

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>MEETING:</b>       | <b>GERMANTOWN COMMUNITY LIBRARY BOARD</b>                      |
| <b>DATE AND TIME:</b> | <b>Wednesday, March 20, 2024 6:00 PM</b>                       |
| <b>LOCATION:</b>      | <b>Germantown Community Library<br/>N112W16957 Mequon Road</b> |

## **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. February 28, 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. Village Administrator Update
- IX. **NEW BUSINESS:**
  - A. Meeting Room Policy
  - B. Donor Tree
- X. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

March 20, 2024

Page 2

**The next regular meeting of the Germantown Community Library Board will be on Wednesday, April 24, 2023 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](mailto:clloyd@germantownlibrarywi.org) at least 48 hours prior to the meeting.

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 2024

PLACEMENT: Action Item

ITEM TITLE: February 28, 2024, Meeting Minutes

SUBMITTED BY: Connie Lloyd, Asst. Director

SUMMARY EXPLANATION:

Review the attached Library Board meeting minutes from February 28, 2024.

ATTACHMENT:

1. February 28, 2024 Meeting Minutes

RECOMMENDATION:

Approve the meeting minutes as presented.

ACTION BY Committee:

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>MEETING:</b>       | <b>GERMANTOWN COMMUNITY OF THE LIBRARY BOARD</b>               |
| <b>DATE AND TIME:</b> | <b>Wednesday, February 28, 2024 6:00 PM</b>                    |
| <b>LOCATION:</b>      | <b>Germantown Community Library<br/>N112W16957 Mequon Road</b> |

## 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 06:00 PM.
- II. **ROLL CALL:**  
**Present:** Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Library Board Member Christa Potratz, Library Board Member Joletta Kerpan, Trustee Jan Miller (arrived at 6:06 p.m.)  
**Absent:**  
**Excused:** Library Board Member Jacob Misiak  
**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:** Joletta Kerpan  
  
**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz  
**No:** None  
**Abstain:** Jan Miller (arrived at 6:05 p.m.)  
  
**Motion Passed (Yes 5, No 0, Abstained 1)**
- IV. **APPROVAL OF MINUTES:**  
  
A. January 24, 2024 Meeting Minutes  
**Motion:** Approve as presented  
**Motioned By:** Darlene Vosen  
**Seconded By:** Charlene Brady  
  
**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz  
**No:** None  
**Abstain:** Jan Miller (arrived at 6:05 p.m.)  
  
**Motion Passed (Yes 5, No 0, Abstained 1)**

- 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 reviewed the Treasurer's Report. Vosen submitted the Treasurer books to Potratz for an annual review. Potratz reported the financial records looked good. Vosen noted the VFW contacted her to change their \$500 donation to be applied to the Patio Project. Vosen will reflect this change in the March Treasurer's Report.

**Motion:** Approve as presented

**Motioned By:** Charlene Brady

**Seconded By:** Joyce Nelson

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

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

B. Accounts Payable

The Accounts Payable report was presented for approval.

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Darlene Vosen

**On roll call vote:**

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

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

C. Budget Reports

Budget reports were presented and reviewed.

VII. **REPORTS:**

A. Correspondence

Nelson sent thank you letters to the following donors: Forte Bank - \$250 for the 'Little Free Library Program'; Germantown Kiwanis - \$1,000 for the 'Early Literacy and

Storytime'; Jeanie & Greg Handley - \$1,000 for library materials and patio sign; Rodell Johnson - \$200 for Programming; Robert Korol - \$200 for Programming; Jenna & Sam Krushel - \$100 for the Patio Project (brick); Kimberly Lisanby-Barber - \$100 for Teen Programming; Jan Miller - \$150 for Youth Programming and the Patio Project; and Eric & Mary Skowlund - \$100 for Adult Programming.

B. Village Reports

Miller provided an overview of the past Village Board meetings. She noted that Smith presented the Library's 2023 Annual Report information at the February 19 meeting. She stated that Smith had a nice presentation and there were many positive comments by Village Board Trustees.

C. County Reports

None.

D. System Reports

None.

E. President's Report

None.

F. Director's Report

Smith provided highlights from her Director's Report. She mentioned Library staff are planning for the library's 60th anniversary. A party for the public will be held on April 8, 2024 and we are looking for library board members that would like to volunteer. Brady asked when was the last time the Library's Collection Development Policy was reviewed. Smith indicated it was last updated in June of 2023.

**VIII. UNFINISHED BUSINESS**

A. Emergency Closing Policy

Smith presented a new draft of the library's proposed Emergency Closing Policy which addresses the concerns the Library Board raised at the January 24, 2024 meeting. The primary item discussed was the paying of staff during an emergency closure. Smith indicated the policy now matches the Employee Handbook explanation provided by Village Hall. Smith summarized this by stating that on the rare occasion Village Hall closes, the staff that are scheduled during the closure are paid regular hours as scheduled. Therefore, it is proposed the library follow the same practice with specified limitations of three days per emergency event. The board felt there should also be a combined cap of five days per year.

**Motion:** Approve the 'Emergency Closing Policy' presented with the addition of a combined annual cap of five days.

**Motioned By:** Joyce Nelson

**Seconded By:** Jan Miller

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

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

**IX. NEW BUSINESS:**

**A. Village Administrator Update**

Administrator Kreklow was unable to attend the meeting. This will be rescheduled to the March 20, 2024 meeting.

**B. Library 2023 Annual Report**

Smith reviewed the 2023 Annual Report information she provided the Village Board. She will also be presented the information at upcoming Richfield and Jackson community meetings. Brady asked Smith if she could provide Lending/Borrowing ratio trends over the past few years at the March meeting. Smith also provided the 2023 Annual Report document for review and approval to be submitted to the Monarch Library System and the State of Wisconsin Department of Public Instruction. The deadline for submitting the annual report to the state is February 29, 2024.

**Motion:** Approve as presented

**Motioned By:** Joyce Nelson

**Seconded By:** Jan Miller

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

**No:** None

**Abstain:** None

**Motion Passed (Yes 6, No 0, Abstained 0)**

**C. Library Patio Project**

Smith reviewed the current Patio Project Plan approved by the Village Engineering Department, Village DPW, Administrator Kreklow, Village President/Plan Commission Chair, Dean Wolter, and Village Trustee/Building Construction Oversight Committee Chair, David Baum. Smith requested the Library Board approve the presented plan. This would allow the project to begin now with an anticipated completion of this initial phase in May 2024. This would allow the patio to be used for summer programming.

Brady expressed concern about the limited scope of this phase and would like to see landscaping of trees and shrubs included. Miller also expressed concern about the limited scope and would like the fence to be included. Smith explained the current donations raised only cover the expenses for the new concrete, the repositioning of the existing bricks/benches, the clean-up/restoration, and smaller patron activity areas. Miller suggested the project wait until more funds can be raised to be able to accomplish more items in the full plan. Smith expressed the importance of starting the project now to get the base installed which is weather-dependent. This will make it easier to add additional components as additional donations are received.

Miller also expressed concern that the plan was not being presented at the full Planning Commission. Smith explained she requested to be added to the February meeting but was directed by Village Hall management and Village Committee Chairs that it was not needed. Miller cautioned that without going to the full Plan Commission

she was worried issues may be raised as additional phases are implemented and conflict with the current phase.

Potratz asked how close the concrete will be to the existing parking lot and is there a safety/liability issue. Miller asked if there were any regulations and liability because it is a public area. Smith indicated it fell under the normal operational liability as the existing patio. Smith also explained there would be additional regulations if a commercial grade playground were installed, which is not planned for this area due to the space limitations.

**Motion:** Approve the plan as presented.

**Motioned By:** Joyce Nelson

Brady expressed concern that when the library requested donations for the complete project that donors will be disappointed with the limited implementation. Smith explained that revised expectations of the project plan phases as been communicated to all large donors.

**Motion:** Amend the proposal to include a review with the Village Engineer.

**Motioned By:** Jan Miller

**Seconded By:** Joletta Kerpan

**Yes:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Christa Potratz

**No:** Jan Miller, Charlene Brady

**Abstain:** None

**Motion Passed**

**X. ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on the third Wednesday, March 20, 2024, at 6:00 p.m. instead of the usual fourth Wednesday. Nelson adjourned the meeting at 7:31 p.m.

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 2024

PLACEMENT: Action Item

ITEM TITLE: Treasurer's Report

SUBMITTED BY: Darlene Vosen, Library Board Member

SUMMARY EXPLANATION:

Review the attached Treasurer's Report dated March 12, 2024.

ATTACHMENT:

1. Treasurer's Report

RECOMMENDATION:

Approve the Treasurer's Report as presented.

