

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, May 26, 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: April 28, 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. **CLOSED SESSION** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.
 - A. Wage Compensation
 - B. Reconvene into Open Session with Possible Action.
- VII. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Printout
- VIII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- IX. **UNFINISHED BUSINESS:**
 - A. Village of Germantown Election Message Sign
- X. **NEW BUSINESS:**
 - A. Circulation Policy
 - B. Gifts Policy
 - C. Strategic / Facility Planning
- XI. **ADJOURNMENT:**

Forthcoming meeting: June 23, 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

April 28, 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, April 28, 2021. **Members present:** Joyce Nelson, Joletta Kerpan, Christa Potratz, Jan Miller. **Members absent:** Darlene Vosen, exc., Charlene Brady, exc., Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Kerpan, Miller): Approve the agenda as printed. Motion carried (4-0).

MOTION (Kerpan, Potratz): Approve the minutes of the March 24, 2020 as printed. Motion carried (4-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 27, 2021: Board Checking Account - \$3,191.03; Board Savings Account - \$5,058.70; GCL Building Account - \$17,553.57 [Penny Jug - \$1,923.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Building Fund CD Account #2- \$16,361.35; Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,112.76. Nelson reported back to the Board Vosen's findings regarding moving funds from the GCL Building Account to a fifth Building Fund CD. The GCL Building Account requires a \$2,500 minimum balance. In addition, she indicated the designated funds for the Penny Jug (\$1,923.53) and the RAO Account (\$2,752.44) should remain in this account. These three amounts total \$7,175.97 and should remain in the account. That leaves a balance of \$10,377.60 available to move to a CD. The current CD rates at Bank Five Nine are 0.45% for 13 months, 0.50% for 18 months, and 0.60% for 25 months. MOTION (Nelson, Kerpan): Move \$10,000 from the GCL Building Account to an 18-month Bank Five CD at 0.50%. Motion carried (4-0). MOTION (Nelson, Potratz): Accept the Treasurer's Report as printed. Motion carried (4-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Kerpan): Approve the schedule of operating vouchers and credit card transactions for April and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Potratz, aye; Trustee Miller, aye; Trustee Kerpan, aye; President Nelson, aye. Motion carried (4-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for April were reviewed. Smith reported back that the previous questions were a result of a delay of data entry into the Village MSI account system and should now be reflected in the current reports. The debt retirement for the library building was paid off last month. Discussions regarding the use of library impact fees have begun with the Village Administrator.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed thank you letters to the following for their donations of supplies for Grab & Go Kits. The estimated value is in parenthesis: Laura and Stephen Backes Family (\$50-\$100), Bethlehem Lutheran Church (\$60), Menomonee Falls Preschool (\$50-\$100).

VILLAGE. Miller. Jan Miller was sworn in on April 26, as the new District 4 Village Trustee. One of her committee assignments is the Library Board and replaces Pieper as the Library Board representative. Miller summarized the most recent Village Board Meeting. A presentation was provided at the Village Board meeting about Open Meeting Laws. Nelson watched the YouTube recording of the presentation and recommended all Library Board members watch it. She asked that the link be sent to all Library

Board members. Planning continues for the Village Electronic Messaging Board sign which will be discussed further in New Business. Smith indicated that the Village Board will be discussing at their May 17 meeting whether the mask mandate will be extended beyond June 4, 2021.

COUNTY. Smith. Washington County directors continue to meet monthly. The Washington County Library Board met April 15. The next meeting will be in August. The Directors would like to see the contract updated to reflect current library service structures.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on April 8, virtually. Discussions included the effort to research alternative vendors for the websites managed by Monarch. The new Monarch2Go app will go live May 3. Shannon Shultz from DPI joined the meeting to discuss how libraries in Wisconsin issue library cards to Milwaukee residents. Libraries in adjacent counties are not required to issue library cards for residents in Milwaukee County due to Chapter 43.17.10. However, it is up to each library to determine their policy whether they will issue cards. Since there are various policies with the Monarch system, she encouraged directors to continue discussions and develop a best practice for the system. Kimberly Young's last day was April 9, 2021. The Monarch System Board has started the search for a new director using John Keister & Associates for an Executive Search.

PRESIDENT'S. Nelson. Included comments regarding the Village Open Meeting presentation in the Village Report.

DIRECTOR'S. Smith. March circulation statistics were provided. Due to the complete closure in March 2020 due to the beginning of the COVID pandemic, the statistics show large inflated increases. Therefore, Smith also provided a comparison to 2019 as a better benchmark. For overall physical + electronic circulation: 2020 = 52.7% increase, 2019 = -2.3% decrease. For Physical items: 2020 = 60.3% increase, 2019 = -7.7% decrease. Digital items: 2020 = 22% increase, 2019 = 41.7% increase. The new Hoopla service is steadily increasing each month with a total of 211 checkouts in March. DPI provided an updated best practice guide for libraries reopening after COVID-19 closures on April 6, 2021. A significant recommendation is the reduction/elimination of quarantining of returned library materials. Summer programming has been planned and includes Storytime Live, Online Book Groups, Registration Kits, Grab & Go Kits, Book Walks and monthly summer performers at Fireman's Park. Additional in-person programming options will be added as restrictions decrease. Statistics for March Grab & Go kits are: Kids = 8,886 YTD and Teens/Adults = 4,040 YTD. The Village of Germantown extended the mask mandate in Village buildings until June 4, 2021. The 2nd dose of COVID-19 vaccine was completed by mid-April for all library staff that chose to receive it. Quarantine of returned material to Germantown was eliminated April 19 and Monarch eliminated quarantine of items delivered through the van service. As a result the grace period of 7 days was reduced to 3 days. This will be reduced to 1 day in May. The library is planning on starting to remove various COVID limitations every few weeks starting May 3 and extended into the fall. A paper survey was created to receive feedback from patrons about the Make it Kits, STEAM Kits and the Grab & Go kits. As of April 28, approximately 800 surveys have been returned. About 85% have indicated they would like this to continue when normal in-person programming resumes. Planning for the virtual summer reading program through Beanstack has started. It will include a physical Badge Book with coupons and raffle prizes. About 500 library SWAG items were given out to patrons who checked out at list 5 items per visit to celebrate the end of National Library Week. Smith plans to do this annually. Testing and configuration of the Monarch2Go app continues. Facilities will be modified as specific COVID restrictions are lifted. Research has begun to replace one of the water fountains with a water bottle filling station. Painted rain barrels from the High School were on display during the month of April as a silent auction fundraiser for the High School. The 'Friends of the GCL' Pop-Up book sales are going extremely well with changing monthly themes.

UNFINISHED BUSINESS

2020 COUNTY CARRYOVER FUNDS – Smith provided a summary of the 2020 County Carryover Funds in the amount of \$30,975 and her recommendation to reallocate the full amount to General Supplies & Exp-County 2021 fund number 10-551-530-3150. MOTION (Nelson, Kerpan): Approve Smith's recommendation to reallocate \$30,975 of 2020 County Carryover Funds to 2021 account number 10-551-530-3150.

NEW BUSINESS

LIBRARY AIDE TEMPORARY PART-TIME POSITION – Smith requested the addition of a new library position to place temporary employees and employees that have left their normal position and would like to be available on an as needed basis. The hourly rate of the position will be determined based on the assigned duties. The position is not a budgeted position. Staff hired in this position will not have regular guaranteed hours. MOTION (Nelson, Miller): Add the new library position of 'Library Aide Temporary Part-Time' as presented. Motion carried (4-0).

RETURN TO REGULAR LIBRARY HOURS EFFECTIVE MAY 3, 2021 – Smith recapped the original need for reduced library hours during this past year while operating safely during COVID. Allowing staff one hour at the beginning and end of each day reduced interactions with the public as they fulfilled services that required them to be on the floor pulling and shelving materials. Now that all staff, that have chosen to, have been vaccinated, quarantine of materials has been lifted, and vaccinations are now available to the public age 16 and over, staff have greater protections to be working on the floor while patrons are present. Staff will still be encouraged to practice social distancing and wear masks and/or face shields as long as required and longer if they choose. The hours Smith recommends returning to are: Monday-Thursday, 9 a.m. – 8 p.m., Friday, 9 a.m. - 5 p.m., and Saturday, 9 a.m. – 4 p.m. MOTION (Nelson, Kerpan): Return to regular library hours as recommended by Smith. Motion carried (4-0).

LIBRARY CLOSING POLICY – Smith proposed replacing the existing 'Weather Related Closing Policy' with an all-encompassing 'Library Emergency Closing Policy'. The current policy was last updated in 2017. During the past few years, society has had to face increased public safety situations and most recently experienced a health pandemic. Smith felt it was important to define when and how the library would close in each of these unique situations. Smith provided a draft of a new 'Library Emergency Closing Policy'. MOTION (Nelson, Miller): Replace the current 'Weather Related Closing Policy' with the new 'Library Emergency Closing Policy' as printed. Motion carried (4-0).

VILLAGE OF GERMANTOWN ELECTRONIC MESSAGE SIGN – Smith provided an update from the Village Planner/Zoning Administrator, Jeff Retzlaff, regarding the status of the new Electronic Message Sign. This sign is planned to replace the Mequon Road drive-way sign in the yard next to the shared Village Hall-Library parking lot. Retzlaff shared that the original budget for this project, set years ago, was \$35,000. Over the years the price has increased and is now at approximately \$80,000 which includes the electrical work which was completed a couple of years ago. Retzlaff reached out to Smith to inquire if the library would be willing and able to allocate any funds to help cover any of the increased expense. Nelson, Smith and the board members discussed the advantages to the community, Village Hall and the library to provide funds to help complete this needed project. The library has long needed proper signage to identify the building. In addition, having a more efficient and visually appealing sign will help market the Village, Library and community events. Rather than have this project be delayed further the Library Board members discussed allocating up to \$35,000 to ensure the project is completed as soon as possible. The Library Ameritrade County Capital Funds account can be used for capital expenses when the Village matches the amount allocated by the Library. MOTION (Nelson, Miller): Allocate up to \$35,000 from the 'Temp Invest – Library Ameritrade (County Capital Funds) to the purchase and installation of the Village of Germantown Electronic Message Sign. Motion carried (4-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, May 26, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:12 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

DRAFT

Germantown Community Library Board

Financial Report **April 27, 2021**

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 3/22/21 per on-line statement		\$3,693.72
Check #1556 4/27 Fun Express	\$172.41	
Check #1557 4/27 Fun Express	\$102.88	
Check #1558 4/27 Bearport Publishing	\$227.40	
Balance 4/27/21		\$3,191.03

Bank Five Nine GCL Board Savings Account

Balance 3/22/21 per on-line statement		\$5,058.24
Interest March	+\$.46	
Balance 4/27/21 per on-line statement		\$5,058.70

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

Balance 3/22/21 per on-line statement		\$17,551.98
Interest March	+\$1.59	
Balance 4/27/21 per on-line statement		\$17,553.57

