

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, September 22, 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: August 25, 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. **NEW BUSINESS:**
 - A. 2022 Library Budget
 - B. 2022 Library Board Budget
- 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. Strategic / Facility Planning
 - B. Acceptable Library Behavior Policy
- X. **NEW BUSINESS:**
 - C. Position Title: Youth Services Assistant
 - D. Position Title: Adult Services Assistant
 - E. Position Title: Outreach Services Assistant
 - F. Position Title: Technical Services Assistant
 - G. Computer Internet Use Policy
 - H. Washington County-Wide Library Services Agreement
 - I. 2022 Closed Dates
- XI. **ADJOURNMENT:**

Forthcoming meeting: October 27, 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

August 25, 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, August 25, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan, Jan Miller. **Members absent:** Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Strategic Planning Committee Member, Dan Ho. Proper notification of the meeting had been given.

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

MOTION (Vosen, Brady): Approve the minutes of the July 28, 2021 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 24, 2021: Board Checking Account - \$1,527.22; Board Savings Account - \$5,060.39; GCL Building Account - \$7,633.14 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,666.87; 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, Kerpan): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached. Vosen indicated the Schmidt donation does not need a brick or plaque.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for August and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for August were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Miller provided a summary of the topics covered at the past Village Board meetings. The Village website domain name will be changing in the near future to Germantownwi.gov. The Village is holding a feedback session on 9/8 at 3:00 regarding the approximately 49% proposed water bill increase. Washington County will be coming to Germantown on November 23 for redistricting. The next Village Board meeting is September 20. There will be a joint Village Board and School Board meeting on August 30 which will include discussion about the School Resource Officer and the Intergovernmental contracts.

COUNTY. Vosen and Smith. The Washington County Library Board met August 19. The budget was approved as is which does not include any increase. Germantown's percentage based on circulation was 23.9%. The county board is scheduled to meet September 16 @ 1:30 to discuss the restructure of the

county-wide agreement with Washington County libraries. After the county approves the new agreement, it needs to be reviewed and approved by each of the five library boards. 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. Smith highlighted several proposed changes including moving from a quarterly to annual calculation, base the funding on a per cost per circ rather than total circulation percentage among the five libraries, and to place extra funds in a resource fund to be used to pay for shared county resources. Smith confirmed the circulation statistics used do not include digital materials. ACT 420 funds decreased \$11,000.

SYSTEM. Nelson and Smith. The Monarch Library System Directors did not meet in July. The Monarch System Board continues to hire a new System Director.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. July monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 10.0%, 2019 = -10.2%; Physical items: 2020 = 13.4%, 2019 = -12.9%; Digital items: 2020 = -9.4%, 2019 = 20.0%. Hoopla had 183 checkouts. Smith passed on a donation of \$3,745 from Dan Pagliaro. Smith indicated the library received a \$5,000 grant from the Unite Way of Waukesha County & Greater Milwaukee County to be applied to youth and teen programming to be used by the end of September 2021. Cash and checks totaling \$1,236.65 from the Usbourne book sale was passed on to Vosen for deposit. At the September meeting the total cash and sales will be reported along with the percent of sales donated to the library. Summer programming include the Summer Reading Challenge, Concerts in the Park, NAC Night and Back to School Nights. Smith provided new fall programming brochures which includes new teen programming. Grab & Go kits are available on Thursdays. A September programming highlight includes a passive three-day Early Literacy Adventure Sept 23-25. Shannon S. was hired as the new Youth Services Assistant. There is still a vacant position in Adult Services. The library was closed for the morning of August 11 for staff training. The new 'Library of Things Jr.' collection was released, August 19. The "Get Your Library Card" campaign will run during September. Additional programming and accomplished are highlighted in the Director's report.

UNFINISHED BUSINESS

OUTSIDE SIGNAGE FOR LIBRARY BUILDING – Lloyd presented the Library Board approved signage to the Village of Germantown Building Oversight Committee and the Village Plan Commission on August 9. All plans were approved. Lloyd was working with SIGNWorks to finalize the order. It will take about six weeks to install the sign.

STRATEGIC / FACILITY PLANNING – Smith provided a summary of the Strategic Planning Committee August meeting. It was decided that committee minutes would be shared with the entire Library Board after they have been approved by the committee. The committee drafted a Facilities Feasibility Survey and cover letter. The cover letter was submitted to the Village attorney for approval. Once the letter is approved it will be sent to four local architects that have verbally agreed to complete the survey. The committee is scheduled to tour local libraries the morning of September 15. Smith submitted the approved Memorandum of Understanding (MOU) to WiLS and the project will start in November 2021. Miller expressed the need to present to the Village Board the possible future plans to complete the library building by adding the second floor. Impact Fees targeted for the library are intended to be used to finish the building. She indicated this project should be considered for ARPA funds and make sure the Village Board is aware that the funds current in the Library Capital Funds must be matched by the Village of Germantown in order to be used. It was stressed to have the second floor of the library be added to

the Village Capital Plan Budget. It was decided Miller would research the steps needed to be added to the Village Capital Plan Budget. Acknowledging fundraising will be necessary for any future building, Vosen offered to review the fundraising methods used 20 years ago for the initial building. Smith with talk with the 'Friends of the GCL' about potential fundraising and will also talk with other libraries that have created Foundations for their fundraising efforts.

GERMANTOWN COMMUNITY LIBRARY BYLAWS – Smith presented the revised ByLaws for a second reading. MOTION (Vosen, Miller): Move to accept the updated bylaws as printed. Motion carried (6-0).

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Smith provided an updated copy with the recommended changes regarding the definition of library grounds. Lloyd reviewed the Municipal Code to take into consideration for recommended changes. During the review there were several areas of the Municipal Code pertaining to the library that need to be updated. Lloyd with work with Village Hall over the coming months to make those changes. Brady expressed concern that the library grounds definition included the sidewalk along Mequon Road. Lloyd will make the correction to exclude this and present for a third reading at the September meeting.

NEW BUSINESS

OUTREACH SERVICES ASSISTANT – Smith proposed creating a new part-time position that would work between 20-29 hours/week and provide outreach services to Germantown, Jackson and Richfield communities. The position will focus on providing library services and promoting the library at institutions, school and community events. Hours will be shifted from Page I and Page II positions that were used to help with these events in the past. MOTION (Brady, Kerpan): Move to accept the new Outreach Services Assistant position using existing funds as printed. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, September 22, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board

Financial Report Aug. 24, 2021

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 7/28/21		\$1,507.22
8/5/21 Deposit Cash Anonymous Donation	+\$20.00	
Balance 8/24/21 per on-line statement		\$1,527.22

Bank Five Nine GCL Board Savings Account

Balance 7/28/21 per on-line statement		\$5,059.97
Interest July	+\$.42	
Balance 8/24/21 per on-line statement		\$5,060.39

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

Balance 7/28/21 per on-line statement		\$7,633.14
Interest July	+\$.63	
Balance 8/24/21 per on-line statement		\$7,633.77

***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 7/5/21 per bank statement	\$16,666.87
.50/.50% Interest 18 months (mature 1/5/23)	
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 +/-**

***\$20 Cash Anonymous Donation = \$20.00**

TOTAL= \$981.33* (left to spend for 2021)

Germantown Community Library Board

MEETING DATE: September 22, 2021

PLACEMENT: New Business

AGENDA ITEM(S): VI. A. 2022 Library Budget & VI. B. 2022 Library Board Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2022 Library Budget & 2022 Library Board Budget remain fairly consistent to 2021.

Changes are as follows:

1. Consolidated account strings are included for county line items to simplify accounting procedures with the understanding that the library will keep all funding (village and county) under Chapter 43.58 (1):
 - a. Chapter 43.58 (1) Powers and duties. The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.
2. Increases in fringe benefits due to increased expense of health insurance.
3. Capital funding has been added to line 40-551-570-8200 for design work of completion of the library's second floor in the amount of \$300,000
 - a. 50% library impact fees
 - b. 50% library reserves (county funding)

Recommendation:

Approve the 2022 Library Budget & 2022 Library Board Budget as presented under Chapter 43.58(1).

Account	Description	2020 Actual	2021 Budgeted	2021 YTD	2022 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
Intergovernmental Revenues							
10-430-431-7210	COUNTY LIBRARY REVENUE	\$ 247,454.00	\$ 313,317.00	\$ 179,688.00	\$ 313,000.00	\$ (317.00)	0%
10-430-431-7220	MID-WI FED LIB SYS-CONT ED GRANT	\$ -	\$ -			\$ -	#DIV/0!
	Total Intergovernmental Revenues	\$ 247,454.00	\$ 313,317.00	\$ 179,688.00	\$ 313,000.00	\$ (317.00)	0%
Public Charges For Services							
10-460-467-7110	LIBRARY FINES AND FEES	\$ 81,940.00	\$ 14,000.00	\$ 3,580.00	\$ 10,000.00	\$ (4,000.00)	-29%
10-460-467-7120	LIBRARY SYSTEM REVENUE	\$ 65.00	\$ -	\$ -		\$ -	#DIV/0!
	Total Public Charges for Services	\$ 82,005.00	\$ 14,000.00	\$ 3,580.00	\$ 10,000.00	\$ (4,000.00)	-29%
Miscellaneous Revenues							
10-480-485-5710	LIBRARY DONATIONS	\$ 1,407.00	\$ -	\$ -		\$ -	#DIV/0!
	Total Miscellaneous Revenues	\$ 1,407.00	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	DEPARTMENT TOTAL	\$ 330,866.00	\$ 327,317.00	\$ 183,268.00	\$ 323,000.00	\$ (4,317.00)	-1%

