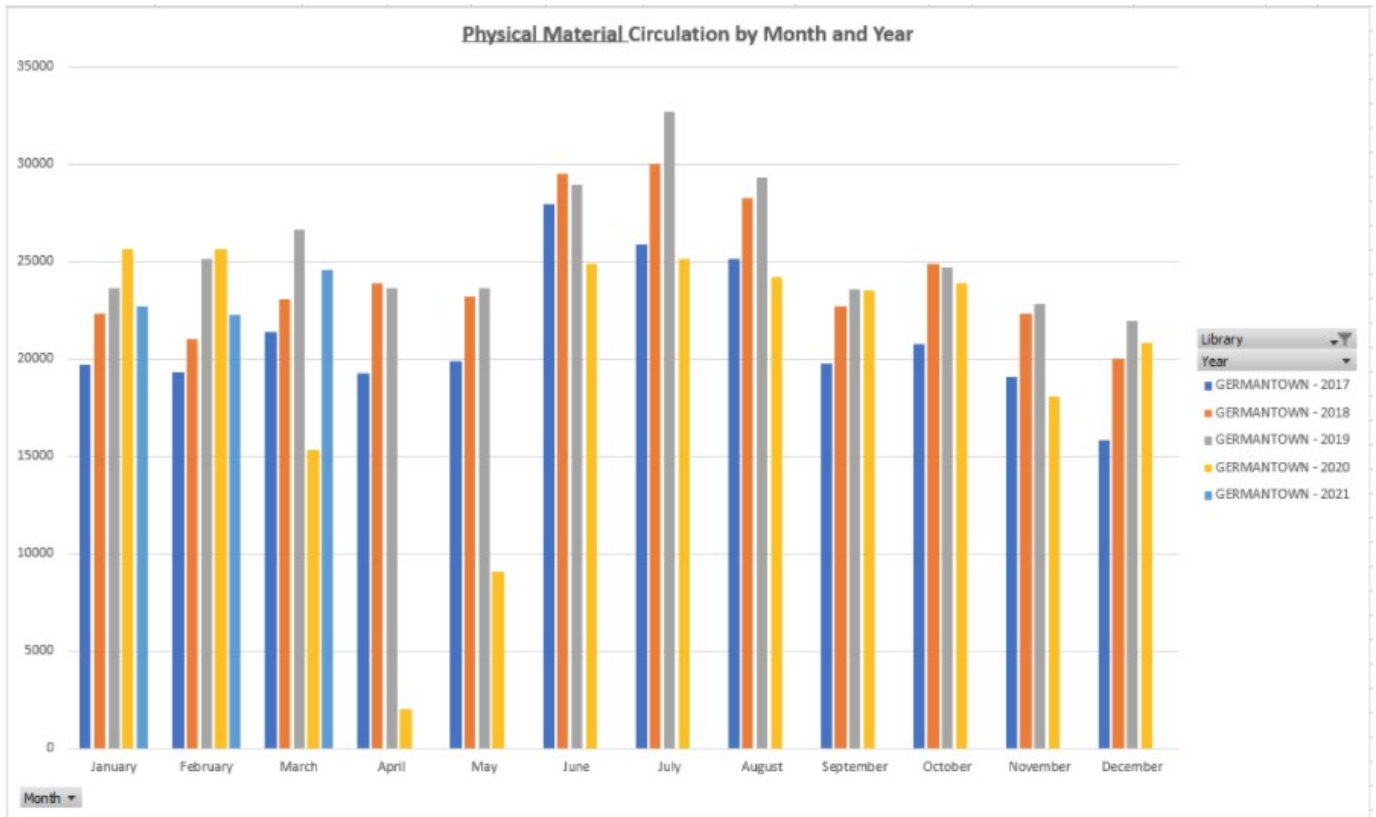
variety of items such as water bottles, tote bags, notebooks and crafts. Over 500 items were handed out.

