

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, August 25, 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: July 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. **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. Outside Signage for Library Building
 - B. Strategic / Facility Planning
 - C. Germantown Community Library Bylaws
 - D. Acceptable Library Behavior Policy
- IX. **NEW BUSINESS:**
 - A. Outreach Services Assistant Job Description
- X. **ADJOURNMENT:**

Forthcoming meeting: September 22, 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.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

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

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

MOTION (Brady, Vosen): Approve the minutes of the Jun 23, 2021 as printed. Motion carried (5-0).

PUBLIC INPUT: Guest, Mike Rodriguez, did not have any input. He was there as a concerned tax payer to listen to the information provided from the agenda.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 28, 2021: Board Checking Account - \$1,507.22; Board Savings Account - \$5,059.97; GCL Building Account - \$7,633.14 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Building Fund CD Account #2- \$16,468.13; Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,112.76; Building Fund CD Account #5- \$10,000.00. MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Miller): Approve the schedule of operating vouchers and credit card transactions for July and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Vosen, 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 July were reviewed. Lloyd received an explanation from Village Hall regarding several account questions from the Board last month. The Library Trust Fund 340-342-2100 (Designated – Library) reflects the combined balances of the Library Trust Accounts. The Revenue & Expense Report did not reflect the \$25,000 county carryover. This will need to be confirmed on the August report. Village Hall indicated debit amounts associated with the Temp Invest-Library Ameritrade account, 100-110-3160, reflects changes in the value of the investment. It is possible there may not be transactions every month. Finally, the Board requested a report of the detailed Impact Fees. This was provided reflecting a \$281 charge for each new building construction with a balance of \$16,298.00. The Board asked Smith to verify how many years the Library has to use the Impact Fees.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Jolletta Kerpan was approved and sworn in for another 3-year term on the Library Board. CleanPower who currently services the Library and other village properties was awarded a 3-year contract. Re-construction of Division Road between Mequon Road and County Line Road was

approved and will be completed by 2025. This will impact the Division Road entrance to Village Hall and the Library. Details of this project can be found on the Village Board agenda packet and minutes.

COUNTY. Vosen and Smith. The Washington County Library Board will meet again in August. Washington County directors continue to meet monthly. The Directors continue to review the county contract to find opportunities to update the contract to reflect current library service structures. The five libraries shared a booth at the Washington County Fair, July 20-25 and talked with over 3,300 attendees.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on June 8, virtually. The Monarch System Board interviewed two candidates for the Director position. The system staff and directors are waiting for the decision to be announced.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. June monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 10.5%, 2019 = -0.1%; Physical items: 2020 = 13.5%, 2019 = -2.4%; Digital items: 2020 = -7.2%, 2019 = 20.2%. Hoopla had 179 checkouts. Smith received an anonymous \$20 cash donation for general use. Summer Reading Challenge currently has over 1,100 registered patrons. Outreach events include Concert in the Park, Movies at the Park, Amazing Race, German summer school classes, 'A Taste of Germantown' and NAC Night. Upcoming programs include Book Walks, Children's concert on the Patio, Performers at Fireman's Park, Storytime Live and on the Patio, Harp Music Concert on the Patio, Identify Theft presentation, Digital Resources Tech Talk, Script Reading, Book Groups and many STEAM and grab and go kits. Smith provided an insert for August programming. The Fall programming brochure will be available mid-August. The Welcome Desk will be closing July 31. The library has two vacant positions: Youth Services Assistant and Adult Services Assistant. A new Library Specialist has been hired for the vacant Circulation Desk position. A Customer Service Survey was launched May 24 and currently have 168 responses. The library will be closed August 11 from 9-11 a.m. for a full staff meeting and training. The library hosted the first in-person Wild Plum Memory Café since COVID. The Circulation Manager has begun setting up a "Get Your Library Card" campaign for September with local businesses. Tech Services continues to prepare the new 'Library of Things' collection. The 'Library of Things, Jr.' will be rolled out in August. Work continues on research with Monarch for alternative web hosting services and an enhanced support ticket tracking system. Work continues on indoor and outdoor sign designs. Strategic planning and facility planning continues.

UNFINISHED BUSINESS

OUTSIDE SIGNAGE FOR LIBRARY BUILDING – Smith provided final designs from SIGNworks for the library front entrance signage. MOTION (Vosen, Brady): Move to accept design Option A with straight 'Germantown Community Library' in red to match the roof and gutters. Motion carried (3-1 with Nelson abstaining). MOTION (Nelson, Miller): Move to accept design Option D with curved 'Community Library' in bronze to match the door trim. Motion not carried (1-3 with Nelson abstaining). Smith provided four designs for the library address on the front of the building. MOTION (Vosen, Brady): Move to accept Option A with a bronze ACM and beige vinyl lettering. Motion carried (5-0).

STRATEGIC / FACILITY PLANNING – Smith provided a copy of the WiLS Strategic Planning Memorandum of Understanding (MOU). Smith recommended the library accept the MOU with a targeted start date of November 2021. This would be a 5-year strategic plan with updates to the plan every five years. MOTION (Vosen, Brady): Move to accept the WiLS Strategic Planning MOU for \$10,529.00 with work to

begin in November 2021. The plan would be funded using general budget funds, Library Board funds or possibly Impact Fees. Motion passed (5-0). Nelson, Miller and Smith provided a summary of the second floor expansion feasibility fact gathering with Michael Bahr, Plunkett Raysich Architects, and Mary Piontkowski, Harwood Engineering Consultants, that were part of the original building construction. Harwood Engineering provided a copy of the original Structural Framing Plan for a Mezzanine Level. The structural plan is not intended to support a complete second floor addition. It was recommended to conduct a facility expansion feasibility survey with local architects that have library experience. This would provide information pertaining to the feasibility and cost to complete the second floor as originally designed. Smith recommended establishing a Strategic Planning Ad Hoc Committee to coordinate the WiLS strategic planning process and facility expansion feasibility fact finding. MOTION (Nelson, Miller). Move to create a Strategic Planning Ad Hoc Committee to coordinate the WiLS strategic planning and the facilities expansion fact finding. Members to include, Nelson, Miller, Smith, Lloyd and Dan Ho. Motion passed (5-0).

NEW BUSINESS

LIMITED SERVICES ON SATURDAY, OCTOBER 23 – Smith notified the Board there would be limited services on Saturday, October 23, 2021 as the library staff prepares and runs the Halloween program at the library. Library staff begin the setup on Friday after the library closes. They continue Saturday morning and offer the first daytime, family friendly program Saturday afternoon. After close on Saturday, the staff completes the setup for the evening program. Limited services include moving the newspapers and computers to the Community Meeting Room. The children's area will be open as normal. The Holds shelf and the Circulation Desk will also be open as normal. The adult and YA stacks will be closed. Staff will have access to retrieve material for patrons as requested. Adult Reference Desk staff will be available for questions in the library lobby. The Library Board did not have any issues with the plan.

