

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, January 24, 2024 6:00 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES:**
 - A. December 20, 2024 Meeting Minutes
- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Reports
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS**
- IX. **NEW BUSINESS:**
 - A. Emergency Closing Policy
- X. **ADJOURNMENT:**

The next regular meeting of the Germantown Community Library Board will be on Wednesday, February 28, 2024 at 6:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through

LIBRARY BOARD AGENDA

January 24, 2024

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appropriate aids and services. For additional information or to request this service, please contact the Assistant Director at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 24, 2024

PLACEMENT: Action Item

ITEM TITLE: December 20, 2024 Meeting Minutes

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review and approve meeting minutes from the December 20, 2023 Library Board meeting.

ATTACHMENT:

1. Library Board Minutes 12-20-24

RECOMMENDATION:

Approve as presented.

ACTION BY Committee:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, December 20, 2023 6:00 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
The regular meeting of the Germantown Community Library was called to order by President Joyce Nelson at 06:05 PM.

- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Christa Potratz, Library Board Member Jacob Misiak (online), Trustee Jan Miller
Absent:
Excused: Library Board Member Joletta Kerpan, Library Board Member Charlene Brady
Also present: Library Director Trisha Smith

- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Joyce Nelson

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz, Jacob Misiak
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

- IV. **APPROVAL OF MINUTES:**

A. November 29, 2023 Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz, Jacob Misiak
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
None.

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Vosen noted there is a new category called 'Programming Supplies' added to the details of the Board Checking Account per Smith's request. She also noted the interest earned on the renewal of CD #2 of \$113.31 and on CD #5 of \$410.91. She will place a brick order for the most recent donations after the January Library Board meeting.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

There was discussion regarding reallocating some of the Library Board donations in the Library Board checking account to cover the approximately \$9000 in 2024 budget cuts to library materials. It was suggested Smith use the following funds to cover the shortfall in materials:

- Pagliaro - \$4000 new donation
- Who? - \$1000 new donation
- Penny Jug Fund/Art Work - \$2,300.74
- RAO fund - \$2,752.45
- CD #1 Earned interest above the \$15,000 base - approximately \$1,700 when renewed in February 2024

Motion: Approve Library Board Checking Account Fund Reallocation to Fund 2024 Materials Budget Cuts as specified above.

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

On roll call vote:

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

C. Budget Reports

Smith provided year-to-date library budget reports from the Tyler-Munis Financial System for review.

VII. REPORTS:

A. Correspondence

Nelson sent out the following donation 'Thank you' notes:

- Ann Becker - \$100 for Building Expansion
- Kara Furger - \$100 for Patio Expansion
- John & Kathleen Glueckstein - \$500 for Patio Expansion
- Steve & Krisi Kreklow - \$100 for Patio Expansion

B. Village Reports

Miller reported on the Village Board December meetings. She noted the January 1, 2024 Village Board meeting is canceled due to the holiday. There will be a Special Meeting on January 24, 2024 for the Village Administrator review.

C. County Reports

None.

D. System Reports

None.

E. President's Report

None.

F. Director's Report

Smith reviewed information submitted in her Director's Report. She also reviewed attachments that covered the library Winter and Spring Programming Brochure, an updated Donations and Sponsorship Brochure, and new 2024 library hours press release, news articles and flyer.

VIII. UNFINISHED BUSINESS

None.

IX. NEW BUSINESS:

None.

X. ADJOURNMENT:

The next Library Board meeting will be Wednesday, January 24, 2024 at 6:00 p.m. at the Germantown Community Library.

Nelson adjourned the meeting at 07:19 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 24, 2024

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review attached Treasurer's Report dated 1/16/24.

ATTACHMENT:

1. GCL Treasurer Report 01-24-24

RECOMMENDATION:

Approve Treasurer's Report.

ACTION BY Committee:

Germantown Community Library Board

Financial Report January 16, 2024

By Darlene Vosen

Bank Five Nine GCL Board Checking Account (7928)(*included in, but accounted for separately)

Balance 12/14/23 per online statement		\$4,901.40
Deposit 1/4 Pagliaro/Handley Book/materials	+\$5,224.00	
Deposit 1/4 Johnson/Korol/Anonymous Programs	+\$400.00	
Balance 1/16/24 per online statement		\$10,526.40*

***GCL Usborne Book Sale SRP Funds: \$1,845.01**

***Early Literacy Fund: \$515.46 + \$11.28 = \$526.74 (total)**

***Programming Supplies: \$330.00 + \$400.00 = \$730.00 +/- (total)**

***2023/24 Funds for Books &/or Materials**

Glunz Donation (10/03/22): \$1,000/\$15.98 (left)

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

Pagliaro/Handley (1/4/24) \$5,225.00

Total = \$5,290.98 (left to spend)

***Patio Expansion 2023**

5/30 Bricks/Tasker \$250.00/Bosch \$100.00/Nash \$100.00

6/29 Brick Kuchta \$100

11/14 Brick Ribnek \$250

12/1 Brick Furger \$100/Kreklow \$100

12/1 Plaque Glueckstein \$500

Total = \$1,500.00 – (cost of plaque/bricks/shipping) = ?

***Building Expansion 2023**

11/14 Brick Totsky \$250

12/1 Brick Becker \$100

Total = \$350.00 – (cost of bricks/shipping) = ?

Bank Five Nine GCL Board Savings Account (4029)

Balance 12/14/23 per on-line statement		\$5,072.67
Interest December	+\$0.40	
Deposit 1/4/24 (to keep account active)	+\$0.25	
Balance 1/16/24 per on-line statement		\$5,073.32

Bank Five Nine GCL Building Account (7962)(**included in, but accounted for separately)

Balance 12/14/23 per on-line statement		\$19,602.97
Interest December	+\$2.33	
Deposit 1/4/Deutschstadt Patio Donation	+\$1,000.00	
Deposit Interest CD #4 (3991)	+\$172.78	
Balance 1/16/24 per on-line statement		\$20,778.08**

****Penny Jug Fund/Book & Materials = \$2,300.74 (total)**

****RAO Account (technology) = \$2,752.45 (total)**

****Expansion \$2,045.00 + \$2.33 = \$2,047.33 (total)**

****Patio Expansion \$12,504.78 + \$1,000.00 = \$13,504.78 (total)**

Bank Five Nine Building Fund CD Account

CD #1 Furniture (5708) Balance 1/5/23 per bank statement	\$16,792.60
3.75% Interest 13 months (bump used 10/24) (mature 2/5/24)	
CD #2 Furniture (4025) Balance 12/4/23 per bank statement	\$15,000.00
5.29/5.40% Interest 15 months (mature 3/4/25)	
CD #3 Furniture (5608) Balance 11/8/23 per bank statement	\$15,000.00
5.29/5.4% Interest 15 months (mature 2/6/25)	

2.

CD #4 Furniture (3991) Balance 4/4/23 per bank statement	\$15,000.00
4.57/4.65% Interest 15 months (mature 7/4/24)	
CD #5 Furniture (8801) Balance 11/30/23 per bank statement	\$10,000.00
5.39/5.50% Interest 23 months (mature 10/31/25)	
CD #6 Expansion (8989) Balance 4/27/23 per bank statement	\$10,000.00
4.57%/4.65% Interest 15 months (mature 7/27/24)	
Furniture & Equipment (\$70,000.00) + Expansion (\$11,792.60) = \$81,792.60	

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 24, 2024

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review attached Accounts Payable.

ATTACHMENT:

1. Accounts Payable

RECOMMENDATION:

Approve submitted Accounts Payable.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
10570000									Library
10570000 462900									Library Fines & Fees
100365 FRIENDS OF	0108FGCL	0	2023 12	INV	P	1,133.59	24-1-16		1265
100365 FRIENDS OF	FGCL1204	0	2023 12	INV	P	3,661.82	231208		570
						4,795.41			
101390 GERMANTOWN LIBRARY B	0108LIBBOARD	0	2023 12	INV	P	97.30	24-1-16		1269
						ACCOUNT TOTAL		4,892.71	
10570000 521400									Library Life Insurance
100933 SECURIAN FINANCIAL G	SECURIAN1223	0	2023 12	INV	P	127.55	231221-5		1225
						ACCOUNT TOTAL		127.55	
10570000 531000									Library Gen Supplies & Expense
100728 MINUTEMAN PRESS	82208	0	2023 12	INV	P	52.82	24-1-16		1303
101374 GRACE SPRUNGER	1220SPRUNGER	0	2023 12	INV	P	453.57	24-1-16		1276
101375 EMILY HEIN	1220HEIN	0	2023 12	INV	P	387.16	24-1-16		1261
						ACCOUNT TOTAL		893.55	
10570000 531010									Library Office Supplies
100201 COMPLETE OFFICE	590371	0	2023 12	INV	P	7.60	231221-5		1159
100201 COMPLETE OFFICE	590372	0	2023 12	INV	P	36.99	231221-5		1159
100201 COMPLETE OFFICE	593179	0	2023 12	INV	P	258.69	24-1-16		1255
						303.28			
						ACCOUNT TOTAL		303.28	
10570000 531080									Library Professional Dev
100942 SIEBERS, SHANNON	1220SIEBERS	0	2023 12	INV	P	1,200.00	24-1-16		1324
101210 WISCONSIN LIBRARY AS	17914	0	2023 12	INV	P	115.80	24-1-16		1340
101267 TRISHA SMITH	1220SMITH	0	2023 12	INV	P	10.00	24-1-16		1330
						ACCOUNT TOTAL		1,325.80	
10570000 531100									Library Books
100092 BAKER & TAYLOR	2037940717	0	2023 12	INV	P	472.38	231221-5		1150
100092 BAKER & TAYLOR	2037951088	0	2023 12	INV	P	1,062.53	231221-5		1150
100092 BAKER & TAYLOR	2037964472	0	2023 12	INV	P	15.42	231221-5		1150
100092 BAKER & TAYLOR	2037966472	0	2023 12	INV	P	102.22	231221-5		1150
100092 BAKER & TAYLOR	2037972612	0	2023 12	INV	P	323.63	231221-5		1150
100092 BAKER & TAYLOR	2037972663	0	2023 12	INV	P	201.87	231221-5		1150
100092 BAKER & TAYLOR	2037986347	0	2023 12	INV	P	323.33	231221-5		1150
100092 BAKER & TAYLOR	2038005284	0	2023 12	INV	P	339.67	24-1-16		1247