- Quarantine was eliminated on April 19. Staff have been working to adjust procedures for checking in material.
- The grace period for returned items was changed from 7 days to 3 days. The library is evaluating keeping a 1 day grace period for all items.
- Tech Services (Connie Lloyd)
- Technology/Statistics (Connie Lloyd)
 - Testing continues on the new Monarch2Go app that will be launched on May 3. Staff will have access to the app and training beginning on April 22.
- Building Management & Grounds (Connie Lloyd)
 - Discussion continues on COVID changes. Items evaluated includes furniture placement, exit, children's bathroom, water fountains, magazine table, coffee station, storage and opening up additional public areas.
 - Research began on new water bottle filling unit to replace one water fountain.
 - Rain barrels were on display in the lobby from the High School.
 - Friends of the Library Pop-Up book sales are going extremely well with different monthly themes.

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

- April 1 – Washington County Directors
- April 5 - Village Board
- April 7 – Village Budget Manager
- April 8 – Monarch Director's
- April 10 – Friends of the Library
- April 14 – Village Departments
- April 15 – Washington County Library Board
- April 19 - Village Board
- April 21 – Village Support Services Manager & Budget Manager
- April 28 - Kiwanis
- April 28 – Village Administrator
- April 28 – Library Board

Germantown Community Library
YTD Multi-year Circulation Statistics Comparison
As of March 31, 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	24597
Village of Germantown circulation	16172
Washington county libraried circ minus local municipality	417

Circulation to libraried and non-libraried patrons by Monarch county

Dodge county libraried circ	4
Dodge county non-libraried circ	64
Washington county libraried circ	16589
Washington county non-libraried circ	6644
Ozaukee county libraried circ	592
Ozaukee county non-libraried circ	36
Sheboygan county libraried circ	1
Sheboygan county non-libraried circ	24
Total:	23954

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

In-System libraried circ	597
In-System non-libraried circ	124
Total:	721

Adjacent county circulation (includes Milwaukee and Waukesha counties)

Adjacent county libraried circ	534
Adjacent county non-libraried circ	64
Total:	598

Other Wisconsin county circulations (includes all counties not listed above)	45
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Non-Wisconsin circulations	0
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Non-Libraried cross-county circulations

Dodge	64
Fond du Lac	30
Ozaukee	36
Sheboygan	24
Waukesha	34

Milwaukee	0 All Milw is c
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Non-System Libraried cross-county circulations

Fond du Lac	0
Milwaukee	201
Waukesha	333

Germantown Community Library: COVID-19 Plan



Material



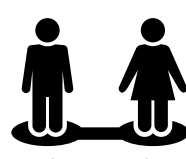
Staff Help



Computers



Programs



Distancing



Occupancy



Time Limit



Hours



Health



Returned Material



Fines

PHASE	Material	Staff Help	Computers	Programs	Distancing	Occupancy	Time Limit	Hours	Health	Returned Material	Fines
1	Not Available	Limited Digital Support	Limited Outdoor Wi-Fi	Limited Virtual	Building Not Available	Building Not Available No Staff	Building Not Available	Building Not Available	Building Not Available	Building Not Available	Extended Due Dates No Fines
2	Not Available	Digital Support Phone Support	Outdoor Wi-Fi	Virtual	Building Not Available	Building Not Available Limited Staff	Building Not Available	Building Not Available	Extra Cleaning Staff = Masks	Item Quarantine (24-72 hrs)	Extended Due Dates No Fines
3	Curbside Pickup Express Bags	Digital Support Phone Support	Outdoor Wi-Fi	Virtual Grab & Go Kits	Building Not Available	Building Not Available Full Staff	Building Not Available	Building Not Available	Extra Cleaning Staff = Masks	Item Quarantine (24-72 hrs)	Extended Due Dates No Fines
4	Return to Normal	Return to Normal with Limited Interaction	Wi-Fi Limited Computers Printing	Virtual Grab & Go Kits	Signage Place Markers Limited Seating	Limited People (25% = 43) Full Staff	Limited Time Recommended (1 hour/day)	Limited Hours M-Th: 10-7 F: 10-5 S: 10-3	Extra Cleaning Staff = Masks Patrons = Masks Recommended	Item Quarantine (24-72 hrs)	No Fines
5	Return to Normal	Return to Normal	Wi-Fi Limited Computers Printing	Virtual Grab & Go Kits Limited In-person	Signage Place Markers Limited Seating	Limited People (25-50%) Full Staff	Return to Normal	Return to Normal	Extra Cleaning Staff = Masks Patrons = Masks Required	Item Quarantine (24-48 hrs)	No Fines / 7 day grace period
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

