

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, December 21, 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:** November 16, 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. 2023 Budget
 - B. Library Board Donations
- IX. **NEW BUSINESS:**
- X. **CLOSED SESSION** The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.
 - A. Approval of Wage Increases for Library Staff
 - B. Reconvene into Open Session with Possible Action.

Forthcoming meeting: January 25, 2023 – 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

November 16, 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, November 16, 2022. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz (late 6:20), Joletta Kerpan (online), Charlene Brady, Jan Miller, Jacob Misiak, Library Director Trisha Smith, Assistant Library Director Connie Lloyd. **Members absent:** None. **Also present:** None. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Motion to approve agenda as printed. Motion carried (7-0).

MOTION (Brady, Vosen): Approve the minutes of the October 26, 2022, meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 15, 2022: Board Checking Account - \$3,896.18; Board Savings Account - \$5,066.93; GCL Building Account - \$7,822.09 [Penny Jug - \$2,180.30] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,888.75]; 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- \$10,075.44. Vosen mentioned CD #5 was renewed at 2.77/2.8% interest for 13 months with a one-time bump allowed. Interest rates rose significantly from the rates she quoted in October and was able to get a better rate. Rates will be monitored to decide when to apply the one-time bump in the rate. MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Vosen): Approve the schedule of operating vouchers and credit card transactions for November 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; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The November Revenue & Expense Report, Capital Fund Balances, and YTD Impact Fees Report were reviewed. Brady questioned the Debit and Credit amounts on the Capital Fund Balances Report. The amounts were CD#1 a credit of \$70.45 and CD#3 a debit of \$106.56. Lloyd explained the credit on CD#1 was an adjustment for an incorrect 1/1/22 balance entry into the system. The debit amount for CD#3 was interest earned when the CD was renewed. While confirming the amount, a typo was found in the February Treasurer report. That report reflected interest earned of \$105.56 when it actually was \$106.56. Vosen will make note of the correction in her records. Smith indicated there are several errors in the Budget Revenue & Expense reports where transactions are in the wrong account number. She is working with Village Hall to correct.

REPORTS

CORRESPONDENCE. Nelson. A thank you letter was sent to Jessica Caldiero from Café Zupas for their \$139.74 library donation from a library fundraiser event and to Jackie Wagne from Girl Scouts Troop #10261 for their \$143.77 donation for Little Free Library Books.

VILLAGE. Miller. Department 2023 budgets are being reviewed by the Village Board. The final budget hearing will be November 21. The Village Board funding recommendation for the Library Condenser Replacement project in the amount of \$202,000 is to request the Library Board pay 50% and the Village pay 50%. It now has to be reviewed by the Library Board which is covered in New Business Item A.

COUNTY. Smith. Washington County library directors continue to meet as needed.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person at Mead Public Library in Sheboygan on November 10. The Monarch Library System is creating a VEGA implementation committee and working on the annual Polaris review on system procedures and options. The System is discontinuing Gale Courses for 2023 and researching alternative services.

PRESIDENT'S. Nelson. Nelson wanted to thank the library staff members that participated in the Germantown Holiday Festivities, Saturday November 12. This included having a booth at Christmas in the Park at Fireman's Park and having a float with performers in the parade.

DIRECTOR'S. Smith. October physical circulation decreased -1.8% over October of 2021 and increased 1.7% YTD. Combined physical and digital circulation increased 0.2% over October of 2021 and 2.4% YTD. Last month there were 606 checkouts from Outreach activities. The Fire Suppression project was completed. Smith highlighted the Fall, Outreach, and Special programming events available. The library will be closed November 24 (Thursday) & 25 (Friday) for the Thanksgiving holiday. Staff are working on completing performance reviews. Youth Services, Adult Services, and Outreach have planned the 'Winter Check-Out Program' and planning the Spring programming schedule. Adult Services is training a part-time re-hire. Outreach has been working with a Leadership Germantown class project for the Library Children's Patio enhancement. Circulation and Tech services are working on database clean-up and helping with collection management of weeding and shifting. Smith attended the WLA Conference on November 1-4 in Lake Geneva.

UNFINISHED BUSINESS

WILS STRATEGIC PLAN – Smith provided the final copy of the 5-year strategic plan. Smith will publish printed copies and present the plan to the Village Board in December. Miller recommended color changes to text and graphs on pages 5 and 9.

VILLAGE OF GERMANTOWN ARPA REQUESTS – Smith indicated the distribution of the \$500,000 building ARPA funds have still not been discussed at the Village GGF meeting. It is planned to be discussed in January or February 2023. The next GGF meeting is Monday, November 21.

2023 BUDGET – Smith provided a copy of the 2023 Library Budget and the 2023 Library Board Budget that was presented to the Committee of the Whole meeting on October 19. This will be presented at the Final Budget Hearing on November 21. Smith and Nelson will attend this meeting.

2023 LIBRARY CALENDAR – Smith presented a revised 2023 calendar. Due to a scheduling conflict with the 2023 WLA Conference, Smith suggested the October Library Board meeting be changed to October 18, 2023. There was no disagreement.

NEW BUSINESS

LIBRARY CONDENSER REPLACEMENT – Smith provided a summary of the actions that had been taken regarding the funding of this project. It was first brought to the Public Works & Highway Committee meeting in August by Superintendent Anderson where it was approved for Anderson to move forward with purchasing the unit and forward to the General Government & Finance (GGF) Committee to review funding options. The GGF Committee approved the project unanimously at the September 19 meeting. At the September 19 Village Board meeting it was voted unanimously to include the funding with the DPW building capital funding. At the October 17 Village Board meeting it was readdressed and was voted not to include in the DPW building bonding and to place funding considerations on the November 7 Village Board agenda. At the November 7 Village Board meeting it was voted to send the funding item to the Library Board to review the funding options the Village Board proposed. Options identified as #3 and #4 were presented to the Library Board. Option #3 was \$101,00 General Fund Reserve / \$101,000 Library Capital Reserve. Option #4 was \$101,000 ARPA / \$101,000 Library Capital Reserve. The Library Board discussed all options. MOTION (Miller, Vosen): Library Board is not to pay any portion of the library condenser replacement project out of the Library Capital Reserve Washington County Offset money. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, nay; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, nay. Motion carried (5-2).