ACTION BY Committee:

# Germantown Community Library Board

Financial Report March 12, 2024

By Darlene Vosen

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

|                                          |           |              |
|------------------------------------------|-----------|--------------|
| Balance 2/20/24 per online statement     |           | \$14,573.90  |
| 2/23 Deposit Sadowsky/2-McCullum bricks  | +\$327.00 |              |
| 2/29 Check #1591 3 plaques               | -\$28.50  |              |
| 3/04 Deposit Donation Jar/Early Literacy | +\$35.65  |              |
| Balance 3/12/24 per online statement     |           | \$14,908.05* |

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

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

**\*Programming Supplies: \$3,051.34 + \$77.00 (Sadowsky) = \$3,128.34+/(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 - \$9.50 (plaque cost) = \$490.50**

**Total = \$6,031.48 – (cost of 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 - \$9.50 (plaque cost) = \$490.50**

1/30 Brick Nelson \$150

1/30 Brick Kruschel \$100

2/12 Brick Quigley \$100

2/12 Brick Didier \$100

**2/12 Plaque VFW \$500 - \$9.50 (plaque cost) = \$490.50**

**2/23 Brick Sadowsky \$50**

**2/23 2 Bricks McCullum \$200**

**Total = \$2,681.00 – (cost of 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 2/20/24 per on-line statement |         | \$5,073.78 |
| Interest February                     | +\$0.40 |            |
| Balance 3/12/24 per on-line statement |         | \$5,074.18 |

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

|                                       |          |               |
|---------------------------------------|----------|---------------|
| Balance 2/20/24 per on-line statement |          | \$23,501.14   |
| Interest February                     | +\$2.69  |               |
| Deposit 3/04 Donation Jar/Patio       | +\$98.50 |               |
| Balance 3/12/24 per on-line statement |          | \$23,602.33** |

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

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

**\*\*Expansion \$2,050.13 + \$2.69 = \$2,052.82 (total)**

**\*\*Patio Expansion \$13,752.15 + \$98.50 = \$13,850.65 (total)**

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

2.

**Bank Five Nine Furniture/Building Fund CD Accounts:**

|                                                                                                                      |             |
|----------------------------------------------------------------------------------------------------------------------|-------------|
| <b>CD #1 Furniture (5708) Balance 2/5/24 per bank statement</b><br>5.29%/5.40% Interest 15 months (mature 5/5/25)    | \$15,000.00 |
| <b>CD #2 Furniture (4025) Balance 12/4/23 per bank statement</b><br>5.29/5.40% Interest 15 months (mature 3/4/25)    | \$15,000.00 |
| <b>CD #3 Furniture (5608) Balance 11/8/23 per bank statement</b><br>5.29/5.4% Interest 15 months (mature 2/6/25)     | \$15,000.00 |
| <b>CD #4 Furniture (3991) Balance 4/4/23 per bank statement</b><br>4.57/4.65% Interest 15 months (mature 7/4/24)     | \$15,000.00 |
| <b>CD #5 Furniture (8801) Balance 11/30/23 per bank statement</b><br>5.39/5.50% Interest 23 months (mature 10/31/25) | \$10,000.00 |
| <b>CD #6 Expansion (8989) Balance 4/27/23 per bank statement</b><br>4.57%/4.65% Interest 15 months (mature 7/27/24)  | \$10,000.00 |
| <b>Furniture &amp; Equipment (\$70,000.00) + Expansion (\$10,000.00) = \$80,000.00</b>                               |             |

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 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 Payable as presented.

ACTION BY Committee:

# Village of Germantown, WI - PRODUCTION



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2024/2 TO 2024/2 |                      |                   |    |         |     |       |               |          |       |                         |
|-------------------------------|----------------------|-------------------|----|---------|-----|-------|---------------|----------|-------|-------------------------|
| ACCOUNT/VENDOR                |                      | INVOICE           | PO | YEAR/PR | TYP | S     | CHECK         | RUN      | CHECK | DESCRIPTION             |
| 10570000                      |                      |                   |    |         |     |       |               |          |       | Library                 |
| 10570000                      | 462900               |                   |    |         |     |       |               |          |       | Library Fines & Fees    |
| 100365                        | FRIENDS OF           | 0206FGL           | 0  | 2024    | 2   | INV P | 430.38        | 24-02-13 | 1688  |                         |
|                               |                      |                   |    |         |     |       | ACCOUNT TOTAL | 430.38   |       |                         |
| 10570000                      | 521400               |                   |    |         |     |       |               |          |       | Library Life Insurance  |
| 100933                        | SECURIAN FINANCIAL G | 002832L0324       | 0  | 2024    | 2   | INV P | 378.60        | 24-02-13 | 1730  |                         |
|                               |                      |                   |    |         |     |       | ACCOUNT TOTAL | 378.60   |       |                         |
| 10570000                      | 531010               |                   |    |         |     |       |               |          |       | Library Office Supplies |
| 100201                        | COMPLETE OFFICE      | 649111            | 0  | 2024    | 2   | INV P | 250.88        | 24-03-01 | 1946  | TAPE                    |
|                               |                      |                   |    |         |     |       | ACCOUNT TOTAL | 250.88   |       |                         |
| 10570000                      | 531100               |                   |    |         |     |       |               |          |       | Library Books           |
| 100092                        | BAKER & TAYLOR       | 2038058376        | 0  | 2024    | 2   | INV P | 632.81        | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038059503        | 0  | 2024    | 2   | INV P | 98.15         | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038059559        | 0  | 2024    | 2   | INV P | 125.27        | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038059595        | 0  | 2024    | 2   | INV P | 108.05        | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038065792        | 0  | 2024    | 2   | INV P | 502.40        | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038068197        | 0  | 2024    | 2   | INV P | 315.06        | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038072687        | 0  | 2024    | 2   | INV P | 414.78        | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038078526        | 0  | 2024    | 2   | INV P | 559.49        | 24-02-13 | 1673  |                         |
| 100092                        | BAKER & TAYLOR       | 2038082932        | 0  | 2024    | 2   | INV P | 490.71        | 24-02-16 | 1747  |                         |
| 100092                        | BAKER & TAYLOR       | 2038090371        | 0  | 2024    | 2   | INV P | 425.39        | 24-02-16 | 1747  | BOOKS                   |
| 100092                        | BAKER & TAYLOR       | 2038090509        | 0  | 2024    | 2   | INV P | 99.96         | 24-02-16 | 1747  | BOOKS                   |
| 100092                        | BAKER & TAYLOR       | 2038100506        | 0  | 2024    | 2   | INV P | 497.52        | 24-03-01 | 1940  |                         |
| 100092                        | BAKER & TAYLOR       | 2038103397        | 0  | 2024    | 2   | INV P | 339.51        | 24-03-01 | 1940  |                         |
| 100092                        | BAKER & TAYLOR       | 2038108771        | 0  | 2024    | 2   | INV P | 310.98        | 24-03-01 | 1940  |                         |
|                               |                      |                   |    |         |     |       | 4,920.08      |          |       |                         |
| 100477                        | INGRAM LIBRARY SERVI | 80259174          | 0  | 2024    | 2   | INV P | 32.99         | 24-02-13 | 1708  |                         |
|                               |                      |                   |    |         |     |       | ACCOUNT TOTAL | 4,953.07 |       |                         |
| 10570000                      | 531190               |                   |    |         |     |       |               |          |       | Marketing & Promotion   |
| 100587                        | KIWANIS CLUB OF GERM | 2023 BFAS W SANTA | 0  | 2024    | 2   | INV P | 250.00        | 24-02-16 | 1778  | 2023 BREAKFAST WITH     |
|                               |                      |                   |    |         |     |       | ACCOUNT TOTAL | 250.00   |       |                         |
| 10570000                      | 531240               |                   |    |         |     |       |               |          |       | Library Travel          |
| 100646                        | RATZMANN, LYNN       | 0208MILEAGE       | 0  | 2024    | 2   | INV P | 37.99         | 24-03-01 | 1978  | LEADERSHIP GT REIMB     |
|                               |                      |                   |    |         |     |       | ACCOUNT TOTAL | 37.99    |       |                         |
| 10570000                      | 531430               |                   |    |         |     |       |               |          |       | Library Book Processing |
| 100246                        | DEMCO                | 7432544           | 0  | 2024    | 2   | INV P | 91.96         | 24-02-13 | 1679  | CD JEWEL BOX            |
| 100246                        | DEMCO                | 7438095           | 0  | 2024    | 2   | INV P | 822.32        | 24-03-01 | 1947  |                         |