***Penny Jug Fund (Penny Jug Deposit 1/8/21 +\$80.06) = \$1,923.53 (total)**

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

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance June 2020 per bank statement	\$16,514.41
.85/.85% Interest 13 months (mature 7/5/21)	
CD #2 (7285) Balance 4/30/20 per bank statement	\$16,361.35
.60/.60% Interest 13 months (mature 5/31/21)	
CD #3 (5608) Balance 1/06/21 per bank statement	\$16,329.59
0.60/0.60% Interest 13 months (mature 2/6/22)	
Interest earned \$305.51	
CD #4 (1404) Balance 10/25/20 per bank statement	\$16,112.76
0.60/.60% Interest 13 months (mature 11/25/21)	

2019 GCLB Checking Account:

2019 GCL Usborne Book Sale SRP Funds (in GCLB checking account): \$553.32 - \$122.41 (Ck 1556) = **\$430.91 (left)**

Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = **\$406.96 - \$102.88 (Ck 1557) = \$304.08 (left)**

Costume Fund 5/9/19: (in GCLB check account) - \$50.00 - \$50 (Ck 1556) = **0 (left)**

2020/21 Funds for Books &/or Materials (in GCLB checking account)

***Dickerson Memorial (2/25/20):** \$550.00 - (cost of \$250 brick = \$55.41) = **\$494.59 - \$227.40 (Ck 1558) = \$267.19 (left)**

***Library Staff Brick (7/21/20):** \$100 - (cost of \$100 brick = \$34.80) = **\$65.20 (left)**

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

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

***Kugel Donation (10/27/20):** \$500 (left)

***Ho Donation (12/10/20):** \$500 - \$9.50 (plaque cost) = **\$490.50 (left)**

***Lynch Donation (12/11/20):** \$155 - (cost of brick?) = **\$120.00 (+/- left)**

***Kugel Donation (1/29/21):** \$500 (left)

TOTAL= \$2,320.29* (left to spend for 2021)

DATE: 05/21/2021
TIME: 10:28:24
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING MAY 31, 2021

PAGE: 1
F-YR: 21

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	17,078.25	8,059.06	52.8	204,939.00	68,758.84	66.4
10-551-510-1150	SALARIES-COUNTY	12,657.92	3,379.95	73.3	151,895.00	25,885.28	82.9
10-551-510-1800	SALARIES-PART TIME	11,225.50	18,044.12	(60.7)	134,706.00	93,140.89	30.8
10-551-510-1810	SALARIES-LIBRARY BOARD	100.00	0.00	100.0	1,200.00	0.00	100.0
TOTAL SALARIES & WAGES		41,061.67	29,483.13	28.2	492,740.00	187,785.01	61.8
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,172.92	2,200.33	(1.2)	26,075.00	13,860.29	46.8
10-551-520-2110	SOCIAL SECURITY-COUNTY	965.75	0.00	100.0	11,589.00	0.00	100.0
10-551-520-2200	STATE RETIREMENT	1,019.08	1,232.21	(20.9)	12,229.00	8,697.83	28.8
10-551-520-2210	STATE RETIREMENT-COUNTY	958.58	0.00	100.0	11,503.00	0.00	100.0
10-551-520-2300	HEALTH INSURANCE	6,550.00	0.00	100.0	78,600.00	19,650.00	75.0
10-551-520-2400	DENTAL INSURANCE	360.00	0.00	100.0	4,320.00	0.00	100.0
10-551-520-2500	LIFE INSURANCE	71.00	88.46	(24.5)	852.00	472.31	44.5
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	0.00	100.0
TOTAL FRINGE BENEFITS		12,124.83	3,521.00	70.9	145,498.00	42,680.43	70.6
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	250.00	0.00	100.0	3,000.00	4,298.89	(43.3)
10-551-530-3110	SUPPLIES & EXP-STORYTIME PROG	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3150	GENERAL SUPPLIES & EXP-COUNTY	2,083.33	2,189.78	(5.1)	25,000.00	13,201.97	47.1
10-551-530-3200	OFFICE SUPPLIES	416.67	513.93	(23.3)	5,000.00	3,115.56	37.6
10-551-530-3400	POSTAGE	83.33	0.00	100.0	1,000.00	117.00	88.3
10-551-530-3410	POSTAGE-COUNTY	83.33	0.00	100.0	1,000.00	0.00	100.0
10-551-530-3600	BOOKS	3,333.33	8,729.50	(161.8)	40,000.00	17,176.67	57.0
10-551-530-3610	BOOKS-COUNTY	1,666.67	0.00	100.0	20,000.00	0.00	100.0
10-551-530-3620	BOOK PROCESSING	416.67	799.24	(91.8)	5,000.00	3,404.41	31.9
10-551-530-3625	BOOK PROCESSING-COUNTY	416.67	0.00	100.0	5,000.00	0.00	100.0
10-551-530-3630	PERIODICALS	333.33	0.00	100.0	4,000.00	0.00	100.0
10-551-530-3635	PERIODICALS-COUNTY	333.33	0.00	100.0	4,000.00	0.00	100.0
10-551-530-3640	AUDIO VISUAL	500.00	1,697.37	(239.4)	6,000.00	4,773.32	20.4
10-551-530-3645	AUDIO VISUAL-COUNTY	1,250.00	0.00	100.0	15,000.00	0.00	100.0
10-551-530-3660	COMPUTER SERVICE	1,166.67	1,253.19	(7.4)	14,000.00	3,676.30	73.7
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,666.67	26.91	98.3	20,000.00	313.99	98.4
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	250.00	401.94	(60.7)	3,000.00	2,849.21	5.0
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	1,666.67	299.34	82.0	20,000.00	3,956.60	80.2
10-551-530-3900	LIBRARY BOARD-OTHER EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3950	OTHER SUPPLIES-CO.	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-5400	SYSTEM AUTOMATION	83.33	60.21	27.7	1,000.00	60.21	93.9

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING MAY 31, 2021

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5410	SYSTEM AUTOMATION-COUTY	1,750.00	0.00	100.0	21,000.00	20,236.11	3.6
10-551-530-7100	UTILITIES	5,666.67	5,399.08	4.7	68,000.00	21,411.33	68.5
10-551-530-7200	TELEPHONE	300.33	0.00	100.0	3,604.00	0.00	100.0
10-551-530-7250	OUTREACH - COUNTY SYSTEM	333.33	1,026.30	(207.8)	4,000.00	1,026.30	74.3
10-551-530-7300	INSURANCE & BONDS	691.67	0.00	100.0	8,300.00	111.00	98.6
10-551-530-7700	TRAINING & SEMINARS	166.67	93.75	43.7	2,000.00	214.99	89.2
10-551-530-7710	TRAINING - COUNTY	250.00	0.00	100.0	3,000.00	0.00	100.0
10-551-530-7800	TRAVEL	83.33	41.44	50.2	1,000.00	124.88	87.5
TOTAL OPERATING SUPPLIES & EXPENSES		25,242.00	22,531.98	10.7	302,904.00	100,068.74	66.9
CAPITAL OUTLAY							
10-551-570-8100	MISCELLANEOUS EQUIPMENT - CTY	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		78,428.50	55,536.11	29.1	941,142.00	330,534.18	64.8

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING MAY 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
CAPITAL OUTLAY							
40-551-570-8200	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8210	NEW BLDG FURNITURE/EQPT-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8310	LAND IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8410	FURNITURE	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8420	OFFICE EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8430	COMPUTER HARDWARE	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8435	AUTOMATION EQUIPMENT - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
40-551-570-8440	COMPUTER SOFTWARE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		0.00	0.00	0.0	0.00	0.00	0.0

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING MAY 31, 2021

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENDITURES							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
83-551-530-3100	GENERAL SUPPLIES & EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
83-551-530-3600	BOOKS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
CAPITAL OUTLAY							
83-551-570-8420	EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.0	0.00	0.00	0.0

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 05

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 05/31/21	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	3,183,834.23	733.15	0.00	3,184,567.38	
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	5,625.82	7,292.76	0.00	12,918.58	
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	298,946.56	0.00	5,235.15	293,711.41	
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	815,587.76	5,235.15	0.00	820,822.91	
40-100-110-3162	TEMP INVEST-ELM LN-AMERITRADE	A	D	81,437.50	0.00	0.00	81,437.50	
40-100-110-3163	TEMP INV-GLDNDL/FRSTDY INTRST	A	D	100,000.00	0.00	0.00	100,000.00	
40-100-120-1000	TAXES RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-120-2000	SPECIAL ASSESSMENT RECEIVABLE	A	D	0.00	0.00	0.00	0.00	
40-100-120-9000	CONTRACT RECEIVABLE - ASSET	A	D	0.00	0.00	0.00	0.00	
40-100-120-9001	RECEIVABLE- HISTORICAL SOCIET	A	D	125,923.00	0.00	0.00	125,923.00	
40-100-130-1000	ACCOUNTS RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-130-3100	INTEREST RECEIVABLE-INTEREST	A	D	1,016.26	0.00	0.00	1,016.26	
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	A	D	3,905.05	0.00	0.00	3,905.05	
40-100-130-9000	OTHER ACCOUNTS RECEIVABLE	A	D	0.00	0.00	0.00	0.00	
40-100-150-1000	DUE FROM/TO GENERAL FUND	I	D	184,879.17	509,111.89	1,599,062.50	905,071.44	
40-100-150-8000	DUE FROM TAX AGENCY FUND	I	D	0.00	0.00	0.00	0.00	
40-100-160-2000	PREPAID EXPENSE	A	D	0.00	0.00	0.00	0.00	
40-200-210-1000	ACCOUNTS PAYABLE	L	C	0.00	0.00	0.00	0.00	
40-200-210-1100	RETAINAGES PAYABLE	L	C	107,763.35	0.00	0.00	107,763.35	
40-200-230-1200	DEFERRED DEBIT - ASSET MGMT	L	C	0.00	0.00	0.00	0.00	
40-200-230-1211	DEFERRED DEBIT-HIST SOCIETY	L	C	125,923.00	0.00	0.00	125,923.00	
40-200-260-1000	DEFERRED TAXES	L	C	0.00	0.00	0.00	0.00	
40-200-260-9000	OTHER DEFERRED REVENUE	L	C	0.00	0.00	0.00	0.00	
40-200-260-9100	OTHER DEFERRED REV-BLACKSTONE	L	C	0.00	0.00	0.00	0.00	
40-340-341-1100	RESERVED FOR ENCUMBRANCES	C	C	0.00	0.00	0.00	0.00	
40-340-342-2300	DESIGNATED-CAPITAL PROJECTS	C	C	0.00	0.00	0.00	0.00	
40-340-343-3000	UNRESERVED AND UNDESIGNATED	C	C	4,567,469.00	0.00	0.00	4,567,469.00	
40-410-411-1100	GENERAL PROPERTY TAX	R	C	0.00	0.00	0.00	0.00	
40-420-420-1000	SPECIAL ASSESSMENTS	R	C	0.00	0.00	0.00	0.00	
40-420-420-1100	SPECIAL ASSMNT - ASSET DEVEL	R	C	0.00	0.00	0.00	0.00	
40-430-431-4100	STATE AID / GRANTS	R	C	0.00	0.00	0.00	0.00	
40-430-431-4200	OTHER PUBLIC GRANTS	R	C	0.00	0.00	0.00	0.00	
40-430-431-7210	COUNTY LIBRARY CAPITAL OFFSET	R	C	0.00	0.00	0.00	0.00	
40-480-481-1100	INTEREST ON INVESTMENTS	R	C	0.00	0.00	5,280.91	5,280.91	
40-480-481-1200	INTEREST ON ASSESSMENTS	R	C	0.00	0.00	0.00	0.00	
40-480-481-1210	INTEREST ON ASSMT - ASSET	R	C	0.00	0.00	0.00	0.00	
40-480-483-3400	GENERAL FIXED ASSET SALES	R	C	0.00	0.00	0.00	0.00	
40-480-485-5520	CAPITAL DONATION	R	C	0.00	0.00	0.00	0.00	
40-480-485-5540	SENIOR CENTER DONATION	R	C	0.00	0.00	0.00	0.00	
40-480-485-5550	CAPITAL CAIC	R	C	0.00	0.00	0.00	0.00	
40-480-489-9900	MISCELLANEOUS REVENUE	R	C	0.00	0.00	0.00	0.00	
40-490-491-1200	GENERAL OBLIGATION BONDS	R	C	0.00	0.00	0.00	0.00	
40-490-491-1300	PREMIUM ON ISSUANCE	R	C	0.00	0.00	0.00	0.00	
40-490-492-1000	TRANSFER FROM GENERAL FUND	R	C	0.00	0.00	0.00	0.00	
40-490-492-2100	TRANSF FROM POLICE IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2200	TRANSFER FROM FIRE IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2300	TRANSF FROM LIBRARY IMPACT FEE	R	C	0.00	0.00	0.00	0.00	

