

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, March 22, 2023, 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:** February 22, 2023
- 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. Children's Patio Project
- IX. **NEW BUSINESS:**
 - A. Code of Conduct Policy
 - B. Study Room Policy
 - C. Meeting Room Policy
 - D. Director 2023 Performance Goals

Forthcoming meeting: April 26, 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

February 22, 2023

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:06 p.m. on Wednesday, February 22, 2023. **Members present:** Joyce Nelson (online), Darlene Vosen (online), Joletta Kerpan (online), Charlene Brady (online), Jan Miller (online), Jacob Misiak (online), Library Director Trisha Smith, Assistant Library Director Connie Lloyd (online). **Members absent:** Christa Potratz (exc.). **Also present:** None. Proper notification of the meeting had been given. Due to inclement weather the library closed at 3:00 p.m. but provided notice to news outlets, on social media, website, phone recording, and signs on the building that the building would be open for the public to attend the meeting in person or online. Trisha Smith was present at the library to let public into the building for the meeting. All other members attended the meeting virtually.

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

MOTION (Kerpan, Miller): Approve the minutes of the January 25, 2023, meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 20, 2023:

Board Checking Account - \$2,663.42

Board Savings Account - \$5,068.46

GCL Building Account - \$13,909.81

[Penny Jug - \$2,180.30] [RAO Account - \$2,752.44] [Furniture & equipment - \$2,890.00]

[Expansion - \$5,794.96] [Patio Expansion - \$292.10]

Building Fund CD Account #1- \$16,792.60 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #2- \$16,468.13 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #3- \$16,436.15 *(\$15,000 designated for library Furniture & Equipment)*

CD #3 matures on 3/6/23, Vosen will renew \$15,000 and place the remaining balance in the Expansion category of the Building Account for a future new CD.

Building Fund CD Account #4- \$16,217.92 *(\$15,000 designated for library Furniture & Equipment)*

Building Fund CD Account #5- \$10,075.44 *(Has one interest bump available)*

The Board recommended Vosen exercise the interest bump for this CD when renewing CD #3.

MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Miller): Approve the schedule of operating vouchers and credit card transactions for January and February 2023 and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Kerpan, aye; Trustee Brady, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The 2022 Year End and the February Revenue & Expense Reports were reviewed. Smith noted that the 2022 report is almost finalized. Several expenses were included on the February Report that should have been coded for 2022. She is working with Village Hall to make the corrections. Smith also noted that a new marketing line (3120) has been split off of the General line item for better tracking of expenses.

REPORTS

CORRESPONDENCE. Nelson.

VILLAGE. Miller. The Village Board met on February 6, 2023. Miller noted the General Government & Finance Committee recommended use of ARPA funds to fund the Library Condenser Project. The Village Board approved the use of ARPA funds with a 4-3 vote. Miller also noted that Village Clerk, Deanna Braunschweig has resigned as Village Clerk/Treasurer. Her last day will be March 10, 2023. Matthew Uselding has been named the Interim Treasurer. Angel Rettler has been named the Interim Village Clerk. Katie Roger from Park & Recreation has accepted the position of Project Manager in the Highway, Parks, Buildings, and Grounds Department. Smith presented the library annual report and new strategic plan to the Village Board with Nelson also in attendance. The Village Board and public that attended the meeting provided positive feedback and support for the library's 2022 accomplishments. Smith also provided the presentation to the Richfield Village Board meeting on February 16. The Richfield Trustees appreciated learning the extent to which their residents use the library and the many services beyond books that are available. They expressed interest in expanding the services brought to their community.

COUNTY. Smith. Smith notified the Board that the libraries were notified on February 13, 2023 that West Bend Public Library has amended their 2021 Annual Report with DPI, Monarch, and Washington County. The cost of the Outreach Services Librarian serving non-librariated areas also increased from the amount that was originally budgeted. Both of these factors have an impact on the the 2023 Washington County budget for the Resource Fund that is shared between the five librariated. Germantown Community Library will be impacted by a decrease in planned county revenue of approximately \$13,000 due to this amendment. In addition, Washington County has indicated they will also remove funding of shared resource monies to the libraries. This would make the total reduction in revenue from the County for Germantown approximately \$26,000 less than budgeted for 2023. Smith has indicated all four Library Directors are working with their Municipality Administrator to communicate the budget implications to Washington County Administration. Vosen spoke from her long tenure as a former Washington County Library Services Board Member that she wants the Administrators to know that the actions of West Bend Public Library was not and should not be how the Washington County Libraries work together. Communication to Washington County will be needed by each Library Board since this affects the approved budgets. Smith will provide the Library Board with the information as it becomes available.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in Port Washington on February 9, 2023. Smith highlighted the topics discussed in her written Director's Report. Topics included approval of Polaris Upgrade to Version 7.3 on March 12, 2023, automatically update system Routing List annual in March, update on the annual report timeline, the Wisconsin Public Library Staff Compensation Survey, Universal Class statistics, banned use of Tik Tok on DPI owned devices, pending legislation LRB-1095/1 and a cyber security workgroup update. Library Legislative Day was February 7. Library directors from Washington and Ozaukee Counties were invited to the Mid-Moraine Legislative Committee on February 8. Smith was unable to attend but Library/Village Trustee Miller and Village Trustee Myers did attend as well as library directors from several Washington and Ozaukee Counties.

PRESIDENT'S. Nelson. Nelson mentioned how nice the three new plaques that Vosen ordered and installed for recent donors. She indicated we should continue to look for new lobby bench ideas to replace existing benches that are worn and dedicate them in memory of former Library Director Roberta Olson.

DIRECTOR'S. Smith. January physical circulation increased 11.2% over January 2022 and increased 11.2% YTD. Combined physical and digital circulation increased 12.1% over January 2022 and increased 12.1% YTD. This is a correction from the Director's Report. Last month there were 720 checkouts from Outreach activities. Smith provided information regarding her approved WI Department of Public Instruction Regular Grade 1 Public Librarian Certificate. This certificate will expire in December of 2027. Smith summarized the many programs offered at the library during the past month. Adult Services has filled an open part-time Adult Services Specialist position with a former library employee. Youth Services and Outreach hosted 2nd grade field trips from local public schools. Circulation continues to promote our Winter Checkout Club, Checkout Crafts, and assist with process and policy improvement suggestions. Assistant Director assisted DPW coordination with library operations during the completion of Phase I of the Library Condenser Project. Outreach and Youth Services continue plans for the Children's Patio Expansion project. Additional programs and projects are outlined in the Director's Report.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING UPDATE – Smith provided a copy of the library 5-year Strategic Plan and the presentation she provided to the Germantown Village Board on February 6 and the Richfield Village Board on February 16, 2023. The plan was well received at both meetings. Smith also provided an update on the facility expansion project. It is planned to have Engberg Andersen Architects and Smith present the Conceptual Design plans at the May or June Village Board meeting in preparation for the 2024 budget. It is recommended to request \$50,000 composed of 50% Village Funding and 50% Library Washington County Capital Reserve Funds. If this is approved, it is recommended to move forward with fundraising in 2025. Smith and Miller continue to work to establish a 501(c)(3) for fundraising. Smith is scheduled to attend a Capital Planning Workshop on Tuesday, March 14, 2023 with Jody Sweeney, local library fundraising expert recommended by Engberg Anderson Architects and FEH Architects.

LIBRARY CONDENSER REPLACEMENT – Smith indicated the funding for the Library Condenser Replacement project was brought back to the Village Board by Matthew Uselding on February 6, 2023. The Village Board voted 4-3 to pay for the project out of the Village ARPA funds.

2022 ANNUAL REPORT – Smith reported the Germantown Community Library 2022 Annual Report was submitted to the Department of Public Instruction on February 9, 2023. Smith also presented highlights from the report to the Germantown Village Board on February 6 and the Richfield Village Board on February 16, 2023. Her presentation was well received by both boards and residents. Richfield trustees were surprised to see that approximately 20% of library use is from their community. Smith also made the information available through displays within the library, on the library website and through social media. Smith has also reached out to the Town of Germantown, Village of Jackson, and the Town of Jackson to present the annual report information at their future board meetings.

CHILDREN'S PATIO PROJECT – Smith provided copies of proposed design from Johnson's Nursery and Wendland's Nursery to expand the Children's Patio. There were questions regarding what the Village would approve in a design. The board members agreed that the final design must keep the existing patio paver bricks in the current design. Smith indicated the total project is expected to be approximately \$55,000 for labor and materials. Donors so far include Leadership Germantown and Kiwanis. Smith has several other organizations to approach for donations. Nelson suggested board members submit their comments and questions to Smith. Library staff will then take the drawings and comments to Village DPW and Community Development Departments for further input. Miller suggested contacting a local landscaper of hardscapes, Josh Wirth, for additional input.

NEW BUSINESS

CIRCULATION POLICY – Smith and Lloyd presented an updated Circulation Policy with changes to reflect the expanded Library of Things collection, align the Teacher Card with the same expiration timeframe as regular cards, and to adjust wording in several area to better reflect the intent of the policy.

MOTION (Vosen, Miller): Approve the recommended changes to the Circulation Policy as printed.
Motion carried (6-0).

VILLAGE EMPLOYEE SATISFACTION SURVEY & STAFF ENGAGEMENT – Smith provided the results of the Village administered Employee Satisfaction Survey. Results were provided for village-wide employees and also included a breakdown of just library employees. The library employee results were considered positive.

Smith reviewed the suggested Staff Engagement rounding questions the school district uses. She made several adjustments and reviewed with the library department heads. It was recommended this engagement survey with employees be conducted in March/April and September/October to not conflict with Performance Evaluation feedback that occurs in May/June and November/December.