CANCELOTION OF LIBRARY BOARD MEETING ON WEDNESDAY, NOVEMBER 17 – The WLA annual conference is scheduled for the week of November 15, 2021 and Smith is required to attend to meet her Director license educational credits. Smith proposed cancelling the November 17, 2021 Library Board meeting. MOTION (Vosen, Miller): Move to cancel the November 17, 2021 Library Board meeting. Motion carried (5-0).

GERMANTOWN COMMUNITY LIBRARY BYLAWS – Smith proposed changing the ByLaws to increase the number of Library Board members from seven to nine based on the Village of Germantown population and corresponding WI State Statute 43.54 requirements. In addition, she recommended changes to reflect updated job titles. MOTION (Vosen, Nelson): Move to accept the changes as printed and present at the August meeting for a second reading. Motion carried (5-0).

PETITIONS AND POLITICAL CAMPAIGNING POLICY – Smith recommends:

1. Move points pertaining to petitioning and political campaigning to the 'Acceptable Library Behavior Policy'
2. Move points pertaining to the posting of information to the 'Display, Exhibit and Posting Policy'
3. Eliminate this policy.

MOTION (Nelson, Miller): Move the information as recommended and eliminate the 'Petitions and Political Campaigning Policy'. Motion carried (5-0).

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Smith proposed moving points about petitioning and campaigning from the 'Petitions and Political Campaigning Policy' to this policy. Brady asked that 'library

grounds' be specifically defined because the library and village share multiple areas. Members of the Board also requested taking into consideration the soliciting and campaigning ordinances of the Village. Lloyd will request this information from Village Hall and the Police Department and apply it to the policy for review at the August meeting.

DISPLAY, EXHIBIT AND POSTING POLICY – Smith proposed moving the 'Posting' guidelines from the 'Petitions and Political Campaigning Policy' to this policy and renaming it. MOTION (Vosen, Miller): Accept the revised and renamed policy as printed. Motion carried (5-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, August 25, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board
Financial Report **July 28**, 2021
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 6/23/21	\$1,507.22
No Activity	
Balance 7/28/21	\$1,507.22

Bank Five Nine GCL Board Savings Account

Balance 6/23/21 per on-line statement	\$5,059.51
Interest June	+\$.46
Balance 7/28/21 per on-line statement	\$5,059.97

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

Balance 6/23/21 per on-line statement	\$7,632.45
Interest June	+\$.69
Balance 7/28/21 per on-line statement	\$7,633.14

***Penny Jug Fund (Penny Jug Deposit 6/3/21 +\$76.88) = \$2,000.41 (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 5/31/21 per bank statement	\$16,468.13
.60/.60% Interest 25 months (mature 6/30/23)	
CD #3 (5608) Balance 1/06/21 per bank statement	\$16,329.59
0.60/0.60% Interest 13 months (mature 2/6/22)	
CD #4 (1404) Balance 10/25/20 per bank statement	\$16,112.76
0.60/.60% Interest 13 months (mature 11/25/21)	
CD #5 (8801) Balance 04/30/21 per bank statement	\$10,000.00
0.50/.50% Interest 18 months (mature 10/31/22)	

2019 GCLB Checking Account:

2019 GCL Usborne Book Sale SRP Funds (in GCLB checking account): **\$553.32 - \$122.41(Ck 1556) = \$430.91 - \$300 (ck. # 1564 8/12/21) = \$130.91(left)**

Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = \$406.96 - \$102.88 (Ck 1557) = \$304.08- (Cks. 1561, 1562, & 1563) = **\$1.83 (left)**

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

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

***Kugel Donation (1/29/21): \$500 - \$253.87 (Ck. 1560) = \$246.13 (left)**

***Schmidt Donation (6/3/21 - large print): \$700.00 - (brick or plaque?) = \$650.00 +/-**

TOTAL= \$961.33* (left to spend for 2021)

DATE: 08/20/2021
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VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
F-YR: 21

FUND: CAPITAL PROJECTS FUND
ACTIVITY THRU FISCAL PERIOD 08

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 08/31/21	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	3,183,834.23	1,184.34	0.00	3,185,018.57	
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	5,835.41	0.00	821,423.17	
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/FRSTDT INTR SCT	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 SOCIETY	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	739,636.69	3,158,071.65	-2,233,555.79	
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	6,332.36	6,332.36	
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	3,235,444.43	0.00	-3,235,444.43	
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 08

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 08/31/21	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	95,187.60	0.00	95,187.60	
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	2,922.16	0.00	2,922.16	
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 08

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 08/31/21	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	160,101.15	0.00	160,101.15	
40-522-570-8535	SURVIVE ALIVE EXPENDITURES	E	D	0.00	1,725.00	1,725.00	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	69,822.43	0.00	69,822.43	
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	12,021.65	7,640.63	4,381.02	
40-541-570-8892	STORMWATER RELAY	E	D	0.00	262.00	0.00	262.00	
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	59,587.50	69,537.50	-9,950.00	
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	1,216,556.22	228,799.80	987,756.42	
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	17,064.50	0.00	17,064.50	
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 08

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 08/31/21	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	1,080,302.63	428,929.60	651,373.03	
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	475.00	0.00	475.00	
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	3,235,444.43	-3,235,444.43	
TOTALS FOR CAPITAL PROJECTS FUND				0.00	7,145,527.13	7,145,527.13	0.00	

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING AUGUST 31, 2021

PAGE: 1
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FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	AUGUST BUDGET	AUGUST 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	8,112.77	52.5	204,939.00	113,352.96	44.6
10-551-510-1150	SALARIES COUNTY	12,657.92	3,441.53	72.8	151,895.00	42,221.50	72.2
10-551-510-1800	SALARIES-PART TIME	11,225.50	21,087.69	(87.8)	134,706.00	153,766.47	(14.1)
10-551-510-1810	SALARIES-LIBRARY BOARD	100.00	0.00	100.0	1,200.00	675.00	43.7
TOTAL SALARIES & WAGES		41,061.67	32,641.99	20.5	492,740.00	310,015.93	37.0
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,172.92	2,441.90	(12.3)	26,075.00	22,883.88	12.2
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	1,351.74	(32.6)	12,229.00	14,208.08	(16.1)
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	32,750.00	58.3
10-551-520-2400	DENTAL INSURANCE	360.00	0.00	100.0	4,320.00	1,080.00	75.0
10-551-520-2500	LIFE INSURANCE	71.00	87.24	(22.8)	852.00	732.39	14.0
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	3,880.88	67.9	145,498.00	71,654.35	50.7
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	2,395.22	(14.9)	25,000.00	24,895.72	0.4
10-551-530-3200	OFFICE SUPPLIES	416.67	531.60	(27.5)	5,000.00	4,169.85	16.6
10-551-530-3400	POSTAGE	83.33	0.00	100.0	1,000.00	234.00	76.6
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	4,887.86	(46.6)	40,000.00	31,985.64	20.0
10-551-530-3610	BOOKS-COUNTY	1,666.67	0.00	100.0	20,000.00	1,113.67	94.4
10-551-530-3620	BOOK PROCESSING	416.67	298.77	28.3	5,000.00	4,469.83	10.6
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	3,454.92	(936.4)	4,000.00	3,454.92	13.6
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	1,087.63	(117.5)	6,000.00	5,870.94	2.1
10-551-530-3645	AUDIO VISUAL-COUNTY	1,250.00	299.95	76.0	15,000.00	3,582.65	76.1
10-551-530-3660	COMPUTER SERVICE	1,166.67	2,452.76	(110.2)	14,000.00	8,259.69	41.0
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,666.67	1,255.50	24.6	20,000.00	1,974.18	90.1
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	81.60	67.3	3,000.00	2,930.81	2.3
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	1,666.67	1,608.86	3.4	20,000.00	14,671.23	26.6
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	57.06	31.5	1,000.00	493.03	50.7

