

GERMANTOWN COMMUNITY LIBRARY  
N112 W16957 MEQUON ROAD  
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, July 22, 2020 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES: June 24, 2020**
- V. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.
- VI. **FINANCIAL MATTERS:**
  - A. Treasurer's Report
  - B. Accounts Payable
  - C. Budget Printout
- VII. **REPORTS:**
  - A. Correspondence
  - B. Village Reports
  - C. County Reports
  - D. System Reports
  - E. President's Report
  - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
  - A. COVID-19 Update on Library Services
- XI. **NEW BUSINESS:**
  - A. 2021 Budget Update
  - B. Fines & Fees (discussion)
  - C. Election of Officers
- X. **ADJOURNMENT:**

Forthcoming meeting: August 26, 2020 – Germantown Community Library

**UPON REASONABLE NOTICE**, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services including restrictions related to COVID-19. For additional information or to request this service please contact Assistant Director, Connie Lloyd, at (262) 253-7760, ext. 2002 or [clloyd@germantownlibrarywi.org](mailto:clloyd@germantownlibrarywi.org) at least 48 hours prior to the meeting.

**Notice** is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

June 24, 2020

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, June 24, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Jolenta Kerpan, Brenda O'Brien, Christa Potratz, Jolene Pieper. **Members absent:** Charlene Brady (exc). **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Kerpan): Approve the agenda as printed. Motion carried (6-0).

MOTION (Vosen, Brady): Approve the minutes of the May 27, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of June 23, 2020: Board Checking Account - \$2,114.35; Board Savings Account - \$5,054.20; GCL Building Account - \$17,416.91 [Penny Jug - \$1,801.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Vosen renewed CD #1 for 13 months at .85% interest rate. Building Fund CD Account #2- \$16,361.35; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. MOTION (Nelson, O'Brien): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Pieper, Kerpan): Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly May 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. Utility use was down again in May. Salaries were also down while part-time staff continued to be on reduced hours in May.

### REPORTS

CORRESPONDENCE. Nelson. None. Vosen noted she received a donation to purchase a patio brick and it has been ordered. Lloyd should notify Vosen and Smith when it is delivered to the Library.

VILLAGE. Pieper. The Village sent out the new Washington/Ozaukee County Health Department re-opening blueprint. The Village Board voted that Village employees are not required to wear face masks at Village Board Meetings. Smith indicated the library employees will continue to wear masks due to the work environment.

COUNTY. Vosen and Smith. The next meeting will be held August 20, 2020. The Library Directors have resumed meeting to finalize their Washington County Library Study and recommendations. They plan to meet with the County Administrator to review their findings.

SYSTEM. Nelson and Smith. Nelson indicated the Monarch Library System Board met June 11 online. The Monarch Library System Directors met on June 11 online. They also continue to meet online every Friday to discuss current topics regarding COVID impact on operations. Jennifer Chamberlain's last day was June 1, 2020. Interviews for the Monarch System Director position took place for the top three candidates. Monarch delivery has expanded to three days a week.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. May statistics were provided. Due to the closure of the library for part of the month, circulation statistics reflected a -49.0% decrease in overall circulation in May and -29.3% year-to-

date. It is expected circulation will continue to be below previous years as the COVID pandemic continues. Germantown did have a 44.7% increase in the use of digital materials using Overdrive and a 114.5% increase using RB Digital during May. Adult book clubs will begin meeting in July. The first virtual Memory Café program will be June 25, 2020. Ordering of new material has resumed to normal. Library Express bags continue to be popular. There were 69 adult and 186 youth bags requested in May. The online Summer Reading program, BeanStack, began June 15, 2020. Smith mentioned additional Virtual programs, At Home Kits and Grab & Go Kits started June 15, 2020. Virtual Storytime had 6,088 in attendance in May. There has been a dramatic increase in Grab & Go Kits for kids picked up since the Summer Reading Program began. The Stay-at-Home Bingo had 179 participants. Social distancing and the requirement to wear face masks continues for staff. The Circulation team is preparing to hire two high school Library Page positions to replace two staff leaving for college in August. A Library Specialist position opened was filled internally by a Library Page I. That position was filled by a high school student. Tech Services is looking to hire a Tech Services Assistant in August for an upcoming opening. Additional plexiglass shields have been ordered to replace the election units loaded to the library by the Village.