CHILDREN'S PATIO – Smith provided a copy of a project proposal to enhance the library's children's patio that was presented by Cara Reimer, Outreach Specialist to Leadership Germantown to be considered for one of their 'Class of 2022-2023' projects. Leadership Germantown did select the library proposal as one of their projects. Smith indicated this is at the preliminary planning stages. She identified three main goals for the enhancements: 1) Safety - Provide a small fence to keep young children from running into the parking lot from the patio area; 2) Accessibility – create an accessible path from the main sidewalk to the patio; 3) Better utilize the space – add items such as small-scale playground equipment, early literacy activities, and solar charging benches. Smith anticipates this being a multi-year project with Leadership Germantown fundraising for the small-scale playground equipment. Vosen offered her compliments to the Village of Germantown Public Works department for the quality installation and maintenance of the Children's Patio bricks. Library staff are working with the Village staff to plan out the proposed enhancements.

CLOSED SESSION

DIRECTOR'S ANNUAL REVIEW – MOTION (Miller, Vosen): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called into closed session by Nelson at 7:31 p.m.

MOTION (Brady, Vosen): Move to re-enter open session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 8:12 p.m.

RECONVENE INTO OPEN SESSION WITH POSSIBLE ACTION.

No action taken.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 21, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 8:14 p.m.
Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

DRAFT

Germantown Community Library Board

Financial Report Nov. 15, 2022

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 10/24/22 per online statement		\$3,912.02
Deposit 11/1 Usborne BS/June	+\$467.99	
Check #1581 10/29 Penworthy Co (large print)	-\$399.20	
Check #1582 10/29 Center Point (large print)	-\$84.63	
Balance 11/15/22 per online statement		\$3,896.18

Bank Five Nine GCL Board Savings Account

Balance 10/24/22 per on-line statement		\$5,066.53
Interest October	+\$.40	
Balance 11/15/22 per on-line statement		\$5,066.93

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

Balance 10/24/22 per on-line statement		\$7,718.54
Interest October	+\$.60	
Deposit 11/1 Penny Jug	+\$102.95	
Balance 11/15/22 per on-line statement		\$7,822.09

***Penny Jug Fund/Art Work (Penny Jug Deposit 11/1/2022 +\$102.95) = \$2,180.30 (total)**

***RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = \$2,752.44 (total left)**

***Furniture & equipment = \$2,888.75**

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 10/31/22 per bank statement	\$10,075.44
2.77/2.8% Interest 13 months (w/1 bump)(mature 11/30/23)	
Interest earned \$75.44	

Total Furniture & Equipment = \$75,864.51

2022 GCLB Checking Account:

GCL Usborne Book Sale SRP Funds (in GCLB check acct): \$130.91 + \$640.00 (2021 Usborne) = \$770.91 + **\$460.80 (2022 Usborne profits)= \$1,231.71 (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)**

2020/21/22 Funds for Books &/or Materials (in GCLB checking account)

***Schmidt Donation (6/3/21 - large print): \$700.00 – (Ck#1576) \$140.87 = \$559.13-
(Ck #1581 & #1582) \$483.83 = \$75.30 (left)**

***Johnson Donation (2/1/22): \$50**

***Machine Knitters (3/25/22): \$100**

***Lloyd Brick (3/25/22): \$200 - \$36.05 (brick cost) = \$163.95**

***Briet Donation (5/26/22): \$500 - \$9.50 (plaque cost) = \$490.50**

***Neveln Memorial (6/9/22): \$30**

***Pintor Brick (6/13/22): \$150 - \$36.05(brick cost) = \$113.95**

***Schultz Memorial Brick (8/2/22): \$250 – \$56.65(brick cost) = \$193.35**

***Glunz Donation (10/03/22): \$1,000 – (plaque cost) = +/- \$990.00**

***Cash anonymous donation (10/03/22): \$50.00**

TOTAL= \$2,257.05* (left to spend for 2022)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2022

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	208,978.00	8,295.21	96.0	208,978.00	214,086.77	(2.4)
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	12,594.68	95.7	292,951.00	310,598.92	(6.0)
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	20,889.89	95.8	503,129.00	525,295.69	(4.4)
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	39,928.00	1,527.61	96.1	39,928.00	39,464.03	1.1
10-551-520-2110	SOCIAL SECURITY-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2200	STATE RETIREMENT	25,304.00	1,213.91	95.2	25,304.00	30,882.44	(22.0)
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	69,404.01	10.7
10-551-520-2400	DENTAL INSURANCE	3,860.00	0.00	100.0	3,860.00	3,520.00	8.8
10-551-520-2500	LIFE INSURANCE	1,241.00	196.76	84.1	1,241.00	1,411.94	(13.7)
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	2,938.28	98.0	148,059.00	144,682.42	2.2
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	29,000.00	0.00	100.0	29,000.00	74,474.13	(156.8)
10-551-530-3110	SUPPLIES & EXP-STORYTIME PROG	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3120	MARKETING	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	6,000.00	100.0
10-551-530-3200	OFFICE SUPPLIES	5,000.00	0.00	100.0	5,000.00	4,904.14	1.9
10-551-530-3400	POSTAGE	2,000.00	0.00	100.0	2,000.00	351.00	82.4
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	52,237.35	15.7
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	7,164.48	28.3
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	5,898.19	26.2
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	16,846.39	23.4
10-551-530-3645	AUDIO VISUAL-COUNTY	0.00	0.00	0.0	0.00	47.28	100.0
10-551-530-3660	COMPUTER SERVICE	40,000.00	0.00	100.0	40,000.00	33,921.16	15.2
10-551-530-3665	COMPUTER SERVICE - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	940.06	100.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	0.00	100.0	24,000.00	24,926.21	(3.8)
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	0.00	0.00	0.0	0.00	(593.00)	100.0
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