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VILLAGE OF GERMANTOWN
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FOR 8 PERIODS ENDING AUGUST 31, 2021

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FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	AUGUST BUDGET	AUGUST 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	24.26	99.5	68,000.00	34,346.95	49.4
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	2,052.60	48.6
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	215.80	(29.4)	2,000.00	515.79	74.2
10-551-530-7710	TRAINING - COUNTY	250.00	1,200.00	(380.0)	3,000.00	2,400.00	20.0
10-551-530-7800	TRAVEL	83.33	366.26	(339.5)	1,000.00	491.14	50.8
TOTAL OPERATING SUPPLIES & EXPENSES		25,242.00	21,244.35	15.8	302,904.00	172,558.64	43.0
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	57,767.22	26.3	941,142.00	554,228.92	41.1

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING AUGUST 31, 2021

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	AUGUST BUDGET	AUGUST 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

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING AUGUST 31, 2021

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FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	AUGUST BUDGET	AUGUST 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	1,032.12	100.0
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	1,032.12	100.0
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	1,032.12	100.0

Director's Report: August 2021

STATE OF WISCONSIN

- None

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors meet virtually in August.
- The search for a system director continues.

WASHINGTON COUNTY LIBRARIES

- The Washington County Library Services Board will meet on Thursday, August 19.

VILLAGE OF GERMANTOWN

- None

DONATIONS

- Dan Pagliaro (\$3,745) / Library Board Accounts
- United Way of Greater Milwaukee & Waukesha County (\$5,000)

DEPOSITS

- None

STATISTICS

- Circulation:
 - Physical: **28,545** (13.4% from 2020 / -12.9% from 2019)
 - Digital: **3,960** (-9.4% from 2020 / 20.0% from 2019)
 - Hoopla Checkouts: 183 (\$368)
 - Total: **32,505** (10.0% from 2020 / -10.2% from 2019)

SUMMER PROGRAMMING

- Summer Reading Challenge runs through August 21.
- Outreach events includes Concert in the Park, NAC Night and Back to School Nights.
- Upcoming Youth Programs (Sept – Dec):
 - Ongoing:
 - Family Craft Circle: 3rd Thurs @ 4:00pm
 - STEAM Club: Varies @ 6:00pm
 - Preschool Storytime: Tues @ 9:30am & 10:30am
 - Baby Toddler Storytime: Wed @ 9:30am & 10:30am
 - Special:
 - Early Literacy Adventure: Sept 23 - 25
- Upcoming Teen Programs (Sept – Dec):
 - Ongoing:
 - Teen Advisory Board (monthly)
 - Teen Script Reading: 3rd Thurs @ 6:30pm
 - Special:
 - Teen Advisory Board Info Meeting: Mon, Sept 20 @ 6:00pm

- Pop Culture Trivia: Mon, Sept 27 @ 6:00pm
- Upcoming Adult Programs (Sept – Dec):
 - Ongoing:
 - Friday Films: 1st Fri @ 10:00am
 - Tech Talks: 3rd Mon @ 1:00pm
 - Script Reading: 3rd Thurs @ 1:00pm
 - Book Groups (4 total): monthly
 - Special:
 - Discover the Civil War: Tues, Sept 14 @ 6pm
 - Visit with Inga Witscher: Wed, Sept 15 @ 6pm
 - Overcoming Adversity: Tues, Sept 21 @ 6pm
 - Chad Lewis: Haunted Locations: Wed, Sept 29 @ 6pm
- Grab & Go Kits (all ages): Available on Thursdays
- Upcoming Outreach Events
 - Back to School Nights

FALL PROGRAMMING

- Fall programming brochures will be going out at the end of the week.

COVID RELATED UPDATES & SERVICES

- None

DEPARTMENT UPDATES

- Management & General Staff
 - Shannon S. was hired as the new Youth Services Assistant (previously Youth Services Intern)
 - Vacant positions: Adult Services Assistant (current staff filling in).
 - Staff Training was held on Wednesday, August 11 from 8:00 – 10:30am.
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
 - Library Memory Project Family Day will take place on Sunday, September 26 at the Retzer Nature Center in Waukesha.
 - Village Wellness Committee is back to meeting monthly.
 - Work continues on finalizing the Summer Reading Challenge statistics and prize drawings.
 - Middle school volunteers through a Park & Rec program volunteered 3 hours once a week in August to prep Grab & Go Kits.
 - Grant received through United Way of Greater Milwaukee & Waukesha County to be used on summer and back-to-school programming for youth & teens until the end of September.
- Circulation (Diane Long & Connie Lloyd)
 - “Get Your Library Card” campaign will run through the month of September to coordinate with Library Card Signup month and involve local businesses.
 - Address check vs. expiration date features have been updated in Monarch.
 - There will be a vacant position in September due to a staff member moving out of state.
- Tech Services (Connie Lloyd)
 - The Library of Things Jr. collection was released on Thursday, August 19. Marketing for the collection will start in early September.
- Technology/Statistics (Connie Lloyd)
 - None

- Building Management & Grounds (Connie Lloyd)
 - Outdoor signage was finalized at the Village Planning Commission meeting on Monday, August 9.
 - Work on strategic planning and facility planning continues.
 - Training took place on the Village/Library Sign. The Sign is set to go live on August 26.

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH*:

- | | |
|---|---|
| • Aug 4 – Wash. Co. Directors | • Aug 12 – Monarch Directors |
| • Aug 5 – Youth Program | • Aug 19 – Village Budget |
| • Aug 9 – Village Sign Training | • Aug 19 – Wash. Co. Library Services Board |
| • Aug 10 – NAC Night | • Aug 24 – Village Administrator |
| • Aug 11 – Staff Training | • Aug 25 – Library Board |
| • Aug 11 – Strategic Planning Committee | • Aug 26 – Back to School Nights |

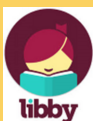
*Vacation: Aug 16-18, Aug 20-23 & Aug 27-31



LIBRARY AFTER DARK: IN DEEP WATERS HAUNTED LIBRARY EVENT

October 23rd @ 7pm
Tickets required for entry

Digital Resources for Kids & Teens



Meet **Libby** - a fresh and easy way to borrow and read ebooks and listen to audiobooks from **Overdrive** - Wisconsin's Digital Library.