Library Budget

Account	Description	2021 Budgeted	2021 YTD	2022 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)	Expense Explanation
Salaries & Wages							
10-551-510-1100	SALARIES - FULL TIME	\$ 204,939.00	\$ 75,456.00	\$ 208,977.60	\$ 4,038.60	2%	Consolidated Account Strings
10-551-510-1150	SALARIES - COUNTY-	\$ 151,895.00	\$ 27,889.00	\$ -	\$ (151,895.00)	-100%	
10-551-510-1800	SALARIES - PART TIME	\$ 134,706.00	\$ 93,141.00	\$ 312,951.42	\$ 178,245.42	132%	Consolidated Account Strings
10-551-510-1810	SALARIES - LIBRARY BOARD	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	0%	
	Total salaries & Wages	\$ 492,740.00	\$ 196,486.00	\$ 522,539.66	\$ 30,389.02	6%	
Fringe Benefits							
10-551-520-2100	SOCIAL SECURITY	\$ 26,075.00	\$ 14,472.00	\$ 39,927.57	\$ 13,852.57	53%	Consolidated Account Strings
10-551-520-2110	SOCIAL SECURITY - COUNTY-	\$ 11,589.00	\$ -	\$ -	\$ (11,589.00)	-100%	
10-551-520-2200	STATE RETIREMENT	\$ 12,229.00	\$ 9,285.00	\$ 25,303.59	\$ 13,074.59	107%	Consolidated Account Strings
10-551-520-2210	STATE RETIREMENT - COUNTY-	\$ 1,150.00	\$ -	\$ -	\$ (1,150.00)	-100%	
10-551-520-2300	HEALTH INSURANCE	\$ 78,600.00	\$ 19,650.00	\$ 81,428.16	\$ 2,828.16	4%	Consolidated Account Strings
10-551-520-2400	DENTAL INSURANCE - COUNTY-	\$ 4,320.00	\$ -	\$ 3,860.00	\$ (460.00)	-11%	
10-551-520-2500	LIFE INSURANCE	\$ 852.00	\$ 472.00	\$ 1,241.10	\$ 389.10	46%	Consolidated Account Strings
10-551-520-2510	LIFE INSURANCE - COUNTY-	\$ 330.00	\$ -	\$ -	\$ (330.00)	-100%	
	Total Fringe Benefits	\$ 135,145.00	\$ 43,879.00	\$ 147,556.00	\$ 16,615.42	12%	
Operating Supplies and Expenses							
10-551-530-3100	GENERAL SUPPLIES AND EXPENSES	\$ 3,000.00	\$ 4,299.00	\$ 29,000.00	\$ 26,000.00	867%	Consolidated Account Strings
10-551-530-3110	STORYTIME PROGRAM - SUPPLIES	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
10-551-530-3150	GENERAL SUPPLIES & EXPENSE - CTY-	\$ 25,000.00	\$ 13,202.00	\$ -	\$ (25,000.00)	-100%	
10-551-530-3200	OFFICE SUPPLIES	\$ 5,000.00	\$ 3,116.00	\$ 5,000.00	\$ -	0%	
10-551-530-3400	POSTAGE	\$ 1,000.00	\$ 117.00	\$ 2,000.00	\$ 1,000.00	100%	Consolidated Account Strings
10-551-530-3410	POSTAGE - COUNTY-	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)	-100%	
10-551-530-3600	BOOKS	\$ 40,000.00	\$ 17,177.00	\$ 62,000.00	\$ 22,000.00	55%	Consolidated Account Strings
10-551-530-3610	BOOKS - COUNTY-	\$ 20,000.00	\$ -	\$ -	\$ (20,000.00)	-100%	
10-551-530-3620	BOOK PROCESSING	\$ 5,000.00	\$ 3,404.00	\$ 10,000.00	\$ 5,000.00	100%	Consolidated Account Strings
10-551-530-3625	BOOK PROCESSING - COUNTY-	\$ 5,000.00	\$ -	\$ -	\$ (5,000.00)	-100%	
10-551-530-3630	PERIODICALS	\$ 4,000.00	\$ -	\$ 8,000.00	\$ 4,000.00	100%	Consolidated Account Strings
10-551-530-3635	PERIODICALS - COUNTY-	\$ 4,000.00	\$ -	\$ -	\$ (4,000.00)	-100%	
10-551-530-3640	AUDIO VISUAL	\$ 6,000.00	\$ 4,773.00	\$ 22,000.00	\$ 16,000.00	267%	Consolidated Account Strings
10-551-530-3645	AUDIO VISUAL - COUNTY-	\$ 15,000.00	\$ -	\$ -	\$ (15,000.00)	-100%	
10-551-530-3660	COMPUTER SERVICE	\$ 14,000.00	\$ 3,676.00	\$ 40,000.00	\$ 26,000.00	186%	Consolidated Account Strings / increased availability of digital material & resources
10-551-530-3665	COMPUTER SERVICE - COUNTY-	\$ 20,000.00	\$ 314.00	\$ -	\$ (20,000.00)	-100%	
10-551-530-3810	DONATIONS - EXPENSE	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
10-551-530-3820	PROGRAMS SUPPLIES & EXPENSE	\$ 3,000.00	\$ 2,849.00	\$ 24,000.00	\$ 21,000.00	700%	Consolidated Account Strings
10-551-530-3821	PRGRAMS SUPPLIES & EXPENSE - COUNT	\$ 20,000.00	\$ 3,956.00	\$ -	\$ (20,000.00)	-100%	
10-551-530-5400	SYSTEM AUTOMATION	\$ 1,000.00	\$ 60.00	\$ 22,000.00	\$ 21,000.00	2100%	Consolidated Account Strings
10-551-530-5410	SYSTEM AUTOMATION - COUNTY-	\$ 21,000.00	\$ 20,236.00	\$ -	\$ (21,000.00)	-100%	
10-551-530-7100	UTILITIES	\$ 68,000.00	\$ 21,411.00	\$ 68,000.00	\$ -	0%	
10-551-530-7200	TELEPHONE	\$ 3,604.00	\$ -	\$ 3,600.00	\$ (4.00)	0%	
10-551-530-7250	OUTREACH - COUNTY-	\$ 4,000.00	\$ 1,026.00	\$ 4,000.00	\$ -	0%	
10-551-530-7300	INSURANCE AND BONDS	\$ 8,300.00	\$ 111.00	\$ 8,300.00	\$ -	0%	
10-551-530-7700	TRAINING AND SEMINARS	\$ 2,000.00	\$ 215.00	\$ 5,000.00	\$ 3,000.00	150%	Consolidated Account Strings
10-551-530-7710	TRAINING - COUNTY-	\$ 3,000.00	\$ -	\$ -	\$ (3,000.00)	-100%	
10-551-530-7800	TRAVEL	\$ 1,000.00	\$ 124.00	\$ 1,000.00	\$ -	0%	
	Total Operating Supplies	\$ 302,904.00	\$ 100,066.00	\$ 313,900.00	\$ 10,996.00	4%	
Capital Items							
10-551-570-8100	MISCELLANEOUS EQUIPMENT - COUNTY	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
	Total Capital Items	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
DEPARTMENT TOTAL							
		\$ 930,789.00	\$ 340,431.00	\$ 983,995.66	\$ 53,206.66	6%	

Account	Description	2020 Actual	2021 Budgeted	2022 Budget Request	2021-2022 Variance (\$)	Description
Capital Outlay						
40-551-570-8200	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00	50% Impact Fees/50% Library Resen
40-551-570-8210	NEW BLDG FURNITURE/EQUIP - COUNTY	\$ -	\$ -		\$ -	
40-551-570-8310	LAND IMPROVEMENTS	\$ -	\$ -		\$ -	
40-551-570-8410	FURNITURE	\$ -	\$ -		\$ -	
40-551-570-8430	COMPUTER HARDWARE	\$ -	\$ -		\$ -	
40-551-570-8435	AUTOMATION EQUIPMENT - COUNTY	\$ -	\$ -		\$ -	
40-551-570-8440	COMPUTER SOFTWARE	\$ -	\$ -		\$ -	
	Total Capital Outlay	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00	

Account	Description	2020 Actual	2021 Budgeted	2021 YTD	2022 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
Donations							
83-480-485-5710	REVENUES	\$ 473.00	\$ 150.00	\$ -	\$ 150.00	\$ -	0%
	Total Donations	\$ 473.00	\$ 150.00	\$ -	\$ 150.00	\$ -	0%
Interest Revenue							
83-480-481-1100	INVESTMENT INTEREST	\$ 1,299.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0%
	Total Interest Revenue	\$ 1,299.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0%
Department Total							
	Department Total	\$ 1,772.00	\$ 1,150.00	\$ -	\$ 1,150.00	\$ -	0%

Account	Description	2020 Actual	2021 Budgeted	2021 YTD	2022 Budget Request	2021-2022 Variance (\$)	2021-2022 Variance (%)
General Expenditures							
83-551-530-3100	GENERAL SUPPLIES & EXPENSE	\$ 763.00	\$ -	\$ -	\$ 500.00	\$ 500.00	
83-551-530-3600	BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	
83-551-570-8420	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Expenitures	\$ 763.00	\$ -	\$ -	\$ 500.00	\$ 500.00	
Department Total							
	Department Total	\$ 763.00	\$ -	\$ -	\$ 500.00	\$ 500.00	

Director's Report: September 2021

STATE OF WISCONSIN: None

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors meet virtually on Thursday, September 9.
- It was announced to the directors that Riti Grover was hired as the new Monarch Library System Director. Her start date will be Sunday, October 3.
- Beaver Dam Community Library was added to the Monarch ILS/Polaris on Wednesday, September 1.

WASHINGTON COUNTY LIBRARIES

- The Washington County Library Services Board met on Thursday, August 19.
- A follow-up meeting took place on Thursday, September 16 to review changes to distribution to the Washington County-Wide Library Services Agreement. The agreement was approved by the Washington County Library Services Board. It will now need to be approved by library boards, municipal boards and the Washington County Board before the end of the year.

VILLAGE OF GERMANTOWN: None

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends Pop-Up Book Sale will feature adult non-fiction books in September & October.