ANNOUNCEMENTS

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

Meeting adjourned at 7:21 p.m.
Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board

Financial Report Feb. 20, 2023

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 1/24/23 per online statement		\$2,691.92
Check #1589 Nalt. Trophy (3 plaques)	-\$28.50	
Balance 2/20/23 per on-line statement		\$2,663.42

Bank Five Nine GCL Board Savings Account

Balance 1/24/23 per on-line statement		\$5,067.77
Interest January	+\$.44	
Deposit 1/26 (to keep acct. active)	+\$.25	
Balance 2/20/23 per on-line statement		\$5,068.46

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

Balance 1/20/23 per on-line statement		\$13,129.65
Interest January	+\$1.16	
Deposit Schultz-Expansion, Leadership/Patio	+\$779.00	
Balance 2/20/23 per on-line statement		\$13,909.81

*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) = \$2,752.45 (total)

*Furniture & equipment = \$2,890.00 (total)

*Expansion = \$5,794.96 (total)

*Patio Expansion = \$292.10 (total)

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance 1/5/23 per bank statement	\$16,792.60
3.65/3.70% Interest 13 months (w/1 bump) (mature 2/5/24)	
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)	
Furniture & Equipment = \$70,000.00	
Expansion = \$5,990.24	

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 + \$613.30 (Eventbrite Cks.) = \$1,845.01 (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 + \$383.51 (Becker, 1st Cit., Café Zupas) = \$ 468.76 (left)**

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

***Glunz Donation (10/03/22): \$1,000 – \$9.50(plaque cost) = \$990.50 – \$ 974.52 (Ck#1584,
#1585, #1586, #1587) = \$15.98 (left)**
***Cash anonymous donation (10/03/22): \$50.00**
TOTAL= \$65.98* (left to spend for 2023)

DRAFT

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 3 PERIODS ENDING MARCH 31, 2023

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	215,675.00	8,460.80	96.0	215,675.00	50,516.41	76.5
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	338,920.00	13,413.60	96.0	338,920.00	77,878.56	77.0
10-551-510-1810	SALARIES-LIBRARY BOARD	1,200.00	0.00	100.0	1,200.00	1,290.00	(7.5)
TOTAL SALARIES & WAGES		555,795.00	21,874.40	96.0	555,795.00	129,684.97	76.6
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	41,296.00	1,602.05	96.1	41,296.00	9,540.20	76.9
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	26,970.00	1,296.28	95.1	26,970.00	7,770.43	71.1
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	69,073.00	0.00	100.0	69,073.00	15,758.88	77.1
10-551-520-2400	DENTAL INSURANCE	2,895.00	0.00	100.0	2,895.00	882.50	69.5
10-551-520-2500	LIFE INSURANCE	1,241.00	0.00	100.0	1,241.00	225.26	81.8
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		141,475.00	2,898.33	97.9	141,475.00	34,177.27	75.8
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	10,000.00	100.00	99.0	10,000.00	3,804.79	61.9
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	10,000.00	0.00	100.0	10,000.00	0.00	100.0
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	78.13	98.4	5,000.00	983.50	80.3
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	5,270.13	91.5	62,000.00	11,289.76	81.7
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	393.39	96.0	10,000.00	2,871.22	71.2
10-551-530-3625	BOOK PROCESSING-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3630	PERIODICALS	8,000.00	285.57	96.4	8,000.00	909.57	88.6
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	96.98	99.5	22,000.00	1,556.34	92.9
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	2,439.43	93.9	40,000.00	3,323.98	91.6
10-551-530-3665	COMPUTER SERVICE - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	1,278.40	94.6	24,000.00	1,484.44	93.8
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

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 3 PERIODS ENDING MARCH 31, 2023

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5400	SYSTEM AUTOMATION	23,000.00	0.00	100.0	23,000.00	0.00	100.0
10-551-530-5410	SYSTEM AUTOMATION-COUTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7100	UTILITIES	68,000.00	0.00	100.0	68,000.00	10,779.31	84.1
10-551-530-7200	TELEPHONE	4,000.00	0.00	100.0	4,000.00	0.00	100.0
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	0.00	100.0	4,000.00	0.00	100.0
10-551-530-7300	INSURANCE & BONDS	5,993.00	0.00	100.0	5,993.00	3,336.39	44.3
10-551-530-7700	TRAINING & SEMINARS	5,000.00	0.00	100.0	5,000.00	1,200.00	76.0
10-551-530-7710	TRAINING - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7800	TRAVEL	1,000.00	0.00	100.0	1,000.00	0.00	100.0
TOTAL OPERATING SUPPLIES & EXPENSES		303,993.00	9,942.03	96.7	303,993.00	41,656.30	86.3
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		1,001,263.00	34,714.76	96.5	1,001,263.00	205,518.54	79.4

DATE: 03/16/23
TIME: 07:52:06
ID: GL310001.W0W

VILLAGE OF GERMANTOWN
ACCOUNT ACTIVITY DETAIL
ACCOUNT NUMBER: 234404495300

PAGE: 1
F-YR: 23

PERIOD	JOURNAL #	ITEM #	TRANSACTION DESCRIPTION	DEBIT
01			BEGINNING BALANCE	
02	CR-C230214	039	B00038	\$281.00
02	CR-C230216	035	B00040	\$281.00
02	CR-C230216	036	B00069	\$281.00
02	CR-C230224	047	HRVST RDGE B00048	\$281.00

			TOTAL DR/CR	\$1,124.00
			ACCOUNT BALANCE	\$1,124.00

DATE: 03/16/2023
TIME: 07:53:43
ID: GL490000.WOW

VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
F-YR: 23

FUND: CAPITAL PROJECTS FUND
DEPT: ASSETS
ACTIVITY FOR FISCAL PERIOD 03

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 03/01/23	NET DEBITS	NET CREDITS	BALANCE 03/31/23	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	220,115.31	0.00	0.00	220,115.31	
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	5,780.62	0.00	0.00	5,780.62	
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	282,461.16	0.00	0.00	282,461.16	
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	836,769.80	0.00	0.00	836,769.80	
40-100-110-3162	TEMP INVEST-ELM LN-AMERITRADE	A	D	81,437.50	0.00	0.00	81,437.50	
40-100-110-3163	TEMP INV-GLDNDL/FRSTDY INTRST	A	D	100,000.00	0.00	0.00	100,000.00	
40-100-120-1000	TAXES RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-120-2000	SPECIAL ASSESSMENT RECEIVABLE	A	D	0.00	0.00	0.00	0.00	
40-100-120-9000	CONTRACT RECEIVABLE - ASSET	A	D	0.00	0.00	0.00	0.00	
40-100-120-9001	RECEIVABLE- HISTORICAL SOCIETY	A	D	-24,077.00	0.00	0.00	-24,077.00	
40-100-130-1000	ACCOUNTS RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-130-3100	INTEREST RECEIVABLE-INTEREST	A	D	1,016.26	0.00	0.00	1,016.26	
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	A	D	-2,249.43	0.00	0.00	-2,249.43	
40-100-130-9000	OTHER ACCOUNTS RECEIVABLE	A	D	0.00	0.00	0.00	0.00	
40-100-150-1000	DUE FROM/TO GENERAL FUND	I	D	-3,477,557.59	0.00	74,494.42	-3,552,052.01	
40-100-150-8000	DUE FROM TAX AGENCY FUND	I	D	0.00	0.00	0.00	0.00	
40-100-160-2000	PREPAID EXPENSE	A	D	0.00	0.00	0.00	0.00	
TOTALS FOR CAPITAL PROJECTS FUND				1,976,303.37CR	0.00	74,494.42	2,050,797.79CR	

FUND: LIBRARY TRUST FUNDS
ACTIVITY THRU FISCAL PERIOD 03

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 03/31/23	COMMENTS
83-100-110-3000	ASSOC - LIBRARY NONPROFIT	A	D	0.00	0.00	0.00	0.00	
83-100-110-3200	ASSOC LIBRARY BOARD ACCOUNT	A	D	0.00	0.00	0.00	0.00	
83-100-110-3300	GUARANTY BANK - GCL BLD FUND	A	D	0.00	0.00	0.00	0.00	
83-100-110-3310	BANK FINE NINE BUILDING ACCT	A	D	7,822.73	0.00	0.00	7,822.73	
83-100-110-3401	BANK FIVE NINE SAVINGS	A	D	5,066.93	0.00	0.00	5,066.93	
83-100-110-3410	CD1-BANK FIVE NINE LIBRARY BRD	A	D	16,666.87	0.00	0.00	16,666.87	
83-100-110-3420	CD2-BANK FIVE NINE LIBRARY BRD	A	D	16,468.13	0.00	0.00	16,468.13	
83-100-110-3430	CD3-BANK FIVE NINE LIBRARY BRD	A	D	16,436.15	0.00	0.00	16,436.15	
83-100-110-3440	CD4-BANK FIVE NINE LIBRARY BRD	A	D	16,217.92	0.00	0.00	16,217.92	
83-100-110-3450	CD5-BANK FIVE NINE LIBRARY BRD	A	D	10,075.44	0.00	0.00	10,075.44	
83-100-110-3500	GUARANTY BANK - RAO ACCOUNT	A	D	0.00	0.00	0.00	0.00	
83-100-110-3600	GUARANTY BANK - BOARD CKG ACCT	A	D	0.00	0.00	0.00	0.00	
83-100-110-3610	GEORGE HAMPEL MEMORIAL FUND	A	D	0.00	0.00	0.00	0.00	
83-100-110-3620	BANK FIVE NINE - LIB BRD CKING	A	D	3,886.68	0.00	0.00	3,886.68	
83-100-110-3650	EMMA DHEIN MEM FUND	A	D	0.00	0.00	0.00	0.00	
83-100-150-1000	DUE FROM/TO GENERAL FUND	I	D	0.00	0.00	0.00	0.00	
83-340-342-2100	DESIGNATED - LIBRARY	C	C	92,473.18	0.00	0.00	92,473.18	
83-480-481-1100	LIBRARY TRUST FUND INTEREST	R	C	0.00	0.00	0.00	0.00	
83-480-485-5710	LIBRARY TRUST FUND REVENUES	R	C	0.00	0.00	0.00	0.00	
83-551-530-3100	GENERAL SUPPLIES & EXPENSES	E	D	0.00	0.00	0.00	0.00	
83-551-530-3600	BOOKS	E	D	0.00	0.00	0.00	0.00	
83-551-570-8420	EQUIPMENT	E	D	0.00	0.00	0.00	0.00	
TOTALS FOR LIBRARY TRUST FUNDS				167.67	0.00	0.00	167.67	

DATE: 03/16/2023
TIME: 07:55:01
ID: GL450000.WOW

VILLAGE OF GERMANTOWN
DETAILED BALANCE SHEET

PAGE: 1
F-YR: 23

FUND: LIBRARY IMPACT FEE FUND
FOR 3 PERIODS ENDING MARCH 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 03/31/23

ASSETS					
CASH AND INVESTMENTS					
23-100-110-1200	TEMP INVEST - TD AMERITRADE	25,794.84	0.00	0.00	25,794.84
23-100-110-3000	TEMP INVESTMENTS - TRUST	0.00	0.00	0.00	0.00
TOTAL CASH AND INVESTMENTS		25,794.84	0.00	0.00	25,794.84

ACCOUNTS RECEIVABLE					
23-100-130-3100	ACCRUED INTEREST RECEIVABLE	173.41	0.00	0.00	173.41
TOTAL ACCOUNTS RECEIVABLE		173.41	0.00	0.00	173.41

DUE FROM/DUE TO OTHER FUNDS					
23-100-150-1000	DUE FROM/TO GENERAL FUND	33,158.00	1,124.00	0.00	34,282.00
TOTAL DUE FROM/DUE TO OTHER FUNDS		33,158.00	1,124.00	0.00	34,282.00

TOTAL ASSETS		59,126.25	1,124.00	0.00	60,250.25

LIABILITIES AND FUND EQUITY					
LIABILITIES					
ACCOUNTS PAYABLES & ACCRUALS					
23-200-210-1000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLES & ACCRUALS		0.00	0.00	0.00	0.00

TOTAL LIABILITIES		0.00	0.00	0.00	0.00

FUND EQUITY					
UNRESERVED AND UNDESIGNATED					
23-340-343-3000	UNRESERVED & UNDESIGNATED	59,126.25	0.00	0.00	59,126.25
TOTAL UNRESERVED AND UNDESIGNATED		59,126.25	0.00	0.00	59,126.25
FUND SURPLUS (DEFICIT)		0.00	0.00	1,124.00	1,124.00
TOTAL FUND EQUITY		59,126.25	0.00	1,124.00	60,250.25

TOTAL LIABILITIES AND FUND EQUITY		59,126.25	0.00	1,124.00	60,250.25

Director's Report: March 2023

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, March 9 in Port Washington. Topics included postponing the Polaris upgrade to 7.3, Vega updates for the Program module, availability of Universal Class marketing material and annual updates to the holds routing sequence (see attached).
 - Collin Berke is no longer employed with the Monarch IT department. A replacement has been hired.

