

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, March 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. **APPROVAL OF MINUTES: February 23, 2022**
- VI. **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.
- 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. Washington County Capital Fund Balance
- X. **NEW BUSINESS:**
 - A. Village of Germantown APRA Requests

Forthcoming meeting: April 27, 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.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

January 26, 2022

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, January 26, 2022. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan, Jan Miller. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Kerpan, Vosen): Approve the minutes of the December 15, 2021 as printed. Motion carried (6-0).

MOTION (Miller, Brady): Approve the minutes of the January 14, 2022 special board meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 25, 2022: Board Checking Account - \$5,964.91; Board Savings Account - \$5,062.51; GCL Building Account - \$7,636.99 [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- \$16,217.92; Building Fund CD Account #5- \$10,000.00. It was requested to change the heading '2019 GCLB Checking Account' and '2019 GCL Usborne Book Sale SRP Funds' to 2021 in both headings. Vosen also noted the \$700 donation does not require a brick or plaque so that should be removed in the description under 2020/21 Funds for Books &/or Materials breakdown. MOTION (Brady, Miller): Accept the Treasurer's Report with noted changes. Motion carried (6-0). Submitted report is attached. Vosen noted CD #3 will mature on 2/6/22. MOTION (Nelson, Miller): Renew CD #3 for 13 months at .40%. Motion carried (6-0).

ACCOUNTS PAYABLE. MOTION (Miller, Vosen): Approve the schedule of operating vouchers and credit card transactions for December 2021 and January 2022 and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, 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 December 2021 and January 2022 were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Sent former Trustee O'Brien a thank you note for her years of service on the Library Board.

VILLAGE. Miller. The Committee of the Whole (COW) budget meeting approved no increase in the Village tax levy. It was approved to use \$60,000 out of the 2020 surplus to fund the library fire suppression maintenance/replacement project. The overall budget was approved. The Village held ARPA Fund community listening sessions. Five people attended to voice support for the Library to

receive \$300,000 for architectural design work and \$100,000 to expand the outdoor patio to support outside library performances and events. The Kiwanis organization is no longer running the 4th of July community events. The Village Board Trustees will assume responsibility. Dennis Myers, Phil Hudson and Jan Miller will participate in the committee.

COUNTY. Vosen and Smith. The Washington County Library Services Board met on January 19, 2022. The next meeting will be April 24. The county 2021 circulation numbers will be available at that time so the county and library directors will have a good idea of their county funding based on the revised contract. The 2022 library county budget will be based on an actual cost per circ times the 2020 actual circulation.

SYSTEM. Nelson and Smith. The Monarch Library System Board will meet in February. The Monarch Library System Directors met virtually on January 13.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. December monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = -0.4%, 2019 = -1.6%; Physical items: 2020 = 0.1%, 2019 = -5.1%; Digital items: 2020 = -2.8%, 2019 = 22.6%. Hoopla had 365 checkouts (limit was temporarily increased from 5 to 10 checkouts per month per patron). The Friends Holiday Book & Basket Sale completed December 30 and went very well. Final sales will be available next month. The Friends are selling Adult Fiction at the January Pop-Up Sale. The following four donations were received: Anonymous (\$20), Rodell Johnson (\$50), Robert Korol (\$500), and Water Stone Bank (\$1,500 towards the mobile book trailer). The Winter Reading Program runs through February 26. Winter brochures are now available and outline the ongoing programs and special weekly programs. A traveling banners display on service animals in the military is on display in the library during the month of January. Youth Services conducted field trips for three groups of 2nd grade students. Annual performance reviews were completed for all staff. We currently have an open Youth Services Specialist position. Square credit card implementation, new staff and patron laptops were installed, and preparations for the staff and patron copier upgrades were completed. Strategic Planning continues. Library street and book drop signage is complete.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The January Ad-hoc Strategic Planning Committee meeting was held Tuesday, January 18. WiLS led the staff SOAR session on January 11, at the library. Steve Kreklow will attend the next meeting February 15 to provide budget and funding information. The Community Service will end on February 7. The goal was to receive 600 responses. We have 700 responses to date.

VILLAGE OF GERMANTOWN EMPLOYEE MANUAL – Smith provided a copy of the proposed Village of Germantown Employee Manual that includes recommended changes for the library staff approved at the December Library Board meeting. This was approved by the Village Board on January 17, 2022. A final version will be available at the February Library Board meeting.

NEW BUSINESS

CIRCULATION POLICY – Proposed to include replacement and damage costs for the new Library of Things collections. MOTION (Vosen, Nelson): Approve the revised Circulation Policy as printed. Motion carried (6-0).

COMPUTER/INTERNET POLICY – Proposed to increase the cost of color copies/printouts from \$.25 per page to \$.50 per page to better align with other libraries and the actual cost of the new service. MOTION (Vosen, Miller): Approve the revised Computer/Internet Policy as printed. Motion carried (6-0).

MEETING ROOM POLICY – Proposed to remove the Small Community Room for public reservations, to add the acceptance of credit card payments and to increase the laptop replacement cost from \$900 to \$1,000. MOTION (Vosen, Nelson): Approve the revised Meeting Room Policy as printed. Motion carried (6-0).

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Proposed to rename this policy to ‘Code of Conduct’ and reconstruct the contents to be clearer and to include changes that designate quiet areas within the library. This will include new three new table signs of red, yellow and green color coded messages identifying the noise level permitted in each area. Examples were provided. MOTION (Miller, Vosen): Approved the revised Acceptable Library Behavior Policy as the Code of Conduct as printed. Motion carried (6-0).

CAPITAL FUND BALANCE – Miller reviewed the steps she has taken to review the deposit and withdrawal activity of the Library Capital Fund account. She has found out the Village account which includes the library portion is managed by Ehlers Financial Management. This account is approximately \$11 million of which \$821,000-\$850,000 is designated for the library. Miller has requested rate of return information of the account from 2012-2021. She is able to calculate the rate of return between 1998-2011 based on the records from Steve Kreklow. She is requesting the library funds be separated into a library only account to be managed separately. MOTION (Nelson, Vosen): Move to have Miller meet with the Village Administrator to request the separate the library capital fund balance from the Village Fund with the estimate earned interest. Motion carried (6-0). MOTION (Potraz, Nelson): Move to have Miller meet with the Village Administrator and Village President to inquire if the funds the library contributed to the roof replacement of approximately \$62,000 of the total \$124,475 cost could be returned to the Library Capital Fund account.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, February 23, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 8:11 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board
Financial Report Jan. 25, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 12/14/21 per online statement		\$6,012.22
1/19/22 Check 1566 Gift bricks/Lynch	-\$47.31	
Balance 12/14/22 per on-line statement		\$5,964.91

Bank Five Nine GCL Board Savings Account

Balance 12/14/21 per on-line statement		\$5,062.09
Interest December	+\$.42	
Balance 1/25/22 per on-line statement		\$5,062.51

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

Balance 12/14/21 per on-line statement		\$7,636.35
Interest December	+\$.64	
Balance 1/25/22 per on-line statement		\$7,636.99

***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 11/25/21 per bank statement		\$16,217.92
0.60/.60% Interest 25 months (mature 12/25/23)		
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 + \$640.00 (2021 Usborne) = \$770.91 (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 & \$100 Cash Anonymous Donation 8/5; 10/21: \$120.00**

***Pagliaro Donation (8/27/21): \$3,745.00**

TOTAL= \$4,826.33* (left to spend for 2022)

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

February 23, 2022

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, February 23, 2022. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan. **Members absent:** Jan Miller, exc., Library Director Trisha Smith, exc., Assistant Director Connie Lloyd, exc. **Also present:** Adult Services Supervisor Lynn Ratzmann. Proper notification of the meeting had been given.

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

APPROVAL OF MINUTES

Approval of the minutes of the January 26, 2022 meeting will be approved at the March 23, 2022 board meeting.

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 22, 2022: Board Checking Account - \$6,525.41; Board Savings Account - \$5,058.85; GCL Building Account - \$7,637.51 [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- \$16,436.15; Building Fund CD Account #4- \$16,217.92; Building Fund CD Account #5- \$10,000.00. Vosen renewed CD #3 on 2/6/21 for 13 months at .40% maturing on 3/6/23. Donations totalling \$570 from Korol, Johnson & anonymous donor were deposited. **MOTION (Nelson, Brady):** Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

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

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for January and the 2021 Year End reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Thank you cards were sent for the following donations: Rodell Johnson (\$50), Robert Korol (\$500) and WaterStone Bank and Waukesha County Community Foundation (\$1,500 trailer purchase).

VILLAGE. Miller. None.

COUNTY. Vosen. The Washington County Library Services Board will meet in April 2022.

SYSTEM. Nelson. None.

PRESIDENT'S Nelson. Attended February 21, 2022 Village Board meeting. Provided Village trustee comments on potential use of American Rescue Plan funds (ARPA).

DIRECTOR'S Ratzmann. See attached Director's Report.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The February Ad-hoc Strategic Planning Committee meeting was held February 15, 2022. The Village Administrator provided the options for funding: General Obligation Borrowing by the Village, American Rescue Plan funds, Impact Fee funds and Grants/Donations (Individual/Corporate). The Village Administrator will work on alternatives for funding. Trisha will provide the current second floor estimates to the Administrator.

UPDATES FOR VILLAGE EMPLOYEE MANUAL – MOTION (Vosen, Kerpan): Approve the Germantown Employee manual for Library employees as printed. Motion carried (5-0).

NEW BUSINESS

2021 ANNUAL REPORT – MOTION (Vosen, Brady): Approve the 2021 Annual report as printed. Motion carried (5-0).

2021 CARRYOVER FUNDS TO 2022 – MOTION (Brady, Kerpan): Approve 2021 Carryover funds as presented. Motion carried (5-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, March 23, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Joyce Nelson
President
Germantown Community Library Board

Germantown Community Library Board
Financial Report Feb. 22, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 1/25/22 per online statement		\$5,964.91
2/1 Deposit Korol, Johnson, & \$20 donation	+\$570.00	
2/16 Chk. #1567 National Trophy/Korol plaque	-\$9.50	
Balance 2/22/22		\$6,525.41

Bank Five Nine GCL Board Savings Account

Balance 1/25/22 per on-line statement		\$5,062.51
Interest January	+.34	
1/31/22 Bank service charge	-\$2.00	
2/22/22 Bank hold	-\$2.00	
Balance 2/23/22 per on-line statement		\$5,058.85

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

Balance 1/25/22 per on-line statement		\$7,636.99
Interest January	+.52	
Balance 1/22/22 per on-line statement		\$7,637.51

***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)**

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.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 2/06/21 per bank statement	\$16,436.15
Interest earned - \$105.56	
Renewed 0.40/0.40% Interest 13 months (mature 3/6/23)	
CD #4 (1404) Balance 11/25/21 per bank statement	\$16,217.92
0.60/.60% Interest 25 months (mature 12/25/23)	
CD #5 (8801) Balance 04/30/21 per bank statement	\$10,000.00
0.50/.50% Interest 18 months (mature 10/31/22)	

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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 (left)**
- *\$20 & \$20 & \$100 Cash Anonymous Donation 8/5; 10/21; 2/1: \$140.00**
- *Pagliaro Donation (8/27/21): \$3,745.00**
- *Korol Donation (2/1/22): \$500 - \$9.50 (plaque cast) = \$490.50 (left)**
- *Johnson Donation (2/1/22): \$50 (left)**
- TOTAL= \$5,436.83* (left to spend for 2022)**