DONATIONS: None

DEPOSITS: None

STATISTICS

- Circulation:
 - o Physical: 24,461 (5.1% from 2020 / -13.2% from 2019)
 - o Digital: 4,170 (-4.9% from 2020 / 24.3% from 2019)
 - Hoopla Checkouts: 265 (\$457)
 - o Total: 29,631 (0.3% from 2020 / -9.3% from 2019)

SUMMER PROGRAMMING

- Summer Reading Challenge for all ages was completed August 21 (see attached sheet)
 - o 1,153 total participants
 - o 10,334 badges earned
 - o 827,705 minutes read

FALL PROGRAMMING

- "Get Your Library Card" campaign will run through the month of September to coordinate with Library Card Signup month and involve local businesses. The library is offering free replacement cards (\$3) and a raffle every time patrons use the library (see attached).
- September programs are starting off well. We are seeing lower number than prior to COVID (about 8-26 participants per program). We did have to cancel an adult program due to presenter illness. The library is doing more marketing/advertising to inform the public that we now have in-person programming options available.

- Upcoming Youth Programs (Sept – Dec):
 - Ongoing: Family Craft Circle, STEAM Club, Preschool (2) & Baby/Toddler (2) Weekly Storytimes
 - Special:
 - Early Literacy Adventure: Sept 23 – 25
 - Library After Dark Family Walk-Through: Sat, Oct 23 @ 1:30-3:30pm
- Upcoming Teen Programs (Sept – Dec):
 - Ongoing: Teen Advisory Board, Teen Script Reading
 - Special:
 - Pop Culture Trivia: Mon, Sept 27 @ 6:00pm
 - Library After Dark: Sat, Oct 23 @ 7-10pm
- Upcoming Adult Programs (Sept – Dec):
 - Ongoing: Friday Films, Tech Talks, Script Reading, Book Groups (4)
 - Special:
 - Library Memory Project Family Day: Sun, Sept 26 @ 1-4pm
 - Discover the Civil War: Tues, Sept 28 @ 3pm
 - Chad Lewis: Haunted Locations: Wed, Sept 29 @ 6pm
 - Library After Dark: Sat, Oct 23 @ 7-10pm
 - Patents: Tues, Oct 5 @ 6pm
 - History of Washington County: Tues, Oct 12 @ 6pm
- Grab & Go Kits (all ages): Available on Thursdays @ 9am & 4pm (600+ handed out this month)
- Upcoming Outreach Events
 - Jackson 5K Glo Run, Menomonee Falls Senior Enrichment Fair

FALL PROGRAMMING

- Fall programming brochures are out. Email went out to local contacts and brochures were delivered to local municipalities, schools & daycares.

COVID RELATED UPDATES & SERVICES

- The library is following state, county and village requirements.
- Youth & teens programming with higher anticipated attendance will require registration and is limited.

DEPARTMENT UPDATES

- Management & General Staff: None
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
 - Work continues on transitioning back to in-person programming.
 - Library Memory Project Family Day will take place on Sunday, September 26 at the Retzer Nature Center in Waukesha.
 - We have a staff vacancy in the Adult Services department.
- Outreach (Cara Reimer)
 - Cara R. was hired as an Outreach Services Assistant.
- Circulation (Diane Long & Connie Lloyd)
 - Joann W. and Jenni K. was hired as Library Specialists.
- Tech Services (Connie Lloyd)
 - More items are being added to the Library of Things, Jr. due to popularity. Work continues on a collection for teens & adults.

- o Clean up of Music CD catalog records and labels due to system conversion.
- Technology/Statistics (Connie Lloyd): None
- Building Management & Grounds (Connie Lloyd)
 - o Outdoor and indoor signage has been ordered with an anticipated installation date of October.
 - o Youth furniture has been ordered.
 - o Shelving unit for the Adult Library of Things collection has been ordered.
 - o Work on strategic planning and facility planning continues.
 - o Carpets were cleaned the weekend of September 3.

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

- Sept 8 – Kiwanis
- Sept 8 – Department Head
- Sept 8 – Village Administrator & Budget Manager
- Sept 8 – Village Clerk/Finance Director
- Sept 9 – Monarch Director's (virtual)
- Sept 11 – Friends of the Library
- Sept 13 – Make It @ the Library (3)
- Sept 14 – Village Budget Manager
- Sept 16 – Wash. Co. Library Services Board
- Sept 20 – Village Board
- Sept 22 – Kiwanis
- Sept 22 – Library Board
- Sept 23 – Christmas Festival
- Sept 28 – Village Administrator

SHOW US YOUR GERMANTOWN LIBRARY CARD

Save when you shop local
September 1 - 30!

GET DEALS & DISCOUNTS WHEN YOU SHOW YOUR GERMANTOWN
COMMUNITY LIBRARY CARD TO THESE LOCAL BUSINESSES:

Germantown
ACE
Hardware
\$5 OFF PURCHASE
OF \$20 OR MORE

Jackson
COFFEEVILLE
COMPANY
FREE SMALL
DRIP COFFEE

 **uscellular**
N112 W15800 MEQUON RD. | GERMANTOWN
\$10 OFF SCREEN
PROTECTOR, CASE OR
CHARGER PRICED AT
\$19.99 OR MORE

thedragonstailor.com

\$10% OFF

Richfield, Slinger
& Hartford
forte
bank
Member FDIC

ADD \$5 TO NEW OR
EXISTING ACCOUNT

Menomonee Falls

FREE
COMPLEMENTARY
POPCORN

 **Germantown
Wendland Nursery**
A Division of Wendland Landscape Services, Inc.
W172 N10415 Division Road | Germantown, WI 53022 | Ph: (262) 251-9678
10% DISCOUNT ON REGULAR
PRICE IN-STOCK ITEMS

Germantown
 **Minuteman
Press.**
The First & Last Step In Printing.
10% OFF ANY NON-
COMMERCIAL
ORDER

Germantown

GIVEAWAY
BOOKMARKS &
COLORING PAGES

Menomonee Falls
 **Orangetheory**
FITNESS
ONE FREE MONTH
FOR NON-MEMBERS

GERMANTOWN
COMMUNITY LIBRARY

FREE REPLACEMENT
CARDS & ENTRY INTO
DRAWING FOR KID BASKETS
OR \$50 VISA GIFT CARD

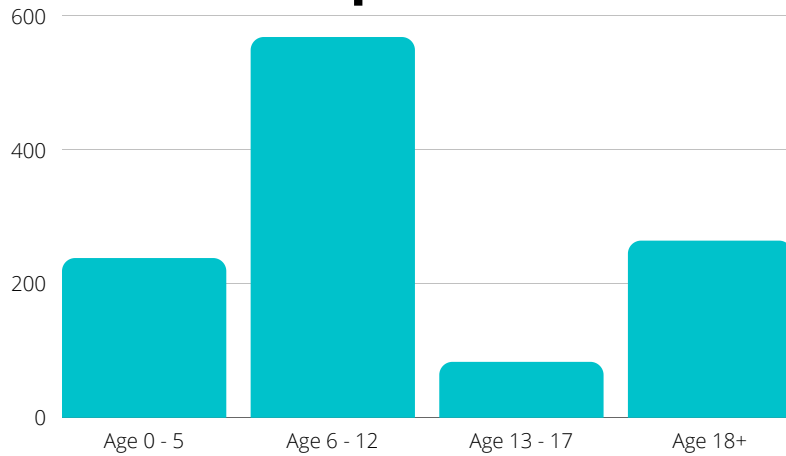
Interested in being a part of our campaign in the future? Contact Diane at
dlong@germantownlibrarywi.org or (262) 253-7760, press 5