### **UNFINISHED BUSINESS**

COVID-19 UPDATE ON REOPENING OF LIBRARY – Smith provided an update on the status of the library re-opening plan presented and approved in May 2020. She also provided an infographic summarizing the services available at each phase of reopening. In addition, she included a copy of the DPI ‘Public Libraries Reopening Guide’ and the Washington/Ozaukee County Health Department update published June 17, 2020. The reopening has been smooth, and overall patrons are appreciative of the services that are offered at each phase. Members asked O’Brien if plans had been finalized regarding reopening the schools in the Fall to determine potential impact on library services. She indicated there is a committee reviewing options and they will bring a recommendation to the School Board in July.

### **NEW BUSINESS**

LIBRARY BOARD MEMBER CONTACT INFORMATION ON WEBSITE – Smith proposed contact information for the Library Board members, Library Director and Assistant Director be added to the Library website. Board members mentioned they supported adding their library email addresses only. Work and direct work phone extensions were supported for the Director and Assistant Director.

RESULTS OF VIRTUAL & CURBSIDE PROGRAM SURVEY – Smith provided a summary of the survey results collected May 5 – 17, 2020. There were 226 responses. The highest level of interest in all four age groups breakouts were Curbside Pickup (ranged 53-89%) and Grab & Go Craft/Activity Kits (ranged 28-54%). Other areas of interest included Virtual Storytime, Craft/Activity Videos for Teens and Adults, and Virtual Tech Talks. All of these services are now offered. The results also included 59 comments. Most of the comments were very positive. Many were happy we continued to offer Curbside Pickup after the building reopened and the start of the Express Bag service. Smith and Lloyd provided Curbside Pickup appointment statistics. The volume has reduced since the library opened. However, it still used daily by patrons that are uncomfortable or unable to come into the building.

JOB DESCRIPTION & STARTING WAGE: LIBRARY PAGE I AND LIBRARY PAGE II POSITIONS – Smith provided a report summarizing her recommendation to update the Library Page I and Page II job descriptions positions and base hour pay to reflect the increased responsibilities added since the restructuring in January 2019. Based on the increased responsibilities outlined in the proposed job descriptions, Smith proposed increasing the base hourly rate as follows: Library Page I - \$8.00/hour and the Library Page II - \$9.00/hour. This would have a net annual increase to the budget of \$75/year. The affect is minimal because the funds are being reallocated from a Library Specialist position. There are currently two Library Page II employees not making this proposed rate. Motion (Vosen, Pieper): Move

to increase base pay for Library Page I to \$8.00/hour and for Library Page II to \$9.00/hour. Motion amended (Poletta, Vosen): Move to make this effective May 21, 2020 for the two staff members not currently at this new rate. Motion carried (6-0). Motion (Pieper, Vosen): Move to approve changes to the Library Page I and Library Page II Job Descriptions as printed. Motion carried (6-0).

ALLOCATION OF 2019 COUNTY CARRYOVER FUNDS TO 2020 BUDGET – Smith provided a summary of the history of the Washington County Library Funding and why there is a difference between what is budgeted and the amount the library receives each quarter. Because of this difference, Smith must propose which accounts should be adjusted each quarter. Currently, the actual amount exceeds the budgeted amount. Smith proposed the accounts and amounts affected. Motion (O'Brien, Vosen): Move to accept allocation of the 2019 County Carryover of \$16,500 to the following accounts: \$15,000 to 10-551-530-3150 and \$1,500 to 10-551-530-7710. Motion carried (6-0).

ALLOCATION OF 2019 4<sup>th</sup> QUARTER COUNTY FUNDS, 2019 5% COUNTY FUNDS, AND 2020 1<sup>ST</sup> QUARTER COUNTY FUNDS TO 2020 BUDGET – Smith proposed how to allocate each of these funds. Usually the 1019 4<sup>th</sup> Quarter and 5% County Funds would have been handled at an earlier Board meeting. However, due to the COVID-19 pandemic this was deferred. Motion (O'Brien, Vosen): Move to accept allocation of \$24,500 from 2019 4th Quarter, 2019 5% Reserve Funding and 2020 1st Quarter to the following accounts: \$5,000 to 10-551-530-3610, \$5,000 to 10-551-530-3645, \$2,500 to 10-551-530-3665, and \$12,000 to 10-551-530-3821. Motion carried (6-0).

#### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, July 22, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:20 p.m.

Respectfully submitted,  
Connie Lloyd  
Assistant Director  
Germantown Community Library

## Germantown Community Library Board

Financial Report June 23, 2020

By Darlene Vosen

### Bank Five Nine GCL Board Checking Account

Balance 5/26/20 per on-line statement	\$2,114.35
No Activity	
Balance 6/23/20 per on-line statement	\$2,114.35

### Bank Five Nine GCL Board Savings Account

Balance 5/26/20 per on-line statement	\$5,053.80
Interest May	+\$ .40
Balance 6/23/20 per on-line statement	\$5,054.20

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

Balance 5/26/20 per on-line statement	\$17,415.53
Interest May	+\$1.38
Balance 6/23/20 per on-line statement	\$17,416.91

\*Penny Jug Fund (Penny Jug Deposit 2/10/20 +\$47.88) = **\$1,801.53 (total)**

\*RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = **\$2752.44 (total left)**

### Bank Five Nine Building Fund CD Account

<b>CD #1 (5708)</b> Balance June 2020 per bank statement	\$16,514.41
.85/.85% Interest 13 months (mature 7/5/21)	
Earned interest \$429.54	
<b>CD #2 (7285)</b> Balance 4/30/20 per bank statement	\$16,361.35
.60/.60% Interest 13 months (mature 5/31/21)	
<b>CD #3 (5608)</b> Balance 12/06/19 per bank statement	\$16,024.07
1.74/1.75% Interest 13 months (mature 1/6/21)	
<b>CD #4 (1404)</b> Balance 9/25/19 per bank statement	\$15,769.41
1.99/2.01% Interest 13 months (mature 10/25/20)	