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 05

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 05/31/21	COMMENTS
40-490-492-2400	TRANSF FROM PARK IMPACT FEE	R	C	0.00	0.00	0.00	0.00	
40-490-492-2800	TRANSFER IN FROM SNR VAN FUND	R	C	0.00	0.00	0.00	0.00	
40-490-492-3000	TRANSFER IN FROM DEBT SERV	R	C	0.00	0.00	0.00	0.00	
40-511-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-511-570-8430	COMPUTER HARDWARE AND SOFTWARE	E	D	0.00	0.00	0.00	0.00	
40-512-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-512-570-8520	VEHICLES	E	D	0.00	0.00	0.00	0.00	
40-513-570-8400	VOTING BOOTHS AND EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-513-570-8410	FURNITURE	E	D	0.00	0.00	0.00	0.00	
40-513-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-513-570-8440	COMPUTER SOFTWARE	E	D	0.00	0.00	0.00	0.00	
40-513-570-8441	CODIFICATION	E	D	0.00	0.00	0.00	0.00	
40-514-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-517-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-517-570-8430	HARDWARE	E	D	0.00	0.00	0.00	0.00	
40-517-570-8440	SOFTWARE	E	D	0.00	0.00	0.00	0.00	
40-518-570-8200	BUILDING IMPROVEMENTS	E	D	0.00	47,593.80	0.00	47,593.80	
40-518-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-518-570-9900	DEBT ISSUANCE COSTS	E	D	0.00	0.00	0.00	0.00	
40-519-570-8200	MISC BUILDINGS AND GROUNDS	E	D	0.00	305.01	0.00	305.01	
40-519-570-8210	VILLAGE HALL	E	D	0.00	0.00	0.00	0.00	
40-519-570-8221	POLICE BUILDING	E	D	0.00	0.00	0.00	0.00	
40-519-570-8222	FIRE STATION	E	D	0.00	0.00	0.00	0.00	
40-519-570-8223	FIRE COMPANY BUILDING	E	D	0.00	0.00	0.00	0.00	
40-519-570-8242	DPW OFFICES AND GARAGE	E	D	0.00	0.00	0.00	0.00	
40-519-570-8246	RECYCLING CENTER	E	D	0.00	0.00	0.00	0.00	
40-519-570-8251	LIBRARY BUILDING	E	D	0.00	0.00	0.00	0.00	
40-519-570-8253	PARKS BUILDINGS	E	D	0.00	0.00	0.00	0.00	
40-519-570-8254	SENIOR CENTER	E	D	0.00	0.00	0.00	0.00	
40-519-570-8400	EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-521-570-8210	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-521-570-8310	LAND IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-521-570-8410	FURNITURE	E	D	0.00	0.00	0.00	0.00	
40-521-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-521-570-8430	COMPUTER HARDWARE	E	D	0.00	0.00	0.00	0.00	
40-521-570-8440	COMPUTER SOFTWARE	E	D	0.00	0.00	0.00	0.00	
40-521-570-8450	VIDEO EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-521-570-8455	OTHER EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-521-570-8456	PROTECTIVE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-521-570-8460	COMMUNICATION EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-521-570-8470	RADAR EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-521-570-8510	VEHICLES	E	D	0.00	0.00	0.00	0.00	
40-522-570-8210	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-522-570-8310	LAND IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-522-570-8410	FURNITURE	E	D	0.00	0.00	0.00	0.00	
40-522-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-522-570-8430	STATE OF WISCONSIN ACT 102	E	D	0.00	0.00	0.00	0.00	

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 05

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 05/31/21	COMMENTS
40-522-570-8460	COMMUNICATION EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-522-570-8520	VEHICLES	E	D	0.00	279,595.03	2,971.53	276,623.50	
40-522-570-8530	OTHER EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-522-570-8535	SURVIVE ALIVE EXPENDITURES	E	D	0.00	0.00	0.00	0.00	
40-523-570-8420	EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-541-570-8400	EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-541-570-8410	OFFICE FURNITURE	E	D	0.00	0.00	0.00	0.00	
40-541-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-541-570-8430	COMPUTER HARDWARE	E	D	0.00	0.00	0.00	0.00	
40-541-570-8440	COMPUTER SOFTWARE	E	D	0.00	0.00	0.00	0.00	
40-541-570-8450	GIS	E	D	0.00	0.00	0.00	0.00	
40-541-570-8460	RADIOS	E	D	0.00	0.00	0.00	0.00	
40-541-570-8470	ENGINEERING/SURVEY EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-541-570-8880	PUBLIC WORKS CAMPUS DESIGN	E	D	0.00	0.00	0.00	0.00	
40-541-570-8890	MAPPING	E	D	0.00	0.00	0.00	0.00	
40-541-570-8891	FREISTADT-MAPLE DSGN HISP GRNT	E	D	0.00	11,123.60	7,640.63	3,482.97	
40-541-570-8892	STORMWATER RELAY	E	D	0.00	0.00	0.00	0.00	
40-541-570-8901	SIDEWALK PROGRAM	E	D	0.00	0.00	0.00	0.00	
40-541-570-8902	FLOODING MITIGATION PROJECTS	E	D	0.00	0.00	0.00	0.00	
40-541-570-8903	NR216 DNR PERMIT	E	D	0.00	0.00	0.00	0.00	
40-541-570-8905	INDUSTRIAL PARK STREET LIGHT	E	D	0.00	0.00	0.00	0.00	
40-541-570-8908	DONGES BAY RD	E	D	0.00	0.00	0.00	0.00	
40-541-570-8913	MS4 PROGRAM EVAL/IMPROVEMENTS	E	D	0.00	44,600.00	69,537.50	-24,937.50	
40-542-570-8210	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-542-570-8211	SITE IMPROVEMENTS - FUEL ISLND	E	D	0.00	0.00	0.00	0.00	
40-542-570-8310	LAND IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-542-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-542-570-8450	PUBLIC WORKS EQUIPMENT	E	D	0.00	116,710.00	0.00	116,710.00	
40-542-570-8460	RADIOS	E	D	0.00	0.00	0.00	0.00	
40-542-570-8520	TRUCKS	E	D	0.00	43,768.00	0.00	43,768.00	
40-542-570-8530	OTHER PUBLIC WORKS MACHINERY	E	D	0.00	0.00	0.00	0.00	
40-542-570-8810	ASPHALT PAVING	E	D	0.00	121,035.85	0.00	121,035.85	
40-542-570-8815	SIDEWALK PROGRAM	E	D	0.00	0.00	0.00	0.00	
40-542-570-8820	STORMWATER DRAINAGE	E	D	0.00	0.00	0.00	0.00	
40-542-570-8830	BRIDGE REPLACEMENT	E	D	0.00	0.00	0.00	0.00	
40-542-570-8850	STREET IMPROVEMENTS	E	D	0.00	11,966.50	0.00	11,966.50	
40-546-570-8100	SITE IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-546-570-8200	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-546-570-8400	EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-551-570-8200	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-551-570-8210	NEW BLDG FURNITURE/EQPT-COUNTY	E	D	0.00	0.00	0.00	0.00	
40-551-570-8310	LAND IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-551-570-8410	FURNITURE	E	D	0.00	0.00	0.00	0.00	
40-551-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-551-570-8430	COMPUTER HARDWARE	E	D	0.00	0.00	0.00	0.00	
40-551-570-8435	AUTOMATION EQUIPMENT - COUNTY	E	D	0.00	0.00	0.00	0.00	
40-551-570-8440	COMPUTER SOFTWARE	E	D	0.00	0.00	0.00	0.00	

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 05

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 05/31/21	COMMENTS
40-552-570-8210	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-552-570-8310	LAND IMPROVEMENTS	E	D	0.00	920,393.93	428,929.60	491,464.33	
40-552-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-552-570-8450	OTHER EQUIPMENT	E	D	0.00	32.63	32.63	0.00	
40-552-570-8520	VEHICLES	E	D	0.00	0.00	0.00	0.00	
40-552-570-8530	OTHER MACHINERY AND EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-553-570-8190	DHEINSVILLE PARK CONTRIBUTION	E	D	0.00	0.00	0.00	0.00	
40-553-570-8210	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-553-570-8310	OTHER IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-553-570-8450	EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-553-570-8460	RADIOS	E	D	0.00	0.00	0.00	0.00	
40-553-570-8520	TRUCKS	E	D	0.00	0.00	0.00	0.00	
40-553-570-8530	OTHER MACHINERY AND EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-553-570-8610	EAB RESPONSE PLAN	E	D	0.00	0.00	0.00	0.00	
40-554-570-8200	BUILDING IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-554-570-8410	FURNITURE	E	D	0.00	0.00	0.00	0.00	
40-554-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-554-570-8450	OTHER EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-554-570-8520	VEHICLES - SR CENTER	E	D	0.00	0.00	0.00	0.00	
40-563-570-8410	FURNITURE	E	D	0.00	0.00	0.00	0.00	
40-563-570-8420	OFFICE EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
40-563-570-8430	COMPUTER HARDWARE	E	D	0.00	0.00	0.00	0.00	
40-563-570-8520	VEHICLES	E	D	0.00	0.00	0.00	0.00	
40-567-570-8200	LAND IMPROVEMENTS	E	D	0.00	0.00	0.00	0.00	
40-567-570-9900	SEWER CONNECTION CHRG - ASSET	E	D	0.00	0.00	0.00	0.00	
40-580-583-4950	DEBT ISSUANCE COSTS	E	D	0.00	0.00	0.00	0.00	
40-590-592-1000	TRANSFER TO GENERAL FUND	E	D	0.00	0.00	806.85	-806.85	
40-590-592-3000	TRANSFER TO DEBT SERVICE	E	D	0.00	0.00	0.00	0.00	
TOTALS FOR CAPITAL PROJECTS FUND				0.00	2,119,497.30	2,119,497.30	0.00	

Director's Report: May 2021

STATE OF WISCONSIN

- Updates for the 2022 Annual Report were released on Thursday, April 29 for the Wisconsin Department of Public Instruction and included programming breakout for children ages 0-5 (instead of 0-11), flexibility in measuring using either survey week or actual count and counting circulation for other circulating items.