# Village of Germantown, WI - PRODUCTION



## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2024/2 TO 2024/2 |                 |               |                |                     |    |                                |   |       |                  |          |       |                          |
|-------------------------------|-----------------|---------------|----------------|---------------------|----|--------------------------------|---|-------|------------------|----------|-------|--------------------------|
| ACCOUNT/VENDOR                |                 |               | INVOICE        |                     | PO | YEAR/PR TYP S                  |   |       | CHECK            | RUN      | CHECK | DESCRIPTION              |
|                               |                 |               |                |                     |    |                                |   |       | 914.28           |          |       |                          |
| 100955                        | SHOWCASES       |               |                | 328069              | 0  | 2024                           | 2 | INV P | 91.80            | 24-02-13 |       | 1732 CD JEWEL CASE LIDS  |
| ACCOUNT TOTAL                 |                 |               |                |                     |    |                                |   |       | 1,006.08         |          |       |                          |
| 10570000 531460               |                 |               |                |                     |    | Library Audio Visual           |   |       |                  |          |       |                          |
| 100032                        | AMAZON          | CAPITAL SERVI | 14PV-LXKM-DTF1 |                     | 0  | 2024                           | 2 | INV P | 121.81           | 24-02-13 |       | 1670                     |
| 100032                        | AMAZON          | CAPITAL SERVI | 1rt6-3d11-64yq |                     | 0  | 2024                           | 2 | INV P | 20.60            | 24-02-13 |       | 1670                     |
|                               |                 |               |                |                     |    |                                |   |       | 142.41           |          |       |                          |
| 101265                        | PLAYAWAY        |               |                | 451627              | 0  | 2024                           | 2 | INV P | 22.53            | 24-02-13 |       | 1723                     |
| ACCOUNT TOTAL                 |                 |               |                |                     |    |                                |   |       | 164.94           |          |       |                          |
| 10570000 531470               |                 |               |                |                     |    | Library Computer Service       |   |       |                  |          |       |                          |
| 100032                        | AMAZON          | CAPITAL SERVI | 1NY4-6M7C-7QKV |                     | 0  | 2024                           | 2 | INV P | 76.00            | 24-02-13 |       | 1670                     |
| 100391                        | GFC LEASING     |               |                | I00889455           | 0  | 2024                           | 2 | INV P | 1,175.32         | 24-02-13 |       | 1692                     |
| 100713                        | MIDWEST TAPE    |               |                | 504870383           | 0  | 2024                           | 2 | INV P | 100.74           | 24-02-16 |       | 1782 BOOKS               |
| ACCOUNT TOTAL                 |                 |               |                |                     |    |                                |   |       | 1,352.06         |          |       |                          |
| 10570000 531490               |                 |               |                |                     |    | Library Program Supplies & Exp |   |       |                  |          |       |                          |
| 100032                        | AMAZON          | CAPITAL SERVI | 1Q6F-KXPQ-F19M |                     | 0  | 2024                           | 2 | INV P | 203.57           | 24-02-13 |       | 1670                     |
| 100368                        | FUN EXPRESS LLC |               |                | 729175357801        | 0  | 2024                           | 2 | INV P | 573.65           | 24-02-16 |       | 1766 MINI WOOD PALLETS   |
| 101267                        | TRISHA SMITH    |               |                | REIMBURSEMENTTS0206 | 0  | 2024                           | 2 | INV P | 415.00           | 24-02-13 |       | 1737                     |
| ACCOUNT TOTAL                 |                 |               |                |                     |    |                                |   |       | 1,192.22         |          |       |                          |
| 10570000 571000               |                 |               |                |                     |    | Library Insurance & Bonds      |   |       |                  |          |       |                          |
| 101384                        | MUNICIPAL       | PROPERTY I    | 48-10568 0102  |                     | 0  | 2024                           | 2 | INV P | 1,127.27         | 24-02-16 |       | 1784 Annual Property Pre |
| ACCOUNT TOTAL                 |                 |               |                |                     |    |                                |   |       | 1,127.27         |          |       |                          |
| ORG 10570000 TOTAL            |                 |               |                |                     |    |                                |   |       | 11,143.49        |          |       |                          |
| FUND 10 General Fund          |                 |               |                |                     |    |                                |   |       | TOTAL: 11,143.49 |          |       |                          |

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

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 2024

PLACEMENT: Presentation

ITEM TITLE: Budget Reports

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Budget Reports.

ATTACHMENT:

1. Budget Reports

RECOMMENDATION:

ACTION BY Committee:

# Village of Germantown, WI - PRODUCTION



## YEAR-TO-DATE BUDGET REPORT

| FOR 2024 02             |                 |                 |                    |                      |                   |            |              |                     |                |
|-------------------------|-----------------|-----------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
| ACCOUNTS<br>10          | FOR:<br>General | Fund            | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| <b>10570000 Library</b> |                 |                 |                    |                      |                   |            |              |                     |                |
| 10570000                | 432600          | County Library  | -350,000           | -1,000               | -351,000          | .00        | .00          | -351,000.00         | .0%            |
| 10570000                | 462900          | Library Fines & | -10,000            | 0                    | -10,000           | -238.99    | .00          | -9,761.01           | 2.4%           |
| 10570000                | 511000          | Library Reg Sal | 219,980            | 20,260               | 240,240           | .00        | .00          | 240,240.00          | .0%            |
| 10570000                | 511100          | Library PT Sala | 327,906            | -13,846              | 314,060           | .00        | .00          | 314,060.00          | .0%            |
| 10570000                | 511200          | Library Board   | 1,200              | 0                    | 1,200             | .00        | .00          | 1,200.00            | .0%            |
| 10570000                | 521000          | Library Social  | 41,913             | 490                  | 42,403            | 3.85       | .00          | 42,399.15           | .0%            |
| 10570000                | 521100          | Library State R | 27,875             | 1,957                | 29,832            | .00        | .00          | 29,832.00           | .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             | 378.60     | .00          | 862.40              | 30.5%          |
| 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             | 507.60     | .00          | 5,492.40            | 8.5%           |
| 10570000                | 531080          | Library Profess | 2,000              | 0                    | 2,000             | .00        | .00          | 2,000.00            | .0%            |
| 10570000                | 531100          | Library Books   | 56,000             | 0                    | 56,000            | 7,226.09   | .00          | 48,773.91           | 12.9%          |
| 10570000                | 531190          | Marketing & Pro | 5,000              | 0                    | 5,000             | 250.00     | .00          | 4,750.00            | 5.0%           |
| 10570000                | 531240          | Library Travel  | 1,000              | 0                    | 1,000             | 37.99      | .00          | 962.01              | 3.8%           |
| 10570000                | 531430          | Library Book Pr | 10,000             | 0                    | 10,000            | 1,006.08   | .00          | 8,993.92            | 10.1%          |
| 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            | 550.28     | .00          | 19,449.72           | 2.8%           |
| 10570000                | 531470          | Library Compute | 30,000             | -7,861               | 22,139            | 1,410.05   | .00          | 20,728.95           | 6.4%           |
| 10570000                | 531490          | Library Program | 20,000             | 0                    | 20,000            | 1,358.55   | .00          | 18,641.45           | 6.8%           |
| 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            | 8,776.42   | .00          | 56,223.58           | 13.5%          |
| 10570000                | 561400          | Library Telepho | 4,000              | 0                    | 4,000             | .00        | .00          | 4,000.00            | .0%            |
| 10570000                | 571000          | Library Insuran | 6,348              | 0                    | 6,348             | 4,374.64   | 2,400.87     | -427.51             | 106.7%         |
| TOTAL Library           |                 |                 | 628,490            | 0                    | 628,490           | 33,703.54  | 2,400.87     | 592,385.59          | 5.7%           |
| TOTAL General Fund      |                 |                 | 628,490            | 0                    | 628,490           | 33,703.54  | 2,400.87     | 592,385.59          | 5.7%           |
| TOTAL REVENUES          |                 |                 | -360,000           | -1,000               | -361,000          | -238.99    | .00          | -360,761.01         |                |
| TOTAL EXPENSES          |                 |                 | 988,490            | 1,000                | 989,490           | 33,942.53  | 2,400.87     | 953,146.60          |                |



YEAR-TO-DATE BUDGET REPORT

| FOR 2024 02                                     |                    |                      |                   |            |              |                     |                |
|-------------------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
|                                                 | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| GRAND TOTAL                                     | 628,490            | 0                    | 628,490           | 33,703.54  | 2,400.87     | 592,385.59          | 5.7%           |
| ** END OF REPORT - Generated by Trisha Smith ** |                    |                      |                   |            |              |                     |                |

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 2024

PLACEMENT: Presentation

ITEM TITLE: Director's Report

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the submitted Director's Report and attachments.

ATTACHMENT:

1. Director's Report
2. Directors' Report (pt. 1 - Express News 2-24)
3. Director's Report (pt. 2 - Wash. Co. Daily, 2-24)
4. Director's Report (pt. 3 - Wash. Co. Daily, 3-5)
5. Directors' Report (pt. 4 - Express News 3-9)
6. Director's Report (pt. 5 - Annual Report Press Release)
7. Director's Report (pt. 6 - 60th Anniversary Press Release)
8. Director's Report (pt. 7 - Holds Routing Sequence)

RECOMMENDATION:

ACTION BY Committee:

# Director's Report: March 2024

## STATE OF WISCONSIN

- The annual report was submitted on Wednesday, February 28. A press release was sent out the following day (attached).

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors did not meet in March due to Monarch staff absences.
- Agendas and minutes of individual meetings can be found on the Monarch Library System website: <https://monarchlibraries.org/library-director-meetings/>

## WASHINGTON COUNTY

- Vanessa Taylir has been hired as the new director of the Jack Russell Memorial Library in Hartford.

## VILLAGE OF GERMANTOWN:

- The General Government & Finance and Village Board met on Monday, March 4.
- The Village of Germantown Board met on Monday, March 18 & 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.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 will meet on Monday, March 25.
- New furniture was added to the on-going book sale area & new book bags are now available for sale. There will be no pop-up sale in March due to the Germantown School District Art Show.

