

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, February 28, 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. January 24, 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**
 - A. Emergency Closing Policy
- IX. **NEW BUSINESS:**
 - A. Village Administrator Update
 - B. Library 2023 Annual Report
 - C. Library Patio Project
- X. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

February 28, 2024

Page 2

The next regular meeting of the Germantown Community Library Board will be on Wednesday, March 20, 2024 at 6:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through 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: February 28, 2024

PLACEMENT: Action Item

ITEM TITLE: January 24, 2024 Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review meeting minutes from January 24, 2024..

ATTACHMENT:

1. Library Board Minutes 01-24-24

RECOMMENDATION:

Approve minutes as presented.

ACTION BY Committee:

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, January 24, 2024 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 06:01 PM.

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

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

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- IV. **APPROVAL OF MINUTES:**

A. December 20, 2023 Meeting Minutes

It was indicated the year for the minutes on the agenda should be 2023 instead of 2024.

Motion: Approve as presented

Motioned By: Jan Miller

Seconded By: Darlene Vosen

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan,

Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, 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 asked the Library Board where CD interest earned should be designated. An example is the current CD #4 interest earned of \$172.78. It was recommended to leave it as 'Undesignated' in the Treasurer's Report.

B. Accounts Payable

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Jan Miller

On roll call vote:

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

C. Budget Reports

Smith was asked why the 2023 Health Insurance budget line item was over by \$28,000. Smith indicated it was due to a full-time staff member picking up health insurance that was not budgeted for. Final 2023 budget numbers will be available at the February meeting. It is estimated there will be no carry over funds for 2024.

Smith will submit an amendment to the budget to reflect the staff annual merit increases for 2024 to the Salary expense line item.

VII. **REPORTS:**

A. Correspondence

Nelson sent thank you letters to the following donors: Deutschstadt Heritage Foundation for \$1,000 toward the patio expansion project; Daniel Pagliaro for \$4,225 toward materials and books.

B. Village Reports

Miller provided a summary of recent Village Board meetings.

C. County Reports

None.

D. System Reports

None.

E. President's Report

None.

F. Director's Report

Smith reviewed information from the submitted Director's Report. Smith will be presenting the 2023 library annual report information at the Village Board meeting on February 19, 2024. The Library Board requested Smith report back what the DPW budget impact for the January HVAC broken pipe problem.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS:

A. Emergency Closing Policy

Smith provided proposed updates to the Emergency Closing Policy for review. The changes were prompted by the multiple days the library and village were closed at the beginning of January as a result of inclement weather. The library policy is intended to follow the Village Employee Handbook regarding paying scheduled staff for the time when the Village or library closes due to an emergency such as weather. Smith was looking for direction from the Library Board regarding when to close due to inclement weather and whether staff should be paid as budgeted or require staff to be unpaid or use paid-time-off benefits if they have them. In general, the Library Board felt the decision to close the library should not be tied to the Germantown School District decision because they have different criteria to take into consideration. They also felt the decision of payment of staff should follow the Village policy. They asked Smith to review the Village policy with Village administration to understand the intent of the Village policy as it currently stands and if there will be any anticipated changes. It was also asked to bring this back for further review at the February board meeting.

X. ADJOURNMENT:

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

Nelson adjourned the meeting at 07:55 PM.

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the submitted Treasurer's Report.

ATTACHMENT:

1. Treasurer's Report

RECOMMENDATION:

Approve the submitted Treasurer's Report.

ACTION BY Committee:

Germantown Community Library Board

Financial Report February 20, 2024

By Darlene Vosen

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

Balance 1/16/24 per online statement	\$10,526.40
Deposit 1/30 Kiwanis/others Programming/Patio	+\$2,347.50
Deposit 2/12 Gables/others Materials/patio/Programs	+\$1,700.00
Balance 2/20/24 per online statement	\$14,573.90*

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

***Early Literacy Fund: \$526.74 + \$26.16 = \$552.90**

***Programming Supplies: \$730.00 + \$1,000 (Kiwanis) + \$724.04 (cash /checks) + \$250 (Forte) + Anon. \$97.30/100 + (Gables) \$250 = \$3,051.34 +/- (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 (left)

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

2/12 Brick Edgar \$250

2/12 Plaque Schultz \$500

2/12 Plaque VFW \$500

Total = \$6,540.98 – (cost of plaque/brick/shipping) = ?

***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

1/30 Brick Nelson \$150

1/30 Brick Kruschel \$100

2/12 Brick Quigley \$100

2/12 Brick Didier \$100

Total = \$1,950.00 – (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 1/16/24 per on-line statement	\$5,073.32
Interest January	+\$0.46
Balance 2/20/24 per on-line statement	\$5,073.78

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

Balance 1/16/24 per on-line statement	\$20,778.08
Interest January	+\$2.80
1/30 Deposit Miller Ck plus cash/patio	\$247.37
Deposit Interest CD #1 (5708)	+\$2,472.89
Balance 2/20/24 per on-line statement	\$23,501.14**

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

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

****Expansion \$2,047.33 + \$2.80 = \$2,050.13 (total)**

****Patio Expansion \$13,504.78 + \$247.37 = \$13,752.15 (total)**

****Undesignated (CD #4) \$172.78 + (CD #1) \$2,472.89 = \$2,645.67 (total)**

2.

Bank Five Nine Furniture/Building Fund CD Accounts:

CD #1 Furniture (5708) Balance 2/5/24 per bank statement	\$15,000.00
Total Interest earned = \$2,472.89 (\$680.29)	
5.29%/5.40% Interest 15 months (mature 5/5/25)	
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)	
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 (\$10,000.00) = \$80,000.00	

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Accounts Payable

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Accounts Payable report.

ATTACHMENT:

1. Accounts Payable

RECOMMENDATION:

Approve the accounts payables as presented.

ACTION BY Committee:

Village of Germantown, WI - PRODUCTION



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
10570000										Library	
10570000	531010									Library Office Supplies	
100201	COMPLETE OFFICE	620927	0	2024	1	INV P	9.59	24-02-02		1612	SCISSORS
100201	COMPLETE OFFICE	620928	0	2024	1	INV P	14.38	24-02-02		1612	DUSTER
100201	COMPLETE OFFICE	632588	0	2024	1	INV P	232.75	24-02-02		1612	WATER, PAPER
							256.72				
							ACCOUNT TOTAL			256.72	
10570000	531100									Library Books	
100092	BAKER & TAYLOR	2037996881	0	2024	1	INV P	289.98	24-1-16		1247	
100092	BAKER & TAYLOR	2038023784	0	2024	1	INV P	404.05	24-02-02		1601	BOOKS
100092	BAKER & TAYLOR	2038031440	0	2024	1	INV P	244.25	24-02-02		1601	BOOKS
100092	BAKER & TAYLOR	2038037875	0	2024	1	INV P	345.70	24-02-02		1601	BOOKS
100092	BAKER & TAYLOR	2038045501	0	2024	1	INV P	499.26	24-02-02		1601	BOOKS
100092	BAKER & TAYLOR	2038054257	0	2024	1	INV P	489.78	24-02-02		1601	
							2,273.02				
							ACCOUNT TOTAL			2,273.02	
10570000	531460									Library Audio Visual	
100032	AMAZON CAPITAL SERVI	16VQ-Q1MW-FDKX	0	2024	1	INV P	17.90	24-02-02		1600	BARBIE DVD
101265	PLAYAWAY	449993	0	2024	1	INV P	58.49	24-02-02		1647	
101265	PLAYAWAY	449996	0	2024	1	INV P	308.95	24-02-02		1647	
							367.44				
							ACCOUNT TOTAL			385.34	
10570000	531470									Library Computer Service	
100032	AMAZON CAPITAL SERVI	1W1Q-VFP7-D9K1	0	2024	1	INV P	57.99	24-02-02		1600	THERMAL PAPER
							ACCOUNT TOTAL			57.99	
10570000	531490									Library Program Supplies & Exp	
100032	AMAZON CAPITAL SERVI	1CKT-VN7N-DX9Q	0	2024	1	INV P	166.33	24-02-02		1600	SNOWFLAKE STAMP, ZI
							ACCOUNT TOTAL			166.33	
10570000	532080									Library Outreach	
101377	ABOS	06456	0	2024	1	INV P	135.00	24-1-16		1240	
							ACCOUNT TOTAL			135.00	
10570000	571000									Library Insurance & Bonds	
100184	CITIES AND VILLAGES	2024PREM-GERMANTOWN	0	2024	1	INV P	3,247.37	24-02-02		1608	Annual Liability In
							ACCOUNT TOTAL			3,247.37	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
ORG 10570000 TOTAL						6,521.77			
FUND 10	General Fund	TOTAL:				6,521.77			

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 28, 2024

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached budget reports for 2023 and 2024.