Village of Germantown, WI - PRODUCTION

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION	
100092	BAKER & TAYLOR	2038009069	0	2023 12	INV	P	23.55	24-1-16		1247	
100092	BAKER & TAYLOR	2038014271	0	2023 12	INV	P	258.34	24-1-16		1247	
100092	BAKER & TAYLOR	2038017308	0	2023 12	INV	P	503.51	24-1-16		1247	
							3,626.45				
100167	CAVENDISH SQUARE	CAL3451261	0	2023 12	INV	P	204.44	24-1-16		1252	
100477	INGRAM LIBRARY SERVI	79027077	0	2023 12	INV	P	25.19	24-1-16		1284	
100477	INGRAM LIBRARY SERVI	79240484	0	2023 12	INV	P	25.79	24-1-16		1284	
100477	INGRAM LIBRARY SERVI	79535097	0	2023 12	INV	P	25.19	24-1-16		1284	
							76.17				
100798	OLLIS BOOK CORPORATI	248871	0	2023 12	INV	P	959.60	24-1-16		1313	
100798	OLLIS BOOK CORPORATI	248872	0	2023 12	INV	P	256.55	24-1-16		1313	
100798	OLLIS BOOK CORPORATI	248873	0	2023 12	INV	P	53.94	24-1-16		1313	
100798	OLLIS BOOK CORPORATI	248874	0	2023 12	INV	P	805.71	24-1-16		1313	
							2,075.80				
ACCOUNT TOTAL							5,982.86				
10570000	531190	Marketing & Promotion									
101267	TRISHA SMITH	1227TRISHA	0	2023 12	INV	P	34.71	24-1-16		1330	SUPPLIES
ACCOUNT TOTAL							34.71				
10570000	531240	Library Travel									
100646	RATZMANN, LYNN	06191015RATZMANN	0	2023 12	INV	P	83.84	24-1-16		1318	
101267	TRISHA SMITH	09231223SMITH	0	2023 12	INV	P	353.70	24-1-16		1330	
ACCOUNT TOTAL							437.54				
10570000	531430	Library Book Processing									
100246	DEMCO	7409513	0	2023 12	INV	P	173.03	231221-5		1163	
100246	DEMCO	7411149	0	2023 12	INV	P	89.62	231221-5		1163	
							262.65				
100858	QUALITY RUBBER STAMP	30099	0	2023 12	INV	P	57.90	231221-5		1218	
ACCOUNT TOTAL							320.55				
10570000	531440	Library Periodicals									
101031	MILWAUKEE BUSINESS J	0507008812 RENEWAL	0	2023 12	INV	P	190.00	231221-5		1203	
ACCOUNT TOTAL							190.00				
10570000	531470	Library Computer Service									
100255	DEPT OF ADMINISTRATI	505-00000000086041	0	2023 12	INV	P	600.00	231221-5		1164	

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12												
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION	
100391	GFC LEASING		I00881497	0	2023 12	INV	P	1,149.32	24-1-16		1272	
100402	GORDON	FLESCH COMPAN	I00881497	0	2023 12	INV	P	1,149.32	24-1-16		1274	
100402	GORDON	FLESCH COMPAN	IN14364324	0	2023 12	INV	P	147.48	231221-5		1179	
100402	GORDON	FLESCH COMPAN	IN14488387	0	2023 12	INV	P	7.50	24-1-16		1274	
								1,304.30				
100713	MIDWEST	TAPE	504721715	0	2023 12	INV	P	1,062.30	231221-5		1201	
100713	MIDWEST	TAPE	504860428	0	2023 12	INV	A	1,131.07				
								2,193.37				
100735	MONARCH	LIBRARY SYST	415952	0	2023 12	INV	P	1,441.24	24-1-16		1305	
100735	MONARCH	LIBRARY SYST	416061	0	2023 12	INV	P	100.00	231221-5		1205	
								1,541.24				
ACCOUNT TOTAL								6,788.23				
10570000	531490		Library Program Supplies & Exp									
100368	FUN EXPRESS LLC		72909345501	0	2023 12	INV	P	957.58	24-1-16		1266	
100646	RATZMANN, LYNN		1227RATZMANN	0	2023 12	INV	P	17.76	24-1-16		1318	
101267	TRISHA SMITH		122723SMITH	0	2023 12	INV	P	170.00	24-1-16		1330	
101379	JENNIFER WIDOWSKI		0104GARDENS	0	2023 12	INV	P	140.00	24-1-16		1288	
101380	STATELINE	GENEALOGY	0104GENEALOGY	0	2023 12	INV	P	100.00	24-1-16		1326	
101380	STATELINE	GENEALOGY	0104HAHN	0	2023 12	INV	P	100.00	24-1-16		1326	
								200.00				
101381	JEFF POCKAT		0104HARP	0	2023 12	INV	P	300.00	24-1-16		1287	
ACCOUNT TOTAL								1,785.34				
10570000	561400		Library Telephone									
101346	CREXENDO BUSINESS SO		139959	0	2023 12	INV	P	680.86	231208		561	
ACCOUNT TOTAL								680.86				
10570000	591000		Library Misc. Equipment									
100327	NAPA AUTO PARTS		673359	0	2023 12	INV	P	34.77	231208		590	
ACCOUNT TOTAL								34.77				
ORG 10570000 TOTAL								23,797.75				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			CHECK RUN	CHECK	DESCRIPTION
FUND 10		General Fund		TOTAL:			23,797.75			

** END OF REPORT - Generated by Trisha Smith **

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 24, 2024

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached monthly budget reports.

ATTACHMENT:

1. Budget Reports

RECOMMENDATION:

Review the attached monthly budget reports.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS 10	FOR: General	Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10570000 Library									
10570000 432600	County Library		-320,000	0	-320,000	-308,347.25	.00	-11,652.75	96.4%*
10570000 462900	Library Fines &		-10,000	0	-10,000	-9,605.50	.00	-394.50	96.1%*
10570000 463000	Library System		0	0	0	-10,155.81	.00	10,155.81	100.0%
10570000 511000	Library Reg Sal		215,675	0	215,675	223,641.37	.00	-7,966.37	103.7%*
10570000 511100	Library PT Sala		338,920	0	338,920	352,463.58	.00	-13,543.58	104.0%*
10570000 511200	Library Board		1,200	0	1,200	570.00	.00	630.00	47.5%
10570000 521000	Library Social		41,296	0	41,296	42,508.05	.00	-1,212.05	102.9%*
10570000 521100	Library State R		26,970	0	26,970	34,396.17	.00	-7,426.17	127.5%*
10570000 521200	Library Health		69,073	0	69,073	96,315.36	.00	-27,242.36	139.4%*
10570000 521300	Library Dental		2,895	0	2,895	5,295.00	.00	-2,400.00	182.9%*
10570000 521400	Library Life In		1,241	0	1,241	1,439.86	.00	-198.86	116.0%*
10570000 531000	Library Gen Sup		10,000	0	10,000	7,148.36	.00	2,851.64	71.5%
10570000 531010	Library Office		5,000	0	5,000	3,729.23	.00	1,270.77	74.6%
10570000 531030	Library Postage		2,000	0	2,000	723.58	.00	1,276.42	36.2%
10570000 531080	Library Profess		5,000	0	5,000	8,864.45	.00	-3,864.45	177.3%*
10570000 531100	Library Books		62,000	0	62,000	48,566.08	.00	13,433.92	78.3%
10570000 531190	Marketing & Pro		10,000	0	10,000	10,559.74	.00	-559.74	105.6%*
10570000 531240	Library Travel		1,000	0	1,000	1,074.86	.00	-74.86	107.5%*
10570000 531430	Library Book Pr		10,000	0	10,000	9,883.44	.00	116.56	98.8%
10570000 531440	Library Periodi		8,000	0	8,000	5,152.65	.00	2,847.35	64.4%
10570000 531460	Library Audio V		22,000	0	22,000	17,831.15	.00	4,168.85	81.1%
10570000 531470	Library Compute		40,000	0	40,000	35,212.95	.00	4,787.05	88.0%
10570000 531490	Library Program		24,000	0	24,000	33,175.23	.00	-9,175.23	138.2%*
10570000 532080	Library Outreac		4,000	0	4,000	3,448.37	.00	551.63	86.2%
10570000 552300	Library System		23,000	0	23,000	23,028.31	.00	-28.31	100.1%*
10570000 561000	Library Buildin		68,000	0	68,000	52,876.19	.00	15,123.81	77.8%
10570000 561400	Library Telepho		4,000	0	4,000	5,591.85	.00	-1,591.85	139.8%*
10570000 571000	Library Insuran		5,993	0	5,993	5,323.23	.00	669.77	88.8%
10570000 591000	Library Misc. E		0	0	0	34.77	.00	-34.77	100.0%*
TOTAL Library			671,263	0	671,263	700,745.27	.00	-29,482.27	104.4%
TOTAL General Fund			671,263	0	671,263	700,745.27	.00	-29,482.27	104.4%
TOTAL REVENUES			-330,000	0	-330,000	-328,108.56	.00	-1,891.44	
TOTAL EXPENSES			1,001,263	0	1,001,263	1,028,853.83	.00	-27,590.83	



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	671,263	0	671,263	700,745.27	.00	-29,482.27	104.4%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 24, 2024

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. New Hours Press Release
3. 2024 Sponsorship Brochure
4. Annual Report Graphic
5. 2023 Programming Statistics
6. 2023 Circulation Trends
7. 2023 Library Trends
8. Daily News 01-06-2024
9. Home Delivery Press Release

RECOMMENDATION:

ACTION BY Committee:

Director's Report: January 2024

STATE OF WISCONSIN

- The Annual Report will open on Wednesday, January 24. A presentation was giving to system directors on updates to 2023 & 2024. The annual report will be due on February 29, 2024.

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, January 11 virtually (due to weather). Testing continues with Vega updates. Universal Class was renewed for three years. Zoho Professional was implemented as the ticketing system for technology. Information for Universal Class was updated.
- Agendas and minutes of individual meetings can be found on the Monarch Library System website: <https://monarchlibraries.org/library-director-meetings/>

WASHINGTON COUNTY - NONE

VILLAGE OF GERMANTOWN:

- The General Government & Finance and Village Board met on Monday, January 15.
- Agendas and minutes of individual meetings can be found on the Civic Clerk Portal: <https://germantownwi.portal.civicclerk.com/>
- Recordings can be found on YouTube at: <https://www.youtube.com/@villageofgermantownwiscons871/streams>

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library met on Monday, January 22.
- The pop-up sale for January is audio/visual items.