Schedule of Vouchers - Village and County (February 2022)

Budget Expenses

Supplier	Account Number	Description	Amount
All-American Publishing	10-551-530-3100	Print & Digital Marketing	\$518.00
Demco	10-551-530-3100	General Supplies	\$2,537.34
Germantown High School PTA	10-551-530-3100	Print & Digital Marketing	\$50.00
Kiwanis of Germantown	10-551-530-3100	General Supplies	\$110.00
Credit Card Statement (Feb)	10-551-530-3100	General Supplies	\$3,097.29
Credit Card Statement (Mar)	10-551-530-3100	General Supplies	\$1,964.68
Complete Office	10-551-530-3200	Office Supplies	\$201.55
Baker & Taylor	10-551-530-3600	Adult & Children's Titles	\$5,248.26
Ingram	10-551-530-3600	Adult Titles	\$691.31
Demco	10-551-530-3620	Book Processing Supplies	\$551.11
Demco	10-551-530-3630	Magazine & Newspaper Titles	\$188.00
Amazon	10-551-530-3640	DVD & CD Titles	\$2,643.34
Gordon Flesch	10-551-530-3660	Printer & Copies Services	\$953.61
Credit Card Statement (Feb)	10-551-530-3660	Computer Services	\$698.34
Credit Card Statement (Mar)	10-551-530-3660	Computer Services	\$438.00
Voucher - Widowski, J.	10-551-530-3820	Programming Supplies	\$165.00
Voucher - Stotts, S.	10-551-530-3820	Programming Supplies	\$340.00
Voucher - Olsan, M.	10-551-530-3820	Programming Supplies	\$250.00
Credit Card Statement (Feb)	10-551-530-3820	Programming Supplies	\$763.85
Credit Card Statement (Mar)	10-551-530-3820	Programming Supplies	\$1,594.33
Monarch Library System	10-551-530-5400	System Automation	\$21,419.59
Credit Card Statement (Mar)	10-551-530-7700	Training & Seminars	\$210.22

Total: \$44,633.82

Schedule of Vouchers - Village and County

February 2022 - Credit Card Statement

GERMANTOWN LIBRARY

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3100	GENERAL SUPPLIES	\$293.09
GERMANTOWN CHAMBER	10-551-530-3100	GENERAL SUPPLIES	\$40.00
PICK N SAVE	10-551-530-3100	GENERAL SUPPLIES	\$46.75
PIGGLY WIGGLE	10-551-530-3100	GENERAL SUPPLIES	\$14.97
USPS PO	10-551-530-3100	GENERAL SUPPLIES	\$21.50

\$416.31

DIRECTOR

Vendor	Account Number	Description	Amount
4imprint	10-551-530-3100	GENERAL SUPPLIES	\$223.28
AMAZON	10-551-530-3100	GENERAL SUPPLIES	\$607.24
CANVA	10-551-530-3100	PRINT & DIGITAL MARKETING	\$1,035.00
FACEBOOK	10-551-530-3100	PRINT & DIGITAL MARKETING	\$427.87
USATODAY	10-551-530-3100	GENERAL SUPPLIES	\$300.65
PANERA BREAD	10-551-530-3100	GENERAL SUPPLIES	\$14.67
SCHOLASTIC	10-551-530-3100	GENERAL SUPPLIES	\$72.27

\$2,680.98

YOUTH SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$436.84
DOLLAR TREE	10-551-530-3820	PROGRAMMING SUPPLIES	\$10.55
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	\$29.19

\$476.58

ASSISTANT DIRECTOR

Vendor	Account Number	Description	Amount
BEST BUY	10-551-530-3660	COMPUTER SERVICES	\$204.70
CINTAS CORP	10-551-530-3660	UTILITY SERVICES	\$40.00
MENARDS	10-551-530-3660	COMPUTER SERVICES	\$453.64

\$698.34

ADULT SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
METRO MARKET	10-551-530-3820	PROGRAMMING SUPPLIES	\$38.87
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	\$86.92
TARGET	10-551-530-3820	PROGRAMMING SUPPLIES	\$59.70

\$185.49

OUTREACH SERVICES SPECIALIST

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$101.78

\$101.78

\$4,559.48

TOTALS

10-551-530-3100	GENERAL SUPPLIES	\$3,097.29
10-551-530-3640	AUDIO/VISUAL MATERIAL	\$0.00
10-551-530-3660	COMPUTER SERVICES	\$698.34
10-551-530-3820	PROGRAMMING	\$763.85
10-551-530-7250	TRAINING & SEMINARS	\$0.00

\$4,559.48

Schedule of Vouchers - Village and County

February 2022 - Credit Card Statement

GERMANTOWN LIBRARY

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3100	GENERAL SUPPLIES	\$214.45
CHICK=FIL-A	10-551-530-3100	GENERAL SUPPLIES	\$100.00
COFFEEVILLE COMP	10-551-530-3100	GENERAL SUPPLIES	\$50.00
CULVERS	10-551-530-3100	GENERAL SUPPLIES	\$125.00
HOBBY LOBBY	10-551-530-3100	GENERAL SUPPLIES	\$100.00
KWIK TRIP	10-551-530-3100	GENERAL SUPPLIES	\$125.00
PICK N SAVE	10-551-530-3100	GENERAL SUPPLIES	\$450.00
KAFEEHAUS	10-551-530-3100	GENERAL SUPPLIES	\$50.00
WISCONSIN LIBRARY ASSOCIATION	10-551-530-7700	TRAINING & SEMINARS	\$88.98

\$1,303.43

DIRECTOR

Vendor	Account Number	Description	Amount
CANVA	10-551-530-3100	PRINT & DIGITAL MARKETING	\$80.00
FACEBOOK	10-551-530-3100	PRINT & DIGITAL MARKETING	\$298.55
PANERA BREAD	10-551-530-3100	GENERAL SUPPLIES	\$86.40
TARGET	10-551-530-3100	GENERAL SUPPLIES	\$165.29
TOUCHNOTE	10-551-530-3100	PRINT & DIGITAL MARKETING	\$119.99

\$750.23

YOUTH SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$507.53
DOMINOS	10-551-530-3820	PROGRAMMING SUPPLIES	\$202.43
PICK N SAVE	10-551-530-3820	PROGRAMMING SUPPLIES	\$8.59
STEAM PURCHASE	10-551-530-3820	PROGRAMMING SUPPLIES	\$199.08
THE HOME DEPO	10-551-530-3820	PROGRAMMING SUPPLIES	\$20.75
WALGREENS	10-551-530-3820	PROGRAMMING SUPPLIES	\$50.13

\$988.51

ASSISTANT DIRECTOR

Vendor	Account Number	Description	Amount
CINTAS CORP	10-551-530-3660	UTILITY SERVICES	\$40.00

\$40.00

ADULT SERVICES LIBRARIAN

Vendor	Account Number	Description	Amount
TARGET	10-551-530-3820	PROGRAMMING SUPPLIES	\$103.48
USPS PO	10-551-530-3660	UTILITY SERVICES	\$398.00
WISCONSIN LIBRARY ASSOCIATION	10-551-530-7700	TRAINING & SEMINARS	\$121.24

\$622.72

OUTREACH SERVICES SPECIALIST

Vendor	Account Number	Description	Amount
AMAZON	10-551-530-3820	PROGRAMMING SUPPLIES	\$45.82
DOLLAR TREE	10-551-530-3820	PROGRAMMING SUPPLIES	\$61.25
FLEET FARM	10-551-530-3820	PROGRAMMING SUPPLIES	\$202.81
JIMMY JOHNS	10-551-530-3820	PROGRAMMING SUPPLIES	\$91.23
SENDIK'S	10-551-530-3820	PROGRAMMING SUPPLIES	\$64.99
TARGET	10-551-530-3820	PROGRAMMING SUPPLIES	\$16.95
WALMART	10-551-530-3820	PROGRAMMING SUPPLIES	\$19.29

\$502.34

\$4,207.23

TOTALS

10-551-530-3100	GENERAL SUPPLIES	\$1,964.68
10-551-530-3640	AUDIO/VISUAL MATERIAL	\$0.00
10-551-530-3660	COMPUTER SERVICES	\$438.00
10-551-530-3820	PROGRAMMING	\$1,594.33
10-551-530-7250	TRAINING & SEMINARS	\$210.22

\$4,207.23

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MARCH BUDGET	MARCH 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	56,338.19	73.0
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	23,194.07	92.0	292,951.00	73,828.69	74.8
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	39,784.47	92.0	503,129.00	130,776.88	74.0
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	39,928.00	2,926.92	92.6	39,928.00	9,649.41	75.8
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	2,335.23	90.7	25,304.00	7,652.53	69.7
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	300.57	75.7
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	5,362.34	96.3	148,059.00	17,602.51	88.1
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	29,000.00	0.00	100.0	29,000.00	1,814.40	93.7
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	0.00	100.0	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	0.00	100.0	62,000.00	6,149.66	90.0
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	0.00	100.0	10,000.00	1,026.27	89.7
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	0.00	100.0	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	0.00	100.0	40,000.00	915.77	97.7
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	(1,000.00)	100.0	0.00	(1,000.00)	100.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	0.00	100.0	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

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MARCH BUDGET	MARCH 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	10,863.40	84.0
10-551-530-7200	TELEPHONE	3,600.00	85.35	97.6	3,600.00	85.35	97.6
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	0.00	100.0	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	(914.65)	100.2	311,593.00	22,950.39	92.6
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	44,232.16	95.4	962,781.00	171,329.78	82.2

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: CAPITAL PROJECTS FUND

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

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	MARCH BUDGET	MARCH 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

DATE: 03/19/22
TIME: 12:39:53
ID: GL310001.W0W

VILLAGE OF GERMANTOWN
ACCOUNT ACTIVITY DETAIL
ACCOUNT NUMBER: 234404495300

PAGE: 1
F-YR: 22

PERIOD	JOURNAL #	ITEM #	TRANSACTION DESCRIPTION	DEBIT
01			BEGINNING BALANCE	
02	CR-C220215	035	ESPIRE HOMES B00041	\$281.00
			TOTAL DR/CR	\$281.00
			ACCOUNT BALANCE	\$281.00

Director's Report: March 2022

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors meet virtually on Thursday, March 10.
- Sara Gold, Business Development and Consortia Manager from WiLS gave a presentation on the benefits of yearly membership for libraries including cooperative purchasing, a subscription management portal and access to vendor presentations for new products and services. Monarch currently pays for annual dues for individual libraries.
- Discussion included Polaris 7.1 upgrade on Sunday, March 13, Perks that Work Online program for Washington and Ozaukee County, collaborative wireless printing options through PaperCut and the formation of an RFID workgroup.
- The Circulation Committee was asked to again look into Milwaukee County residents and possible ways to restrict access for libraries desiring to do so (attached). Data was reviewed that showed 10,037 (0.35%) items checked out to Milwaukee County residents in 2021. It was also noted that 2,911 (29%) of circulation were library staff. Options for restricting access were presented, but all options included potential problems with management of patron codes. It was decided that circulation to Milwaukee County residents was a very low percent of total checkouts and that no additional action would be made at this time.
- The Circulation Committee also reported that additional patron codes are now available for patrons ages 16-17. According to Wisconsin State Statute 43.30 (1m), library account information cannot be shared with the parent/guardian of patrons ages 16-17 unless the patron gives permission. Staff are currently working through options on creating a separate patron code and notifying patrons and parent/guardians of this change.