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2022

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5400	SYSTEM AUTOMATION	22,000.00	0.00	100.0	22,000.00	22,587.10	(2.6)
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	55,116.49	18.9
10-551-530-7200	TELEPHONE	3,600.00	54.75	98.4	3,600.00	3,956.91	(9.9)
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	0.00	100.0	4,000.00	4,896.15	(22.4)
10-551-530-7300	INSURANCE & BONDS	5,993.00	0.00	100.0	5,993.00	1,997.66	66.6
10-551-530-7700	TRAINING & SEMINARS	5,000.00	0.00	100.0	5,000.00	40.02	99.2
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	1,078.73	(7.8)
TOTAL OPERATING SUPPLIES & EXPENSES		311,593.00	54.75	99.9	311,593.00	316,790.45	(1.6)
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	23,882.92	97.5	962,781.00	986,768.56	(2.4)

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2022

FUND: CAPITAL PROJECTS FUND

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

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 12 PERIODS ENDING DECEMBER 31, 2022

FUND: LIBRARY TRUST FUNDS

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENDITURES							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
83-551-530-3100	GENERAL SUPPLIES & EXPENSES	41.67	0.00	100.0	500.00	3,294.48	(558.9)
83-551-530-3600	BOOKS	0.00	0.00	0.0	0.00	483.83	100.0
TOTAL OPERATING SUPPLIES & EXPENSES		41.67	0.00	100.0	500.00	3,778.31	(655.6)
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		41.67	0.00	100.0	500.00	3,778.31	(655.6)

DATE: 12/09/22
TIME: 17:15:58
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
03	CR-C220325	081	VERIDIAN B00097	\$281.00
03	CR-C220325	082	VICTORY B00091	\$281.00
04	CR-C220422	031	INTEGRITY B00104	\$281.00
04	CR-C220428	047	ZIGNEGO B00137	\$281.00
05	CR-C220512	041	ALESCI B00116	\$281.00
05	CR-C220519	062	VHKE LLC B00170	\$281.00
05	CR-C220527	034	CORNERSTONE B00210	\$281.00
06	CR-C220610	050	ESPIRE HOMES B00214	\$281.00
06	CR-C220617	033	VERIDIAN B00248	\$281.00
06	CR-C220620	025	VICTORY CO B00212	\$281.00
06	CR-C220622	039	VICTORY B00256	\$281.00
07	CR-C220711	060	ZIMMERMAN B00132	\$281.00
07	CR-C220720	099	HALEN B00314	\$281.00
07	CR-C220720	100	HALEN B00313	\$281.00
07	CR-C220720	101	HALEN B00312	\$281.00
07	CR-C2207201	001	HALEN B00315	\$281.00
08	CR-C220823P	041	VHKE B00388	\$281.00
08	CR-C220830P	049	RAY BURG B00356	\$281.00
09	CR-C220920P	029	STORTZ B00419	\$281.00
10	CR-C220930	091	HARVEST RIDGE B00455	\$281.00
10	CR-C221003	028	FOREST HILL B00496	\$281.00
10	CR-C221026	027	WRENWOOD PAS B00512	\$281.00
10	CR-C221026	028	WRENWOOD PAS B00511	\$281.00
10	CR-C221028	056	BONNIEWELL B00508	\$281.00
10	CR-C221031	047	MISTLETOE DR B00505	\$281.00
11	CR-C221103	072	MISTLETOE B00506	\$281.00
11	CR-C221103	073	MISTLETOE B00543	\$281.00
11	CR-C221103	074	MISTLETOE B00507	\$281.00
11	CR-C221103	075	MISTLETOE B00547	\$281.00
11	CR-C221118	030	MISTLETOE RD B00556	\$281.00
11	CR-C221122	028	MISTLETOE RD B00557	\$281.00
11	CR-C221122	029	MISTLETOE CT B00576	\$281.00
TOTAL DR/CR				\$9,273.00
ACCOUNT BALANCE				\$9,273.00

FUND: LIBRARY TRUST FUNDS
FOR 12 PERIODS ENDING DECEMBER 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 12/31/22

ASSETS					
CASH AND INVESTMENTS					
83-100-110-3000	ASSOC - LIBRARY NONPROFIT	0.00	0.00	0.00	0.00
83-100-110-3200	ASSOC LIBRARY BOARD ACCOUNT	0.00	0.00	0.00	0.00
83-100-110-3300	GUARANTY BANK - GCL BLD FUND	0.00	0.00	0.00	0.00
83-100-110-3310	BANK FINE NINE BUILDING ACCT	7,636.99	185.10	0.00	7,822.09
83-100-110-3401	BANK FIVE NINE SAVINGS	5,062.51	4.42	0.00	5,066.93
83-100-110-3410	CD1-BANK FIVE NINE LIBRARY BRD	16,737.32	0.00	70.45	16,666.87
83-100-110-3420	CD2-BANK FIVE NINE LIBRARY BRD	16,468.13	0.00	0.00	16,468.13
83-100-110-3430	CD3-BANK FIVE NINE LIBRARY BRD	16,329.59	106.56	0.00	16,436.15
83-100-110-3440	CD4-BANK FIVE NINE LIBRARY BRD	16,217.92	0.00	0.00	16,217.92
83-100-110-3450	CD5-BANK FIVE NINE LIBRARY BRD	10,000.00	75.44	0.00	10,075.44
83-100-110-3500	GUARANTY BANK - RAO ACCOUNT	0.00	0.00	0.00	0.00
83-100-110-3600	GUARANTY BANK - BOARD CKG ACCT	0.00	0.00	0.00	0.00
83-100-110-3610	GEORGE HAMPEL MEMORIAL FUND	0.00	0.00	0.00	0.00
83-100-110-3620	BANK FIVE NINE - LIB BRD CKING	5,964.91	1,639.13	3,707.86	3,896.18
83-100-110-3650	EMMA DHEIN MEM FUND	0.00	0.00	0.00	0.00