DONATIONS:

- Forte Bank: \$250 (Library Board / Little Free Library Program / PO Box 270106 / Hartford, WI 53027
Germantown Kiwanis: \$1,000 (Library Board / Programming: Early Literacy & Storytime / PO Box 531 / Germantown, WI 53022)
- Jeanie & Greg Handley: \$1,000 (Library Board / Materials / W151N10745 Preserve Parkways / Germantown, WI 53022)
- Rodell Johnson: \$200 (Library Board / Programming / N101W16011 Santa Fe Dr / Germantown, WI 53022)
- Robert Korol: \$200 (Library Board / Programming / 1574 Moonlit Dr / Hubertus, WI 53076)
- Jenna & Sam Kruschel (Library Board / Patio / W177N12581 Appleton Ave / Germantown, WI 53022)
- Kimberly Lisanby-Barber \$100 (Library Board / Programming: Teen / 790 N Lakeview Rd / Hubertus, WI 53033)
- Jan Miller \$150 (Library Board / \$100 Programming: Youth & \$50 Patio) PO Box 837 / Germantown, WI 53022)
- Eric & Mary Skowlund \$100 (Library Board / Programming: Adult / 3123 Center Rd / Cedarburg, WI 53012)
- Anonymous: \$100 (Library Board / Programming)
- Donation Jars / Giving Tree:
 - Patio Expansion: \$198.37 (+\$50 in checks above)
 - Early Literacy: \$26.25
 - Programming Supplies: \$323.04 (+\$300 in checks above)

DEPOSITS:

- Fond du Lac County: \$922.34 (2023 Non-Library Circulation Reimbursement)
- Village of Slinger: \$415 (Reimbursement for WLA Conference)

STATISTICS:

- Previous Month & Annual Circulation (see attached)
 - Physical: **21,402 (7.5% from 2022 / 5.8% YTD)**
 - Digital: **5,440 (42.4% from 2022 / 14.3% YTD)**
 - Total: **26,842 (10.2% from 2022 / 7.1% YTD)**
 - Outreach: **1,278 (154.1% from 2022 / 55.2% YTD)**

PROGRAMMING:

- Ongoing Programs (monthly):
 - Youth: Storytime (8) (new time), Family Fun Nights & Special Programs
 - Teen: Teen Advisory Board, Make It Crafts (3) & Special Programs
 - Adult: Book Groups (6), Make It Crafts (3) (every other month), Puzzle Days, Stitch with Me, Cook with a Book, Job Center & Special Programs
 - Outreach: Senior Center Visits (5), Home Delivery, Library Presents (Senior Center), What Are You Reading Book Group (Gables), Preschool Reading (Jackson Community Center) & Special Events
- Upcoming Programs & Outreach Calendar: <https://germantownlibrarywi.libcal.com/>

IN THE NEWS:

- 'Germantown Library announces home delivery service' (Daily News, Jan 6)

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)**DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):**

- Tues, Jan 2 – Village Administrator
- Fri, Jan 5 – Friend's President
- Wed, Jan 10 – Department Head
- Thurs, Jan 11 – Monarch Directors (online)
- Mon, Jan 15 – Make It Crafts (3)
- Mon, Jan 15 – Village General Government & Finance (online)
- Mon, Jan 15 – Village Board (online)
- Thurs, Jan 18 (Director's Chat / DPI Annual Report)
- Mon, Jan 22 – Friends of the Library
- Wed, Jan 24 – Department Heads
- Wed, Jan 24 – Library Board

DEPARTMENT UPDATES**MANAGEMENT & GENERAL STAFF (TRISHA)**

- The library was closed all day Tuesday, January 9 and Saturday, January 13 and in the afternoon on Friday, January 12 due to inclement weather.
- The library will be closed on Monday, February 19 for all-staff training.

- The Giving Tree raised over \$700 for programming and the Patio Project.
- A press release, social media and signage was updated for the change in library operational hours starting Tuesday, January 2 (attached).
- The 2024 Sponsorship Brochure was updated (attached).
- Work has begun on the 2023 Annual Report. The 2023 Annual Report Infograph is complete and will be presented to municipal boards in the coming months (attached).

YOUTH & TEEN SERVICES (JACKIE)

- Staff completed weeding beginning readers non-fiction collection.
- Youth Services Librarian updated information and tabs on the Library website to reflect new hours and other changes in services. Also updated hours on Goggle and on the library Facebook page.
- Youth Library Express Bags were updated on the website.
- Youth Services Librarian attended the 2024 Chamber Kick-off Leadership Germantown Social with Outreach Specialist on Thursday, January 18.
- Our 2nd annual Indoor Snowball Fight was a hit on Thursday, January 11 with over 50 patrons in attendance.
- Storytimes started up again on Tuesday, January 16 & Wednesday, January 17 with the new 10:00am time (sponsored by Kiwanis).

ADULT SERVICES (LYNN)

- The Adult Services Librarian attended Leadership Germantown on Thursday, January 11.
- A new monthly adult program “Cook with a Book” began on Thursday, January 11.
- The partnership with DWD/Job Service continued with a consumer financial awareness program “Preventing Fraud and Identity Theft” on Monday, January 22.

OUTREACH SERVICES (CARA)

- Work continues on the patio update project including fundraising, finding a concrete contractor, selecting play equipment pieces and obtaining necessary approvals.
- The Outreach department is now teaming up with Germantown Park and Recreation Department to provide over 100 items each month to the school year Kids Klub and Tot Time programs.
- The Outreach department is continuing to support the Battle of the Books programs at Amy Belle, Macarthur, Kennedy Middle School and Germantown High School.
- Delivered over 500 winter programming brochures around the community.
- Preparations continue for the libraries 60th anniversary celebration.
- A press release and social media went out in January for the library’s Home Delivery program (see attached).

CIRCULATION SERVICES (DIANE)

- The 2024 Winter Reading Program runs Tuesday, January 2 – Saturday, February 17.
- Worked with Connie to revise Circulation Team daily opening and closing procedures based on the new 2024 library hours and staffing.
- Worked with Connie to revise the Circulation Team Saturday procedures based on the new 2024 library hours and staffing which includes including Page II staff on the Circulation Desk rotation.
- Permanently fill open position with existing staff reassignment of duties and picking up one shift by an existing staff member.

TECH SERVICES (CONNIE)

- Adjusted staffing to be included in the 2024 Circulation Desk Saturday rotation
- Reallocating some team hours to the Circulation Desk

ADMIN & PERSONNEL (CONNIE)

- Implemented the new library open hours and corresponding staff schedules.
- Started work to change and update documentation for weekly revenue collection and reporting.
- Changed ordering processes with Amazon to 'Pay by Invoice' rather than by credit card.
- Began changes to streamline processes for ordering, receiving, and invoice processing of materials, programming supplies, material processing supplies, and general supplies.
- Drafted a revised Emergency Closing Policy for Library Board review.

TECHNOLOGY / STATISTICS (CONNIE)

- Continue with customization of the new Crexendo VOIP phone system.
- Prepared 2023 statistics for the annual report.

BUILDING MANAGEMENT & GROUNDS (CONNIE/DIANE)

- Worked with DPW to remove the old security gates and replace needed tiles at the entrance to the library.
- Worked with DPW on HVAC issues.
- DPW coordinated replacement of the water softener.
- Attend a DPW/CleanPro building walkthrough discussing cleaning services.



GERMANTOWN COMMUNITY LIBRARY

N112 W16957 Mequon Rd Germantown, WI (262) 253-7760

New Hours Starting Jan 2: Mon-Thurs 9:30am-7:30pm / Fri 9:30am-5pm / Sat 9:30am-3pm

Like us on Facebook and sign-up for our newsletter for information on library services & upcoming programs!

FOR IMMEDIATE RELEASE

Thursday, December 7 2023

For more information, please contact Trisha Smith, Germantown Community Library Director at (262) 253-7760, ext. 2005 or smithp@germantownlibrarywi.org

BUDGET CUTS IMPACT GERMANTOWN COMMUNITY LIBRARY SERVICES & OPERATING HOURS BEGINNING TUESDAY, JANUARY 2, 2024

Germantown, WI – The Germantown Community Library continues to provide vital services to the communities of Germantown, Richfield and Jackson. Last year, the library saw 92,000+ people, checked out 341,000+ items and had 21,000+ people attend programs – and numbers are set to be even higher in 2023!

Despite this growth, there will be some changes beginning next year. Due to Village-wide budget cuts in 2024, the Germantown Community Library will be cutting \$100,000 from the library budget. These cuts will cause a 10% reduction in operating hours beginning Tuesday, January 2, 2024.

News hours are as follows:

- Monday – Thursday: 9:30am-7:30pm
- Friday: 9:30am-5pm
- Saturday: 9:30-3pm

Additional cuts include:

- 10% reduction in new books, movies and other materials purchased
- Elimination of digital items available through Hoopla
- 30% reduction in programming & community engagement funding
- Reduction of part-time staff hours, marketing, supplies and staff development

The Germantown Community Library receives about 2/3 of their annual budget of about \$1.1 million from the Village of Germantown and other 1/3 from non-librariated municipalities in Washington County such as Richfield and Jackson. News of Village-wide budget cuts through the Village of Germantown

reached the library in August. Since then, library staff and the Library Board have worked diligently on creating a balanced budget that would cause the least effect on community members. Unfortunately, the annual budget is very tight and these changes will need to be made to cut \$100,000 in 2024.

Despite these changes, the Germantown Community Library is committed to providing the highest level of material, services and programs to our community, but we need your help! We are looking to residents and businesses to help us maintain programs and continue to offer free resources for everyone.

Here are some ways that the community can get involved:

- Visit our Giving Tree in the lobby now through Saturday, January 13 to help fund library programs in 2024 and our Patio Project
- Donate items to the library through our Amazon Wish List at <https://a.co/4G3S0Nd>
- Checkout the Friends Annual Holiday Book & Basket sale now through December 30 and their monthly pop-up sales
- Consider a resident or business sponsorship for select events and programs in 2024
- Volunteer on a weekly basis at the library

We appreciate your continued support in keeping the library a valuable part of our community!

More information and details on 2024 sponsorships and volunteering can be found on the Germantown Community Library website at <https://germantownlibrarywi.org/donations-volunteering/>

OTHER WAYS TO HELP



Using the Library

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

Donating Material

The library accepts new and used books, DVDs, CDs and puzzles. Material can be brought to the Front Desk year-round during regular hours.

Friends of the Germantown Community Library

Our Friends group contributes over \$12,000 each year for materials, programs and services for the library. Ways you can support the Friends include:

- Ongoing Used Book Sale & Themed Pop-up Sales in the library
- Holiday Book & Basket Sale in Nov/Dec
- Friends membership
- Attending monthly Friends meetings

For more information visit the Friends website:
<https://www.germantownlibraryfriends.org>

Amazon Wish List

Looking to donate items to help fund library programs? Visit our Amazon Wish List at:
<https://a.co/4G3S0Nd>



PATIO PROJECT

The library is currently fundraising \$60,000+ for upgrades to our outdoor patio area. Help us create a fun, welcoming and functional outdoor space for all ages that includes ADA pathways, partial fence, youth play space and updated landscaping.

Donation Levels

Acknowledgement for donations of \$50+ is listed below:

- Name on Patio Area
 - Naming Rights (one only).....\$15,000+
- Name on Sign
 - Benefactor.....\$10,000+
 - Hero.....\$5,000+
 - Champion.....\$1,000+
- Plaque in Lobby
 - Advocate.....\$500+
- Large Brick on Patio
 - Partner.....\$250+
- Small Brick on Patio
 - Ally.....\$100+
- Leaf on Tree in Children's Area
 - Supporter.....\$50+



Thank you to our sponsors so far: Leadership Germantown, Friends of the Library, Bethlehem Lutheran, Germantown Kiwanis, Roberts Frozen Custard, Menomonee Falls Chick-Fil-A, The Stillery & The Deutschstadt Heritage Foundation!

Germantown Community Library 2024 Donations & Sponsorships

WE NEED YOUR HELP!

Our library is a growing and thriving part of our community! Last year, we saw 92,000+ people, checked out 341,000+ items and had 21,000+ people attend programs!

In 2024, the Germantown Community Library will be cutting over \$100,000 from the library budget. These cuts will cause a reduction in operating hours, new materials purchased, digital resources available and number of programs offered.

