

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, February 23, 2022 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: January 26, 2022**
- 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
 - G. Library Staff Report: Lynn Ratzmann, Adult Services Supervisor
- VIII. **UNFINISHED BUSINESS:**
 - A. Strategic / Facility Planning
 - B. Village of Germantown Employee Manual
- IX. **NEW BUSINESS:**
 - A. 2021 Annual Report
 - B. 2021 Carryover Funds to 2022

Forthcoming meeting: March 23, 2022 – 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.

DATE: 02/16/2022
TIME: 10:27:02
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

PAGE: 1
F-YR: 21

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	14,880.49	12.8	204,939.00	180,292.74	12.0
10-551-510-1150	SALARIES COUNTY	12,657.92	5,522.02	56.3	151,895.00	66,982.48	55.9
10-551-510-1800	SALARIES-PART TIME	11,225.50	17,378.84	(54.8)	134,706.00	239,445.68	(77.7)
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	37,781.35	7.9	492,740.00	487,395.90	1.0
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	2,172.92	2,781.08	(27.9)	26,075.00	35,961.86	(37.9)
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	1,019.09	2,334.02	(129.0)	12,229.00	24,693.36	(101.9)
10-551-520-2210	STATE RETIREMENT-COUNTY	958.59	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	58,950.00	25.0
10-551-520-2400	DENTAL INSURANCE	360.00	0.00	100.0	4,320.00	2,520.00	41.6
10-551-520-2500	LIFE INSURANCE	71.00	98.27	(38.4)	852.00	1,021.74	(19.9)
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	27.50	0.00	100.0	330.00	0.00	100.0
TOTAL FRINGE BENEFITS		12,124.85	5,213.37	57.0	145,498.00	123,146.96	15.3
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	250.00	0.00	100.0	3,000.00	4,319.89	(44.0)
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	2,083.34	16,857.62	(709.1)	25,000.00	74,884.55	(199.5)
10-551-530-3200	OFFICE SUPPLIES	416.67	1,141.12	(173.8)	5,000.00	5,849.16	(16.9)
10-551-530-3400	POSTAGE	83.34	136.54	(63.8)	1,000.00	487.54	51.2
10-551-530-3410	POSTAGE-COUNTY	83.34	0.00	100.0	1,000.00	0.00	100.0
10-551-530-3600	BOOKS	3,333.34	4,747.06	(42.4)	40,000.00	39,977.37	0.0
10-551-530-3610	BOOKS-COUNTY	1,666.67	7,748.73	(364.9)	20,000.00	17,659.88	11.7
10-551-530-3620	BOOK PROCESSING	416.67	465.05	(11.6)	5,000.00	5,445.58	(8.9)
10-551-530-3625	BOOK PROCESSING-COUNTY	416.67	2,472.28	(493.3)	5,000.00	5,223.39	(4.4)
10-551-530-3630	PERIODICALS	333.34	391.75	(17.5)	4,000.00	3,846.67	3.8
10-551-530-3635	PERIODICALS-COUNTY	333.34	2,365.81	(609.7)	4,000.00	3,712.17	7.2
10-551-530-3640	AUDIO VISUAL	500.00	0.00	100.0	6,000.00	5,989.42	0.1
10-551-530-3645	AUDIO VISUAL-COUNTY	1,250.00	4,352.18	(248.1)	15,000.00	12,967.97	13.5
10-551-530-3660	COMPUTER SERVICE	1,166.67	1,903.87	(63.1)	14,000.00	13,357.48	4.5
10-551-530-3665	COMPUTER SERVICE - COUNTY	1,666.67	5,601.78	(236.1)	20,000.00	16,326.77	18.3
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	5,310.40	100.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	250.00	0.00	100.0	3,000.00	3,374.87	(12.5)
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	1,666.67	3,765.87	(125.9)	20,000.00	33,075.23	(65.3)
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	83.34	0.00	100.0	1,000.00	547.25	45.2