### 2019 GCLB Checking Account:

**2019 GCL Usborne Book Sale SRP Funds** (in GCLB checking account): **\$553.32**

**Early Literacy Fund:** (in GCLB checking account) **\$147.78 – (Ck. #1547) \$134.74 = \$13.04 (left)**

**Costume Fund 5/9/19:** (in GCLB checking account) - **\$50.00**

**2018/19 Funds for Books &/or Materials** (in GCLB checking account)

**Kugel (12/23/19) Donation:** \$1,000.00 - (Ck.#1550) \$874.11 = **\$125.89 (left)**

**Pueringer 12/23/19) Donation:** \$500.00 - \$7.50 (plaque) = **\$492.50 (left)**

**Dickerson Memorial (2/25/20):** \$550.00 - (cost of \$250 brick +/- \$70) = **\$480.00 (left)**

**TOTAL= \$1,098.39 (left to spend for 2020)**

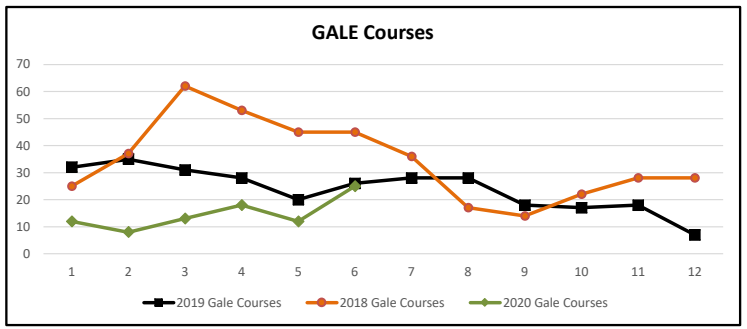
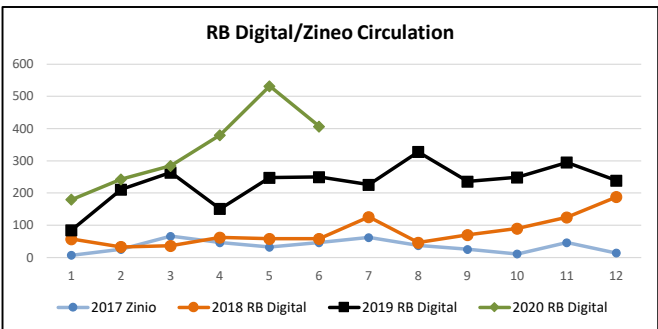
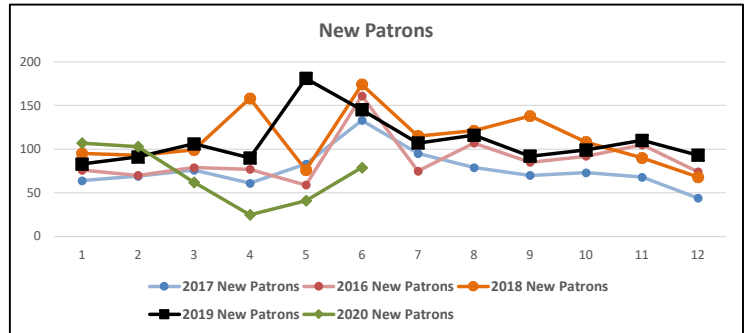
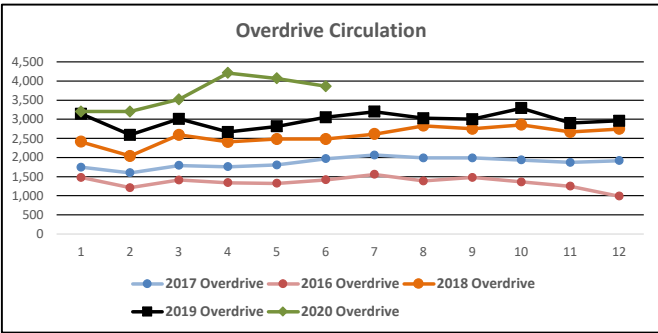
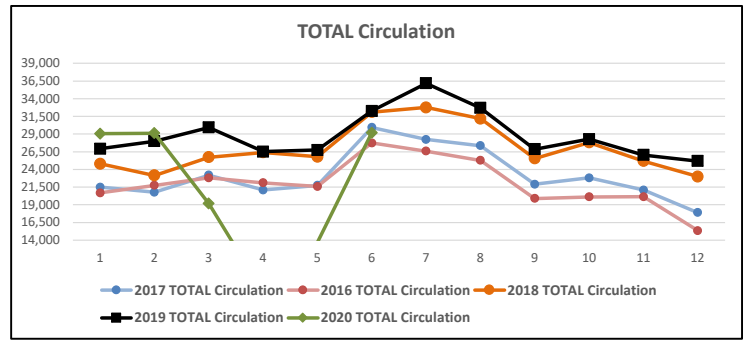
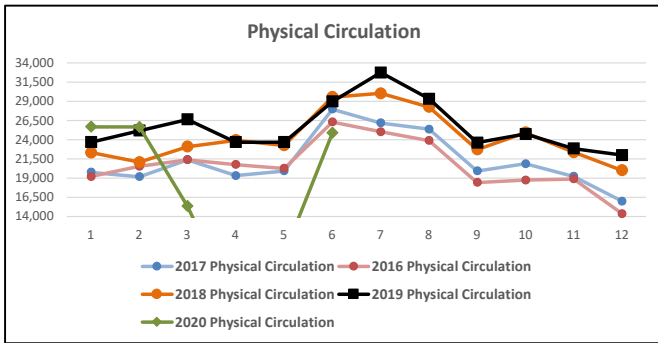
# GCL Statistical Trends 2016-2020