## DONATIONS:

| Donor                   | Amount | Department    | Brick/Plaque    | Address                                          |
|-------------------------|--------|---------------|-----------------|--------------------------------------------------|
| American Legion Post #1 | \$500  | Patio Project | Brick (3 lines) | PO Box 321<br>Germantown, WI 53022               |
| Bonnell, Kristi         | \$500  | Patio Project | Brick (3 lines) | W124N11283 Wrenwood Pass<br>Germantown, WI 53022 |

- Donation Jars / Giving Tree:
  - Patio Expansion: \$30.51
  - Early Literacy: \$24.67
  - Programming Supplies: \$33.00
- Monthly Total: \$88.18

## DEPOSITS:

- Dodge County: \$635.48 (2023 Non-Libraried Circulation Reimbursement)

## STATISTICS:

- Previous Month & Annual Circulation (see attached) (3 inclement weather days)
  - Physical: **25,453 (3.0% from 2023 / -1.4% YTD)**

- Digital: **5,912 (16.2% from 2023 / 15.5% YTD)**
- Total: **30,757 (5.0% from 2023 / 1.4% 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:

- 'Library friends group donate \$20,000 to support the Germantown Community Library' (Express News, 2/24)
- 'Germantown Community Library Receives \$20,000 donation from Friends group (Wash. Co. Daily, 2/24)
- 'Germantown library presents 2023 Annual Report Statistics' (Wash. Co. Daily, 3/5)
- 'Germantown library 2023 use summarized during Village Board presentation' (Express News, 3/9)

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

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

- Fri, Mar 1 – Village Engineer
- Mon, Mar 4 – Make it Crafts (3)
- Mon, Mar 4 – Village Board (online)
- Wed, Mar 6 – Village Administrator
- Wed, Mar 6 – Friends of the Library
- Mon, Mar 11 – Friends of the Library
- Wed, Mar 13 – Village Department Heads
- Wed, Mar 13 - Public Safety Referendum Public Information Session (online)
- Thurs, Mar 14 – Vega Program Training
- Fri, Mar 15 – Village Engineer, Village Buildings & Grounds Superintendent, Jake Cervantes (Cervantes Concrete Services, LLC)
- Mon, Mar 18 – Village General Government & Finance (online)
- Mon, Mar 18 – Village Board
- Tues, Mar 19 – Vega Program Training
- Wed, Mar 20 – Village Department Heads (CVMIC Training)
- Wed, Mar 20 – Library Board
- Fri, Mar 22 – Mon, Apr 1 - Vacation

#### DEPARTMENT UPDATES

##### MANAGEMENT & GENERAL STAFF (TRISHA)

- The Annual Report Press Release was published and information was updated on the website, newsletter and social media.

- The library's 60<sup>th</sup> Anniversary Celebration evening will be held on Monday, April 8 from 5:30-7:00pm. Please let the director know if you would like to volunteer for the event! (attached).
- The ratio of items loaned (provided to) and received (borrowed from) was reviewed. Germantown had a ratio of 0.97 in 2023 (attached.)
- Library Director, Assistant Director, Youth Services Librarian, Adult Services Librarian, Circulation Manager and Outreach Specialist participated in several training and planning sessions on Vega Program.
- The library is hosting the Germantown School District Art Show on Friday, March 1 – Thursday, March 21.
- The Kettle Moraine Art Guild will be having a judged Art Show for adult on Saturday, March 23 – Saturday, May 11. This is the first time the library is hosting this event.

#### **YOUTH & TEEN SERVICES (JACKIE)**

- Youth Services Librarian, staff and outreach welcomed second graders from Amy Belle, St. Boniface and Friess Lake schools for field trips at the library on Friday, March 1 & Friday, March 15. Students were taken on a tour, learned about library services, programs and collections and also checked out books.
- Youth Services Librarian completed a BookList webinar on upcoming picture books on Tuesday, March 19.
- Youth Services staff completed weeding the books and CD collection and cleared a space on the shelf for Vox and Wonderbook collections.
- Youth Services staff are currently weeding the Juv non-fiction collection.
- Youth Services team and Outreach sent out requests for summer reading prizes and coupons from local businesses. Coupons have been received from The Pettit Center, The Big Backyard and Adventure Rock.
- Bellator Academy of Irish Dance taught kids some dance moves at the Leprechaun Dance Party on Thursday, March 14.
- A 4<sup>th</sup> grade student that won a raffle basket prize of being "Librarian for a Day" shadowed the Youth Services Librarian on Monday, March 25.
- A donated bookshelf was placed in the teen area for YA collection displays.

#### **ADULT SERVICES (LYNN)**

- Adult Services Librarian received certification in Mental Health First Aid after participating in all day training on Thursday, February 29.
- Adult Services Librarian participated in quarterly WISCAT user group meeting on Monday, March 4.
- Adult Services Librarian attended the webinar Creating a Person-Centered Library: Supporting Patrons While Avoiding Burnout on Wednesday, March 13.
- Adult Services Librarian participated in Leadership Germantown on Thursday, March 14.

#### **OUTREACH SERVICES (CARA)**

- Outreach Specialist and Youth Services staff sent out requests for summer reading prizes and coupons from local businesses.

- Outreach Specialist coordinated and worked with Youth Services staff to host second graders from Amy Belle, St. Boniface and Friess Lake schools for field trips at the library on Friday, March 1 & Friday, March 15.
- Outreach Specialist has begun organizing the Enchanted Library materials and begun repair work on the unit for the summer season.
- Outreach Specialist has added a new facility, Virginia Highlands, to the monthly deliveries.
- Outreach Specialist sent 160 personal email invitations to the 60<sup>th</sup> Anniversary Celebration as well as inviting directors of all the Monarch system library directors.
- Outreach Specialist has currently scheduled visits to four local public and private schools with 3 more pending scheduling.

#### **CIRCULATION SERVICES/TECH SERVICES (DIANE/CONNIE)**

- Filled an open Page I position.
- Added another volunteer twice a week to help with staff workload of processing requested patron materials.
- One staff member started FMLA on 3/18/24.
- Created new library cards for school field trips students that did not already have library cards.

#### **TECHNOLOGY, BUILDING MANAGEMENT & GROUNDS**

- Several meeting were held with the Village Engineer, Village Buildings & Grounds Superintendent & Cervantes Concrete Services, LLC to review plans for the Patio Project. We are currently in the process of updating drawings to address drainage and slope concerns and will be receiving an updated contract. Pending approval, the project is attentively scheduled for the week of May 20.
- DPW is addressed a continued problem with the leaking roof in the Large Community Room on March 14.
- Polaris 7.4 to 7.5 upgrade on March 17..

## Library friends group donate \$20,000 to support the Germantown Community Library

The Friends of the Germantown Community Library generously donated \$20,000 in funds to the library for 2024 at their last monthly meeting.

Funding will go to support dozens of library programs this year such as teen & adult craft classes, performers for youth and adults and the annual Summer Reading Kick-Off in June. Funding will also support materials in the Library of Things and Library of Things, Jr. collections. These items include video games, board games, puzzles, craft kits, Wonderbooks & Vox Books and adventure passes where families can visit local attractions free of charge.

"We are thankful for the continued support of the Friends of the Germantown Community Library," states Library Director Trisha Smith. "This donation will allow the library to expand library materials, programs and services

for residents in our community."

The Friends raise money primarily through ongoing book sales, monthly pop-up book sales and their annual Holiday Book & Basket Sale that includes over 200 themed gift baskets for purchase. Donations of new and used books, DVDs and music CDs are accepted throughout the year and can be dropped off at the Circulation Desk anytime during regular library hours.

The Friends of the Germantown Community Library is a non-profit organization that provides support and funding for library activities and projects that are not covered in the library's annual operating budget. The group is always accepting new members and meets on the fourth Monday of the month at 10:00am.

To learn more, please visit: <https://germantownlibraryfriends.org/>



SUBMITTED PHOTO

Pictured from left during a recent check presentation to the Germantown Community Library are (left to right) Kay Antoine, Mary Neveln, Norine Janzen, Terry Margherita, Angel Annacchino, and Chris Micka.

### Maps From Page 1

tionately target Republican incumbents (including myself) and pit them against each other, pairing 29 incumbent Republicans together across 15 different districts while only pairing 4 Democrats together across both houses. His maps are the exact type of partisan gerrymandering that Democrats have claimed

to oppose for over a decade," Strobel said. "As frustrating as it was, we had to operate within the reality that we are given. This is a reality where the State Supreme Court had clearly signaled its intentions. It's a reality in which the liberal majority on the State Supreme Court discards years of precedent to deliver on a campaign promise. Nevertheless, I voted to pass the

Governor's maps, which are now law. Given the situation at hand, I felt that it was necessary to preserve the legislature's constitutional right to draw the maps and avoid setting a more dangerous precedent where an activist court can strip other branches of their lawful responsibilities."