TOTAL CASH AND INVESTMENTS		94,417.37	2,010.65	3,778.31	92,649.71
DUE FROM/DUE TO OTHER FUNDS					
83-100-150-1000	DUE FROM/TO GENERAL FUND	0.00	0.00	0.00	0.00

TOTAL DUE FROM/DUE TO OTHER FUNDS		0.00	0.00	0.00	0.00

TOTAL ASSETS		94,417.37	2,010.65	3,778.31	92,649.71

LIABILITIES AND FUND EQUITY					
LIABILITIES					

TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
RESERVED					
83-340-342-2100	DESIGNATED - LIBRARY	94,249.70	0.00	0.00	94,249.70

TOTAL RESERVED		94,249.70	0.00	0.00	94,249.70
	FUND SURPLUS (DEFICIT)	167.67	1,767.66	0.00	(1,599.99)

TOTAL FUND EQUITY		94,417.37	1,767.66	0.00	92,649.71

TOTAL LIABILITIES AND FUND EQUITY		94,417.37	1,767.66	0.00	92,649.71

FUND: LIBRARY TRUST FUNDS
FOR 12 PERIODS ENDING DECEMBER 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 12/31/22

Director's Report: December 2022

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, December 9 in West Bend.

WASHINGTON COUNTY: NONE

VILLAGE OF GERMANTOWN: NONE

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library will meet on Monday, December 19 at 10am.
- The Holiday Book & Basket Sale will take place Saturday, November 12 – Friday, December 30.

DONATIONS: NONE

DEPOSITS: NONE

STATISTICS

- Previous Month Circulation (increases in almost all areas again this month!) (see attached):
 - o Physical: **22,068 (0.7% from 2021 / 1.6% YTD)**
 - o Digital: **4,227 (14.4% from 2021 / 6.8% YTD)**
 - o Total: **26,295 (2.7% from 2021 / 2.4% YTD)**
- Outreach: **606 (129.9% from 2021 / 113.5% YTD)**

PROGRAMMING

- Winter/Spring (Jan – Apr 2023) Programming Brochures are available (see attached)
- Ongoing Programs:
 - o Youth: Storytime (4), Special Evening Programs, Special Saturday Programs
 - o Teen: Teen Advisory Board, Make It Crafts, DnD Saturdays, Special Evening Programs
 - o Adult: Book Groups (6), Make It Crafts, Puzzle Day, Special Evening Programs
 - o Outreach: Senior Center Visits (5), Library Presents (Senior Center), Poetry Group (Gables), What Are You Reading Book Group (Gables) & Preschool Reading (Jackson Community Center)
- Upcoming Special Programs (see attached)
- Upcoming Outreach Programs (see attached)

DEPARTMENT UPDATES

- Management & General Staff:
 - o The building will be closed on Saturday, December 24, Monday, December 26 and Saturday, December 31 for the holidays.
 - o Staff are working on completing performance reviews. All scores have been submitted to the Village.
 - o Staff holiday party was held on Friday, December 16.
- Youth & Teen Services (Jackie)
 - o Held passive “12 Days of Book-mas” passive program in December.
 - o Held special programs: Harry Potter Yule Ball, Holiday Cookie Decorating, “How to be an Elf” with Kidsplay (2)

- o Conducting staff survey for website.
 - o Winter/Spring programming will start up again on Tuesday, January 17.
- Adult Services (Lynn)
 - o Held passive “12 Days of Book-mas” passive program in December.
 - o Held special programs: Chad Lewis, Holiday Music with Live Art & local author Zachary Daniel.
- Outreach (Cara)
 - o Created and delivered winter-themed displays to Germantown Public Schools.
 - o Holiday programs included Germantown Christmas Parade (won “Best Float”), Germantown Christmas Festival, decorating the Tannenbaum Tree and evening Chamber event, Jackson Tree Lighting, Richfield Breakfast with Santa and Kiwanis Breakfast with Santa.
 - o Continued work on Leadership Germantown Children’s Patio project that included a Giving Tree fundraiser and meeting with landscape companies.
 - o Organized Battle of the Bands books and cart in collaboration with Kennedy Middle School.
 - o Received donation of seeds from Fleet Farm to start a seed library in Spring.
 - o Delivered holiday items to partnership organizations.
- Circulation (Diane)
 - o Held “Holiday Checkout Club” with take-home holiday ornament kits at checkout.
 - o Worked through new processes for “Make It 2 Go Checkout Craft Kits” (see attached).
- Tech Services (Connie)
 - o Created labeling, title records, and item records for new “Make It 2 Go Checkout Craft Kits” that will be available for checkout. These will replace the previous “Grab & Go” kits that were available once a month in the lobby (see attached).
- Technology/Statistics (Connie)
 - o Ordered computer upgrades to be installed in 2023
 - o Place no longer used computer monitors for sale to the public with proceeds going to the Friends of the Library
- Building Management & Grounds (Connie)
 - o Work completed on take down of Library Fire Suppression temporary platform.
 - o Met with Department of Public Works staff and CleanPower cleaning service company to discuss daily, weekly, monthly and annual schedule issues in cleaning services.

IN THE NEWS: NONE

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

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Dec 5 – Village Board
- Wed, Dec 7 – DPW & CleanPower
- Thurs, Dec 8 – Monarch Directors (online)
- Sun, Dec 11 – Sensory Sunday
- Mon, Dec 12 – Johnson’s Landscaping
- Mon, Dec 12 – Make It Crafts (3)
- Thurs, Dec 15 – Grab & Go Kits
- Thurs, Dec 15 – Village Administrator & Village Support Services Manager
- Sun, Dec 18 – Kiwanis Breakfast with Santa (4)
- Mon, Dec 19 – Friends of the Germantown Library

- Mon, Dec 19 – Village Board
- Wed, Dec 21 – Village Department Heads
- Wed, Dec 21 – Library Board
- VACATION: Mon, Dec 26 – Mon, Jan 1