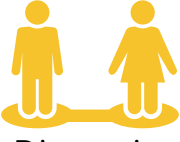
- No Service or Limited Services / Very High Impact on Public Access
- Very Limited Service / High Impact on Public Access
- Limited Service / Low to Medium Impact on on Public Access
- Services Return to Normal / Very Low or No Impact on Public Access
- Current Level of Service

PHASE EXPLANATION

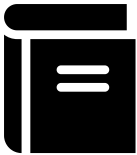
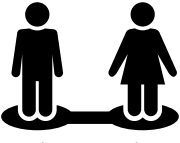
- Library Services Suspended
- Physical Building Closed
- Curbside Pickup Service Available
- Reopening Physical Building for Essential Services
- Reopening Physical Building for Majority of Services
- Return to Normal Services (with possible modifications)

Updated: 4/28/2021

COVID-19 Limitations (beginning May , 2021)

										
Material:	Staff Help	Computers	Programs	Distancing	Occupancy	Time Limit	Hours	Health	Returned Material	Fines
- No restrictions	- No restrictions	- 6 out of 9 computers available (waiting on dividers to be installed in summer)	- Limited In-Person Programming starting in June with registration: - Outdoor Storytime - Book Groups - Add more as able to do so - Grab & Go Kits 3 days a week	- Phased approach to put back some seating to accommodate more seating for patrons (while still allowing some areas to be socially distanced)	- 25-50% capacity limit of 43-86 people (not enforced and patrons not counted, limit in-person programming to avoid large crowds)	- No restrictions	- Resume regular library hours: - M-Th: 9-8 - F: 9-5 - S: 9-4	- Extra cleaning - Masks required for staff & patrons through June 4	- No restrictions or quarantine	- Fine occur as normal - 7 day grace period changed to 1 day
			- Virtual Storytime							
			- Virtual Book Groups							

Permanent Added Services

										
Material:	Staff Help	Computers	Programs	Distancing	Occupancy	Time Limit	Hours	Health	Returned Material	Fines
- Curbside Added (phone or online) - Library Express Bags Added	- Plexiglass Added	- Dividers added (waiting on dividers to be installed in summer)	- Virtual programs may continue - Virtual Reading Program option - Grab & Go Kits					- Unknown		- Fine Free for youth & teen material - All fines on adult material lowered to \$0.10/item/day - 1 day grace in place

Other Limitations

- Mon, May 3:
- Children's Bathroom open
 - Water Fountains (water bottle station replacing one unit)
- Mon, May 17
- Exit eliminated
 - Grab & Go Kits moved from extra tables in lobby to table inside front door in lobby
- Tues, June 4:
- Large Study Room (with times blocked off for staff)
 - Magazine Swap
 - Coffee Station
- Mon, Aug 30
- Welcome Desk eliminated
- Open Date To Be Determined:
- Small Community Room
 - Large Community Room
 - Storytime Room
 - Early Literacy Area
 - AWE Children's Computers & Headphones
 - Coloring Area
 - Puzzle Area
- Other Areas to Consider:
- Hold Shelf traffic patterns
 - Social distancing signs and markers on floor
 - Plexiglass barriers

Information Unknown and/or subject to change

Germantown Community Library Board

MEETING DATE: April 28, 2021
PLACEMENT: Unfinished Business
AGENDA ITEM(S): VIII. A. 2020 County Carryover Funds
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

As reported on March 11, 2021 by Deanna Braunschweig, Village of Germantown Clerk, the Washington County Carryover Funding totaled \$30,975 for the 2020 budget year (see attachment: Library County Revenue - Unexpended 2020).