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, May 13 (virtual). Discussions included digital magazines through Overdrive, NCOA files, Polaris/ILS settings resorted back to pre-COVID & website update.
- The system is currently looking into pricing options for CreativeBug – a crafting/video platform.
- The Monarch Board is currently searching for a system director.

WASHINGTON COUNTY LIBRARIES

- Washington County library directors submitted a Washington County Libraries Annual Report and individual library Annual Reports to the Washington County Library Services Board, Washington County Board and local municipal boards (attached).
- Washington County Library Directors worked on an ad for the Washington County Summer Fun Guide to advertise summer programming and the Washington County Fair that reaches 50,000+ residents (attached).

VILLAGE OF GERMANTOWN

- Department Heads presented at the Village Board meeting as part of the Trustee Orientation on Monday, May 17.

DONATIONS

- Jane Schmidt (\$700) / Library Board Accounts (large print material)

DEPOSITS

- Washington County (\$82,844.41) / 2021 ILS Replacement Fund, OCLC Subscription, Overdrive E-Content, Overdrive E-Magazines, Polaris Maintenance Fee & 1st Qtr 2021 Reimbursement (attached)

STATISTICS

- Circulation (large increases due to COVID-19 closures in March - May 2020) (attached)
 - o Physical: 23,265 (1052.9% from 2020 / -1.8% from 2019)
 - o Digital: 4,190 (-8.7% from 2020 / 48.6% from 2019)
 - o Total: 27,455 (315.4% from 2020 / 3.6% from 2019)
 - o Hoopla Checkouts: 160 (\$333)
- January – April additional Statistics (attached)

SUMMER PROGRAMMING

- Summer programming brochure has been released (attached). Grab & Go Kits will be available for kids, teens & adult on Tuesdays, Thursdays & Saturdays through August (attached). Additional in-person options will be added with small groups and registration.
- Summer Reading Challenge for all ages will run June 7 – August 21 online through Beanstack with some in-person components.

- January – April Programming Statistics (attached)
 - o Programs: In-Person (16) / Live, Virtual (553) / Pre-recorded (3,814)
 - o Self-Directed: Challenges (4,533) / Activities (10,515) / Grab & Go Kits (17,278) / Registration Kits (1,740)

COVID RELATED UPDATES & SERVICES

- The Village of Germantown Board voted that the mask mandate for Village staff and the public in Village buildings will go through Monday, May 31. Wording was adjusted on print signage and the website.
- Extended (return to pre-COVID) hours began on Monday, May 3.
- Other changes to the library include opening the public water fountains and children's bathroom, eliminating the temporary exit, moving the Grab & Go Kit table in the lobby, making laptops available for checkout and beginning to make additional seating available for patrons.
- The Welcome Desk in the lobby is set to end on Saturday, August 14.

DEPARTMENT UPDATES

- Management & General Staff
 - o Assistant Director created budget tracking spreadsheets for collection management staff.
 - o Phone system auto attendant programming and script were updated.
 - o Vacant positions: Library Specialist & Youth Services Assistant (current staff filling in).
 - o Full-time staff participate in WAPL conference webinars.
 - o Customer Service Survey for all service teams was launched on Monday, May 24.
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
 - o Survey for Grab & Go / Registration Kits was extended online through April 30 with 200+ results (attached).
 - o Three out of four Adult Book Groups started meeting in-person in May. One will remain virtual for the time being.
 - o Virtual Memory Cafes continue each month with the first in-person café in July.
- Circulation (Diane Long & Connie Lloyd)
- Tech Services (Connie Lloyd)
- Technology/Statistics (Connie Lloyd)
 - o The new Monarch2Go app was launched on May 3.
 - o Kiosk for Beanstack Reading Program was configured in Youth Services area.
- Building Management & Grounds (Connie Lloyd)
 - o Friends of the Library Pop-Up book sale will end in May and begin again in September. Usborne Book Sale will run June 7 – August 21 (youth items).

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

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



WASHINGTON COUNTY LIBRARIES

2020 BY THE NUMBERS

BASED ON 2020 ANNUAL REPORT DATA



845,473
Print &
Audio/Visual

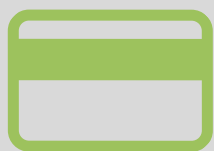
+



161,810
Digital

= 1,000,000 +

Items Checked out at
Washington County
Libraries in 2020!



79,000+
Registered
Library Cards



244,000+
**Library Visits
in 2020!**



79,000+
Service
Questions

56,000+

People Attended

800+

Programs



- 19,000+ In-Person Participants
- 21,000+ Virtual Participants
- 15,000+ Pre-Recorded Views

&

39,000+
Grab & Go
Kits Given
Out



6,000+
Curbside Pickup
Appointments

WASHINGTON COUNTY LIBRARIES

Germantown Community Library
Jack Russell Memorial Library (Hartford)
Kewaskum Public Library
Slinger Community Library
West Bend Community Library



DIGITAL & ONLINE RESOURCES

16,000+

Public Computer
Logins

54,000+

Wireless
Logins

630,000+

Online
Database Retrievals

400+

Online Gale
Courses Taken

THE 5 LIBRARIES IN WASHINGTON COUNTY SERVE 136,034 RESIDENTS!

Washington County Libraries 2020 Physical Circulation

(*Numbers Rounded to Nearest 1,000)

Municipal 514,000

Kewaskum (V)	17,000
Slinger (V)	38,000
Hartford (C)	102,000
Germantown (V)	156,000
West Bend (C)	201,000

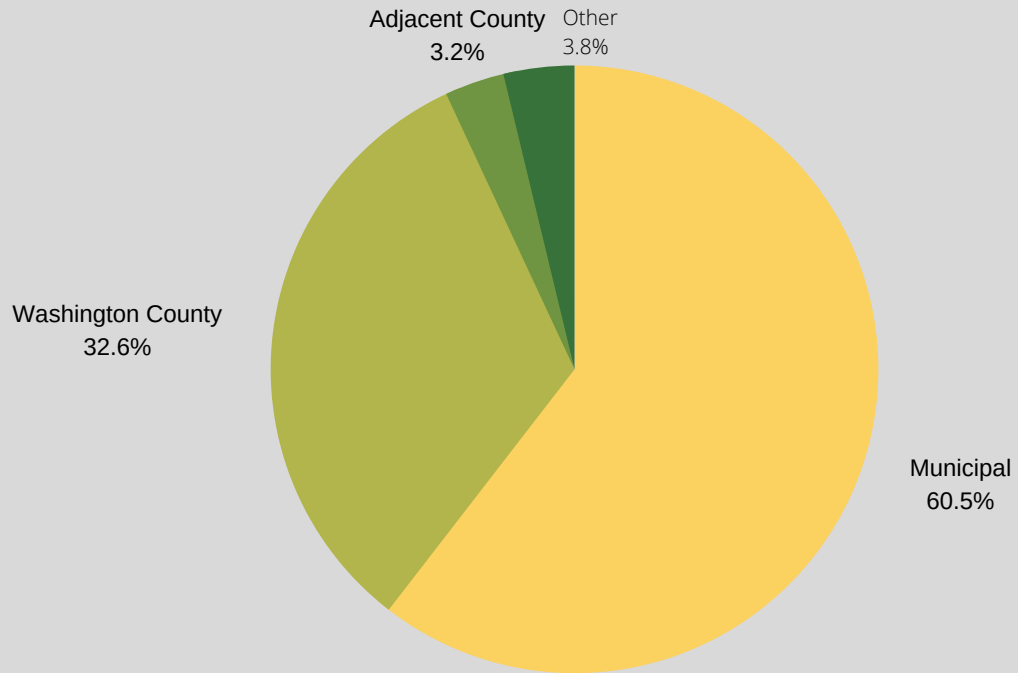
Wash. Co. 277,000

Germantown (T)	1,000
Newburg (V)	4,000
Kewaskum (T)	8,000
Wayne (T)	9,000
Barton (T)	10,000
Addison (T)	14,000
Farmington (T)	15,000
Trenton (T)	16,000
Hartford (T)	18,000
Jackson (T)	21,000
Erin (T)	22,000
West Bend (T)	27,000
Polk (T)	27,000
Jackson (V)	32,000
Richfield (V)	53,000

Adj. County 27,000

Other 32,000

Total 850,000



Washington County Libraries 2020 Municipal & County Tax Support

Municipal \$2,396,540

Kewaskum	\$131,723
Slinger	\$161,460
Hartford	\$698,733
Germantown	\$687,639
West Bend	\$716,985

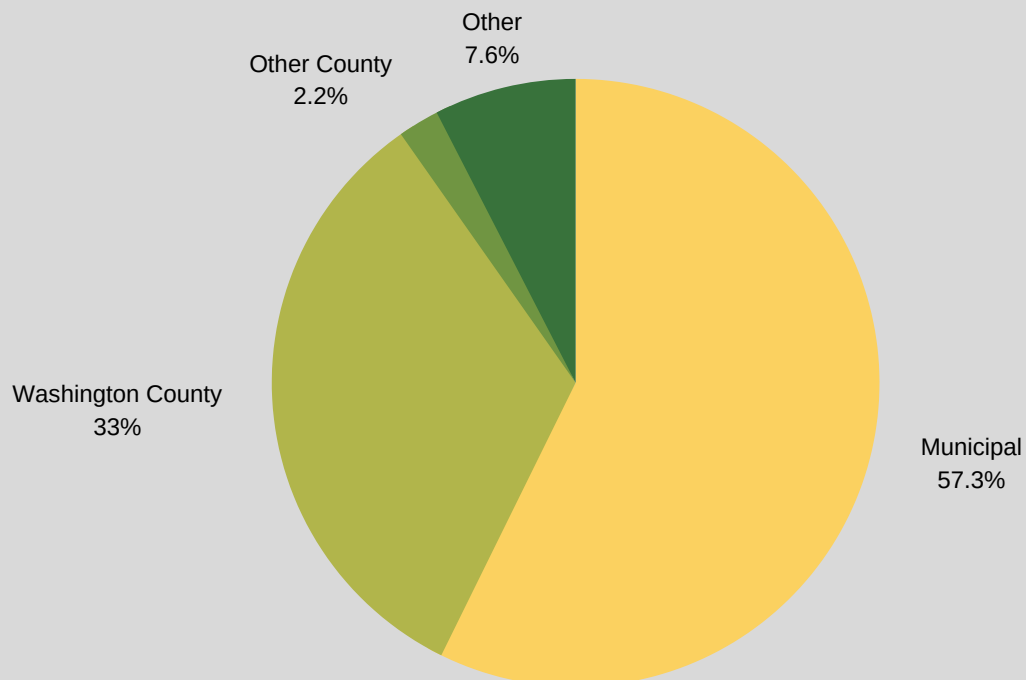
Wash. Co. \$1,378,669

Kewaskum	\$61,748
Slinger	\$153,347
Hartford	\$213,771
Germantown	\$319,093
West Bend	\$598,990
Outreach	\$31,720

Adj. County \$91,828

Other \$316,237

Total \$4,183,274



GERMANTOWN
COMMUNITY LIBRARY



Learn. Share. Grow.