ATTACHMENT:

1. Budget Reports (pt. 1 - 2023 Typer Munis)
2. Budget Reports (pt. 2 - 2023 Director Report)
3. Budget Reports (pt. 3 - 2024)

RECOMMENDATION:

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	48,889.70	.00	13,110.30	78.9%
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	5,201.58	.00	2,798.42	65.0%
10570000 531460	Library Audio V		22,000	0	22,000	18,729.17	.00	3,270.83	85.1%
10570000 531470	Library Compute		40,000	0	40,000	35,290.97	.00	4,709.03	88.2%
10570000 531490	Library Program		24,000	0	24,000	34,971.32	.00	-10,971.32	145.7%*
10570000 532080	Library Outreac		4,000	0	4,000	3,617.48	.00	382.52	90.4%
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	704,059.06	.00	-32,796.06	104.9%
TOTAL General Fund			671,263	0	671,263	704,059.06	.00	-32,796.06	104.9%
TOTAL REVENUES			-330,000	0	-330,000	-328,108.56	.00	-1,891.44	
TOTAL EXPENSES			1,001,263	0	1,001,263	1,032,167.62	.00	-30,904.62	



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	704,059.06	.00	-32,796.06	104.9%
** END OF REPORT - Generated by Trisha Smith **							

2023 Budget vs. Actual

Name	Budget	Year-to-Date	Balance	
COUNTY LIBRARY	-\$320,000.00	-\$308,347.25	-\$11,652.75	
LIBRARY FINES & FEES	-\$10,000.00	-\$9,605.50	-\$394.50	
LIBRARY SYSTEM	\$0.00	-\$10,155.81	\$10,155.81	(Donations)
SALARIES-FULL TIME	\$215,675.00	\$223,641.37	-\$7,966.37	
SALARIES-PART TIME	\$338,920.00	\$352,463.58	-\$13,543.58	
SALARIES-LIBRARY BOARD	\$1,200.00	\$570.00	\$630.00	
SOCIAL SECURITY	\$41,296.00	\$42,508.05	-\$1,212.05	
STATE RETIREMENT	\$26,970.00	\$34,396.17	-\$7,426.17	
HEALTH INSURANCE	\$69,073.00	\$96,315.36	-\$27,242.36	
DENTAL INSURANCE	\$2,895.00	\$5,295.00	-\$2,400.00	
LIFE INSURANCE	\$1,241.00	\$1,439.86	-\$198.86	
GENERAL SUPPLIES & EXPENSES	\$10,000.00	\$7,148.36	\$2,851.64	
OFFICE SUPPLIES	\$5,000.00	\$3,729.23	\$1,270.77	
POSTAGE	\$2,000.00	\$723.58	\$1,276.42	
TRAINING & SEMINARS	\$5,000.00	\$8,864.45	-\$3,864.45	
BOOKS	\$62,000.00	\$48,889.70	\$13,110.30	
MARKETING	\$10,000.00	\$10,559.74	-\$559.74	
TRAVEL	\$1,000.00	\$1,074.86	-\$74.86	
BOOK PROCESSING	\$10,000.00	\$9,883.44	\$116.56	
PERIODICALS	\$8,000.00	\$5,201.10	\$2,798.90	
AUDIO VISUAL	\$22,000.00	\$18,729.17	\$3,270.83	
COMPUTER SERVICES	\$40,000.00	\$35,290.97	\$4,709.03	
PROGRAMS SUPPLIES & EXPENSE	\$24,000.00	\$34,971.32	-\$10,971.32	
OUTREACH - COUNTY	\$4,000.00	\$3,617.48	\$382.52	
SYSTEM AUTOMATION	\$23,000.00	\$23,028.31	-\$28.31	
UTILITIES	\$68,000.00	\$52,876.19	\$15,123.81	
TELEPHONE	\$4,000.00	\$5,591.85	-\$1,591.85	
INSURANCE & BONDS	\$5,993.00	\$5,323.23	\$669.77	
LIBRARY MISC EQUIPMENT	\$0.00	\$34.77	-\$34.77	
TOTAL LIBRARY	\$671,263.00	\$704,058.58	-\$32,795.58	
TOTAL REVENUES	-\$330,000.00	-\$328,108.56	-\$1,891.44	
TOTAL EXPENSES	\$1,001,263.00	\$1,032,167.14	-\$30,904.14	
BG CUSTODIAL SUPPLIES & EXP	\$3,000.00	\$3,000.00	\$0.00	
BG CONSTRUCTED SERVICES	\$31,803.24	\$32,757.24	-\$954.00	DPW Lines (These do not appear on library budget)
GENERAL MAINTENANCE - LIBRARY	\$40,000.00	\$39,307.37	\$692.63	
MAJOR REPAIRS - LIBRARY	\$15,000.00	\$11,967.70	\$3,032.30	
TOTAL DPW	\$89,803.24	\$87,032.31	\$2,770.93	
	\$1,091,066.24	\$1,119,199.45	-\$28,133.21	
	2.5% Increase for Salaries		\$10,992.00	(These do not appear in budget printout)
	2.5% Increase for Benefits		\$1,365.00	
Total Budget vs. Actual			-\$15,776.21	

Village of Germantown, WI - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
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		-350,000	0	-350,000	.00	.00	-350,000.00	.0%
10570000 462900	Library Fines &		-10,000	0	-10,000	-669.37	.00	-9,330.63	6.7%
10570000 511000	Library Reg Sal		219,980	0	219,980	.00	.00	219,980.00	.0%
10570000 511100	Library PT Sala		327,906	0	327,906	.00	.00	327,906.00	.0%
10570000 511200	Library Board		1,200	0	1,200	.00	.00	1,200.00	.0%
10570000 521000	Library Social		41,913	0	41,913	2.59	.00	41,910.41	.0%
10570000 521100	Library State R		27,875	0	27,875	.00	.00	27,875.00	.0%
10570000 521200	Library Health		99,202	0	99,202	7,927.38	.00	91,274.62	8.0%
10570000 521300	Library Dental		4,825	0	4,825	.00	.00	4,825.00	.0%
10570000 521400	Library Life In		1,241	0	1,241	.00	.00	1,241.00	.0%
10570000 531000	Library Gen Sup		10,000	0	10,000	.00	.00	10,000.00	.0%
10570000 531010	Library Office		6,000	0	6,000	256.72	.00	5,743.28	4.3%
10570000 531080	Library Profess		2,000	0	2,000	.00	.00	2,000.00	.0%
10570000 531100	Library Books		56,000	0	56,000	2,273.02	.00	53,726.98	4.1%
10570000 531190	Marketing & Pro		5,000	0	5,000	.00	.00	5,000.00	.0%
10570000 531240	Library Travel		1,000	0	1,000	.00	.00	1,000.00	.0%
10570000 531430	Library Book Pr		10,000	0	10,000	.00	.00	10,000.00	.0%
10570000 531440	Library Periodi		5,000	0	5,000	.00	.00	5,000.00	.0%
10570000 531460	Library Audio V		20,000	0	20,000	385.34	.00	19,614.66	1.9%
10570000 531470	Library Compute		30,000	0	30,000	57.99	.00	29,942.01	.2%
10570000 531490	Library Program		20,000	0	20,000	166.33	.00	19,833.67	.8%
10570000 532080	Library Outreac		0	0	0	135.00	.00	-135.00	100.0%
10570000 552300	Library System		24,000	0	24,000	.00	.00	24,000.00	.0%
10570000 561000	Library Buildin		65,000	0	65,000	4,372.48	.00	60,627.52	6.7%
10570000 561400	Library Telepho		4,000	0	4,000	.00	.00	4,000.00	.0%
10570000 571000	Library Insuran		6,348	0	6,348	3,247.37	3,528.14	-427.51	106.7%
TOTAL Library			628,490	0	628,490	18,154.85	3,528.14	606,807.01	3.5%
TOTAL General Fund			628,490	0	628,490	18,154.85	3,528.14	606,807.01	3.5%
TOTAL REVENUES			-360,000	0	-360,000	-669.37	.00	-359,330.63	
TOTAL EXPENSES			988,490	0	988,490	18,824.22	3,528.14	966,137.64	



YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	628,490	0	628,490	18,154.85	3,528.14	606,807.01	3.5%
** END OF REPORT - Generated by Trisha Smith **							

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 28, 2024

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Director's Report Summary and attachments.

ATTACHMENT:

1. Director's Report
2. Director's Report (pt. 1 - Legislation Day - System Map)
3. Director's Report (pt. 2 - Legislation Day - Libraries by the Numbers)
4. Director's Report (pt. 3 - Legislation Day - Life Cycle of a Book)
5. Director's Report (pt. 4 - Legislation Day - Shelving a Book)
6. Director's Report (pt. 5 - Friends Donations)
7. Director's Report (pt. 6 - Circulation Statistics)
8. Director's Report (pt. 7 - All Staff Meeting Agenda)

RECOMMENDATION:

ACTION BY Committee:

Director's Report: February 2024

STATE OF WISCONSIN

- The annual report will be due on February 29, 2024.
- Annual Library Legislation Day was held on Tuesday, February 6, 2024. Handouts included Wisconsin Library Systems Map, Wisconsin Libraries by the Numbers, Life Cycle of a Book and Shelving of a Library Book (attached).

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, February 8 in Port Washington. Testing continues with Vega updates. Digital circulation for all Monarch Libraries was shared. The annual holding route sequence will be updated in early March.
- 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, February 19.
- The Village of Germantown Board met on Monday, February 5 & Monday, February 19.
 - The library director presented on the 2023 Annual Report.
- Agendas and minutes of individual meetings can be found on the Civic Clerk Portal:
<https://germantownwi.portal.civicklerk.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, February 26.
- The pop-up sale for February is Adult Fiction.