In previous years, the County Carryover Fund has been distributed in various line items such as BOOKS-CO. SYSTEM, AUDIO VISUAL-COUNTY SYSTEM and PROGRAMS SUPPLIES & EXPENSE-COUNTY. Having previous years of carrying over large amounts of funding, these funds were used to cover areas in the budget where expenditures were more than budgeted for. Over the past few years, line items in the budget have been adjusted to better reflect actual expenditures.

It is my recommendation that the 2020 Carryover Funding be used for general supplies and expenses for additional projects as compared to covering individual line items. If unexpected expenses are needed in other line items later on in the year, the carryover funding can be reallocated at that time.

RECOMMENDATION:

\$30,975 in 2020 Carryover Funding to 2021 be allocated as follows:

10-551-530-3150 (GENERAL SUPPLIES & EXP-COUNTY): \$30,975

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	\$18,155
10-551-530-3665	Computer Service County	\$18,303
10-551-530-3821	Program Supplies & Exp	\$39,542
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
		\$304,651

\$30,975

To: Trisha Smith, Library Director, Germantown Community Library
3/16/2021

Germantown Community Library Board

MEETING DATE: April 28, 2021
PLACEMENT: New Business
AGENDA ITEM(S): IX. A. Library Aide Temporary Part-Time Positions
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

To meet the needs of service to the community, the library has created the flexibility to allow a small number of part-time staff members to step into a role that does not require consistent or long-term hours. Some examples include the following:

- Library Page positions leaving for college after high school graduation and returning to work during summer or holiday breaks
- Temporary staff members working at the temporary Welcome Desk during COVID-19 to decrease traffic in the library, answer patron questions and provide assistance in filling and distributing Grab & Go Kits when in-person programming was limited
- Temporary staff members filling in staff vacancies
- Part-time staff members leaving their positions and remaining on staff in a reduced capacity to fill in for staff shortages and/or staff vacation or sick leave

While this has provided the library with flexibility to cover service needs of the library, it also has created staff members that are working different hours and/or job duties than their original position that they were hired on for.

The Library Aide Temporary Part-Time Position would cover these situations and provide the flexibility of assigning various staff members temporary part-time assignments. The staff member's supervisor, temporary schedule, start and end dates, pay rate and specific duties are to be written in the job offer letter when hired or moved into the new position. The position is not budgeted for and is used when budgeted staff positions are vacant, under hours or when extra duties or projects are needed, and it is deemed that there is funding available in the budget. The position is hired or assigned on an "as needed" basis and the staff member is not guaranteed any weekly, monthly or annual hours.

RECOMMENDATION:

Approve the Library Aide Temporary Part-Time Position

Germantown Community Library
Library Aide Temporary Part-Time Position Description

Position Title:	Library Aide
Reports To:	Library Director or Department Supervisor
Employment Category:	Temporary Part-time
Department:	Library

Job Summary

The Library Aide is a utility position that is scheduled on an 'as needed' basis. This position may temporarily fill in during staff shortages or be assigned special short-term projects. The duties will match the position that is being covered. In addition, this position may perform special tasks as requested by the Circulation Manager, Youth Services Librarian, Adult Services Librarian, Assistant Director or Library Director.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- May performed limited duties as a backup to the Page I, Page II, Library Specialist, Tech Services Assistant Youth Services Assistant or positions Adult Services Assistant.
- Must follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.
- Hours and hourly rate will be determined for each assignment based on job duties. No weekly, monthly or annual hours are guaranteed.

Required Qualifications, Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have high school diploma or equivalent.
- Experience in a library, retail or customer service environment is preferred.
- Must be punctual, dependable, and follow a regular set schedule.
- Basic knowledge of computers.
- Basic knowledge of Internet browsers.
- Basic knowledge of Microsoft Office products including Microsoft Outlook.
- Knowledge of library materials, terminology, procedures and operations is preferred.
- Experience with Library System software is preferred.
- Ability to communicate effectively, both verbal and written in English.
- Attention to detail.
- Ability to learn the Dewey Decimal system, alphabetical order, and other library filing systems.
- Ability to follow written and oral instructions.