We are looking to community members and businesses to help us maintain programs and continue to offer free resources for everyone.

Here's how you can help the library continue to offer great programs and services this year. We appreciate your continued support in keeping the library a valuable part of our community!



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



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www.germantownlibrarywi.org

2024 Donations & Sponsorships

2024 Event & Series Sponsors

Sponsorship includes logo on marketing & optional table/handouts at special events or an event in the series.

Summer Party (Sat, Jun 8)

___ \$1,500 Presenting Sponsor
___ \$100 General Sponsor

Halloween Events (Oct)

___ \$1,500 Presenting Sponsor
___ \$100 General Sponsor

Holiday Event (Dec)

___ \$1,500 Presenting Sponsor
___ \$100 General Sponsor

Enchanted Library (May-Oct)

___ \$1,000 Presenting Sponsor
___ \$100 General Sponsor

Storytime (Jun-Nov)

___ \$1,000 Presenting Sponsor
___ \$100 General Sponsor

Teen/Adult Craft Events (Jan-Dec)

___ \$1,000 Presenting Sponsor
___ \$100 General Sponsor

2024 Checkout Craft Kit Sponsors

Kits go out to 600+ residents each month! Sponsorship includes logo on sign, logo on kit & option to add a 1/4 sheet or business card size handout with each kit.

___ \$250 January
___ \$250 February
___ \$250 March

___ \$250 April
___ \$250 May
___ \$250 June

___ \$250 July
___ \$250 August
___ \$250 September
___ \$250 October
___ \$250 November
___ \$250 December

2024 Summer Reading Challenge

With 1,500+ participants, our summer reading program reaches all ages! We are currently accepting donations of gift cards and coupons for restaurants local attractions & services. We appreciate any amount of coupons or gift cards- from 1 to 1,000! Sponsorship includes logo on marketing, services desks & lobby.

___ Free passes/items

___ Buy One, Get One Free Coupons

___ Gift Cards

___ Other (please list)

General Programming

Help us provide general programs.

___ \$20
___ \$50
___ \$100
___ Other _____

General Collections

Help us buy books, DVDs & Library of Things items.

___ \$20
___ \$50
___ \$100
___ Other _____

Patio Project

Help us complete our outdoor Patio Project!

___ \$50
___ \$100
___ \$250
___ Other _____

Submit at smithp@germantownlibrarywi.org or mail to PO Box 670 / Germantown, WI

Name: _____ Company Name: _____

Address: _____

Phone: _____ Email: _____

☐ Amount Enclosed ☐ Send an Invoice ☐ Bill my Credit Card _____

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

Donations of \$50+ can receive the following:

___ \$50 - \$99 (green leaf in youth area / 2 lines)
___ \$100 - \$249 (4x8 brick on patio / 3 lines)
___ \$250+ (8x8 brick on patio / 6 lines)
___ \$500+ (plaque in lobby/ 3 lines)
___ \$1,000+ (name on sign / up to 3 lines) (patio only)

Print your message exactly as you want it to appear:
(please use one character per line)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please fill out the lines to your right on how you want your personal message or company name listed.



2023 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



230,000
Print

+



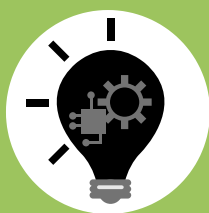
62,000
Audio/
Visual

+



60,000
Digital

+



13,000
Library of
Things

=

365,947^{+7.1%}

Items Checked Out

& 6,857 New Items
Added

12,256
Registered
Library Cards

102,274^{+10%}
Library Visits
in 2023!

41,843^{+16%}
Service
Questions
Asked

In 2023, the library continued to see increases in physical material, digital material, library visits, service questions asked, program attendance & outreach services.

9,238 Public
Computer
Logins

9,865 Wireless
Logins

1,412 Community
& Study
Spaces Used

102 Universal
Online
Courses Taken

1,375 Volunteer
Hours
Completed

27,284^{+24.9%}

People Attended

715 Programs

12,000+ people at in-library programs
14,000+ people at programs held outside the library

32,932 Participants in
Self-Directed
Activities

The value of material checked out by patrons at the Germantown Community Library in 2023 was

\$5,806,097

Launched in 2022, our Outreach Services department checked out

10,000+

Items

BUILD CONNECTIONS, ENRICH LIVES

GERMANTOWN COMMUNITY LIBRARY

NEW SERVICES

JAN

**MAKE IT 2 GO
CHECKOUT
CRAFT KITS**
(9,000+ ITEMS
CHECKED OUT)

JUNE

**PUZZLES & BOARD
GAMES ADDED TO
ADULT LIBRARY OF
THINGS**

JULY

**ME READERS &
READ-ALONG
BOOKS ADDED**

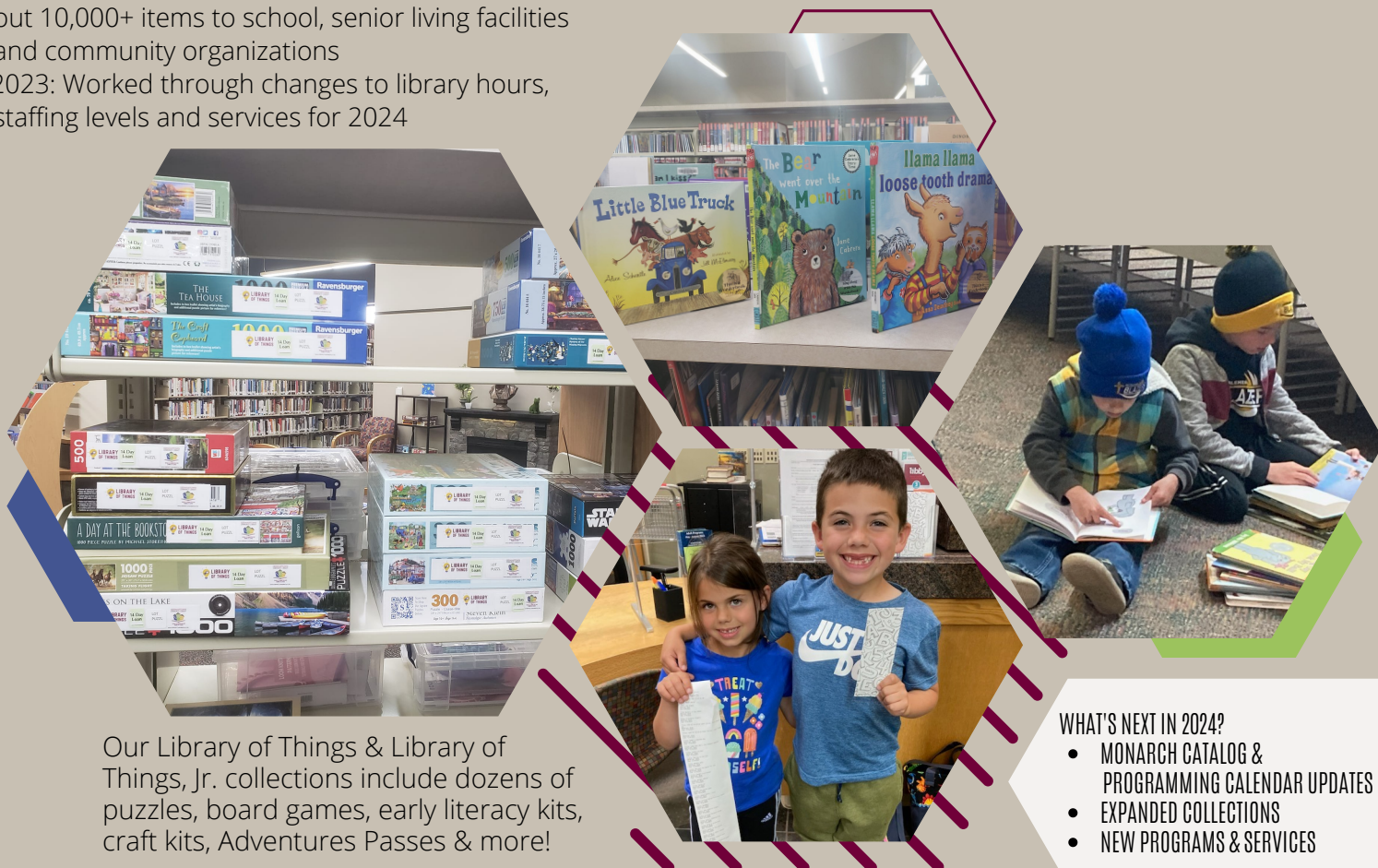
SEPT

**ADULT
GRAPHIC NOVELS
ADDED**

ADDITIONAL FACILITY & SERVICES UPDATES:

- Jan: Transparent Languages foreign language database and online classes through Universal Class available
- Jan: Homebound Delivery Service started
- May: Launched "The Enchanted Library" mobile collection
- May: Staff visited four local schools to promote the library
- June: Summer Reading Challenge was held with 1,500+ participants and 7,000+ logs turned in (21% increase)
- July: Outside lighting replaced
- Sept: New benches installed in the lobby
- Oct: Haunted Library events held with 940+ participants
- Oct: New financial system implemented
- Dec: New phone system implemented
- 2023: \$15,000+ raised for the Patio Project
- 2023: In its second year, Outreach Services checked out 10,000+ items to school, senior living facilities and community organizations
- 2023: Worked through changes to library hours, staffing levels and services for 2024

**THANK YOU FOR
USING THE
GERMANTOWN
COMMUNITY
LIBRARY!**



Our Library of Things & Library of Things, Jr. collections include dozens of puzzles, board games, early literacy kits, craft kits, Adventures Passes & more!

WHAT'S NEXT IN 2024?

- MONARCH CATALOG & PROGRAMMING CALENDAR UPDATES
- EXPANDED COLLECTIONS
- NEW PROGRAMS & SERVICES

PROGRAM HIGHLIGHTS

GERMANTOWN
COMMUNITY LIBRARY



BUILD CONNECTIONS
ENRICH LIVES

The library makes stops at Senior Living Facilities each month to provide library material. In 2023, we made over 75 stops and had over 500 participants.



Staff visited with over 1,600 local students in May to promote the Summer Reading Program & the Enchanted Library - our library's mobile library.



In October, 940+ people attended our Haunted Library Family Walk-Through and Haunted House programs! These events required dozens of hours of preparation and were run by 50+ staff & volunteers.