The 22nd and 24th Assembly districts are also redrawn under the new map. The 22nd Assembly district was redrawn so that it covers the northern portion of the village of Germantown from Freistadt Road and north, with a portion of the district dropping south

to Mequon Road east of Country Aire Drive to the Ozaukee County line. The new 24th Assembly district is currently represented by Paul Melotik (R-Saukville).

The new 22nd Assembly district covers all of Menomonee Falls, Lannon, Butler and most of Germantown south of Freistadt Road. A southwest portion of Germantown falls within the 98th Assembly district under the new map. The 98th Assembly district includes the villages of Richfield, Sussex, Merton, the town of Erin and most of the city of Hartford.

### SCHAUER ARTS CENTER SCHAUER YOURSELF WITH THE ARTS 2023/24 PERFORMING ARTS SEASON

#### TICKETS ON SALE NOW

TICKETS: 262-670-0560 EXT. 3 | ONLINE: [SCHAUERCENTER.ORG](http://SCHAUERCENTER.ORG)  
BOX OFFICE: MONDAY-FRIDAY, 12:00-5:00 PM  
147 NORTH RURAL STREET, HARTFORD



#### SAT, MAR 2 | 7:30 PM SKERRYVORE

Contemporary Scottish  
Traditional Music

Skerryvore, the best in contemporary Scottish traditional music, is an epic of melody, intimate of feeling, and plugged into the roots of Scotland but blasting out to the world.

TICKETS \$39 | \$37 | \$34



#### SAT, MAR 9 | 7:30 PM PEACHERINE RAGTIME SOCIETY ORCHESTRA

Masters of Silent Comedy

PRSO recreates the syncopated stylings of a bygone era along with underscoring classic silent films using an immense archive of original orchestral scores.

TICKETS \$36 | \$34 | \$31

### CLEANING OUT YOUR ATTIC/BASEMENT AND WANT TO MAKE SOME CASH?

Collectors Asylum Buys & Sells: VINTAGE COMICS • TOYS

Call 262-422-4049 or details or visit our store  
@ 20549 W. Main St., Lannon

Store Hours: Tue-Fri 11am-6pm • Sat 11am-4pm

### PLEASE NOTE - NEW THIS SPRING!

Construction Auction will be  
combined with Farm Machinery  
Saturday • May 4, 2024

AUCTION SPECIALISTS SALE SITE • FOND DU LAC, WI  
Located 10 miles South of Fond du Lac

Consignments Wanted: Construction Equipment, Farm Machinery, Trucks, Trailers, Loaders, Forklifts, Lawn & Garden Equip, Shop Equip, & More - Whatever Your Auction Needs May Be.

Advertising Deadline: Call or Visit Our Website at [www.auctionsp.com](http://www.auctionsp.com)  
Consignment Form can be printed from our website. Advertising deadline for auction is Wednesday April 10th. Items will be accepted until 5pm on Thursday, May 2nd.

WI Registered Auctioneers:  
Phil Majerus #676; Steve Wagner #458;  
Greg Bemis #407  
Auction Specialists  
PO Box 100, Lomira, WI 53048  
[www.auctionsp.com](http://www.auctionsp.com) or 920-921-2901

**Auction Specialists**  
Lomira, WI  
**920-921-2901**

# Germantown Community Library receives \$20,000 donation from Friends group

GERMANTOWN — The Friends of the Germantown Community Library announced Tuesday that they donated \$20,000 to the Germantown Community Library to help support programming at the library during 2024.

"We are thankful for the continued support of the Friends of the Germantown Community Library," states Library Director Trisha Smith, in the release. "This donation will allow the library to expand library materials, programs and services for residents in our community."

According to the release, programs the donation will support includes teen and adult craft classes, bringing in performers, the annual Summer Reading Kick-off in June, and adding items to the library's Library of Things and Library of Things, Jr. collections (including adventure passes, craft kits, puzzles, games and more.)

Friends of the Germantown Community Library, a

nonprofit organization that supports the library, primarily raises funds through ongoing book sales, monthly pop-up book sales and their annual Holiday Book & Basket Sale, in which they sell over 200 themed gift baskets.

If you are looking for a way to make a donation to the library, you can follow the "Friends of the Germantown Community Memorial Library" Facebook page online, at [www.facebook.com/fgclwi](https://www.facebook.com/fgclwi), to stay up to date on their latest fundraising efforts. You can also donate new and used items to the library's circulation desk during business hours, including used books, DVDs and music CDs.

The Germantown Community Memorial Library is located at N112-W16957 Mequon Road, Germantown, and it is open 9:30 a.m. to 7:30 p.m. Monday through Thursday, 9:30 a.m. to 5 p.m. on Friday and 9:30 a.m. to 3 p.m. on Saturday. The library is closed on Sunday.



Photo courtesy of Friends of the Germantown Community Library

Members of Friends of the Germantown Community Library drop off a \$20,000 donation check at the library.

# Germantown library presents 2023 Annual Report statistics

## Record number of visitors tops 100,000

GERMANTOWN — The 2023 Annual Report was presented at the Germantown Village Board meeting on Feb. 19 by Library Director Trisha Smith.

According to the release, the library serves over 35,000 residents, and checked out over 365,000 items to patrons in 2023. The library saw over 100,000 visitors to the building in 2023 — an all-time high and a 10% increase from 2022. Program attendance also grew by 25% to 27,000 total attendees at 715 programs.

A few other highlights of 2023 include:

- In its second year, Outreach Services & the Enchanted Library trailer checked out over 10,000 items. This

includes monthly visits to senior living facilities, schools, daycares and home-bound individuals as well as special programs and events.

- Adding puzzles and board games to the Library of Things collection

- Creating a checkout craft kit collection

- Over 1,500 people participating in the Summer Reading Challenge

The library looks forward to continued growth in 2023 and beyond, as the library will celebrate its 60th Anniversary at a special event on Monday, April 8 from 5:30-7:30 p.m.

The complete 2023 Annual Report can be found on the Germantown Community Library website at [germantownlibrarywi.org/annual-report](http://germantownlibrarywi.org/annual-report). For more information, contact Trisha Smith, Germantown Community Library Director at 262-253-7760, ext. 2005 or [smithp@germantownlibrarywi.org](mailto:smithp@germantownlibrarywi.org).

## Germantown library 2023 use summarized during Village Board presentation

Germantown Community Library Director Trisha Smith summarized library use and services over the previous year during a presentation at the Feb. 19 Germantown Village Board meeting.

According to information from Smith, the Germantown Community Library continues to provide vital services to residents of Germantown, Richfield, Jackson and surrounding communities. Serving over 35,000 residents, the library checked out more than 365,000 items to patrons in 2023.

"Whether attending storytime or a craft program, reading the newspaper, accessing an online class or

checking out the latest best-selling novel, the library has something for everyone and usage continues to grow," the library said in a news release. "The library saw over 100,000 visitors to the building in 2023 – an all time high and a 10 percent increase from 2022. Program attendance also grew by 25 percent to 27,000 total attendees at 715 programs.

Activities from 2022 include:

- In its second year, Outreach Services & the Enchanted Library trailer checked out more than 10,000 items. This includes monthly visits to senior living facilities, schools, daycares and homebound individuals as

well as special programs and events.

- Adding puzzles and board games to the Library of Things collection;
- Creating a checkout craft kit collection;
- More than 1,500 people participated in the library's Summer Reading Challenge.

The Germantown library's 60th anniversary will be marked with a special event at the library, N112 W16957 Mequon Road, from 5:30 to 7:30 p.m. April 8.

The 2023 Annual Report can be found on the Germantown Community Library website at <https://www.germantownlibrarywi.org/annual-report>



# 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, February 29, 2024

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

## GERMANTOWN COMMUNITY LIBRARY DIRECTOR PRESENTS 2023

Germantown, WI – The Germantown Community Library continues to provide vital services to residents of Germantown, Richfield, Jackson and surrounding communities. Serving over 35,000 residents, the library checked out over 365,000 items to patrons in 2023. The 2023 Annual Report was presented at the Village of Germantown Board meeting on Monday, February 19, 2024 by Trisha Smith, Library Director.

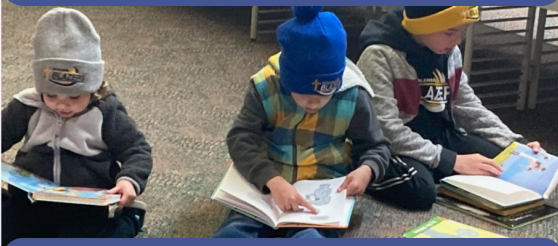
Whether attending storytime or a craft program, reading the newspaper, accessing an online class or checking out the latest best-selling novel, the library has something for everyone and usage continues to grow. The library saw over 100,000 visitors to the building in 2023 – an all-time high and a 10% increase from 2022. Program attendance also grew by 25% to 27,000 total attendees at 715 programs.