- Ability to work independently.
- Ability to work well and communicate effectively with the public and staff.
- Ability to work in a team environment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing 50-80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Some duties are performed in view of the public. Appropriate attire as outlined by the Director is required.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Some duties may require work outside of the library.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunities Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: __/__/21
REVISED and ADOPTED:

Germantown Community Library Board

MEETING DATE: April 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): XI. B. Return to Regular Library Hours Effective May 3, 2021

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Since the Germantown Community Library reopened after being closed due to COVID-19 on Thursday, May 26, 2020, the library has operated with the following reduced hours:

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

In December 2020, the library hours were extended on Fridays to include:

- Friday: 10am – 5:00pm

Staff are scheduled their normal hours during the times of 9am – 8pm on Monday – Thursday, 9am – 5pm on Friday and 9am – 4pm on Saturday. During times that staff are scheduled to work and the building is not open to the public, staff complete the following tasks:

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

Having scheduled time where no patrons are present has allowed staff to focus on these tasks during times that they are able to better socially distance themselves from the public. It has also allowed staff to handle extra volume that builds up throughout the day due to quarantine of items.

While limiting library hours has been useful since May, it has caused an inconvenience for the public that are not able to use the library from 9-10am on Monday-Saturday, 7-8pm on Monday-Thursday and 3-4pm on Saturday.

All library staff members over the age of 18 were offered the COVID-19 vaccine in March. Those that chose to do so, received their second vaccine over two weeks ago. According to the CDC, “people are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccines.” Having two extra hours where there are no patrons present in the building would no longer be needed as an added protection for staff. Staff will now be required to complete the above tasks when there are patrons in the building. Staff will still be encouraged to stay six feet away from patrons, be behind Plexiglass when not directly assisting a patron or completing tasks and will be required to wear a mask following the Village of Germantown Mask Mandate through June 4.

Quarantine of items is no longer needed and was ended on Monday, April 19 after a recommendation from the Wisconsin Department of Public Instruction, Division for Libraries & Technology stated the following as part of the “Wisconsin Public Libraries Addendum to Reopening: Return to Full Service” guidelines:

Initially, to limit the potential transmission of COVID-19 by surface contact, quarantine of materials was a safe, effective, low cost, low effort way of mitigating the risk of spread of live virus to library workers and users. Good hygiene practices are believed to limit risks from surface contact.

On April 5, 2021, the CDC issued [updated guidance](#) indicating that, while transmission of COVID-19 is technically possible by surface contact, the risk of such transmission is less than 1 in 10,000. The science brief confirms that principal mode by which people are infected is through exposure to respiratory droplets carrying infectious virus. In addition, the CDC states that cleaning surfaces using soap or detergent, and not disinfecting, is enough to reduce risk in most situations. For more information on this topic, refer to the section of [the brief](#) entitled, “Effectiveness of cleaning and disinfection.” (Added 4/7/2021)

In order to better meet the needs of the communities of the Germantown Community Library, I am recommending the following change in library hours effective May 3, 2021:

- Monday – Thursday: 9:00am – 8:00pm
- Friday: 9:00am – 5:00pm
- Saturday: 9:00am – 4:00pm

Germantown Community Library Board

MEETING DATE: April 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): XI. C. Library Closing Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The “Weather Related Closing Policy” was last updated by the Germantown Community Library Board on June 28, 2017. Since that time, there has been an increased need on guidelines in additional situations such as building structural or mechanical problems, public safety concerns and (most recently) a pandemic. The “Library Closing Policy” has been updated to include additional situations where the library building may need to close. It also allows more flexibility for staff to continue working in the building while the library is closed to the public and to work from home.

RECOMMENDATION:

Approve the Library Closing Policy.