WASHINGTON COUNTY/ STATE OF WISCONSIN

- Library directors of libraries in Washington and municipal administrators met with Washington County Clerk on Thursday, March 16 to discuss the 2023 Washington County Libraries budget and contract.
 - As part of the Resource Fund in 2023, Washington County will cover additional costs under "West Bend Community Memorial Library: Purchase and Coordinate Online Database Access for all County Libraries and Residents" for Universal Class and Hoopla for up to \$52,724.55 for the five libraries.
 - Discussions also includes changes in submitting invoices for individual libraries from West Bend to submitting directly to Washington County.
 - Due to increased costs for Circulation Reimbursement, no funding will be budgeted for the "West Bend Community Memorial Library" fund in 2024.
 - Per the Washington County-Wide Library Services Agreement, Washington County will fund the following in 2024 (see attached).
 - Circulation at 100% of cost per circulation for non-librariad usage in Washington County
 - Outreach Library & Services at 50% Salary/Benefits & 40% Vehicle Maintenance
 - Automation costs at 50%
 - InterCounty Payments at 70% (per ACT 420)

VILLAGE OF GERMANTOWN:

- The Village Board met on Monday, March 6. Discussion included the Administrator 2023 Performance Goals. Recordings of meetings have not been available since December 2022.
- The Village Board met on Monday, March 20.

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library met on Monday, March 27 @ 10am.

DONATIONS:

- Eastern WI Machine Knitters (ATTN: Mary Hay / 1675 Berkshire Dr / Elm Grove, WI 53122): \$100 (General Donation / Expansion Account)
- Dr. Chen's Acupuncture Clinic (ATTN: Jenny Chen / jennymd.acupuncturist@gmail.com): \$70 (Stitch With Me Program Supplies for June 6 – August 1 / General Library Account)

DEPOSITS:

- Dodge County (2021 ACT 420 Reimbursement): \$917.00
- Fond du Lac County (2021 ACT 420 Reimbursement): \$340.51
- The Teaching Company (Item Reimbursement): \$988.85
- Washington County (2023 Circulation Payment #1): \$140,620.23

- Washington County (TEACH Data Line): \$600.00
- Waukesha County (2021 ACT 420 Reimbursement): \$1,808.00

STATISTICS

- Previous Month & Annual Circulation (see attached):
 - o Physical: **24,721** (9.7% from 2022 / 10.5% YTD)
 - o Digital: **5,151** (14.7% from 2022 / 15.8% YTD)
 - o Total: **24,351** (10.5% from 2022 / 11.3% YTD)
- Outreach: **741** (133.4% from 2022 / 115.4% YTD)

PROGRAMMING

- Ongoing Programs:
 - o Youth: Storytime (4), Family Fun Nights, Special Saturday Programs
 - o Teen: Teen Advisory Board, Make It Crafts (3), DnD Saturdays, Special Evening Programs
 - o Adult: Book Groups (6), Make It Crafts (3), Puzzle Day, Spice It Up, Stitch with Me, Special Daytime & 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 Programs & Outreach (see attached)

IN THE NEWS:

- 'Germantown library director: 2023 data closer to pre-COVID levels (Express News, March 11, 2023) (attached)

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

- Capital Fundraising Workshop at Watertown Public Library with Jodi Sweeney, President of the Sweeney Group (6 hrs)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Wed, Mar 1 – Village Department Heads
- Wed, Mar 1 – Children's Patio Project
- Thurs, Mar 2 – Monarch Director's Chat
- Sun, Mar 5 – Kiwanis New Member Lunch
- Mon, Mar 6 – Village Administrator
- Mon, Mar 6 – Village Budget Manager
- Thurs, Mar 9 – Monarch Directors
- Tues, Mar 14 – Capital Fundraising Workshop
- Wed, Mar 15 – Village Department Heads
- Thurs, Mar 16 – Monarch Director's Chat
- Thurs, Mar 16 – Washington County Library Directors
- Wed, Mar 22 – Library Board
- Mon, Mar 27 – Friends
- Mon, Mar 27 – Make It Crafts (3)
- Tues, Mar 28 – Village Administrator
- Wed, Mar 29 – Village Department Heads

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Mon, Apr 3 – Village Board
- Wed, Apr 12 – Village Department Heads
- Thurs, Apr 13 – Monarch Directors
- Mon, Apr 17 – Village General Government & Finance
- Mon, Apr 17 – Village Board
- Mon, Apr 24 – Friends of the Library
- Tues, Apr 25 – Village Administrator
- Wed, Apr 26 – Library Board
- Wed, Apr 26 – Fri, Apr 28 – WAPL Conference (Oshkosh)

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- Established 2023 Goals and Objectives for department managers.
- Several staff were featured on Facebook posts in March with a lot of positive comments from patrons.
- Launched and marketed Universal Class resources with over 600 online classes available (see attached).
- Launched and marketed Transparent Language database (see attached).
- Launched weekly “This Week at the Library” posts on Facebook (see attached).

YOUTH & TEEN SERVICES (JACKIE)

- Hosted two special guests for preschool storytime: Local author and wildlife educator Laureanna Raymond-Duvernell read her picture book and brought in a turtle for the kids to see on February 21. Local engineer Andrea Breen read construction stories in celebration of Women in Construction week (March 5-11) and a passive construction bingo game set up in youth services.
- The Teen Lock-in event on February 17 had 20 in attendance.
- Indoor Putt-Putt on February 16-18 was well attended and enjoyed by families with 158 in attendance.
- Youth Services staff are working on “Tape Town in GTown” which is a miniature replica of the village with roads made out of tape that kids will be able to drive miniature cars through March 24 & 25.
- The Teen Advisory Board signed up to volunteer for multiple summer events that they are helping to plan.

ADULT SERVICES (LYNN)

- Partnering with the Library Memory Project (LMP): distributing survey to assess how well the LMP is serving patrons through Memory Cafés and other educational programs related to brain health.
- Full weed of nonfiction has begun.
- Lots of positive patron feedback on programs about scams and identity theft; one patron followed up with in person visit to the WIDATCP representative’s office.
- Collaborating with Youth Services Librarian to update our collection management policy.

OUTREACH SERVICES (CARA)

- Partnered with the Amy Belle Elementary School PTA for their Dinner with the Arts event and with Rockfield Elementary School PTA for their Parent Night Gala and Auction.
- Collaborated with Youth Services and launched our Enchanted Library Neighborhood visits program. Visits to our service area will begin in May.
- The Great Seed Giveaway program will be March 6- April 1. The seeds donated will also be used in adult and youth programs, our craft kits, several classes at KMS, community gardens in downtown Milwaukee a local girl scout troop and the Hartford library outreach department.
- Presented information about our patio update project to Germantown Kiwanis and Friends of the Library.
- Hosted Washington County Interactive networking (WIN) meeting and gave a presentation on the library with Germantown, Hartford and West Bend Chambers on March 17 with over 45 people in attendance.

CIRCULATION SERVICES (DIANE)

- March checkout craft kits are very popular; by mid-March supplies are limited
- Seed giveaway is well-received; gave away all vegetable seed packets in the first week of March; perennial seed supplies are nearly depleted by March 15.
- Assistant Director is providing circulation statistics to the circulation desk team each month.
- The Circulation Team reviewed and provided feedback for updates to the Code of Conduct Policy, Meeting Room Policy, and Study Room Policy.
- The library received 3,227 entries for the drawing in the Winter Checkout Club program, a 7.8% increase over last year's entries.
- Assisted with revising storage and checkout procedures for the Video Game collection.
- Assisted developing procedures to add jigsaw puzzles to the Library of Things collection.

TECH SERVICES (CONNIE)

- Added jigsaw puzzles for checkout in the Library of Things collection.
- Modified the procedure for storing Video Games at the Circulation Desk and checkout.

ADMIN & PERSONNEL (CONNIE)

- Attended CivicPlus Village training to convert to the new Board meeting agenda and minutes reporting on the Village website.
- Reviewed three library policies with staff to provide recommended updates to the Library Board
 - Code of Conduct Policy
 - Study Room Policy
 - Meeting Room Policy

TECHNOLOGY / STATISTICS (CONNIE)

- Assisted Monarch with Firewall upgrade impact on Germantown Community Library infrastructure and computers.
- Developed new Circulation Team statistical reports to share workload analytics with the team.

BUILDING MANAGEMENT & GROUNDS (CONNIE)

- The Germantown School District held their Annual Art Show in March for grades K-12 with a reception on Wednesday, March 1, 2023. The Art Show will be on display until March 23.
- Assisted DPW with coordination of various stages of the Condenser Project with the vendor PremiStar.
- Coordinated GHS Rain Barrel setup in the library lobby. This will be on display from March 15 – April 20.
- Assisted DPW with coordination to replace cracked window in Library Director's office.

MONARCH LIBRARY SYSTEM
DIRECTORS' COUNCIL
Virtual and In Person Meeting
March 9, 2023 @ 9:30 AM

W. J. Niederkorn Library
316 West Grand Avenue
Port Washington, WI 53074

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 414-662-4786,,96341047#](#) United States, Milwaukee

Phone Conference ID: 963 410 47#

Agenda

1. Call the meeting to Order
2. Roll call (via participant list or voice)
3. Public Comment and Correspondence
4. Approval of the agenda
5. Approval of the minutes: February 9, 2023
6. Monarch System Reports
 - a. Monarch Staff (attachment)
 - b. Governance Committee Report – Camrin Sullivan
 - c. Circulation Committee Report – Rosalia Slawson
 - d. ILS Committee Report – Alex Harvancik
 - e. Resource Workgroup – Rachel Muchin Young
 - f. Technology Workgroup – Leslie Jochman
 - g. RFID Implementation Workgroup – Cheryl Nessman
7. New Business
8. Announcements or Staff Shout Outs:
9. Next Directors Council Meeting: April 13, 2023, venue TBD
10. Adjourn



Monarch Library System Staff Reports

March 2023

Riti Grover – Director

2022 Annual Reports

- I am so glad to inform you that 2022 Annual Reports for all the public libraries under Monarch were reviewed and approved before the deadline of March 1, 2023 midnight. Also, their Board approved, signed copies have been submitted to DPI which marks the successful completion of the Annual Report Season for our member libraries.
- It was an awesome experience working with our member library directors and the in-house Annual Report Team (myself, Alison, and Carl) every step of the way!
- The System Annual Report will be presented to Monarch Board for approval during the next meeting on March 9, 2023.