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

PAGE: 2
F-YR: 21

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	20,919.91	0.3
10-551-530-7100	UTILITIES	5,666.67	4,752.32	16.1	68,000.00	59,016.45	13.2
10-551-530-7200	TELEPHONE	300.34	699.51	(132.9)	3,604.00	2,030.58	43.6
10-551-530-7250	OUTREACH - COUNTY SYSTEM	333.34	1,026.30	(207.8)	4,000.00	4,076.68	(1.9)
10-551-530-7300	INSURANCE & BONDS	691.67	0.00	100.0	8,300.00	9,249.32	(11.4)
10-551-530-7700	TRAINING & SEMINARS	166.67	1,200.00	(619.9)	2,000.00	1,715.79	14.2
10-551-530-7710	TRAINING - COUNTY	250.00	0.00	100.0	3,000.00	3,395.00	(13.1)
10-551-530-7800	TRAVEL	83.34	340.31	(308.3)	1,000.00	1,194.68	(19.4)
TOTAL OPERATING SUPPLIES & EXPENSES		25,242.10	59,968.10	(137.5)	302,904.00	353,954.00	(16.8)
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		78,428.62	102,962.82	(31.2)	941,142.00	964,496.86	(2.4)

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FOR 12 PERIODS ENDING DECEMBER 31, 2021

PAGE: 3
F-YR: 21

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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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BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2021

PAGE: 4
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FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	496.65	100.0	0.00	1,528.77	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	496.65	100.0	0.00	1,528.77	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	496.65	100.0	0.00	1,528.77	100.0

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VILLAGE OF GERMANTOWN
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BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

PAGE: 1
F-YR: 22

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	208,978.00	16,590.40	92.0	208,978.00	39,747.79	80.9
10-551-510-1150	SALARIES COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-510-1800	SALARIES-PART TIME	292,951.00	24,737.51	91.5	292,951.00	50,634.62	82.7
10-551-510-1810	SALARIES-LIBRARY BOARD	1,200.00	0.00	100.0	1,200.00	610.00	49.1
TOTAL SALARIES & WAGES		503,129.00	41,327.91	91.7	503,129.00	90,992.41	81.9
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	39,928.00	3,042.34	92.3	39,928.00	6,722.49	83.1
10-551-520-2110	SOCIAL SECURITY-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2200	STATE RETIREMENT	25,304.00	2,406.90	90.4	25,304.00	5,317.30	78.9
10-551-520-2210	STATE RETIREMENT-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2300	HEALTH INSURANCE	77,726.00	0.00	100.0	77,726.00	0.00	100.0
10-551-520-2400	DENTAL INSURANCE	3,860.00	0.00	100.0	3,860.00	0.00	100.0
10-551-520-2500	LIFE INSURANCE	1,241.00	100.19	91.9	1,241.00	200.38	83.8
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		148,059.00	5,549.43	96.2	148,059.00	12,240.17	91.7
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	29,000.00	864.40	97.0	29,000.00	864.40	97.0
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	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3200	OFFICE SUPPLIES	5,000.00	671.00	86.5	5,000.00	671.00	86.5
10-551-530-3400	POSTAGE	2,000.00	0.00	100.0	2,000.00	0.00	100.0
10-551-530-3410	POSTAGE-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3600	BOOKS	62,000.00	2,592.71	95.8	62,000.00	2,592.71	95.8
10-551-530-3610	BOOKS-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3620	BOOK PROCESSING	10,000.00	475.16	95.2	10,000.00	475.16	95.2
10-551-530-3625	BOOK PROCESSING-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3630	PERIODICALS	8,000.00	0.00	100.0	8,000.00	0.00	100.0
10-551-530-3635	PERIODICALS-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3640	AUDIO VISUAL	22,000.00	1,298.24	94.1	22,000.00	1,298.24	94.1
10-551-530-3645	AUDIO VISUAL-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3660	COMPUTER SERVICE	40,000.00	417.16	98.9	40,000.00	417.16	98.9
10-551-530-3665	COMPUTER SERVICE - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
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	24,000.00	100.00	99.5	24,000.00	100.00	99.5
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
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	22,000.00	0.00	100.0	22,000.00	0.00	100.0

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BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