Kids Link: wplc.overdrive.com/wplc-89-116/kids
Teens Link: wplc.overdrive.com/wplc-89-116/teens



hoopla includes digital books, audiobooks, comics, movies, music & more! Items have no holds or wait time.

Limit 5 checkouts per card per month.
hoopla Link: www.hoopla.com

View all of our free online resources:
<http://germantownlibrarywi.org/databases/>

Teen & Tween Programs

Teen Advisory Board (TAB)

TAB is a group of teens who participate in and influence the function of the library, especially for teen programming and library materials. TAB is a forum to have your opinions and suggestions heard. It is also an opportunity for additional volunteer hours. Ages 14-18.

TAB Info Meeting & Pizza: Mon, Sept 20 @ 6:00pm

Interested in joining the TAB? Here's your chance to learn what the Teen Advisory Board is all about. Pizza will be provided.



Teen Script Reading: Thurs @ 6:30pm

Sept 16, Oct 21, Nov 18 & Dec 16

*Registration Required for each date

Love theatre? Want to meet other teens that love theatre? Join us for the fun!

Pop Culture Trivia: Mon, Sept 27 @ 6:00pm

Test your knowledge on popular movies, video games, books and music trivia.

*Registration is required (limit of 3-5 members per team)

The Library After Dark: In Deep Waters (PG-13)

Sat, Oct 23 @ 7:00-10:00pm



Another year, another terrifying trip into the library at night. This year we're going into the deep, avoiding ghost pirates and maybe, just MAYBE, staying out of Davy Jones's Locker.

*Open for teens and adults from 7:00-10:00pm.

*Tickets required. Recommended for ages 12+

Ornament Making Party: Mon, Nov 15

@ 4:00-5:30pm Tweens; 6:00-7:30pm Teens

Get ahead on your tree decorating and come in and make a personalized ornament!

*Registration is required



Jewelry & Keychain Craft Night: Mon, Dec 20

@ 4:00-5:30pm Tweens; 6:00-7:30pm Teens

It's a crafting free-for-all! We'll have beads, shrinky dinks, pliers and other weird things to make earrings and keychains.

*Registration is required

Make It @ the Library (Ages 11+ & Adults)

Mon, Sept 13 @ 1pm & 5:30pm : Diamond Dotz Painting
Wed, Dec 9 @ 11am-7pm: Wrap It Up! DIY Holiday Gift Wrapping & Gift Tags

Mon, Dec 13 @ 11am-7pm: DIY Ugly Christmas Sweater
*Registration is required

Children & Teen Programs

September - December 2021

GERMANTOWN COMMUNITY LIBRARY



N112 W16957 Mequon Rd

Germantown, WI 53022

(262) 253-7760 Find us on Facebook!

www.germantownlibrarywi.org

Library Hours:

Monday-Thursday: 9am - 8pm

Friday: 9am - 5pm

Saturday: 9am - 4pm



Ongoing Programs

Family Craft Circle: 4:00pm - 6:00pm

Thurs, Sept 16: Washi Tape Bookmarks
Thurs, Oct 21: Halloween Cookies
Thurs, Nov 18: Pony Bead Creatures
Thurs, Dec 16: Holiday Shrinky Dinks

Drop-in between: 4:00pm - 6:00pm.

Geared for ages 5-11.

*Registration Required for each date



STEAM CLUB: 6:00pm

Thurs, Sept 30: STEAM Tech Petting Zoo
Thurs, Oct 28: Glow in the Dark Workshop

Wed, Nov 24: Turkey Balloon Races

Wed, Dec 22: Wrapping Paper / Paper Strength Test

Geared for ages 5-11.

Join us for awesome STEAM activities!

*Registration required for each date

Friends Book Sales:

(all funding supports library programs & services)

Pop-Up Book Sale: Nonfiction Titles
September & October

Holiday Book & Basket Sale (including 200+ gift baskets
with children's & adult themes!)

Sat, Nov 13 - Mon, Dec 29

Ongoing Book Sale

Available during regular
library hours to the left of
the Circulation Desk.



Grab & Go Kits:

Grab & Go Kits: Thursdays

- Take home kits are available for kids, teens & adults in the lobby every Thursday
- First-come-first-serve starting at 9:00am while supplies last

Visit our website for details and specific kit themes.

Special School-Age Programs

The Library After Dark: In Deep Waters

Lights on Family Walkthrough:

October 23 1:30pm - 3:30pm

A chance for families to check out the library's haunted house with: no actors, no jump scares & lights on. Halloween treats and activities in the youth services area!

*Recommended for ages 7+

SPOOKY

Turkey in Disguise:

Month of November in the Youth Services Area

Disguise a turkey to display at the Library through the month of November. Pick up supplies at the youth service desk starting Nov 1.



Germantown Christmas Festival:

Saturday, November 13

The Christmas Festival will be held at Firemen's Park this year! The library will be there to join in on the festivities!



Elf Festivities:

December 2 - 4 During regular library hours

The best way to spread Christmas cheer is by singing loudly for all to hear! Join us for holiday festivities because making you smile is our favorite!



Early Literacy Programs

Preschool Storytime

Tuesdays @ 9:30am & 10:30am

September 14 - November 30

Geared for ages 3-5

Join us for stories, movement and music geared for 3-5 year olds. Storytime will last 25 minutes and end with a craft or activity. Storytime is a great way to introduce growing kids to books, social interaction and lifelong learning.

*Registration Required



Baby/Toddler Storytime

Wednesdays @ 9:30am & 10:30am

September 15 - December 1

Geared for ages 0 - 2

Join us for stories, movement and music geared for babies to 2 year-olds. Storytime will last 15 minutes and end with playtime or an activity. Storytime is a great way to introduce little ones to books, social interaction and lifelong learning.

*Registration Required



Early Literacy Adventure!

September 23 - 25 (during regular library hours)

Enjoy an interactive walk that takes the reader over a moat, through a forest and escaping a dragon's tummy!

Ages 0-5. Take home early literacy kits available after the walk!



*Ask us about the
1000 Books Before Kindergarten
& Baby Welcome Bag Programs!



Teen & Tween Programs

Teen Advisory Board (TAB)

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*Registration is required

Adult & Teen Programs

September - December 2021

GERMANTOWN COMMUNITY LIBRARY



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Germantown, WI 53022

(262) 253-7760 Find us on Facebook!

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Digital Resources



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hoopla Link: www.hoopla.com

View all of our free online resources:
<http://germantownlibrarywi.org/databases/>



Memory Cafes

A memory Cafe is a social gathering for those who are experiencing early stage dementia, mild memory loss or mild cognitive impairment (MCI), and for their families, friends, or care partners. The Germantown Community Library is part of the Wild Plum Group that rotates between libraries in Germantown, Brookfield, Menomonee Falls, Elm Grove & Sussex. Visit www.librarymemoryproject.org to learn more.