WASHINGTON COUNTY LIBRARIES:

- The next Washington County Library Services Board meeting is Thursday, April 21 at 1:30pm.
- Washington County library directors are currently discussing options for participating in the Washington County Fair for July 2022.

VILLAGE OF GERMANTOWN:

- Discussions for ARPA funding continue. The Village of Germantown Board approved allocating the 2.1 million dollars of funds in several categories at the Village Board meeting on Monday, March 7, 2022. Funding of \$500,000 was set aside for building improvements and will be discussed at a future General Government and Finance Committee meeting.

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- Monthly meetings have been changed to the fourth Mondays at 10:00am (September – May).

DONATIONS:

- Eastern WI Machine Knitters (\$100 / Library Board Donations) (Mary Hay, Treasurer / 1675 Berkshire Dr / Elm Grove, WI 53122)
- Kiwanis Club of Germantown (\$1,000 / Library Donations) (PO Box 531 / Germantown, WI 53022)

DEPOSITS:

- Dodge County (\$536 / 2020 Circulation)

- Fond du Lac County (\$131.02 / 2020 Circulation)
- Ozaukee County (1,503.86 / 2020 Circulation)
- Sheboygan County (\$356.03 / 2020 Circulation)
- Waukesha County (\$3,894.00 / 2020 Circulation)

STATISTICS

- Circulation:
 - o Physical: **22,526** (1.1% from 2021)
 - o Digital: **3,977** (-3.1% from 2021)
 - o Total: **27,057** (0.4% from 2021)

WINTER/SPRING PROGRAMMING

- The Germantown School District has their annual student Art Show on display through April 8.
- Grab & Go Kits are available on Thursdays at 9am & 4pm.
- Ongoing Programs: Storytime, Family Craft Circle, STEAM Club, Teen Advisory Board, Teen/Tween Programs, Make It Crafts, WI History, Book Groups (6) & Friends of the Library Meetings
- A new book group (What are You Reading Book Club) was started in March. This group is led by a staff member and patrons bring and discuss books that they are reading. Staff also bring new titles for patrons to check out.
- A series of programs for our Community Read / Mobile Trailer events will take place Apr 25 – May 28
- Upcoming Special Programs:
 - o Harry Potter Escape Room: Tues, Apr 5 – Thurs, Apr 7
 - o WI Author Holly Danvers: Tues, Apr 5 @ 3pm
 - o Scams Targeting Seniors: Wed, Apr 6 @ 1pm
 - o Chick-fil-A Fundraiser: Thurs, Apr 7 @ 4-8pm (mention “Germantown Library” and the library will receive 20% of sales)
 - o Sensory Friendly Sunday: Sun, Apr 10
 - o Oneida History in Wisconsin: Tues, Apr 12 @ 6pm
 - o The Wonderful World of Garlic: Wed, Apr 13 @ 1pm
 - o WI Mobile Libraries: Author Stuart Stotts: Tues, Apr 26 @ 3pm

DEPARTMENT UPDATES

- Management & General Staff:
- Youth Services (Jackie)
 - o We are currently hiring a Youth Services Specialist. Priority deadline for applications was Friday, March 11, 2022. Interviews will be schedule the week of March 21, 2022.
 - o Our first ever escape room will be open to the public April 5-7 by registration in the storytime room. The theme is Harry Potter.
 - o Youth Services Specialist, Shannon, and the Teen Advisory Board (TAB) continue to expand teen programming and services. Among those programs, the Teen Lock-In on February 18, 2022 had 22 teens and tweens in attendance. TAB continues to have regular monthly meetings and programs.
 - o Preschool Storytime had special guest Andrea Breen who talked about Women in Construction week and read stories about construction on March 8, 2022.

- Adult Services (Lynn)
 - We are currently hiring an Adult Services Specialist to fill a recent open position. Priority deadline for applications is Friday, April 1, 2022.
 - Summer programming planning is underway; featured programs include the return of Jessica Michna on May 9, "Comfort Dog Day at the Library" on June 8, a "Music on the Patio" series once a month. Several passive programming events are being planned as well.
 - Community engagement/Outreach: Adult Services Librarian Lynn and Adult Services Assistant, Allison, will be working with the Germantown Community Coalition to provide advice and guidance on setting up a book discussion group.
 - Adult Services Librarian is working with Outreach Services Specialist are working with the Germantown Historical Society to establish closer relations and promote each other, to include programs by GHS members at the library this fall.
 - Our "Blink Date with a Book" display has been very popular.
- Outreach (Cara)
 - Attending Leadership Germantown once a month.
 - New monthly outreach events include two book clubs at the Gables, books for David's Star Lutheran School, Spanish books for Germantown High School and preschool visits at the Jackson Community Center.
 - Three Little Free Libraries have been adopted in Germantown & Jackson.
 - Transition has started with the West Bend Library Outreach Program. Cara has met with the Outreach Librarian several times and began riding along on all visits this month. We hope to complete the transition in June 2022.
- Circulation (Diane & Connie)
- Tech Services (Connie)
- Technology/Statistics (Connie)
- Building Management & Grounds (Connie)
 - Work on strategic planning and facility planning continues.
 - Construction has been finished in preparation for the Fire Suppression Upgrades.
 - Bathroom tiles were cleaned the weekend of Friday, March 4, 2022.

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

- | | |
|--|--|
| • Mar 2 – Art Show Open House | • Mar 15 – Library Board Strategic Planning Committee |
| • Mar 3 – Germantown Senior Center | • Mar 16 – Village Department Heads |
| • Mar 7 – West Bend Outreach Librarian | • Mar 16 – Village Administrator & Public Works Director |
| • Mar 7 – Village Board | • Mar 16 – Park & Rec Director |
| • Mar 8 – Germantown Community Coalition | • Mar 17 – Chamber Ambassador Committee |
| • Mar 8 – Village Support Services | • Mar 18 – WiLS Planning Webinar |
| • Mar 8 – Friends, Inc. | • Mar 21 – General Government & Finance |
| • Mar 8 – Village Administrator | • Mar 21 – Village Board |
| • Mar 8 - Germantown Community Coalition Podcast | • Mar 22 – Monarch Public Information Committee |
| • Mar 9 – 4 th of July Committee | • Mar 22 – Village Administrator |
| • Mar 10 – Monarch Directors | • Mar 23 – Kiwanis |
| • Mar 11 – Germantown School District Librarians | • Mar 23 – Library Board |
| • Mar 14 – Park & Rec Director | • Mar 28 – Friends of the Library |
| • Mar 15 – After School Committee | |

- Mar 28 – Make It Crafts
- Mar 29 – After School Committee
- Mar 30 – Wash. Co. Fair

Monarch Circulation Committee Report 3/10/22:

1) Milwaukee County Patrons

Our committee was asked to look into the Milwaukee County patrons topic and possible ways to restrict access for libraries desiring to do so. Alison has pulled data regarding Milwaukee County patrons including the number of patrons per library and circulation in 2021. In summary, patrons with a pstat ending in "Milw Lib" checked out 10,037 items in 2021. This is 0.35% of the total Monarch 2021 circulation. Of those 10,037 items, 2,911 (29%) were checked out to "Milw Lib" patrons with patron codes of staff or staff in-house.

2021 Circulation to Patrons with a Pstat ending in "Milw Lib"					
TransactionLibraryName	Total	Year	2021 total Circ	% of total circ	
Bookmobile	152	2021	46,428	0.33%	
Cedar Grove Public Library	2	2021	34,469	0.01%	
Cedarburg Public Library	131	2021	167,948	0.08%	
Elkhart Lake Public Library	66	2021	26,894	0.25%	
Frank L. Weyenberg Library of Mequon-Thiensville	4,519	2021	265,804	1.70%	
Germantown Community Library	2,007	2021	285,400	0.70%	
Grafton Public Library	1,266	2021	156,358	0.81%	
Horicon Public Library	5	2021	33,581	0.01%	
Jack Russell Memorial Library (Hartford)	54	2021	185,642	0.03%	
Kewaskum Public Library	5	2021	40,826	0.01%	
Kohler Public Library	15	2021	43,404	0.03%	
Lakeland University Library	16	2021	796	2.01%	
Lakeview Community Library (Random Lake)	142	2021	39,912	0.36%	
Lomira QuadGraphics Community Library	41	2021	18,020	0.23%	
Mayville Public Library	7	2021	28,952	0.02%	
Mead Public Library (Sheboygan)	641	2021	381,163	0.17%	
Oscar Grady Public Library (Saukville)	1	2021	59,080	0.00%	
Slinger Community Library	76	2021	77,438	0.10%	
W.J. Niederkorn Library (Port Washington)	536	2021	118,898	0.45%	
West Bend Community Memorial Library	355	2021	405,683	0.09%	
Total:		10,037			

Total Monarch 2021 Circulation 2,842,210
 % of total System Circulation 0.35%

✓ Cedarburg

✓ does not allow Milw patron access

Libraries that do not offer Milw. residents free library cards:	
Library Name	Are Milwaukee County Residents eligible for a FREE library card? (Y/N)
Beaver Dam Community Library	N
Cedarburg Public Library	N
Mayville Public Library	N
Oostburg Public Library	N
Oscar Grady Public Library - Saukville	N
W.J. Niederkorn Library - Port Washington	N

Per Governance Committee's [Milw. Co. Cardholder Survey](#)

Note: 2,911 out of the 10,037 circulations were to patrons with a **Staff** or **Staff In-House** Use patron code.

That makes up 29% of the 2021 circulations to Milw. Co. patrons.

Please view the full "[Review of Milwaukee Librariied Patrons and 2021 circ](#)" document.

As referenced in screenshot above: Governance Committee's [Milwaukee County Cardholder Policies Survey](#).

What are the options if we do want to restrict access for Milwaukee County patrons?

- A "Non-Reciprocal" patron code is available for libraries that want to restrict checkout or holds pickup to Milwaukee County patrons
- Limitation of the existing patron code: there is only one code, and it is not age specific, so the following may be an issue:
 - Library A assigns the Non-Reciprocal patron code to a juvenile Milw. Co patron to limit or restrict their access to material at Library A
 - The juvenile patron visits Library B, a library that **does not** restrict access to Milw. Co patrons or the Non-Reciprocal patron code
 - Library B has different checkout limits for juvenile patrons than it does for adult patrons, but the Non-Reciprocal patron code at Library B has settings that match those of the Adult patron code instead of the Juvenile patron code
- It is possible to add new patron codes to accommodate age variations. However:
 - The new code(s) must be added for every library
 - Every library must then define those code(s) for every possible code combination in each of the four [PDF circulation tables](#)
 - Alison must enter the settings – which will be time intensive, even if she can create SQL scripts whenever possible (instead of manual entry for every table and code combination at every library)
- The Polaris software **does not** offer an option to prevent the following scenario:
 - A Milw. County patron requests material for pickup at Library B, which **does not** limit access to Milw Co. patrons
 - Material from Library A, which **does** restrict checkout to Milw. Co patrons, is sent to Library B to fill the hold

Germantown Community Library Board

MEETING DATE: March 23, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): IX. A. Strategic / Facility Planning

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

BACKGROUND (FROM JUNE 2021):

A number of factors have contributed to recent discussions regarding possible expansion of the library building between Germantown Community Library Staff, Village of Germantown Administration and the Library Board:

- The current Germantown Community Library building was built in 2002 and originally was planned to have two floors. The structural framework is in place to construct a second floor in the existing library building.
- The debt retirement of the building was paid off in March 2020 and library impact fees are available for future use
- The library currently has \$826,000 in funding available for use in Washington County Capital dollars (funding must be matched by the Village of Germantown)
- There is increased library usage and need for additional space
- As library services continue to grow, there is an increased need for creating a quiet area of the library, primary for quiet study, research, reading and computer usage

At the June 2021 Library Board meeting, the board approved moving forward in beginning to look at options for increased and/or repurposing of existing library space and a possible expansion project.