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Mon, Jan 2 – Village Board
- Thurs, Jan 12 – Monarch Directors
- Wed, Jan 11 – Village Department Heads
- Mon, Jan 16 – Make It Crafts (3)
- Mon, Jan 16 – Village Board
- Mon, Jan 23 – Friends of the Germantown Library
- Wed, Dec 21 – Village Department Heads
- Wed, Jan 25 – Library Board
- Mon, Jan 31 – Village Administrator

Calendar ▾

Category ▾

Audience ▾

Location ▾

Show All Events ▾

Search

Clear All

Filters applied:
 Date: *January 2023*;
 Calendar: *GCL Event Calendar*;
 Include Events: *Show All Events*

Time Zone: Central Time - US & Canada ([change](#))

Change View:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 1	Jan 2	Jan 3	Jan 4	Jan 5	Jan 6	Jan 7
			Evening Book Group Large Community Room 6:00pm		History Book Group Large Community Room 1:00pm	Lego Party Large Community Room 10:30am
Jan 8	Jan 9	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14
	Puzzle Day Large Community Room 9:00am		Personal Transformation: The Art & Science of Behavior Change with Philip Chard Large Community Room 6:00pm	Morning Book Group Large Community Room 9:30am		
Jan 15	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	Jan 21
	Make It Crafts: Snowman Wine Glass Large Community Room 1:00pm Make It Crafts: Snowman Wine Glass Large Community Room 3:00pm Make It Crafts: Snowman Wine Glass Large Community Room 5:00pm	Spice It Up! Large Community Room 1:00pm			Nonfiction Book Group Large Community Room 1:00pm	
Jan 22	Jan 23	Jan 24	Jan 25	Jan 26	Jan 27	Jan 28
	Friends Meeting Large Community Room 10:00am		Library Board Meeting Large Community Room 6:00pm	Mystery Book Group 9:30am		

INDOOR PUTT-PUTT

February 17th: 9:00am - 4:30pm
& February 18th: 9:00am - 3:30pm

Pick up supplies at the youth
services desk to play.
First come, first serve.



Alice in Wonderland Escape Room

Escape from
Wonderland
and best the
Queen of
Hearts!

Sign up for a time
April 24th - 29th
*Registration Required



Digital Resources for Kids & Teens



Libby - a fresh and easy way to borrow and read
ebooks and listen to audiobooks from **Overdrive** -
Wisconsin's Digital Library.
Kids Link: wplc.overdrive.com/wplc-89-116/kids
Teens Link: wplc.overdrive.com/wplc-89-116/teens



hoopla includes digital books, audiobooks,
comics, movies, music & more! Items have no
holds or wait time. Limit 5 checkouts per card
per month.
hoopla Link: www.hoopla.com

TEEN & TWEEN PROGRAMS

*Registration Required

AGES 13+



Monday, January 23

@ 5:30pm

Sometimes the best way to watch
a film is by making fun of it. Grab
some popcorn and experience
Twilight like never before!

TEEN LOCK-IN

Friday, February 17th
@ 6pm-9pm

*Permission Slip Required

Teen Game Night

Monday,
March 20th

5:30pm-
7:30pm

Board games, card games,
TTRPGS, video games,
you name it we got it!

Alice in Wonderland ESCAPE ROOM

Escape from Wonderland
and best the Queen of Hearts!

Runs from April 24th-29th*



AMONG US

Monday, May 22nd @ 5:30-7:00pm

Find the Imposter! Get away with murder!

Bring a computer, phone, or gaming console
with the game and betray your friends!

DnD Saturdays

2/4, 3/4, 4/1

11am-12pm: Intro
12-3pm: Gameplay

Children & Teen Programs

January - April 2023

GERMANTOWN COMMUNITY LIBRARY



N112 W16957 Mequon Rd
Germantown, WI 53022
(262) 253-7760 Find us on Facebook!
www.germantownlibrarywi.org

Library Hours:

Monday-Thursday: 9am - 8pm
Friday: 9am - 5pm
Saturday: 9am - 4pm



CHICK-FIL-A FUNDRAISER: TUES, APR 18 @ 4-8PM

Family Fun Nights

Indoor Snowball Fight!

Thursday, January 12 @ 6:00pm

Come ready to battle it out with fluffy "snow" balls and cardboard box barricades. Try organized snowball fight games and free play. Complete with hot cocoa afterward.



Dominoes & Domino's

Thursday, February 9 @ 6:00pm

Work together with other families to create a domino course and enjoy some pizza from Domino's! Help us answer the question: Can you build a domino course out of hard back books? At the end of the program, we will knock down everything and film the effects!



Family 'Fort' Night

Thursday, March 9 @ 6:00pm

Make a fort and get cozy inside with some good books and tasty snacks! Level up by bringing a few stuffies from home for an extra snuggly time.

Junior Secret Agent Training Night

Thursday, April 13 @ 6:00pm

Sharpen your secret agent skills with one hour of intensive training! You'll use secret codes, write in invisible ink, try our agent training course and create your secret agent name and badge!



Special School-Age Boredom Busters

Lego Party:

Saturday, January 7 @ 10:30am

We are excited to team up with Germantown Park and Rec for a fun lego-filled event! Come learn more about Park and Rec Lego programs and make a Lego creation that will be displayed in our lobby following the event.



Interactive Movie:

Cloudy with a Chance of Meatballs:

Saturday, January 28 @ 1:00pm

Experience the movie like you never have before! Guests are invited to participate in prompted actions and activities that will bring the movie to life! Children must be accompanied by an adult at all times throughout the movie.



Indoor Putt-Putt:

Friday, February 17 @ 9:00am - 4:30pm &

Saturday, February 18 @ 9:00am - 3:00pm

Enjoy a home made mini golf course in our community room. Pick up clubs and golf balls at the youth services desk. First come, first served. Drop on in!



Alice in Wonderland Escape Room:

April 24 - 29 Sign up for a timeslot

Escape from Wonderland and best the Queen of Hearts! Recommended for families and teens ages 8+.



Early Literacy Programs

Preschool Storytime:

Tuesdays @ 9:30am & 10:30am

January 17 - April 25

Geared for ages 3-5

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



Baby/Toddler Storytime:

Wednesdays @ 9:30am & 10:30am

January 18 - April 26

Geared for ages 0 - 2

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

Tape Town at G-Town!