WILS Membership Renewed

- It is my pleasure to inform our member libraries that their WILS membership has been renewed for 2023 for the amount of \$5,970 By Monarch. An email confirming this, with details on the benefits this membership brings, should be in their inboxes shortly.

Public Library Staff Compensation Study

- On February 1, 2023, all Wisconsin public library directors received an email regarding a Public Library Staff Compensation Survey. This survey is a part of a Library Services Technology Act-funded (LSTA) library staff compensation study coordinated by the Systems and Resource Library Administrators Association of Wisconsin (SRLAAW) and is being performed by Carlson Dettmann Consulting.
- As the part of the Compensation Study Team, I sincerely request you to please complete the survey before the deadline of March 17, 2023. Thank you for your time and your participation!
- Results of this study are anticipated to be completed in June 2023. As a participant of the study, you'll receive the results of the Compensation Study to support with your future efforts of recruiting and retaining the best skills for your library including administrative, professional, and support roles.

Monarch Board Updates

- Dr. Marthina (Marty) Greer's appointment on the Monarch board of Trustees was confirmed by Dodge County Board on Tuesday Feb 21, 2023.
- Our Board President Tom Doane and I look forward to introducing the two (2) new trustees, Daniel Lamb from Sheboygan County and Dr. Marty Greer from Dodge County to the Board during the next meeting on March 9, 2023.

WPLC Board Updates

- As a WPLC Board Member, I attended their first meeting of 2023 on Feb 20, 2023. I have been re-appointed on the WPLC Budget Committee for 2023.
- We discussed apportionment of the 2022 budget carryover. The funds were not spent by the Consortium in the previous year and are allocated to the appropriate budget for the current year.

New Monarch Firewall

- Monarch now has a next-generation Firewall and a Firewall-Controller in place which will allow us to manage all Firewalls from one web interface. The Cut off to the new Cisco Firewall was successfully accomplished under Carl's supervision on Friday, March 3, 2023

Staff Updates

- As you all know Collin Berke is no longer employed or associated with Monarch, effective March 2, 2023. We wish him success in future professional endeavors!
- We are actively interviewing to fill the vacancy in our IT department. Please know the recruitment efforts were initiated much before separation with Collin and we look forward to introducing you to our new IT staff member.

Trish Federer – Administrative & Accounting Assistant

- Worked with Winnefox Accounting to find the necessary reports for County Reimbursement.
- All the reports and procedures necessary for the Telephony billing and E-Commerce reimbursement are now in place.

Alison Hoffman – Database Management Librarian/ILS Administrator

Annual report related:

- Assisted Riti and Carl with review of member library annual reports and answering questions from directors to help meet the March 1 deadline.

Polaris related:

Upcoming Polaris upgrade

- Polaris is scheduled to be upgraded from 7.1 to 7.3 the evening of Sun., March 12, 2023
- The upgrade will primarily bring new functionality for [Leap](#), the web-based alternative to the Polaris staff client
- The **What's New** documents for [Polaris 7.2](#) and [Polaris 7.3](#) are available for review on the [Polaris Upgrades & Forecasting page](#).

Other updates

- Shared information related to [circulation settings in Polaris, how to review them, and how to request updates](#).
- Shared guide for [where to locate the circulation statistics used for cross county reimbursement requests](#) for the libraries in Dodge and Washington Counties that make those requests themselves.
- Shared reminder to review Polaris's list of magazines owned by the library and [steps to take when a magazine subscription ends](#).
- Shared reminder of [which ILL "patron" cards in Polaris libraries should use](#) when filling outgoing WISCAT interlibrary loan requests.

Vega related:

- Participated in initial training session on the administrative side of the Monarch Office's instance of Vega Program. Then began review and evaluation with Riti for next steps to begin onboarding member libraries with their own instances of Program. FL Weyenberg and Horicon kindly volunteered to participate in stage one of this implementation. They will receive training in early March, and that session will be recorded and shared with the other libraries.

Training:

- Provided acquisitions cataloging training for staff at Cedarburg.

State participation and other collaboration opportunities:

- Participated in joint WAAL/TSS meetings to plan for the WAAL online conference and inclusion of sessions relevant to technical services staff in Wisconsin (the staff working with ordering, cataloging, and processing of library material). The committee reviewed conference themes, possible keynote speakers, and sending out a call for conference session proposals.
- Participated in LSTA Cooperative Cataloging grant focus group discussion as well as the follow-up meeting with the library systems participating in the grant. Monarch is one of 8 WI library systems participating in this grant related to the PLSR goal of improved discovery solutions. The focus group gathered details about how cataloging works in the various library systems in Wisconsin as well as benefits and barriers to cooperation and shared standards. The subsequent meeting of the library systems participating in the grant reviewed initial take-aways from the focus group, discussed the upcoming NACO funnel training, and reviewed how to move forward with the portion of the grant focused on utilizing authority control vendors to work on inclusive headings.

C.E. attendance:

- Participated in Innovative User Group forum related to ILS Administration for Polaris.
- Participated in Wisconsin NACO Funnel training offered by UW-Madison staff as a part of the LSTA Cooperative Cataloging grant process mentioned above. The session provided details and training for how libraries in Wisconsin can submit new authority records to the Library of Congress, such as for local authors.

Lisa Haartman – Bookmobile Manager

- The Bookmobile "Feature of the Month" will be focusing on Gardening for March. 
- Harvest Home Assisted Living Facility will be taking advantage of our Adult Story Time offerings starting Thursday, March 3rd.
- We will also be doing our first "Make and Take" with Sheboygan Senior Communities at the end of this month!
- The Summer Reading Program is right around the corner! This year's theme is "All Together Now". I am in the process of getting programming ideas together.

Heather Fischer – Public Information Specialist/ Youth Services Liaison

Public Information Notes

Website Update:

- We are in the final stages of edits (version 6).
- Most of the current header images are stock photos. My goal is to update (and label) these with a variety of photos of our member libraries. This task will be ongoing.
- Agendas and minutes from past meetings will be uploaded over time.

Universal Class Marketing Update:

- Toolkit now includes print and digital items.
 - Printable files include: 2 poster designs, 2 mini flyers, a how-to brochure, and a how-to bookmark.
 - A link to the toolkit is in SharePoint, Public Information A-Z Documents.
- “30-day check out” in Libby. Here is what I learned when my 30 days was up:
 - Signing into Universal Class via Libby – After the 30 days was up, the UC “check out” was automatically removed from my Libby shelf. I needed to scroll to Libby EXTRAS to log in again. Even though this was an extra step, the good news is there was no impact on my coursework. I was able to go right back to the place I left off!
 - Signing into Universal Class via Monarch URL – There is no connection to the 30-day checkout when signing in using the Monarch URL. After my 30 days expired, I still had full access to my current classes and signed up for new ones.
- Reminder – Use 2 words for **Universal Class**

News from the Statewide Marketing Cohort:

- There is a lot of interest in placing another bulk vinyl sticker order in 2023 (new designs will be created).
- A handful of systems are working on passport programs for their member libraries.
- Discussion about email marketing –
 - Emailed newsletters have more reach than social media.
 - When first introducing mass emails to your patrons, it’s good practice to start with an email blast so they know the library is going to be sending marketing emails (always include an opt out option).
 - Connect with patrons by sending targeted messaging to attendees of one of your programs inviting them to check out more about the topic that was covered!

Youth Services Notes

Beanstack Update:

- The current contract through DPI wraps up at the end of April 2023.
- DPI is working on a new contract intending to extend it for 2 years (until the end of 2025).
- Even though the new contract is not finalized, they expect a seamless transition for current users into the new contract.
- **YS librarians are advised to proceed with summer planning as if we are going to have uninterrupted access to Beanstack!**

CCBC News:

- CCBC Choices is going all digital. No more print books will be available.
- The first PDF edition will be available soon and librarians will notice great new features including linked titles and book jackets!

Monarch Youth Can Go to the Fair!:

- The State Fair contract has been signed.
- Monarch will be receiving 4500 tickets with the option to request more as needed.
- A surprise addition will be shared with YS staff at our spring meeting (date/location TBD).

Carl Demmin – IT Department

- All servers have been patched and rebooted.
- The Internet Firewall has been successfully replaced.

Friday evening starting at 7 pm we replaced the old firewall. During the evening we did extensive testing. I am happy to say that all of our tests passed, and we were confident that we were successful.

We reconfigured all the VPN's so now we use our PC username and password to log in. I will be contacting the people in the groups that we had with instructions on how to update the VPN client. If you need remote access let me know.

Over the weekend I did not have any notifications with any issues. In a few weeks, I will give you another update on the progress of the next phase.

- We moved the Network at Kohler Library to their new Library.
- Continued with PC builds and work orders.

COUNTY-WIDE LIBRARY SERVICE AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of January, 2022, for the period below stated by and among Washington County, hereinafter referred to as "County" and the respective municipal libraries, hereinafter referred to as "Library" and municipalities as follows:

West Bend Community Memorial Library 630 Poplar Street West Bend, WI 53095	and	The City of West Bend 1115 South Main Street West Bend, WI 53095
Jack Russell Memorial (Hartford) Library 100 Park Avenue Hartford, WI 53027	and	The City of Hartford 109 North Main Street Hartford, WI 53027
Slinger Community Library 220 Slinger Road Slinger, WI 53086	and	The Village of Slinger 300 Slinger Road Slinger, WI 53086
Germantown Community Library N112 W16957 Mequon Road P.O. Box 670 Germantown, WI 53022-0670	and	The Village of Germantown N112 W 17001 Mequon Road P.O. Box 337 Germantown, WI 53022
Kewaskum Public Library 206 First Street P.O. Box 38 Kewaskum, WI 53040	and	The Village of Kewaskum 204 First Street P.O. Box 38 Kewaskum, WI 53040

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

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

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

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

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

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

3. The Libraries hereto agree that the information contained in Exhibit "A," attached hereto and incorporated herein by reference, regarding circulation, and shared services shall be the budgetary information and funding levels governing the Libraries for the 2022 contract period. Future contract terms will be governed by the approved funding levels determined by the Washington County Board of Supervisors at its November Board meeting. Said information will be supplied by distribution of an updated Exhibit "A" immediately after approval. All other provisions of this contract will remain in full force and effect and shall continue as described in Paragraph 18 below. Distribution of Exhibit "A" in subsequent contract years shall constitute notice under which the subsequent contract period will continue to be funded. After the 2022 contract term, the parties hereto will not be required to execute annual contracts, unless provisions other than the funding levels in Exhibit "A" require revision.

Each library's cost of service will be any amount that is equal to 100% of the amount computed by multiplying the number of loans reported in the Public Library State Annual Report section XI.2b by the amount that results by dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditure of federal funds by the total number of loans of material made by the public library during the calendar year for which the loans are reported (Public Library State Annual Report section VI.6).