A few highlights of 2023 include:

- In its second year, Outreach Services & the Enchanted Library trailer checked out over 10,000 items. This includes monthly visits to senior living facilities, schools, daycares and homebound individuals as well as special programs and events.
- Adding puzzles and board games to our Library of Things collection
- Creating a checkout craft kit collection
- Over 1,500 people participating in our Summer Reading Challenge

The library looks forward to continued growth in 2024 and beyond! We are excited to celebrate our 60th Anniversary at our special event on Monday, April 8 from 5:30-7:30pm. The 2023 Annual Report can be found on the Germantown Community Library website at <https://www.germantownlibrarywi.org/annual-report>

**365,947** items checked out



230,000 print / 62 audio visual  
60,000 digital / 13,000 Library of Things

GERMANTOWN LIBRARY 2023 ANNUAL REPORT



**5,488** new items added



including new collections such as puzzles, board games,  
Adult Graphic Novels, MeReaders & VOX/Wonderbooks

GERMANTOWN LIBRARY 2023 ANNUAL REPORT



**102,274** visits to the library

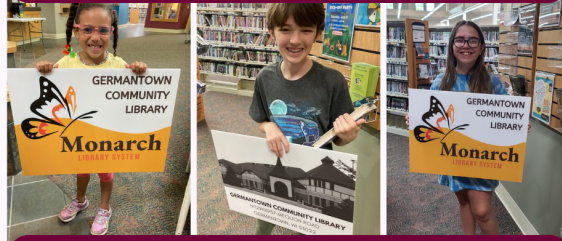


10% increase from last year & our highest number to date!

GERMANTOWN LIBRARY 2023 ANNUAL REPORT



**12,256** registered library cards



The library services 35,000+ residents in Germantown,  
Richfield & Jackson!

GERMANTOWN LIBRARY 2023 ANNUAL REPORT



**27,284** people attended



**715** programs

GERMANTOWN LIBRARY 2023 ANNUAL REPORT



**\$5,806,097**



in library material was checked out last year!

GERMANTOWN LIBRARY 2023 ANNUAL REPORT



**10,000** items



checked out by Outreach Services & the Enchanted Library!

GERMANTOWN LIBRARY 2023 ANNUAL REPORT



**19,103** people



used our public computers and wi-fi!

GERMANTOWN LIBRARY 2023 ANNUAL REPORT





## 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

3/14/2024

For further information contact: Cara Reimer, Community Outreach Specialist, (262) 305-6996 or [creimer@germantownlibrarywi.org](mailto:creimer@germantownlibrarywi.org)

### **The Germantown Community Library is writing their next chapter!**

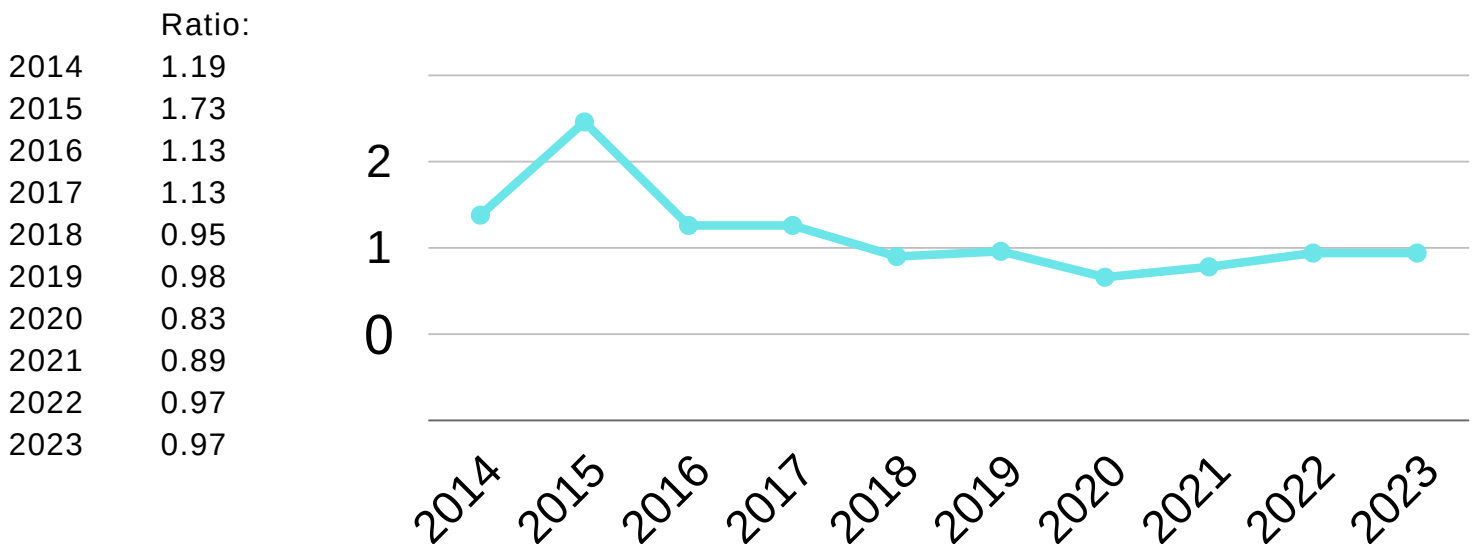
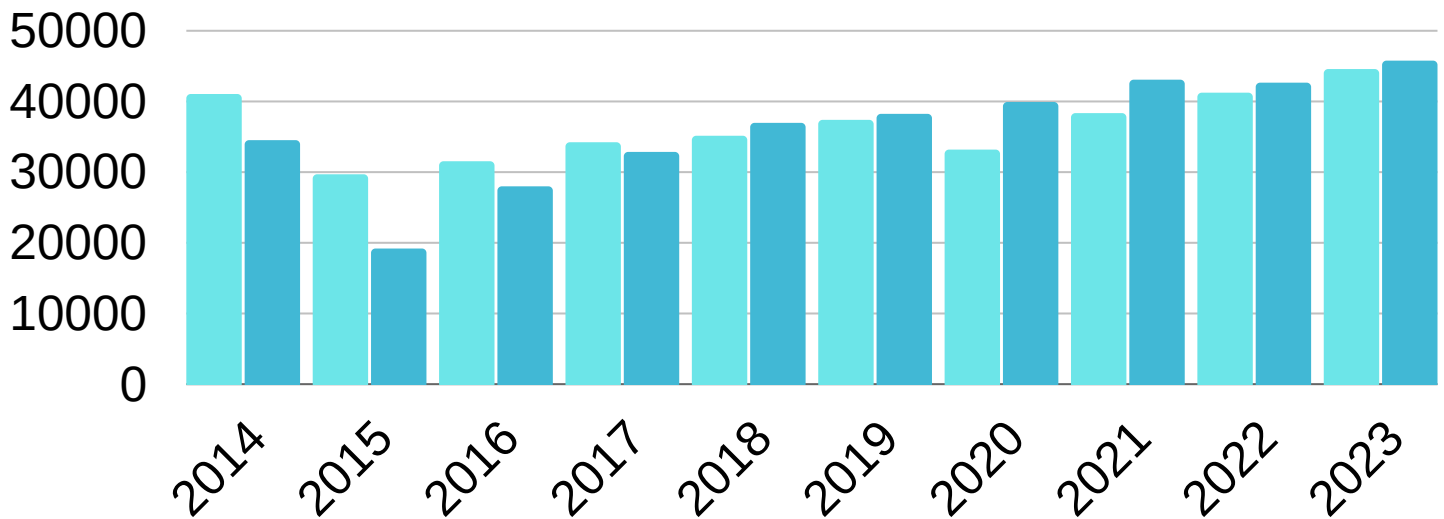
(Germantown, Wisconsin) The Germantown Community Library invites everyone to join us as we celebrate our 60<sup>th</sup> anniversary! The library will be hosting a special celebration during library appreciation week on Monday, April 8, 2024 from 5:30pm-7:00pm. Attendees of all ages will be able to join in the festivities. Activities include:

- Popular 1960's board games
- A display of collaborative art project
- An exhibit on the history of the library
- A brand new original video presentation
- The chance to enter to win a raffle basket
- Germantown Friends of the Library table with light refreshments

In addition to our celebration on April 8<sup>th</sup>, the library will be honoring the occasion throughout the year. Watch for special social media posts and themed decade dress up days throughout the year. We will even be incorporating elements from previous decades into our activities and programs this year!