PAGE: 2
F-YR: 22

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY 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	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7100	UTILITIES	68,000.00	0.00	100.0	68,000.00	0.00	100.0
10-551-530-7200	TELEPHONE	3,600.00	0.00	100.0	3,600.00	0.00	100.0
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	1,026.30	74.3	4,000.00	1,026.30	74.3
10-551-530-7300	INSURANCE & BONDS	5,993.00	0.00	100.0	5,993.00	0.00	100.0
10-551-530-7700	TRAINING & SEMINARS	5,000.00	0.00	100.0	5,000.00	0.00	100.0
10-551-530-7710	TRAINING - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7800	TRAVEL	1,000.00	0.00	100.0	1,000.00	0.00	100.0
TOTAL OPERATING SUPPLIES & EXPENSES		311,593.00	7,444.97	97.6	311,593.00	7,444.97	97.6
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		962,781.00	54,322.31	94.3	962,781.00	110,677.55	88.5

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FOR 2 PERIODS ENDING FEBRUARY 28, 2022

PAGE: 3
F-YR: 22

FUND: CAPITAL PROJECTS FUND

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY 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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F-YR: 22

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY 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	41.66	0.00	100.0	500.00	0.00	100.0
83-551-530-3600	BOOKS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL OPERATING SUPPLIES & EXPENSES		41.66	0.00	100.0	500.00	0.00	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		41.66	0.00	100.0	500.00	0.00	100.0

Schedule of Vouchers - Village and County (February 2022)

Budget Expenses

Supplier	Account Number	Description	Amount
LSM Media	10-551-530-3100	Print & Digital Marketing	\$350.00
WNOV/AM 860	10-551-530-3100	Print & Digital Marketing	\$600.00
Baker & Taylor	10-551-530-3600	Adult & Children's Titles	\$3,446.61
Ingram	10-551-530-3600	Adult Titles	\$110.34
Demco	10-551-530-3620	Book Processing Supplies	\$551.11
Amazon	10-551-530-3640	DVD & CD Titles	\$2,500.00
Gordon Flesch	10-551-530-3660	Printer & Copies Services	\$498.61
Naviant	10-551-530-3660	Printer & Copies Services	\$850.00
Total:			\$8,556.67

February Credit Cards Information is not yet available and will be reported at the March meeting.

Director's Report: February 2022

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors meet virtually on Thursday, February 10. Discussion included reordering of the hold routing sequence, transfer of the Overdrive App to Libby and RFID grant/project.

WASHINGTON COUNTY LIBRARIES: None

VILLAGE OF GERMANTOWN:

- Discussions for ARPA funding will continue this month. The library is included in the list of options presented at the Village of Germantown Board meeting on Monday, February 21, 2022.

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends are selling Audio/Visual material for the February Pop-Up sale.
- Monthly meetings have been changed to the fourth Mondays at 10:00am (September – May).

DONATIONS: None.

DEPOSITS: None

STATISTICS

- Circulation:
 - Physical: **22,648** (-0.3% from 2021)
 - Digital: **4,409** (-4.9% from 2021)
 - Total: **27,057** (-1.1% from 2021)
- Updated spreadsheet and graphics will be available at the March meeting

WINTER/SPRING PROGRAMMING

- The Winter Reading Program for all ages runs through February 26.
- Brochures are now available (attached). Grab & Go Kits are available on Thursdays at 9am & 4pm.
 - Ongoing Programs: Storytime, Family Craft Circle, STEAM Club, Teen Advisory Board, Teen/Tween Programs, Tech Talks, Book Groups (5) & Friends of the Library
 - Upcoming Special Programs:
 - How to Attract Butterflies: Mon, Mar 7 @ 1pm
 - Local WWII Author (Louise Endres Moore): Wed, Mar 9 @ 1pm
 - DogMan Party: Fri, Mar 11 & Sat, Mar 12
 - Soapmaking Workshop: Tues, Mar 15 @ 1pm
 - Home Improvement Contracts: Tues, Mar 15 @ 6pm
 - World War II in Wisconsin: Wed, Mar 16 @ 1pm

DEPARTMENT UPDATES

- Management & General Staff:
 - Part-time staff working over 24 hours will receive additional benefits after working 1 year (instead of 5)
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
 - We are currently hiring a Youth Services Specialist.