March 24 9:00am - 4:30pm & March 25 9:00am - 3:00pm

Recommended for ages 2-5

Enjoy driving toy cars around our mini recreation of the streets of Germantown! Take your car through a carwash, a drive through and more!



WINTER CHECK- OUT CLUB 2023

JANUARY 9 - FEBRUARY 25

For every 5 items checked out,
you can enter for a chance
to win some awesome prizes!

Stop by the circulation desk to
participate.



HOME DELIVERY SERVICE

Eligible home delivery participants are paired with a volunteer who will visit each month to drop off new materials and pick up old ones.

Interested? Please contact:

Cara Reimer
Germantown Community Library
262.305.6996
creimer@germantownlibrarywi.org



LIBRARY OF THINGS

The library has a collection of puzzles, board games, early literacy kits, craft kits & more available for kids and adults. Due to demand, no holds are able to be placed on these items.

Sponsored by the Friends of the Germantown Library, Kiwanis of Germantown, and Germantown MOMS Club

Adventure Passes: 3 day checkout

MKE Zoo, MKE Domes & Betty Brinn Museum

Hotspots: 7 day checkout

All Other Library Things Items: 14 day checkout

View the collection: <https://tinyurl.com/2kmxrf7>

DIGITAL MATERIAL



Meet **Libby** - an easy way to borrow digital books, audiobooks & magazines from **Overdrive**.



hoopla includes digital movies, comics, ebooks, audiobooks & more!

- <https://www.hoopladigital.com/>

View all of our free online collections:

<https://germantownlibrarywi.org/digital-material>

ONLINE RESOURCES



A to Z Databases contains millions of listings ideal for mailing lists, market research & employment.



Ancestry includes genealogy and historical records. In-library only.

View all of our free online resources:

<https://germantownlibrarywi.org/databases>



Stay connected on the go! Download the new **Monarch2Go** App on the App Store or Google Play. Updates available for current users of iOS.

TEEN & TWEEN PROGRAMS

AGES 13+



January 23 @ 5:30pm
Sometimes the best way to watch a film is by making fun of it. Grab some popcorn and experience Twilight like never before!

TEEN LOCK-IN

Friday, February 17th
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Monday, May 22nd @ 5:30-7:00pm

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DnD Saturdays

2/4, 3/4, 4/1

11am-12pm: Intro
12-3pm: Gameplay

Adult & Teen Programs

January - April 2023

GERMANTOWN COMMUNITY LIBRARY



N112 W16957 Mequon Rd
Germantown, WI 53022
(262) 253-7760 Find us on Facebook!
www.germantownlibrarywi.org

Library Hours:

Monday-Thursday: 9am - 8pm

Friday: 9am - 5pm

Saturday: 9am - 4pm



CHICK-FIL-A FUNDRAISER: TUES, APR 18 @ 4-8PM

TECHNOLOGY

Technology services in the library include
(services are free of charge, unless otherwise noted):

- Wi-Fi (no password / also available outside the building)
- Public Internet Computers
- Typewriter
- Scanner
- Printer/Copier
 - Black & White: \$0.10 per page
 - Color: \$0.50 per page
- Fax Machine: \$1.00 per page
- AWE Learning Game Computers for Children

Items available for checkout (in-library use only):

- Laptops
- Headphones / Noise Canceling Headphones

IN THE LIBRARY

The following areas and services are available:

- Study & Community Rooms
- Early Literacy Play Area
- Community Puzzle & Coloring Area
- Curbside Pickup
- Library Express Bag Requests
- Puzzles & Magazine Exchange
- Coffee Station (\$1)
- Friends of the Library Book Sale
(most items \$1 - new themes each month!)
- Seed Exchange (coming in March 2023!)

WINTER CHECK- OUT CLUB 2023

JANUARY 9 - FEBRUARY 25

For every 5 items checked out,
you can enter for a chance
to win some awesome prizes!

Stop by the circulation desk to
participate.



Make It @ the Library

All supplies included to make a themed craft. Crafts vary in length, but you are welcome to drop in anytime during the time slot. Adults & ages 11+. *Registration required.*

Mondays @ 1 - 3pm, 3 - 5pm & 5 - 7pm.

Mon, Jan, 16: Snowman Wineglasses
Mon, Feb, 27: DIY Keychains
Mon, Mar 27: Spring Jars
Mon, Apr 24: Painted Rock Garden
Mon, May 15: Memorial Day Flag Wreaths

Puzzle Day

We'll have a variety of puzzles for you to work on ranging in number and size of pieces. Coffee, tea, cocoa & treats provided.
This event is for adults only.

2nd Mondays @ 9am - 3pm

Mon, Jan 9, Feb 13, Mar 13 & Apr 10

Spice It Up!

Learn about growing and using herbs and spices. Try samples, and go home with something to use in your own creations!
Registration required.

Tuesdays @ 1pm

Tues, Jan 17: Lighter Fare, Full of Flavor: How to Use Old World Seasoning
Tues, Mar 21: Gardening through all Seasons: The Many Uses for Roasted Garlic

Adult Book Groups

The library has 6 book groups for adults. Stop by the library or visit our website to learn more:

<https://germantownlibrarywi.org/book-groups/>

Home Delivery Service

Eligible home delivery participants are paired with a volunteer who will visit each month to drop off new materials and pick up old ones. Interested in receiving delivery services or volunteering? Please contact:

Cara Reimer
262.305.6996
creimer@germantownlibrarywi.org



Special Programs

Sponsored by the Friends of the Germantown Library

Philip Chard (Wed, Jan 11 @ 6pm)

Join Philip Chard - psychotherapist, author, and newspaper columnist - as he discusses Personal Transformation: The Art & Science of Behavior Change.

Scams for Seniors (Tues, Feb 7 @ 1pm)

Learn about common and newer scams targeting seniors, warning signs, and what you can do if you or someone you know falls victim to a scam or fraud.