As part of this investigation project, the Library Board also voted to begin a Strategic Planning Process through WiLS (Wisconsin Library Services). It is typical for libraries to develop and approve a Strategic Plan every 5-10 years. The Germantown Community Library did not currently have a Strategic Plan in place at this time.

ABOUT WiLS (<https://www.wils.org>):

- **WiLS MISSION:** We believe libraries, cultural institutions, and their partners make the world a better place. We build relationships and provide services so they can do more with their time and money. We help our members turn ideas into action.
- **EXPANDING POSSIBILITIES THROUGH CALLABORATION:** WiLS (formally Wisconsin Library Services) is a non-profit membership organization that facilitates collaborative projects and services to save our members time and money and to advance library service, primarily in the state of Wisconsin. Most of our members are libraries, but we also work with cultural institutions, government agencies, and other non-profits to develop partnerships and projects

GOALS OF STRATEGIC PLAN:

1. Gain feedback from Library Board, library staff, community leaders and community members on library information, programs and services
2. Review and analyze library services data
3. Identify needs, challenges and opportunities for the library
4. Create a Mission Statement
5. Create Goals and Objectives
6. Write, approve and implement a five-year Strategic Plan for the Germantown Community Library that can be updated every five to ten years

STRATEGIC PLAN COMPLETED TIMELINE (TO DATE):

(* items not yet completed)

WiLS Strategic Planning Memorandum of Understanding Attached

PHASE 1:

- May 2021: Director contacted WiLS regarding Strategic Planning process
- June 15, 2021: Initial meeting with director and Melissa Mclimans, WiLS Service Specialist
- June 17, 2021: Strategic Planning proposal created by WiLS
- June 23, 2021: WiLS Strategic Planning process presented to Library Board
- July 28, 2021: WiLS Memorandum of Understanding approved by the Library Board for Strategic Plan development, consulting and facilitation services
- July 28, 2021: Strategic/Facility Planning Ad Hoc Committee created by Library Board to meet monthly and coordinate the WiLS Strategic Plan and facilities expansion fact finding
- August 2, 2021: Strategic Planning presentation at Village Board meeting
- October: Strategic Planning Team established
- October: Strategic Planning Team completed Library and Community Landscape Questionnaire
- November: Google Drive folder established to organize and review all documents and data
- November: Strategic Planning Team compiled Community Contact List with individuals to involve during the planning process
- November: Strategic Planning Team completed Mission Statement Questionnaire
- November 3, 2021: Full Strategic Planning Team Initial Project Meeting with WiLS
- November 12: Timeline meeting with Director, Assistant Director and WiLS
- December/January: WiLS completed Demographic and Economic Data Assessment and Department of Public Instruction Annual Report Data Comparison
- January 11, 2022: SOAR session held with staff to discuss strengths, opportunities, aspirations and results and Mission Statement development activity/information gathering (**11 staff**)

PHASE 2:

- February 3 & February 11, 2022: Three Community Conversations held (**22 outside participants**)
- February 7, 2022: Community Survey completed (**1,031 responses**)
- *April: Community Leader Questionnaire complete
- *April: Library and Community Landscape Questionnaire for Library Board complete

Phase 3:

- February 3, 2022: Data Dashboard meeting with Director, Assistant Director and WiLS
- March 18, 2022: Data and Information Webinar Review held with WiLS and Strategic Planning Team
- *April 3, 2022: Strategic Planning Team reviews data and completes Data Webinar Worksheet
- *April 4, 2022: Update to Village Board
- *April 12, 2022: Framework Development meeting with Strategic Planning Team and WiLS
- *May/June: WiLS reviews data and drafts plan
- *TBD: Strategic Planning Team reviews and edits plan
- *TBD: WiLS reviews final draft of plan
- *TBD: Plan approved by Library Board
- *TBD: Plan presented to Germantown, Richfield and Jackson community boards
- *TBD: Plan is implemented by Director and library staff
- *TBD: Plan is reviewed on an annual basis and updated every five years

FACILITY PLANNING COMPLETED TIMELINE (TO DATE):

- June 23, 2021: Preliminary information presented to Library Board involving history of building, current funding options and needs of current library services in the community
- July 28, 2021: Library Board approved creating a Strategic / Facility Planning Ad Hoc Committee to meet monthly and coordinate the WiLS Strategic Plan and facilities expansion fact finding
- August 2021: Facilities Feasibility Survey and cover letter drafted
- September 2021: Facilities Feasibility Survey sent to four local architectural firms
- September 2021: Committee toured four local libraries with second floors
- November: Director and Assistant Director attended three sessions at the Wisconsin Library Association (WLA) regarding library redesign presented by two different architectural firms. Also attended sessions at the virtual Library Journal Design Institute seminar that focused on library redesign.
- November: \$300,000 in preliminary design for a second floor expansion added to the Village five-year Capital Fund Plan for design work in 2026
- November 1, 2021: \$300,000 in preliminary design for a second floor expansion requested for 2022 Budget (\$150,000 in future Impact Fees & \$150,000 Washington County Capital funds) (Village Board did not approve this allocation)
- November 15, 2021: 2022 Budget Public Hearing
- January 14, 2022: Special Library Board meeting held to discuss Village of Germantown options for \$2.1 million in ARPA funds. Library Board voted to request \$400,000 to be allocated for design work for interior expansion (\$300,000) and exterior expansion (\$100,000)
- January 17, 2022: Five community members spoke in support of ARPA funding for library expansion
- January 26, 2022: Library Board voted to inquire into information regarding Washington County Capital funding accuracy and options
- February 15, 2022: Steve attended Strategic /Facility Planning Ad Hoc Committee meeting to discuss the Washington County Capital fund and funding options for a possible expansion including General Obligation Borrowing by the Village, American Rescue Plan funds, Impact Fee funds and Grants/Donations (Individual & Corporate)
- March 7, 2022: \$100,000 added to ARPA Funding Plan for preliminary design work on second floor expansion. Administration commendations of \$1.6 million was approved. Library expansion (\$100,000), Police Building (\$100,000), Village Hall Improvements (\$250,000) and portion of Street Trees (\$50,000) was moved to a \$500,000 fund for Building Improvements for final allocations to be discussed at future General Government and Finance meeting.

**GERMANTOWN COMMUNITY LIBRARY
STRATEGIC PLANNING AD-HOC COMMITTEE**

January 18, 2022
Germantown Community Library

The meeting of the Germantown Community Library Strategic Planning Ad-Hoc Committee was called to order by Trisha Smith at 1:55 p.m. on Tuesday, January 18, 2022 at the Germantown Community Library.

Members present: Joyce Nelson, Jan Miller, Trisha Smith, Dan Ho, Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

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

MOTION (Miller, Nelson): Approve the minutes of the January 18, 2021 meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

UNFINISHED BUSINESS

WILS STRATEGIC PLANNING UPDATE – Smith provided an update of the strategic planning timeline. The SOAR analysis was completed with eleven staff members. Survey will be available to the community online and on paper through Monday, February 7, 2022. Community Conversations will be held on Thursday February 3, 2022 at 6:00 p.m. on Friday, February 11, 2022 at 11:30 a.m. and 3:00 p.m.

NEW BUSINESS

ARPA Funds – Miller reported that there were five members of the public speaking in support of \$300,000 in Village of Germantown ARPA funds for design work for the second flood and \$100,000 in improvements to the outdoor patio.

2022 Meeting Schedule – Strategic Planning Meetings will continue on a monthly basis for 2022. Lloyd will send out specific dates.

2022 Committee Objectives – Discuss involved creating a timeline for the year. WILS Strategic Plan will be complete in April and ARPA funds will be decided in the spring. Members suggested having Village of Germantown Trustees tour the library and presenting quarterly updates at the Village Board Meetings. Next steps would involve further interviews and work with architects and facility planning.

ANNOUNCEMENTS

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be Tuesday, March 15, 2022, at 1:45 p.m. at the Germantown Community Library.

Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Connie Lloyd
Library Assistant Director
Germantown Community Library

Trisha Smith
Library Director
Germantown Community Library

**GERMANTOWN COMMUNITY LIBRARY
STRATEGIC PLANNING AD-HOC COMMITTEE**

February 15, 2022
Germantown Community Library

The meeting of the Germantown Community Library Strategic Planning Ad-Hoc Committee was called to order by Trisha Smith at 1:48 p.m. on Tuesday, February 15, 2022 at the Germantown Community Library. **Members present:** Joyce Nelson, Jan Miller, Trisha Smith, Dan Ho **Members absent:** Connie Lloyd (exc) **Also present:** Steve Kreklow, Village of Germantown Administrator. Proper notification of the meeting had been given.

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

MOTION (Miller, Ho): Approve the minutes of the January 18, 2021 meeting as printed. Motion carried (4-0).

PUBLIC INPUT: None.

UNFINISHED BUSINESS

WILS STRATEGIC PLANNING UPDATE – Smith provided an update of the strategic planning timeline. The Community Survey ended on Monday, February 7, 2022. There was over 1,000 responses – both on paper and online. Three Community Conversations were held on Thursday February 3, 2022 at 6:00 p.m. on Friday, February 11, 2022 at 11:30 a.m. and 3:00 p.m. There were about 24 people in attendance between the three sessions. WiLS is currently gathering data. There will be a Data Planning Webinar with the WiLS team and the Strategic Planning team virtually on Friday, March 18 from 10:00-11:30am. Both teams will also meet in-person for the final planning meeting on Tuesday, April 12 from 12:00-4:00pm.

ARPA Funds – Smith reported that the library has requested \$300,000 in Village of Germantown ARPA funds for design work for the second flood and \$100,000 in improvements to the outdoor patio. Village Administrator will be compiling staff and resident feedback. The APRA plan will go to the Village Board meeting on Monday, March 7 at 7:00pm. Categories for the 2.1 million in APRA funding includes the following categories: Infrastructure, Culture & Recreation (including the library), Technology, Business & Economic Development, COVID Premium Pay, Public Safety and Customer Service.

NEW BUSINESS

County Capital Library Fund (Village Administrator, Steve Kreklow) – Kreklow and Smith reported background information regarding the County Capital Library Fund. Miller has been working with the Village of Germantown, Library Board and Washington County to compile reports on the fund. Kreklow explained how the fund is currently set up from a process that was started in the 1990s as part of the General Fund. It is difficult to create reports on previous data due to lack of support of the Village finance system and not being able to run reports in a spreadsheet format. Funding spent will need to be a 50% split between the library and Village of Germantown in order to be spent on capital projects. It was reported that the library previously agreed to spend the funding on the roof replacement and the electronic messaging sign. Going forward, the Library Board is looking to allocate the remainder of the funding for library expansion.