4. That the compensation to be provided for circulation in the contract year shall be as set forth in Exhibit "A" attached hereto and incorporated herein by reference. Distribution shall be two equal payments to be made in February and July of each respective year.

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

6. In addition to the compensation provided in paragraph 3, the West Bend Community Memorial Library shall receive, prior to March 1, a single payment as set forth in Exhibit "A" attached hereto and incorporated herein by reference. Funding for the West Bend Community Memorial Library shall be an offset for coordinating and purchasing online database access for all of the County's Libraries and residents.

7. In addition to the compensation provided in paragraphs 3 and 4, the County will assist in funding 50% of the personnel costs of a full-time Outreach Librarian and 40% of operational costs of the Outreach Vehicle as set forth in Exhibit "A" attached hereto and

incorporated herein by reference. The West Bend Community Library herein agrees to coordinate and provide outreach services not to exceed the amount in Exhibit "A."

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

9. In addition to the compensation provided in paragraphs 3, 4, 5 and 6, the County shall assist county-wide automation efforts by funding communication lines, maintenance on central site software and hardware, cataloging software, a magazine database, access to ebooks, and a reader's advisory database, up to the amounts as set forth in Exhibit "A" attached hereto and incorporated herein by reference. It is acknowledged by the parties that these costs and the County's contribution under this paragraph may need to be renegotiated on an annual basis in light of future developments, and further, the parties agree that any grant funds received by the Libraries to offset these expenses shall reduce the County contribution under this paragraph, unless otherwise agreed.

10. Payments under the above provisions, unless otherwise specified, shall be made semi-annually based upon actual expenses incurred, but not to exceed the amounts in Exhibit "A."

11. Each Library will provide circulation statistics and records of the number of cards issued by providing the prior years validated annual report.

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

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

14. Prior to February 1 of each contract year, each Library shall furnish a copy of its complete budget including all anticipated revenues and expenditures to the County Library Board by providing the prior years validated annual report.

15. The County shall have the right to request an audit from the Libraries limited in scope to the provision of services and payment for services under this agreement. The cost of any audit shall be the responsibility of the County and shall be performed by an independent auditor or the County's auditor at the County's option. The County agrees to provide to the Libraries a copy of the audit within sixty days following its acceptance by the County. No further audits shall be permitted by the County for the audited year. The County shall not be authorized to directly withhold any funds based upon an audit until it has given each affected Library an opportunity to

explain or otherwise cure the audit exception. Failure of the Libraries or of the affected Library to cure the audit exception after having been given the opportunity to cure the exception shall be considered a material breach of this agreement. In addition to the audit provided under this paragraph, the County shall be provided an annual report, at its request, detailing the allocation of all payments made under this agreement.

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

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

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

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

17. No eligible County resident or local resident shall be denied Library services under this agreement on the basis of age, race, religion, color, sexual orientation, handicap, sex, national origin, physical condition or developmental disability, except as permitted in Wisconsin Statutes Section 43.52(2). Libraries are advised that the Americans with Disabilities Act of 1990 (ADA) may apply both to the provision of services under this agreement and employment practices of the Libraries. Compliance with ADA standards may not be adequate to meet the broader civil rights requirements of Wisconsin Law as referenced in this agreement.

18. This agreement shall be for a term of one (1) year from January 1 through December 31 of the contract year. This agreement shall automatically renew on an annual basis for subsequent one (1) year periods, except as provided in Paragraph 19 herein and except as to the annual modification of funding as described on Exhibit " A."

19. The individual terms of this agreement may be modified by the mutual consent of all the parties at any time during the agreement to the extent authorized by law or in order to comply with statutes, and consistent with or subject to available funding. Failure to reach an agreement on funding shall make this contract null and void.

20. It is understood and agreed that the entire contract between the parties is contained herein. This agreement supersedes all previous commitments, promises, representations either oral or written, between the parties relating to the subject matter hereof.

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

WASHINGTON COUNTY BY:

Donald A. Kriefall
County Board Chairperson
Date: _____

Ashley A. Reichert, County Clerk
Date: _____

COUNTY LIBRARY SERVICES BOARD BY:

Chairperson
Date: _____

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

CITY OF WEST BEND BY:

Mayor

Date: _____

Clerk

Date: _____

Library Board President

Date: _____

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

CITY OF HARTFORD BY:

Mayor

Date: _____

Clerk

Date: _____

Library Board President

Date: _____

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

VILLAGE OF SLINGER BY:

President

Date: _____

Clerk

Date: _____

Library Board President

Date: _____

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

VILLAGE OF GERMANTOWN BY:

President

Date: _____

Clerk

Date: _____

Library Board President

Date: _____

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

VILLAGE OF KEWASKUM BY:

President

Date: _____

Clerk

Date: _____

Library Board President

Date: _____

**LIBRARY CONTRACT – EXHIBIT “A”
(2022)**

Circulation (483001)	\$1,243,578
Germantown \$264,684	
Hartford \$224,543	
Kewaskum \$ 67,872	
Slinger \$146,550	
West Bend \$539,929	
West Bend Library –	\$ 151,297
Purchase and Coordinate Online Database Access for All County Libraries and Residents	
Other Administrative Expenses	\$ 0
Outreach Librarian and Services (491064)	\$ 51,063
Automation (491065)	\$ 47,123
Inter-County Payments (4911110)	\$ 149,556
Total to Levy	\$1,642,617
0% levy increase	

LIBRARY CONTRACT - EXHIBIT "A"
(2023)

	<u>LEVY</u>
Circulation (483001)	TOTAL: \$1,313,658.16
Germantown	\$281,240.45
Hartford	\$236,837.82
Kewaskum	\$84,234.76
Slinger	\$144,606.68
West Bend	\$566,738.45
 West Bend Community Memorial Library	 \$58,760.92
 <i>Purchase and Coordinate Online Database Access for all County Libraries and Residents - Excess funds to be non-lapsed to following year (Database Totals for 2023: \$6,036.37) - Per Contract.</i>	
<i>AtoZdatabases 2023 Invoice - \$3,050</i>	
<i>Ancestry Database 2023 Invoice - \$2,986.37</i>	
 Other Administrative Expenses (491001)	 -
<i>No longer a budgeted expense</i>	
 Outreach Librarian & Services (491064)	 \$64,336.42
<i>2023 Invoice Total 1040 Hours @ \$59.86=\$62,254.40</i>	
<i>2022 Vehicle Maintenance, Lease, Fuel @ 40% = \$2,082.02</i>	
 Automation (491065)	 \$46,216.26
<i>Paid at 50% of total costs per item</i>	
<i>Overdrive E-Content - \$13,986.50</i>	
<i>Overdrive E-Magazines - \$994</i>	
<i>OCLC - \$6,679.50</i>	
<i>ILS - \$2,462.12</i>	
<i>Polaris - \$16,094.14</i>	
<i>Full Cost Paid - TEACH - \$6,000</i>	
 InterCounty Payments (491110)	 \$159,645.24
<i>Payments based on 2021 circulation at 70%</i>	
<i>reimbursement - paid to libraries outside of Washington</i>	
<i>County (Act 420)</i>	
 TOTAL 2023 LIBRARY LEVY BUDGET	 <u><u>\$ 1,642,617.00</u></u>

GCL Event Calendar

Status: Public

URL: <https://germantownlibrarywi.libcal.com/calendar?cid=11430>

Time Zone: Central Time - US & Canada

April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	27	28	29	30	31	1
10am Friends Meeting 1pm Make It Crafts: Spring Jars 3pm Make It Crafts: Spring Jars 5pm Make It Crafts: Spring Jars	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am				11am DnD Saturday
2	3	4	5	6	7	8
1pm Blood Drive 6pm TAB Meeting	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am 2pm Stitch With Me [Full] 6pm Evening Book Group	9:30am What are you Reading Book Club 1pm Adventures in Upcycling	LIBRARY OPEN 9AM-1PM / CLOSED 1PM-5PM		LIBRARY CLOSED
9	10	11	12	13	14	15
9am Puzzle Day	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am 1pm What is in Season: Wisconsin Produce	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am 6pm The Discovery of Magic	9:30am Morning Book Group 6pm Junior Secret Agent Training Night	9:30am [DRAFT] Mom's Club 1pm History Book Group		
16	17	18	19	20	21	22
3pm Memory Café - Wonderful Watercolors	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am 6pm Gardening with Native Plants	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am 2pm Stitch With Me [Full]		1pm Nonfiction Book Group		
23	24	25	26	27	28	29
10am Friends Meeting 1pm Make It Crafts: Painted Rock Garden 3pm Make It Crafts: Painted Rock Garden 4pm Alice in Wonderland Escape Room 4:00pm 5pm Make It Crafts: Painted Rock Garden 5pm Alice in Wonderland Escape Room 5:00PM 6pm Alice in Wonderland Escape Room 6:00PM 7pm Alice in Wonderland Escape Room 7:00PM	9:30am Preschool Storytime 9:30am 10:30am Preschool Storytime 10:30am 4pm Alice in Wonderland Escape Room 4:00pm 5pm Alice in Wonderland Escape Room 5:00PM 6pm Alice in Wonderland Escape Room 6:00PM 7pm Alice in Wonderland Escape Room 7:00PM	9:30am Baby/Toddler Storytime 9:30am 10:30am Baby/Toddler Storytime 10:30am 4pm Alice in Wonderland Escape Room 4:00pm 5pm Alice in Wonderland Escape Room 5:00PM 6pm Library Board Meeting 6pm Alice in Wonderland Escape Room 6:00PM 7pm Alice in Wonderland Escape Room 7:00PM	9:30am Mystery Book Group 4pm Alice in Wonderland Escape Room 4:00pm 5pm Alice in Wonderland Escape Room 5:00PM 6pm Alice in Wonderland Escape Room 6:00PM 7pm Alice in Wonderland Escape Room 7:00PM	3pm Alice in Wonderland Escape Room 3:00pm 4pm Alice in Wonderland Escape Room 4:00pm		9:30am Sit N Craft 1pm Alice in Wonderland Escape Room 1:00pm 2pm Alice in Wonderland Escape Room 2:00pm 3pm Alice in Wonderland Escape Room 3:00pm
30	1	2	3	4	5	6
2pm Sugar Skull Garland Craft - Halloween in May		2pm Stitch With Me [Full] 6pm Evening Book Group	9:30am What are you Reading Book Club	1pm History Book Group	10:30am [DRAFT] Reptile Program	

GCL Outreach Event Calendar

Status: Public

URL: <https://germantownlibrarywi.libcal.com/calendar/outreach>

Time Zone: Central Time - US & Canada

April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	11:15am Ellen's Home 1pm Gables What are you Reading Book Club 2pm Gables Poetry Club	1pm Supervisor Meeting	9am Office Hours			
2	3	4	5	6	7	8
	9am Home Delivery 12pm Little Free Libraries		9am Office Hours	9:30am What are you Reading Book Club 11am Jackson Reading and Delivery 12pm David's Star Delivery		
9	10	11	12	13	14	15
		1pm Supervisor Meeting	9am Office Hours 12pm Gables - Matterhaus 1pm Gables - Himmelhaus 2pm Gables- Engelhaus		9:30am Mom's Club	
16	17	18	19	20	21	22
	9am Home Delivery 12pm Little Free Libraries	4pm Chick-Fil-A Fundraiser	9am Office Hours 11:30am Prairie Meadows 1pm Fairway Knoll			
23	24	25	26	27	28	29
	11:15am Ellen's Home 1pm Gables What are you Reading Book Club 2pm Gables Poetry Club	1pm Supervisor Meeting	9am Office Hours 1pm Library Presents at the Germantown Senior Center			
30	1	2	3	4	5	6
	9am Home Delivery 12pm Little Free Libraries		9am Office Hours	9:30am What are you Reading Book Club 11am Jackson Reading and Delivery 12pm David's Star	3pm MacArthur PTA Fun Run	

Powered by Springshare; All rights reserved.