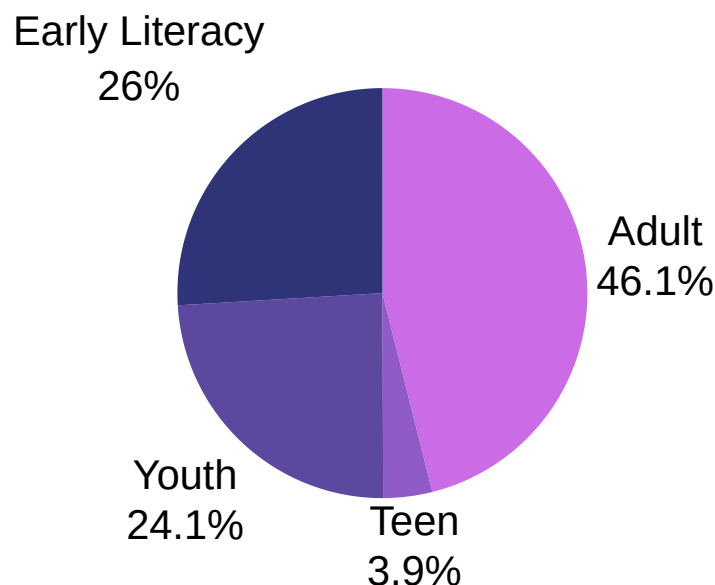
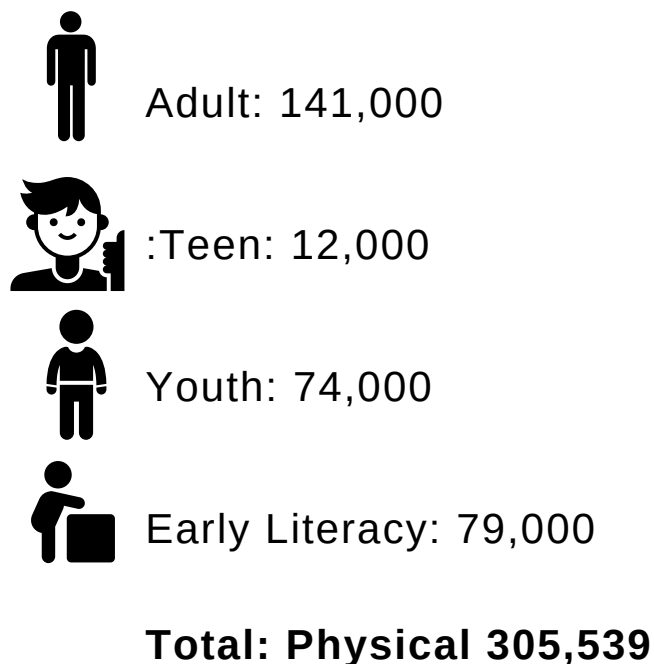


The Friends of the Germantown Library sold over 270 baskets in November & December and raised over \$17,000 for the library during 2023!

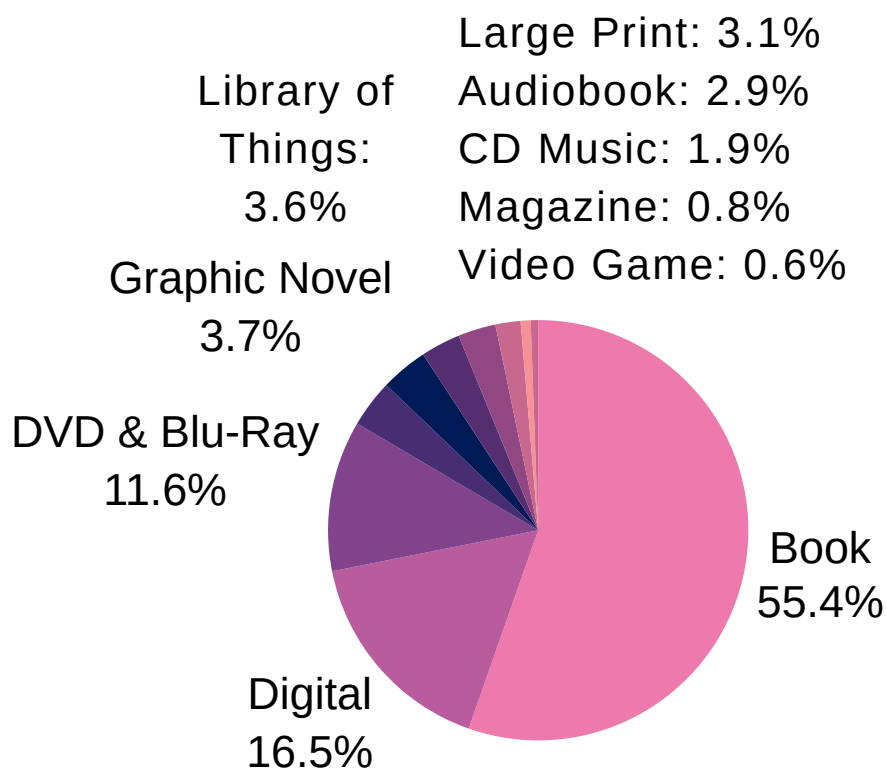
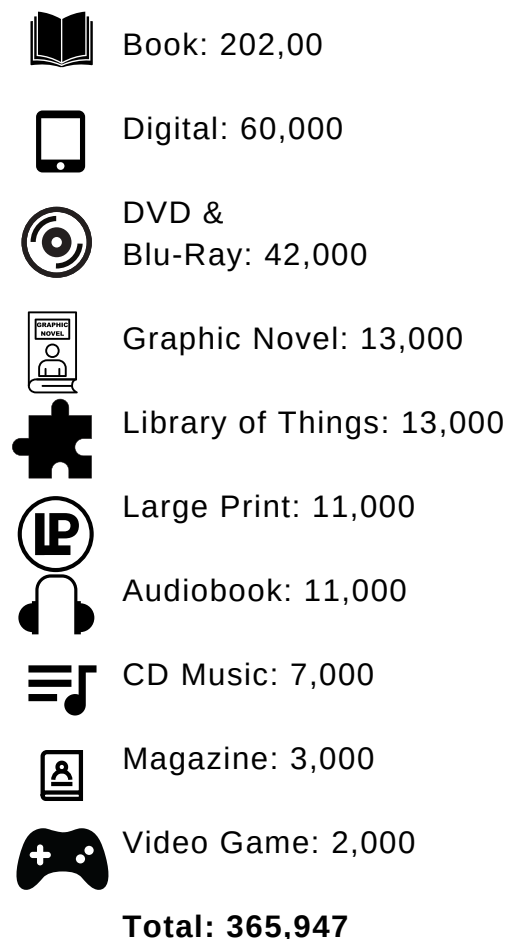
GERMANTOWN COMMUNITY LIBRARY 2023 CIRCULATION BY THE NUMBERS

*Estimated Amounts to the Nearest 1,000

Physical Circulation by Target Age of Material*



Total Circulation by Type of Material*



GERMANTOWN COMMUNITY LIBRARY 2023 CIRCULATION BY THE NUMBERS

*Estimated Amounts to the Nearest \$1,000

Physical Circulation by Municipality*

Germantown (V): 196,033

Richfield: 56,222

Jackson (V): 13,178

Jackson (T): 9,850

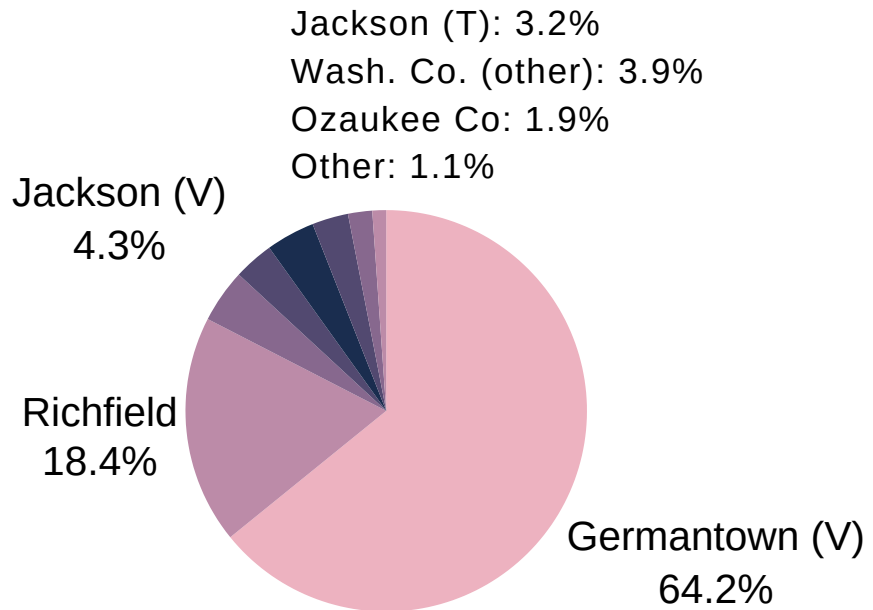
Wash. Co. (Other): 12,000

Wauk. Co.: 8,912

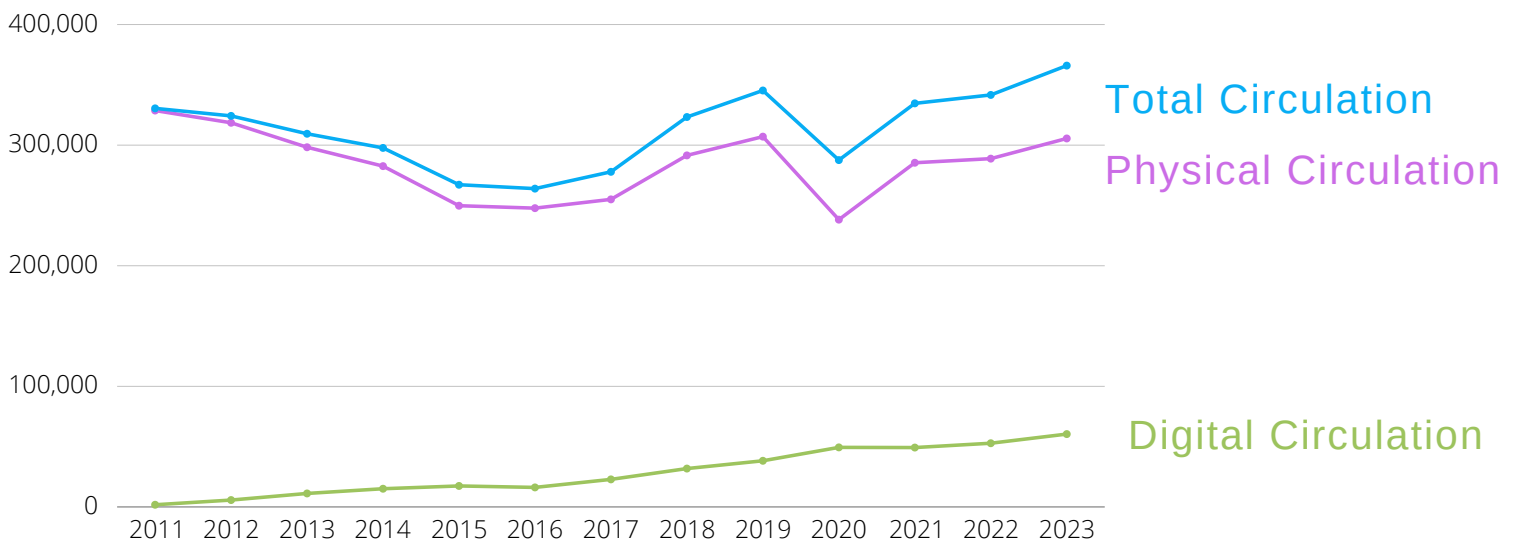
Ozaukee Co.: 5,947

Other: 3,397

= 305,539



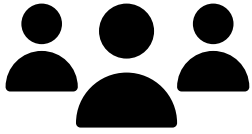
Circulation Trends 2011 - 2023



GERMANTOWN COMMUNITY LIBRARY

2023 PROGRAMMING STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)



12,804

People
Attended

520

Programs

PRESCHOOL

Storytime
Preschool (60): 2,100
Storytime:
Baby/Toddler (60) 1,597
Playgroup (12): 360
Special (6): 349
= (138)
4,406