DONATIONS:

Donor	Amount	Department	Brick/Plaque	Address
Rochelle Didier	\$100	Programming	Brick (3 lines)	PO Box 137 Hubertus, WI 53033
Friends of the Germantown Community Library	\$20,000	\$11,000 Programs \$9,000 Materials (see attached)	n/a	N112W16957 Mequon Rd Germantown, WI 53022
John & Pauline Edgar	\$250	Materials	Brick (6 lines)	1209 St Augustine Rd Hubertus, WI 53033
Gables of Germantown	\$250	Programming: Craft Kit Sponsorship for March	n/a	Chiara Communities, Inc 20875 Crossroads Circle, Suite 400 Waukesha, WI 53186 <i>Also email Joan Rider: jrider@capricommunities.com</i>
Kaitlin McCullum (1 of 2)	\$100	Patio Project	Brick (3 lines)	N111W16214 Catskill Ln Germantown, WI 53022
Kaitlin McCullum (2 of 2)	\$100	Patio Project	Brick (3 lines)	N111W16214 Catskill Ln Germantown, WI 53022

Minor	\$127	Programming: Youth (\$77) & Patio (\$50)	Brick (3 lines)	See notes for address
Joyce Nelson	\$150	Patio Project	Brick (3 lines)	N99W16781 Woodcock Rd Germantown, WI 53022
Julie Quigley & Students	\$100	Patio Project	Brick (3 lines)	N118W15860 Williams Dr Germantown, WI 53022
James & Melissa Schultz (memory of Ken Schultz)	\$500	Programming	Plaque	5389 Monches Rd Colgate, WI 53017
Germantown VFW Post 9202	\$500	Materials	Plaque	N120W15932 Freistadt Rd Germantown, WI 53022

- Donation Jars / Giving Tree:
 - Patio Expansion: \$98.50
 - Early Literacy: \$35.65
 - Programming Supplies: \$0.00
- January Total: \$2,747.66
- February Total: \$22,311.15

DEPOSITS:

- Waukesha County: \$2,137 (2023 Non-Libraried Circulation Reimbursement)
- Prairie Lakes Library System: \$800 (Reimbursement for WLA Conference)

STATISTICS:

- Previous Month & Annual Circulation (see attached) (3 inclement weather days)
 - Physical: **23,760 (-5.6% from 2023 / -5.6% YTD)**
 - Digital: **5,912 (14.8% from 2022 / 14.8% YTD)**
 - Total: **29,672 (-2.2% from 2022 / -2.2% 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:

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2027)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Feb 5 – Village Board (online)
- Wed, Feb 7 – Building & Ground Superintendent
- Wed, Feb 7 – Village Administrator
- Thurs, Feb 8 – Monarch Directors

- Fri, Feb 9 – Village Support Services Manager
- Wed, Feb 14 – Village Department Heads
- Mon, Feb 19 – Village Trustee Baum
- Mon, Feb 19 – Village General Government & Finance (online)
- Mon, Feb 19 – Village Board
- Mon, Feb 26 – Friends of the Library
- Wed, Feb 28 – Department Heads
- Wed, Feb 28 – Library Board

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- The library was closed on Monday, February 19 for all-staff training. Information included updates from managers and the Village Administrator as well as overviews on Vega Program and Vega Discover. Staff also had time to meet as individual teams (attached).
- The Winter Check-out Program ended on Saturday, February 17 and had a total of 2,484 participants.
- The library's 60th Anniversary Celebration evening will be held on Monday, April 8 from 5:30-7:30pm. Please let the director know if you would like to volunteer for the event!

YOUTH & TEEN SERVICES (JACKIE)

- Youth Services team assisted the Circulation team with pulling holds and shelving books as needed.
- The Teen Advisory Board (TAB) assisted Park and Rec by filling Easter Eggs for the Easter Egg Hunt event on Monday, February 5.
- Special youth events for the month included Unicorn Night on Thursday, February 8, Family Fun Flick: Barbie on Saturday, February 10, Taylor Swift Thursday on Thursday, February 22 and a Teen Lock-in on Friday, February 23.
- The Youth Services team met during the All Staff Training Day to plan Summer Reading logs and summer programming.
- Youth Services staff member, Shannon Siebers, participated in a workshop promoted by DPI on Friday, February 9 that focused on the development of a desktop educational game based on current research taking place at the Wisconsin IceCube Particle Astrophysics Center.

ADULT SERVICES (LYNN)

- Adult Services Librarian participated in Leadership Germantown on Thursday, February 8.
- Adult Services Librarian attended a Wellness Committee meeting on Tuesday, February 20.
- Adult Services Librarian participated in a webinar on "Crisis Communication: The Librarian's Guide to Clear Communication Under Pressure" on Tuesday, February 20.

- Adult Services Librarian participated in Mental Health First Aid Training as part of a Village of Germantown Wellness Committee activity on Thursday, February 29.
- Weeding has begun in Adult Fiction, Adult Large Print Fiction, DVDs and CDs.

OUTREACH SERVICES (CARA)

- Working with Rockfield, Amy Belle and County Line PTA's to support fundraiser events.
- Battle of the Books concluded in February with about 175 kids participating in the program.
- Summer Enchanted Library programming is well under way. There will be 2 dates in Jackson, 2 in Richfield and 2 in Germantown this summer.
- Preparations for our Anniversary celebration continue. Please mark your calendars for the event on Monday, April 8 from 5:30-7:30pm.

CIRCULATION SERVICES (DIANE)

- Continue to work through procedural changes and staffing levels with circulation volume in relation to the library 2024 open hours changes.
- One of our Page I staff submitted her resignation and we are accepting applications to refill the position. We plan to re-hire as soon as possible.
- Completed the Winter Check-out Program for patrons.
- Reordered WI State Park Passes for checkout.
- Continue to offer tax forms for patrons.

TECH SERVICES (CONNIE)

- Normal business and assisting with collection weeding projects.

ADMIN & PERSONNEL (CONNIE)

- Continue working with staff on procedural changes.

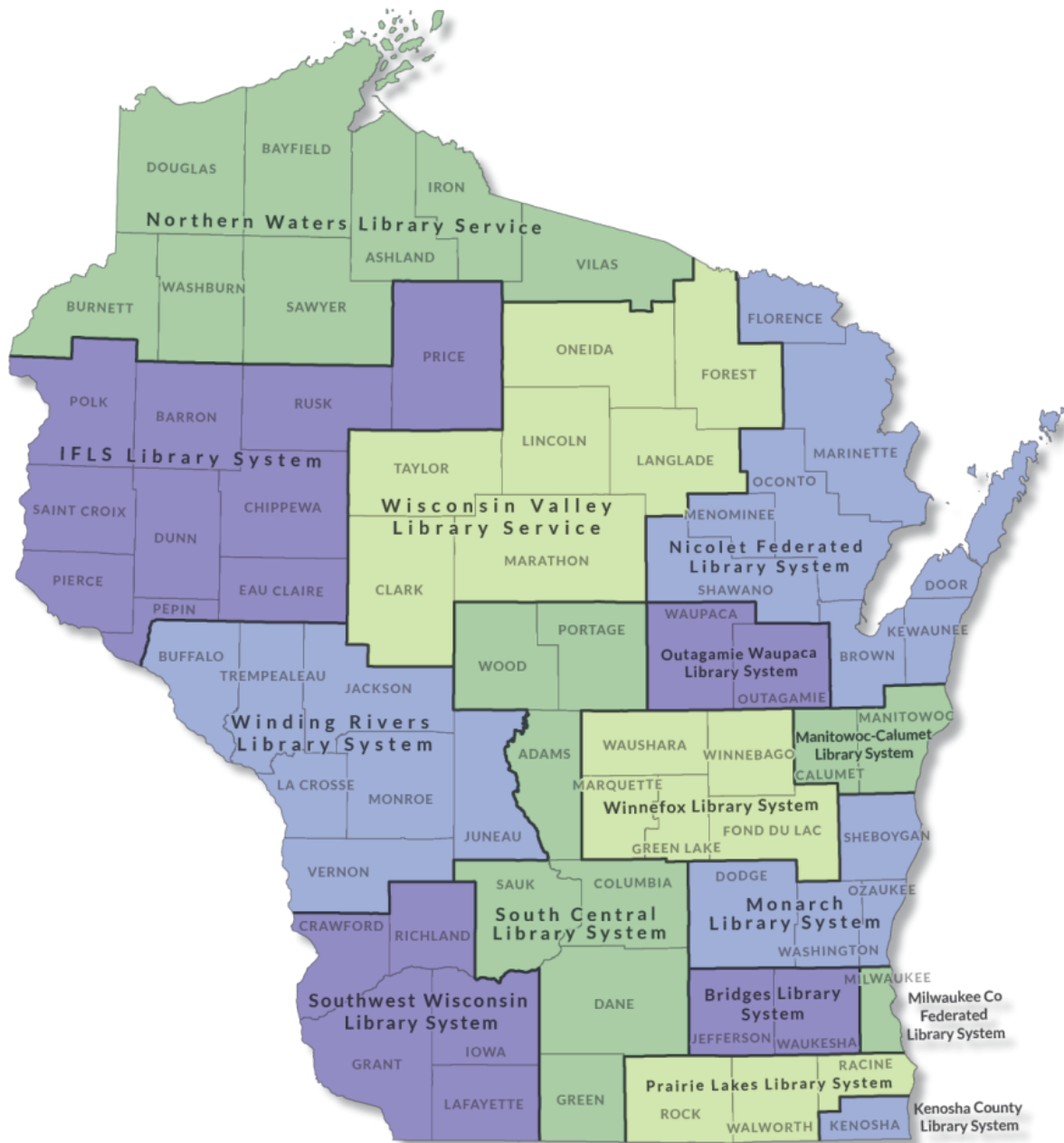
TECHNOLOGY / STATISTICS (CONNIE)

- Participating in Vega Program Admin training, setup for Germantown, and training staff.
- Provided unused technology to Village for a village-wide electronics recycling pickup.

BUILDING MANAGEMENT & GROUNDS (CONNIE/DIANE)

- Working with DPW on library facility items identified in the CVMIC building review.
- DPW assisted repairing several patron chairs within the library.

Wisconsin Public Library Systems



Contact information for each library system is on the reverse side.