2021 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

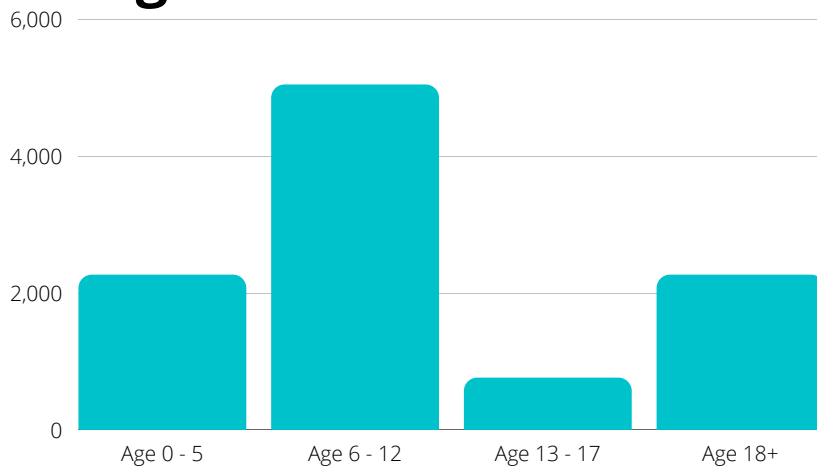
2021
ONLINE

Total Participants



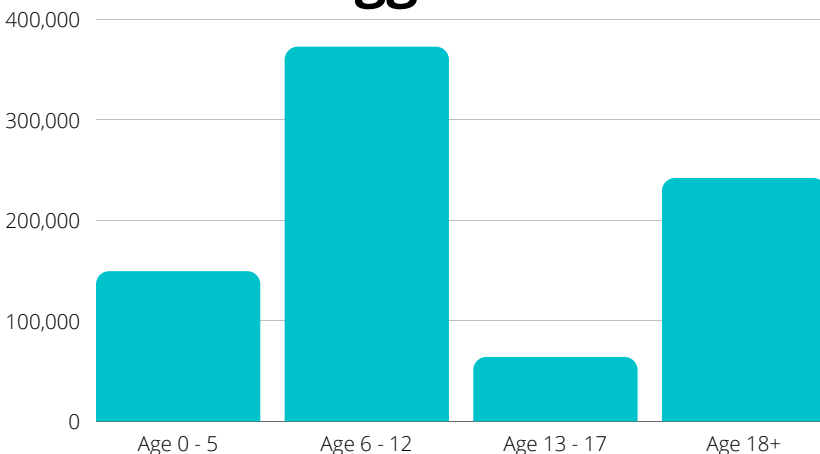
1,153
PEOPLE PARTICIPATED

Badges Earned



10,334
BADGES EARNED

Minutes Logged



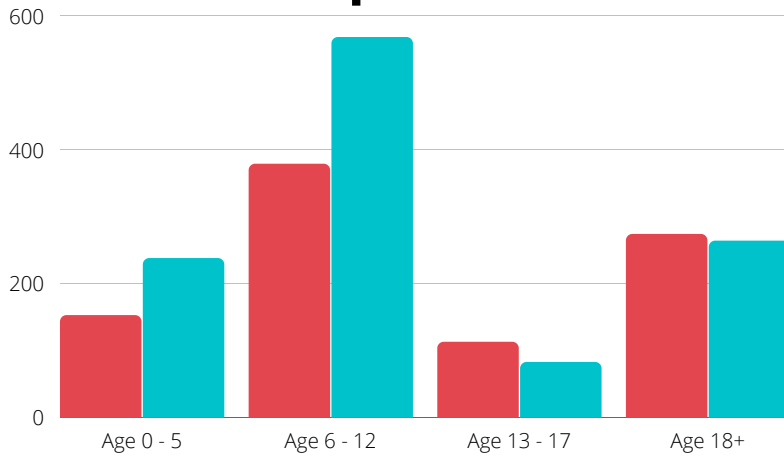
827,705
MINUTES READ

2020 & 2021 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY

2020 ONLINE 2021 ONLINE

Total Participants

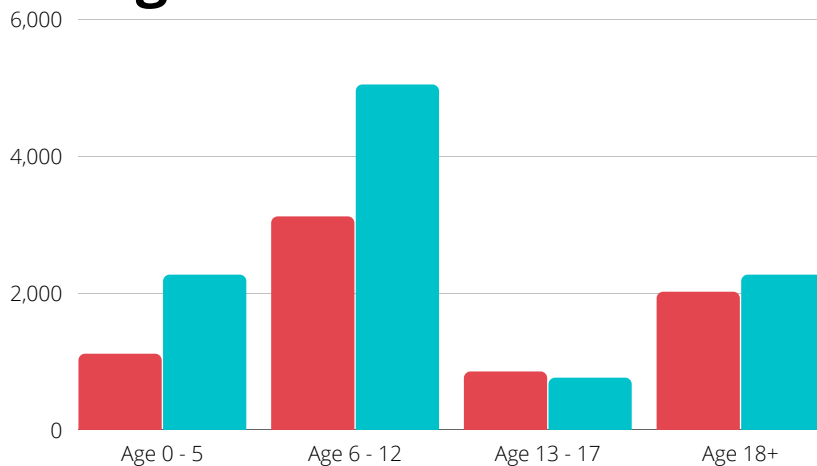


1,153

PEOPLE PARTICIPATED

(919 IN 2020 = 25.5%)

Badges Earned

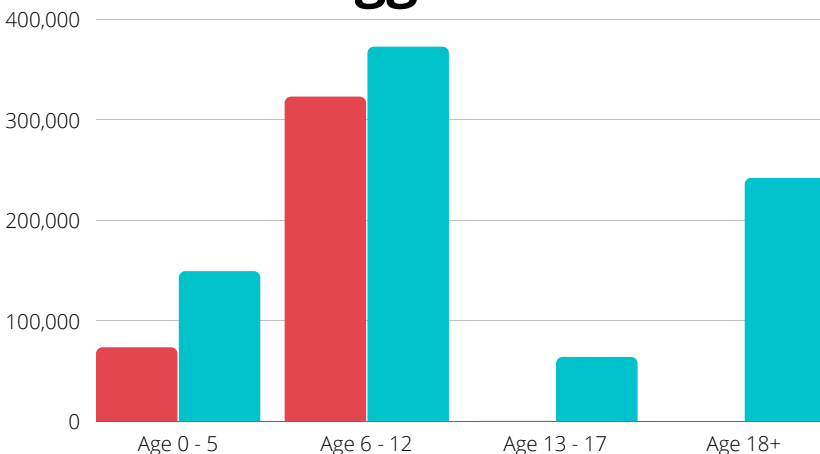


10,334

BADGES EARNED

(7,096 IN 2020 = 45.6%)

Minutes Logged



827,705

MINUTES READ

(*306,323 IN
2020)

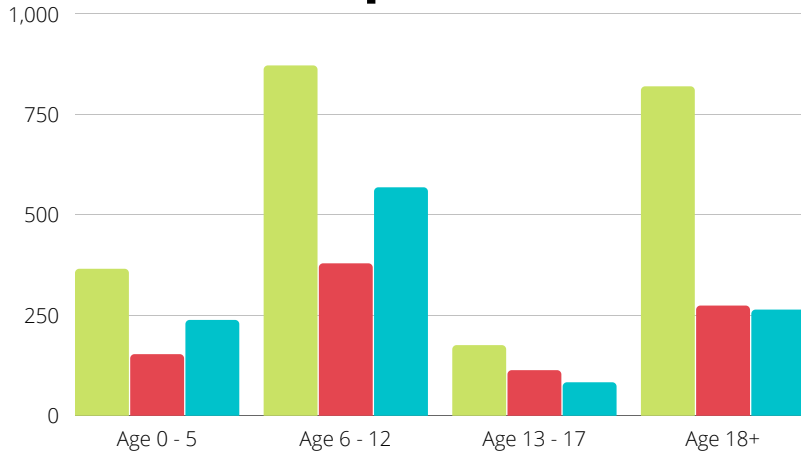
(*DID NOT TRACK
MINUTES FOR TEENS
& ADULTS IN 2020)

2019-2021 SUMMER READING CHALLENGE

GERMANTOWN COMMUNITY LIBRARY



Total Participants



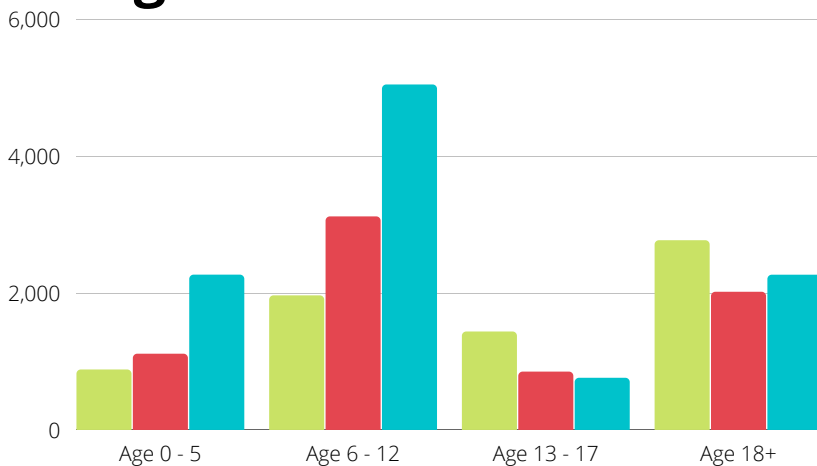
1,153

PEOPLE PARTICIPATED

(919 IN 2020 = 25.5%)

(2,230 IN 2019 = -48.3%)

Badges Earned



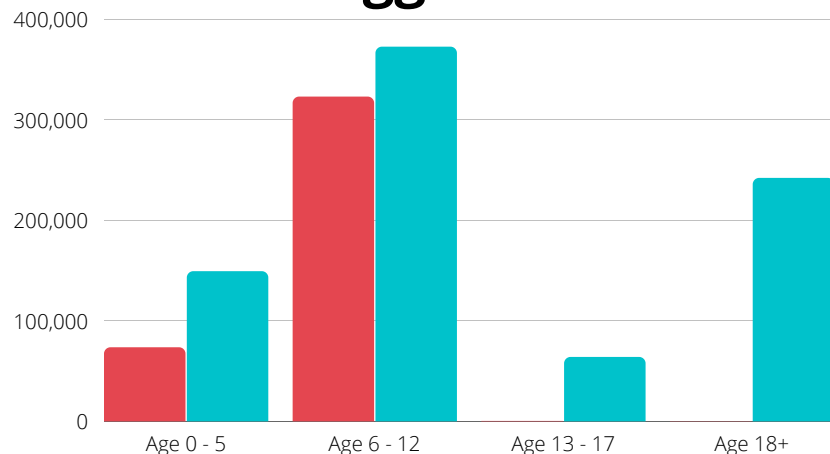
10,334

BADGES EARNED

(7,096 IN 2020 = 45.6%)

(6,958 IN 2019 = 48.5%)

Minutes Logged



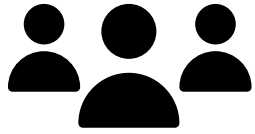
827,705

MINUTES READ

(*306,323 IN 2020)

(*DID NOT TRACK MINUTES FOR TEENS & ADULTS IN 2020 OR FOR ANY AGE IN 2019)

GERMANTOWN COMMUNITY LIBRARY 2021 PROGRAMMING STATISTICS (JAN - AUG)



Attend in Person

1,263

PRESCHOOL

Storytime (6): 150
= 150

YOUTH

Program (7): 919
= 919

TEENS

Advisory (1): 3
Programs (1): 11
= 14

ALL AGES

Book Groups (16): 117
Script (3): 22
Programs (3): 32
Memory (1): 9
= 180



Live, Virtual

617

Storytime (also
Pre-recorded)
(19): 523
= 523

Book Groups
(10): 94
= 94



Pre-recorded, Virtual
(Watch Anytime /
Anywhere)