YOUTH

Escape (10): 162
Family Night (8): 347
Game On (4): 99
Taste Test (4): 49
Field Trips (4): 176
Performers (7): 576
Special (16): 2,399
= (53)
3,808

TEENS

Advisory (12): 88
Crafts (36): 206
DnD (7): 63
Special (15): 313
= (70)
670

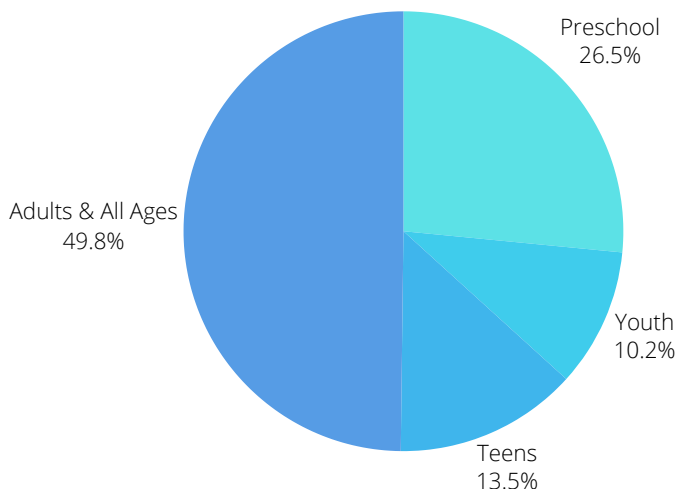
ADULTS & ALL AGES

Book Groups (72): 510
Crafts (72): 2,060
Puzzle/Games (15): 80
Spice It Up (6): 119
Memory (2): 24
Friends (9): 87
Blood Drive (7): 360
Job Services: (50): 100
Special (26): 580
= (259)
3,920

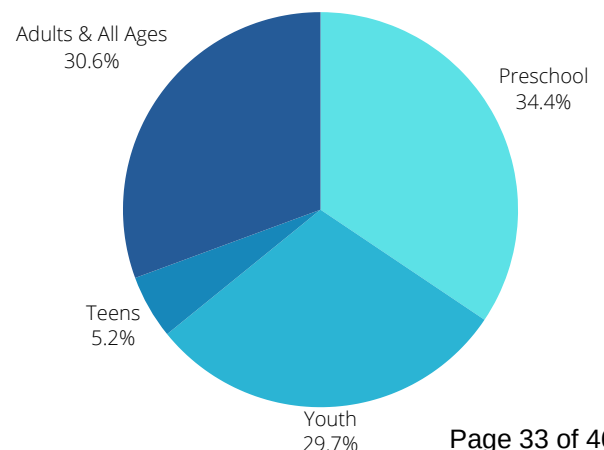
Past Attendance:

2022: 11,149
2021: 4,316
2020: 7,066
2019: 29,623

PROGRAMS OFFERED BY TARGET AGE



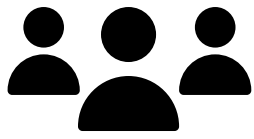
ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2023 OUTREACH STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)



14,480
People
Attended
195
Programs

PRESCHOOL

Jackson (18): 360
Preschool (5): 341
= (23)
701

YOUTH

Enchanted Library
(11): 2,325
Kid's Klub (12): 480
Neighborhood
Visits (12): 105
Special (10): 7,160
School Visits (3):
1,647
= (48)
11,717

TEENS

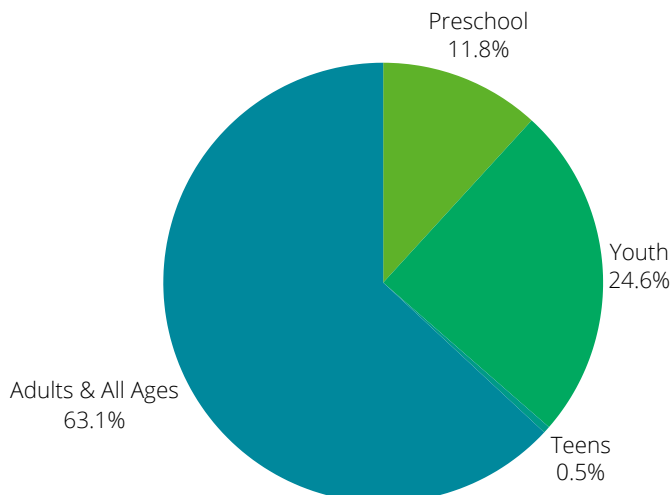
Highschool Band
(1): 120
= (1)
120

ADULTS & ALL AGES

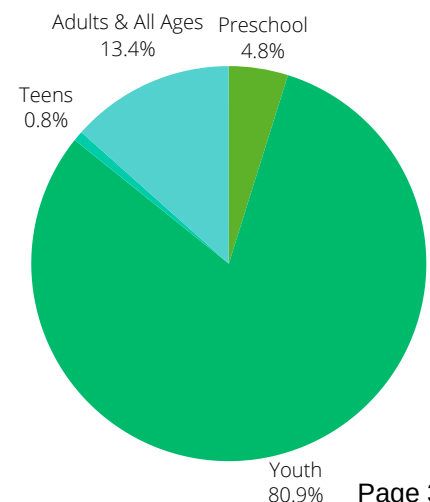
Senior Poetry (8): 24
Senior Book Group
(12): 75
Senior Living Facilities
(75): 511
Homebound (12): 28
Senior Center (4): 66
Fundraisers (3): 523
Presentations (5): 115
Special (4): 600
= (123)
1,942

Past Attendance:
2022: 10,695
2021: 6,082

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY 2023 SELF-DIRECTED ACTIVITIES

ADULTS & ALL AGES

TEENS

YOUTH

PRESCHOOL

Challenges
& Surveys



11,743

Winter: 347
Seeds: 291
Summer: 1,108
= 1,746

Winter: 836
Seeds: 291
Summer: 4,136
= 5,263

Winter: 86
Seeds: 291
Summer: 983
= 1,360

Winter: 1,958
Seeds: 291
Summer: 1,125
= 3,374

Self-Directed
(in-Library)



9,839

Coloring: 2,595
Monthly (20): 963
= 3,558

Coloring: 2,595
Monthly (20): 963
= 3,558

Coloring: 669
= 669

Coloring: 669
Puzzles: 1,213
Food Drive: 172
= 2,054

Self-Directed
(outreach)



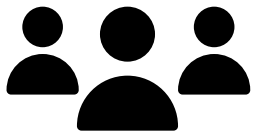
11,350

Child Development
Days: 30
Parades (3): 2,250
= 2,280

School
Orientation: 400
School PTA
Events: 1,120
Soccer Club: 100
Parade (3): 2,250
= 3,870

School Orientation:
200
Parade (3): 2,250
= 2,450

Little Free Library"
500
Parade (3): 2,250
= 2,750



32,932
Activities

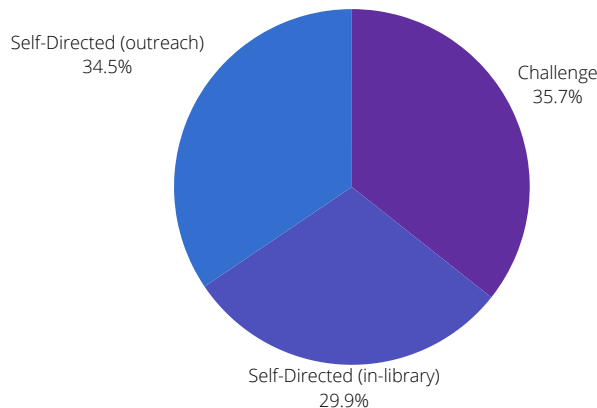
Total:
7,584

Total:
12,691

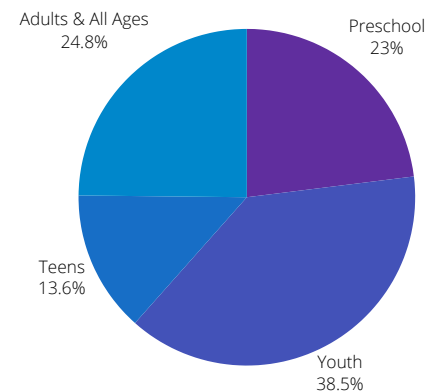
Total:
4,479

Total:
8,178

BY TYPE OF ACTIVITY



BY TARGET AGE

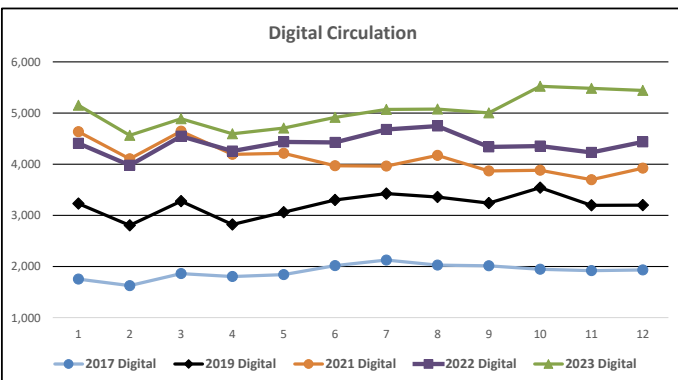
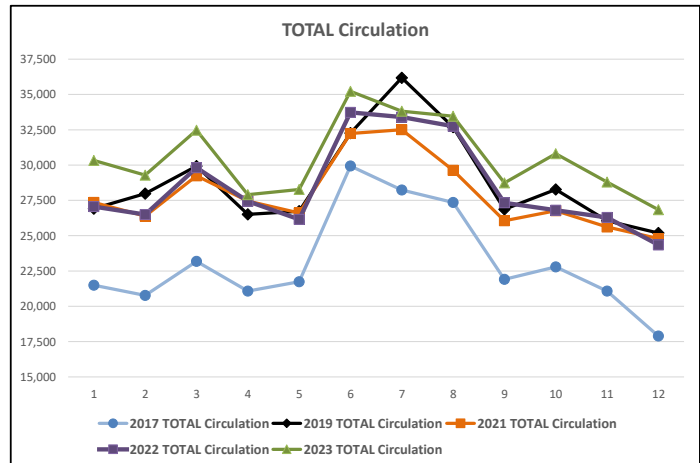
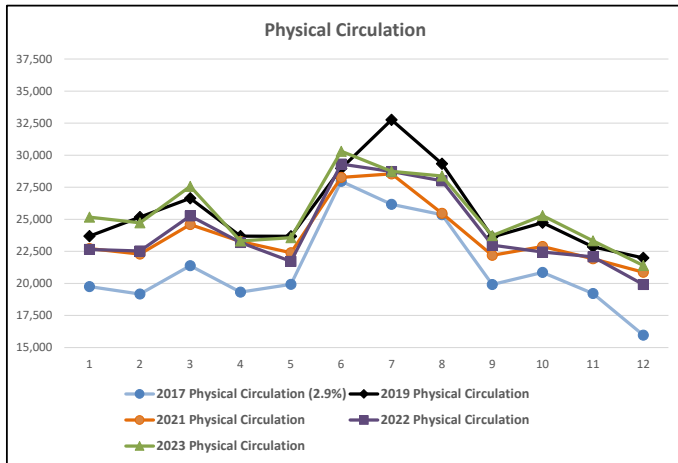