Germantown Community Library Weather Related Closing Procedures

1. In the event of unsafe weather, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee.
2. During inclement weather the library will remain closed if there are not three members of the regular library staff available to open or remain open. Staff should call the library if they anticipate being late or cannot make it to work at all due to weather conditions. Staff desiring to exercise the option to leave work before the end of their scheduled shift because of hazardous driving conditions must secure the approval of their supervisor.
3. Should it become necessary to close the library, the Library Director or designee will notify the Library Board President, the Germantown Police Department, Village Hall, and post it on the Library website and social media sites. All local TV news stations should be notified. If at all possible one hour notice will be given. In the interest of safety, patrons who need transportation home will be allowed to use the library telephones and instructed to go to the Police Department to wait for their ride.
4. Any time not worked due to situations outlined above will result in both full-time and part-time staff to be unpaid. It is optional for staff to make-up the hours lost. If they choose not to make up the hours, they are required to take vacation time. If they are out of vacation or are not eligible for vacation, the time will be unpaid. Under the direction of the Library Director or designee, staff may choose to continue to work on assignments if the library must close and it is not a safety hazard.

ADOPTED: 3/26/97

REVISED AND ADOPTED: 10/28/09; 6/28/17

Germantown Community Library

Library Emergency Closing Policy

INCLEMENT WEATHER

In the event of unsafe weather due to snow, ice or temperature, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits.

The following should be taken into consideration:

- Village of Germantown action
- Germantown School District action
- Library as a designated county warming facility
- At least three members of the staff are available to open or remain open
 - One must be a supervisor level
 - The remaining two staff members do not include Page I or temporary positions.

Should it become necessary to close the library, the Library Director or designee will notify staff, the Library Board, the Germantown Police Department, Village Hall, and post it on the Library website, social media sites, and on the front door. All local TV news stations should be notified. If possible, one hour notice will be given. In the interest of safety, patrons who need transportation home will be allowed to use the library telephones and instructed to go to the Police Department to wait for their ride.

PANDEMIC RELATED

In the event the community is experiencing a health pandemic, the library will close and re-open to the public as directed by federal, state, county or Village of Germantown orders. The decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits. The Library Director or designee will inform staff, the Library Board and the public of the directive.

Digital, phone, curbside pickup and material return services will continue as long as staff are healthy and allowed to work according to federal, state, county or Village of Germantown guidelines. Staff will be required to follow the health department(s) guidelines for determining their work status and to prevent the spread of the illness while in the library.

When the library is open to the public during a pandemic, capacity limits will be determined based on the federal, state, county, or Village of Germantown guidelines. If there is not a specific category for public libraries, the library will follow the guidelines assigned to 'Large Venues' or 'Large Retail'.

LIBRARY BUILDING

In the event the library experiences structural or mechanical problems that impact the immediate safety of patrons and/or staff, the decision to close the Germantown Community Library will be at the discretion of the Library Director, designee, or supervisor on duty with approval from the Library Board President if they are reachable and time permits. Directives and/or guidance from the Department of Public Works, Germantown Police Department, and Germantown Fire Department will be followed.

Should it become necessary to close the library, the Library Director or designee will notify staff, the Library Board, the Germantown Police Department, Village Hall, and post it on the Library website, social media sites, and on the front door. If the supervisor on duty is not able to reach the Director or designee, they will be responsible for the notifications.

PUBLIC SAFETY

In the event of a public safety threat in the community or in the library, the decision to close or lock down the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits. Directives and/or guidance from the Germantown Police Department and staff's ability to travel to work will be followed.

Depending on the public safety situation, the Library Director or designee will notify the Library Board, Village Hall, and post it on the Library website, social media sites, and on the front door as feasible.

OTHER

For all other situations not covered above that may require emergency closure of the library, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits.

STAFF PAID/UNPAID TIME

At the discretion of the Library Director, library supervisors will determine if each individual staff member is able to remain working in the building, are able to work from home or are unable to work. Library supervisors will also determine if it is possible for staff to make-up the hours lost.

When it is determined staff are not able to work or make up lost hours, both full-time and part-time staff are to be unpaid. Staff that have paid vacation may elect to use their vacation time.