4,577

Storytime
(also Live)
(19): 4,577
= 4,577

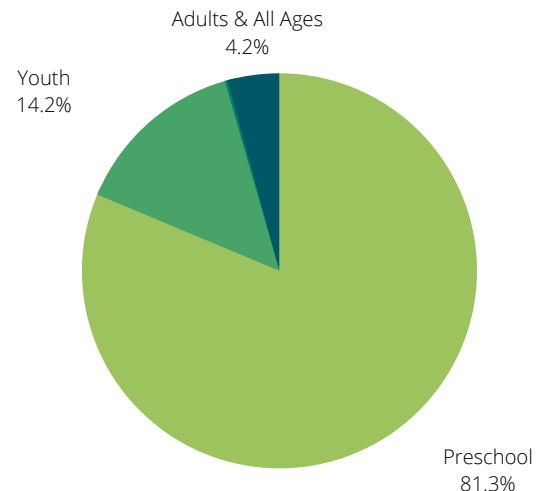
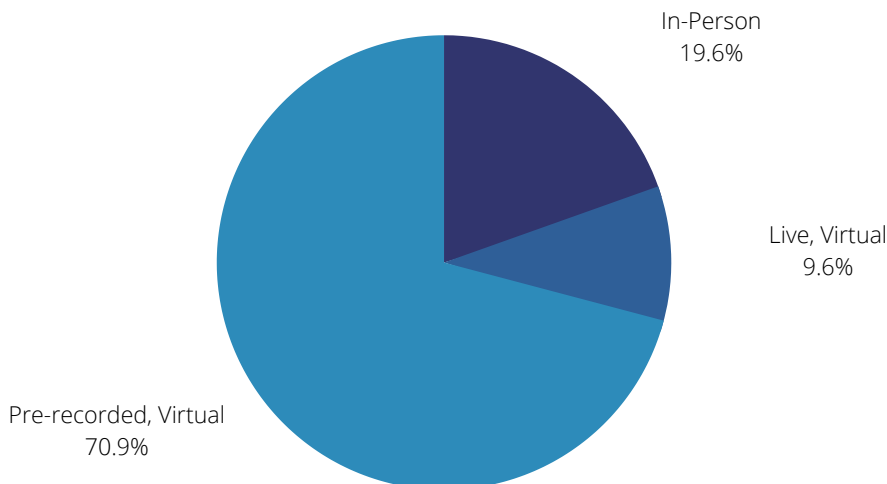
Total:
5,250
BY DELIVERY METHOD

Total:
919

Total:
14

Total:
274

BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2021 OUTREACH STATISTICS

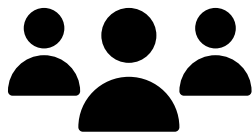
(JAN - AUG)

PRESCHOOL

YOUTH

TEENS

ALL AGES



Attend in Person

2,780

Movies (2): 300
NAC Night (1): 400
Taste (1): 1,600
= 2,300

Open House (3):
80
= 80

Band Concerts
(4): 400
= 400



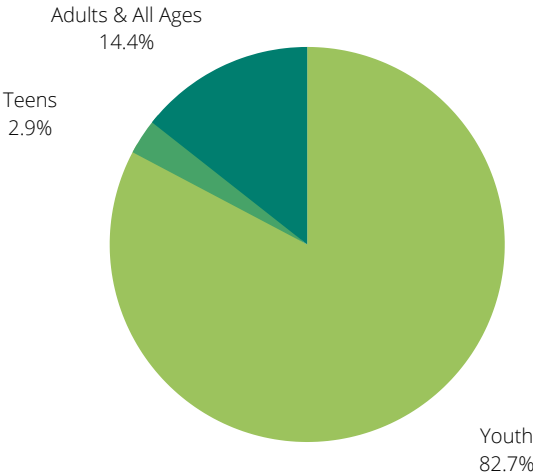
Total:
0

Total:
2,300

Total:
80

Total:
400

BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2021 SELF-DIRECTED ACTIVITIES

(JAN - AUG)

PRESCHOOL

YOUTH

TEENS

ALL AGES

Challenges
& Surveys



14,001

Winter: 681
Grab & Go: 71
Summer: 1,976
= 2,728

SWAG: 127
Winter: 797
Grab & Go: 57
Summer: 5,044
= 6,025

Winter: 440
Grab & Go: 21
Summer: 760
= 1,221

SWAG: 366
Winter: 1,305
Grab & Go: 91
Summer: 2,265
= 4,027

Self-Directed



23,016

Coloring: 7,326
= 7,326

Coloring: 7,326
= 7,326

Coloring: 4,182
= 4,182

Coloring: 4,182
= 4,182

Grab & Go Kits
(Pick Up Kit at
Library)



33,380

Kits (37): 5,707
= 5,707

Kits (75): 15,857
= 15,857

Kits (17): 4,910
= 4,910

Kits (100): 6,906
= 6,906

Register &
Pick Up Kit
at Library



3,360

STEAM (14): 1,380
= 1,380

Make It (14): 190
= 190

Make It (8): 1,790
= 1,790

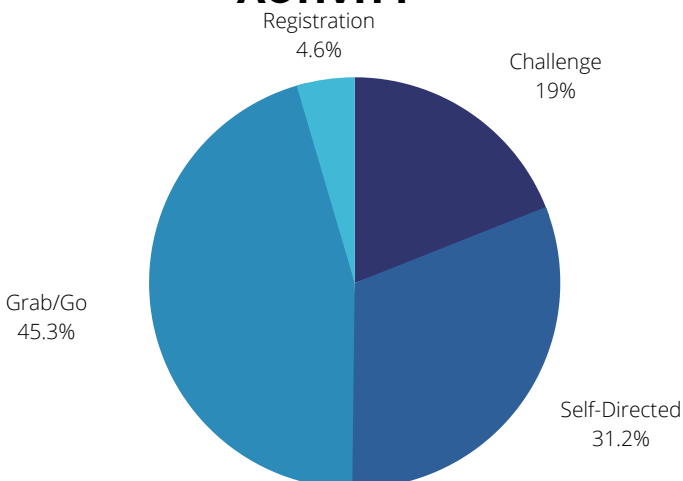
Total:
15,761

Total:
30,588

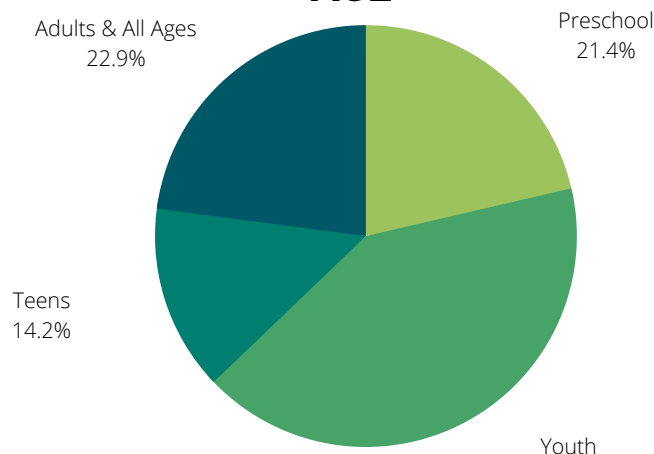
Total:
10,503

Total:
16,905

BY TYPE OF ACTIVITY



BY TARGET AGE



Germantown Community Library Board

MEETING DATE: September 22, 2021
PLACEMENT: Old Business
AGENDA ITEM(S): IX. A. Strategic Facility Planning Update
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Smith has confirmed engagement with WiLS for the Germantown Community Library Strategic Plan. It will commence in November 2021.

The Strategic / Facility Planning committee received approval from the village attorney for the Facility Feasibility Survey cover letter. The Facility Feasibility Survey was then sent to the following Architecture firms for their response. Responses were received the week of September 13. The information received will be reviewed by the committee and summarized at the October Library Board meeting.

1. PRA
2. Engberg Anderson
3. Zimmerman
4. Bray – were unable to provide a response

The committee met Wednesday, September 15 and toured the following libraries. Tours were provided and the committee was able to focus on second floor usage, meeting and study rooms design, sound issues, and collection and open gathering layouts.

1. Cedarburg Public Library
2. West Bend Community Memorial Library
3. Jack Russell Memorial Library (Hartford)
4. Menomonee Falls Public Library

The committee will review their observations at the next committee meeting to be used in the Facility Planning.

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:

- Wednesday, September 15, 8:30 a.m.-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 Wednesday, September 15, 2021, at 8:30 a.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: September 22, 2021

PLACEMENT: Old Business

AGENDA ITEM(S): IX. B. Acceptable Library Behavior Policy Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

This is the third reading and includes additional changes to define 'library grounds' and define 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. The library is a public building and is one of several buildings in the area identified as a Washington County cooling and heating center.
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.
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. Library grounds are defined as the property between the library building and the sidewalk along Mequon Road or other adjacent property lines. It includes library parking lots.
13. 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: September 22, 2021

PLACEMENT: New Business

AGENDA ITEM(S): X. C-F. Position Title Summary

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Over the past 18 months we have had a high number of part-time staff turnover and have had trouble recruiting qualified new staff in our youth and adult service teams. It was shared with management that the title 'Assistant' implies the position is assisting the department manager/librarian. However, each position has independent roles and responsibilities that are closer to a librarian than an assistant. It is recommended to change the following library position titles to better recruit and properly reflect the responsibilities of each position. The circulation desk staff position title is currently Library Specialist.

Agenda Items:

- C. Youth Services Assistant to Youth Services Specialist
- D. Adult Services Assistant to Adult Services Specialist
- E. Outreach Services Assistant to Outreach Services Specialist
- F. Technical Services Assistant to Technical Services Specialist

Germantown Community Library Board

MEETING DATE: September 22, 2021

PLACEMENT: New Business

AGENDA ITEM(S): X. G. Computer Internet Use Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The attached 'Computer Internet Use Policy' contains suggested changes to expand the amount of time a patron can extend their use of the public internet computers as long as at least three computers are available for walk-up patrons. The three computers would include one for youth, one for adult, and one express station. The accumulated time limit per day has been removed. It is recommended to approve the attached policy with the proposed changes.