3rd Monday @ 3:00-4:30pm

Sept 20 @ Brookfield Public Library

Oct 18 @ Menomonee Falls Public Library

Nov 8 @ Elm Grove Public Library

Dec 20 @ Pauline Haass Public Library

Thurs, Dec 16: Holiday Shrinky Dinks

*Registration Required for each date online at librarymemoryproject.org/events or by calling Jill Fuller at (262) 896-8085

Friends Book Sales:

(all funding supports library programs & services)

Pop-Up Book Sale: Nonfiction Titles
September & October

Holiday Book & Basket Sale (including 200+ gift baskets with children's & adult themes!)

Sat, Nov 13 - Mon, Dec 29

Ongoing Book Sale
Available during regular library hours to the left of the Circulation Desk.

Grab & Go Kits:

Grab & Go Kits: Thursdays

- Take home kits are available for kids, teens & adults in the lobby every Thursday
- First-come-first-serve starting at 9:00am while supplies last

Visit our website for details and specific kit themes.

On-Going Programs

Friday Films

Fridays @ 10:00am

Sept 3: For Sama

Oct 1: The Apology

Nov 5: Recorder: The Marion Stokes Project

Dec 10: The Save

*Registration Required for each date

Tech Talks

3rd Monday @ 1:00pm

Sept 20: E-readers, Hoopla & Electronic Media Services

Oct 18: Streaming Video Options

Nov 15: Digital Resources at the Library

Dec 20: Managing and Consolidating Your Subscriptions Services

*Registration Required for each date

Script Reading Group

3rd Thursday @ 1:00pm

Sept 16

Oct 21

Nov 18

Dec 16

*Registration Required for each date

Book Groups

1st Wednesday @ 6:00pm: Evening Book Group

2nd Thursday @ 9:30am: Morning Book Group

3rd Friday @ 1:00pm: Nonfiction Book Group

4th Thursday @ 9:30am: Mystery Book Group
(online through Zoom)

Craft Programs

Make It @ the Library

Ages 11+ & Adults / Dates & Times Vary.

Diamond Dotz Painting

Mon, Sept 13 @ 1pm & 5:30pm

Wrap It Up! DIY Holiday Gift Wrap & Gift Tags

Wed, Dec 9 @ 11am-7pm

DIY Ugly Christmas Sweater

Mon, Dec 13 @ 11am-7pm

*Registration is required

Special Adult Programs

Discover the Civil War (Tues, Sept 14 @ 6pm)

Join Justin Agar-Pratt of the Tower Heritage Center for this interactive presentation on the Civil War in Wisconsin.

Visit with Inga Witscher (Wed, Sept 15 @ 6pm)

Learn about Midwest farming and food with Inga Witscher, host of the PBS show "Around the Farm Table".

Overcoming Adversity: Lessons Learned at Home & in Ukraine (Tues, Sept 21 @ 6pm)

Greg Young is a Resilience/Post traumatic growth and crisis intervention consultant and trainer. He will share stories and tips that can help others cope with difficult life situations.

WI Haunted Locations (Wed, Sept 29 @ 6pm)

Get a head start on Halloween with this presentation by Chad Lewis.

Patents (Tues, Oct 5 @ 6pm)

Join us for an informational presentation by Paul Ratzmann on the patent process.

History of Washington Co. (Tues, Oct 12 @ 6pm)

Join us for an interactive presentation on the highlights and history of Washington County.

Embedded Reporter (Tues, Nov 9 @ 6:30pm)

Howard Lewis and Darrell Smith's music ranges from folk, blues, country rock and more.

Glaciers & Geology (Wed, Nov 10 @ 6pm)

An interactive presentation on glaciers and the geology of Wisconsin.

Walking the Ice Age Trail (Tues, Nov 16 @ 6pm)

Award-winning WI author Melanie Radzicki McManus tells the story of her inspiring record-setting trek along the Ice Age National Trail.

Caroline Ingalls (Tues, Dec 7 @ 3pm & 6pm)

Join Jessica Michna as she portrays Caroline Ingalls, mother of Laura Ingalls Wilder of the Little House series of book. Caroline is preparing for Christmas and has much to share!

Pioneer Life in Wisconsin (Tues, Dec 14 @ 6pm)

An interactive presentation on pioneer life in Wisconsin with photos and touchable artifacts.

Germantown Community Library Board

MEETING DATE: August 25, 2021

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. A. Outside Signage for Library Building Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The outside signage approved by the Library Board at the July 28, 2021 meeting was presented to the Village of Germantown Building Oversight Committee and Village Plan Commission on Monday, August 9, 2021. The Committee and Commission approved the plans with red lettering on the main sign to match the roofing and trim. Attached is the official motion and passing of the action item from the Village Plan Commission and the final picture of what was approved.

Lloyd is working with SIGNworks to select the proper color of red. Once the color has been selected the project will be submitted to SIGNwork for implementation. It is estimated it will take about 6 weeks to install the signs.

Village of



Germantown

COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT
N112 W17001 Mequon Road/ P O Box 337
Germantown WI 53022-0337
Phone: (262) 250-4735

August 18, 2021

**NOTIFICATION OF ACTION
BY THE PLAN COMMISSION**

Meeting Date August 9, 2021
Applicant: Germantown Community Library
Address of Property: N112 W16957 Mequon Road

ACTION TAKEN:

MOTION Baum second Shadid to Approve the red colored sign to match the building trim.

MOTION carried unanimously.

The above actions and conditions are excerpts from the Plan Commission meeting minutes which will be formally approved at the next regularly scheduled meeting. A copy of the completed minutes for your agenda item are attached. If you have any questions or concerns regarding this matter, please feel free to contact me.

Sincerely,

Lori Johnson
Planning Assistant

Enc.

cc: File

PLAN COMMISSION MINUTES

August 9, 2021

CALL TO ORDER: Chairman Wolter called the meeting to order at 6:30 pm.

ROLL CALL: Chairman Wolter, Trustee Rep David Baum, Commissioners Tony Laszewski, Peter Nilles, Matt Kimmler, Bob Williams and Bill Shadid were in attendance. Also present were Community Development Director Jeff Retzlaff and Planning Assistant Lori Johnson.

PUBLIC INPUT:

None

APPROVAL OF MINUTES:

MOTION Baum second Shadid to Approve the Minutes from July 12, 2021.

MOTION carried unanimously.

MOTION Baum second Laszewski to take item C first.

MOTION carried unanimously.

* **Germantown Community Library - N112 W16957 Mequon Road.** The request is for approval for a new wall sign above the main entrance to the library.

MOTION Baum second Shadid to Approve the red colored sign to match the building trim.
MOTION carried unanimously.