N112 W16957 Mequon Rd Germantown
(262) 253-7760
germantownlibrarywi.org

Summer Reading Challenge: June 7 - August 21
Sign up: germantownlibrarywi.beanstack.org/reader365

Grab & Go

Kits available while
supplies last for
kids, teens & adults.

Tuesday,
Thursdays
& Saturdays

Book Walks

June 14 - 26:

Wiedenbach Park (Germantown)

July 12 - 24:

Hickory Park (Jackson)

August 2 - 14:

Fireman's Park (Germantown)

Performers

Thurs @ 10:30am & 1:30pm

Performing Arts Pavilion
Fireman's Park (Germantown)

June 24 - Robin's Dog Stars

July 8 - Spoon Man

August 12 - Gypsy Geoff

**JACK RUSSELL
MEMORIAL
LIBRARY**

100 Park Ave. Hartford
(262) 673-8240
hartfordlibrary.org

Summer Learning Challenge: June 1 - August 7
Sign up: jackrussell.readsquared.com

Outdoor Events

North Side Lawn / Rubicon River | 6:30pm

June 15 - Gaelic Harp Concert

June 21 - Lincoln as Storyteller

*Bring blankets and
lawn chairs to get cozy in the grass!*

Maxwell Street Day
Outdoor Book Sale
July 14 - 9am-8pm

**Kewaskum
Public
Library**



206 First Street
(262) 626-4312
kewaskum.lib.wi.us

Summer Learning Program: June 7 - August 7
Sign up: kewaskum.beanstack.org

**Kickoff Zoo
Party**

June 8 @
11am - 1pm
Library Lawn

(Rain Location:
Annex Building)

Storytime

Outdoor Storytime
on Library Lawn
Weds @ 10:30am

Stories, movement
activities, songs & a
craft to go.

Programs

Programs every Tuesday at
the library including a tie
dye party, scavenger hunt
and Grab & Go kits for all
ages. Check website for
schedule.



INFORMATION • INSPIRATION • ENTERTAINMENT

Slinger Community Library

220 Slinger Rd, Slinger
(262) 644-6171
slingerlibrary.org

Summer Learning Program: June 14 - August 6
Sign up in person & online (youth only) through Beanstack

Special Events

June 30 @ 10:30am - 4:30pm
Hopper's Mini Donuts Food Truck

July 24 @ 10am
Duke Otherwise

July 19 - Aug 3
Friends Silent Auction

Weekly Programs

Rainbow Readers (ages 0-5) Weds @ 10am

Kaleidoscope Kids (ages 6-11) Thurs @ 11am

Teen Tuesdays (ages 12-18) @ 2pm

Programs for Adults (18+)



630 Poplar St, West Bend
(262) 335-5151
westbendlibrary.org

Summer Learning Program: June 1 - July 31
Sign up in-person for youth, teens & adults

**Take-Home
Kits**

Mondays - Crafts
Mondays - STEM
Tuesdays -
Teen Crafts

Story Walks
(outside library)

June 1-30

Grumpy Bird

July 31

The Very Hungry Caterpillar

Programs

July 1- Turtle Dance Music
(virtual)

TBD - Music & Movement
(check library for dates)

VISIT THE WASHINGTON COUNTY LIBRARIES AT THE
WASHINGTON COUNTY FAIR: JULY 20 - 25

Distribution of Washington County Funds Based on Circulation to Nonreserved Municipalities
Report by Steve, Director (WB)
Updated 4/15/2021

Quarter/Year	West Bend		Germantown		Hartford		Kewaskum		Slinger		GT Dollars	
2021 - 5%												
2021 - 4th Qtr												
2021 - 3rd Qtr												
2021 - 2nd Qtr												
2021 - 1st Qtr	44.3633%	32,263	22.5052%	18,396	16.5621%	13,538	4.8739%	3,984	11.6955%	9,560	\$73,566.00	
2020 - 5%	44.2468%		23.4804%		16.5724%		4.3222%		11.3782%		\$14,703.00	
2020 - 4th Qtr*	43.4861%	33,179	22.7188%	17,334	17.6663%	13,479	4.6410%	3,541	11.4879%	8,765	\$74,264.00	*added \$111
2020 - 3rd Qtr	43.0587%	35,287	23.8521%	19,547	17.3884%	14,250	3.8218%	3,132	11.8790%	9,735	\$71,638.00	in Capital P
2020 - 2nd Qtr	42.8049%	16,869	24.6492%	9,714	15.8111%	6,231	4.2528%	1,676	12.4819%	4,919	\$74,032.00	
2020 - 1st Qtr	16.9191%	37,265	23.2486%	18,465	15.0572%	11,959	4.5666%	3,627	10.2085%	8,108	\$69,825.00	
2019 - Qtr Average	44.3700%	39,134	23.40%	20,641	16.72%	14,744	4.61%	4,066	10.89%	9,607	\$70,548.00	
2018 - Qtr Average	44.2400%		22.48%		16.84%		4.96%		11.60%		\$64,211.00	
2017 - Qtr Average	46.4900%		20.25%		15.77%		5.00%		12.50%		\$56,884.00	
2016 - Qtr Average	46.3300%		18.75%		16.90%		5.06%		12.96%		\$53,593.75	
2015 - Qtr Average	45.8100%		19.82%		15.49%		5.31%		13.57%		\$56,580.50	
Last 4 Quarter Average			23.43%	16,248							\$73,375.00	
	2021 Budget	Actual	Difference						Green = 2021 Budget Year			
2020 4qtr	\$70,015	\$74,264	\$4,249						Red = Payment Not Yet Received			
2020 5%	\$14,740	\$14,703	-\$37									
2021 1st qtr	\$70,015	\$73,566	\$3,551									
2021 2nd qtr	\$70,015	\$70,015	\$0									
2021 3qtr	\$70,015	\$70,015	\$0									
Total Circulation	\$294,800	\$302,563	\$7,763									
TEACH Lines (2)	\$1,200	\$600	\$0									
Adjacent Counties	\$7,800	\$7,905	\$105									
System Fees	\$9,200	\$9,279	\$79									
Total	\$313,000	\$320,347	\$7,347									

SUMMER READING
PROGRAM:
JUN 7 - AUG 21
ALL AGES
AVAILABLE ONLINE
THROUGH BEANSTACK

GERMANTOWN COMMUNITY LIBRARY PROGRAMMING

MAY - AUGUST 2021

ALL KITS CAN BE PICKED
UP AT THE WELCOME
TABLE IN THE LOBBY OF
THE LIBRARY.

REGISTRATION KITS

Registration required
& opens 2 weeks before each date listed.

Sign-up through our online calendar
or call (262) 253-7760

Item is available starting on Mondays and
is held for 7 days after the date listed.

STEAM CLUB (ages 5-11)

1st & 3rd Mondays

June 7 - Seed Jar Science

June 21 - Patriotic Gnome

July 5 - Balloon Powered Boat

July 19 - CD Suncatchers

Aug 2 - Bubble Snake Maker

Aug 16 - Wind Chimes

MAKE IT KITS (teens & adults)

2nd & 4th Mondays

June 14 - Lace Vase

June 28 - Cookies in Jars

July 12 - Quilled Tags

July 26 - Bud Vase Magnets

Aug 9 - Garden Stakes

Aug 23 - Macramé Plant Hanger

GRAB & GO KIT SCHEDULE

No registration required / Limited supply
Available on a first-come-first-serve basis.

TUESDAY



Preschool Kits

(early literacy activities geared for ages 1-5)



Paper Craft Kits

(simple paper crafts geared for ages 3-11)



Teen Kits

(crafts geared for ages 11-17)

THURSDAY



*Craft Kits

(crafts geared for ages 5-11)



*Craft Kits

(crafts geared for teens & adults)

SATURDAY



*Movie Kit OR Snack Kit

(activities geared for ages 3-11)



*Movie Kit OR Recipe Kit

(activities geared for teens & adults)

*Program Generously Sponsored by the
Friends of the Germantown Community Library

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, Germantown)

Jun 24 - Robin's Dog Stars

July 8 - Spoon Man

Aug 12 - Gypsy Geoff

VIRTUAL PROGRAMS

Storytime LIVE

FRIDAYS AT 10:30 A.M. ON FACEBOOK LIVE
JUN 18, JUL 2, 26 & 30, AUG 13 & 26

LIVE



Available to view on Facebook & website
for 14 days after premiere

See our full list of programs & registration: <https://www.germantownlibrarywi.org/online-programs>

BOOK GROUPS

Registration Required:
<https://www.germantownlibrarywi.libcal.com/calendar?cid=11430>
or call Adult Services at (262) 253-7760

In-Person

EVENING BOOK GROUP
1ST WEDNESDAY @ 6:00PM

MORNING BOOK GROUP
2ND THURSDAY @ 9:30AM

NONFICTION BOOK GROUP
3RD FRIDAY @ 1:00PM

Online Book Groups (Zoom)

MYSTERY/THRILLER BOOK GROUP
4TH THURSDAY @ 9:30AM

You will receive a link through email after registering.

3 WAYS TO CHECKOUT PHYSICAL MATERIAL



Visit the Library In
Person to **Browse**
Shelves,
**Pick Up Holds &
Check Out** Material

Schedule a Contactless
Curbside Pickup
Appointment at
<https://www.germantownlibrarywi.libcal.com/reserve/curbside> or
(262) 253-7760



Request a
Library Express Bag
through our website
with Items Picked Just
For You By Library Staff

DIGITAL MATERIAL



Meet **Libby** - an easy way to borrow digital books, audiobooks & magazines from **Overdrive**.

- Lucky Day (no holds / wait lists!):
<https://wplc.overdrive.com/collection/1046004>
- Kids Collection:
<https://wplc.overdrive.com/library/kids>



hoopla includes digital movies, comics, ebooks, audiobooks & more!

- <https://www.hoopladigital.com/>

View all of our free online resources:

<https://germantownlibrarywi.org/digital-material>

ONLINE RESOURCES



A to Z Databases contains millions of listings ideal for mailing lists, market research & employment.



Ancestry includes genealogy and historical records. In-library only.



Gale Courses provides access to 360+ free online courses including personal interest, certifications & career training programs.

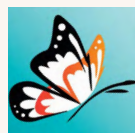


Learn any of 80 languages at your own pace with **Pronunciator** through self-directed lessons, live teachers, movies, music & more.

View all of our free online resources:

<https://germantownlibrarywi.org/databases>

MONARCH2GO APP



Stay connected on the go! Download the new **Monarch2Go** App on the App Store or Google Play. Updates available for current users of iOS.

LIBRARY SERVICES SUMMER 2021

GERMANTOWN
COMMUNITY LIBRARY



Learn. Share. Grow.