Germantown Police Blotter

The following report was taken from records at the Germantown Police Department.

Controlled substance

- Police issued a citation for possession of a controlled substance during a traffic stop at Highway 41 and Lannon Road at 11:52 p.m. Feb. 19.

Disorderly conduct

- Police issued a citation for disorderly conduct at

Sunlite Plastics, W194N11340 McCormick Drive at 9:53 a.m. Feb. 20.

Retail theft

- Police issued a citation for retail theft at Walmart, W190N9855 Appleton Avenue, at 7:31 p.m. Feb. 19.

- Police issued a citation for retail theft at Walmart at 7:15 p.m. Feb. 20.

- Police issued a citation for retail theft at Fleet

Farm, N96W18200 County Line Road, at 6:01 p.m. Feb. 20.

- Police issued a citation for retail theft at Fleet Farm at 5:52 p.m. Feb. 20.

- Police issued a citation for retail theft at Fleet Farm at 1:53 p.m. Feb. 21.

Warrant

- Police made a warrant arrest during a traffic stop at Lannon and Maple roads at 1:26 a.m. Feb. 21.

Germantown resident honored as Civic Music Teacher of the Year

Germantown resident Randy Skowronski is Music Teacher of the Year. He and six other inspiring music educators will be honored at the Milwaukee Symphony Orchestra's Salute to Educators concert on Saturday, March 25. A CIVIC MUSIC MKE sponsored celebration reception begins at 5 p.m. and the awards will be presented at the MSO performance at 7:30 p.m. at the Bradley Symphony Center, 212 W. Wisconsin Avenue, Milwaukee. For tickets, visit www.civicmusicmilwaukee.org.

Skowronski is Director of Instrumental Music Education at Marquette University High School in

Milwaukee. According to information from CIVIC MUSIC, Skowronski began his teaching career in Kenosha as director of the Symphonic Band, Concert Band and Blue Jazz Ensemble at Tremper High School and was one of the founding directors of the Band of the Black Watch. Currently, Skowronski is completing his 37th year as instrumental music director at Marquette University High School, where his students enjoy an extensive jazz program consisting of seven ensembles in four fully credited courses. Jazz Lab 4, the program's flagship ensemble, has earned first place awards at several jazz festivals around the state and beyond. The group was

selected to take part in the pilot program for Disney's Jazz It Up! performance and workshop experience, which is now offered regularly as part of the Disney Performing Arts programs at both Disneyland and Disney World.

CIVIC MUSIC MKE is proud to annually recognize individuals for their outstanding work in the field of music education. We are pleased to host this celebration of educators in the month of March - Music in Our Schools Month.

Germantown library director: 2022 data closer to pre-COVID levels

The number of items checked out from the Germantown Community Library are getting closer to figures that were in place prior to the COVID-19 pandemic, Library Director Trisha Smith said during a recent presentation to the Germantown Village Board.

Smith summarized data from the 2022 annual library report during the Feb. 6 Village Board meeting. According to Smith, the library service area includes 35,304 people in the village and town of Germantown, Village of Richfield and village and town of Jackson. In 2022, there were 12,842 registered library cards, 34,1631 items borrowed while 92,638 people visited the library. Smith noted the number of people visiting the library increased by 10 percent from the previous year.

"A lot of our data look more like 2019 instead of 2020 where we — of course — saw a lot of decreases in all of our numbers across the board due to closures and limited services when we were able to open after COVID-19," Smith said.

According to Smith, 341,631 items were checked out

in 2022, a 2.2 percent increase from the previous year. Items being checked out include print items, audio/visual items, 1,200 "library of things" and 53,000 digital items. Village of Germantown residents account for 63.9 of library circulation, 20.1 percent is from the village of Richfield. 3.7 percent from the village of Jackson, 3.3 percent from the town of Jackson while 9 percent of circulation is from residents of other communities.

Also according to information from the report, there were 655 programs in 2022 that were attended 21,844 people, an increase of 45.6 percent from 2021. Smith noted 2022 was the first year the library was fully open following COVID closures. The library was closed for two months in 2020 due to COVID. When it opened, there continued to be restrictions during that year, with programs limited to no more than 300 people in a room.

In addition, there were 1,185 participants in the library summer reading program.

Smith, citing data from the report, said the value of

items checked out by library patrons came in \$4,578,413.

Also during 2022, "The Enchanted Library" mobile library had visited 45 regular stops and events and 7,369 visitors and 2,017 checkouts. Smith said The Enchanted Library stops included visits to non-library areas in Richfield and Jackson.

For 2022, the library revenue was \$1,131,000. Of that amount, 63.2 percent came through the village of Germantown, 33.1 percent came from Washington County, 1.8 percent came from donations and .5 percent came from adjacent counties. Salaries accounted for 48.2 percent library expenses while benefits covered 13.7 percent, with the rest of expenses split between grounds (7 percent), utilities (5.3 percent), computer services (3.7 percent) and other items (3.4 percent).

The full annual report can be viewed at the Germantown Community Library website, germantown-librarywi.org.

- By Thomas J. McKillen, Managing Editor

BUSINESS PROFESSIONAL & SERVICE DIRECTORY

EVERY WEEK IN PRINT.

DRYWALL SERVICE

CARJAN INVESTMENTS

MINI STORAGE

VARIOUS SIZES AVAILABLE

Competitive Prices

START

- Anytime -



Open Libby App



Go to Library
Home Screen



Scroll to EXTRAS &
Choose Universal Class



Click GET

OR



Use Device to
SCAN CODE



then REGISTER &
Enter Library Card

WELCOME

- to Universal Class -



Browse &
Select Courses

Enter Course

Start LEARNING!

Access Universal Class 24/7

GERMANTOWN
COMMUNITY LIBRARY



BUILD CONNECTIONS
ENRICH LIVES

QUESTIONS?

Contact Us:

Germantown Community Library
N112 W16957 Mequon Rd
Germantown, WI 53022
(262) 253-7760
www.germantownlibrarywi.org



universalclass.com/monarchlibrarysystem

Universal Class®

600+ ONLINE CLASSES

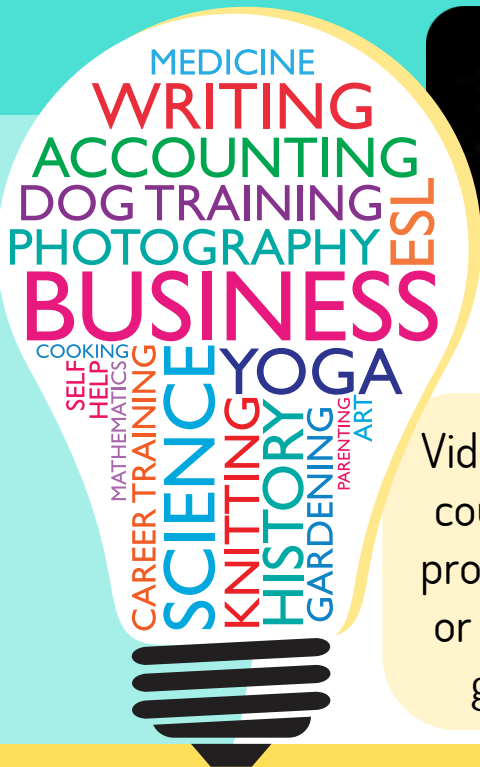
30+ COURSE CATEGORIES



Use your **Monarch Library Card** to:

LEARN

Anything - Anytime - Anywhere



**Universal
Class®**

AVAILABLE TO MONARCH LIBRARY CARDHOLDERS (AGES 13+)

600+ Continuing Education Unit **(CEU)** level courses
with over **100** video audit courses available!

Video-based
courses for
professional
or personal
growth

Lessons, exams,
assignments,
and discussion
boards

Ability to
connect
with other
students

Grading & feedback from
professional instructors
to track your learning
progress

Anything

- Computer Training
- Personal Finance
- How to / Do It Yourself
- General Education
- Business
- Pet & Animal Care
- Career Training
- Health & Medicine
- Arts, Crafts & Hobbies

Anytime

- Take your classes when it's convenient for you (access is available 24/7)
- No need to be online at a specific date or time
- Learn at your own time and at your own pace

Anywhere

- Courses can be accessed on any device connected to internet/WiFi
- If using a desktop go to: www.libbyapp.com

• **And Much More!**
30+ COURSE CATEGORIES



Over 110 languages to choose from,
including:



Arabic,
Modern
Standard



Japanese



Chinese



Korean



Dutch



Latin



English



Ojibwe



Farsi



Polish



French



Portuguese,
European,
and Brazilian



German



Russian



Greek



Spanish, Latin
American



Hebrew



Swahili



Hindi



Tagalog



Irish



Turkish



Italian



Vietnamese

...and many more!

READY TO LEARN?

Visit the library website to create
your account:

[https://germantownlibrarywi.org/
databases/](https://germantownlibrarywi.org/databases/)

SET-UP QUESTIONS?

Questions? Give the library a call or stop by the
Information Desk anytime during regular library
hours. Have a mobile device? Please bring it along!



(262) 253-7760

LIBRARY HOURS:

Mon - Thurs: 9am - 8pm

Sat: 9am - 5pm

Sat: 9am - 4pm

Sun: Closed

NEED HELP WITH YOUR ACCOUNT?

Transparent Language can help
you with technical issues, content
recommendations, or requests.

Contact their team directly at

support@transparent.com.

Transparent Language® Online



Get Started!

**LEARN OVER 110
LANGUAGES WITH**

Transparent Language® Online



**GERMANTOWN
COMMUNITY LIBRARY**



**BUILD CONNECTIONS
ENRICH LIVES**



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

LANGUAGE LEARNING THAT'S WORTH THE EFFORT.



Learn what you want, how you want
in Transparent Language Online:

Improve **listening**,
speaking, **reading**, and
writing with customizable
skill-focused practice
sessions.