Capstone Quadrangle Development Company, agent for MLG/RMS Ltd. Partnership, property owner 52.5 acres at N128 W20943 Holy Hill Road. The request is for approval of a Rezoning, 2-lot Certified Survey Map, Conditional Use Permit and Site Development and Building Plans for the development of a 52.5-acre business park with an initial 203,580 sqft industrial building located within the Holy Hill Road gateway corridor east of US41 and Tax Increment District No.7. Director Retzlaff summarized the proposal.

Public Hearing opened at 6:54 pm.

- Jan Miller, W151 N10297 Windsong Circle West, spoke against the encroachment into the 25 wetland and navigable stream setback. She explained encroaching into wetlands minimizes the natural filtration system. She asked that the Village stop allowing business and residential development from encroaching into the wetland areas and vote against the CUP.
- Ron Robbins, W209 N11020 Springhill Lane, commented that the Village keeps approving more warehouse buildings that use Holy Hill Road. He asked at what point will the Village be concerned with the increased traffic. Director Retzlaff told him the plans for the Holy Hill Road rebuild are conceptual at this time, but show the road will be rebuilt into a 4-lane divided road from Goldendale Road to Hwy. 41 in 2022.

Public Hearing was closed at 7:04 pm.

MOTION Baum second Nilles to Approve rezoning approximately 52.5 acres from A-1: Agricultural to M-1: Limited Industrial as proposed.

MOTION carried 6-1 (Kimmler).

Germantown Community Library Board

MEETING DATE: August 25, 2021

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. B. Strategic / Facility Planning Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The initial meeting of the newly formed Strategic Planning Ad Hoc Committee was held on August 11, 2021. A draft copy of the minutes is attached.

Smith confirmed she has engaged WILS for the Strategic Planning to begin in November 2021.

Smith also presented information regarding the strategic and facilities planning to the Village Board on August 2, 2021.

After the meeting, the committee prepared a Facilities Expansion Feasibility Cover Letter and Survey. Miller contacted four local architects who agreed to complete the survey. Bray Architects were added to the three mentioned in the meeting minutes. The goal was to receive the information from the architects by August 23 to allow the committee to present the results at the August 25, 2021, Library Board meeting. However, as of Thursday, August 19, 2021, the committee has not received clearance from the Village Attorney to send out the survey to the architects. The committee will attempt to collect this information during the next month and provide the results at a future Library Board meeting.

The next committee meeting is scheduled for Wednesday, September 15 at 8:30 a.m. - 1:00 p.m. and will include tours of local libraries.

**GERMANTOWN COMMUNITY LIBRARY
STRATEGIC PLANNING AD-HOC COMMITTEE
INITIAL MEETING
August 11, 2021
Germantown Community Library**

The initial meeting of the newly formed Germantown Community Library Strategic Planning Ad-Hoc Committee met at the Germantown Community Library at 1:30 p.m. on Wednesday, August 11, 2021.

Members present: Joyce Nelson, Jan Miller, Dan Ho, Trisha Smith, Connie Lloyd. **Members absent:** None. **Also present:** None.

NEW BUSINESS

RECAP OF VILLAGE BOARD PRESENTATION – Smith provided a recap of her presentation to the Village Board regarding the Library’s upcoming strategic planning process and the connection to the possible completion of the second floor to the current library facility. Comments from the Village Board members were positive about the process. Miller has invited the Village Board members to attend the next Library Board meeting on August 25, 2021 and requested Lloyd send an invitation to the Village Board members this week to remind them of the date. They will receive the agenda packet as usual the weekend before the meeting.

ESTABLISH COMMITTEE OBJECTIVES – The committee will assist with the WiLS strategic planning process, conduct library building feasibility research and report their progress monthly to the Library Board.

ESTABLISH COMMITTEE REGULAR MEETING DATE AND TIME – The committee decided to meet the third Tuesday at 1:30 p.m. monthly. Alternate dates will be selected when the Library Board meeting falls outside of the fourth week of the month. The dates and times for the remainder of 2021 are:

- Tuesday, September 15, 8:30-1:00 p.m. to accommodate library tours
- Tuesday, October 19, 1:30-3:30 p.m.
- Tuesday, November 9, 1:30-3:30 p.m.
- Tuesday, December 7, 1:30-3:30 p.m.

ESTABLISH REPORTING UPDATES TO LIBRARY BOARD – Lloyd will prepare committee minutes which will be included in the full Library Board agenda packet each month.

ESTABLISH TASKS, ASSIGNMENTS AND TIMELINE –

LIBRARY TOURS – The committee will tour public libraries at the September meeting. The communities include Hartford, West Bend, Cedarburg, Mequon/Thiensville, and Menomonee Falls. Nelson also suggested touring the Wisconsin Museum of Art in West Bend, but they are not open on Tuesdays.

WILS STRATEGIC PLANNING – Smith confirmed she has engaged with WiLS, with Library Board approval, to begin the strategic planning process in November.

CURRENT BUILDING FEASIBILITY STUDY – The committee recognizes if the strategic plan identifies the need for additional library space, there are three options.

1. Add a second floor as originally designed.

2. Add an addition to the current building if adjacent property would become available.
3. Build a new building.

Ho recommended the committee conduct a building expansion inquiry survey with architects that have library experience. The purpose is to get a general estimate of each alternative. He recommended PRA (Plunkett Raysich Architects), Engberg Anderson Architects, and Zimmerman Architectural Studios. Lloyd will draft a cover letter and initial set of questions recommended by the committee. Lloyd will send to the full committee for input by the end of the week. Ho and Miller suggested having the Village attorney review the disclaimer statement in the cover letter. Miller will contact each organization to request if they would be willing to participate in the survey understanding this is not an RFP. Surveys will be sent out August 16, 2021, with a requested return date of August 23, 2021.

RESEARCH FOUNDATION – Smith expressed an interest to research the feasibility to set up a Foundation for the Library that would be a 501 (c) (3) and be the recipient of future library donations. Nelson recommended Smith first check with Darlene Vosen and the ‘Friends of the Library’ to learn how they handled fundraising when the building was initially built 20 years ago. She also recommended getting input from other libraries that have recently built a new library and those libraries that currently have foundations. Miller provided insight on her experiences with foundations.

ANNOUNCEMENTS

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be Tuesday, September 14, 2021, at 12:30 p.m. that will begin at the Germantown Community Library and then proceed on library tours in Hartford, West Bend, Cedarburg, Mequon/Theinsville, and Menomonee Falls.

Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board

MEETING DATE: August 25, 2021

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. C. Bylaws Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

This is the second reading. It is recommended to approve the suggested changes to the Bylaws that include:

1. Increasing the number of Library Board members from 7 to 9 **per WI SS 43.54, Municipal library board composition.** *"Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, ... Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. ..."*
2. Update position titles to reflect current Library and Village staff job titles.

Germantown Community Library Board BYLAWS

ARTICLE I Identification

The name of this organization is the Germantown Community Library Board, located in Germantown, WI, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE II Board of Trustees

Section 1: Number and Qualifications.