N112 W16957 Mequon Rd (Germantown, WI)

(262) 253-7760

www.germantownlibrarywi.org

LIBRARY HOURS

Mon-Thurs: 9am - 8pm

Fri: 9am - 5pm

Sat: 9am - 4pm

LIBRARY BOOK SALES

May 1 - 31

\$0.50 Paperbacks (Adult Fiction)

June 7 - August 21

Usborne Sale (Youth Titles)

Stay Connected

Watch for updated services & programs:

Library Facebook Page:

<https://www.facebook.com/GermantownCommunityLibraryWI/>

Sign-Up for Our Online Newsletter:

<https://tinyurl.com/gtlibrarynewsletter>

MAY KIT PICK - UP SCHEDULE (FOR KIDS)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 Preschool Kits <i>(will return June 1)</i>	28	29 Craft: Sticker Crafts	30	1 Movie Kit: Star Wars <i>(sponsored by the Friends of the Library)</i>
3	4 Paper Craft: Mom (& Other) Cards	5	6 Craft: Mother's Day	7	8 Snack Club: Rainbow Bites
10	11 Paper Craft: Flower Bookmarks	12	13 Craft: Birdfeeders <i>(sponsored by the Friends of the Library)</i>	14	15 Movie Kit: Swift/Rio (Birds) <i>(sponsored by the Friends of the Library)</i>
17	18 Paper Craft: Origami	19	20 Craft: Origami Bookmarks	21	22 Snack Club: Swimming Bears
24	25 Paper Craft: Foam Butterflies	26	27 Craft: Foam Bugs <i>(sponsored by the Friends of the Library)</i>	28	29 Movie Kit: 101 Dalmatians (Dogs) <i>(sponsored by the Friends of the Library)</i>

MAY KIT PICK - UP SCHEDULE (FOR TEENS / ADULTS)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 Teen Craft: Tile Magnets	28	29 Craft: Recipe Holder Flowers	30	1 Movie Kit: Star Wars
3	4 Teen Craft: Coloring Bookmarks	5	6 Craft: String Art	7	8 Recipe Club: Taco Dip
10	11 Teen Craft: Clothes Pin Magnets	12	13 Craft: Birdfeeders <i>(sponsored by the Friends of the Library)</i>	14	15 Activity Kit: Magazine Titles
17	18 Teen Craft: Origami	19	20 Craft: Origami Flowers	21	22 Recipe Club: Jell-o
24	25 Teen Craft: Color by Number	26	27 Craft: Wooden Spoons	28	29 Movie Kit: Cruella

- PRESCHOOL KITS, STEAM KITS & TEEN/ADULT MAKE IT KITS WILL BE BACK IN JUNE!!! -

JUNE KIT PICK - UP SCHEDULE (FOR KIDS)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Preschool Kits 1 Paper Craft: Sticker by Number	2	Kid Craft: Mosaic Fish 3	4	Movie Kit Luca 5
7	Preschool Kits 8	9	10	11	12
STEM Club: Seed Jar Science (registration required) →					
	Paper Craft: Croods: New Age		Talewise Kit: Unicorns		Book Walk Kit <i>Elephant/Piggie</i>
14	Preschool Kits 15 Paper Craft: Dad's Day (& other) Cards	16	Kid Craft: Father's Day 17	18	Snack Club: S'mores 19
21	Preschool Kits 22	23	24	25	26
STEAM Club: Patriotic Gnome (registration required) →					
	Paper Craft: Flower Picture		Kid Craft: Palm Tree Sign		Movie Kit Star Gazing
28	Preschool Kits 29 Paper Craft: July 4th Bookmarks	30	Kid Craft: July 4th Parade Kits 1	2	Snack Club: Firecracker Marshmallows 3

JUNE KIT PICK - UP SCHEDULE (FOR TEENS / ADULTS)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Teen Craft: x x x 1	2	Teen/Adult Craft: Sticker by Number 3	4	Craft Kit: Color by Number 5
7	Teen Craft: x x x 8	9	Teen/Adult Craft: Umbrella Wreath 10	11	Movie Kit: Music (in the Park) 12
14	15	16	17	18	19
Make It Craft: Lase Vase (registration required) →					
	Teen Craft: x x x		Teen/Adult Craft: Firecrackers		Recipe Club: S'mores
21	Teen Craft: x x x 22	23	Teen/Adult Craft: Palm Tree Sign 24	25	Movie Kit Star Gazing 26
28	29	30	1	2	3
Make It Craft: Cookies in Jars (registration required) →					
	Teen Craft: x x x		Teen/Adult Craft: July 4th Jewelry		Recipe Club: Cracker Dip

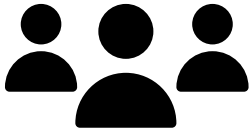
GERMANTOWN COMMUNITY LIBRARY 2021 PROGRAMMING STATISTICS

PRESCHOOL

YOUTH

TEENS

ALL AGES



Attend in Person

16

Book Groups

(4): 16

= 16



Storytime (also
Pre-recorded)

(13): 1,856

= 499

Book Groups

(6): 54

= 54



Live, Virtual

553



Storytime
(also Live)

(13): 3,814

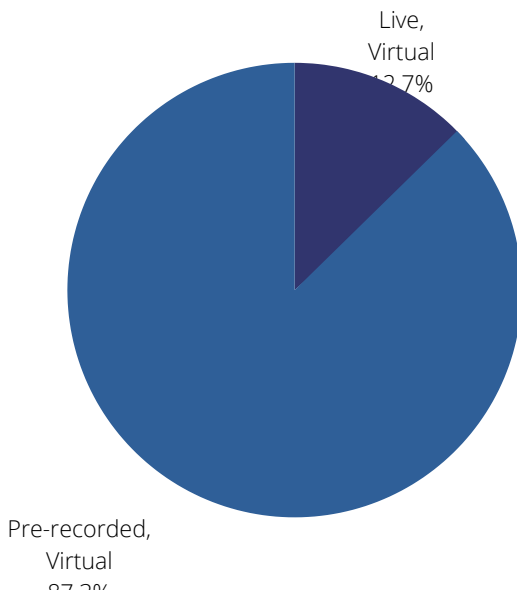
= 3,814



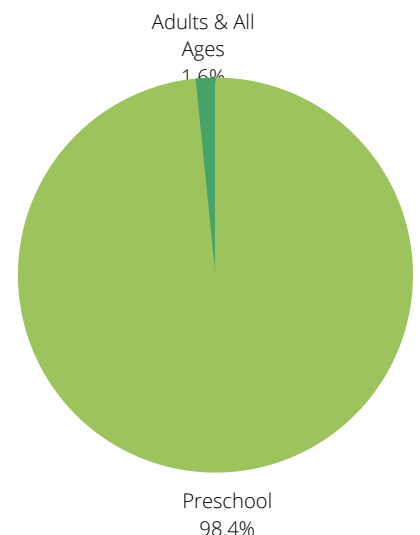
Pre-recorded, Virtual
(Watch Anytime /
Anywhere)

3,814

BY DELIVERY METHOD



BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY 2021 SELF-DIRECTED ACTIVITIES

PRESCHOOL

YOUTH

TEENS

ALL AGES

Challenges
& Surveys

Winter: 681
Grab & Go: 108
= 789

SWAG: 127
Winter: 797
Grab & Go: 227
= 1,151

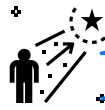
Winter: 440
Grab & Go: 158
= 598

SWAG: 366
Winter: 1,305
Grab & Go: 324
= 1,995



4,533

Self-Directed
10,515



Coloring: 7,052
= 7,052

Coloring: 3,998
= 3,463

Grab & Go Kits
(Pick Up Kit at
Library)

Craft (8): 2,163
Preschool (17): 860
= 3,023

Craft (24): 4,547
Movie (17): 1,574
Recipe (17): 1,700
= 7,821

Craft (26*): 731
Movie (17*): 338
Recipe (17*): 322
Teen (8): 760
= 2,151

Craft (26*): 2,189
Movie (17*): 1,016
Outreach (3): 112
Recipe (17*): 966
= 4,283



17,278

Register &
Pick Up Kit
at Library

STEAM (8): 780
= 780

Make It (8): 960
= 960



1,740

Total:
3,812

Total:
16,804

Total:
2,749

Total:
10,701

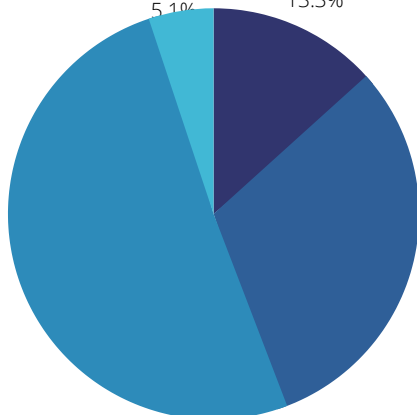
BY TYPE OF ACTIVITY

Registration
5.1%

Challenge
13.3%

Self-
Directed
30.9%

Grab/Go
50.7%



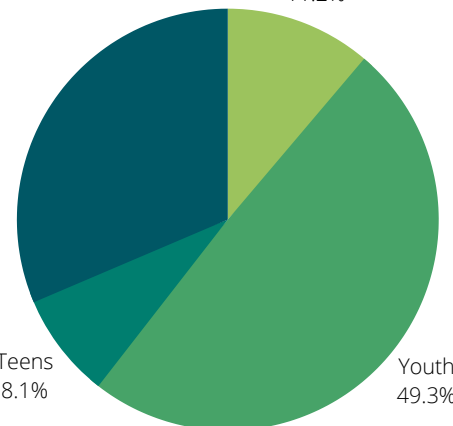
BY TARGET AGE

Preschool
11.2%

Adults & All
Ages
31.4%

Teens
8.1%

Youth
49.3%



SELECTED COMMENTS FROM APRIL - MAY 2021
GRAB & GO / REGISTRATION KIT SURVEY

*"The Crafts have
been a life-saver
(also fun) for me
& my
grandkids."*

"Thank you for all
you have done to
help keep our kids
and families reading
and engaged in
creative and
educational
activities always but
particularly
throughout this past
year!"

*"I love the
teen events.
It's something
fun to do with
my friends
that isn't
electronic."*

"IT IS VERY NICE TO
HAVE THE OPTION
TO DO IT AT HOME
WHEN IT IS
CONVENIENT FOR ME
AND MY FAMILY'S
SCHEDULE."

"Thank you for keeping
us busy and learning
new things during the
past year. The library is a
HUGE part of our lives. "

"Thank you for all of your hard working doing this for the children in our community!!
The grab and go option has been great for our family! Even if we aren't able to get to
the literacy kit or craft the same day we pick it up it has been great to pull out on a rainy
day. We have also grabbed kits for a friend who had to stay more isolated during the
pandemic and I know they really appreciated getting them as well!"