ADOPTED: 3/26/97

REVISED AND ADOPTED: 10/28/09; 6/28/17, _____

Germantown Community Library Board

MEETING DATE: April 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. D. Village of Germantown Electronic Message Sign

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Village of Germantown Electronic Message Sign is set to be installed later this year on Mequon Road in front of the Village Hall and Library property. The sign will replace the current sign that requires the message to be changed in person and is limited to two messages (one for each side). The Electronic Message Sign will allow for computerized and online updating and multiple messages. Procedures have not been set for the sign, but it will include messages from the Village of Germantown, Park & Rec and Library as well as community-type events.

This sign has been proposed for many years and the library is looking forward to taking advantage of the sign for both better directing patrons to the library building and for advertising library programs, events & services.

I was approached by Jeff Retzlaff, Village of Germantown Community Development Director earlier this year regarding additional funding from either the library accounts or library board accounts to assist with this project. Attached is an updated letter regarding the current financial situation of the project.

RECOMMENDATION:

Library Board motion to allocate funding, at an amount to be determined by the Library Board, to assist the Village of Germantown with the purchase/installation of the Electronic Message Sign. Options for funding include:

- Library General Supplies & Expenses Line
- Library Board Building Accounts
- Temp Invest – Library
- Temp Invest – Library Ameritrade (County Capital Funds)

Library & Village Hall Electronic Sign

Jeff Retzlaff <jretzlaff@village.germantown.wi.us>

Fri 4/16/2021 10:36 AM □

To:

Trisha Smith

Cc:

Lawrence Ratayczak <lratayczak@village.germantown.wi.us>

Electronic Message Center Sign_ Cost Summary_REVISED.docx
13 KB

Village Hall EMC Sign.pdf
1 MB

2 attachments (1 MB)Download allSave all to OneDrive - Monarch Library System

Trish:

I'm attaching the cost estimate from Public Works Director Ratayczak. The sign bids came in yesterday and the remaining cost for masonry is an estimate based on one unofficial quote received last week from a mason.

As far as landscaping, the cost estimate includes a price for plants that Buildings & Grounds staff will install.

As you can see the total estimated cost (\$72,580) is significantly higher than the original \$35,000 budget (that was continually carried over from year to year given the low priority of this project). In fact, if you add in \$7,766 of electrical work completed a couple of years ago, the total estimated cost is more like \$80,346.

Regardless, the Village is looking for alternative revenue sources to make up the \$45,346 in additional funding needed to complete this project. Any amount the Library Board is willing & able to allocate would be very much appreciated.

Please let Larry know If you would like to see the latest rendering of the sign. One of the bidders on the sign prepared a nice rendering showing how the sign will look in place in the yard area next to the Mequon Road driveway into the shared Library-Village Hall parking lot.

I'm including a sketch of the proposed sign. Please note that the phrase "Community Library" will appear in the actual sign as recommended by the Library Board (vs. "Public Library" shown on the attached preliminary sketch).

Thanks.

Jeff

Jeffrey W. Retzlaff, AICP

Director, Community Development Department

Village Planner/Zoning Administrator

jretzlaff@village.germantown.wi.us

1-262-250-4735

Electronic Message Center Sign

Project Cost Summary

Sign Contractor Bid: \$53,080.00

Masonry (est): \$15,000.00

Concrete Foundation(DPW): \$ 3,000.00

(Includes structure pole)

Landscaping (by DPW): \$ 1,500.00

TOTAL: \$72,580.00

Less Remaining Budget: \$27,234.00

Required Additional Funds: \$45,346.00

NOTE: Funds originally set aside by the Village Board was \$35,000.00. Expenditures to date in the amount of \$7,766.00 was for electrical work to bring required electric power to the new sign.



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.

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Page: 1
Revision: 3
Scale: 1:10
File Drawn By: Travis T.

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Night View

Specifications

- Village of Germantown - Custom Monument Sign
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**Village of
Germantown**

Project

32745 _ Monument Sign

Date: 3/30/2020

File Name: 32745 _ Monument Sign

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