Bridges Library System 741 N. Grand Avenue, Suite 210 Waukesha, WI 53186-4841	Karol Kennedy, Director (262) 896-8081 kkennedy@bridgeslibrarysystem.org
IFLS Library System 1538 Truax Boulevard Eau Claire, WI 54703-1569	John Thompson, Director (715) 839-5082 thompson@ifls.lib.wi.us
Kenosha County Library System 812 56th Street Kenosha, WI 53140-3735	Barbara Brattin, Director (262) 564-6324 bbrattin@mykpl.info
Manitowoc-Calumet Library System 707 Quay Street Manitowoc, WI 54220-4539	Rebecca Scherer, Director (920) 686-3051 rscherer@mcls.lib.wi.us
Milwaukee County Federated Library System 709 N. 8th Street Milwaukee, WI 53233-2414	Steve Hesel, Director (414) 286-8149 steve.hesel@mcfls.org
Monarch Library System 4632 S. Taylor Drive Sheboygan, WI 53081	Riti Grover, Director (920) 208-4900, ext. 312 rgrover@monarchlibraries.org
Nicolet Federated Library System 1595 Allouez Avenue, Suite 4 Green Bay, WI 54311-6267	Tracy Vreeke, Director (920) 448-4414 tvreeke@nflsoffice.org
Northern Waters Library Service Ashland Industrial Park 3200 Lakeshore Drive East Ashland, WI 54806-2510	Sherry Anderson, Director (715)-682-2365 sanderson@northernwaters.org
Outagamie Waupaca Library System 3373 West Brewster Street Appleton, WI 54914	Bradley Shipps, Director (920) 832-6190 bshipps@owlsweb.org
Prairie Lakes Library System 29134 Evergreen Drive #600 Waterford, WI 53185	Stephen Ohs, Director (262) 514-4500, ext. 68 sohs@prairielakes.info
South Central Library System 4610 S. Biltmore Lane, Suite 101 Madison, WI 53718-2153	Martha Van Pelt, Director (608) 246-7975 mvanpelt@scls.info
Southwest Wisconsin Library System 1300 Industrial Drive, Suite 2 Fennimore, WI 53809-9579	Angela Noel, Director (608) 822-2190 director@swls.org
Winding Rivers Library System 980 W. Highway 16, Suite 1 West Salem, WI 54669	Kristen Anderson, Director (608) 789-7151, ext. 101 kristen@wrlsweb.org
Winnefox Library System 106 Washington Avenue Oshkosh, WI 54901-4985	Jeff Gilderson-Duwe, Director (920) 236-5220 gilderson-duwe@winnefox.org
Wisconsin Valley Library Service 300 N. First Street Wausau, WI 54403-5405	Marla Sepnafski, Director (715) 261-7250 msepnafski@wvls.org



Wisconsin Libraries

By the Numbers

Wisconsin Residents Use Libraries

- 44.8 million physical items checked out
- 1.5 million uses of public internet computers
- 15.5 million wireless internet uses
- 7.5 million BadgerLink successful retrievals
- 1.7 million attendees at public library events
- 7.9 million eBooks, e-audiobooks, and videos downloaded

2022 Data. Source: Wisconsin Department of Public Instruction

Wisconsin has one of the most active collections of eBooks and digital audiobooks in the nation.

Did You Know?

For most Wisconsin communities, the public library is the primary place for public access to hi-speed Internet.

Public Library Systems

- Serve 381 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Supplement local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

School Media & Technology Centers

- Serve 823,804 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

2022-2023 September enrollment. Source: Wisconsin Department of Public Instruction.

Wisconsin College & University Libraries

- Serve nearly 450,000 students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for more than \$4.3 billion in federal grant research

Source: Universities of Wisconsin, Wisconsin Technical College System 2022-2023 Fact Book Student Data, and the National Center for Science and Engineering Statistics.

Special Libraries

- Serve a variety of industries:
 - Health care
 - Government
 - Research institutions
 - Business



The Benefits of Wisconsin Public Libraries

Communities Need

- Reliable, affordable resources
- Access to information
- Learning opportunities
- Gathering spaces

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

The Benefit of Wisconsin Public Libraries



Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy through summer reading programs, teaching research skills, and helping develop information and financial literacy
- Providing important resources for homeschool families



Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology



Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents

The Benefits of Wisconsin Specialized Libraries



Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more





THE LIFE CYCLE

of a Library Book

Library Staff

Board-Approved Collection Development Policy

Staff Selects

Professional Journals (e.g. Publishers Weekly, Library Journal, BookList), Magazines, Newspapers, Staff Expertise

Purchased

Baker & Taylor, Ingram, Local Bookstores, Amazon, Direct from Publisher

Processed

Stamped, Labeled, and Covered

Cataloged

Added to online catalog

Shelved

Children's, Young Adult, or Adult

Copies Added

Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelfed

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Library Patron

Community Member/Taxpayer

90% of library budgets come from municipal governments (city, village, town, county, tribal, etc.)

Patron Request

Word of mouth, media mentions, newspapers, magazines, BookTok, etc.

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged
(See other side)



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When there is a **BOOK CHALLENGE**

Challenges to Library Materials

Libraries have policies and procedures in place to respectfully address a community member's concerns. It begins long before an item is placed in the collection.

How are **MATERIALS ADDED** to a library's collection?

- A locally appointed Library Board of Trustees develops a Collection Development Policy to guide its library's selection of materials.
- Local library staff use their training and expertise, professional book reviews, and patron requests to purchase materials that fit the Library Board's Collection Development Policy and reflect the needs and interests of the local community.
- Librarians locate materials in the library based on their professional expertise, knowledge of the community, and the Collection Development Policy.

What process does a library use to deal with a **MATERIALS CHALLENGE**?

The library's board-approved Collection Development Policy details a process for responding to materials challenges:

- When a patron notifies the library of an item they believe should be removed or relocated, staff provide the patron with a materials-reconsideration form that allows the patron to express their concerns.
- Staff review the submission; read, listen, or watch the item in its entirety; and determine whether the item complies with the Collection Development Policy.
- The Library Director notifies the patron in writing of its decision. The patron has the opportunity to appeal the decision to the Library Board.
- If the patron appeals the decision, the Library Board conducts its own review in relation to the Collection Development Policy. The Library Board notifies the patron of its decision in writing.

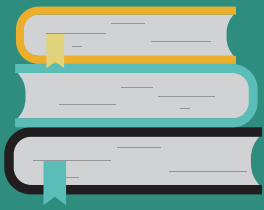


Always feel free to talk to your local library director with questions or concerns.



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SHELVING

of a library book

Determining Item Location

Materials are located within a local library according to best practices and local policies and procedures.

- Public libraries have a variety of books for readers of all ages, maturity levels, and interests.
- Professional reviews* often indicate an item's genre.
- Library staff consult Library of Congress records for genre and subject information.
- Library staff look at the book to confirm shelf location (e.g. age of protagonists, number of pages, illustrations).
- Libraries appreciate patron engagement. If a patron is concerned about the placement of an item, they should reach out directly to their local library. Libraries have a process in place in case a patron would like the library to reconsider the location of an item. (See *Life Cycle of a Library Book*)

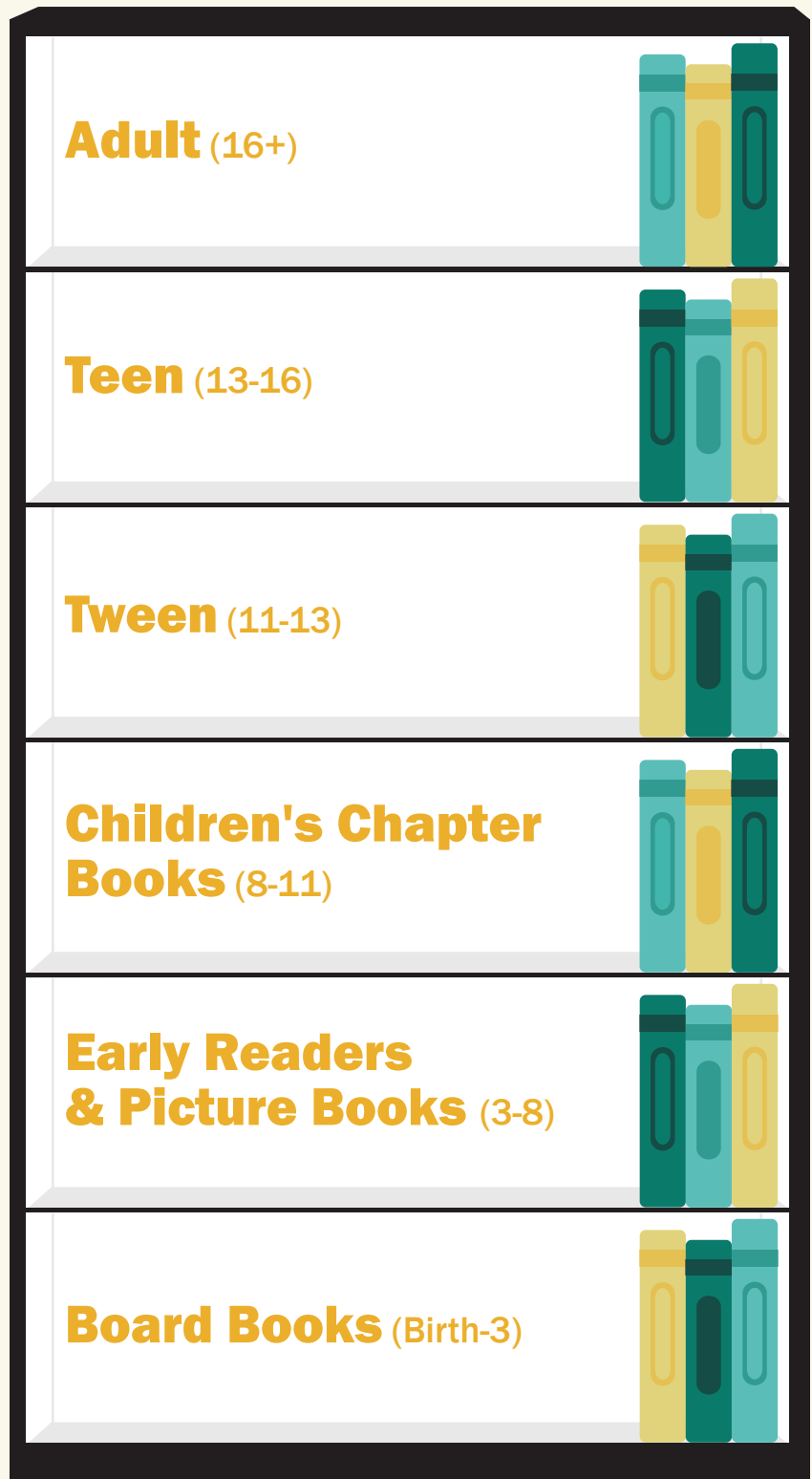
*Professional reviews may include *Publisher's Weekly*, *Library Journal*, *School Library Journal*, *Horn Book*, *Booklist*, *Kirkus Reviews*, *shelf-awareness.com*, and *forewordreviews.com*.