Options for Funding Future Building Expansion (Village Administrator, Steve Kreklow) – Kreklow provided an overview of various funding options for a future building expansion project. This included

County Capital match funds, general obligation funds, ARPA funds, Impact Fees, grants and outside donations by businesses and community members. Miller discussed the need for conceptual estimates and drawings during the planning process. Kreklow discussed potential timelines for the Department of Public Works building and Police Department building. Kreklow also discussed that about one third of the annual library revenue is from County funding – specifically from circulation of Richfield and Jackson residents. He stated that there are risks with expansion if this funding level would significantly change and suggested further conversations with Richfield on library services. Smith will work with Kreklow on sending conceptual building estimates from the Facility Feasibility Survey that was conducted in September of 2021.

ANNOUNCEMENTS

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be Tuesday, March 15, 2022, at 1:45 p.m. at the Germantown Community Library.

Meeting adjourned at 3:05 p.m.

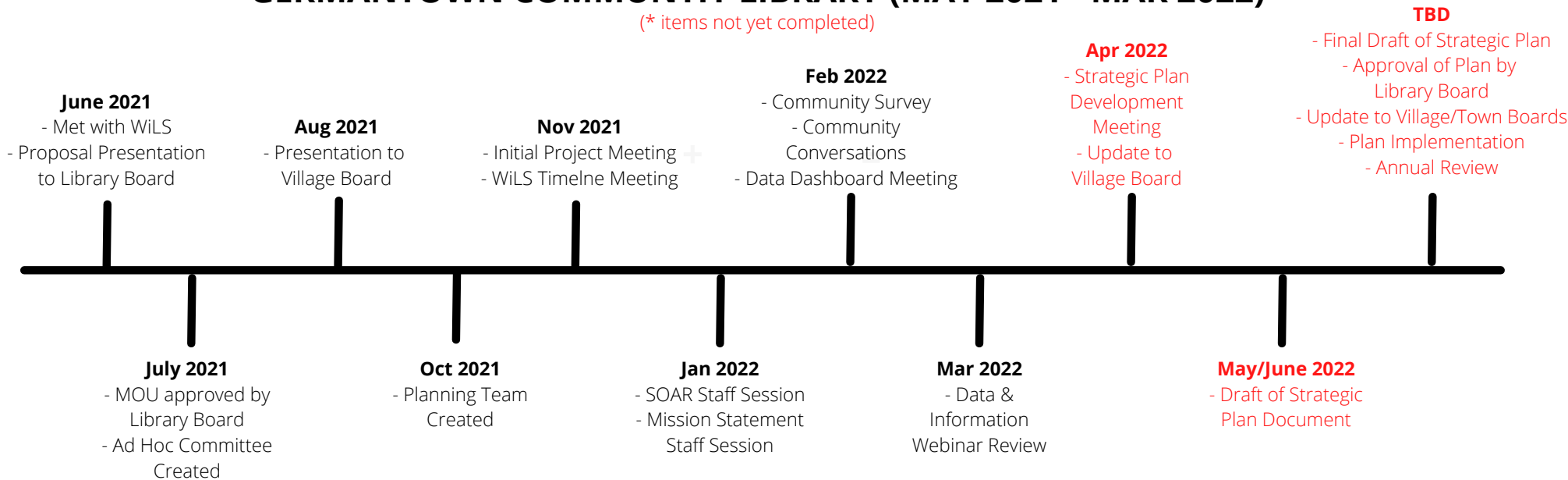
Respectfully submitted,

Trisha Smith
Library Director
Germantown Community Library

2022 WILS STRATEGIC PLANNING UPDATE

GERMANTOWN COMMUNITY LIBRARY (MAY 2021 - MAR 2022)

(* items not yet completed)



DATA GATHERED BY WILS

- Demographic & Economic Data Assessment (Dec/Jan)
- DPI Annual Report Data Comparison (Dec/Jan)
- Review/Analysis of Data Gathered by Planning Team, Library Board, Library Staff & Community Members (Apr)



DATA GATHERED PLANNING TEAM, LIBRARY BOARD & STAFF

- Library & Community Landscape Questionnaire (Oct)
- Library & Community Landscape Questionnaire for Library Board (Oct)
- Community Contact List (Nov)
- Mission Statement Questionnaire (Nov)
- SOAR Analysis with Library Staff team (Jan)
- Mission Statement Development with Library Staff Team (Jan)
- Library Board Questionnaire (Apr)



DATA GATHERED BY THE COMMUNITY

Target Communities: Germantown, Richfield & Jackson



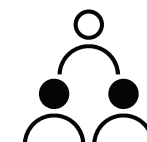
Community Survey (Feb)

- 23 questions (skip logic)
- 89% response rate
- 1,031 responses



Community Conversations (Feb)

- 3 conversations
- 22 community participants



Community Leadership Questionnaire (Apr)

- TBD



**Memorandum of Understanding
WiLS and Germantown Community Library
For Strategic Plan Development, Consulting and Facilitation Services**

Introduction

The purpose of this MOU is to define the parameters and costs of the Strategic Plan Development, Consulting and Facilitation Services WiLS will provide to the Germantown Community Library.

Contacts

Communication regarding this agreement and the provided service should be directed to:

WiLS

Melissa McLimans
1360 Regent Street, #121
Madison, WI 53715-1255
608-515-8953
melissa@wils.org

Germantown Community Library

Trisha Smith
N112W16957 Mequon Road
Germantown, WI 53022
(262) 253-7760
smithp@germantownlibrarywi.org

Phase 1 – Initial Project Meeting and Information and Data Gathering – \$2,876.00

- *Library and Community Landscape Questionnaire - \$297.00*
 - WiLS will administer a questionnaire to the planning committee to develop an understanding of library and community aspirations, issues and needs, as well gather information and ideas for the development of a library mission statement.
 - WiLS will compile and theme the information gathered.
- *Initial Project Meeting (virtual) - \$396.00*
 - WiLS will meet with the planning committee for a 2-hour session to start the planning process.
- *Demographic and Economic Data Assessment - \$297.00*
 - Using data from the U.S. Census, WiLS will identify and assess relevant demographic and economic information in the library's community.
- *DPI Annual Report Data Comparison - \$198.00*
 - Public Library Benchmarking Dashboard
 - This option gives you access to a dashboard created and hosted by WiLS. This dashboard takes the spreadsheet of DPI data (publicly available in Excel format on the DPI website) and puts it into a visualized format that allows you to see your own individual library's data for up to the previous 5 years, as well as the ability to self-select other individual libraries you would like to compare yourself to. The dashboard also includes some basic descriptive statistics of certain measures, in addition to the DPI Service Data.
 - This option includes access to the dashboard for the period of your project as well as an hour-long onboarding tutorial with WiLS' Data Analyst to walk you through how to use the dashboard.

- *SOAR analysis with library staff and mission statement development - \$1,391.00*
 - WiLS will coordinate a process and facilitate a 4-hour in-person meeting of library staff to perform a Strengths, Opportunities, Aspirations, and Results analysis.
 - WiLS will facilitate a mission development activity with staff and with information gathered from the planning team and library board, to provide the library with options for a new mission statement.
 - WiLS will document and theme information gathered during this process to be shared with the planning committee as part of the information gathered for developing the strategic plan.
- *Library and Community Landscape Questionnaire for the library board - \$297.00*
 - Library and Community Landscape Questionnaire for the library board to gather input, including input on a library mission statement

Phase 2 – Community Assessment –\$3,391.00

- *Community Survey - \$1,200.00*
 - This is a survey of convenience, meaning it is not sent to selected lists, but rather is available for anyone to complete. WiLS will work with the library planning committee to finalize the survey and provide both a print and online version. The library, with input from WiLS, will promote the survey to area residents. The base community survey has a certain level of standardization that needs to be maintained at this cost. Any requests for customization may result in the need for an adjusted quote.
 - WiLS will compile the results of the survey into both raw and visualized data for analysis.
- *Community Conversations- \$1,894.00*
 - WiLS, with assistance from the library, will coordinate three 1.5-hour community conversations with selected community participants to gather information about how the library can align its resources and services to best support community aspirations and needs.
 - WiLS will provide a facilitator to lead the conversation(s), and a note taker to document the input gathered during the conversations. WiLS will compile and theme the results of the conversations.
 - Based on the library's needs, WiLS recommends 3 community conversations, with two conversations occurring on the same day and the other conversation at another date, saving travel cost.
 - Should the library wish to add conversations, this MOU will be modified.
- *Community Leaders Questionnaire - \$297.00*
 - WiLS will provide a community and library landscape questionnaire for city leaders to gather input.

Phase 3 – Strategic Plan Development –\$4,262.00

- *Data and Information Webinar Review - \$1,188.00*
 - WiLS will develop and deliver a 1.5-hour webinar to review the data and information gathered in Phases 1 & 2 with the library planning team before the strategic plan development meeting. The committee will be provided a slide deck of the compiled information along with the data used for the slide deck.
- *Strategic Plan Development Meeting - \$1,490.00*
 - WiLS will develop processes and provide facilitation services for a 4-hour strategic plan development meeting of the library strategic planning team. The result of this meeting will be identification of strategic service goals for the library and initiatives that can be done to reach the goals.
- *Writing the Strategic Plan Document - \$1,584.00.*
 - WiLS will compile the results of the planning meetings to include with other documentation, including, when relevant, the data and information gathered, assessed and summarized during the course of the planning process report, to develop and write a strategic plan document.

- WiLS will coordinate a schedule with the library to complete writing the plan. WiLS will develop an initial draft of the plan and will work in coordination with library committee to create a final draft for presentation to the library board.
- WiLS has allocated 16 hours for writing the strategic plan document. If additional writing time is requested beyond the 16 hours as it will be scheduled with the library in the previous bullet point, an adjusted cost for this component will be required.

Cost Allocations and Terms of Agreement

Cost Totals

Phase 1:	\$ 2,876.00
Phase 2:	\$ 3,391.00
Phase 3:	\$ 4,262.00
Total:	\$ 10,529.00

- Costs include all preparation time; facilitation time; and supplies/technology for facilitation processes and documentation development.

Payment Schedule

Upon start of project:	\$2,500.00
Upon completion of Phase 3:	\$8,029.00 (not to exceed)

Duration of agreement/cancellation

- WiLS and Germantown Community Library will work together to identify a timeline of the different activities to complete each phase of service. If either WiLS or Germantown Community Library need to alter the previously agreed upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by Germantown Community Library without communicating with WiLS, WiLS reserves the right to change the project timeline with Germantown Community Library's approval of the new timeline. If the change in timeline will result in overlap with other projects to the extent that WiLS will not be able to complete the work with existing staff resources, WiLS reserves the right to delay the project to a mutually agreed upon time or to cancel the project.
- During the course of the agreement the contracting parties have the right to stop work at any time and WiLS will be paid for any work and expenses incurred through the time of cancellation.

Other Terms

- As part of the above costs, WiLS calculates approximately 2 hours per month of communication time with the library to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the MOU. Should communication be required by the library beyond this amount of time each month, WiLS will discuss with the library either creating a communication plan to maintain communications within this time range or providing a cost estimate to provide more communication time for the project.
- A strategic planning process is often an iterative process. There may be points during the planning project where information is discovered that leads to potentially adding or removing a step or two to the planning process. When this occurs, if requested, WiLS will provide a cost estimate to perform the additional work.

Agreed to and accepted by:

WILS


Signature

Melissa McLimans
Name

Community Liaison
Title

July 27, 2021
Date

Germantown Community Library


Signature

Trisha Smith
Name

Library Director
Title

7/28/2021
Date

Germantown Community Library Board

MEETING DATE: March 23, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): IX. B. Washington County Capital Fund Balance

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

For many decades, a portion of Washington County funds were allocated to the five libraries in Washington County with the requirement that funds must be matched by the library's municipality. In order for the Germantown Community Library to spend these funds on capital projects, all funds must be matched by the Village of Germantown.

The amount allocated by the County was based on square footage of each library building from 1998 to 2018 that varied between \$8,800 and \$46,587 for the Germantown Community Library. In 2019, capital funding was cut in half which allowed the county to reallocate those funds to the circulation funds ~~in order for additional circulation funds~~ to be distributed to each library. This was to make up for decreasing funding due to increased expenses in cross-county circulation reimbursement and system automation. Capital funding ended completely in 2020.

The following are capital expenses that were paid for out of the Washington County Capital Fund.

- 2020: New Roof (**\$62,475** Library Capital Fund / \$124,475 total)
- 2021: Electronic Messaging Sign (**\$35,000** Library Capital Fund / \$70,000 total)

In 2021, the Library Board allocated the remaining funding to be spent on an expansion project of the library. It was requested that \$60,000 out of Washington County Capital funding out of estimated total of \$120,000 be spent to update the Fire Suppression System for the library in 2022. The Library Board voted not to spend this funding due to a future expansion project. The Village Board voted to contribute the remaining funding for the project for the 2022 budget year.

The current balance of account 40-100-110-3161 (TEMP INVENST-LIBRARY AMERITRADE) is **\$826,331.11**

PAST UPDATES FROM LIBRARY BOARD MINUTES

- Library Board Meeting: January 26, 2022
CAPITAL FUND BALANCE – Miller reviewed the steps she has taken to review the deposit and withdrawal activity of the Library Capital Fund account. She has found out the Village account which includes the library portion is managed by Ehlers. Financial Management. This account is approximately \$11 million of which \$821,000-\$850,000 is designated for the library. Miller has requested rate of return information of the account from 2012-2021. She is able to calculate the rate of return between 1998-2011 based on the records from Steve Kreklow. She is requesting the library funds be separated into a library only account to be managed separately.
MOTION (Nelson, Vosen): Move to have Miller meet with the Village Administrator to request the separate the library capital fund balance from the Village Fund with the estimate earned

interest. Motion carried (6-0). MOTION (Potraz, Nelson): Move to have Miller meet with the Village Administrator and Village President to inquire if the funds the library contributed to the roof replacement of approximately \$62,000 of the total \$124,475 cost could be returned to the Library Capital Fund account.

- Library Board Strategic Planning Ad-Hoc Committee Meeting: February 15, 2022
COUNTY CAPITAL LIBRARY FUND (VILLAGE ADMINISTRATOR, STEVE KREKLOW) Kreklow and Smith reported background information regarding the County Capital Library Fund. Miller has been working with the Village of Germantown, Library Board and Washington County to compile reports on the fund. Kreklow explained how the fund is currently set up from a process that was started in the 1990s as part of the General Fund. It is difficult to create reports on previous data due to lack of support of the Village finance system and not being able to run reports in a spreadsheet format. Funding spent will need to be a 50% split between the library and Village of Germantown in order to be spent on capital projects. It was reported that the library previously agreed to spend the funding on the roof replacement and the electronic messaging sign. Going forward, the Library Board is looking to allocate the remainder of the funding for library expansion.

An update from Miller will be provided at the March 23, 2022 Library Board meeting.

Library - Washington County Capital Offset Funds to Germantown Library

(Information compiled by Jan Miller, Village of Germantown Trustee & Library Board Trustee)

			2/3/2022		
Year	Contribution	*Rate of Income Return	**Interest Earned	Expenses/Comments	Understanding
1998	\$ 8,800.00	1%		Date for Deposit???	
1999	\$ 17,600.00	1%			
2000	\$ 26,400.00	1%			
2001	\$ 35,200.00	1%			
2002	\$ 35,200.00	1%		Library Completed	
2003	\$ 35,200.00	1%			
2004	\$ 35,200.00	1%			
2005	\$ 50,763.00	1%			
2006	\$ 50,783.00	1%			
2007	\$ 50,783.00	1%			
2008	\$ 50,783.00	1%			
2009	\$ 50,783.00	1%			
2010	\$ 50,783.00	1%			
2011	\$ 50,783.00	1%			
2012	\$ 46,587.00	1.090%			
2013	\$ 46,587.00	1.070%			
2014	\$ 46,587.00	1.010%			
2015	\$ 46,587.00	1.190%		\$ 68,373.01	Understand
2016	\$ 46,587.00	1.240%		\$ 3,303.93	Find Out
2017	\$ 46,587.00	1.250%		\$ 1,601.90	Find Out
2018	\$ 46,587.00	1.485%			
2019	\$ 23,295.50	1.919%			
2020	\$ 23,295.50	1.560%		Roof Repair = Library Contribution \$62,475.00 out of total bill \$124,475.00. <i>Building Maintenance.</i> The Village paid \$62,000.00. <i>Per Scott A.</i>	
2021	0	0.978%		1. County Library Fund contributions ended. 2. EMC Sign - Total Bill @ \$70,000 = \$35,000 was approved & half taken out of Library Fund for EMC. Marketing.	
2021 contd.				3. COW - 11/1/2021 - Village Board Approved paying for the total Bill for the Fire Suppression System. (Originally the Village wanted the Library to pay for this Maintenance Item - \$60,000 which is half. The Library Board voted it down.)	
	\$ 921,761.00				

* Interest was supposed to \$5,000 - \$10,000 annually for the last 5-7 years per Matt.

* Rate of Return - WI from 2006 on line - 10 years prior Rates of Return.

* \$1.0 million to \$1.3 million - our estimate of the Library Fund

What are these expenses???

2016	\$ 3,303.93
2017	\$ 1,601.90

Agreed upon Rate of Return for whatever the balance is supposed to be...

Questions:

1. What are the expenses for ??? Are they legitimate?
2. Is it written somewhere what this fund is for??? We have to provide the Washington County Document and Library Board Meeting
3. Provide explanation why the expenses were taken out?
4. 1998 - 2021 - Rate of Return
5. Missing 1998 - 2012 Rate of Return

*Received Ehlers Rate of Return for 2012 to 2020 from Steve Kreklow.

** Used 1% per Steve K.

Germantown Community Library Board

MEETING DATE: March 23, 2022

PLACEMENT: New Business

AGENDA ITEM(S): X. A. Village of Germantown ARPA Requests

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

BACKGROUND:

Information taken from the Village of Germantown website:

<https://www.germantownwi.gov/717/American-Rescue-Plan-Act>

The Village of Germantown has been designated as the recipient of just over \$2 million in funds from the American Rescue Plan Act (ARPA). This is a federal relief package aimed at providing economic support directly to communities from the effect of the COVID-19 pandemic.

Timeline:

- January 17, 2022: Village Board Community Listening Session
- February 2022: Village Administration drafts proposal ARPA Plan
- March 2022: Village Board reviews proposed ARPA Plan
- April 2022: Village Board adopts ARPA Plan

Eligible Categories:

- Support public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and public health and safety staff
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, and impacted industries
- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- Invest in water, sewer, or broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and provide broadband to underserved areas.

Additional resources available on the Village of Germantown website:

- More details about the American Rescue Plan (Village of Germantown Powerpoint)
- More details surrounding frequently asked questions about the American Rescue Plan (League of Wisconsin Municipalities & Wisconsin Towns Association)
- More information surrounding the American rescue Plan (League of Wisconsin Municipalities)

LIBRARY RELATED UPDATES:

- January 14, 2022: Special Library Board meeting held to discuss Village of Germantown options for \$2.1 million in ARPA funds. Library Board voted to request \$400,000 to be allocated for design of interior expansion (\$300,000) and exterior expansion (\$100,000)
- January 17, 2022: Five community members spoke in support of ARPA funding for library expansion
- February 28, 2022: \$100,000 added to ARPA Funding Plan for preliminary design work on second floor expansion.
- March 7, 2022: Administration recommendations of \$1.6 million was approved at the Village Board meeting. There were mixed comments from Village Trustees on allocating \$100,000 for preliminary design work on a library expansion project. One thought was that funding for building projects should be prioritized for the next building (such as the Police Station) instead of a small amount of funding being divided up between the Library, Police Station and Village Hall. Funds recommended for the Library Building expansion (\$100,000), Police Building expansion (\$100,000), Village Hall Improvements (\$250,000) and portion of Street Trees (\$50,000) was moved to a \$500,000 fund for Building Improvements for final allocations to be discussed at future General Government and Finance meeting (attached).
- March 16, 2022: Meeting held with Library Director, Village Administrator, Steve Kreklow and Larry Ratayczak, Village Director of Public Works/Engineer to discuss next steps for the library expansion project. Discussions includes work on the expansion project that the library staff, the Library Board and the Library Board Strategic/Facility Planning Ad-hoc Committee had completed. This included Strategic Planning process, preliminary walkthroughs of the building, Facilities Feasibility Survey and tours of local library buildings that include two floors. Ratayczak requested copies of the 2002 building plans that may include structural information of the plans for a second floor. Kreklow requested reaching out to architects that responded to the Facilities Feasibility Survey to get estimated on preliminary conceptual designs for the second floor.

FUTURE FOLLOW UPS:

- The next General Government and Finance meeting is Monday, April 18, 2022 at 6:00pm.

OTHER CONSIDERATIONS:

- There has been mixed comments regarding allocating funds for a second floor library expansion project from Village of Germantown Trustees. While many comments are in general support of the library, some comments stated that funding should be prioritized for a new Police Department building or for other projects. Another concern is that questions remain on how much funding will be needed to complete a second floor.
 - Current funding options are as follows:
 - \$826,000 Washington County Capital Funding
 - Minimum of \$826,000 would need to be matched by Village
 - Impact fees (\$ unknown)
 - APRA funds (\$ unknown)
 - Grants/donations (\$ unknown)
- One of the main concerns regarding the current library space is that there is not a designated space for a quiet area in the library:
 - Quiet library activities include independent study, research, applying for jobs, reading and computer usage.

- o The open concept and high ceilings of the building make quiet spaces virtually impossible in the current library space.
- o Over the past few years, as library usage continues to grow there becomes an increased need for quiet spaces in the building. The increasing demand and availability of programming also increases this problem.
- o **Not having a quiet space in the library continues to be our most frequent complaint of individuals using our library (see attached). Recent data from the Strategic Planning Community Survey (2022) shows that “Creating” a designated quiet space to read, work or study was the top answer when asked how the library could improve the physical space of the library.**

Community members’ top priority for improving the physical space of the library is the creation of a designated quiet space to read and work.

Building Expansion Priorities	Weighted Score
#1 – Create a designated quiet space to read, work, or study.	4.23
#2 – Create a Makerspace area.	3.95
#3 – Create more interactive activities in the Children’s Area.	3.65
#4 – Create more collaborative spaces and group study rooms.	3.26
#5 – Create a space for teens.	3.07
#6 – Provide options for pick up of material.	3.05



- While the end goal of library expansion is to complete the second floor of the building, staff have begun to also research additional alternatives that could at least help create a quieter space in the building over the next few years.
 - o Both of the options below provide soundproof study room and meeting room options that do not require additional construction.
 - ROOM (<https://www.room.com>) provides soundproof Phone Booths, Focus Rooms and Meeting Rooms (\$15,000-\$20,000 per unit)
 - Framery (<https://www.frameryacoustics.com/>) provides soundproof office pods for one to four people.
 - o Another option is to present this project instead of or in addition to requesting the \$100,000 in APRA funding for the design work of the second floor.

Administration Recommendations

Category	Allocation	
Infrastructure		
Street Trees	\$	200,000
Road Paving	\$	750,000
Building Improvements	\$	500,000
Culture & Recreation		
Library Expansion	\$	-
Rec Trails	\$	30,000
Parks Improvements	\$	25,000
Technology		
ProPhoenix Upgrade	\$	125,000
Election Equipment	\$	45,000
Hardware Replacement	\$	50,000
Business & Economic Development		
Tourism Commission	\$	85,000
COVID Premium Pay		
\$1,500	\$	250,000
Public Safety		
Police Building	\$	-
Customer Service		
Communications Plan	\$	40,000
Village Hall Improvements	\$	-
TOTAL ALLOCATIONS	\$	2,100,000

Strategic Plan Community Survey (2022):

I believe that the library needs to expand to create **quiet** spaces and glass enclosed areas for children, teens, and adults. We need to make the GCL a multi-use space for all ages. Need **more meeting rooms** like a Board Room and smaller spaces for individuals to study. It should be a place for families to go to spend part of the day. I think an excellent library to model after would be Menomonee Falls.

I love the library and they do an excellent job of providing spaces to learn! I would love to see more study rooms/**quiet spaces** to study because they help me so much with school!

Need more **community meeting rooms**. They are often booked. Need technology within rooms. Expand number of rooms, variety of sizes and technology with easy to use guides.

I think the library needs more spaces for people to sit and **read quietly** and alone

Google Reviews (2019):

I want to like this library, I really do. It's very close to my house, and I am a freelance writer, so having **quiet places** where I can get out of the house and write nearby is super important. Problem is: it's LOUD. Sometimes, it's the kid's section that has a louder family. That happens, it's kids. That's a fault of the layout, which is so open that any sound travels. **I come to the library so I can work in the quiet.** I don't expect **silence**, that's unreasonable. But the sound level here is unacceptable and has been for a long time. I can't speak to much of the library's services or selections, **but if you're looking for a place to get some work done, you'd better find somewhere else.**

Staff are friendly. People are friendly, **but do not come if you have anything to get done, or anything to focus on or study.** There was a poor design with the building plan and this library has incredibly tall ceilings that amplify and echo sound tremendously. Staff really don't do anything to limit the noise, so people often have full on conversations that echo through the whole place for all to hear. A library should be a place for kids, and this place is, but unfortunately, **you can hear every single noise that kids make on the opposite end soooo loud and clear, even in a private study room!**



Meeting Room

Make meetings
more meaningful.

The Meeting Room fosters a more connected experience that inspires a better way to work, together. Thoughtfully designed to create more meaningful one-on-ones and small team collaborative work, without the hassle of traditional construction.

From sustainable soundproof walls to the added option of a built-in monitor and 180-degree camera for video-conferencing, the Meeting Room is the missing link to a more productive work environment.

R O
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+1 (646) 861-7897

sales@room.com

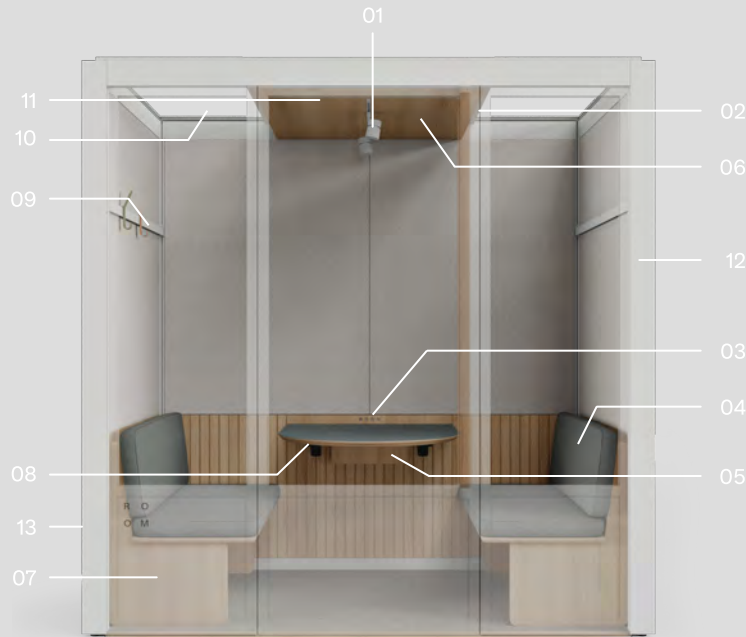
Standard

Buy it now

\$16,495

Pay monthly

\$479/month



01 **Spotlights**

Overhead spotlights help your brightest ideas come to light.

02 **Ambient lighting**

Built-in lighting creates the perfect atmosphere for focus, collaboration, and more.

03 **User control panel**

Control panel features lighting presets for relaxation, presentation, or meeting.

04 **Two seater sofa**

A set of two benches provide comfortable seating for everyone.

05 **Power box**

Built-in power box holds cables in place and ensures your devices stay charged.

06 **Sensor**

Occupancy sensor helps you stay energy efficient all day long.

07 **Ventilation**

Silent fans in the roof and air inlets behind the sofas keep the air inside fresh at all times.

08 **Desk**

A workstation large enough to fit four laptops means plenty of room to be creative.

09 **Accessory rail**

Custom rail makes room for accessories like hooks and shelves, for a clutter-free work session.

10 **Skylights**

More natural light means more room to free your mind and think big.

11 **Central roof panel**

An electrified wooden panel houses the fans and lighting.

12 **Sustainably soundproof**

Made from recycled PET and engineered to reduce noise by 27dB.

13 **Plug**

Located in the back of the room, a standard 120V plug with 5ft cord reach gives you the freedom to make room where you need it most, no hardwiring required.

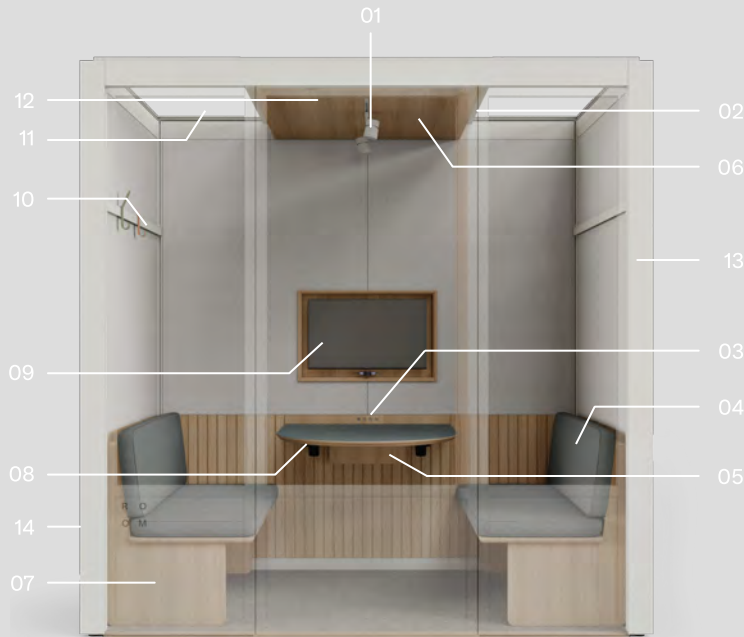
Pro

Buy it now

\$18,495

Pay monthly

\$537/month



01 Spotlights

Overhead spotlights help your brightest ideas come to light.

02 Ambient lighting

Built-in lighting creates the perfect atmosphere for focus, collaboration, and more.

03 User control panel

Control panel features lighting presets for relaxation, presentation, or meeting.

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07 Ventilation

Silent fans in the roof and air inlets behind the sofas keep the air inside fresh at all times.

08 Desk

A workstation large enough to fit four laptops means plenty of room to be creative.

09 Monitor & camera frame

Wooden frame houses built-in monitor and camera for seamless video conferencing.

10 Accessory rail

Custom rail makes room for accessories like hooks and shelves, for a clutter-free work session.

11 Skylights

More natural light means more room to free your mind and think big.

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An electrified wooden panel houses the fans and lighting.

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14 Plug

Located in the back of the room, a standard 120V plug with 5ft cord reach gives you the freedom to make room where you need it most, no hardwiring required.

Seamless communication powered by built-in video conferencing

Available in the Pro model, the Jabra PanaCast 180-degree camera shows everyone in the room, not just the person in front of the screen, for seamless collaboration.

The PanaCast works with all leading video and audio conferencing solutions, including Microsoft Teams & Zoom, so your team can connect confidently, regardless of their choice of equipment.



zoom



zoomrooms



certified for
Microsoft Teams

cisco Webex



BlueJeans

GoToMeeting



Vidyo

Panopto

slack



circuit



Rainbow

fuze

amazon
Chime

Meeting Room

Exterior

H 7' 8" x W 7' 7" x D 3' 11"
H 234cm x W 230cm x D 120cm

Interior

H 7' 3" x W 7' 1" x D 3' 5"
H 223cm x W 215cm x D 105cm

Power cord

5' / 152.4cm

Capacity

4 people

Weight

1,471 lb / 667.2 kg (Standard)
1,505 lb / 682.6 kg (Pro)

Power requirements

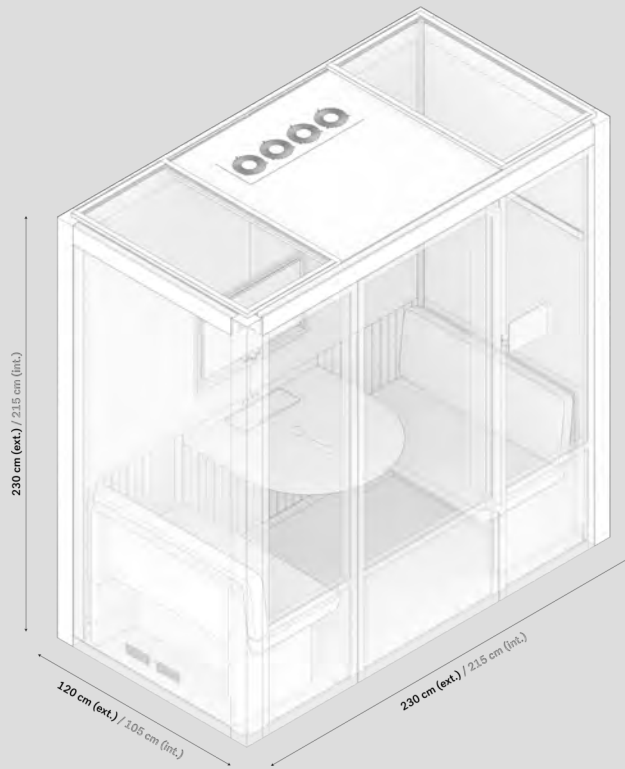
120V, 3 prong plug
LED light draws 12W at 12V
Each fan draws 1.2W at 12V

NIC rating

27dB

Airflow

167ft³/min



Light

Door + Frame	White	○
Interior	Light Gray	●
Exterior	White	○
Sofas	Light Gray	●

Dark

Door + Frame	Anthracite	●
Interior	Dark Gray	●
Exterior	Anthracite	●
Sofas	Light Gray	●

Seismic safety

If your building requires seismic anchoring, you can fix the unit to the floor with anchor bolts. Please reach out to our support team for instructions and materials.

Warranty

We offer a 2-year limited warranty on every unit you purchase. We cover the full cost of repairs or replacements needed due to manufacturing defects. View warranty details and restrictions here: <https://room.com/pages/warranty>

CE CONFORMS WITH HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION STANDARDS FOR PRODUCTS SOLD IN THE EEA



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New York, NY 10012

PRODUCTS

Framery Q

Two is company, four is a party – everyone fits



Framery Q office pod is a multifunctional, soundproof space for 1-4 people to have meetings, brainstorming sessions and important one-on-one conversations in private without disturbing the office – or the office disturbing you.



Framery Q Meeting Maggie

Comfortable privacy for longer meetings

Suitable for meetings, brainstorming and much more. Two Maggie Sofas are always included, and you can choose them with a curved or straight backrest. There are also three different table options available.

- Frame, exterior and sofa colors
- 2 Maggie Sofas
- 3 Table options
- 3 Power sockets



Framery Q Working With PAL

For shared videoconferences

A high table and handy bar stools make the Working With PAL interior layout very efficient for short-term sessions. The shape of the desk is suitable for teamwork for two, private sessions or video conferences.

- Frame and exterior colors
- 2 PAL stools (black or white)
- 2 Table height options
- Standard 90 cm / 35.4 in
- High 110 cm / 43.3 in
- 2 Power sockets



Framery Q Flow

Heads-down work

Designed for uninterrupted heads-down work. It comes with an adjustable electric table that allows you to change your working position from sit-to-stand in a matter of seconds. The Flow has plenty of space inside for a chair and even an extra stool, making it possible to invite your colleague in for a chat or a shared videoconference.

- Frame and exterior colors
- Adjustable electric table



Framery Q Flip n' Fold

For easy access

One of the more convenient and flexible interior alternatives for the Framery Q office pod. Low doorstep, a wider door with an automatic opener, folding chairs and table enable many different meeting arrangements and easy access with a wheelchair.

- Frame and exterior colors
- Accessible
- Automatic door opener

Framery Q



COLORS

Exterior

 White Glossy (Standard) RAL 9016	 Black RAL 9005	 Petrol Blue RAL 690-6	 Purple Red RAL 3004	 Forest Green RAL 750-4
 White Ultramatt & Whiteboard exterior	 Cloudy Gray RAL 850-2	 50's Blue RAL 6034	 Lemon RAL 1012	 Spring Green RAL 230-6
 Gray S7500-N	 Misty Blue RAL 620-3	 Burned Orange RAL 410-5	 Piglet Pink RAL 940-6	 Brushed Stainless Steel
 Blush 2728-R01B	 Winter Moss S 7010-G10Y	 Navy S 7020 - R90B	 Powder Blue 3421-R86B	 Sand S 2010 - Y20R

Frame

 White (Standard) F6463 Formica	 Black F2253 Formica	 Cloudy Gray F0189 Formica
 50's Blue F7879 Formica	 Burned Orange F2962 Formica	 Purple Red F7966 Formica
 Forest Green F7967 Formica	 Spring Green 0630-60 Resopal	 Petrol Blue 850 Abet Laminati
 Misty Blue F1998 Formica	 Lemon 0647 Arpa Industriale	 Piglet Pink 830 Abet Laminati

Table

 White (Standard) White laminate	 Black Black laminate
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Working With PAL stool

 White Painted metal	 Black Painted metal
 Felt cap: Cloudy Gray Divina MD #733 Kvadrat	

Maggie Sofa upholstery

 Maggie Gray (Standard) Canvas #154 Kvadrat	 Black Remix 3 #183 Kvadrat	 Cloudy Gray Divina MD #733 Kvadrat	 Green Select #68209 Gabriel	 Petrol Blue Divina MD #843 Kvadrat
 50's Blue Divina MD #813 Kvadrat	 Burned Orange Divina 3 #542 Kvadrat	 Purple Red Divina MD #633 Kvadrat	 Piglet Pink Divina MD #613 Kvadrat	 Forest Green Divina 3 #876 Kvadrat
 Graphite Select #60051 Gabriel	 Dark Blue Select #66144 Gabriel	 Powder Blue Select #67098 Gabriel	 Beige Select #61184 Gabriel	 Mustard Select #62098 Gabriel
 Grape Select #61190 Gabriel	 Rose Select #65117 Gabriel	 Misty Blue Divina Melange 2 #731 Kvadrat	 Antimicrobial Highland Graphite 954 Panaz	

MATERIALS

Exterior

Painted sheet metal or brushed stainless steel

Frames and table

Formica laminate on birch plywood with varnish trim

Carpet

Anti-static and stain resistant low loop pile carpet for the floor

Walls and roof

A sandwich element of sheet metal, birch plywood, recycled acoustic foam and acoustic felt

Glass

Sound control laminated glass (5 + 5 mm)

Optional movability kit

Includes castors that are installed to the bottom of a pod for moving it.

SCREEN SPECIFICATIONS

Maximum display size 27". Maximum weight 15 kg / 33 lbs with flat VESA 75 × 75 or VESA 100 × 100 mounting surface. Screen not included.

Screen bracket

Framery Q screen bracket is located on the center of the back glass.

Turnable monitor arm

Turnable monitor arm is attached to a screen bracket on the back glass. It allows two users to sit on one side of a Framery Q, turn a display towards them, and both be visible on a camera mounted on it. Compatible with Framery Q Meeting Maggie and Working with PAL 90.

OTHER

Ventilation

Total airflow is 66 l/s, 140 CFM (237,6 m³/h) On standby mode the fans are working on 25 % of the maximum power.

Acoustics

Speech level reduction ($D_{s,A}$) according to ISO 23351-1 testing method: 29 dB

MEASUREMENTS

FRAMERY Q

Exterior

222 cm × 220 cm × 120 cm (height, width, depth)
7.3 ft × 7.2 ft × 3.6 ft (height, width, depth)

Interior

200 cm × 200 cm × 110 cm (height, width, depth)
6.5 ft × 6.5 ft × 3.6 ft (height, width, depth)

Doorway

86 cm wide / 2.8 ft wide

Turnable table (Meeting Maggie)

70 cm × 71 cm × 53 cm (height, width, depth)
2.2 ft × 2.3 ft × 1.7 ft (height, width, depth)

Oval table (Meeting Maggie)

70 cm × 71 cm × 68 cm (height, width, depth)
2.2 ft × 2.3 ft × 2.2 ft (height, width, depth)

Full width table (Meeting Maggie & Working With PAL)

200 cm × 60 cm (width, depth)
6.5 ft × 1.9 ft (width, depth)

Adjustable electric table (Flow)

100 cm × 56 cm (width, depth) / 3.2 ft × 1.8 ft (width, depth)
Height adjustment: 65 cm - 125 cm / 2.1 ft - 4.1 ft

PAL 90 stool

65 cm (height) / 2.1 ft (height)

PAL 110 stool

80 cm (height) / 2.6 ft (height)

Weight

630 kg / 1389 lb

Ventilation space

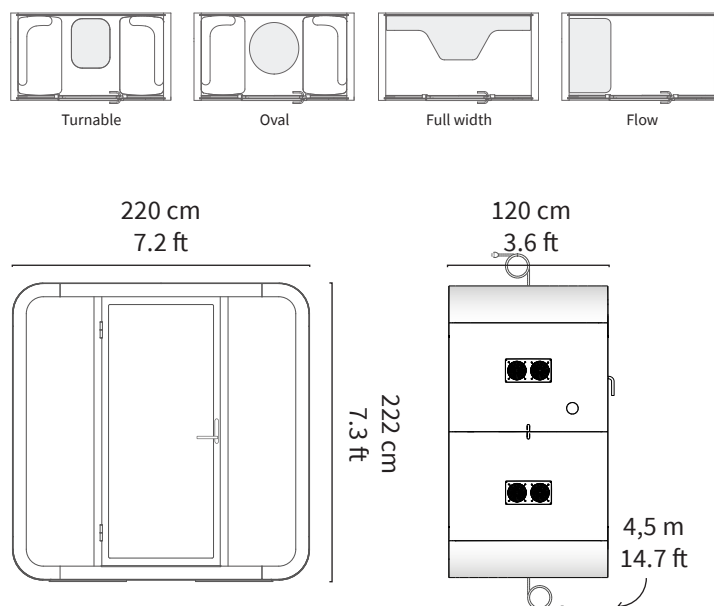
(Minimum recommended space for air to circulate)

Sides: 5 cm / 1,9 in

Above: 15 cm / 5,9 in

Power cord can be led out of the bottom corners of the pod.

The cord length outside the pods is 4,5 m / 14.7 ft



POWER

FRAMERY Q

Framery Q power consumption

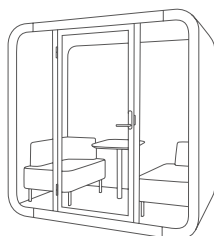
20 W while in use (Standard configuration)

- LED lights: 11 W

- Fans in total: 8,6 W

2,1 W in standby mode

Input: 100–240 VAC, 8.0 A, 50–60 Hz



Adjustable electric table (Flow) power consumption

149 W total (when table height is adjusted)

Regular table outlets

2 power sockets, USB-A+C

Optional: Data Cartridge with two LAN ports

Output values

Output VAC (power socket): 100–240 VAC, 6,6 A, 50–60 Hz

Output USB (TUF) charging:

Maximum combined output of 5 A at 5 VDC (25 W)

Lighting

LED light: 4500 K and 300 lux

All electric components can be changed if there is a malfunction. Power consumption is a constant value that is determined by the power usage of the pods' internal components (electric unit, motion detector, light and fans). Framery's products can be plugged into a wall socket. The pods have their own power supplies that give 24 V DC to the lights and 12 V DC to the fans. The lights and fans are operated by a motion detector. Inside the pods, there are country-specific power outlets for charging mobile devices.

SPECIFICATIONS

FRAMERY Q FLIP N' FOLD

Weight

700 kg / 1543 lb

Exterior

221 cm × 220 cm × 120 cm (height, width, depth)
7.2 ft × 7.2 ft × 3.9 ft (height, width, depth)

Interior

210 cm × 200 cm × 110 cm (height, width, depth)
6.8 ft × 6.5 ft × 3.6 ft (height, width, depth)

Doorway

Clear opening width 91,5 cm / 3 ft

Wheelchair platform

99 cm × 60 cm (width, depth)

3.25 ft × 1.9 ft (width, depth)

Framery Q Flip n' Fold features ADA 2010 compliant T-shaped turning space and threshold.

Power

Power consumption

23 W while in use (Standard configuration)

- LED lights: 13,5 W

- Fans in total: 8,6 W

2 power sockets, USB-A+C