- Girl Scout troops are touring the library.
- Lynn Ratzmann, Adult Services Librarian, will be giving a department report at the Library Board Meeting on Wednesday, February 23, 2022.
- Outreach (Cara Reimer)
 - Attending Leadership Germantown once a month.
 - Visited Monarch Library Bookmobile & West Bend Outreach Librarian.
 - Our first Sensory Friendly Sunday program was held on Sunday, February 13, 2022.
- Circulation (Diane Long & Connie Lloyd)
 - Promoting Strategic Planning Survey and winter reading program.
- Tech Services (Connie Lloyd)
 - Adventure Passes will be going out in early March.
- Technology/Statistics (Connie Lloyd):
 - Replacement staff and patron copy machines were installed. The patron machine now has added options to print in color.
- Building Management & Grounds (Connie Lloyd)
 - Work on strategic planning and facility planning continues
 - Construction was started on the Temporary Work Platform in preparation for the Fire Suppression Upgrades.

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

- | | |
|--|--|
| ● Feb 1 – Village Budget Manager | ● Feb 9 – Kiwanis |
| ● Feb 2 – Buildings & Grounds Supervisor | ● Feb 9 – Village Department Heads |
| ● Feb 3 – WiLS Dashboard Webinar | ● Feb 10 – Monarch Directors |
| ● Feb 3 – Village Support Services Manager | ● Feb 11 – Community Conversations (2) |
| ● Feb 3 – Community Conversations | ● Feb 14 - Make It @ the Library Craft Program (3) |
| ● Feb 4 – Village Administrator & Board Member | ● Feb 18 – Mar 1 - Vacation |
| ● Feb 7 – Village Board | |

The Pauline Haass and the Germantown Community libraries want to expand and/or renovate their space. Here is how to provide feedback.



Cathy Kozlowicz

Milwaukee Journal Sentinel

[View Comments](#)



While libraries started out as primarily a place for people to check out books, now they have become much-needed community resources in many ways.

That is what library directors Adele Loria of the Pauline Haass Public Library in Sussex and Trisha Smith of the Germantown Community Library are saying.

Both libraries are seeking community input for new library plans.

Smith said the Germantown Community Library — which primarily serves the Germantown, Richfield and Jackson areas — is working on a five-year strategic plan to better serve the needs of the community.

More:From podcasts to coding class, modern libraries are focusing on programs and services over paper media

More:Now that there is snow, we can now have fun with it. Check out these winter celebrations and festivals in the Milwaukee area.

Loria said that the Pauline Haass Public Library is analyzing its current and future space needs for a renovated or expanded library. A space needs summary and facility assessment have been completed, and now the library is seeking community feedback. Loria said that either option would not be started until 2030 or later, as fundraising takes time.

"We also want to ensure we're investing appropriately in the current facility in the meantime, and that requires understanding the long-term plans for it," she said.

Smith said this is the Germantown library's first-ever strategic plan. The library was built 20 years ago with the capacity for a functional second floor, but that second floor was never developed, she said.

"There is a need for meeting rooms and quiet study spaces," she added.

"Even with all the digital (items), we are still needing physical space," she said, explaining that STEM programming and crafts programs are popular with all ages. The library also needs space for its collection of books, audiobooks and other, nontraditional items, the library has available, such as games and kit projects.

The same holds true at the Pauline Haass Public Library. One idea, suggested its website, is to grow the physical collections along with the growth of the community. Pauline Haass is also seeing an increased demand for programming, technology equipment, play spaces for families, and room for people to work, study and meet.

Germantown feedback sessions

Community members are encouraged to fill out a survey that will run until Feb. 7 at www.surveymonkey.com/r/GermantownCLSsurvey or at www.germantownlibrarywi.org.

Paper copies are also available at the library.

There are also three community conversations at the library, N112W16957 Mequon Road:

- 6 to 7:30 p.m. Feb. 3
- 11:30 a.m. to 1 p.m. Feb. 11
- 3 to 4:30 p.m. Feb. 11

Pauline Haass feedback opportunities

A meeting is scheduled for 6 p.m. Jan. 31 at the Pauline Haass Public Library, N64W23820 Main St., Sussex, for the public to provide feedback and ask questions about various solutions, including a renovation, expansion or building a new library.

Those in attendance will be able to vote on which solutions they want the library board and village trustees to consider moving forward. The solutions can be seen at www.phplonline.org/planning-for-the-future.