Germantown Community Library
N112 W16957 Mequon Rd
(262) 253-7760 www.germantownlibrarywi.org

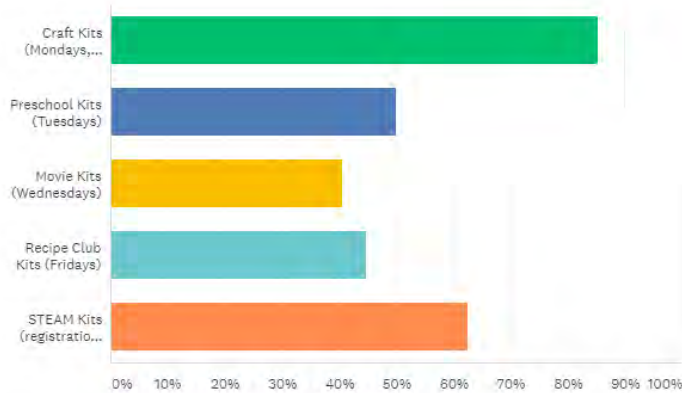
GRAB & GO / REGISTRATION KIT SURVEY (APRIL – MAY 2021)

207 Total Responses (selected responses)

YOUTH

What youth kits have you participated in? (check all that apply)

Answered: 96 Skipped: 0

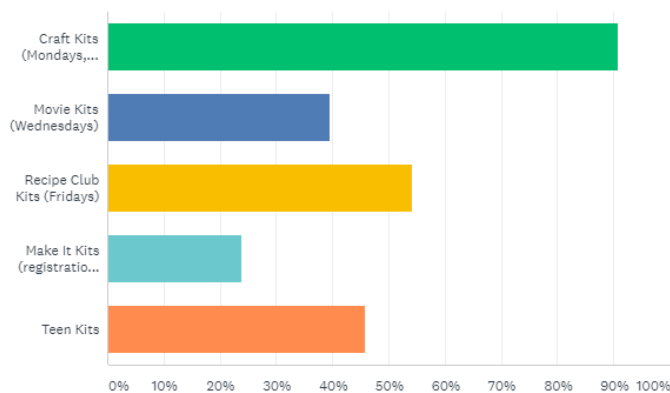


ANSWER CHOICES	RESPONSES
▼ Craft Kits (Mondays, Thursdays & bonus days)	85.42% 82
▼ Preschool Kits (Tuesdays)	50.00% 48
▼ Movie Kits (Wednesdays)	40.63% 39
▼ Recipe Club Kits (Fridays)	44.79% 43
▼ STEAM Kits (registration required)	62.50% 60
Total Respondents: 96	

TEEN & ADULT

What youth kits have you participated in? (check all that apply)

Answered: 109 Skipped: 2

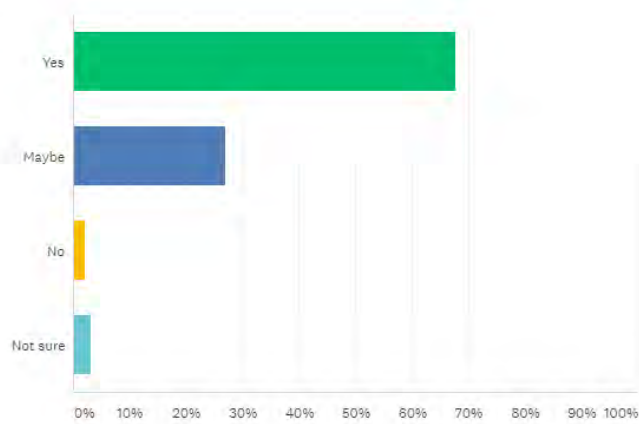


ANSWER CHOICES	RESPONSES
▼ Craft Kits (Mondays, Thursdays & bonus days)	90.83% 99
▼ Movie Kits (Wednesdays)	39.45% 43
▼ Recipe Club Kits (Fridays)	54.13% 59
▼ Make It Kits (registration required)	23.85% 26
▼ Teen Kits	45.87% 50
Total Respondents: 109	

YOUTH

When the library is able to offer on-site craft events again, do you plan to attend?

Answered: 96 Skipped: 0

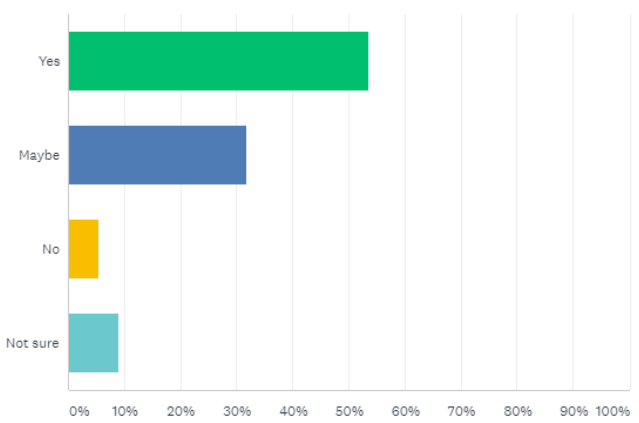


ANSWER CHOICES	RESPONSES	
Yes	67.71%	65
Maybe	27.08%	26
No	2.08%	2
Not sure	3.13%	3
TOTAL		96

TEEN & ADULT

When the library is able to offer on-site craft events again, do you plan to attend?

Answered: 110 Skipped: 1

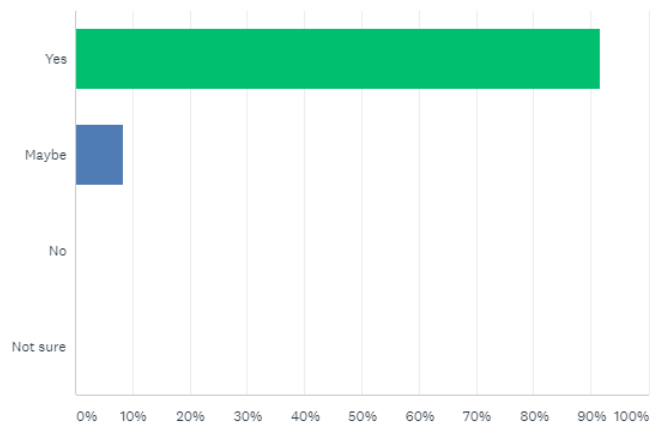


ANSWER CHOICES	RESPONSES	
Yes	53.64%	59
Maybe	31.82%	35
No	5.45%	6
Not sure	9.09%	10
TOTAL		110

YOUTH

When the library is able to offer on-site craft events again, would you still like to have a take-home option?

Answered: 96 Skipped: 0

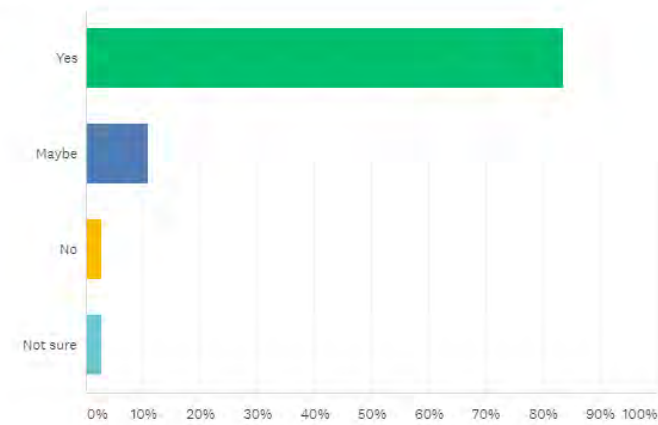


ANSWER CHOICES	RESPONSES	
Yes	91.67%	88
Maybe	8.33%	8
No	0.00%	0
Not sure	0.00%	0
TOTAL		96

TEEN & ADULT

When the library is able to offer on-site craft events again, would you still like to have a take-home option?

Answered: 110 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	83.64%	92
Maybe	10.91%	12
No	2.73%	3
Not sure	2.73%	3
TOTAL		110

Germantown Community Library Facility and Digital Resource Statistics

2021

		WINTER/SPRING SEASON				
		Jan	Feb	Mar	Apr	Season Subtotal
PATRONS						
	New Library Cards	82	65	59	42	248
	Patron Visits	6,308	6,009	6,639	5,953	24,909
SERVICES						
	WiFi Logins	842	759	955	778	3,334
	Reference Transactions					
	Welcome Desk	212	246	180	210	848
	Circulation	763	642	924	724	3,053
	Youth Services	209	281	331	259	1,080
	Adult Services	754	601	911	751	3,017
	eMail	124	149	129	104	506
	TOTAL	2063	1919	2475	2048	8505
	Public Computer Logins	432	324	408	356	1,520
	AWE Logins	0	0	0	0	0
	Curbside Pickup Appointments	276	247	209	190	922
	Express Bag Requests					
	Childrens	22	13	12	14	61
	Teen	2	0	1	1	4
	Adult	9	4	1	4	18
	TOTAL	33	17	14	19	83
DATABASE USAGE						
	A to Z Databases Logins (Searches)	142	93	124	106	465
	ABC Mouse Logins	0	0	0	0	0
	Ancestry Logins (Searches)	353	201	136	28	718
	GALE Courses	10	9	13	14	46
	Pronunciator Logins	19	15	12	21	67
	TOTAL	524	318	285	169	1296
VOLUNTEERS						
	# of Volunteers	0	0	0	0	0
	# of Hours	0	0	0	0	0
MEETING ROOMS (External Use Only)						
	Study Rooms	53	64	63	61	241
	Community Meeting Rooms	0	0	0	0	0
WEBSITE HITS		12,676	9,211	9,429	8,964	40,280

GCL Statistical Trends 2016-2021

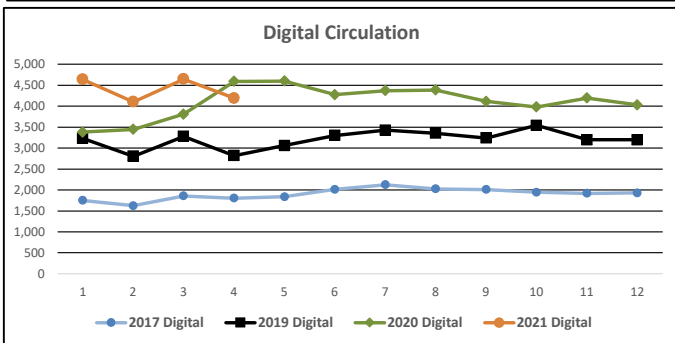
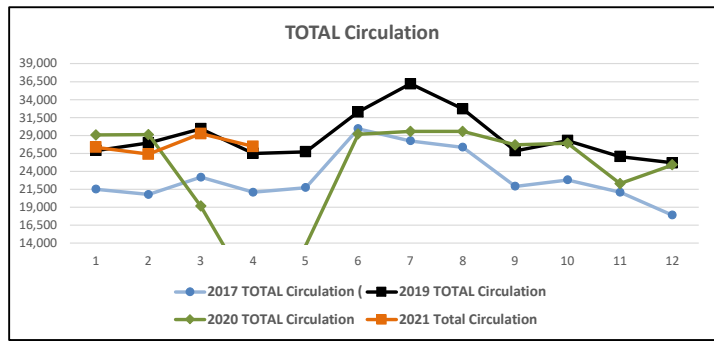
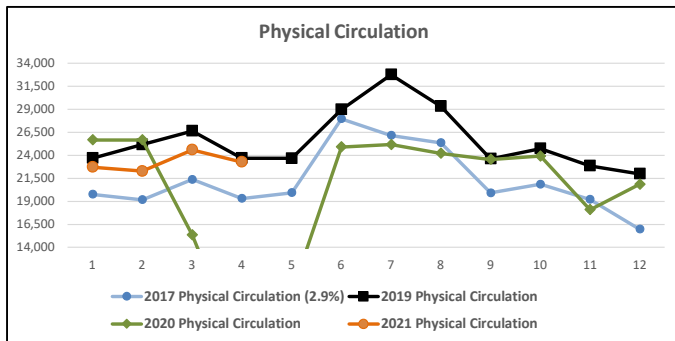
**COVID-19 Building closed 3/14/20 thru 5/20/20, and 11/2-14/20*