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Where does it go?

Librarians use professional guidelines, local policies and procedures, and practicalities such as space in determining where to shelve a book. Most libraries have areas for different age ranges.



USING THE LIBRARY

with your child

Parental Rights and Responsibilities

Wisconsin public libraries value the involvement of parents and guardians in their children's use of public library materials. Responsibility for what children under the age of 16* read and use rests with their parents and guardians.

Public libraries offer many tools and resources to support **PARENTAL INVOLVEMENT**.

Libraries help families find library materials that meet their needs and interests:

- Collection development policies ensure the library has varied materials that serve the whole community.
- Trained staff select materials and help families find the titles they want.
- Signs direct children, teens, and adults to appropriate collections.
- Library staff can recommend books to support many needs, interests, and age levels.
- Libraries provide access to professional reviews to help parents and guardians determine which materials are appropriate for their child.

Many Wisconsin libraries have policies about children's library use, such as:

- Setting a minimum age for children to be in the library unattended by a parent or guardian.
- Requiring a parent or guardian to sign their child's library card application, which prevents a child from obtaining a library card without their permission.

Parents and guardians can see what their children under the age of 16* have checked out:

- Parents and guardians can call, email, or visit the library to get their child's account information.
- Parents and guardians can view their children's accounts online, via the library's website and/or an app.
- Some libraries provide the option for parents and guardians to receive a text or email receipt when their child checks out materials, which includes the titles of those materials.



***Wisconsin statute grants parents and guardians access to their children's public library records when that child is under the age of 16.**



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Germantown Community Library
Request of Funding from Friends of the Germantown Community Library
January - December 2024

		BUDGET
PROGRAMMING	Teen/Adult Programs	
	Teen/Adult Make It Crafts (6) (3 sessions)	\$3,000.00
	Stitch with Me (8)	\$1,000.00
	Summer Programs (2)	\$500.00
	Fall Programs (2)	\$500.00
	Youth Programs	
	Summer Reading Kick-Off Party	\$1,500.00
	Summer Programs (4) (2 sessions)	\$3,000.00
	Fall Programs (2)	\$1,500.00
		\$11,000.00

COLLECTIONS	Make It 2 Go Craft Kits	\$3,000.00
	Adventure Passes (1/2 of total cost)	
	- Zoo (\$1,000) (4)	
	- Domes (\$250) (3)	
	- Betty Brinn (\$500) (2)	
	- Audubon (\$50) (2)	
	- State Parks (\$200) (2)	
	- YMCA (free) (1)	\$2,000.00
	Children's Book with Read-along	\$1,000.00
	Video Games	\$1,000.00
	Library of Things (all ages) (board games, craft kits, puzzles, literacy kits, etc.)	\$2,000.00

\$9,000.00

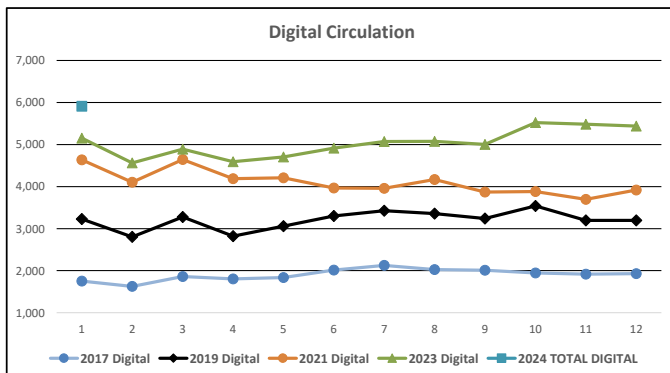
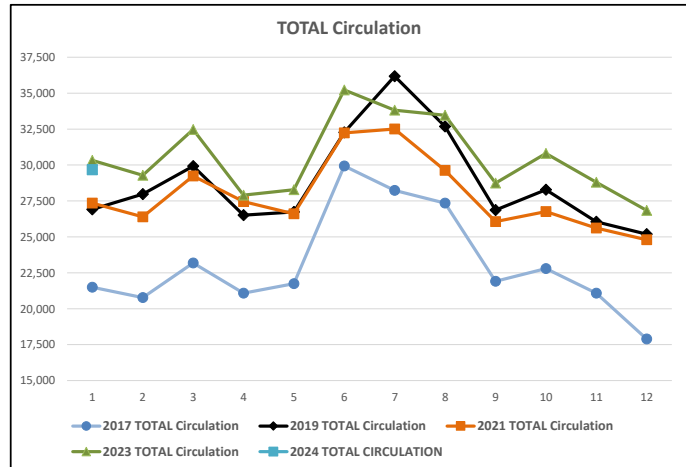
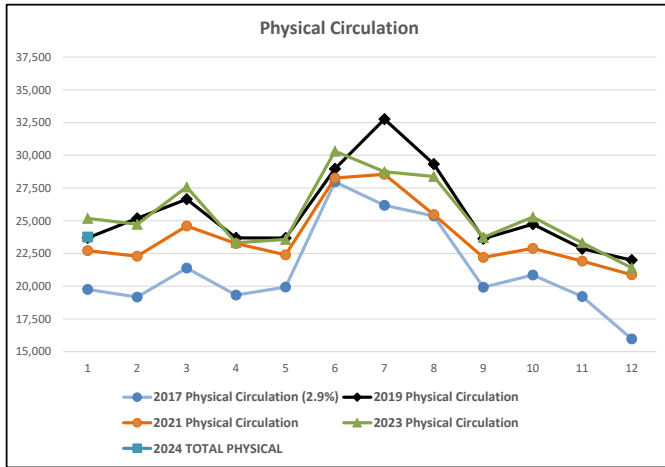
TOTAL **\$20,000.00**

APPROVED: DECEMBER 2023

GCL Statistical Trends 2016-2024

*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
2024 TOTAL PHYSICAL	23,760	23,760											
% over 2023	-5.6%	-5.6%											
% over 2019	0.3%	0.3%											
2024 Overdrive - Audio	2,449	2,449											
2024 Overdrive - eBook	2,337	2,337											
2024 Overdrive - Magazine	1,126	1,126											
2024 Overdrive Total	5,912	5,912											
2024 TOTAL DIGITAL	5,912	5,912											
% over 2023	14.8%	14.8%											
% over 2019	83.0%	83.0%											
2024 TOTAL CIRCULATION	29,672	29,672											
% over 2023	-2.2%	-2.2%											
% over 2019	10.2%	10.2%											
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
% 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 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
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



ALL Staff Training Agenda
February 19, 2024 at 9:00 a.m. – 2:30 p.m.

- 8:45 – 9:00 Staff arrival – Morning food (Trisha)
- 9:00 – 9:15 Announcements – Trisha and Connie
- 9:15 – 9:45 **Vega Program** Demonstration with LibCal Changes
*Presenter: **Connie & Trisha***
- 9:45 – 10:30 Village of Germantown - State of the Village and 2024 Budget
*Presenter: **Village Administrator Steve Kreklow***
- 10:30 – 10:45 Break
- 10:45 – 12:00 Director and Department Updates
- A. Circulation
 - B. Tech Services
 - C. Building and Technology
 - D. Trisha – Annual Report
- 12:00 - 12:30 Lunch Break – Chick-fil-a Catering (donation from Chick-fil-a)
- 12:30 – 1:00 **Vega Discovery** Demonstration
*Presenter: **Connie & Trisha***
- 1:00 – 1:30 Department Updates
- A. Outreach
 - B. Youth Services
 - C. Adult Services
- 1:30 Wrap up – Closing instructions
- 1:30 – 2:30 Department Break-out Sessions (Youth until 4:00)

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Emergency Closing Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

An initial draft of proposed changes was presented at the January 24, 2024, Library Board meeting. The Library Board provided direction on what should be considered for weather-related closings.

The Board requested Smith meet with Village Hall to clarify the intention of the Employee Handbook in regard to paying staff during library closures. Smith and Lloyd met with the Village Support Services Manager to review the policy and how it was implemented during the January snow days. The interpretation of the Employee Handbook section titled 'Attendance and Work Schedules' is that if Village Hall closes they will pay their staff as they are scheduled. However, if Village Hall remains open and inclement weather prevents a non-salaried staff member from reporting to work, they must be unpaid unless they request to use vacation or personal leave time. To be consistent with Village Hall practices, the library would pay staff that are scheduled if the library closes. If the library remains open, non-salaried staff that do not report to work would be unpaid unless they request to use vacation or personal leave time.

Attached is a second draft of the Library Emergency Closure Policy for review that reflects the above feedback.

ATTACHMENT:

1. GCL Library Emergency Closing Policy DRAFT 2-28-24

RECOMMENDATION:

Approve the proposed changes to the Emergency Closing Policy.

ACTION BY Committee:

Germantown Community Library

Library Emergency Closing Policy

February 2024 DRAFT

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

DECISION FOR ALL CLOSURES

As the situation allows, the Library Director or designee will receive approval from the Library Board President. At times the emergency closing may be directed by public safety personnel, DPW management, or Village Hall administration.

NOTIFICATIONS FOR ALL CLOSURES

As the situation allows, the Library Director or designee will notify staff, the Library Board, the Germantown Police/Fire Department, Village Hall, DPW, Monarch Library System. In addition it will be posted on the Library website, social media sites, local news outlets, and on the front door of the library.

STAFFING FOR ALL CLOSURES

Compensation of staff time for a library closure is intended to follow the Village Employee Handbook when possible.

When it is determined the library will be closed, staff will be paid their hours as scheduled for the time of the closure up to three days per incident. For extended closures beyond three days, staff will be unpaid unless they request to use vacation or personal leave time. When applicable, the Library Director or designee will assign work that should be done remotely or on-site to meet business needs.