If you cannot attend the meeting, feedback will be looked at until Jan. 31 at fehdesignsparks.com/pauline-haass-public-library. Loria also said a survey will be compiled for additional community feedback in February.

Loria said that the next likely step after this process would be having a fundraising or feasibility study and to evaluate fundraising options.

Cathy Kozlowicz can be reached at 262-361-9132 or cathy.kozlowicz@jrn.com. Follow her on Twitter at [@kozlowicz_cathy](https://twitter.com/kozlowicz_cathy).

Germantown Community Library Board

MEETING DATE: February 23, 2022
PLACEMENT: Unfinished Business
AGENDA ITEM(S): VIII. A. Strategic / Facility Planning
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

WILs Strategic Plan

- The Germantown Community Library survey was completed on Monday, February 7, 2022. We had over 1,000 people complete the survey.
- Three different community conversations were held on Thursday, February 3, 2022 and Friday, February 11, 2022. We had over 20 people in attendance.
- We will also be doing a survey to community leaders.
- Next steps include:
 - Friday, March 18: Planning Webinar @ 10-11:30am (full team)
 - Tuesday, April 12: Planning Workshop @ 12-4pm (full team)

Strategic / Facility Planning

- The Strategic & Facility Planning Committee meet on Tuesday, February 15, 2022 at 1:45pm. Village of Germantown Administrator, Steve Kreklow, gave an overview of the County Capitol Fund and funding options for a future library expansion. I will be working with Steve to give his estimates on the project that we received from architects.

RECOMMENDATION: None.

Germantown Community Library Board

MEETING DATE: February 23, 2022
PLACEMENT: Unfinished Business
AGENDA ITEM(S): VIII. B. Village of Germantown Employee Manual
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The Village of Germantown Employee Manual was approved by the Village of Germantown Board at the Village Board meeting on Monday, February 7. An electronic copy of the manual will be sent as a separate attachment with the agenda packet.

Summary of Changes in the Handbook

Submitted by Erin Hirn, Village of Germantown Support Services Manager

1. Employees are required to receive paychecks by direct deposit. Erin & Paula can work with you if you need to transition to direct deposit.
2. Updated Sections to Make them relevant to our current conditions:
 - a. Insurance
 - b. Wellness Program
 - c. Deferred Compensation Plan
 - d. Wisconsin Retirement Fund
 - e. Section 125 Plan
3. Part-time employees now do not have to wait 5 years to start obtaining bereavement leave, sick pay, and holidays.
4. Renamed Pager Pay to On Call Pay
5. Under expense reimbursement meals will no longer be paid out through payroll (hasn't been done that way in quite a while)
6. New Policies include Nursing Mothers & Voting Leave (page 38)
7. Removed Training Period for non-represented employees; however, if there is a process per department that will remain. This was not commonly used across the board.
8. Rewording in Jury Duty per attorney suggestions.

RECOMMENDATION:

Approve updates to the Village of Germantown Employee Manual.

Germantown Community Library Board

MEETING DATE: February 23, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): IX. A. 2021 Annual Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2021 Annual Report is due to the State of Wisconsin Department of Public Instruction by Tuesday, March 1, 2022. All data has been reviewed and verified by the Monarch Library System. A physical copy of the Annual Report will be provided at the Library Board meeting on Wednesday, February 23, 2022.

Annual Report graphics will be available at the Library Board meeting on Wednesday, March 23. The Annual Report will also be presented to the Village Board in March.

RECOMMENDATION:

Approve the 2021 Annual Report as presented.

Germantown Community Library Board

MEETING DATE: February 23, 2022
PLACEMENT: Unfinished Business
AGENDA ITEM(S): IX. B. 2021 Carryover Funds to 2022
SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

As verified on February 16, 2022 by Deanna Braunschweig, Village of Germantown Clerk, the Library Carryover Funding totaled \$50,232 for the 2021 budget year (see attachment). The total includes Village of Germantown and Washington County Revenue for Salaries & Wages, Fringe Benefits and Operating Supplies & expenses.