GERMANTOWN COMMUNITY LIBRARY COMPUTER/INTERNET USE POLICY

Internet access is available at the Germantown Community Library on public workstations. It is also available on library laptops and patrons' personal devices using the Library's WiFi service. Internet access via desktop or WiFi is unsecured and unfiltered.

Information accessible on the internet may be current and reputable; some may be obsolete, illegal, and even offensive. It is the patron's responsibility to determine the validity and appropriateness of the information. By accessing the Internet through the Library, patrons agree that the Library will not be responsible for any direct, indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

Use of the Internet at Germantown Community Library is a privilege, not a right. Inappropriate use or failure to follow this policy may result in revocation of this privilege and/or legal prosecution. Violators of this agreement will have their Internet privileges revoked for six (6) months on the first offense and for 12 months on subsequent offenses. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.

To use the public Internet at the Germantown Community Library you must agree to the following guidelines:

1. Internet service is available during library open hours. However, the library cannot guarantee the service will be operational at any specific time.
2. Limited WiFi service is available from the outside patio next to the building between 6 am – 9 pm.
3. Use of Internet services are for educational, informational, and recreational purposes only. The Internet is not to be used for illegal, unauthorized, or unethical purposes. All rules and regulations set forth by the Library are to be followed.
4. Patrons may not misrepresent themselves as another user by seeking unauthorized access to any computer system, files, passwords, data belonging to others, damaging, or altering software components or any network or database.
5. Patrons may not send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
6. Patrons may not display threatening, harassing, or abusive language and images.
7. Game playing may be prohibited if it severely diminishes the speed of the library consortium's network.
8. Virus, security, and privacy protection are the responsibility of the patron.

To use the Germantown Community Library public computers you must agree to the following guidelines:

1. Youth under 18 **must** have parental permission to use the internet. The Internet Use Permission Form must be signed by the parent or legal guardian. This form must be signed in front of a staff member. The signature on this form is legally binding and indicates the party has read and understands its significance. The Germantown Community Library assumes no responsibility for the use of the internet by children.
2. Patrons can only use library computers using their own library card. For guest use, see requirements below.
3. Patrons must respect the privacy of others using public workstations at the library by not interfering with their use. This includes distracting behavior as determined by library staff.
4. Patrons must adhere to the established time limits.
5. Patrons must provide their own storage device for documents created or downloaded. The computer storage is erased when a patron logs off the computer.
6. Per the Copyright Law of the United States (Title 17, United States Code) patrons can only make authorized copies of copyrighted or licensed materials.
7. Patrons must provide their own headsets to listen to audio content.
8. Patrons may not install/download software or applications on the Library's computers.
9. Patrons may not change the setup or configuration of the library's software or hardware.
10. Software, documents and email may contain a virus. The library is not responsible for damage to a patron's equipment, for any loss of data, damage or liability that may occur from the individual's use of the internet or library computer equipment.
11. Users are liable for costs arising from malicious damage to library equipment and/or software.

Time Limits for Library Computers:

1. **Public Workstations** – Patrons can automatically log themselves into the public workstations using their library barcode and pin. Patrons are initially allocated **2 hours** ~~90 minutes. As long as other computers are available, a~~ patron may auto extend their time by **30** ~~15-minute~~ increments **if at least three computers are available.** ~~for a maximum of four times. This provides a patron up to 2½ hours per day.~~ Additional time may be granted at the Adult Service Desk staff's discretion. Computers are automatically shutdown 10 minutes prior to closing.
2. **Public Laptops/Tablets** – Patrons may check out a public laptop/tablet with their library card for use inside the library for up to two hours. Additional time may be granted at the Circulation Desk staff's discretion. Equipment must be returned 10 minutes before closing.

Guest Use of Library Computers:

Guest use is available on a single use basis. Guests must abide by the same policy as library card holders. To use the resources on a regular daily or weekly basis, the patron must register for a library card. Exceptions are available per the Library Director or designee.

Other Computer Services:

Black and white printing is available and charged \$.10 per side printed.

Color printing is available and charged \$.25 per side printed.

Library staff will assist patrons as time permits and to the extent of their knowledge. However, staff will not configure or download applications to patron's equipment. Staff are not trained on all hardware and software that are available to patrons.

Adopted: 10/21/98

Reviewed and Revised: 2/27/02; 3/28/12; 6/23/21

DRAFT

Germantown Community Library Board

MEETING DATE: September 22, 2021

PLACEMENT: New Business

AGENDA ITEM(S): X. H. Washington County-Wide Library Services Agreement

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

As part of the Washington County Library Services Joint Library Study completed in August 2020, the five Washington County Library Directors recommended the following:

1. Transition the administrative workload of Cross-County library fees to the system
2. Move to an annual payment structure
3. Capital offset payments are absorbed (changed in 2020 budget)
4. Cross-County payments continue
5. Washington County Library Committee

At the Washington County Library Services meeting on August 19, 2021, the Washington County library directors recommended a number of changes to the Washington County-Wide Library Services Agreement. This agreement was last updated on January 1, 2014. The recommendations were reviewed and passed by the Washington County Library Services Board at a special meeting on September 16. The agreement now needs to be approved by individual library boards, municipal boards and the Washington County Board.

A draft copy with notes is provided in the packet. The agreement is currently being reviewed by the Washington County attorney and will be either emailed to board members prior to the September 22, 2021 Library Board meeting or handed out at the meeting.

Notes on the major changes are below:

1. The West Bend Library will no longer be designated as the Resource Library. Washington County libraries are currently members of the Monarch Library System that use the Mead Public Library in Sheboygan as the system resource library. It has been determined that traditional services of the resource library (print material, reference material, reference services provided to patrons over the phone, etc.) are no longer needed by the West Bend Community Memorial Library due to increased access to technology and resources of the individual libraries. The Resource Library also previously provided staff services to run circulation data for the individual libraries. This service no longer takes up significant time due to the data and monthly statistics of the Monarch Library System.

7. The previous "Resource Library" funds will now be used as general funds to provide resource and electronic database to each of the Washington County Libraries. The West Bend Community Memorial Library will coordinate purchasing online database access for joint purchases.

9. Payment structure for capitol-offset payments will remain as is. The libraries are not current requesting capitol-offset payment in the budget, but the language will remain that requires any previous or future funds to require a 50% match from the municipalities.

12. Circulation statistics and cardholder data will be provided using the library's annual reports.

15. Circulation reimbursement has previously been provided for the completed quarter for each quarterly payment. Going forward, reimbursement payment will be provided using the prior years validated annual report numbers. This system aligns with the state system of reimbursing ACT 420 payments. It also allows libraries to more accurately budget for the next year because the number of reimbursement funds will be available after the annual reports are validated in March of the previous budget year.

Impact on Germantown Reimbursement:

The following are estimates and have not been finalized or approved:

	2021 (budgeted)	2022
Circulation Reimbursement	\$294,800	\$264,684
Resource Funds	unknown	\$32,196
System Automation	\$9,243	\$9,705
TEACH Data Lines	\$1,200	\$1,200
	\$305,243	\$307,785

Recommendation:

Approve the Washington County-Wide Library Services Agreement as presented.

COUNTY-WIDE LIBRARY SERVICE AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of January, 2014, for the period below stated by and among Washington County, hereinafter referred to as the COUNTY, and the respective municipal libraries and municipalities as follows:

West Bend Community Memorial Library
630 Poplar Street
West Bend, WI 53095

and

The City of West Bend
1115 South Main Street
West Bend, WI 53095;

both hereinafter referred to as the LIBRARY or the RESOURCE LIBRARY as the context demands.

Jack Russell Memorial (Hartford) Library
100 Park Avenue
Hartford, WI 53027

and

The City of Hartford
109 North Main Street
Hartford, WI 53027;

Slinger Community Library
220 Slinger Road
Slinger, WI 53086

and

The Village of Slinger
300 Slinger Road
Slinger, WI 53086;

Germantown Community Library
N112 W16957 Mequon Road
P.O. Box 670
Germantown, WI 53022-0670

and

The Village of Germantown
N112 W 17001 Mequon Road
P.O. Box 337 Germantown, WI 53022;

Kewaskum Public Library
206 First Street
P.O. Box 38
Kewaskum, WI 53040

and

The Village of Kewaskum
204 First Street
P.O. Box 38
Kewaskum, WI 53040

Each of the above municipal libraries and municipalities shall hereinafter be referred to as the LIBRARIES collectively or as the WEST BEND LIBRARY, HARTFORD LIBRARY, SLINGER LIBRARY, GERMANTOWN LIBRARY OR KEWASKUM LIBRARY as the context requires. The purpose of this agreement is to implement County-wide library services as hereinafter set forth.

WHEREAS, Wisconsin Statutes Section 43.57(3) enables Washington County to establish and maintain a County Library Service to serve the residents of the County who do not live in municipalities which have established libraries under Section 43.52 and further permits the County to contract with existing Library organizations for services; and

WHEREAS, Wisconsin Statutes Section 43.52 permits municipalities to, among other things, establish, equip, and maintain public libraries, and further municipalities are authorized to contract with the County Board to provide County library service to serve the residents of the County who do not live in municipalities who have established libraries under Section 43.52 or 43.53;

NOW, THEREFORE, in consideration of the mutual responsibilities and agreements hereinafter set forth, the County and the Libraries agree as follows:

1. ~~— The West Bend Library is hereby designated to be the Resource Library as that term is defined by Chapter 43.~~

2. The Libraries agree to provide services to all residents of the County on the same basis as local residents receive services without any distinction.

3. Each Library must be able to establish that County funds have been used to extend Library services solely to eligible non-residents of the Library's municipality. Except as further provided in this paragraph, in no event shall County funds be used to offset local, municipal tax effort toward support of each Library.