Revive with Reiki (Wed, Feb 15 @ 6pm)

Learn about Reiki with Cheryl Wentland-Davis - Usur Shiki Ryoho Reiki Master Teacher. Reiki is an energy healing technique that uses gentle touch to promote relaxation, and reduce stress and anxiety.

Identity Theft (Tues, Mar 7 @ 1pm)

Learn about the different types of identity theft, how to recognize it, and how to prevent it.

Trees: How to Choose, Care for, and Maintain Your Trees (Tues, Mar 14 @ 1pm)

Learn how know to select and care for the trees in your yard and help them achieve their fullest potential with ISA Certified Arborist Alec Schuppel.

Islam in America (Wed, Mar 15 @ 6pm)

Learn about Islam in America with Dr. Fahed Masalkhi, UW-Milwaukee faculty member.

Adventures in Upcycling (Thurs, Apr 6 @ 1pm)

Magazines and TV shows make it look so easy to upcycle and recycle furnishings. Learn what it's really like and how to get started in this presentation by Sue Laurent and Matt Schimenz.

Magic with William Pack (Wed, Apr 12 @ 6pm)

Hear incredible behind-the-scenes stories, and be filled with wonder at recreations of the baffling magic tricks behind the stories.

Memory Cafe (Mon, Apr 17 @ 3pm)

A social gathering for those who are experiencing early stage dementia, mild memory loss or mild cognitive impairment (MCI), and a family member or care partner.

Gardening with Native Plants (Tues, Apr 18 @ 6pm)

Learn all about gardening with native plants with Susan Carpenter, Wisconsin Native Plant Garden Curator at the UW-Madison Arboretum.

HOLIDAY CHECKOUT CLUB

Receive a special ornament craft kit when you check out
at least 1 item at the Germantown Library Circulation Desk.



MON, DEC 5 - SAT, DEC 10



MON, DEC 12 - SAT, DEC 17



MON, DEC 19 - FRI, DEC 23



TUES, DEC 27 - FRI, DEC 30

ALL AGES. ONE KIT PER PERSON WHILE SUPPLIES LAST.

Heart Puzzle Signs

This is a "Make It 2 Go" Checkout Craft Kit that is checked out with your library card.

Keep: All Supplies in the Zipper Mesh Lock Bag
Return by Due Date (2 wks): Zipper Mesh Bag

Extra Supplies Needed: Glue

Instructions:

(Decorations will vary)

- 1.) Paint puzzle pieces & let dry.
- 2.) Tie on string to wooden heart.
- 3.) Glue on puzzle pieces to heart.
- 4.) Glue on added decorations.
- 5.) Enjoy!



GERMANTOWN
COMMUNITY LIBRARY



Learn. Share. Grow.

Germantown Community Library
N112 W16957 Mequon Rd

(262) 253-7760 www.germantownlibrarywi.org

"Make It 2 Go"

Checkout Craft Kits

Instructions:

These craft kits checkout just like any item in the library.

Loan Period: 14 Days

Limit: 5 per month

Overdue Fines: \$0.10/day

Replacement Cost: \$5 for Zipper Bag

- 1.) Take the kit to the Circulation Desk or Self-Checkout Station for checkout.
- 2.) Use all supplies in the Zipper Bag to complete your craft at home.
- 3.) When finished, return the empty bag to the library using either the inside or outdoor book drop. Please do not leave any extra supplies in the Zipper Bag. They are yours to keep!

New kits are added at the beginning each month and are available while supplies last.

GERMANTOWN
COMMUNITY LIBRARY



Germantown Community Library
N112 W16957 Mequon Rd

(262) 253-7760 www.germantownlibrarywi.org

JAN-APR 2023

TAKE HOME CRAFT KITS ARE AVAILABLE DURING REGULAR
LIBRARY HOURS
(WHILE SUPPLIES LAST)

SHELVED IN THE ADULT LIBRARY OF THINGS COLLECTION
(AFTER THE ADULT AUDIO BOOKS)

LIMIT: 5 PER MONTH

CHECKOUT CRAFT KITS



AVAILABLE STARTING:
JANUARY 2



AVAILABLE STARTING:
FEBRUARY 1



Germantown Community Library
N112 W16957 Mequon Rd
(262) 253-7760 www.germantownlibrarywi.org

Staff Instructions

Goals:

- Increase circulation & funding
- Increase patron engagement with library services and the checkout process
- Increase library cards
- Increase marketing for programs & services
- Expand Library of Things Collection
- Allow kits to be checked out at anytime (not just once a month at 9am & 4pm)
- Minimize staff in the lobby handing out kits
- Minimize patrons taking high amounts of crafts

Circulation Staff Procedures:

1. Patrons checkout kits in the Library of Things Collection area and checkout out like any item in the library.
2. Staff check-in kit by scanning barcode (do not need to check in the bag) & place bag in the plastic bin at the Circulation Desk
3. Additional staff will check bags and refill kits as needed. New kits will be added at the first of each month.

GERMANTOWN
COMMUNITY LIBRARY



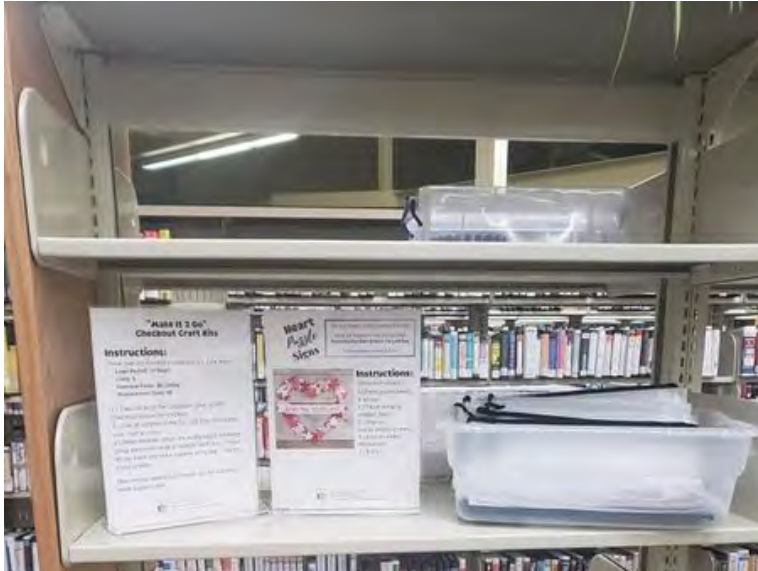
Learn. Share. Grow.