# GERMANTOWN COMMUNITY LIBRARY HOLDS RATIO (2014-2023)

|      | Loaned (provided to): | Received (borrowed from): |
|------|-----------------------|---------------------------|
| 2014 | 41,054                | 34,525                    |
| 2015 | 29,696                | 19,192                    |
| 2016 | 31,541                | 27,991                    |
| 2017 | 37,229                | 32,861                    |
| 2018 | 35,148                | 36,972                    |
| 2019 | 37,397                | 38,246                    |
| 2020 | 33,189                | 39,925                    |
| 2021 | 38,350                | 43,082                    |
| 2022 | 41,242                | 42,659                    |
| 2023 | 44,585                | 45,776                    |



## Note Worthy Dates:

2017: Germantown Became Part of the Monarch Library System

2020: Start of COVID-19 Pandemic

# Monarch Library System Holds Routing Sequence

New Routing Sequence: Update planned for: 3/4/2024

data from Jan 2023-Dec. 2023

| Library Grade | Library                                           | Ratio | New Items | RatioAvg |
|---------------|---------------------------------------------------|-------|-----------|----------|
|               |                                                   |       | Ratio     |          |
| 1             | Mead Public Library (Sheboygan)                   | 1.94  | 1.09      | 1.51     |
| 1             | Grafton Public Library                            | 0.83  | 0.46      | 0.64     |
| 1             | Cedarburg Public Library                          | 0.86  | 0.43      | 0.64     |
| 1             | Frank L. Weyenberg Library of Mequon-Thiensville  | 0.65  | 0.73      | 0.69     |
| 1             | W.J. Niederkorn Library (Port Washington)         | 0.82  | 0.58      | 0.70     |
| 1             | Germantown Community Library                      | 0.97  | 0.66      | 0.81     |
| 1             | West Bend Community Memorial Library              | 1.01  | 0.82      | 0.91     |
| 1             | Jack Russell Memorial Library (Hartford)          | 0.85  | 1.16      | 1.01     |
| 1             | Sheboygan Falls Memorial Library                  | 0.85  | 1.18      | 1.02     |
| 1             | Plymouth Public Library                           | 0.87  | 1.38      | 1.13     |
| 1             | Beaver Dam Community Library                      | 2.44  | 1.42      | 1.93     |
| 1             | Waupun Public Library                             | 1.58  | 3.34      | 2.46     |
| 1             | Lakeland University Library                       | 5.12  | 0.14      | 2.63     |
| 2             | Bookmobile                                        | 0.54  | 0.27      | 0.41     |
| 2             | Slinger Community Library                         | 0.45  | 0.49      | 0.47     |
| 2             | Oostburg Public Library                           | 0.39  | 0.76      | 0.57     |
| 2             | Lakeview Community Library (Random Lake)          | 0.59  | 0.87      | 0.73     |
| 2             | Kewaskum Public Library                           | 0.63  | 1.37      | 1.00     |
| 2             | Oscar Grady Public Library (Saukville)            | 0.90  | 2.04      | 1.47     |
| 2             | Ted and Grace Bachhuber Memorial Library-Mayville | 1.12  | 2.59      | 1.85     |
| 2             | Horicon Public Library                            | 1.98  | 4.46      | 3.22     |
| 3             | Kohler Public Library                             | 0.48  | 0.85      | 0.67     |
| 3             | Juneau Public Library                             | 0.61  | 1.12      | 0.86     |
| 3             | Cedar Grove Public Library                        | 0.60  | 1.24      | 0.92     |
| 3             | Hustisford Community Library                      | 0.75  | 1.27      | 1.01     |
| 3             | Lomira QuadGraphics Community Library             | 0.53  | 1.53      | 1.03     |
| 3             | Reeseville Public Library                         | 0.89  | 1.23      | 1.06     |
| 3             | Brownsville Public Library                        | 0.63  | 1.62      | 1.13     |
| 3             | Elkhart Lake Public Library                       | 0.66  | 2.10      | 1.38     |
| 3             | Iron Ridge Public Library                         | 3.56  | 0.68      | 2.12     |
| 3             | Theresa Public Library                            | 2.44  | 4.69      | 3.56     |
| 3             | Fox Lake Public Library                           | 2.10  | 6.94      | 4.52     |

\*The Holds Routing Sequence is calculated by an average of the ratio of all hold items and the ratio of new holds items. The Ratio Average is then broken down in to libraries by library Grade - with the exception of Mead Public Library that is always at the top of the sequence.

\*\*A Ratio of 1.00 means that the library borrowed the same number of items that it loaned out.

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 2024

PLACEMENT: Presentation

ITEM TITLE: Village Administrator Update

SUBMITTED BY: Steve Kreklow, Administrator

SUMMARY EXPLANATION:

The Village of Germantown Administrator, Steve Kreklow, will be presenting on the following topics:

1. Washington County Capitol Fund
2. Village of Germantown Budget

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee:

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 2024

PLACEMENT: Action Item

ITEM TITLE: Meeting Room Policy

SUBMITTED BY: Trisha Smith, Library Director

### SUMMARY EXPLANATION:

The library is setting up the new Monarch Vega Program application for Germantown which will replace the current LibCal system that handles the library event calendar and room reservation system. Therefore, the existing Meeting Room Policy was reviewed for necessary updates.

One area for consideration is the room usage charge. The current policy charges \$25/hour for profit groups and \$0/hour for non-profits. In the past, the majority of organizations that reserve the Large Community Room classified their meeting room use as non-profit. Many organizations themselves are non-profit. Other organizations are for-profit but are offering informational meetings or services to the public and therefore classify their room use as non-profit. The policy is unclear about the intent of when a meeting should be charged a fee.

The 'Fee Spreadsheet' attachment provides a summary of room usage fees of other similar sized libraries in the area. The 'Room Reservations' attachment provides a summary of the organizations that have the Large Community Room booked from March through May and how they classify themselves as profit or non-profit.

It is suggested the policy clarifies what is considered exempt from the \$25/hour reservation fee. It is recommended that for-profit organizations be subject to a \$25/hour fee, regardless of the type of meeting.

### ATTACHMENT:

1. Meeting Room Policy DRAFT 03-20-24
2. Meeting Room Policy (pt. 1 - Fee Spreadsheet)
3. Meeting Room Policy (pt. 2 - Room Reservations)

### RECOMMENDATION:

Approve the revised Meeting Room Policy as presented.

### ACTION BY Committee:

# Germantown Community Library Community Meeting Room Policy DRAFT 3-20-24

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

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

## I. FACILITIES

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

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

## II. EQUIPMENT

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

## III. RESERVATION OF FACILITY

- A. Library meetings, programs and activities have priority in scheduling use of the Meeting Rooms. followed by meetings and programs of:
- i. Friends of the Germantown Community Library
  - ii. Village of Germantown and other library served municipalities official business (Town of Germantown, Richfield, Jackson and Colgate)
  - iii. Village of Germantown Park & Recreation Department
  - iv. Village of Germantown and served communities school districts
  - v. Village of Germantown Chamber of Commerce
  - vi. Monarch Library System
- ~~B. All other groups are subject to the approval of the Library Director or designee.~~
- C. Reservations for use of a Meeting Room can be made electronically on the library website, in person or over the phone by a member of the organization/group who will assume the role of the contact person with the responsibility for ensuring that the group complies with the regulations for use of the space. A contact email address and phone number ~~are is~~ required for all reservations.
- D. Reservations may be made for Meeting Room use not more than 3 months 90 days in advance.
- E. No group should assume that the Meeting Room will always be available for their regularly scheduled meetings. No group (except those listed in Item A) may use the Meeting Room more than once a month every 30 days.
- F. Groups/organizations must check-in and pay use fees at the Circulation Desk when they arrive.
- G. At the completion of the meeting/program the group/organization contact must check-out with the Circulation Desk confirming they have returned the room to the original configuration and return any equipment that was used.

#### IV. HOURS OF USE

- A. The Meeting Room is available during normal library hours. Meetings must be concluded and cleaned up **30 minutes** before the library closes.
- B. Organizers and attendees must vacate the building when the library doors are locked at the end of business hours.

#### V. FEES

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

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

#### VI. CONDITIONS OF USE

- A. Groups/organizations whose members are under the age of eighteen (18) must be accompanied by at least **two adult supervisors per 15** **one adult supervisor per 7** persons under the age of 18. An adult is defined as someone 18 years old and older.
- B. Selling or sales promotions are restricted to items approved by the Library Director or designee, with the exception of the Library itself or the Friends of the Germantown Community Library.
- C. Light refreshments may be served. Use of electrical outlets is limited. No cooking facilities are available. No alcoholic beverages are permitted.
- D. Nothing may be taped, tacked, or otherwise hung on the walls, windows, furniture or dividing wall.

- E. The Library staff is not available to transport supplies to or from the Meeting Room, to assist with meetings or programs or to operate equipment. Library staff will not accept calls or relay messages to persons attending meetings, except in emergencies.
- F. No group may use the Library address as their own.
- G. No storage space is available for materials or equipment used by groups using the Meeting Room.