4. The Libraries hereto agree that the information contained in Exhibit "A", attached hereto and incorporated herein by reference, regarding Circulation, ~~Capital Offset~~ and Shared Services shall be the budgetary information and funding levels governing the Libraries for the 2014 2022 contract period. Future contract terms will be governed by the approved funding levels determined by the Washington County Board of Supervisors at its annual November Board meeting. Each library's cost of service will be any amount that is equal to 100% of the amount computed by multiplying the number of loans reported in the Public Library State Annual Report

section XI.2b by the amount that results by dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditure of federal funds by the total number of loans of material made by the public library during the calendar year for which the loans are reported (Public Library State Annual Report section VI. 6

~~"A", immediately after approval.~~ All other provisions of this contract will remain in full force and effect and shall continue as described in Paragraph 18 below. Distribution of Exhibit "A" in subsequent contract years shall constitute notice under which the subsequent contract period will continue to be funded. After the ~~2014~~ 2022 contract term, the parties hereto will not be required to execute annual contracts, unless provisions other than the funding levels in Exhibit "A" require revision.

5. That the compensation to be provided for circulation in the contract year shall be as set forth in Exhibit "A" attached hereto and incorporated herein by reference. Distribution shall be ~~in four~~ two equal payments to be made in February, ~~May, August and November~~ July of each respective year. ~~Five percent (5%) of total allocation for circulation shall be held in escrow for final reconciliation. Upon completion of reconciliation, the withheld funds shall be appropriately distributed to the Libraries.~~

6. The County shall fund adjacent county reimbursement as defined in Wisconsin State Statute 43.12.

7. In addition to the compensation provided in paragraph 4, the ~~Resource Library~~ West Bend Community Memorial Library shall receive, prior to March 1, a single payment as set forth in Exhibit "A" attached hereto and incorporated herein by reference. Funding for the West Bend Community Memorial Library ~~Resource Library~~ shall be an offset for coordinating and purchasing online database access for all of the County's Libraries and residents. ~~the costs incurred in the development and maintenance of an adequate reference collection providing backup reference to all the County's Libraries and residents and for coordinating the invoicing and statistics information within the County.~~

8. In addition to the compensation provided in paragraphs 4 and 5, the County will assist in funding 50% of the personnel costs of a full-time Outreach Librarian and 40% of operational costs of the Outreach Vehicle as set forth in Exhibit "A" attached hereto and incorporated herein by reference. West Bend Community Memorial Library herein agrees to coordinate and provide outreach services and not to exceed the amount in exhibit A.

9. The payments for offset of capital costs incurred shall be paid prior to July 1 of the contract year, and shall be fully set forth in Exhibit "A" attached hereto and incorporated herein by reference. The capital cost offset provided shall not be used to reduce current or future municipal tax support, however, these funds may be retained in a nonlapsing account to offset future capital needs. Capital needs include buildings, fixtures and equipment with a useful life of five or more years. Notwithstanding the useful life provision, computer hardware and software may be funded by any remaining capital cost offset funds. All expenditures from capital cost offset funds shall require a 50% municipal match.

10. In addition to the compensation provided in paragraphs 4, 5, 6, and 7, the County shall assist county-wide automation efforts by funding communication lines, maintenance on central site software and hardware, cataloging software, a magazine database, access to ebooks, and a reader's

advisory database, up to the amounts as set forth in Exhibit "A" attached hereto and incorporated herein by reference. It is acknowledged by the parties that these costs and the County's contribution under this paragraph may need to be renegotiated on an annual basis in light of future developments, and further the parties agree that any grant funds received by the Libraries to offset these expenses shall reduce the County contribution under this paragraph, unless otherwise agreed.

11. Payments under the above provisions, unless otherwise specified, shall be made ~~quarterly~~ semi-annually based upon actual expenses incurred. *not to exceed the amounts in exhibit A.*

~~12. Each Library will provide circulation statistics and records of the number of cards issued so as to document eligible non-resident usage in each Library for each quarter prior to distribution of funds, by providing the prior years validated annual report.~~

13. All claims for payment under this agreement shall include certification that the claim is accurate, that the Library is in compliance with Wisconsin Statutes Chapter 43, and that the individual signing and submitting the claim is so authorized by the Library on behalf of which the claim is submitted.

14. Each Library shall provide the County and the public with ready access to the records required under this agreement and shall provide summary and statistical reports based upon such records at the request of the County Board or the County Library Services Board, subject to Wisconsin Statutes Section 43.30.

15 ~~X~~. Prior to February 1 of each contract year, each Library shall furnish a copy of its complete budget including all anticipated revenues and expenditures to the County Library Board ~~for the current year based upon the past year's expenses. It is acknowledged that the actual distribution of funds may vary due to actual circulation experience, by providing the prior years validated annual report.~~

16 ~~X~~. The County shall have the right to request an audit from the Libraries limited in scope to the provision of services and payment for services under this agreement. The cost of any audit shall be the responsibility of the County and shall be performed by an independent auditor or the County's auditor at the County's option. The County agrees to provide to the Libraries a copy of the audit within sixty days following its acceptance by the County. No further audits shall be permitted by the County for the audited year. The County shall not be authorized to directly withhold any funds based upon an audit until it has given each affected Library an opportunity to explain or otherwise cure the audit exception. Failure of the Libraries or of the affected Library to cure the audit exception after having been given the opportunity to cure the exception shall be considered a material breach of this agreement. In addition to the audit provided under this paragraph, the County shall be provided an annual report, at its request, detailing the allocation of all payments made under this agreement.

17 ~~X~~. County shall not provide insurance coverage of any kind for any Library, Library contents, or Library employees. Each Library shall provide the following insurance coverage:

- a) General Liability (\$1,000,000 per occurrence)
- b) Property Insurance to appropriately cover building(s) and contents.
- c) Worker's Compensation (\$100,000 Bodily Injury Limits for Each Person, \$100,000 Disease Each Employee, \$500,000 Policy Limit.

In addition, the Outreach vehicle shall have automobile liability (minimum \$250,000 Bodily Injury per Person, \$500,000 Combined Single Limit).

Certificates of Insurance acceptable to the County shall be submitted to the County Clerk prior to commencement of the agreement, and annually thereafter. The Certificate shall contain a provision that coverage afforded under the policies will not be cancelled unless at least thirty (30) days prior written notice has been given to the County.

- 18 ~~X~~ No eligible County resident or local resident shall be denied Library services under this agreement on the basis of age, race, religion, color, sexual orientation, handicap, sex, national origin, physical condition or developmental disability, except as permitted in Wisconsin Statutes Section 43.52(2). Libraries are advised that the Americans with Disabilities Act of 1990 (ADA) may apply both to the provision of services under this agreement and employment practices of the Libraries. Compliance with ADA standards may not be adequate to meet the broader civil rights requirements of Wisconsin Law as referenced in this agreement.
- 19 ~~X~~ This agreement shall be for a term of one (1) year from January 1 through December 31 of the contract year. This agreement shall automatically renew on an annual basis for subsequent one (1) year periods, except as provided in Paragraph 19 herein and except as to the annual modification of funding as described on Exhibit "A".
- 20 ~~X~~ The individual terms of this agreement may be modified by the mutual consent of all the parties at any time during the agreement to the extent authorized by law or in order to comply with statutes, and consistent with or subject to available funding. Failure to reach an agreement on funding shall make this contract null and void.
- 21 ~~X~~ It is understood and agreed that the entire contract between the parties is contained herein. This agreement supersedes all previous commitments, promises, representations either oral or written, between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto affix their hands and seals as of the date and year first above written.

WASHINGTON COUNTY BY:

Herbert J. Tennes
~~County Board Chairperson~~

Date: _____

Brenda J. Jaszewski, ~~County Clerk~~

Date: _____

COUNTY LIBRARY SERVICES BOARD BY:

Paul E. Ustruck, ~~Chairperson~~

Date: _____

CITY OF WEST BEND BY:

Mayor

Date: _____

Clerk

Date: _____

Library Board President

Date: _____ II

LIBRARY CONTRACT – EXHIBIT “A”
2022

Circulation (483001)		\$1,243,578
Germantown	\$264,684	
Hartford	\$224,543	
Kewaskum	\$ 67,872	
Slinger	\$146,550	
West Bend	\$539,929	
Resource Library – West Bend		\$151,297
Other Administrative Expenses		\$0.00
Outreach Librarian and Services (491064)		\$51,063
Automation (491065)		\$47,123
InterCounty Payments (4911110)		\$149,556
Total to Levy		\$1,642,617
0% levy increase		

10 Facts About Library Service in Washington County

Compiled from the Washington County Public Library Study by the Washington County Library Directors (Aug 2020)

1. Wisconsin provides library services for all.

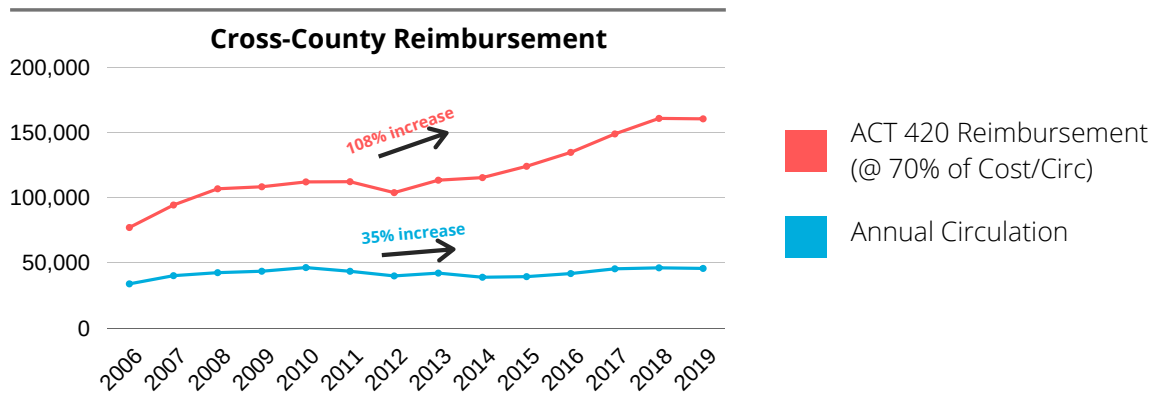
Since 1872, Wisconsin has been committed to providing tax supported public library service for all residents. Taxes for Washington County residents that live in a municipality with a library go directly to that library. Taxes for residents without a library are distributed to libraries in Washington County by circulation (number of items checked out).