Past Activities:
2022: 35,398
2021: 94,112
2020: 55,180
2019: 34,738

GCL Statistical Trends 2016-2023

**COVID-19 Building closed 3/14/20 thru 5/20/20, and 11/2-14/20*

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2023 TOTAL PHYSICAL	305,539	25,176	24,721	27,576	23,314	23,573	30,311	28,744	28,382	23,733	25,289	23,318	21,402
2023 Outreach (included in total)	10,241	866	741	750	654	860	828	966	794	685	925	894	1,278
% over 2022	5.8%	11.2%	9.7%	9.1%	0.5%	8.6%	3.4%	0.1%	1.4%	3.2%	12.6%	5.7%	7.5%
% over 2019	-0.5%	6.3%	-1.8%	3.5%	-1.6%	-0.4%	4.6%	-12.3%	-3.2%	0.5%	2.2%	2.0%	-2.7%
2023 Overdrive - Audio	23,308	1,919	1,660	1,808	1,773	1,962	1,964	2,048	2,118	1,961	2,109	2,048	1,938
2023 Overdrive - eBook	25,635	2,311	2,063	2,294	2,118	2,062	2,237	2,283	2,198	2,054	1,993	1,972	2,050
2023 Overdrive - Magazine	6,121	363	276	342	293	270	304	337	347	612	1,005	970	1,002
2023 Overdrive Total	55,064	4,593	3,999	4,444	4,184	4,294	4,505	4,668	4,663	4,627	5,107	4,990	4,990
2023 Hoopla	5,344	558	564	445	408	411	409	403	413	376	415	492	450
2023 TOTAL DIGITAL	60,408	5,151	4,563	4,889	4,592	4,705	4,914	5,071	5,076	5,003	5,522	5,482	5,440
% over 2022	14.3%	16.8%	14.7%	7.5%	7.9%	6.1%	11.0%	8.4%	7.0%	15.4%	26.8%	29.7%	42.4%
% over 2019	57.1%	59.5%	62.8%	49.2%	62.9%	53.8%	48.9%	48.1%	51.3%	54.6%	56.0%	71.5%	70.1%
2023 TOTAL CIRCULATION	365,947	30,327	29,284	32,465	27,906	28,278	35,225	33,815	33,458	28,736	30,811	28,800	26,842
% over 2022	7.1%	12.1%	10.5%	8.8%	1.7%	8.1%	4.4%	1.2%	2.2%	5.2%	14.9%	9.5%	10.2%
% over 2019	5.9%	12.7%	4.7%	8.5%	5.3%	5.8%	9.2%	-6.5%	2.4%	7.0%	9.0%	10.5%	6.6%
2022 TOTAL PHYSICAL	288,802	22,648	22,526	25,268	23,189	21,716	29,307	28,722	28,003	22,988	22,452	22,068	19,915
2022 Outreach	6,599	282	344	291	358	960	750	925	378	624	606	578	503
% over 2021	1.2%	-0.3%	1.1%	2.7%	-0.3%	-3.0%	3.7%	0.6%	10.0%	3.6%	-1.8%	0.7%	-4.6%
% over 2019	-6.0%	-4.4%	-10.5%	2.0%	-2.1%	-8.3%	1.2%	-12.3%	-4.5%	-2.7%	-9.2%	-5.7%	-9.4%
2022 Overdrive - Audio	19,273	1,682	1,482	1,625	1,488	1,556	1,672	1,709	1,657	1,657	1,592	1,593	1,560
2022 Overdrive - eBook	24,331	2,067	1,877	2,197	2,062	2,019	2,064	2,269	2,127	1,935	1,933	1,833	1,948
2022 Overdrive - Video	19	2	1	0	5	0	0	0	11	0	0	0	0
2022 Overdrive - Magazine	4,005	353	325	358	354	426	318	271	343	304	348	292	313
2022 Overdrive/RB Digital	47,628	4,104	3,685	4,180	3,909	4,001	4,054	4,249	4,138	3,896	3,873	3,718	3,821
2022 Hoopla	5,201	305	292	367	348	434	372	430	606	441	482	509	615
2022 TOTAL DIGITAL	52,829	4,409	3,977	4,547	4,257	4,435	4,426	4,679	4,744	4,337	4,355	4,227	4,436
2022 TOTAL CIRCULATION	341,631	27,057	26,503	29,815	27,446	26,151	33,733	33,401	32,747	27,325	26,807	26,295	24,351
2021 TOTAL PHYSICAL	285,400	22,716	22,287	24,597	23,265	22,394	28,266	28,545	25,461	22,196	22,881	21,918	20,874
2021 TOTAL DIGITAL	49,243	4,635	4,102	4,643	4,190	4,210	3,967	3,960	4,170	3,868	3,882	3,696	3,920
2021 TOTAL CIRCULATION	334,643	27,351	26,389	29,240	27,455	26,604	32,233	32,505	29,631	26,064	26,763	25,614	24,794
2020 Physical Circulation	238,494	25,676	25,668	15,340	2,018	9,076	24,899	25,167	24,225	23,561	23,920	18,088	20,856
Digital Circulation	49,169	3,381	3,446	3,808	4,591	4,600	4,273	4,369	4,383	4,114	3,980	4,193	4,031
2020 Total Circulation	287,663	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	24,892
2019 Physical Circulation	307,128	23,686	25,174	26,645	23,688	23,677	28,968	32,758	29,329	23,622	24,736	22,856	21,989
Digital Circulation	38,442	3,230	2,803	3,276	2,819	3,060	3,300	3,425	3,356	3,239	3,540	3,196	3,198
2019 Total Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
2018 Total Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22,974
2017 Total Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
2016 Total Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



Germantown Community Library - 2023 Circulation Statistics

Germantown Community Library 2023 Statistics

	WINTER	SUMMER	FALL		
	Season Subtotal	Season Subtotal	Season Subtotal	2023 YTD Total	2022 YTD Total
PATRONS					
New Library Cards	599	640	386	1625	1395
Patron Visits	31,536	39,537	31,201	102,274	92,638
SERVICES					
WiFi Logins (Monarch) (sessions) <i>(unique ID, per device, per day)</i>	3,150	3,604	3,111	9,865	11,382
Reference Transactions					
TOTAL	15,138	17,102	9,603	41,843	35,959
Public Computer Logins					
Internet Computers	1,567	1,504	1,408	4,479	4,746
Laptops	4	21	29	54	31
Typewriters	6	8	2	16	4
AWE #1 (new model as of 1/1/23)	483	618	453	1,554	2,459
AWE #2	881	1,273	981	3,135	2,159
TOTAL	2,941	3,424	2,873	9,238	9,399
Curbside Pickup Appointments	243	183	164	590	870
DATABASE USAGE					
A to Z Databases Logins (searches)	165	71	36	272	587
ABC Mouse Logins	0	0	0	0	0
Ancestry Logins	13	251	421	685	310
Transparent Languages Logins	225	609	125	959	
Universal Classes (courses)	59	46	27	132	262 (Gale)
TOTAL	462	977	609	2,048	1,159
CIRCULATION					
Physical Items	100,787	111,010	93,742	305,539	288,802
Overdrive	17,220	18,125	19,714	55,059	47,628
Hoopla	1,975	1,636	1,733	5,344	5,201
TOTAL	119,982	130,771	115,189	365,942	341,631
CIRCULATION BACKROOM					
CKI	79,012	99,127	75,698	253,837	
Page II (Incoming Bin Items)	6,659	8,679	7,022	22,360	
Circ Team (Book Drop + Bins)	72,353	90,448	68,676	231,477	
Page I - Shelving	66,944	74,150	61,018	202,112	
RETURNED ITEMS TO BINS/HOLDS	12,068	24,977	14,680	51,725	
BINS (RECEIVED)	846	927	841	2,614	
HOLDS (PULLED)	13,321	15,799	14,724	43,844	
CKO					
Self-Checkout	19,182	23,886	20,739	63,807	
Circ Team	55,633	58,010	45,314	158,957	
MEETING ROOMS (External Use Only)					
Study Rooms	397	385	437	1,219	954
Community Meeting Rooms	87	51	55	193	88
REVENUE					
Fines	\$ 1,407.58	\$ 1,613.22	\$ 1,023.77	\$ 4,044.57	\$ 4,204.40
Copies	\$ 767.63	\$ 796.10	\$ 858.15	\$ 2,421.88	\$ 2,323.21
Replacement Cards	\$ 42.00	\$ 60.00	\$ 15.00	\$ 117.00	\$ 219.00
Lost/Damage Fees	\$ 621.44	\$ 505.57	\$ 305.29	\$ 1,432.30	\$ 1,773.19
Faxes	\$ 250.00	\$ 187.00	\$ 147.00	\$ 584.00	\$ 412.50
Meeting Room	\$ 100.00	\$ -	\$ -	\$ 100.00	
Credit Card Revenue (net fees)	\$ 830.38	\$ 1,126.16	\$ 1,185.50	\$ 3,142.04	\$ 2,799.42
TOTAL	\$ 4,019.03	\$ 4,288.05	\$ 3,534.71	\$ 11,841.79	\$ 11,731.72

Germantown library announces home delivery service

GERMANTOWN — The Germantown Community Library announced on Thursday that they have begun a new monthly home delivery service to bring library materials right to the doors of any permanent or temporarily confined residents.

“It is the perfect program for seniors with limited mobility, anyone who has experienced a recent illness or surgery or new parents with an unpredictable schedule,” said the release. “Nearly everything that is available at the library is available for home delivery including books, audio books on CD or Playaways, Magazines and DVDs.”

According to the release, residents will be able to return items to the library each month when new items are delivered to their homes.

“The home delivery program is a wonderful addition to the services offered at Germantown Community Library,” said Outreach Services Specialist Cara Reimer in the release. “We are able to bring materials to residents who may not be able to get them otherwise, especially during the cold winter months. We love connecting with the community.”

This is the latest program that the Germantown Community Library has implemented to increase community outreach, as in 2022 they started the Enchanted Library service, which brings a mobile library into different neighborhoods in the Germantown and Washington County area for kids to enjoy activities and books outside of the library throughout the summer.



GERMANTOWN COMMUNITY LIBRARY

N112 W16957 Mequon Rd Germantown, WI (262) 253-7760

New Hours Starting Jan 2: Mon-Thurs 9:30am-7:30pm / Fri 9:30am-5pm / Sat 9:30am-3pm

Like us on Facebook and sign-up for our newsletter for information on library services & upcoming programs!