## **VII. CONDUCT EXPECTATIONS**

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

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

## **VIII. LIABILITY**

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

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

**ADOPTED: 4/10/02**

REVISED AND ADOPTED: 9/25/02; 12/15/04; 6/25/08; 6/28/17; 7/24/19; 1/26/22; 3/22/23

# Room Reservation Fees

## Monarch Library System (Grade 1) & Select Waukesha Libraries

|                   | Grade    | Total<br>Population | Rate<br>(regular)                                  | Rate<br>(non-profit) | Notes                                                                                                                                                         |
|-------------------|----------|---------------------|----------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sheboygan         | 1        | 65,376              | no fee                                             | no fee               | Do not allow meetings that are closed to the public; the sale or advertising of products or services; where an admission fee is charged                       |
| West Bend         | 1        | 59,108              | no fee                                             | no fee               | For profit organizations can only use rooms for training, conferences, strategic planning or other non-commercial use                                         |
| Mequon            | 1        | 28,761              | \$10                                               | \$10                 | Exceptions: local gov & blood drives                                                                                                                          |
| <b>Germantown</b> | <b>1</b> | <b>35,304</b>       | <b>no fee</b>                                      | <b>\$25</b>          |                                                                                                                                                               |
| Grafton           | 1        | 17,809              | \$10/hr; \$20/hr for non county resident           | no fee               | Rooms can be used for informational, civic, educational, and professional needs                                                                               |
| Hartford          | 1        | 25,289              | \$80 for a 4 hour block; \$25/hr after the 4 hours | no fee               |                                                                                                                                                               |
| Cederburg         | 1        | 20,732              | \$30                                               | no fee               | All non-city orgs: \$35                                                                                                                                       |
| Port Washington   | 1        | 17,256              | 5 or \$20/hr see policy                            | no fee               | Varies between county and non-county non-profit and for profit                                                                                                |
| Plymouth          | 1        | 14,683              | no fee                                             | no fee               | No groups looking for customers                                                                                                                               |
| Sheboygan Falls   | 1        | 14,084              | not allowed                                        | no fee               |                                                                                                                                                               |
| Slinger           | 1        | 13,273              | not allowed                                        | no fee               | club meetings are allowed at no charge                                                                                                                        |
| Menomonee Fall    |          |                     | no fee                                             | no fee               | For profit businesses may only use for staff education, employee recruitment or evaluation. May need to show proof of non-profit and Waukesha County address. |
| Sussex            |          |                     | not allowed                                        | no fee               | Businesses are referred to the Sussex Civic Center. Groups may need to show proof of non-profit status and Waukesha County address.                           |

**Germantown Community Library - Large Community Room Reservations for March-May 2024**

| <b>Oranization</b>                                | <b>Event</b>                      | <b>Est. Attendance</b> | <b>For Profit</b> |
|---------------------------------------------------|-----------------------------------|------------------------|-------------------|
| Boy Scouts Troop 139                              | Meeting                           | 20                     | No                |
| Girl Scouts of Wisconsin Southeast                | New Troop Leader Training         | 25                     | No                |
| Grassroots Germantown                             | Monthly Meeting                   | 20                     | No                |
| Grassroots Germantown                             | Meeting                           | 15                     | No                |
| Grassroots Germantown                             | Meeting                           | 15                     | No                |
| Germantown Community Coalition                    | GCC Book Club                     | 10                     | No                |
| Germantown Community Coalition                    | GCC Book Club                     | 10                     | No                |
| Tree Tops Homeowners Association                  | HOA meeting                       | 25                     | No                |
| Squire Court Condo                                | Meeting                           | 20                     | No                |
| Squire Court Condo Board                          | Squire Court Condo Board          | 6                      | No                |
| J. Hull                                           | Book Signing                      | 50                     | No                |
| Heffifcher Zerein                                 | presenter meeting                 | 15                     | No                |
| Germantown Chamber                                | Leadership Germantown             | 20                     | No                |
| Sentry Management                                 | HOA Board Meeting (Legend Acres)  | 50                     | No                |
| Eastern Wisconsin Machine Knitters Club           | Monthly meeting                   | 20-30                  | No                |
| Eastern Wisconsin Machine Knitters Club           | Monthly meeting                   | 20-30                  | No                |
| Oakwood Village Condo Association                 | Annual Meeting                    | 40                     | No                |
| Kettle Moraine/ Milwaukee CIRCLE Homeschool Co-op | Farmer in the Classroom           | 30                     | No                |
| Circle Homeschool co-op                           |                                   |                        |                   |
| American Red Cross                                | Community Blood Drive             | 25                     | No                |
| Friestadt Friends 4-H Club                        | Cloverbud Meeting                 | 12                     | No                |
| Kettle Moraine Fine Arts Guild                    | Exhibition & Culminating Workshop | 100                    | No                |
| Rose Gold Fitness                                 | Barre                             | 15                     | No                |
| Medicare 101                                      | Medicare 101                      | 20                     | No                |
| Medicare 101                                      | Medicare 101                      | 15                     | No                |
| Girl Scouts of Wisconsin Southeast                | Girl Scout Daisy Launch           | 20                     | No                |
| Circle Homeschool co-op                           | Vanessa Goll                      | 15                     | No                |
|                                                   |                                   |                        |                   |

## **BUSINESS OF THE LIBRARY BOARD**

MEETING DATE: March 20, 2024

PLACEMENT: Action Item

ITEM TITLE: Donor Tree

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Review the attached Donor Tree Plan summary and Donor Chart.

ATTACHMENT:

1. Donor Tree
2. Donor Tree (pt. 1 - Donor Chart)

RECOMMENDATION:

Approve the plan for the Donor Tree as presented.

ACTION BY Committee:

## **Germantown Community Library Board**

MEETING DATE: March 20, 2024  
PLACEMENT: New Business  
AGENDA ITEM(S): IX. B. Donor Tree  
SUBMITTED BY: Trisha Smith, Library Director  
SUMMARY EXPLANATION:

The library has a Donor Tree that was installed in the lobby shortly after the building was built in 2002 and it is believed to a past project of Leadership Germantown. It was located on the wall between the Large and Small Community Rooms. The tree was taken down in 2019 when the building was being painted.

The library currently has multiple different options for donor recognition (attached).

It is recommended that the Donor Tree be repurposed for businesses or organizations that have provided significant and ongoing donation to the Germantown Community Library by either monetary contributions or volunteering their time.

Current leaves on the tree include:

Robert's Frozen Custard  
Irene Blau, 2002  
John Copeland, Peter Hammen, Germantown High School 2001 DECA Team  
Julie & Gary Knippen, St. Boniface  
Terri Ladwick, All American Window & Door Co.  
Mikkelson Builders, 2002  
Carol Miller, 2002  
Terry Miner, Survive Alive House  
Karen Reiss – Wilcox, 2002  
Glen Schroeder, 2002  
Nate Wait, Student Volunteer  
Patti Wilke, Germantown Park & Recreation Department  
We would leave the current engraved leaves on the donor tree.

Wooden acorns previously:

Special Thanks, Federal Tools & Engineering Inc.  
Steve Bold, Sponsored by Germantown School District  
Digital Graphics  
Special Thanks, Germantown Junior Women's Club  
Special Thanks, Germantown Tourism & Betterment Committee  
Jim Kosmatka, Sponsored by A.G. Barry Associates  
Special Thanks, Metals USA

Grey Young, Artist

Sal Ziggo, Sponsored by Trysting Place

These names would be engraved onto leaves. We would the wooden acorns due to the fact that we do not want to individually place them on the wall.

Wooden Book:

There is also a wooden book that is placed on the bottom of the tree. We would add two engraved plaques with the following:

A. Left Side:

Community Partner Tree

The Germantown Community Library would like thank the following businesses and organizations that have donated over \$1,000 or over 1,000 in volunteer hours to the library. We appreciate your support!

B. Right Side:

The Germantown Community Library would like to give a special thanks to the Friends of the Germantown Community Library. This group raises \$10,000 to \$20,000 annually to support library programs, material and services.

Going forward:

Leaves on the Donor Tree are engraved for businesses or organizations that have either:

- A. Donated over \$1,000 in funding to the library or
- B. Donated over 1,000 hours in volunteer time to the library

This would not include businesses or organizations that donated for specific projects (such as the Patio Project) that have bricks or plaques listed elsewhere. A list would be submitted annually to the Germantown Community Library Board for approval. It is recommended that we do not add an amount or year – since many of these organizations contribute annually to the library.

Current leaves to be engraved:

Kiwanis of Germantown (contributed \$2,000 to early literacy programs in 2022 & 2024)

NorthShore Bank, Germantown (contributed \$4,500 to programming in 2022 & 2023)

Cost:

Darlene is working with Rudig Trophy in Wauwatosa on getting a quote on engraving. In 2019, blank leaf plates were quoted at \$3.90 each and a \$2.00-\$4.00 additional charge for engraving.

RECOMMENDATION: Approve the plan for the Donor Tree as presented.

## Germantown Community Library

### Donor Recognition

|                      | Located                                               | For                               | Support                                     |                                                                                                       |
|----------------------|-------------------------------------------------------|-----------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Donor Wall           | Lobby (left of the entrance)                          | Any                               | General                                     | \$500+: Plaque (3 lines)                                                                              |
| Donor Tree           | Lobby (middle of the Large & Small Community Room)    | Businesses/<br>Organizations only | General                                     |                                                                                                       |
| Children's Area Tree | Youth Services Area (above the Board Book Collection) | Any                               | the Early Literacy Area (indoor or outdoor) | \$50-\$149: Green Leaf (2 lines)<br>\$150-\$499: Silver Leaf (2 lines)<br>\$500+: Gold Leaf (2 lines) |
| Outdoor Patio        | Outdoor Patio                                         | Any                               | General                                     | \$100-\$249: Small Brick (3 lines)<br>\$250+: Large Brick (6 lines)                                   |
| Patio Project Sign   | Outdoor Patio                                         | Any                               | Patio Project                               | \$1,000+: Name on Sign (2 lines)                                                                      |