Stats	YTD	Jan	Feb	Mar*	Apr*	May	June	July	August	Sept	Oct	Nov*	Dec
2021 TOTAL PHYSICAL	92,865	22,716	22,287	24,597	23,265								
% over 2020	35.2%	-11.5%	-1.7%	60.3%	1052.9%								
% over 2019	-6.4%	-4.1%	-11.5%	-7.7%	-1.8%								
2021 TOTAL DIGITAL	17,570	4,635	4,102	4,643	4,190								
% over 2020	15.4%	37.1%	19.0%	21.9%	-8.7%								
% over 2019	44.9%	43.5%	46.3%	41.7%	48.6%								
2021 TOTAL CIRCULATION	110,435	27,351	26,389	29,240	27,455								
% over 2020	31.6%	-5.9%	-9.4%	52.7%	315.4%								
% over 2019	-0.8%	-8.6%	-5.7%	-2.3%	3.6%								

2020 Physical Circulation	238,494	25,676	25,668	15,340	2,018	9,076	24,899	25,167	24,225	23,561	23,920	18,088	20,856
% over 2019	-22.3%	8.4%	2.0%	-42.4%	-91.5%	-61.7%	-14.0%	-23.2%	-17.4%	-0.3%	-3.3%	-20.9%	-5.2%
2020 RB Digital	4,416	180	243	285	380	532	407	449	465	398	366	392	319
2020 Overdrive	44,753	3,201	3,203	3,523	4,211	4,068	3,866	3,920	3,918	3,716	3,614	3,801	3,712
2020 Hoopla		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Digital Circulation		3,381	3,446	3,808	4,591	4,600	4,273	4,369	4,383	4,114	3,980	4,193	4,031
2020 Gale Courses	131	12	8	13	18	12	25	11	9	1	11	6	5
2020 TOTAL Circulation	287,663	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	24,892

2019 Physical Circulation	307,128	23686	25174	26645	23688	23677	28,968	32,758	29,329	23,622	24736	22856	21989
% over 2018	5.3%	6.1%	19.5%	15.3%	-1.0%	1.8%	-2.0%	9.1%	3.7%	3.9%	-0.8%	2.2%	9.9%
Digital Circulation		3230	2803	3276	2819	3060	3300	3425	3356	3239	3540	3196	3198
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
% over 2018	6.8%	8.5%	20.9%	16.3%	0.4%	3.7%	0.5%	10.4%	4.9%	5.1%	1.7%	3.4%	9.6%

2017 New Patrons	915	64	69	76	61	83	133	95	79	70	73	68	44
2017 Physical Circulation (2.9%)	255,030	19,755	19,174	21,386	19,321	19,932	27,965	26,173	25,364	19,920	20,858	19,209	15,973
% over 2016	2.9%	2.9%	-6.6%	0.0%	-6.9%	-1.6%	6.3%	4.6%	6.2%	8.2%	11.3%	1.7%	11.3%
2017 Digital Circulation		1,751	1,625	1,859	1,803	1,838	2,015	2,125	2,025	2,011	1,946	1,919	1,931
2017 TOTAL Circulation (	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
% over 2016	5.1%	4.0%	-4.4%	1.6%	-4.6%	0.7%	8.0%	6.2%	8.2%	10.1%	13.4%	4.7%	16.6%



HOW DOES GERMANTOWN COMPARE? (Percent Decrease 2019 to 2021)

	JAN	FEB	MAR	APR	TOTAL
S. Falls (7,889)	-58.0%	-49.1%	-38.7%	-40.6%	-46.4%
Plymouth (8,455)	-41.0%	-39.8%	-26.7%	-31.1%	-34.3%
Waupun (8,562)	-52.0%	-54.1%	-21.8%	-35.2%	-40.2%
Cedarburg (11,537)	-9.7%	0.5%	-3.7%	-12.5%	-6.5%
Port (11,639)	-29.7%	-28.1%	-20.5%	-26.0%	-26.0%
Hartford (15,057)	-10.4%	-17.4%	-11.0%	-13.5%	-13.1%
Grafton (15,887)	-6.5%	-9.0%	-1.9%	-14.4%	-8.0%
Germantown (19,965)	-4.1%	-11.5%	-7.7%	-1.8%	-6.4%
Mequon (27,046)	-8.9%	-11.3%	-11.9%	-14.1%	-11.6%
West Bend (31,546)	-9.5%	-11.8%	-8.2%	-18.0%	-11.9%
Sheboygan (48,402)	-39.6%	-39.6%	-31.7%	-36.8%	-36.8%

GERMANTOWN COMMUNITY LIBRARY CIRCULATION POLICY

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

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

LIBRARY CARD REGISTRATION

1. Individuals wishing to check out materials from the Germantown Community Library must have a valid public library card from a library within the Monarch Library System. Any patron will be eligible to obtain a Germantown Community Library card and will be subject to all policies and procedures as outlined in this document.
 - *Patrons may hold only one valid library card from the libraries participating in the Monarch System with the exception of Business or Teacher Cards.*
 - Children who wish to register for a library card must be at least 5 years of age. A custodial parent is required to sign his/her child’s library card application for all children under age 18. Alternate methods of consent, such as separate notes, phone calls or caregiver’s signature will not be accepted.
2. Adults (age 18 and over) and custodial parents of minors are required to present a current form of identification **including their photo and** indicating their current address when applying for a new library card. Examples of such identification can be in print or electronic format and include:
 - Current driver’s license, state photo ID, passport, employee ID or student ID
 - Checkbook or bank statement
 - Piece of personal mail or online statement
 - Property title or lease
3. A proper form of identification with current address is required to receive a replacement library card.
4. Patrons are required to update their information every 18 months. A proper form of identification with current address is required when their address has changed.
5. Inactive library card registration records will be purged ~~five~~ **three** years after the account has expired as part of ongoing database maintenance. Library cardholders who attempt to use a library card after its record has been purged will be required to re-register.

SPECIAL CARD POLICY

Provisions for Digital Library Cards: Patrons can register online for a digital material only library card. If the patron decides to also acquire a physical card, or if their primary or secondary address is not within Washington County, they need to provide the necessary proof of identification as outlined previously in the ‘Library Card Registration’ section.

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

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

1. To apply for a teacher card, you will need:
 - A personal library card in good standing from a library within the Monarch Library System.
 - Proof of employment at an educational facility, a homeschool state certificate, or a childcare license. (Updated documents must be provided by September 1 each year for renewal of services.)
2. Teacher cards have the following exceptions to the standard policy.
 - The card will expire September 1 if updated proof of employment or certificates are not provided for the new school year
 - The card will not be charged overdue fines
 - The teacher is responsible for charges related to lost or damaged items
 - The teacher card is only valid at the Germantown Community Library

LOST/REPLACEMENT CARDS

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

PHYSICAL MATERIAL LOANS REQUIREMENT

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

PHYSICAL MATERIAL LOAN PERIODS AND LIMITS

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

LOAN PERIODS

4 weeks

2 weeks

1 week

ITEMS

Fiction & Non-Fiction Books/Audiobooks

New Adult Fiction books/Non-fiction & TV series DVDs/Blu-rays/
Music CDs/ Magazines/Video Games/Realia

Feature Film DVDs/Blu-rays

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

LIMIT

100

25

25

25

10

5

5

ITEMS

Books –~~Children's & Adult combined~~

Music CDs

Magazines

Audiobooks

DVDs/Blu-rays (total)

DVDs/Blu-rays (new)

Video Games/Realia

PHYSICAL MATERIAL RENEWALS

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

PHYSICAL MATERIAL RESERVES

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

FINES, OVERDUES, DAMAGED AND LOST PHYSICAL MATERIALS

1. All materials receive a one day grace period to allow staff sufficient time to process returned materials. In addition, overdue fines are not assessed for days the library is closed to the public.
2. Fines are charged on materials that are not returned on time. The overdue fine rate is \$0.10 per item per day for all adult material. Overdue fines are not charged for youth and teen materials. At no time shall the amount of the fine exceed \$5.00. Fines are accumulated on scheduled days of operation.
3. Reminder notices on delinquent materials are sent via phone or email according to the following schedule:

1 st notice:	7 days after due date
2 nd notice:	14 days after due date
3 rd notice:	28 days after due date

4. Items not returned by the 60th day after the due date will be declared lost. The cardholder account will have the overdue charges removed and be billed the full value of the item according to the following schedule.

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

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

\$75.00	Audiobook/Video Game
\$30.00	DVD/Blu-ray/Realia
\$30.00	Adult Hardcover Book
\$20.00	Children/YA Hardcover Book
\$ 8.00	Paperback Book
\$20.00	Music CD
\$10.00	Individual Audiobook CD

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

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

- Books with numerous torn pages
- Heavily warped book
- Books with more than 2 pages which have been defaced
- Warped or deeply scratched discs

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

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

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

\$1.00	Music CD/DVD/Blu-ray/Video Game case (single)
\$3.00	Music CD/DVD/Blu-ray/Video Game case (multi)
\$7.00	Audiobook case
\$1.00	Barcode
\$7.00	Plastic kit bag/Realia container
\$2.00	Music CD/DVD/Blu-ray/Video Game/Audiobook cover or insert
\$5.00	Music CD/Video Game booklet/liner notes

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

ADOPTED: 8/24/94

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

DRAFT

GERMANTOWN COMMUNITY LIBRARY GIFTS POLICY

(NOTE: The Gifts Policy is an addition to the policy governing gifts of library materials described in the Collection Management Policy)

The Germantown Community Library believes that private initiative has an important role in enriching the services of the library. The Library Board establishes this policy for accepting gifts.

- Gifts of money, real property, stocks, artwork, and the like will be accepted or rejected on the basis of suitability to the library's mission, décor and suitability of space for display as well as the understanding that the Library Board has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency and so forth.
- ~~Gifts with a value of more than \$500.00 will be acknowledged on a gift plaque.~~
- Donors may select one of the following recognitions based on the purpose and amount of the donation.
 - o **Children's Area Tree** – Cash donations are used to enhance the Early Literacy Area.
 - \$50-\$149 receives 2 lines of text on a green leaf
 - \$150-\$499 receives 2 lines of text on a silver leaf
 - \$500+ receives 2 lines of text on a gold leaf
 - o **Donor Wall** – Cash donations of \$500+ receive a nameplate engraved with the donor name or message and placed on the Donor Wall in the library lobby.
 - o **Outdoor Patio** – Cash donations receive an engraved brick in the outdoor patio area off the Children's library.
 - \$100-\$249 receives 3 lines on a 4x8 brick
 - \$250+ receives 6 lines on an 8x8 brick
 - o **Material Gifts** – Items may be acknowledged with a nameplate on the item
 - o **Giving Tree** – The Giving Tree is located in the library lobby. Leaves are available to businesses or organizations that have contributed \$1,000+ in funding or services to the library
 - o **Naming Rights** – Naming rights for specific parts of the library begin at \$2,000 and require approval of the Library Board.
- Gifts should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.
- Gifts should be complete and may be refused if expenditure of library funds, in the form of special staffing or maintenance, is necessary to make the gift item usable.
- Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis.

ADOPTED: 9/25/02

REVISED AND ADOPTED: