

GERMANTOWN COMMUNITY LIBRARY  
N112 W16957 MEQUON ROAD  
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, June 22, 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: May 25, 2022**
- V. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.
- VI. **FINANCIAL MATTERS:**
  - A. Treasurer's Report
  - B. Accounts Payable
  - C. Budget Printout
- VII. **REPORTS:**
  - A. Correspondence
  - B. Village Reports
  - C. County Reports
  - D. System Reports
  - E. President's Report
  - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
  - A. Strategic / Facility Planning
    - 1. Proposed Project Timeline
    - 2. Proposed Conceptual Design Evaluation Process
  - B. Village of Germantown ARPA Requests
- IX. **NEW BUSINESS:** None

Forthcoming meeting: July 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](mailto:clloyd@germantownlibrarywi.org) at least 48 hours prior to the meeting.

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

May 25, 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, May 25, 2022. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Charlene Brady, Joletta Kerpan, Jan Miller, Library Director Trisha Smith, Assistant Director Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

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

MOTION (Kerpan, Miller): Approve the minutes of the April 27, 2022, meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of May 24, 2022: Board Checking Account - \$6,908.83; Board Savings Account - \$5,064.82; GCL Building Account - \$7,715.93 [Penny Jug - \$2,077.35] [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. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

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

BUDGET PRINTOUT. The May Revenue & Expense Report and the Impact Fees Reports for 2019 through May 2022 were reviewed. Smith reported the Impact Fees are collected and reported when the developer applies for the permit. Smith was asked to clarify if it is the building or occupancy permit. Smith was also asked to verify if the reporting of the fees for 2022 are up to date. Miller requested Smith find out what the Capital Projects Fund account number 40-100-110-3160 (Temp Invest – TD Ameritrade) funds represent.

### REPORTS

CORRESPONDENCE. Nelson. Thank you letters were sent to Stephanie Zimmerman at Chick-Fil-A for their \$250 donation from their Spirit Night Fundraiser on behalf of the Germantown Community Library.

VILLAGE. Miller. The Village held an Open House to receive input for the 2050 plan. There were about 30 people in attendance. The July 4<sup>th</sup> celebration is in need of volunteers. The library Fire Suppression Main-line Replacement project was approved. The Richfield water and sewer services was voted to go to referendum. ARPA allocation of the building improvements for \$500,000 will be discussed at a future General Government and Finance Committee meeting. The Village will be discussing one-time COVID

payment to Village employee staff at the next meeting. This includes staff that were hired before January 1, 2022 and work over 12 hours per week.

COUNTY. Vosen and Smith. The Washington County Library Services Board has been disbanded and the County Executive Committee will be responsible for approval of county library expenses. The five Washington County libraries will be at the Washington County Fair on July 30, 2022. They will offer face painting, balloons, crafts, and other kid's activities. The county libraries also placed a collaborative full page marketing ad on the back of the Washington County Summer Fun Guide.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met virtually on May 19. In-person meetings will resume in June. Innovative made a presentation of the VEGA discovery layer to Polaris for consideration. Other topics of discussion includes cybersecurity, Directors Council Bylaws, and a new system marketing calendar and graphics. Robert Nitsch has left Monarch. Lynn Huether will be retiring in July 2022.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. The Friends of the Germantown Community Library Adult Fiction Paperback Pop-up Sale will run May 19-June 13. Smith received the following donations: \$20 miscellaneous by an anonymous donor and \$1,500 from North Shore Bank for the Summer Reading Program. April physical circulation decreased -0.3% over April of 2021 and increased 0.8% YTD. Combined physical and digital circulation increased 0.3% over April of 2021 and 0.0% YTD. Grab & Go Kits continue on Thursdays. A new series of programs for "The Enchanted Library" begin the end of May. The Summer Reading Program will run June 6-August 13. Smith summarized the upcoming summer and special programs. An all-staff training was held May 10 from 8-11:30 a.m.. Smith provided a copy of the agenda. The Assistant Director continues work with Village Hall to outline new paid benefits for part-time staff. Youth Services staff visited local schools to promote the Summer Reading Program and also participated in the Inspiring Local Government Careers night for local high school students. Adult Services filled their Adult Services Specialist position. The Outreach Specialist graduated from the Leadership Germantown program. She also worked with Smith and DPW to obtain a retired police vehicle for transporting "The Enchanted Library" book trailer to events. DPW will complete maintenance and repairs while the library is responsible for covering the expense of parts. The self-service payment kiosk for the patron copier/printer is operational. All remaining public computers will now be converted to use the new color copier/printer. Strategic and facility planning continues. A cracked window in the director's office is being replaced. Several staff attended the WLA Conference in Pewaukee May 12-13 and the WLA SCSS virtual conference on May 26. Smith provided copies of two local news articles regarding the library expansion and the mobile library.

## **UNFINISHED BUSINESS**

STRATEGIC / FACILITY PLANNING – Smith provided an update of the Strategic Planning with WiLS. Smith and Lloyd are refining library goals, objectives, and mission statement with WiLS for Library Board approval in the coming months. Smith also provided a summary of the progress of the facilities planning. Smith is working with Village staff to place the library second floor expansion on the five-year capital improvement plan (CIP) for 2027. The May Ad-hoc Strategic Planning Committee meeting was held May 17, 2022. The approved April 19, 2022 minutes were reviewed. Conceptual design bids are being returned and will begin to be evaluated at the next committee meeting. Miller covered her research so far into setting up a 501 (3)(c) Foundation for building donations. She indicated the Foundation Board would consist of 5-7 trustees. Kerpan highly recommended the GALE Grant Writing Course. Miller

expressed interested after the Village July 4<sup>th</sup> celebration. It was discussed that an 18-month fundraiser to raise about \$1-\$2 million should be planned in the timeline.

VILLAGE OF GERMANTOWN ARPA REQUESTS – Smith reported the discussion regarding the allocation of the \$500,000 for building improvements will be at a future General Government and Finance Committee meeting. The next meeting is scheduled for June 20, 2022. Smith recommended to the Ad-hoc Strategic Planning Committee to request \$50,000 in ARPA funds for the Conceptual Design Process. The committee discussed requesting \$160,000 for conceptual design, and modular quiet study and meeting rooms. Smith recommended to the Board requesting \$50,000 for conceptual design, with additional optional items of \$50,000 for modular quiet study and meeting rooms, and \$100,000 for construction design. Miller mentioned ARPA funds can be designated for public libraries and expenses must be contracted with an invoice by 2024. There was discussion regarding the possible timeline for construction design and the actual building of the second floor expansion. Smith indicated Village Board support is based on the project occurring after the DPW and Police Department building projects are complete. The library expansion project is currently targeted for 2027. Miller pointed out ARPA funds for construction design are available until 2024. Smith felt with other library priorities, staff time and the desire to provide the resources this needs, conducting construction design by 2024 was not advisable. MOTION (Vosen, Nelson): Request \$100,000 of Village ARPA funds consisting of \$50,000 for Conceptual Design and \$50,000 to purchase modular quiet study and meeting rooms. Motion carried (6-0).

#### **NEW BUSINESS**

CIRCULATION POLICY – Smith provided a copy of the Circulation Policy last updated on January 26, 2022. Smith recommended changing the policy to remove the minimum age of 5 to obtain a library card, clarify wording to obtain a Teacher Card, and rename 'Realia' in the Physical Material Loan Periods and Limits to 'Library of Things'. MOTION (Vosen, Brady): Move to adopt the updated Circulation Policy as presented. Motion carried (6-0).

#### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, June 22, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Connie Lloyd  
Assistant Director  
Germantown Community Library

**Germantown Community Library Board**  
Financial Report May 24, 2022  
By Darlene Vosen

**Bank Five Nine GCL Board Checking Account**

|                                      |          |            |
|--------------------------------------|----------|------------|
| Balance 4/26/22 per online statement |          | \$6,825.41 |
| 5/2 Deposit Early Literacy Penny Jug | +\$83.42 |            |
| Balance 5/24/22 per online statement |          | \$6,908.83 |

**Bank Five Nine GCL Board Savings Account**

|                                       |        |            |
|---------------------------------------|--------|------------|
| Balance 4/26/22 per on-line statement |        | \$5,064.50 |
| Interest April                        | +\$.32 |            |
| Balance 5/24/22 per on-line statement |        | \$5,064.82 |

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

|                                       |        |            |
|---------------------------------------|--------|------------|
| Balance 4/26/22 per on-line statement |        | \$7,715.44 |
| Interest April                        | +\$.49 |            |
| Balance 5/24/22 per on-line statement |        | \$7,715.93 |

**\*Penny Jug Fund (Penny Jug Deposit 2/25/2022 +\$76.94) = \$2,077.35 (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 2/06/21 per bank statement  | \$16,436.15 |
| 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)   |             |

**2022 GCLB Checking Account:**

**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 + \$83.42 (5/2) = \$85.25 (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 (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 cost) = \$490.50 (left)**
- \*Johnson Donation (2/1/22): \$50**
- \*Machine Knitters (3/25/22): \$100**
- \*Lloyd Brick (3/25/22): \$200 - (cost of \$100 brick + shipping) = +/- \$150.00**
- TOTAL= \$5,736.83\* (left to spend for 2022)**

VILLAGE OF GERMANTOWN  
DETAILED REVENUE & EXPENSE REPORT  
BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
FOR 6 PERIODS ENDING JUNE 30, 2022

FUND: GENERAL FUND

| ACCOUNT<br>NUMBER             | DESCRIPTION                   | JUNE<br>BUDGET | JUNE<br>ACTUAL | %<br>VARI-<br>ANCE | FISCAL<br>YEAR<br>BUDGET | FISCAL<br>YEAR-TO-DATE<br>ACTUAL | %<br>VARI-<br>ANCE |
|-------------------------------|-------------------------------|----------------|----------------|--------------------|--------------------------|----------------------------------|--------------------|
| LIBRARY                       |                               |                |                |                    |                          |                                  |                    |
| EXPENSES                      |                               |                |                |                    |                          |                                  |                    |
| SALARIES & WAGES              |                               |                |                |                    |                          |                                  |                    |
| 10-551-510-1100               | SALARIES-FULL TIME            | 208,978.00     | 8,295.20       | 96.0               | 208,978.00               | 106,249.13                       | 49.1               |
| 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     | 13,242.05      | 95.4               | 292,951.00               | 145,012.22                       | 50.5               |
| 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     | 21,537.25      | 95.7               | 503,129.00               | 251,871.35                       | 49.9               |
| FRINGE BENEFITS               |                               |                |                |                    |                          |                                  |                    |
| 10-551-520-2100               | SOCIAL SECURITY               | 39,928.00      | 1,588.01       | 96.0               | 39,928.00                | 18,590.74                        | 53.4               |
| 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      | 1,269.60       | 94.9               | 25,304.00                | 14,778.70                        | 41.6               |
| 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                | 28,780.50                        | 62.9               |
| 10-551-520-2400               | DENTAL INSURANCE              | 3,860.00       | 0.00           | 100.0              | 3,860.00                 | 1,568.75                         | 59.3               |
| 10-551-520-2500               | LIFE INSURANCE                | 1,241.00       | 112.04         | 90.9               | 1,241.00                 | 612.99                           | 50.6               |
| 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     | 2,969.65       | 97.9               | 148,059.00               | 64,331.68                        | 56.5               |
| OPERATING SUPPLIES & EXPENSES |                               |                |                |                    |                          |                                  |                    |
| 10-551-530-3100               | GENERAL SUPPLIES & EXPENSES   | 29,000.00      | 2,936.71       | 89.8               | 29,000.00                | 31,731.47                        | (9.4)              |
| 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       | 476.20         | 90.4               | 5,000.00                 | 2,417.51                         | 51.6               |
| 10-551-530-3400               | POSTAGE                       | 2,000.00       | 0.00           | 100.0              | 2,000.00                 | 117.00                           | 94.1               |
| 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      | 3,776.81       | 93.9               | 62,000.00                | 24,111.65                        | 61.1               |
| 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      | 130.80         | 98.6               | 10,000.00                | 3,416.17                         | 65.8               |
| 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                 | 188.00                           | 97.6               |
| 10-551-530-3635               | PERIODICALS-COUNTY            | 0.00           | 0.00           | 0.0                | 0.00                     | 0.00                             | 0.0                |
| 10-551-530-3640               | AUDIO VISUAL                  | 22,000.00      | 1,188.94       | 94.6               | 22,000.00                | 7,700.11                         | 65.0               |
| 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                | 7,778.93                         | 80.5               |
| 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           | 1,530.00       | 100.0              | 0.00                     | (1,220.00)                       | 100.0              |
| 10-551-530-3820               | PROGRAM SUPPLIES & EXPENSE    | 24,000.00      | 1,303.77       | 94.5               | 24,000.00                | 14,198.08                        | 40.8               |
| 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      | 1,113.08       | 94.9               | 22,000.00                | 22,587.10                        | (2.6)              |

VILLAGE OF GERMANTOWN  
DETAILED REVENUE & EXPENSE REPORT  
BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
FOR 6 PERIODS ENDING JUNE 30, 2022

FUND: GENERAL FUND

| ACCOUNT<br>NUMBER                   | DESCRIPTION                   | JUNE<br>BUDGET | JUNE<br>ACTUAL | %<br>VARI-<br>ANCE | FISCAL<br>YEAR<br>BUDGET | FISCAL<br>YEAR-TO-DATE<br>ACTUAL | %<br>VARI-<br>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                | 23,032.19                        | 66.1               |
| 10-551-530-7200                     | TELEPHONE                     | 3,600.00       | 43.24          | 98.8               | 3,600.00                 | 214.69                           | 94.0               |
| 10-551-530-7250                     | OUTREACH - COUNTY SYSTEM      | 4,000.00       | 0.00           | 100.0              | 4,000.00                 | 3,683.85                         | 7.9                |
| 10-551-530-7300                     | INSURANCE & BONDS             | 5,993.00       | 943.33         | 84.2               | 5,993.00                 | 1,997.66                         | 66.6               |
| 10-551-530-7700                     | TRAINING & SEMINARS           | 5,000.00       | 1,340.00       | 73.2               | 5,000.00                 | 1,550.22                         | 69.0               |
| 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                 | 205.52                           | 79.4               |
| TOTAL OPERATING SUPPLIES & EXPENSES |                               | 311,593.00     | 14,782.88      | 95.2               | 311,593.00               | 143,710.15                       | 53.8               |
| CAPITAL OUTLAY                      |                               |                |                |                    |                          |                                  |                    |
| 10-551-570-8100                     | MISCELLANEOUS EQUIPMENT - CTY | 0.00           | 0.00           | 0.0                | 0.00                     | 0.00                             | 0.0                |
| TOTAL CAPITAL OUTLAY                |                               | 0.00           | 0.00           | 0.0                | 0.00                     | 0.00                             | 0.0                |
| TOTAL EXPENSES: LIBRARY             |                               | 962,781.00     | 39,289.78      | 95.9               | 962,781.00               | 459,913.18                       | 52.2               |

# Director's Report: June 2022

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met in-person on Thursday, June 9.
- Discussion included the RFID project updates and email security issues & multifactor authentication.

## WASHINGTON COUNTY:

- The Washington County Libraries will be at the Washington County Fair on July 30, 2022 from 10am – 2pm. We will have tattoos, balloons, crafts & other kid activities.
- Thank you card was received from Josh Schoemann, Washington County Executive (see attached).

## VILLAGE OF GERMANTOWN:

- A new vacation policy was approved on June 6, 2022. Staff are continuing to work through implementing these changes.
- The 2023 Budget Preview Presentation was given on June 20, 2022.

## FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends are sponsoring all of the summer youth performers this summer, several adult programs & \$2000 in items for the new Library of Things collection.

## DONATIONS:

- Miscellaneous Donation (\$50 / Library Donations)
- Pintor (\$150 / Library Board / Linda Pintor / N98 W18032 Bramblewood Ct / Germantown, WI 53022)
- Roesler (\$500 / Library Board / Heahter Poesler / N97 W14720 Rimrock Rd / Germantown, WI 53022)
- Schulman (\$30 / Library Board / Linda Schulman / 9701 S 36<sup>th</sup> St / Franklin, WI 53132)

## DEPOSITS:

- Washington County (\$264,684 / Washington County Circulation Reimbursement for 2020 Circulation)
- Washington County (256 / Washington County Reimbursement for Overdrive e-magazines)

## STATISTICS

- Previous Month Circulation:
  - Physical: **21,716** (-3.0% from 2021 / 0.1% YTD)
  - Digital: **4,435** (5.3% from 2021 / -0.7% YTD)
  - Total: **26,151** (-1.7% from 2021 / -0.1% YTD)

## SUMMER PROGRAMMING

- Grab & Go Kits are available on Thursdays at 9am & 4pm.
- Launch events for 'The Enchanted Library' (our new book trailer) have over 1,500 people in attendance with over 700 items checked out. Regular stops will be in Jackson, Richfield and at special events.
- Summer programs have been very well attended (ZooZort = 350 / Summer Party = 400)
- The Summer Reading Program will run Monday, June 6 – Saturday, August 13, 2022 for all ages.
- Ongoing Summer Programs:
  - Youth: Storytime (4), Backyard Nature, Adventure Academy & Youth Performances
  - Teen: Teen Advisory Board, Teen Hang Out Days & Make It Crafts

- Adult: Book Groups (6), Music on the Patio & Make It Crafts @ the Library
- Outreach: Sensory Friendly Sundays (library), Library Presents (Senior Center), Poetry Group (Gables), What Are You Reading Book Group (Gables), Preschool Reading (Jackson Community Center), Spanish & German book delivery (Germantown High School), elementary book delivery (David's Star, Jackson), Germantown Kid's Club & Friday Fun Days (Jackson & Richfield).
- Upcoming Special Programs:
  - Music on the Patio (Micah Olson – Guitar): Wed, June 29 @ 1pm
  - Youth Performer (Miss Julie Concert): Thurs, June 30 @ 10:30am & 1:30pm
  - July 4<sup>th</sup> Parade & Festival: Mon, July 4 @ 3 – 9pm
  - Reptiles & Amphibians: Tues, July 5 @ 6pm
  - Youth Performer Kidsplay: Fitting into Fitness: Thurs, July 7 @ 10:30am & 1:30pm
  - Fairy Tea Party: Sat, July 9 @ 10:30am & 1:30pm
  - Wisconsin Lighthouses: Tues, July 12 @ 6pm
  - Music on the Patio (Micah Olson – Guitar): Wed, July 13 @ 1pm
  - Teen Picnic: Thurs, July 14 @ - 7pm
  - Teen Future/Career Planning Fair: Mon, July 18 @ 4 – 7pm
  - Youth Performer Fox & Branch: Thurs, July 21 @ 10:30am & 1:30pm

## DEPARTMENT UPDATES

- Management & General Staff:
  - Management staff are looking at options in combining part-time positions in order to fill needed staff tasks and desk hours.
- Youth Services (Jackie)
  - Summer Reading Challenge and programming have moved to all in-person.
  - New Early Literacy activities are out.
- Adult Services (Lynn)
  - Two positions are vacant in Adult Services.
  - Summer Reading Challenge and programming have moved to all in-person.
  - Memory Café was held on June 20, 2022.
- Outreach (Cara)
  - New vehicle has been obtained.
  - Oversaw installation of a Little Free Library at Kinderburg Park donated by a 5<sup>th</sup> grade girl scout troop from County Line School.
  - Outreach summer programming has started with weekly mobile library visits.
  - Fully transitioned to serving all Germantown Senior Living Facilities.
- Circulation (Diane)
- Tech Services (Connie)
  - One position is vacant in Tech Services.
- Technology/Statistics (Connie)
  - All patron computers are configured to use the new copier/printer self-payment kiosk. Cash payments are working and credit card payments still have issues that are being addressed by the vendor.
- Building Management & Grounds (Connie)
  - Work on strategic planning and facility planning continues.

## **IN THE NEWS**

- 'Meet Germantown community Library Director Trisha Smith' (Germantown Richfield Neighbors – June 2022) (see attached)

## **DIRECTOR CONTINUING EDUCATION HOURS (100 EVERY 5 YEARS – EXPIRES IN 12/2022)**

### **DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):**

- Wed, June 1 – Village Department Heads
- Thurs, June 2 – Washington County Directors
- Thurs, June 2 – Mobile Library Event
- Mon, June 6 – Village Board
- Mon, June 6 – Kennedy Middle School Field Trip
- Mon, June 6 – Village Board
- Mon, Tues – Library Board Member / Village Trustee
- Thurs, June 9 – Monarch Directors
- Fri, June 10 – Mobile Library Event
- Fri, June – Movies in the Park
- Sat, June 11 – Summer Reading Kick-Off
- Mon, June 13 – Make It Carfts (3)
- Tues, June 14 – Library Strategic & Facility Planning Committee
- Wed, June 15 – Village Department Heads
- Wed, June 15 – Village Lunch
- Fri, June 17 – Mobile Library Event
- Mon, June 20 – Village Government & Finance
- Mon, June 20 – Village Board
- Wed, June 22 - Kiwanis
- Wed, June 22 – Library Board
- Thurs, June 23 – Chamber Golf Outing
- Fri, June 24 – CIVMIC Library Director Round Table
- Tues, June 28 – Village Administrator

### **DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):**

- Wed, July 13 – Village Department Heads
- Thurs, July 14 – Monarch Directors
- Mon, July 18 – Village Government & Finance
- Mon, July 18 – Village Board
- Tues, July 19 – Library Strategic & Facility Planning Committee
- Tues, July 26 – Village Administrator
- Wed, July 27 – Library Board

# GERMANTOWN RICHFIELD NEIGHBORS



*Meet*  
Germantown Community  
Library Director  
**TRISHA SMITH**



Best Version Media

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Photo By  
Robyn Nichols  
Distinctive Memories

# Meet Germantown Community Library Director **TRISHA SMITH**

By Laura Ustanovska | Photos by the Smith Family

## Pictures This Page

Trish  
Isabelle at a library program  
Isabelle and Daniel  
Daniel and Trisha's mom, Michelle Klowak,  
at library storytime

## Pictures the Following Page

Elephant & Piggie  
Trisha in a PAW Patrol costume, DJ,  
Isabelle and Daniel at a library Park &  
Rec program  
Library Wins Best Float in 2021  
Germantown Christmas Parade

Germantown Community Library Director Trisha Smith has deep roots in the village. Growing up, she was involved in the high school marching band, community band and youth group at St. Boniface. Trisha started working as a page at the library when she was in high school. "I had always loved reading and spending time at the library as a child," she shares, "and it was the perfect place for me to work."

Trisha attended UW-Whitewater, majoring in music with minors in education and literacy. "During this time, I worked as a student assistant at the university library," explains Trisha, "and spend the summers working as an intern at the public library in Whitewater. As I spent more and more time working in libraries, I began to realize that I wanted to make my work in libraries a career."

"In the fall of 2012, I took a full-time position in the circulation department at the university library in Whitewater and began taking graduate courses through the library and information studies library science program at UW-Madison. I have always had a passion for public library work and was hired as the director of the Lomira Quad/Graphics Community Library in Lomira a few years later."

In the summer of 2015, Trisha completed an internship as part of her library school course requirements at the Germantown Community Library. Shortly after, a full-time position opened



up and she was hired as a librarian/administrative assistant. About a year later, she was hired as the director and has been in that role for more than five years.

Trisha has really enjoyed watching the library grow in the years she has served as its director. "I have a great staff that works hard to provide residents in Germantown, Richfield and Jackson access to material, resources and programs. Every day I get to witness people in our community reading, learning, growing and making connections.

"We are seeing more books checked out, more programs attended and more general library use than ever before. We continue to add digital resources (such as free apps like Libby and Hoopla), but our physical print and audio collections continue to be a vibrant part of our services. We have added a few new collections recently, including video games, adventure passes to local attractions, such as the zoo and children's museum, and our Library of Things, Jr. collection that includes non-traditional items, like board games, puzzles and phonics kits."

The library staff is looking forward to the Summer Reading Program, which starts June 6 for all ages. "We will have a variety of programs for kids, teens and adults," remarks Trisha, "including our popular Thursday youth performance series at 10:30am and 1:30pm. These programs are sponsored by the generous Friends of the Germantown Community Library that raises more than \$15,000 each year for library programs and projects."

Outdoor programming, curbside pickup and grab & go kits, inventions born of COVID-19 closures and restrictions, were very popular and the library continues to offer these new services. "In May, we launched The Enchanted Library," Trisha explains, "our mobile library trailer that will make book check out and activities available at daycares, schools, summer programs and community events. The Enchanted Library will

also be stopping in Richfield and Jackson every Friday morning this summer at 10:30am for fun kid's activities and character visits.

"The Germantown



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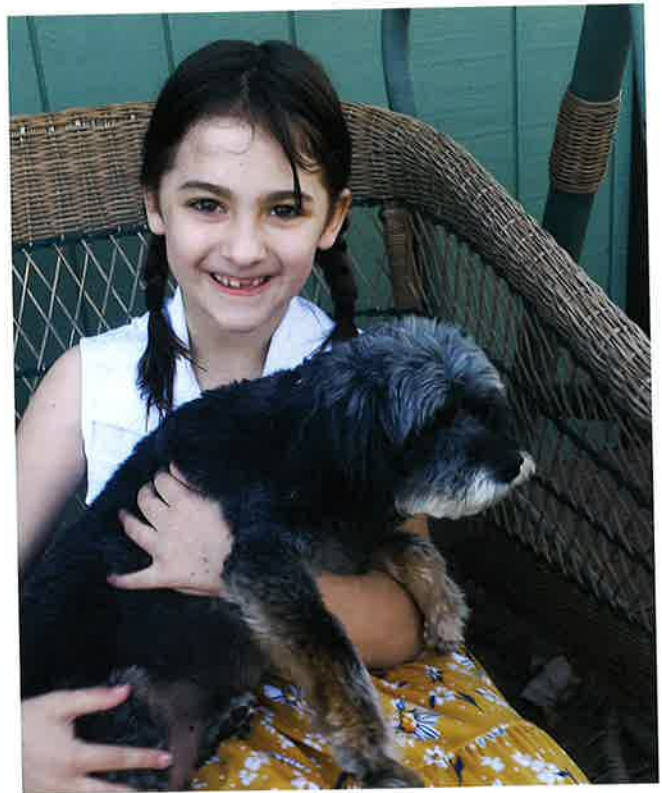
FACEBOOK/distinctive memories by robyn



Community Library is looking forward to serving the community for many years to come!" adds Trisha. "We are currently in the process of completing a five-year strategic plan and hope to expand our current space by finishing a second-story mezzanine level in the future."

Along with discovering her passion for library work, Trisha met her husband DJ while at UW-Whitewater. They, along with children Isabelle (7) and Daniel (5) and Aussiedoodle Hannah, live in Germantown. The family looks forward to living here for many years to come and appreciates the great school system and wonderful community events. They especially enjoy Concerts in the Park, the Fourth of July Festival, A Taste of Germantown and the Christmas Festival. "My kids love being involved in programs through the library and the Germantown Park & Rec Department – especially LEGO Club and Kid's Club during the summer.

"Germantown is a great community; there is always so much to do. Make sure to check out local websites, such as the library, Park & Rec, Germantown Chamber, Kiwanis of Germantown, Village of Richfield and Village of Germantown for new programs and events."



Trisha and Isabelle with her first library card  
Isabelle and Daniel  
Daniel  
Isabelle, Daniel, Hannah (the family's pet), and Trisha's mom, Michelle Klowak, at a library book walk  
Isabelle and Hannah



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# Germantown COMMUNITY LIBRARY

Submitted by Trisha Smith, Library Director

N112 W16957 Mequon Road  
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germantownlibrarywi.org

**LIBRARY HOURS**  
Monday-Thursday 9am-8pm  
Friday 9am-5pm  
Saturday 9am-4pm



**GRAB & GO KITS:** Thursday at 9am & 4pm while supplies last

## All AGES

Sat., June 4 @ 10:30am-2:30pm ZooZort Traveling Zoo  
Sun., June 5 @ 10am-12pm \*Sensory Sunday (Super Heroes!)  
Sat., June 11 @ 11am-2pm Summer Kick-Off Party

## YOUTH & FAMILY PROGRAMS

Tuesdays @ 9:30am & 10:30am Preschool Storytime (June 14-Aug 9)  
Wednesdays @ 9:30am & 10:30am Baby/Toddler Storytime (June 15-Aug 10)  
Thurs., June 16 @ 10:30am & 1:30pm \*Talewise: Pirates Lost at Sea  
Thurs., June 30 @ 10:30am & 1:30pm \*Miss Julie Music Concert

## TWEEN (11-13) & TEEN (14-18) SPECIAL PROGRAMS

Thurs., June 2 & June 23 @ 4-7:30pm Teen Hang Out  
Mon., June 13 @ 1pm, 3pm & 5pm \*Make It Craft: 4th of July String Art  
Mon., June 20 @ 5:30 - 7:30pm College Q & A

## ADULT PROGRAMS

Fridays @ 9:30-11:30am Free Coffee in the Lobby  
Mon., June 8 @ 1pm Comfort Dog Visit  
Mon., June 13 @ 1pm, 3pm & 5pm \*Make It Craft: 4th of July String Art  
Wed., June 15 @ 1pm Gaelic Harpist Jeff Pockat on the Patio  
Tues., June 21 @ 6pm Chinese Medicine  
Wed., June 29 @ 1pm Musician Micah Olsan on the Patio  
Dates & Times Vary Adult Book Groups

**VIEW ALL OF OUR PROGRAMS:** <https://www.germantownlibrarywi.libcal.com/calendar>

**GET A LIBRARY CARD:** <https://www.getyourlibrarycard.org>

## DIGITAL RESOURCES:

1000s of digital books, audiobooks, magazines, movies & more available with your library card: <https://germantownlibrarywi.org/digital-material/>

## FEATURE: SUMMER READING PROGRAM

The Germantown Community Library is excited to launch this year's Summer Reading Program. Our program will run from Monday, June 6 to Saturday, August 13 and kids of all ages, teens and adults can track their reading to win a variety of prizes and free coupons. The theme this year is Read Beyond the Beaten Path and will feature camping and outdoor activities. Our Summer Reading Kick-Off Party will be held at the library on Saturday, June 11 from 11am-2pm and will feature camp-themed activities, snacks, s'mores, balloon making and glitter tattoos. This year's kick-off event is sponsored by NorthShore Bank in Germantown! We are looking forward to having all of our programs in-person this summer!! Our youth performers this year are sponsored by the Friends of the Germantown Community Library and will be on Thursdays at 10:30am & 1:30pm. The library will also have a variety of events including storytime, Adventure Academy, craft programs, Teen Hang Outs, adult speakers, music on the patio and book groups.

**Like us on Facebook & sign-up for our newsletter!**

**\*Programs requiring registration**

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# **Germantown Community Library Board**

MEETING DATE: June 22, 2022

PLACEMENT: Old Business

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

SUBMITTED BY: Trisha Smith, Library Director

## SUMMARY EXPLANATION:

Attached are the approved minutes from the May 17, 2022 Strategic Ad Hoc Committee meeting. The following items were discussed at the June 14, 2022 committee meeting:

### **1. Proposed Project Timeline**

Smith and Lloyd presented a proposed project timeline to the Strategic Ad Hoc Committee which was modified. The resulting proposed timeline below was based on the library expansion added to 2027 of the Village Capital Improvement Project plan. It is also based on Smith's understanding the Village Board may be more supportive of the expansion after the completion of the scheduled Village construction projects.

|                                                        |                                                                                   |
|--------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Building Expansion Feasibility Survey</b>           | <b>August – October 2021</b>                                                      |
| <b>Library 5-Year Strategic Planning (WiLS)</b>        | <b>October 2021 – August 2022</b>                                                 |
| <b>Building Conceptual Design Bids &amp; Selection</b> | <b>March – September 2022</b>                                                     |
| <b>Conceptual Design Project</b>                       | <b>March – July 2023 (<i>dependent on architect availability and funding</i>)</b> |
| <b>Construction Design</b>                             | <b>2024</b>                                                                       |
| <b>Building Expansion Fundraising (18 months)</b>      | <b>March 2025 – September 2026</b>                                                |
| <b>Construction</b>                                    | <b>2027</b>                                                                       |

There were different opinions within the committee regarding the timeline. Miller and Ho suggested the Fundraising phase coincide with the Construction Design phase and the Construction phase be sooner. Smith considered timelines of other library projects in the area. Smith also took into consideration the time commitment for each phase by staff members while performing their regular library operational responsibilities and providing quality results to both efforts. Smith recommends the library board move to accept the proposed timeline as a guide for future efforts.

### **2. Proposed Conceptual Design Evaluation Process**

The committee has collected four Conceptual Design responses from quality local architectural firms that have extensive experience with library design and construction. The committee agreed the full library board should conduct the evaluation of the four bids that have been received. Smith and Lloyd presented a proposed evaluation matrix to the committee. The committee would like the full library board to identify evaluation criteria they would like included in the matrix and the recommended weighting of each component. Village criteria will also be included. In addition, the committee would like the library board to decide if they would like to interview all four firms or only the top two candidates. Smith and Lloyd are compiling a comparison document that would be provided to the library board at a future meeting along with each full proposal and the evaluation matrix.

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

May 17, 2022

Germantown Community Library

The meeting of the Germantown Community Library Strategic Planning Ad-Hoc Committee was called to order by Trisha Smith at 2:05 p.m. on Tuesday, May 17, 2022 at the Germantown Community Library.

**Members present:** Joyce Nelson , Jan Miller, Dan Ho (late), Trisha Smith, Connie Lloyd **Members absent:** None. **Also present:** Dennis Myers, Village Trustee. Proper notification of the meeting had been given.

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

MOTION (Miller, Nelson): Approve the minutes of the April 19, 2022, meeting as printed. Motion carried (4-0).

PUBLIC INPUT: None.

**UNFINISHED BUSINESS**

WILS STRATEGIC PLANNING UPDATE – Smith noted that WiLS has completed their collection of information and have prepared a draft overview of the library goals and objectives. Smith and Lloyd provided feedback and developed a draft mission statement.

ARPA Funds – Smith reported GGF Capital ARPA funds discussion is deferred until at least June. Smith recommended the Strategic Planning Committee request \$50,000 for building conceptual design based on preliminary information received. After discussion, the committee also recommended requesting \$110,000 for construction design and \$50,000 to purchase two module quiet study/meeting rooms. There was additional discussion regarding requesting funds for the construction design phase. Ho indicated that if the Conceptual Design and architect are approved, this work could roll into construction design documents with a cost savings rather than bid out construction design in future years. He stated the construction design would not require changes if the actual building project occurred several years later. Only the construction cost would vary. It was then recommended to request \$160,000 for conceptual design and construction design. Smith expressed concerns whether the construction design could be completed within the ARPA fund expenditure deadline taking into consideration other library priorities. Miller restated the deadline for ARPA funds are to be billed by 2024. Smith will present options for ARPA funding at the Library Board meeting in May.

VILLAGE TRUSTEE LIBRARY TOURS – Six out of nine Village Trustees have toured the library building.

CONCEPTUAL DESIGN BIDS – It was identified that one architect was missed from the bid and Lloyd will send out the bid information to them. There also were some extenuating circumstances for one of the original architects that did not submit a response. Ho will reach out to confirm if they are interested in submitting a bid. All bids will be reviewed at the June committee meeting if available. Smith is still waiting for a funding decision by the Village Board regarding if ARPA funds will be available for the conceptual design process.

LIBRARY FOUNDATION OPTIONS – Miller reviewed information collected so far regarding establishing a 501 3 (c) fund to invest donations received toward the building project. She stated that there is no minimum deposit required to start. It was recommended that a foundation board for the library should have at least five members. It was discussed the members should be the Library Board president, Library Director, two Library Board Trustees, a member of the Friends of the Germantown Community Library, and one community member. Smith also recommended the Village Attorney be involved in the process. Miller confirmed with Smith some basic application information she needed.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

The next regular meeting of the Library Strategic Planning Ad-Hoc Committee will be Tuesday, June 14, 2022, at 1:00 p.m. at the Germantown Community Library.

Meeting adjourned at 3:22 p.m.

Respectfully submitted,  
Connie Lloyd  
Library Assistant Director  
Germantown Community Library