*\*COVID-19 Building closed 3/14 thru 5/20*

Stats	YTD	Jan	Feb	Mar*	Apr*	May	June	July	August	Sept	Oct	Nov	Dec
2020 New Patrons	417	107	103	62	25	41	79						
2020 Physical Circulation	102,677	25,676	25,668	15,340	2,018	9,076	24,899						
% over 2019	-32.4%	8.4%	2.0%	-42.4%	-91.5%	-61.7%	-14.0%						
2020 RB Digital	2,027	180	243	285	380	532	407						
2020 Overdrive	22,072	3,201	3,203	3,523	4,211	4,068	3,866						
2020 Hoopla		N/A	N/A	N/A	N/A	N/A	0						
2020 Gale Courses	88	12	8	13	18	12	25						
2020 TOTAL Circulation	126,776	29,057	29,114	19,148	6,609	13,676	29,172						
% over 2019	-25.6%	8.0%	4.1%	-36.0%	-75.1%	-48.8%	-9.6%						
2019 New Patrons	1,313	83	91	106	90	181	145	107	116	92	99	110	93
2019 Physical Circulation	307,128	23686	25174	26645	23688	23677	28,968	32,758	29,329	23,622	24736	22856	21989
% over 2018	5.3%	6.1%	19.5%	15.3%	-1.0%	1.8%	-2.0%	9.1%	3.7%	3.9%	-0.8%	2.2%	9.9%
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
% over 2018	6.8%	8.5%	20.9%	16.3%	0.4%	3.7%	0.5%	10.4%	4.9%	5.1%	1.7%	3.4%	9.6%
2018 New Patrons	1335	95	93	99	158	76	174	115	121	138	108	90	68
2018 Physical Circulation	291,601	22,332	21,064	23,101	23,937	23,255	29,564	30,031	28,275	22,729	24,932	22,369	20012
% over 2017	14.3%	13.0%	9.9%	8.0%	23.9%	16.7%	5.7%	14.7%	11.5%	14.1%	19.5%	16.5%	25.3%
2018 TOTAL Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22974
% over 2017	16.6%	15.4%	11.4%	11.0%	25.3%	18.7%	7.2%	16.1%	14.0%	16.6%	22.0%	19.5%	28.4%
2017 New Patrons	915	64	69	76	61	83	133	95	79	70	73	68	44
2017 Physical Circulation	255,030	19,755	19,174	21,386	19,321	19,932	27,965	26,173	25,364	19,920	20,858	19,209	15,973
% over 2016	2.9%	2.9%	-6.6%	0.0%	-6.9%	-1.6%	6.3%	4.6%	6.2%	8.2%	11.3%	1.7%	11.3%
2017 TOTAL Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
% over 2016	5.1%	4.0%	-4.4%	1.6%	-4.6%	0.7%	8.0%	6.2%	8.2%	10.1%	13.4%	4.7%	16.6%

**\*\* 2016 Circulation monthly numbers were adjusted to match the annual figure reported on the DPI Annual Report**

2016 New Patrons	986	76	70	79	77	59	161	75	107	85	92	105	74
2016 Physical Circulation	247,753	19,190	20,527	21,396	20,761	20,260	26,309	25,030	23,887	18,412	18,736	18,893	14,352
2016 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341



# GERMANTOWN COMMUNITY LIBRARY

## STATISTICAL REPORT

June 2020

\*\*Statistics and Revenue impacted by COVID-19

### TOTAL CIRCULATION

<u>Physical</u>	24,899
<u>Electronic</u>	4,298
<b><u>TOTAL</u></b>	<b>29,197</b>

### PRINT CIRCULATION

<b>Monarch System</b>	<b>Librari ed</b>	<b>Non-Librari ed</b>	<b>Total</b>
Washington County			
<i>Germantown (Village)</i>	16,137		16,137
<i>Others</i>	340	6,735	7,075
Dodge	4	20	24
Ozaukee A	819	19	838
Sheboygan A	0	21	21
<b>Outside System</b>			
Milwaukee A	188	0	188
Waukesha A	335	242	577
Fond du Lac A	0	9	9
Rest of WI	30		30
Outside of WI	0		0
<b>GRAND TOTAL</b>	<b>17,853</b>	<b>7,046</b>	<b>24,899</b>

### ELECTRONIC CIRCULATION

<b>OVERDRIVE</b>	<b>3866</b>
(Includes e-Book, video and audio)	
<b>RB DIGITAL</b>	<b>407</b>
(Includes magazines, audio, video, and Transparent Language)	
<b>GALE COURSES</b>	<b>25</b>
<b>HOOPLA (not available yet)</b>	<b>0</b>
(Includes video, music, and audio)	
<b>GRAND TOTAL</b>	<b>4,298</b>

### REGISTRATIONS

Resident (Village of Germantown)	47
Non-Resident	32
<b>TOTAL</b>	<b>79</b>

### REVENUE

Fines	\$ 194.88
Copies	\$ 112.40
Replacement Cards	\$ 6.00
Lost/Damage Fees	\$ 18.83
Faxes	\$ 11.00
Meeting Room	\$ -
<b>TOTAL FINES &amp; FEES</b>	<b>\$ 343.11</b>