If staff have a planned vacation day at the time of the closure, they must use their vacation time and not elect to be unpaid.

If staff are recovering from an illness or out on a medical leave, 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.

If there is inclement weather and the library remains open, the following applies per the Village Handbook:

"... Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of his or her shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use vacation or personal leave time, but in the event of severe weather or other exigent circumstance, as determined by the employer, the employer's need for the employee's attendance to perform his or her duties will prevail."

CLOSURE SITUATIONS

INCLEMENT WEATHER

The library may close in the event of unsafe weather due to snow, ice or temperature. The following will be taken into consideration when making a decision:

- Germantown School District closes
- 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 and/or for the library to be open to patrons.

BUILDING SAFETY

The library may close in the event the library experiences structural or mechanical problems that impact the safety of staff and/or patrons. The decision to close the library will be based on direction from the Germantown Police or Fire Departments or Department of Public Works.

PUBLIC SAFETY

The library may close 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

The library may close in the event the community is experiencing a health pandemic. Direction to close and re-open to the public will follow directives by federal, state, county or Village of Germantown orders. It will also be at the discretion of the Library Director or designee if limited staffing levels prevent providing library services.

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

The library may close for other situations not covered above and should follow the above guidelines for decisions, notifications, and staffing.

ADOPTED: 3/26/97

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Library 2023 Annual Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2023 Annual Report is due to be submitted to the Department of Public Instruction on Thursday, February 29, 2024. The official report will be sent in a separate email after it is approved by staff at the Monarch Library System.

The final graphic will be published as a press release as well as on the library's website, newsletter and social media sites (attached).

A presentation was also made at the Village of Germantown Board meeting on Monday, February 19, 2024 (attached). Future meetings to additional municipal boards will be scheduled in the coming months.

ATTACHMENT:

1. 2023 Annual Report (pt. 1 - Graphic)
2. 2023 Annual Report (pt. 2 - Village Board Item)
3. 2023 Annual Report (pt. 3 - Village Board Presentation)

RECOMMENDATION:

Approve the 2023 Annual Report as presented.

ACTION BY Committee:

2023 BY THE NUMBERS

GERMANTOWN COMMUNITY LIBRARY



230,000
Print

+



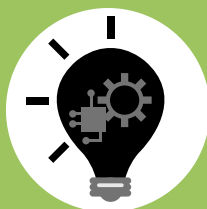
62,000
Audio/
Visual

+



60,000
Digital

+



13,000
Library of
Things

=

365,947

Items Checked Out

& 5,488

New Items
Added

+7.1%

12,256
Registered
Library Cards

102,274
Library Visits
in 2023!

+10%

41,843
Service
Questions
Asked

+16%

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**

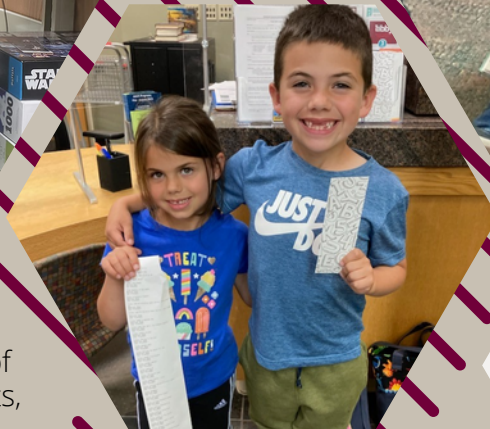
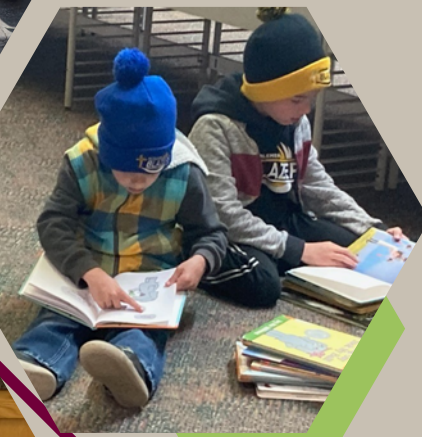
SEPT

**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

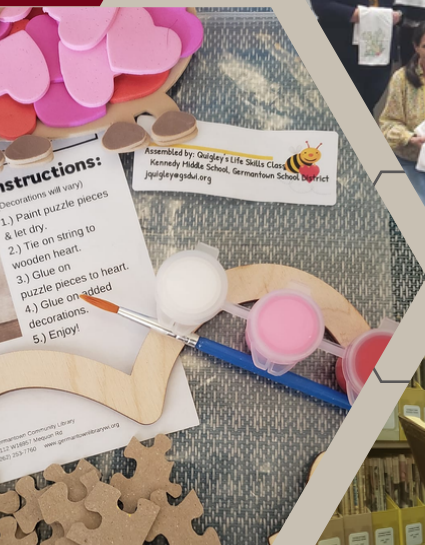
GERMANTOWN
COMMUNITY LIBRARY



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.



The Friends of the Germantown Community Library sold over 270 baskets in November & December and raised over \$20,000 for the library during 2023!

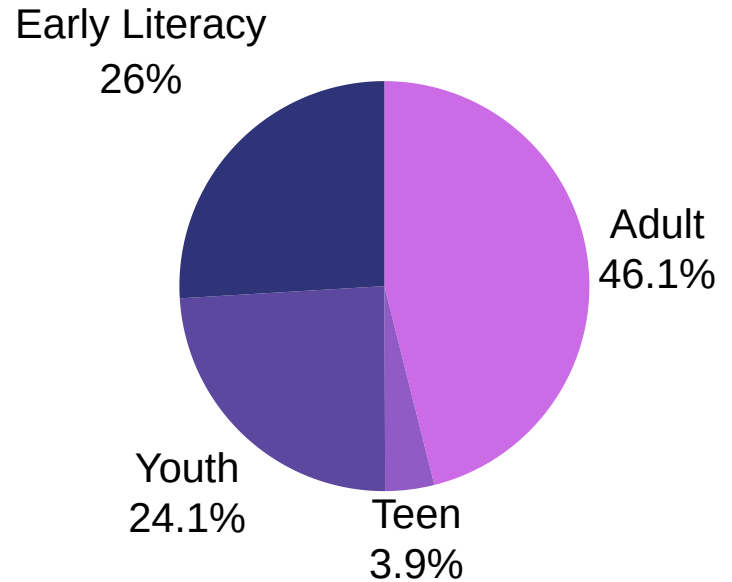
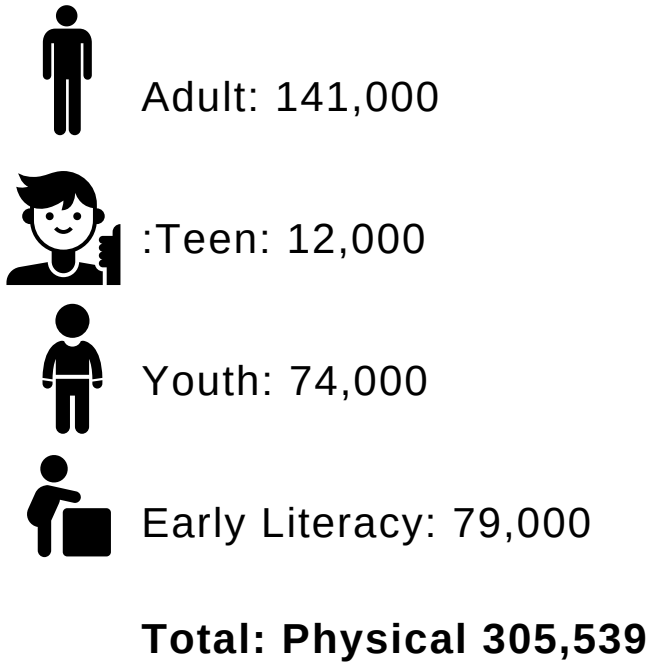
In October, 940+ people attended our Haunted Library Family Walk-Through and Haunted House programs! These events required dozens of hours of preparation and were run by 50+ staff & volunteers.