FOR IMMEDIATE RELEASE

Thursday, January 4, 2024

For further information contact: Cara Reimer, Outreach Services Specialist, at (262) 305-6996 or creimer@germantownlibrarywi.org

Germantown Community Library offers home delivery service – perfect for the winter months!

(Germantown, Wisconsin) For nearly sixty years, the Germantown Community Library has been putting library materials into the hands of residents around the community. In 2022, the library expanded their services by launching services outside of their building with their “Enchanted Library” service. The library is delighted to offer a home delivery service – bringing materials right to your door!

The home delivery service is a monthly service available to anyone who is permanently or temporarily confined to their residence. It is the perfect program for seniors with limited mobility, anyone who has experienced a recent illness or surgery or new parents with an unpredictable schedule. Nearly everything that is available at the library is available for home delivery including books, audio books on CD or Playaways, Magazines and DVD's. Residents are also able to return materials at the same time new materials are dropped off.

“The home delivery program is a wonderful addition to the services offered a Germantown Community Library” says Cara Reimer, Outreach Services Specialist. “We are able to bring materials to residents who may not be able to get them otherwise, especially during the cold winter months. We love connecting with the community.”

To learn more, please visit: <https://germantownlibrarywi.org/outreach/home-delivery-service/>

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: January 24, 2024

PLACEMENT: Action Item

ITEM TITLE: Emergency Closing Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

During the week of January 8, 2024, the Village of Germantown experienced an unprecedented snowfall followed by multiple days of record low temperatures. This involved two days of school closings and a declaration of a Snow Emergency for the Village of Germantown. As a result, the library closed for two and one-half days to the public. The situations prompted a review of the current library Emergency Closing Policy, which was last updated after the pandemic to include non-weather related closures.

Smith and Lloyd's review of the policy recognized the opportunity to reformat the policy to add clarity and eliminate redundancies. It also raised questions about the process for weather emergencies based on experiences from the week of January 8. Attached is a copy of the current policy and also a draft of a suggested reformatting of the policy. Within that draft under Weather Closings, there is option A and B for the Library Board to decide how they would like decisions made regarding closures. **Smith is looking for a Library Board decision whether the library should always close when the school district or Village Hall closes or if that should only be a consideration for possible closures.**

Each closure can take hours of monitoring a situation and communication with all parties. In addition, once a decision is made to be closed, there are operational procedures that need to be put in place within the library and Monarch system, multiple communication channels to the public via signage, social media, and local media outlets. Although many of these things can be done remotely with today's technology, a number of them must be done on-site. Smith and Lloyd estimate it takes about two hours to complete all the necessary steps for a closure. It is more efficient to do these steps the night before while staff are in the library to perform the on-site steps.

Many local public libraries have a policy that they close when the local school district closes due to weather conditions. The trend for school districts has been to make that decision the night before a known storm for various reasons. Smith recognizes the value to patrons and staff for making that advanced decision for the library as well. The only issue is if the storm does not develop as predicted and the roads are fine. This has not been a problem in recent years. However, according to the policy, when the library is closed, hourly staff are unpaid, can elect to use vacation time if they earn it, can make up the time. Therefore, in situations like the week of January 8, this played into the decision-making for the closures.

The new proposed policy includes an addition that staff may work from home if some of their duties can be done remotely. Therefore, only staff that have only on-site tasks would face being unpaid, have the choice to use vacation/personal time, or make up the hours within the current pay period.

Below is a summary of the process that occurred for the week of January 8 to see a sample of the process.

1. Tuesday, January 9 - Weather reports predicted 6-9" of wet heavy snow along with strong winds. The initial forecast was for a light start at 6 a.m. with increased intensity after noon. It was arranged with the Monarch Van Delivery Service to arrive at 8 a.m. instead of 8:30 a.m. to beat the storm and get caught up on a backlog of deliveries stemming from the previous week holiday closures. On Monday afternoon, the Germantown School District announced it would be closed to the public on January 9. Smith and Nelson decided to wait until Tuesday morning to decide if the library would be closed. That morning, the storm was stronger than predicted and Smith and Nelson decided to close the library. Several staff that live close by were approved to come in and take care of the outside book drop, the backlog of holds and shelving. They worked for 3 hours. Village Hall remained open to the public.

2. Friday/Saturday, January 10/11 - A second more severe storm was predicted for Thursday evening through Saturday morning bringing up to another 12" of snow. Thursday afternoon the Germantown School District canceled school for Friday, January 10. Since the library had already closed one day this week, Smith recommended to Nelson that the library be open on Friday with a reduced staff that live close by. Three staff, in addition to Smith and Lloyd, opened the library to the public. During the morning hours we had approximately five patrons with a total of 34 items checked out. Around 11:00 a.m., Kreklow announced Village Hall would be closing at noon. Smith then recommended to Nelson the library also close to the public at noon. At noon, Chief Snow, declared a snow emergency until Sunday morning at 6 a.m. Saturday was predicted to have record low temperatures with strong winds adding to the difficult snow clearing within the community. Smith then recommended to Nelson the library also be closed on Saturday.

ATTACHMENT:

1. Current GCL Library Emergency Closing Policy
2. DRAFT GCL Library Emergency Closing Policy

RECOMMENDATION:

Approved revised Emergency Closing Policy.

ACTION BY Committee:

Germantown Community Library

Library Emergency Closing Policy

INCLEMENT WEATHER

In the event of unsafe weather due to snow, ice or temperature, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits.

The following should be taken into consideration:

- Village of Germantown action
- Germantown School District action
- Library as a designated county warming facility
- At least three members of the staff are available to open or remain open
 - One must be a supervisor level
 - The remaining two staff members do not include Page I or temporary positions.

Should it become necessary to close the library, the Library Director or designee will notify staff, the Library Board, the Germantown Police Department, Village Hall, and post it on the Library website, social media sites, and on the front door. All local TV news stations should be notified. If possible, one hour notice will be given. In the interest of safety, patrons who need transportation home will be allowed to use the library telephones and instructed to go to the Police Department to wait for their ride.

PANDEMIC RELATED

In the event the community is experiencing a health pandemic, the library will close and re-open to the public as directed by federal, state, county or Village of Germantown orders. The decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits. The Library Director or designee will inform staff, the Library Board and the public of the directive.

Digital, phone, curbside pickup and material return services will continue as long as staff are healthy and allowed to work according to federal, state, county or Village of Germantown guidelines. Staff will be required to follow the health department(s) guidelines for determining their work status and to prevent the spread of the illness while in the library.

When the library is open to the public during a pandemic, capacity limits will be determined based on the federal, state, county, or Village of Germantown guidelines. If there is not a specific category for public libraries, the library will follow the guidelines assigned to 'Large Venues' or 'Large Retail'.

LIBRARY BUILDING

In the event the library experiences structural or mechanical problems that impact the immediate safety of patrons and/or staff, the decision to close the Germantown Community Library will be at the discretion of the Library Director, designee, or supervisor on duty with approval from the Library Board President if they are reachable and time permits. Directives and/or guidance from the Department of Public Works, Germantown Police Department, and Germantown Fire Department will be followed.

Should it become necessary to close the library, the Library Director or designee will notify staff, the Library Board, the Germantown Police Department, Village Hall, and post it on the Library website, social media sites, and on the front door. If the supervisor on duty is not able to reach the Director or designee, they will be responsible for the notifications.

PUBLIC SAFETY

In the event of a public safety threat in the community or in the library, the decision to close or lock down the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits. Directives and/or guidance from the Germantown Police Department and staff's ability to travel to work will be followed.

Depending on the public safety situation, the Library Director or designee will notify the Library Board, Village Hall, and post it on the Library website, social media sites, and on the front door as feasible.

OTHER

For all other situations not covered above that may require emergency closure of the library, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits.

STAFF PAID/UNPAID TIME

At the discretion of the Library Director, library supervisors will determine if each individual staff member is able to remain working in the building, are able to work from home or are unable to work. Library supervisors will also determine if it is possible for staff to make-up the hours lost.

When it is determined staff are not able to work or make up lost hours, both full-time and part-time staff are to be unpaid. Staff that have paid vacation may elect to use their vacation time.

ADOPTED: 3/26/97

REVISED AND ADOPTED: 10/28/09; 6/28/17, 4/28/21

Germantown Community Library

Library Emergency Closing Policy

January 2024 DRAFT

The library may close based on various circumstances and therefore notifications, procedures, and staffing will be dependent on the situation.

NOTIFICATIONS

When the situation allows, the Library Director or designee will receive approval from the Library Board President if they are reachable and time permits. At times the emergency closing may be directed by public safety personnel, DPW management, or Village Hall administration.

As the situation allows, the Library Director or designee will notify staff, the Library Board, the Germantown Police/Fire Department, Village Hall, DPW and post it on the Library website, social media sites, local news outlets, and on the front door.

STAFFING

When it is determined the library should remain open with either full or partial services, at least three staff members are needed to run operations.

When the library closes to the public and the building is safe for staff, the Library Director will offer any of the following options to staff based on the closure situation and the staff needed to run necessary operations during the closure:

1. Working in the building or from home – receive pay as normal
2. Not Working –
 - a. Unpaid
 - b. Use accrued vacation or personal time
 - c. Make-up lost hours within the pay period

If staff has a planned vacation day, they must use their vacation and not elect to be unpaid.

If staff are recovering from an illness, they may continue to use normally approved sick leave. This does not apply to someone that may become ill the day of the closure unless it is related to the closure or they have a doctor's note.

CLOSURE SITUATIONS

- **Inclement Weather**
- **Building Safety**
- **Public Safety**
- **Pandemic**
- **Other**

INCLEMENT WEATHER

In the event of unsafe weather due to snow, ice or temperature, the decision to close the library will be made at the discretion of the Library Director or designee based on the following.

The Library Director is looking for a Library Board decision of which option below to follow.

Option A: The following should be taken into consideration **OR**

Option B: The library will close if any of the following occur:

- Germantown School District closed
- Village of Germantown closes or issues a weather emergency
- Library Director or designee determines conditions are unsafe for staff to travel to or from work or for the library to be open

BUILDING SAFETY

In the event the library experiences structural or mechanical problems that impact the safety of patrons and/or staff, the decision to close the library will be at the discretion of the Library Director or designee with direction from the Germantown Police or Fire Departments or Department of Public Works.

PUBLIC SAFETY

In the event of a public safety threat in the community or in the library, direction to close or lock down the building will be based on emergency procedure training and direction from public safety personnel.

PANDEMIC

In the event the community is experiencing a health pandemic, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits. The decision to close and re-open to the public will follow directives by federal, state, county or Village of Germantown orders.

Staff will be required to follow the health department(s) guidelines for determining their work status and to prevent the spread of the illness while in the library.

When the library is open to the public during a pandemic, capacity limits will be determined based on the federal, state, county, or Village of Germantown guidelines. If there is not a specific category for public libraries, the library will follow the guidelines assigned to 'Large Venues' or 'Large Retail'.

OTHER

For all other situations not covered above that may require emergency closure of the library, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits.

ADOPTED: 3/26/97

REVISED AND ADOPTED: 10/28/09; 6/28/17, 4/28/21