The governing body of the library is composed of ~~seven~~ **nine** members. These members are appointed as stipulated in WI SS 43.54 which states, *"Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, ... Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. ..."*. Germantown Community Library is considered a 3rd class community with a population between 10,000 – 39,000.

Section 2: Term of Office.

The term of office of trustees shall be three years. Any vacated position shall be filled for the remainder of that term.

Section 3: Disqualification's, Vacancies. (SS 43.54)

Any member who moves out of the political boundaries of the village of Germantown **or their serving municipality** (excluding the School District representative) shall be responsible for notifying the President of the Library Board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the President to notify the Village ~~President~~ **Administrator** of any vacancy, and, with the Library Board, forward upon request a list of qualified persons. The School District representative shall be responsible for notifying the President of the Library Board of trustees should he/she no longer officially work for the School District. When any trustee fails to attend two consecutive regularly scheduled monthly meetings, unless excused by the chairman of the Library Board or the Library Director, the President shall notify the Village ~~President~~ **Administrator**, request the disqualification of the trustee, and suggest three to five persons qualified to fill the position.

ARTICLE III Officers

Section 1: The officers shall be a President, a Vice-president, and a Treasurer elected from among the appointed trustees at the organizational meeting of the Board in July. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2: The library ~~director's administrative assistant~~ **Assistant Director** is hereby designated to perform the duties of Library Board secretary.

Section 3: Officers shall serve a term of one year from the organizational meeting in July at which they are elected and until their successors are duly elected.

Section 4: The President shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, initial all checks drawn on trust or endowment funds in excess of \$10,000 and generally perform all duties associated with that office.

Section 5: The Vice-president, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President. The Vice-president shall also perform an audit on the financial records of the Board and report the results of said audit at a regular Board meeting as soon after the first of the calendar year as possible. In addition, the Vice-President shall be the second signatory on all Library Board accounts.

Section 6: The Treasurer shall be the disbursing officer of the Board, sign all checks drawn on trust or endowment funds, and perform such duties generally associated with the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. The Treasurer shall provide a written statement of account balances to the Secretary and the Village ~~Finance Director~~ **Clerk** each month.

Section 7: In the absence or inability of any Library Board officer to perform his/her duty, the duty shall be performed by such other member of the Board as the Board may designate.

ARTICLE IV Meetings

Section 1: The regular meetings shall be held each month, on the 4th Wednesday unless otherwise ordered by the Board.

Section 2: The organizational meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

Section 3: The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Call to order/Roll Call of members
- b) Notification of meeting
- c) Approval of Agenda
- d) Approval of minutes of previous regular meeting and any intervening special or closed meeting
- e) Public input
- f) Village Board/County Board reports
- g) Financial matters
- h) Library Director's report
- i) Unfinished Business
- j) New Business
- k) Other Matters/Announcements
- l) Adjournment

Section 4: Special meetings may be called by the President, or at the request of two members, for the transaction of business as stated in the call for the meeting. Such meetings must comply with the open meetings laws.

Section 5: A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 6: For any matters pertaining to the evaluation, hiring, or dismissal of the library director, a quorum plus one member will be required.

Section 7: Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

ARTICLE V Committees

Section 1: Executive Committee.

This committee shall consist of the President, Vice-president, Treasurer, and ex-officio member, Library Director, have the authority to meet with legal counsel, make emergency decisions and/or address tasks assigned by the Library Board, meet as needed and function according to Wisconsin Open Meetings Law via a posted agenda, and report to the Library Board.

Section 2: Ad Hoc Committees.

Ad hoc committees for the study of special problems will be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff representatives.

- a) Ad Hoc Committees shall include less than a majority of Library Board members.
- b) Ad Hoc Committees can include non-Library Board members upon approval of the Library Board.
- c) Ad Hoc Committees shall function according to Wisconsin Open Meetings Law via a posted agenda.
- d) Ad Hoc Committees shall be given a specific charge and report to the Library Board in an advisory capacity.

Section 3: All Committees shall make a progress report to the Library Board at each of its meetings as needed.

Section 4: No Ad Hoc committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI Duties of the Board of Trustees

Section 1: Determine the policies of the library and develop the highest possible degree of efficiency in the library.

Section 2: Select and appoint a competent library director.

Section 3: Evaluate the library director on an annual basis.

Section 4: Prepare and approve the annual budget.

Section 5: Approve the monthly operating and capital expenditures.

Section 6: Through the library director, request satisfactory maintenance of building and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 7: Study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 8: Cooperate with other public officials and boards and maintain vital public relations.

Section 9: Foster involvement of Library Board trustees in seminars, conferences, and meetings relating to libraries.

ARTICLE VII Library Director

The library director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The library director is responsible for the planning, organizing, directing, and coordinating of all library staff, budgets, collections, activities, programs, and physical facilities. The director shall attend all Board meetings, but shall have no vote. The library director shall also provide copies of Library Board meeting minutes.

ARTICLE VIII General

Section 1: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. Action involving approval of expenditures and/or reallocation of funds requires a roll call vote of all members of the Board present at the time. The President may vote upon a motion before the Board.

Section 2: Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 3: These bylaws may be amended at any meeting of the Board by majority vote of all members of the Board provided that notice of an intent to amend is in compliance with open meeting laws, and written notice of the exact wording of the proposed amendment shall be read at two subsequent meetings, and then approved.

Section 4: These bylaws shall not exist in violation of any local, state, or federal law.

Approved by the Duerrwaechter Memorial Library Board of Trustees on May 22, 1991
Reviewed/Revised April 1994
Reviewed/Revised April 1997
Reviewed/Revised June 23, 1999
Reviewed/Revised Germantown Community Library Board April 28, 2004
Reviewed/Revised Germantown Community Library Board February 22, 2006

Germantown Community Library Board

MEETING DATE: August 25, 2021

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. D. Acceptable Library Behavior Policy Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

This is the second reading and includes additional updates to define 'library grounds' and include solicitation and campaigning ordinances for the Village. It is recommended to approve the suggested changes to the 'Acceptable Library Behavior Policy' as presented in the updated attachment. The changes include:

1. Adding to the Germantown Municipal Code
2. Adding specific banned substances (alcohol, drugs and other illegal substances) from the library.
3. Removing the ban on loitering in the building because the library is a public building and is considered one of several buildings identified as a Washington County cooling and heating center the community.
4. Clarifying the expectation of the behavior of children under 7 and their caregivers between the ages of 11-18.
5. Adding items from the 'Petitions and Political Campaigning' policy stating no petitions or campaigning are allowed on library grounds.

GERMANTOWN COMMUNITY LIBRARY ACCEPTABLE LIBRARY BEHAVIOR POLICY

General rules of library behavior are designed to protect the rights of library users, to outline for library staff members acceptable and appropriate behavior on the part of those users and to preserve library materials and facilities. The following items are in addition to the Germantown Municipal Code.