Germantown Community Library

N112 W16957 Mequon Rd

(262) 253-7760 www.germantownlibrarywi.org

Pictures



Example of shelf placement in Adult Library of Things Collection



Example of container



Example kit bag with supplies & instructions



Example of kit return placement

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Germantown Community Library Board

MEETING DATE: December 21, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. A. 2023 Budget

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The final budget was presented and approved with no change to the Library or Library Board accounts at the final budget hearing on Monday, November 21, 2022.

Germantown Community Library Board

MEETING DATE: December 21, 2022

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. B. Library Board Donations

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Since 2021, the Germantown Community Library has begun the early stages of planning for a building expansion that would add a second floor to the library.

RECOMMENDATION:

It is recommended that the following changes be made to the Library Board accounts in order to begin allocating donations towards associated projects:

1. All donations that are undesignated will go towards funding a second floor expansion and can be used with Library Board approval in any area of building expansion including design, fundraising, general building costs, furniture and equipment. These funds could cover costs both in areas of building expansion for space that is used by the public or staff operations.
2. The Penny Jug Fund donations previously designed for Art Work would be capped at the current amount of \$2,180.30.
3. Future donation of funds made at the Circulation Desk would could go into three categories:
 - a. Friends of the Germantown Community Library
 - b. General Funding for Building Expansion
 - c. Early Literacy Fund for Activities, Programs and Material that Engage Children (both inside and outside the building).

The 'Gifts & Memorials' brochure would be updated to reflect these changes.

Information for Gifts & Memorials is provided on the following pages. Other ways to support the library include:

Using the Library

The library receives about 1/3 of funding each year based on the number of physical items checked out at the library. One of the most important ways that you can support the library is through checking out items (physical & digital), using online resources, and attending programs.

Amazon Wish List

Looking to donate items to help fund library collections, programs & services? Visit our Amazon Wish List at:

<https://www.amazon.com/hz/wishlist/ls/1Q17382IFQE1Q?>

Friends of the Germantown Community Library

Our Friends group contributes over \$15,000 each year for materials, programs and services for the library. Ways you can support the Friends include:

- Ongoing Used Book Sale in the library
- Holiday Book & Basket Sale in Nov/Dec
- Donating used books or DVDs (on select dates & times)
- Friends membership
- Attending monthly Friends meetings
- Shopping online (visit our website for details)

For more information visit the Friends of the Germantown Community Library website at:
<https://www.germantownlibraryfriends.org>

Thank you in advance for your support of the Germantown Community Library.

Donation change jars are located in the following areas:

- Elephant (located in the lobby): funding is used for Early Literacy Programs & Activities
- Change Jars (located at the front desk):
 - Friends of the Germantown Community Library
 - General Funding for Building Expansion
 - Early Literacy Fund



If you have other ideas for Gifts & Memorials at the Germantown Community Library, please let us know!

Contact Information:

Trisha Smith, Library Director
smithp@germantownlibrarywi.org
(262) 253-7760, ext. 2005



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Gifts & Memorials

**at the
Germantown
Community Library**

Gifts & Memorials

Giving a gift or planning a memorial for a loved one is very easy. Listed below, are many different choices and donor levels. If a gift is not designated for a specific need, the funds will be utilized at the discretion of the Library Board. Thank you for donating to the Germantown Community Library.

If no designation of funding is listed, donations will go towards building expansion for the 2nd floor.



Children's Area Tree

A leaf starts at \$50+ for our donor tree in the Children's Area and is available in three colors. Funds will be used to enhance the Early Literacy Area with activities and programs that engage our youngest library users in early literacy, fine motor skills and imaginary play.



Donor Wall

For \$500+, a nameplate will be engraved with the name or message of your choice. The nameplate will be added to the Donor Wall in the lobby of the library.



Outdoor Patio

Give a gift that lasts a lifetime - a commemorative Brick in the outdoor patio area off the Children's library! Bricks start at \$100 and are available in two sizes.

Additional Opportunities

Material Gifts

Donations of funding for library materials (such as books or DVDs) are available in any category in discussion with the Library Director concerning the needs of the library's collection. Gift donations are acknowledged with a nameplate on the items.

Naming Rights

Naming rights for specific parts of the library are available in the following areas. Donations from these gifts go towards building the second floor, library furnishings or other enhancements for the building. A plaque or nameplate will be engraved with the name or message of your choice.

- Second Floor \$1,000,000
- Youth Library Area \$150,000
- Community Rooms \$150,000
- Reading Area \$50,000
- Computer Area \$10,000
- Study Rooms (3) \$10,000
- Shelving Unit (multiple) \$5,000
- Tables & Chair Grouping (multiple) \$2,000

Giving Tree

The Giving Tree is located in the library lobby. Leaves are available to businesses or organizations that have contributed \$1,000+ in funding or services to the library with the approval of the Library Board.

I would like to make a donation for the: Print your message exactly as you want it to appear:

Children's Area

- ___ \$50 - \$149 (green leaf / 2 lines)
- ___ \$150 - \$499 (silver leaf / 2 lines)
- ___ \$500+ (gold leaf / 2 lines)

Outdoor Patio

- ___ \$100 - \$249 (4x8 brick / 3 lines)
- ___ \$250+ (8x8 brick / 6 lines)

Donor Wall

- ___ \$500+ (plaque / 3 lines)

Other

- ___ (Please list amount)

Name: _____

Address: _____

Phone: _____

Email: _____

Please make check payable to: Germantown Community Library Board (P.O. Box 670, Germantown, WI 53022)