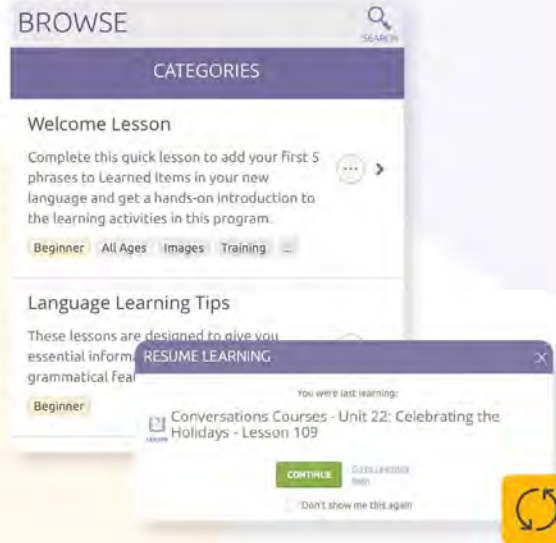


Add courses to
your **customizable**
Learning Path and
complete lessons in
any order you choose.

Get your little one started early
with **KidSpeak**, a children's
language learning program
included for young learners.

Learn when and where you want with
the companion mobile app (available on
iOS and Android™ devices):

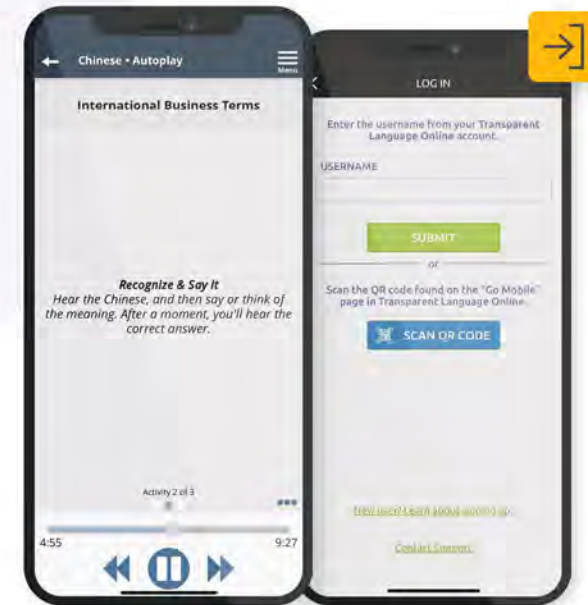
Includes **all learning**
materials and features from
the desktop version.



Syncs seamlessly to your
desktop account so you
can pick up where you
left off from any device.

Download
the Free App!

Includes an audio-only
“**Hands-free Autoplay**”
mode so you can practice
on the move!



Activate your mobile app by
logging in with your username and
password, or scan the QR code
provided in the “Mobile Access” tab
in your desktop account.

THIS WEEK AT THE LIBRARY

Monday



Adult Puzzle Day
@ 9am-3pm



Seed Giveaway with
Item Checkout:
Perennials
(all week - while supplies last)



*Board Meeting
@ 6pm

Tuesday



Preschool Storytime
@ 9:30 & 10:30am



Trees: How to
Choose & Care For
@ 1pm

Wednesday



Baby/Toddler
Storytime
@ 9:30 & 10:30am



*Stitch With Me
@ 2pm



Islam in America
@ 6pm

Thursday

Friday

Saturday



Nonfiction Book
Group @ 1 pm

*Programs require registration

MARCH 13 - 18



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

THIS WEEK AT THE LIBRARY

Monday



Seed Giveaway with
Item Checkout:
Organic
(all week - while supplies last)



Teen Game Night
@ 5:30-7:30pm

Tuesday



Preschool Storytime
@ 9:30 & 10:30am



*Spice It Up: Garlic
@ 1pm

Wednesday



Baby/Toddler
Storytime
@ 9:30 & 10:30am



Library Board Meeting
@ 6pm

Thursday



Mystery Book Group
@ 9:30am (online)

Friday



Tape Town in Gtown
@ 9am-4:30pm

Saturday



Tape Town in Gtown
@ 9am-3pm

*Programs require registration

MARCH 20 - 25



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

Germantown Community Library Board

MEETING DATE: March 22, 2023

PLACEMENT: Unfinished Business

AGENDA ITEM(S): VIII. A. Children's Patio Project

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Our main goals for improvements for the Children's Patio area include:

1. Safety – fence in the area from the parking lot
2. Accessibility – create an accessible path
3. Underutilized Space – add items such as small-scale playground equipment, early literacy activities and solar charging benches

The library has reached out to 3 local landscapes for proposals. Johnson's Nursery and Wendland's Nursery have responded with designs and cost estimates for landscaping.

On March 1, 2023, Library Director and Outreach Services Specialist meet with Scott Anderson, Department of Public Works, to review designs in relation to current space needs and ongoing maintenance. Staff are currently in contact with landscapers to review questions and update designs. Designs will be brought back to the Library Board when completed.

RECOMMENDATION: NONE

Germantown Community Library Board

MEETING DATE: March 22, 2023

PLACEMENT: New Business

AGENDA ITEM(S): IX. A. Code of Conduct Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library staff have conducted a review of the 'Code of Conduct Policy' and suggest the changes highlighted in the attached draft policy.

RECOMMENDATION:

It is recommended the Library Board approve the changes as printed in the attached draft policy.

GERMANTOWN COMMUNITY LIBRARY CODE OF CONDUCT

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52(1), the Germantown Community Library Board may enact regulations that serve to ensure the safety of library staff and patrons, protect the collection and maintain order in the library. The policy is committed to providing an atmosphere that welcomes all ages and ability levels to partake of the library's services and activities while providing guidelines to preserve the safety and comfort for all individuals. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times.

Library grounds are defined as the property between the library building and the sidewalk along Mequon Road or other adjacent property lines including library parking lots.

Specific inappropriate conduct inside the library and on the library grounds includes but is not limited to the following list of behaviors. Additional situations will be at the discretion of the Library Director or designee.

1. Misrepresenting identity and/or eligibility for library services.
2. Harassing, fighting, threatening, physically harming, or interfering with library staff or patrons.
3. Using offensive language or gestures.
4. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture or structures.
5. Smoking or tobacco use (including e-cigarettes or chewing tobacco) and using alcohol, drugs, and other regulated illegal substances.
6. Processing or selling tobacco products, alcoholic beverages, drugs or other regulated illegal substances.
7. Entering the library with an animal, with the exception of service animals as defined by the Americans with Disabilities Act or unless part of an official library program.
8. Entering Using the library without shoes and in any other manner of indecent exposure.
9. Ignoring Village of Germantown public health directives.
10. Entering unauthorized staff or storage areas in the library building.
11. Remaining in the library after regular closing time or when requested to leave.
12. Throwing items or littering.
13. Damaging, defacing, or misusing library materials, equipment or facilities.
14. Posting of materials or creating displays in the library building or on library grounds.
15. Petitioning, interviewing or campaigning including handing out literature, engaging in discussions regarding political platforms, or any other activity disruptive to the workflow or to the patrons. Candidates are allowed to reserve the Community Meeting Room.

NOISE LEVEL IN THE BUILDING

Due to the nature of the library as a public building and in order to meet the needs of all users patrons to the best of our ability, staff do not monitor the noise level of patrons using the library with the exception of the following:

1. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture or structures is not allowed.
2. Patrons engaging in listening to music or media, cell phone usage, virtual meetings, or other types of sound equipment must have devices on silent or use headphones.

3. The seating areas at the East side of the building (near the Adult Nonfiction area) are monitored as quiet areas. This area should be used only for quiet study or activities. Any individual or groups engaged in activities that create noise, including the following, will be asked to leave this area and find a different location in the library:
 - a. Noisy group work
 - b. Noisy conversations
 - c. Noisy cell phone or computer equipment usage

UNACCOMPANIED MINORS

Parents, guardians, and caregivers are responsible for the behavior of their children.

1. A responsible party, age 11 or older, must accompany and supervise all children under the age of 7. Library staff reserve the right to determine if a caregiver between the ages of 11-~~18~~ 17 is not providing appropriate supervision while using the library building.
2. The library does not accept responsibility for any unsupervised children.
3. The parent/guardians of unsupervised children will be contacted to pick up the children. Unresolved or repeated situations may be referred to the Germantown Police Department.

EATING AND DRINKING

1. Beverages must be covered.
2. No food or beverages are allowed near any Germantown Community Library computer equipment.
3. Patrons are responsible for cleaning up their area.
4. Food and beverages should not disturb other patrons. This may be at the discretion of library staff.

Unacceptable behavior may result in the suspension of library privileges, expulsion from the library and/or possible arrest for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below. At their discretion, staff members shall also fill out an incident report and forward it to the Library Director or designee.

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

1. Verbal Warning: Staff members shall issue one verbal warning to anyone violating the rules of behavior as listed above.
2. If there is not a positive response to the verbal warning, managerial staff or a designee may ask the offender to leave the premises.
3. If the offender resists, the Library Director, managerial staff or designee should contact the Police Department for assistance.
4. In the event that expulsion from the premises is necessary, staff should provide the patron with written notification if possible and should fill out an Incident Report and forward it to the Library Director or designee.

The final decision regarding revoking library privileges rests with the managerial staff or designee on duty. The Library Director will review the Incident Report. Appeals can be made to the Library Board.

ADOPTED: 5/25/05

REVISED and APPROVED: 8/23/17; 9/22/21; 1/26/22; 3/22/23

Germantown Community Library Board

MEETING DATE: March 22, 2023

PLACEMENT: New Business

AGENDA ITEM(S): IX. B. Study Room Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library staff have conducted a review of the 'Study Room Policy' and suggest the changes highlighted in the attached draft.

RECOMMENDATION:

It is recommended the Library Board approve the changes as printed in the attached draft policy.

GERMANTOWN COMMUNITY LIBRARY
STUDY ROOM USE POLICY

The Germantown Community Library provides three **group** study rooms for use by the public. Two of the three rooms accommodate **up to** two people. The third room accommodates **up to** six people. The purpose for providing these rooms is to allow **one to six** patrons to work together and to do so without disrupting library patrons. Library policies regarding the use of cell phones as well as food and drink will be enforced by those using the Study Rooms.

NOTE: All study room use policies are subject to the judgment of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.