RECOMMENDATION:

\$50,232 in 2021 Carryover Funding to 2022 budget be allocated as follows to be used for special projects:

10-551-530-3100 (GENERAL SUPPLIES & EXPENSES): \$50,232

LIBRARY REVENUE - UNEXPENDED 2021

	Expenditures	Budget	Actual	Year End	
10-551-510-1100	Salaries - Full Time	\$208,978	\$180,293	\$28,685	Adjusted (annual wage increa:
10-551-510-1150	Salaries - County System	\$0	\$66,982	-\$66,982	Adjusted (annual wage increa:
10-551-510-1800	Salaries - Part Time	\$292,951	\$239,446	\$53,505	Adjusted (annual wage increa:
10-551-510-1810	Salaries - Library Board	\$1,200	\$675	\$525	
		\$503,129	\$487,396	\$15,733	
10-551-520-2100	Social Security	\$39,927	\$35,962	\$3,965	Adjusted (annual wage increa:
10-551-520-2110	Social Security - County System	\$0	\$0	\$0	
10-551-520-2200	State Retirement	\$25,303	\$24,693	\$610	Adjusted (annual wage increa:
10-551-520-2210	State Retirement - County	\$0	\$0	\$0	
10-551-520-2300	Health Insurance	\$77,726	\$58,950	\$18,776	Adjusted (annual wage increa:
10-551-520-2400	Deantal Insurance	\$3,860	\$2,520	\$1,340	Adjusted (annual wage increa:
10-551-520-2500	Life Insurance	\$1,241	\$1,022	\$219	Adjusted (annual wage increa:
10-551-520-2510	Life Insurance - County System	\$0	\$0	\$0	
		\$148,057	\$123,147	\$24,910	
10-551-530-3100	General Supplies & Expenses	\$3,000	\$4,320	-\$1,320	
10-551-530-3110	Supplies & Exp - Sorytime Prog	\$0	\$0	\$0	
					\$25,000 + \$30,975 Carryover
10-551-530-3150	General Supplies & Exp - County	\$80,329	\$74,885	\$5,444	+ \$24,354 Extra County
10-551-530-3200	Office Supplies	\$5,000	\$5,849	-\$849	
10-551-530-3400	Postage	\$1,000	\$488	\$512	
10-551-530-3410	Postage County	\$1,000	\$0	\$1,000	
10-551-530-3600	Books	\$40,000	\$39,977	\$23	
10-551-530-3610	Books - County System	\$20,000	\$17,660	\$2,340	
10-551-530-3620	Book Processing	\$5,000	\$5,446	-\$446	
10-551-530-3625	Book Processing - County	\$5,000	\$5,223	-\$223	
10-551-530-3630	Periodicals	\$4,000	\$3,847	\$153	
10-551-530-3635	Periodicals - County	\$4,000	\$3,712	\$288	
10-551-530-3640	Audio Visual	\$6,000	\$5,989	\$11	
10-551-530-3645	Audio Visual - County	\$15,000	\$12,968	\$2,032	
10-551-530-3660	Computer Service	\$14,000	\$13,357	\$643	
10-551-530-3665	Computer Service County	\$20,000	\$16,327	\$3,673	
10-551-530-3820	Program Supplies & Expense	\$3,000	\$3,375	-\$375	
10-551-530-3821	Program Supplies & Exp - County	\$20,000	\$33,075	-\$13,075	
10-551-530-3900	Library Board - Other Expenses	\$0	\$0	\$0	
10-551-530-3950	Other Supplies - Co	\$0	\$0	\$0	
10-551-530-5400	System Automation	\$1,000	\$547	\$453	
10-551-530-5410	System Automation - County	\$21,000	\$20,920	\$80	
10-551-530-7100	Utilities	\$68,000	\$59,016	\$8,984	
10-551-530-7250	Telephone	\$3,604	\$2,031	\$1,573	
10-551-530-7250	Outreach - County System	\$4,000	\$4,077	-\$77	
10-551-530-7300	Insurance & Bonds	\$8,300	\$9,249	-\$949	
10-551-530-7700	Training & Seminars	\$2,000	\$1,716	\$284	
10-551-530-7710	Training - County	\$3,000	\$3,395	-\$395	
10-551-530-7800	Travel	\$1,000	\$1,195	-\$195	
		\$358,233	\$348,644	\$9,589	
		\$1,009,419	\$959,186	\$50,232	