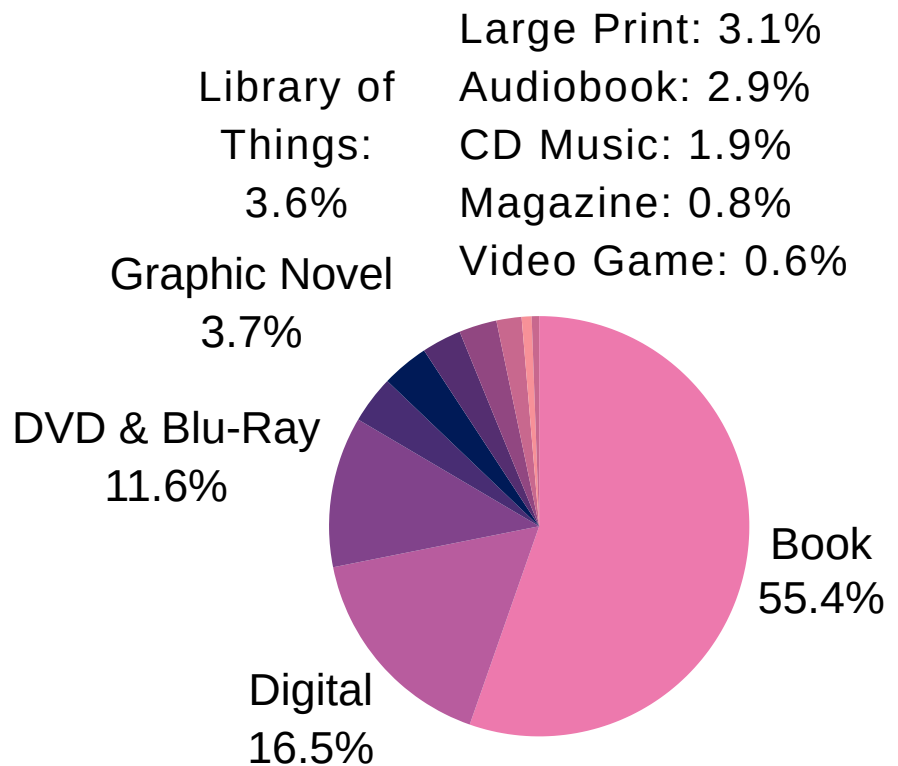
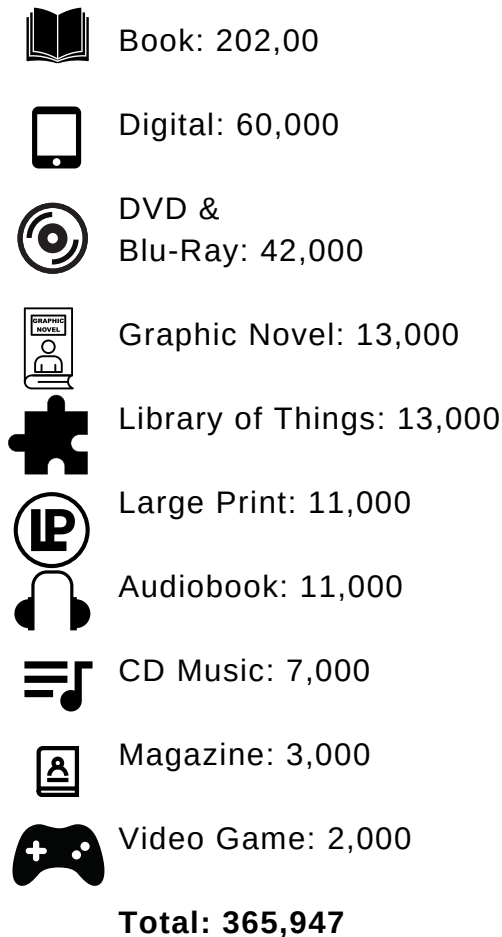
GERMANTOWN COMMUNITY LIBRARY 2023 CIRCULATION BY THE NUMBERS

*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

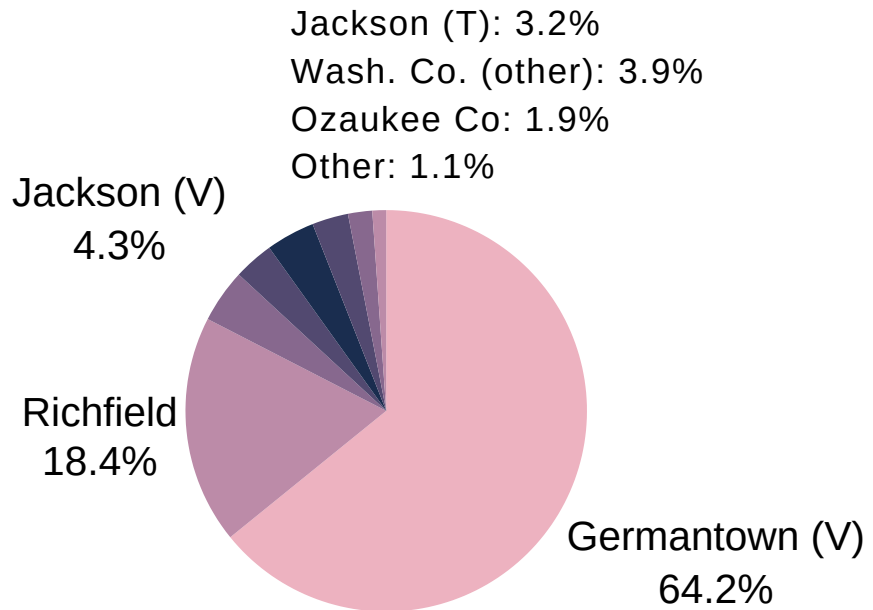
Wash. Co. (Other): 12,000

Wauk. Co.: 8,912

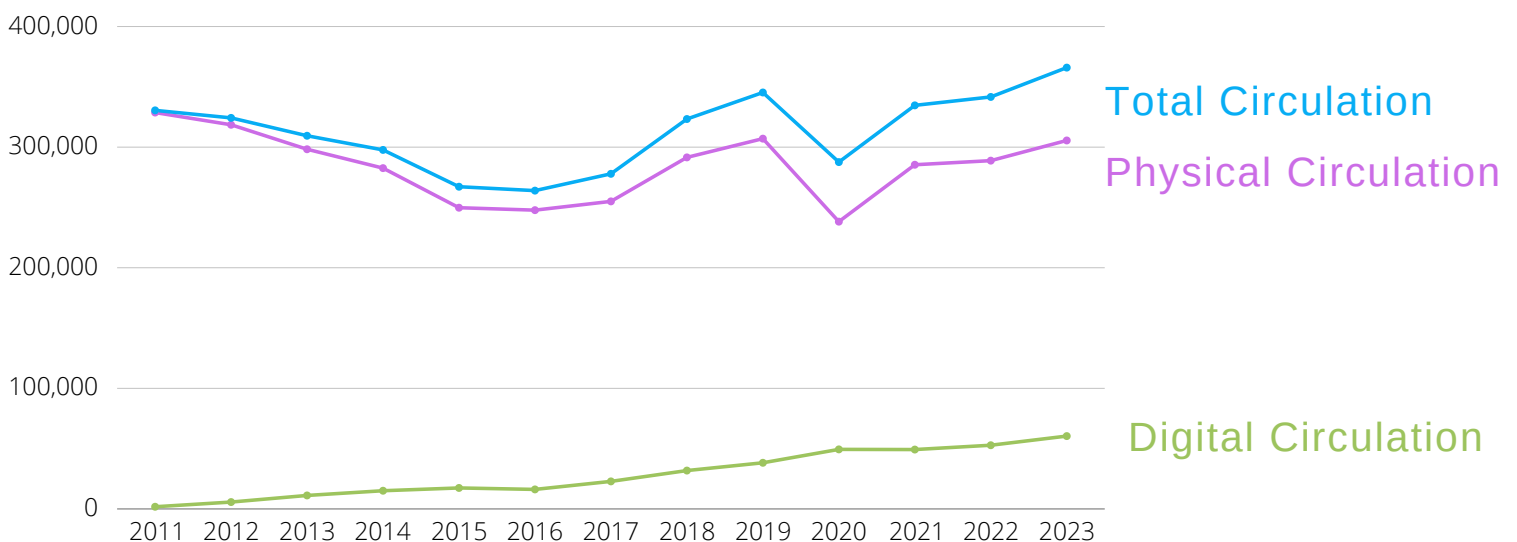
Ozaukee Co.: 5,947

Other: 3,397

= 305,539



Circulation Trends 2011 - 2023



BUSINESS OF THE VILLAGE BOARD

MEETING DATE: February 19, 2024

PLACEMENT: Presentation

ITEM TITLE: Germantown Library 2023 Annual Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Attached is the Germantown Community Library 2023 Annual Report Summary.

This data is reported annually to the library division of the Wisconsin Department of Public Instruction and includes numbers for library collections, services, governance, finances, staffing, technology and programming. The final report will be presented at the Germantown Community Library Board on Wednesday, February 28. Data will be reviewed by the state and used calculate library reimbursement in 2025 from Washington and adjacent counties for circulation by residents of non-librariated municipalities.

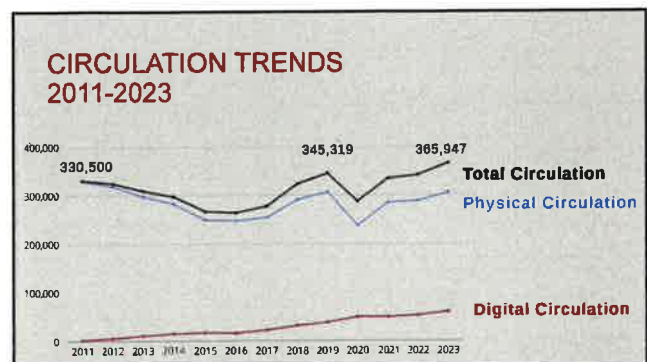
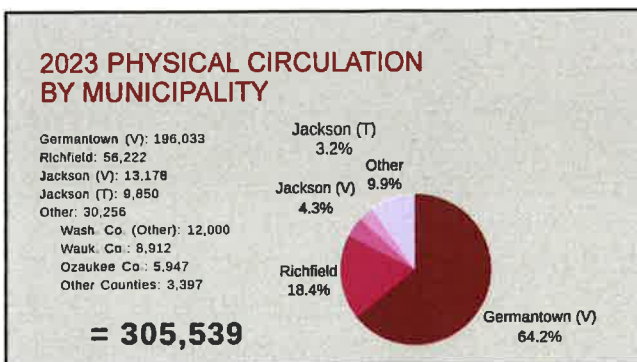
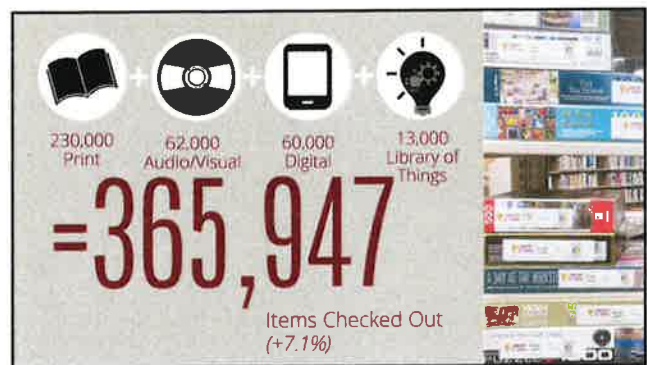
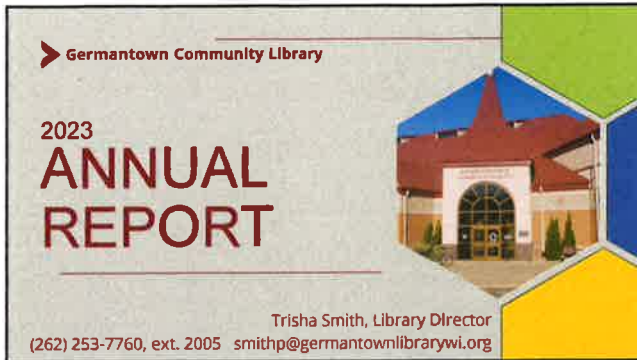
ATTACHMENT