- Rooms are available on a first come-first served basis. No reservations will be accepted for the use of the rooms. The Library Director or designee has the authority to reserve any study room under special circumstances.
- ~~None of these Study Rooms shall be used for business purposes.~~
- No person or group will be allowed to dominate or monopolize any of the Study Rooms. **(No room will become a patron's office!)** If this appears to be occurring, restrictions may be placed on the amount of time and number of times any group or individual may use the Study Rooms.
- Users of the Study Rooms will not be allowed to move chairs from another part of the Library, sit on the floor or counters, etc. to allow more people to use the room.
- No more than two people will be allowed to use the two-person Study Rooms. No more than six people will be allowed to use the large Study Room.
- Users of the Study Rooms will sign up for the rooms at the Circulation Desk. There will be a limit of **two hours** per ~~visit~~ **person/group per day**. **Additional time may be allowed at the discretion of the Circulation Desk staff.**
- Study Rooms are only available for use during **normal Library** hours ~~the Library is open~~.
- The rooms will be vacated ~~at least fifteen minutes before when~~

ADOPTED: 5/22/02

REVISED AND ADOPTED: 5/25/03; 4/24/13; 11/16/16; **3/22/23**

Germantown Community Library Board

MEETING DATE: March 22, 2023

PLACEMENT: New Business

AGENDA ITEM(S): IX. C. Meeting Room Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library staff have conducted a review of the 'Meeting Room Policy' and suggest the changes highlighted in the attached draft.

RECOMMENDATION:

It is recommended the Library Board approve the changes as printed in the attached draft policy.

Germantown Community Library

Community Meeting Room Policy

The Germantown Community Library **provides space for meetings and programs of an informational, educational, cultural, or civic nature.** Private parties are not permitted. The Germantown Community Library subscribes to the principles set forth in the ALA Library Bill of Rights: *"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

Use of the Community Meeting Room (going forward referred to as 'Meeting Room') does not in any way constitute Library endorsement of the activities, purposes, or viewpoints expressed by the groups/individuals involved. Meetings held in the library are subject to fire codes, ADA requirements, and occupancy requirements.

I. FACILITIES

- A. There is one meeting room that can be reserved. It will be referred to as the 'Large Meeting Room'.
- B. All available furniture and equipment is available within the meeting room. Furniture cannot be moved from other meeting rooms or other locations within the library.
- C. The library lobby may be used for meeting registration or display if it does not interfere with other meetings and regular library operations.
- D. Public Wi-Fi is accessible in all areas of the Library and Meeting Rooms.
- E. Library staff are not available to assist with furniture setup or takedown.

Room	# of people	Chairs and Tables	Amenities
Large Meeting Room (Size = 29' 10" x 43' 4")	80	<u>Chairs</u> : 80 <u>Tables</u> : 12 rectangle 2.5' x 6' (collapsible)	Ceiling mounted projector <u>screen</u> (12' wide) White board (12' wide) Speaker stool Electric window shades Podium Coat Rack

II. EQUIPMENT

- A. The following equipment is available for meeting use. Equipment must remain in the library and is available for **signout checkout with a Library Card**. In the absence of a library card, a valid photo ID must be shown. Equipment must be returned in the same condition it was checked out.
- i. Projector, DVD or Blu-ray player, Windows based laptop, limited connection cords (*must be requested at the time of the reservation*)
 - ii. Portable speaker with microphone (*must be requested at the time of the reservation*)
 - iii. Extension cord
 - iv. **White Board dry erase markers, eraser, and cleaning solution**
- B. Groups are responsible for the setup, operation and takedown of said equipment. Basic Instructions are included as needed with the equipment. Library staff is not available for assistance.
- C. **Table drop clothes and** cleaning supplies **are available in the room.** A vacuum **is available on request.**

III. RESERVATION OF FACILITY

- A. Library meetings, programs and activities have priority in scheduling use of the Meeting Rooms followed by meetings and programs of:
- i. Friends of the Germantown Community Library
 - ii. Village of Germantown and other library served municipalities official business (Town of Germantown, Richfield, Jackson and Colgate)
 - iii. Village of Germantown Park & Recreation Department
 - iv. Village of Germantown and served communities school districts
 - v. Village of Germantown Chamber of Commerce
 - vi. Monarch Library System
 - vii. ~~Washington County Library System Board~~
- B. All other groups are subject to the approval of the Library Director or designee.
- C. Reservations for use of a Meeting Room can be made electronically on the library website, in person or over the phone by a member of the organization/group who will assume the role of the contact person with the responsibility for ensuring that the group complies with the regulations for use of the space. A contact email address is required for all reservations.
- D. Reservations may be made for Meeting Room use not more than 3 months in advance.
- E. No group should assume that the Meeting Room will always be available for the regularly scheduled meetings. No group (**except those listed in Item A**) may use the Meeting Room more than once a month.
- F. Groups/organizations must check-in at the Circulation Desk when they arrive.
- G. At the completion of the meeting/program the group/organization contact must check-out with the Circulation Desk confirming they have returned the room to the original configuration and return any equipment that was used.

IV. HOURS OF USE

- A. The Meeting Room is available during normal library hours. Meetings must be concluded and cleaned up before the library closes.
- B. Organizers and attendees must vacate the building when the library doors are locked at the end of business hours.

V. FEES

- A. Not for profit groups/organizations, as defined by the Library Director or designee, may use the Meeting Room free of charge.
- B. For profit groups will be charged \$25.00 per hour for use of the room. There is no charge for 30 minutes prior to and after the meeting for setup and cleanup. Payment is expected at the check-in of the reserved time by cash, credit card or check made payable to the 'Germantown Community Library'.
- C. A service fee of \$25 will be charged if the room is not returned to its original layout and condition.
- D. A cleaning fee of \$25 will be charged if extra cleaning is required by the Library or custodial staff.
- E. A replacement fee will be charged if any equipment is not returned or it is returned damaged beyond normal wear and tear of the equipment.

Equipment	Replacement Cost
Projector	\$600
DVD/Blu-ray player	\$200
Laptop	\$1000
Cords	\$25
Portable Speaker/Microphone	\$300
Dry Erase Board Supplies	\$10

VI. CONDITIONS OF USE

- A. Groups/organizations whose members are under the age of eighteen (18) must be accompanied by at least two adult supervisors per 15 persons under the age of 18. An adult is defined as someone over the age of 18 years old and older.
- B. Selling or sales promotions are restricted to items approved by the Library Director or designee, with the exception of the Library itself or the Friends of the Germantown Community Library.
- C. Light refreshments may be served. Use of electrical outlets is limited. No cooking facilities are available. No alcoholic beverages are permitted.
- D. Nothing may be taped, tacked, or otherwise hung on the walls, windows, furniture or dividing wall.
- E. The Library staff is not available to transport supplies to or from the Meeting Room, to assist with meetings or programs or to operate equipment. Library staff will not accept calls or relay messages to persons attending meetings, except in emergencies.

- F. No group may use the Library address as their own.
- G. No storage space is available for materials or equipment used by groups using the Meeting Room.

VII. CONDUCT EXPECTATIONS

Individuals, groups or organizations using the meeting room must fulfill their obligations enumerated in this policy. Failure to abide by the Library's Meeting Room Policy may result in the cancellation of, or refusal of future reservations.

The Library is a public facility; therefore, behavior in and around the Meeting Room that is disruptive to the regular operations of the Library or that could possibly be dangerous to others will not be tolerated. Groups/organizations are held responsible for the conduct of the people admitted to their activity. Groups/organizations may be asked to vacate the premises immediately if it is deemed that behavior is disruptive. If a group/organization is asked to vacate, their Meeting Room use privileges could be suspended for a minimum of 6 months.

VIII. LIABILITY

The Village of Germantown and the Germantown Community Library assume no responsibility whatsoever for any property in connection with a meeting and that the Village of Germantown and the Germantown Community Library are hereby expressly released from and discharged for any and all liability for any loss, injury or damage to person or property which may be sustained by reason of a meeting, including setup and takedown of Library owned furniture and equipment of such meeting.

This policy is subject to the judgment of the Library Director or designee under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.

ADOPTED: 4/10/02

REVISED AND ADOPTED: 9/25/02; 12/15/04; 6/25/06; 6/28/17; 7/24/19; 1/26/22; 3/22/23

Germantown Community Library Board

MEETING DATE: March 22, 2023

PLACEMENT: New Business

AGENDA ITEM(S): IX. D. Director 2023 Performance Goals

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

A draft of the 2023 Performance Goals are attached for review.

RECOMMENDATION:

Approve the 2023 Performance Goals for the Library Director to be used for the Annual Performance Evaluation in November/December of 2023.

2023 Employee Performance Evaluation

Employee Name: Patricia A. Smith

Competency 1: Organization Understanding	* Understands the organizational implications of programs, services, and procedures. * Demonstrates awareness of goals of other units including Monarch Library System, Washington County Library Services Board, Germantown Community Library Board, Village of Germantown Board and surrounding non-served communities, Village departments, school systems, and community groups and makes requests or decisions in support of this awareness. * Keeps objectives that are related to organizational priorities in mind when determining tasks for oneself and team members.
Competency 2: Planning & Organizing	* Effectively prioritizes own work such that she/he is prepared and able to meet work objectives. * Manages own time and others efficiently to meet goals and achieve maximum productivity. * Delegates specific tasks to team members. * Evaluates the team members ability to set-up, organize and keep track of responsibilities accurately and on a timely basis. * Provides high level value in helping groups plan and organize.
Competency 3: Team Development	* Actively grows a group of people who have common/complimentary skills. * Regularly meets with staff individually and as a team to ensure commitment to fulfilling their common purpose.
Competency 4: Customer Focus	* Discovers, understands and meets the needs of customers, both internal and external. * Builds positive customer relationships by giving patron needs priority. * Constructively deals with challenging customers by listening and moving toward a satisfactory resolution.
Competency 5: Communication	* Clearly, accurately and effectively conveys information and ideas to library users. * Provides timely and accurate information to team members as appropriate. * Demonstrates effective written, oral and listening skills. * Maintains a positive attitude consistently despite difficult or challenging circumstances.

2023 Employee Performance Evaluation

Employee Name: Patricia A. Smith

Customer Objective	1. Facilitate implemntation of new system services through Vega including library catalog, event system and electornic newsletter. 2. Provide new services to increase library usage and keep up with public demand and current library trends including: A. Checkout Craft Kits B. Expanded Library of Things C. Graphic Novels - D.Additional Youth Book + Audio Option E. Online Courses F. Language Database 3. Implement additional Reader's Advisory options in all collection areas including books lists and genre brochures. 4. Improve communication between library and residents in areas including branding, marketing and outreach with an emphasis on patrons in non-served areas of Washington County and patrons with limited access to the building. 5. Continue to investigate and evaluate options in facility usage in order to provide additional space services to patrons, staff work areas and staff storage space.
Process Objective	1. Provide patrons with opportunities for literacy, growth, and life-long learning with an emphasis returning to a normal offering of in-person programs. 2. Facilitate additional outreach options. 3. Implement review of library polices & procedures. 3. Develope systems to manage time and balance daily tasks with long-term projects and emergency situations.
Growth Objective	1. Attend Wisconsin Public Library Conference in May. 2. Attend Wisconsin Library Conference in October. 3. Participate in additional professional development opportunities through library-related organizations and the Village of Germantown.
Financial Objective	1. Increase opportunities for community involvement and sponsorship of programs. 2. Recieve grants and doantions for programming, speciali collections, and the Children's Patio Project. 3. Oversee implementation of new Village financial system. 4. Increase trends of overall circulation of print and digital material especially in relation to libraries in Washington County to meet County revenue requirements.