2. ACT 420 works & saves money.

For residents that use a library outside of Washington County, Cross-County reimbursement (ACT 420) is requested from that library at 70% of the cost per circulation. This cost efficient option at a 30% discount allows Washington County residents access to libraries - especially those that do not live near a Washington County library - and is much less expensive than other options.

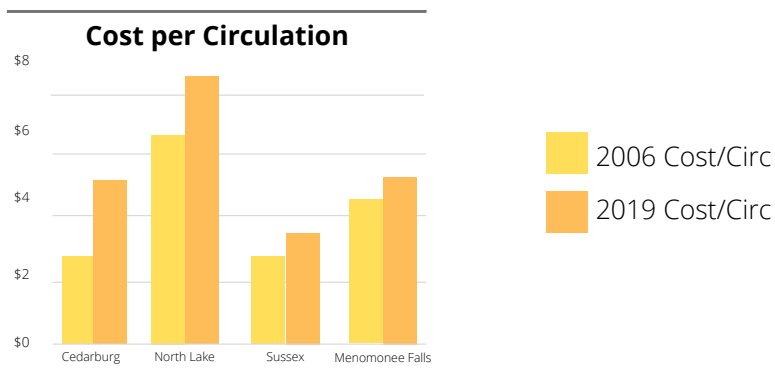
3. Cross-County circulation remains steady.

Since ACT 420 started in 2006, the amount of items checked out by Washington County residents at libraries outside of the county remains fairly steady. There has been an overall increase of 35%, but the number of items checked out in 2019 at 45,790 is less than the year 2010 at 46,442.



4. Adjacent county library operating costs have increased.

Since 2006, Cross-County reimbursement has increased 108% from \$77,199 in 2006 to \$160,640 in 2019. While there have been some increases in circulation, this is largely to do the increase in the cost of operating a library.

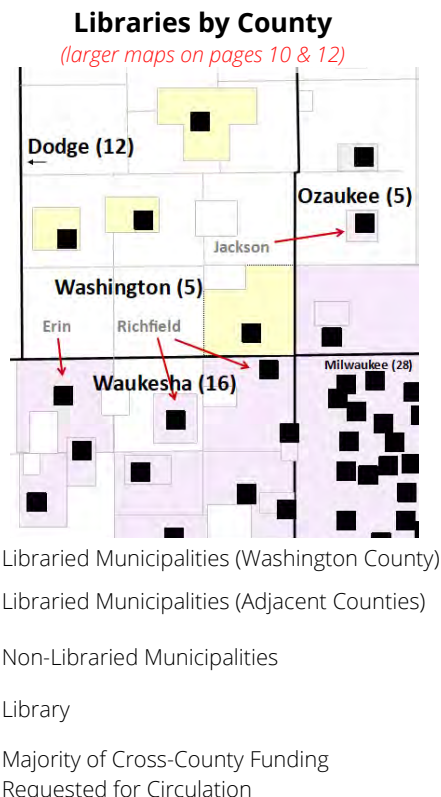


5. Washington County is underdeveloped.

With 5 public libraries serving just over 136,000 residents, Washington County is underdeveloped compared to adjacent counties. This is also the case when looking at shopping, dining and entertainment options. The county has large municipalities where there are no libraries and this is where the majority of Cross-County use is coming from. Library card data shows 98.74% of residents use libraries in Washington County, while 1.26% use libraries outside of the county.

6. Location is important

Library location is extremely important for residents. When surveying 2,337 residents, 84.55% selected location when asked what factors determine why they visit a library in Washington County. When taking out those that do not visit a library outside the county, 43.88% selected location when asked why they use a library outside of the county.



7. Joint Libraries do not distribute funding by usage.

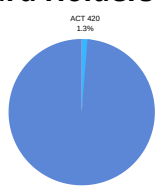
Joint Libraries in Washington County will create funding imbalances between libraries and would not be funded by circulation like the current model. The county has many large areas that would be difficult to assign such as Erin, Richfield and Jackson where residents use multiple libraries.

8. Other options cost more.

When researching options to provide library service in Washington County, the solutions would cost significantly more for county tax payers compared to the current rate of \$160,000. Libraries have to maintain standards. At about \$50,000 each, this would not even cover adequate staffing for three additional libraries in Erin, Richfield and Jackson let alone the cost of a building and annual expenses.

2019 Cross-County Usage vs. Funding

Card Holders

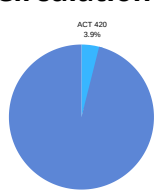


CROSS-COUNTY CARD HOLDERS

1.26%

(1,718 residents)

Circulation

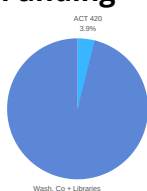


CROSS-COUNTY CIRCULATION

3.93%

(45,790 items)

Funding



CROSS-COUNTY FUNDING

3.92%

(\$160,640)

9. Funding follows access.

The approximately \$160,000 of cross-county reimbursement accounts for only 1.26% of card holders, 3.93% of circulation and 3.92% of total library funding in Washington County. Cross-County reimbursement works and provides all Washington County residents equitable access to library service - both in and outside of the county borders.

10. Washington County libraries serve 98.74% of citizens.

Washington County libraries are effectively serving 98.74% of Washington County residents. The material, programming, online services and access that the five libraries in the county provide is working for the vast majority of our residents. The remaining 1.26% of residents typically live in areas that border other county lines and are served by Cross-County reimbursement.

Washington County Library Services Recommendations

Compiled from the Washington County Public Library Study by the Washington County Library Directors (Aug 2020)

1. Transition the administrative workload of Cross-County library fees.

The Washington County Library Directors recommend transitioning the administrative workload of cross-county library fee distribution to the Monarch Library System. This includes duties from the Washington County Clerk's office and the Resource Library through the West Bend Library for payments to each library, verifying data, annual reports and sending fees. Transitioning the workload would save both county staff and Washington County tax payers money. As a member of the Monarch Library System, this is a service provided to counties at no charge.

2. Move to an annual payment structure.

The Washington County Library Directors recommend to move circulation reimbursement to an annual payment structure for each municipal library based on the last full year of circulation. Payments are made by March 1 of each year using the last complete year of circulation. This will allow each library to budget their funding based on actual service. Like the cross-county library fee distribution, these payments could also be handled by the Monarch Library System.

3. Capital offset payments are absorbed.

The Washington County Library Directors recommend that the current capital offset payments are absorbed into the circulation line starting in 2021 and removed from the library contract going forward. With the exception of Kewaskum, all the libraries in the county have facilities that have been updated in the last 20 years. Many of the libraries have a large sum of funding that is difficult for the municipalities to match. This change would allow libraries to use the funding to meet the operational needs of their communities.

4. Cross-County payments continue.

The Washington County Library Directors recommend that cross-county (ACT 420) payments be made under the current law Wisconsin Statute 43.12. This model is less expensive for county residents that do not have a library than it is to build additional libraries or provide alternative access. ACT 420 allows libraries to only be reimbursed for the services that residents use at a 30% discount while providing all residents access to library services.

5. Washington County Library Committee

The Washington County library directors recommend that a committee be formed in the fall of 2020 to refresh the contract and make recommendations to continue providing robust library services for the 2022 contract year. The contract is over 25 years old in its current format with the exception of adding the cross-county fees. There is work to be done to bring the contract up-to-date to better align with current library operations and services.

Cross-County Payments Benefit Washington County Libraries & Residents!

Sharing

library services

through cross-county cooperation...

...distributes funding and

saves tax

payers money...

...while providing [all](#) Washington County residents

access to vital services.

Washington County Reimbursement for Library Services

The amount of funding requested for the 45,790 items checked out at adjacent county libraries was \$160,640 in 2019. This amounts to:

- **1.26%** of Washington County residents that have a library card at a library in an adjacent county
- **3.93%** of circulation - when combining items checked out at libraries in Washington County with those checked out from Washington County residents at libraries in adjacent counties
- **3.92%** of the total library funding in Washington County amounting to \$4,1098,162 from all 20 municipalities in the county

98.74% of Washington County residents use libraries in the county, while the remaining live in areas where it is closer and/or more convenient to use a library outside of the county.

Wisconsin State Statute 43.12 allows Washington County to reimburse adjacent county libraries at a **30% discount** based on actual usage. This is a much lower rate in comparison to building new libraries in non-librarians municipalities, funding annual cost or offering other service options.

Cross-County reimbursement works and provides all Washington County residents equitable access to library service - both in and outside of the county borders.

Germantown Community Library Board

MEETING DATE: September 22, 2021

PLACEMENT: New Business

AGENDA ITEM(S): X. I. 2022 Closed Dates Summary

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Attached is the proposed library calendar for 2022. It includes the same number of proposed closed dates as 2021. Due to holidays falling on weekends, staff that have earned paid holidays will receive three floating holidays in 2022 and the floating holiday for January 1, 2023 will fall within the 2023 holiday pay. It is recommended to approve the attached proposed calendar for 2022.

Germantown Community Library

Closed Dates and Library Board Meetings

Legend:

Yellow = Closed Dates (11 days)

Green = Pay Period End Date

Blue = Board Meetings

**Floater Holidays - 1/1/22, 12/24/22, 12/31/22
1/1/2023**

2022

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
* Apr 15, 1/2 day						

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10*	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
* May 10, 1/2 day - Staff Trng						

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2					