1. Smoking (including e-cigarettes), chewing tobacco, alcohol, drugs, and other regulated illegal substances are not permitted. ~~This includes e-cigarettes.~~
- ~~2. Alcohol is not permitted, per Village Ordinance 9.09.~~
3. No animals, with the exception of service animals as defined by the Americans with Disabilities Act, are allowed in the library unless part of an official library program.
- ~~4. Loitering in the building is not permitted, per Village Ordinance 9.08.~~
5. For health and safety reasons, appropriate footwear must be worn by patrons of any age. Anyone with bare feet will be asked to put shoes on or leave the building.
6. Eating and drinking must follow the guidelines below. Activities in the Meeting Room will follow the Community Meeting Room Policy unless it is part of a special library activity.
 - a. Beverages must be covered.
 - b. No food or beverages are allowed near any Germantown Community Library computer equipment.
 - c. Patrons are responsible for cleaning up their area.
 - d. Food and beverages should not disturb other patrons. This may be at the discretion of library staff.
7. Cell phones and other electronic devices must be silenced when entering the library. Loud or extended conversations must be taken to the lobby.
8. Parents, guardians and caregivers are responsible for the behavior of their children. A responsible party, age 11 or older, must accompany and supervise all children under the age of 7. Library staff reserve the right to determine if a caregiver between the ages of 11-18 is not providing appropriate supervision while using the library building. The library does not accept responsibility for any unsupervised children. The parent/guardians of unsupervised children will be contacted to pick up or join the children. Unresolved or repeated situations may be referred to the Germantown Police Department.
9. Hanging or posting of materials within the library proper or on library grounds is prohibited without Library Director or designee consent. Library grounds are defined as the property between the library building and Mequon Road or other adjacent property lines. It includes sidewalks and parking lots.
10. No petitioning may go on inside the library building or on library grounds.
11. At no time will campaigners be allowed to actively campaign within the library proper or on library grounds. Actively is defined as handing out campaign literature, engaging in discussions regarding political beliefs and platforms, or any other activity disruptive to the workflow or to the patrons. Candidates are allowed to reserve the Community Meeting Rooms.
12. Any other behavior disturbing to library patrons or staff, endangering other persons, or damaging physical property is not allowed. Patrons will be asked to cease such activity and/or

be excluded from the building. Anyone found willfully damaging, defacing or destroying library property will be assessed the full repair/replacement cost of the item(s).

Unacceptable behavior, including harassing patrons or staff, may result in the suspension of library privileges, expulsion from the library and/or possible arrest for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below. At their discretion, staff members shall also fill out an incident report and forward it to the Library Director or designee.

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

1. Verbal Warning: Staff members shall issue one verbal warning to anyone violating the rules of behavior as listed above.
2. If there is not a positive response to the verbal warning, staff may ask the offender to leave the premises.
3. If the offender resists, staff are to immediately report to the Library Director or designee for assistance. If the Library Director or designee is not available, staff is to contact the Police Department for assistance.
4. In the event that expulsion from the premises is necessary, staff should fill out an Incident Report and forward it to the Library Director or designee.

The final decision regarding revoking library privileges in a potential disciplinary situation rests with the individual staff members on duty. Appeals can be made to the Library Director or designee.

ADOPTED: 5/25/05

REVISED and APPROVED: 8/23/17

Germantown Community Library Board

MEETING DATE: August 25, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. A. Outreach Services Assistant

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Germantown Community Library is proposing a new position of Outreach Services Assistant. This will be a part-time position working an average of 20-29 hours a week. The position will focus on providing library services and promoting the library at institutions, school and community events. Some work will also be completed in the library in the Youth Services and Adult Services department.

Over the last few years, the library has expanded our work outside of the physical library building to better reach and serve residents in the Village of Germantown and the municipalities that the library serves.

The funding for this position will not have a large impact on our current budget. Hours will be reallocated from current Library Page I and Library Page II positions that previously were used to work at outreach events.

In early 2022, the library will also evaluate if this position will be able to take over the outreach services at senior living facilities in Germantown that is currently provided by the West Bend Community Library. This change would save the library an additional \$5,000 (currently about \$42.00 an hour) that could also be used toward hours of the Outreach Services Assistant position.

Germantown Community Library
Outreach Services Assistant Position Description

Position Title: Outreach Services Assistant
Reports To: Library Director
Employment Category: Part-time
Department: Library

Job Summary

The Outreach Services Assistant is responsible for assisting the Library Director in the area of Outreach Services. This includes providing programs and library services to areas in the Village of Germantown and surrounding communities in the library service area including the Town of Germantown, Village of Richfield and Village & Town of Jackson.

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.

- Plan and implement outreach services for all ages to local day cares, schools, senior living facilities, businesses and other groups including storytimes, book groups, crafts and activities, material checkout, using digital resources and general promotion of library services.
- Plan and implement outreach services for homebound patrons that are not able to visit the physical library location.
- Plan and implement outreach services for all ages at community events.
- Plan and implement outreach services for all ages in non-librariated areas that are served by the Germantown Community Library.
- Participating in special and regular meetings with local community groups and organizations.
- Assist adults and youth in the selection and access of information in all formats including print and audio/visual material, digital resources, library applications and databases at outreach programs and events.
- Answer patron and public questions about library services and programming and account information at outreach events.
- Market and promote outreach programs and services through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Facilitate a positive environment for all patrons using the library and accessing library materials.
- Collaborate with the Youth Services Librarian and Adult Services Librarian on general library programs and services.
- May supervise volunteers for ongoing services, events or projects.
- May assist with duties at the Youth Services Desk or Adult Services Desk.
- May assist with Youth Services and Adult Services programming in the library.
- Follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.

- Requires a flexible schedule to meet the demands of the library. May include evening and weekend hours on a regular basis or as needed.

Required Qualification, 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.

- Bachelor's Degree, Associate's Degree, or equivalent college preferred.
- At least 1 year of public library experience or related field.
- Knowledge of public library practices, operations, and collection organization.
- Knowledge of adult literature and literacy skills.
- Knowledge of computer and electronic equipment operations including Microsoft Office software.
- Excellent organization skills.
- Ability to communicate effectively, both verbal and written in English.
- Ability to work effectively and cooperate with direct supervisor, staff members, employees at other libraries, patrons, and others in the community.
- Ability to work efficiently under pressure and handle stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimum supervision and assistance.
- Must be able to work independently.
- Must be punctual, dependable, and follow a flexible schedule as assigned.
- Valid state driver's license or ability to obtain one within 4 months and ability to travel on a regular basis.

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 is 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 or on location outside the library. Part or all of the workday may be spent outdoors with varied temperature and humidity range.
- Ability to work under generally safe and comfortable conditions, however, exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and pose a limited risk of injury.
- The majority of tasks are performed outside the library. Some work may be required to be completed while covering a service desk in view of the public. Employees are often required to multi-task by performing required duties or assignments between serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.

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: TBD