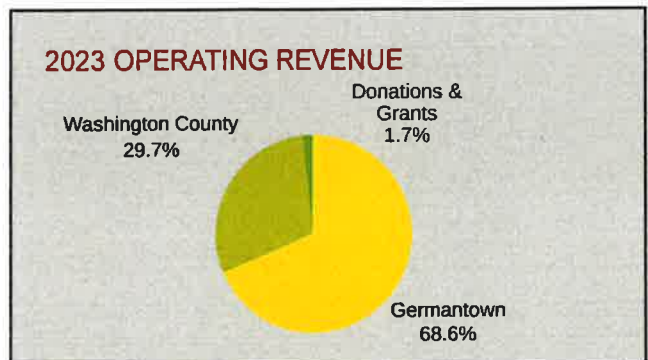
1. Germantown Community Library 2023 Annual Report Summary

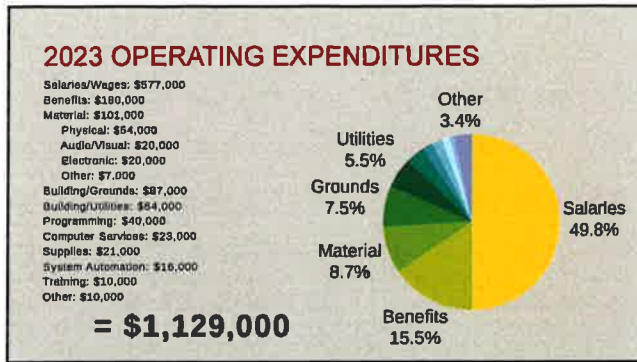
RECOMMENDATION:

None

ACTION BY COMMITTEE:







WHAT'S NEXT?

- New & Expanded Collections
 - Graphic Novels
 - Library of Things
 - Checkout Craft Kits
- Continued Growth of Material Checkout, Programs & Services
- Adjusting to modified library hours, staffing level and service changes
- Children's Patio Fundraiser
- Upgrades to Monarch Catalog, Calendar & eNewsletter

THANK YOU

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

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: February 28, 2024

PLACEMENT: Action Item

ITEM TITLE: Library Patio Project

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached summary and design for the Library Patio Project.

ATTACHMENT:

1. Patio Project (Summary)
2. Patio Project (pt. 1 - Concept Design)

RECOMMENDATION:

Approve the proposed library patio project design and project plan.

ACTION BY Committee:

Germantown Community Library Board

MEETING DATE: February 28, 2023
PLACEMENT: New Business
AGENDA ITEM(S): IX. C. Patio Project
SUBMITTED BY: Trisha Smith, Library Director
SUMMARY EXPLANATION:

Our main goals for improvements for the 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

So far the library has raised over \$15,000 for the project that includes the donations below:

- \$5,000: Friends of the Germantown Community Library
- \$2,500: Bethlehem Lutheran Blazer Dash
- \$1,700+ Leadership Germantown
- \$1,000: Germantown Kiwanis
- \$1,000: Deutschstadt Heritage Foundation
- \$500: Stantec Consulting Services

There are at least four additional donations that have been verbally confirmed estimating at least \$5,000 in additional funding. If needed and voted on by the Library Board, additional funding could come from the Usborne Book Sale Fund.

UPDATES:

Phase IA – Spring 2024

In working with a conceptual design drawing, we are looking to complete Phase 1 in the spring. This would include contracted work to complete the following:

- Redoing the existing patio area with concrete
- Adding ADA accessible concrete pathway to replace current stones
- Expanding the patio footprint area (to the left when looking at the drawing)
- Moving the existing benches
- Relocating and Installing blank and donated bricks along the edge of the patio
- Post project restoration work

Phase IB – TBD

As funding allows, we would also be looking at the following:

- Adding movable play items (play house, kitchen area, water table, etc.)
- Adding ADA accessible picnic tables
- Adding harmony flowers & manipulative panels along the edge of the patio area

Phase 2+ - TBD

Adding a fence, commercial play equipment and/or updated landscaping could be completed in future years as additional phases of the project as funding allows.

CURRENT CONTRACT:

Library staff have worked with eight landscape companies and received bids from one company that was able to commit to the project.

Total Cost of Contracted Services (Spring 2024)

Recommended: Cervantes Concrete Services LLC (see attached)

- Replacement & Expanded Concrete: \$12,490
- Brick Ledge: \$5,620
- Post Project Restoration: \$2,080
- Donation: -\$1,000

Total: \$19,190 (down payment of 20% = \$3,838)

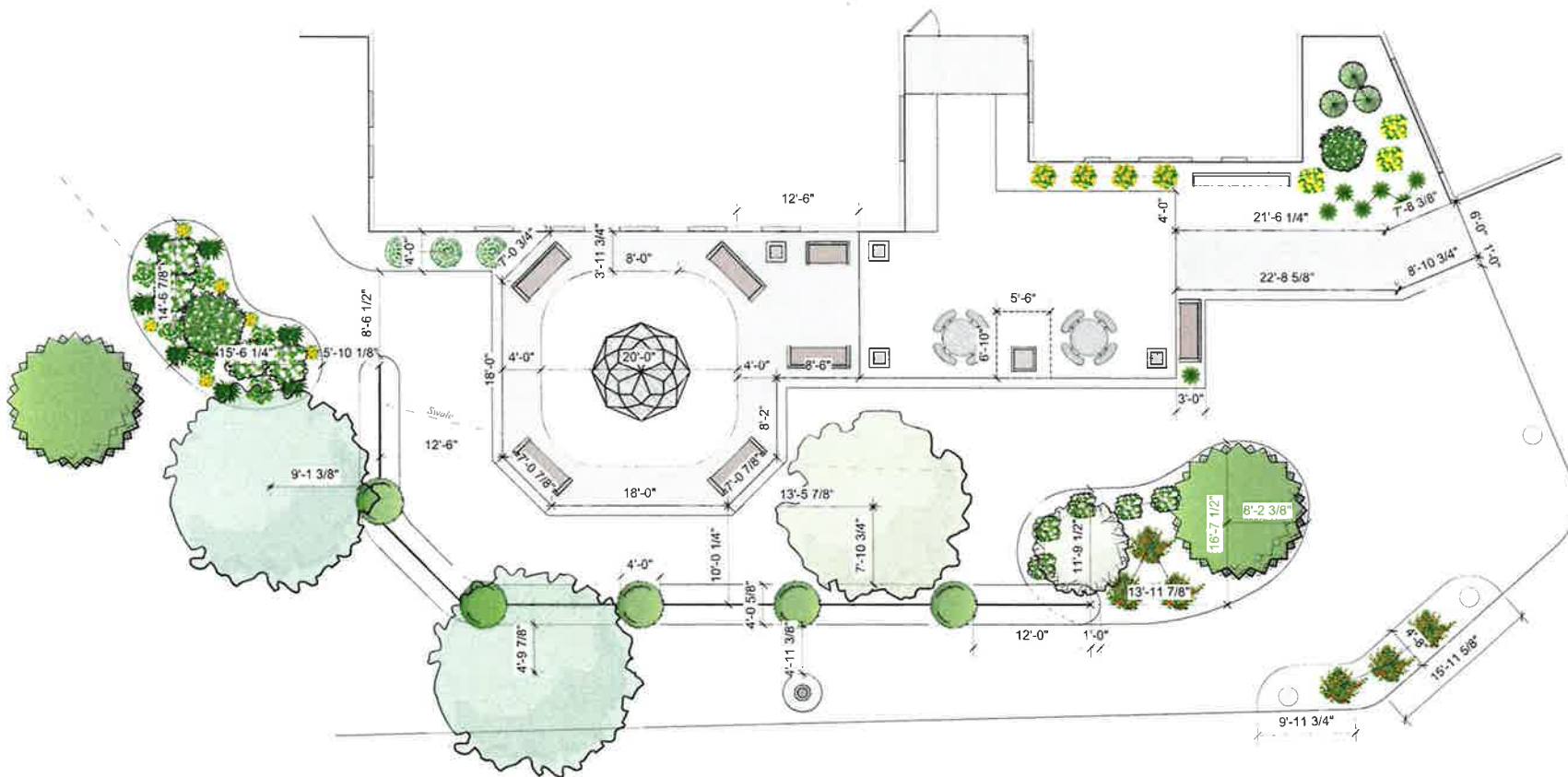
The conceptual design and contract have been reviewed by the following:

- Steve Kreklow, Village Administrator
- Scott Anderson, Highways, Parks, Buildings & Grounds Superintendent
- Jeff Retzlaff, Community Development Director
- David Baum, Village Trustee and Chair of Building Construction Oversight Committee

After reviewing the project with Village Administration, staff and trustees, it was determined that the project does not need to be further approved by the Plan Commission and Building Construction Oversight Committee.

RECOMMENDATION:

Approve bid for Cervantes Concrete Services LLC not to exceed \$20,000 for the Patio Project to be completed in Spring of 2024. All funding will come from outside donations and will not be taken from the library's annual operating budget.



 JOHNSON'S NURSERY INC. W180 N6275 Marcy Road Menomonee Falls, WI 53051 262.252.4988 jnplants.com	Germantown Community Library N112W16957 Mequon Rd Germantown, WI 53022	
	Designer Dresden Andrea	Date 1/20/2023
	Scale: 1" = 8'	